What is a student?
A student is the most important person in any educational institution.

A student is not an interruption of our work. He/she is the major purpose of it.

A student is not just a statistic. He/she is a person with feelings and emotions.

A student is a person who comes to us with his/her needs or wants. It is our responsibility to meet those needs if we can.

A student is deserving of the most courteous and attentive treatment we can give him/her.

A student is the lifeblood of this and every other educational institution.

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Career Services
Sarah Jolly
Career Services Coordinator
Hall Campus
770-533-7009
sjolly@laniertech.edu

Services are available to all students and alumni, including:
Career Assessment
Career Planning
Resume Critique
On Campus/ e-recruiting
Interviewing Assistance
Career Fairs

Resources:
GCIS (Georgia Career Information Center)
GA College 411
Indeed.com
Glassdoor
Experience Job Board
Salary.com
Monster.com
CareerBuilder.com
Bright
SimplyHired

Special Populations
Kari Register
Coordinator of Special Populations
Hall Campus
770-533-7005
kregister@laniertech.edu

Services are available to students in a program considered non-traditional for their gender, single parents, single pregnant mothers, displaced homemakers, economically disadvantaged, students in the foster care system, and limited English speaking students.

Services Include:
Community Resources & Referrals
Resource Fair
ESPYR – free referral to counseling services for emotional, financial, and legal services (discounted or no charge)
Life Skills Workshops
Lunch & Learn Events

Resources: Listed on pages 14-18
Disability Services
Allison Haynes  ahaynes@laniertech.edu
Coordinator of Disability Services  770-533-7003
Hall Campus  Available on all campuses by appointment

To request accommodations, a student must self-disclose as disabled and provide current documentation of the disability and requested accommodation, under Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Americans with Disabilities Amendments Act of 2008.

Services Include:
Testing Accommodations
Audio Recorder or Smart Pens
Assistive Technology & Software
Interpreting Services for the Deaf
Assistance in Obtaining Books in Alternative Formats

Student Navigator
Megan Whitworth  mwhitworth@laniertech.edu
Student Navigator  770-533-7026
Hall Campus

LTC’s Student Navigator provides focused student support services to help students persist in their program of study.

Financial Aid
Federal Student Aid Info  www.studentaid.ed.gov  800-433-3243
FAFSA on the Web  www.fafsa.ed.gov  800-4FED-AID
Georgia Student Finance  www.gafutures.org  800-505-GSFC
Veterans’ Benefits  www.gibill.gov  888-442-4551
The College Board  www.collegeboard.com  NA
FastWeb (Scholarships)  www.fastweb.com  NA
LTC (Scholarships)  www.laniertechfoundation.org/scholarships  770-533-7035

The FAFSA application must be completed every year to be considered for federal financial aid. Financial Aid recipients must adhere to the Financial Aid Satisfactory Academic Progress Policy listed in the student handbook located at www.laniertech.edu. The Return of Title IV funds policy, refund policy, and the transfer credit policy can also be found in the student handbook located at www.laniertech.edu.
Veterans’ Services
Shay Snow ssnow@laniertech.edu
VA Certifying Official 770-533-7022
Hall Campus
Provides assistance to all Chapter 1606/1607, Chapter 30, Chapter 31, Chapter 33, and Chapter 35 Veterans from basic questions and answers to certifying.

Library
Kathryn Thompson kthompson@laniertech.edu
Director of Library Services 770-533-6968
Min Su msu@laniertech.edu
Forsyth Campus Librarian

Hours by Campus (when classes are in session):

- Hall Campus: Monday—Friday 8:00 am—12:00 pm
- Forsyth Campus: Monday—Friday 8:00 am—12:00 pm
- Barrow Campus: Open while classes are in session
- Dawson Campus: Open while classes are in session
- Jackson Campus: Open while classes are in session

GALILEO—Georgia Library Learning Online

For more information on Library/Media Center Resources visit: www.laniertech.edu/library.

