

RECORDS

The Office of the Registrar provides services for students from the time of entry through graduation. When students complete their programs, the Office of the Registrar archives students' records and retrieves them when appropriate.

The Office must adhere closely to mandated state and federal guidelines as well as board policy and college administrative rules.

In addition to maintaining secure permanent student records, the Office of the Registrar is also responsible for the following services:

- Registration of New Students.
- Provide Transcripts and Enrollment Verifications.
- Update Student Records (address changes, name changes, and grades).
- Provide Grade Processing, Recording on Transcripts, and Student Notification.
- Graduation Application

For further assistance from the Office of the Registrar, contact:

Mandy Richards 770-531-6335 or mrichards@laniertech.edu

Billie Eisenman 770-531-6409 or eisenman@laniertech.edu

Shane Sims 770-531-6325 or ssims@laniertech.edu

Sandi Baker 770-531-6408 or sbaker@laniertech.edu

ACCIDENT FORMS

Accident Forms are available in the Office of Student Affairs and from instructors. This form must be returned to the Office of Student Affairs to file a claim with student insurance.

OFFICE OF DISABILITY SERVICES

Dedicated to the task of identifying and responding to individual needs, the Office of Disability Services assists students with educational, career, and life decisions and successful implementation of those decisions.

In addition to providing services that cannot be provided adequately by existing campus or community resources, this office also provides support services to students with disabilities and counsels students on personal, career, or academic issues.

Functions of the Office of Disability Services include:

- Personal counseling for crisis intervention and short-term personal problems.
- Provide faculty and administrators with staff development activities, resources, and information to facilitate serving persons with disabilities.
- Facilitate access to the college's instruction, services, and activities.
- Help students strengthen positive attitudes and self-confidence.
- Coordinate support services, auxiliary support services and auxiliary aides (Interpreters, note-takers, readers, tutors, alternative testing, adaptive computer technology, specialized communication devices, accessible furniture) for students with disabilities.

For further assistance, contact the Office of Disability Services:

Mallory Safley 770-531-6330 or msafley@laniertech.edu

VISIT US ON THE WEB AT

www.laniertech.edu

OFFICE OF CAREER SERVICES

The Office of Career Services promotes students' successful transition from education/training to work, and provides opportunities for students and graduates to explore, develop, and select career and employment options that meet individual needs.

Services provided by the Office of Career Services include:

- Job posting services for students and graduates.
- Job search instruction (seminars, individual consultation, publications).
- Resume, cover letters, interviewing, and job search assistance guides.
- Labor market information, projected demand occupations, salary data.

For further assistance, contact the Office of Career Services:

Malissa Lawrence 770-531-2569 or mlawrence@laniertech.edu

OFFICE OF SPECIAL POPULATIONS

The Coordinator of Special Populations provides counseling and referrals to college and community resources that enable students to continue their education while overcoming barriers at home, work, and college.

Personal problems, crisis situations, financial problems, and child care are some of the types of issues that are addressed.

For further assistance, contact the Office of Special Populations:

Jennifer Pulliam 770-531-6346 or jpulliam@laniertech.edu