Campus Book Store
Denise Dover ddover@laniertech.edu
Store Manager Forsyth Campus 678-341-6601
Hall Campus 770-533-7045
Barrow Campus 770-297-4539

Note: Dawson, and Jackson campuses do not have a bookstore on campus. Students can buy books from the closest campus listed above, or order books online at bookstore@laniertech.edu

Bookstore hours may change each semester, so call for updated hours.
Foundation
The Lanier Tech Foundation, through donations from business, industry, civic organizations, and individuals, provides scholarships for deserving students. These funds may supplement federal and state grants and may be used for both direct and indirect costs associated with educational expenses incurred during the award periods. For information regarding the application process and deadlines visit: www.laniertechfoundation.org/scholarships

For applications, deadlines, and more information visit: www.laniertechfoundation.org

Questions? Please contact:
Lauren Pugh
Vice President, Institutional Advancement
770-533-7034 lpugh@laniertech.edu

Tutoring
Tutoring is free and available to all students. The schedule changes each semester. Semester tutoring schedules are available online at www.laniertech.edu/tutoring.aspx.

Tutoring services begin within the first two weeks of each semester.
Student Assistance Program

Lanier Technical College believes the health and well-being of all our students is critically important. In recognition of this, LTC has partnered with ESPYR to provide a range of support services for students to address the many personal and family issues that can disrupt student well-being and academic success. Services are free and confidential, with your rights protected within the bounds of the law.

Student Assistance Program Offerings:

- Free and confidential in-person professional counseling
- 24/7/365 telephonic access to counselors
- Free consultation and referrals for financial, legal, childcare and other personal matters.
- On-line self-help resources and programs
- Up to 4 sessions, per counseling issue for students and dependent family members

Our goal is to ensure you have the professional assistance necessary to help you handle personal matters before they impact your well-being. To take advantage of the program contact ESPYR at 866-734-5890, or you may securely request services from the website at www.espyr.com. Check your LTC student email or contact the Office of Student Affairs for the LTC password.
Discrimination/Harassment

Lanier Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

All persons who believe that they are or may have been victims of improper harassment, or any student grievances alleging action of a discriminatory nature, are encouraged to seek resolution by contacting the Title IX Coordinator & Sexual Harassment Officer for Students:

Nancy Beaver : Title IX Coordinator
Lanier Technical College
2565 Lanier Tech Drive,
Office 1131 – G, Breeden-Giles Building,
Gainesville, GA 30507
770-533-7001
nbeaver@laniertech.edu

Inquiries concerning the application of the Americans with Disabilities Act to the policies and practices of Lanier Technical
Clubs and Organizations

- National Technical Honor Society (NTHS)
- Students of the American Dental Hygiene Association (SADHA)
- Student Government Association (SGA)
- Club HIP (Health Information Professionals)
- Lanier Motorsports Club
- Technology User’s Group
- Radiology Club
- Scrub Club
- SkillsUSA

College may be addressed to the Section 504 Coordinator:

**Allison Haynes : Section 504 Coordinator**
Lanier Technical College
2565 Lanier Tech Drive, Office 1130, Breeden- Giles Building,
Gainesville, Ga 30507,
770-533-7003
ahaynes@laniertech.edu
Top Ten Study Skills for College Students

1. Set goals.
It is difficult to arrive at a final destination when you are unsure of what it is and how to get there. Develop a roadmap for reaching your educational goals.

2. Use an appointment book.
It is easy to forget assignment due dates, test dates, and other important information when they are not written down, especially when you’re focused on your studies.

3. Know your learning style.
Develop strategies for overcoming learning differences when instructors employ contradictory teaching methods.

4. Be an active reader.
You’ll better retain information from the textbook if you practice active reading.

5. Participate in study groups.
Organize study groups with other classmates. It’s easier to remember concepts taught to others, and group members often share insights you never consider.

6. Take notes.
Take organized notes. If it’s useful, develop outlines, highlight key information, or utilize other methods to organize lecture notes.
7. Organize your study materials.
Organize notes, assigned readings, and other study materials, so they can be easily retrieved while studying.

8. Draft papers.
Always write a rough draft when preparing an essay. Take time to review it for incompleteness and errors, and ask the instructor or a classmate to read it and offer advice.

9. Slow down on tests.
It’s common to misunderstand questions or skip key information when nervous. Take time to thoroughly read test questions.

10. Don’t replace protein with caffeine.
Before a test, avoid consuming caffeine. Instead, eat foods high in complex carbohydrates and protein.
(Source: College Atlas—Encyclopedia of Higher Education)
Drug-Free Campus Act

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Lanier Technical College has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Lanier Technical College expects faculty, staff, and students to meet appropriate standards of performance, to observe basic rules for good conduct, and to comply with the College Student Code of Conduct. In the discharge of its responsibilities as an employer, Lanier Technical College aggressively promotes and requires a drug-free campus among its students, faculty, and staff.

Institutional standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or as part of any institutional-sponsored activities. Sanctions up to and including dismissal and referral for prosecution will be imposed for the violation of these standards. The Office of Student Affairs provides assistance to students with drug or alcohol-related problems.

If you wish to read the entire Drug-Free Campus Act, please go to www.laniertech.edu. Type in “Drug Free Campus Act” under search site.

Questions regarding this policy should be directed to the Human Resource Office, if in regard to employees, and to the Special Populations Office, if in regard to students.
Sources of Help for Alcohol/Drug Dependency:
Avita Partners Behavioral Health Services
(Low Income/sliding scale fees)

Avita Locations:
Hall County 678-207-2900
Forsyth County 678-341-3840
Banks County 706-894-3700
Jackson County 706-864-6822
Lumpkin County 706-864-6822
Dawson County 706-864-6822

Project ADAM (Alcoholic Drug Abuse Ministries)
Barrow County 770-867-8003

Laurelwood
(Mental Health Services at
Northeast Georgia Medical Center) 770-219-3800

HALT Club
(Twelve Step Program) 770-534-3777

National Clearinghouse for Drug
and Alcohol Info 1-800-729-6686

United Way 2.1.1 770-534-0617

Campus Safety and Security

We at Lanier Technical College strive to provide a safe and secure educational environment for our students, faculty, and staff. We provide professionally trained, licensed law enforcement officers to accommodate any and all safety and security needs.

Lanier Technical College adheres to and supports “20 U.S.C. 1092 (f) Disclosure of campus security policy and campus crime statistics” also known as “The Clery Act.” This law mandates that Colleges and Universities receiving Federal Aid report on campus crimes every October. Furthermore, the law requires that this information be available for students. Lanier Technical College keeps its crime reports for a period of three years, and they are always available on the College website at www.laniertech.edu.
Violence Against Women Act (VAWA)

In compliance with federal laws, Lanier Technical College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Lanier Technical College does not discriminate on the basis of sex in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender-based or not and include dating violence, domestic violence, and stalking.

The College does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct (www.laniertech.edu/coc/Dod%20of%20Conduct.htm), College policies, and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of Student Affairs. To review procedures, policies, and protocols for reporting and addressing allegations of student sexual misconduct, please visit http://laniertech.edu/coc/Sexual%20Harassment.html.

Lanier Technical College’s Sexual Harassment and Assault Reporting and Education website is also intended to provide assistance in obtaining information and identifying resources for anyone who becomes aware of or has experienced sexual harassment and assault.

You have other options in addition to contacting College Security regarding sexual assault, domestic violence, dating violence, and stalking. The first step in the procedure is to contact Nancy Beaver, Title IX Coordinator, at 770-533-7001 or nbeaver@laniertech.edu.
Georgia
United Way Resource List 211
Domestic & Family Violence Hotline 800-334-2836
Child Abuse Prevention Hotline 800-4-ACHILD
Child Care in Georgia 877-ALL-GAKIDS
Drug Help Line 800-378-4435
Georgia Legal Services 404-894-7707
Georgia Network to End Sexual Assault 404-815-5261
Mental Health Crisis Line 800-493-1932
Peach Care for Kids 877-GA-Peach
Social Security Administration 800-772-1213
Suicide Prevention Lifeline 800-273-TALK
Traveler’s Aid 404-817-7070

Banks County
Atlanta Veteran’s Center 404-347-7264
Avita Community Partners 706-894-3700
Banks County Adult Learning Center 706-677-4302
Banks/Jackson Community Food Bank 706-335-5143
Banks County Dept. of Family and Children Services 706-677-2272
Banks County Health Department 706-677-2296
Child Care Resources & Referral 706-543-6177
Agency of NE GA
Gateway Domestic Violence Center 770-536-5860
Georgia Department of Labor 706-282-4514
GA Residential Authority Rental Assistance Program 706-369-5636
Housing Authority 706-677-2770
Piedmont Rape Crisis Center 770-586-5423
Rehabilitation Industries of NE Georgia 770-535-7464
Transportation: Trans-A-Van 706-677-1835
**Community Resources**

**Barrow County**

Action, Inc. (Financial)  770-307-3026  
Addiction Evaluations, Inc.  770-426-7511  
Adult Learning Center (GED)  770-868-4093  
Advantage Behavioral Health  770-868-4150  
Barrow County Cooperative Asst. Center  770-867-6546  
Barrow Counseling Center  770-868-8737  
Barrow County Food Pantry  770-425-6605  
Barrow County Health Department  770-307-3011  
Georgia Department of Labor  770-535-5484  
Medlink  770-867-6633  
Operation Roundup (Walton EMC)  770-267-2505  
Piedmont Rape Crisis Center  770-586-5423  
Temporary Assistance for Needy Families (TANF)  770-868-4222

**Dawson County**

Adult Learning Center (GED)  706-265-1690  
Atlanta Action Ministries (homeless assistance)  404-881-1991  
Avita Community Partners  706-864-6822  
Child Care Resource & Referral Agency of NE GA  770-718-3883  
Children with Special Needs  404-657-4143  
Dawson County Dept. of Family & Children Services  706-265-6598  
Dawson County Health Department  706-265-2611  
Dawson Transit  706-344-3603  
Family Haven, Inc.  770-889-6384  
Gateway House, Inc.  770-536-5860  
Georgia Department of Labor  770-535-5976  
Georgia Housing Authority  706-369-5636  
Jars of Clay (housing)  404-586-9793  
Military Family Assistance  706-879-2918  
No One Alone (NOA—emergency shelter)  706-867-6420  
Rape Response, Inc.  770-503-7273
Forsyth County
Adult Learning Center (GED)  678-341-6606
Avita Community Partners  678-341-3840
Child Care Resource & Referral Agency  404-479-4200
Children with Special Needs District 2  770-781-6900
Public Health
Cumming Vocational Rehabilitation Agency  770-781-6781
Forsyth County Dial-A-Ride  770-781-2195
Forsyth County Family Haven  770-887-1121
Forsyth County Health Department  770-781-6900
Housing Authority of the City of Cumming  770-887-5331
National Hispanic Alliance for Health  866-783-2645
Peachtree Care for Kids  877-427-3224
Rape Response  800-721-1999

Hall County
Adult Learning Center (GED)  770-531-3356
Adult Learning Center (ESL)  770-531-3370
Atlanta Union Mission (shelters)  404-588-4000
Avita Community Partners (Healthcare/Abuse)  678-207-2900
Dept. of Community Affairs Rental Assistance Program  706-369-5636
Department of Family & Children Services  770-532-5298
Gainesville Action Ministries (rent/utilities)  770-531-1440
Gateway House (emergency shelter)  770-536-5860
Goodwill Career Center  770-528-4206
Georgia Department of Labor  770-535-5468
Hall Area Transit (Gainesville Connection)  770-503-3333
Medlink—Gainesville  770-287-0290
Ninth District Opportunities, Inc.  770-532-3191
Quality Care for Children  404-497-4200
Rehabilitation Industries of NE Georgia  770-535-7464
Veteran’s Service Department  770-531-6060
Wood’s Mill Adult Learning Center (GED)  770-531-3356
Wood’s Mill Adult Learning Center (ESL)  770-531-3370
## Jackson County

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action, Inc. (food/utilities/rent)</td>
<td>706-367-9599</td>
</tr>
<tr>
<td>Adult Learning Center (GED)</td>
<td>770-535-6277</td>
</tr>
<tr>
<td>Banks/Jackson Community Food Bank</td>
<td>706-335-5143</td>
</tr>
<tr>
<td>Career Center—Goodwill Industries</td>
<td>706-433-1908</td>
</tr>
<tr>
<td>Child Care Resource &amp; Referral Agency</td>
<td>706-353-1313</td>
</tr>
<tr>
<td>Cooperative Resource Center (housing)</td>
<td>706-335-2308</td>
</tr>
<tr>
<td>Jackson County Dept. of Family &amp; Children Serv.</td>
<td>706-367-3018</td>
</tr>
<tr>
<td>Jackson County Transit</td>
<td>706-367-7433</td>
</tr>
<tr>
<td>People First (disability organization)</td>
<td>706-542-3457</td>
</tr>
</tbody>
</table>

## Lumpkin County

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Adult Learning Center (GED)</td>
<td>706-867-2862</td>
</tr>
<tr>
<td>Children with Special Needs</td>
<td>706-867-9621</td>
</tr>
<tr>
<td>Community Helping Place (utilities)</td>
<td>706-864-1980</td>
</tr>
<tr>
<td>DFCS (food stamps)</td>
<td>706-864-1980</td>
</tr>
<tr>
<td>Dial-A-Bus</td>
<td>706-864-6900</td>
</tr>
<tr>
<td>Ninth District Opportunity, Inc.</td>
<td>706-864-4637</td>
</tr>
<tr>
<td>Dahlonega Housing Authority</td>
<td>706-864-3758</td>
</tr>
<tr>
<td>Georgia Department of Veterans Services</td>
<td>706-864-3758</td>
</tr>
<tr>
<td>Health Department</td>
<td>706-867-2727</td>
</tr>
<tr>
<td>Lumpkin County Family Connection</td>
<td>706-864-6189</td>
</tr>
</tbody>
</table>
LTC Quick Reference Guide

Hall Campus
2535 Lanier Tech Drive
Gainesville, GA 30507
Phone: 770-533-7000
Fax: 770-531-6328

Forsyth Campus
3410 Ronald Reagan Blvd.
Cumming, GA 30041
Phone: 678-341-6600
Fax: 770-781-6951

Dawson Campus
408 Highway 9 North
Dawsonville, GA 30534
Phone: 678-513-5200
Fax: 678-513-5220

Barrow Campus
965 Austin Road
Winder, GA 30680
Phone: 770-297-4500
Fax: 678-425-6997

Jackson Campus
631 South Elm Street
Commerce, GA 30529
Phone: 706-335-1931
Fax: 770-535-6299

Admissions
770-533-7010
admissions@laniertech.edu

Registrar
770-533-7015 or
registrar@laniertech.edu

Financial Aid
770-533-7019

Business Office
770-531-6450

Hall Bookstore
770-533-7045

Hall Library
770-533-6969

Forsyth Bookstore
678-341-6601

Forsyth Library
678-341-6636

Barrow Bookstore
770-297-4539
How do I request a copy of my transcript?

If you need to request an official transcript, use the QR code above or visit www.laniertech.edu/transcript. Most transcripts can be electronically delivered to the recipient of your choice within minutes of completing your order. The current fee for official transcripts is $7.50 (subject to change). If you need your transcript to reflect the current term’s final grades, indicate “hold for final grades” on your order; if you need it to reflect your completion of a program, indicate “hold for program completion.” You can view your unofficial transcript and your final grades after the end of each semester for free in Banner Web. Should you have questions, please contact the Registrar’s office at 770-533-7025 or registrar@laniertech.edu.
How do I apply to receive my credential?

After you meet with your advisor and register for your last class, register for graduation at www.laniertech.edu. This will ensure the Registrar’s Office audits your file and mails your credential if all requirements are met. Should you have questions, please contact the Registrar’s Office at 678.341.6616 or registrar@laniertech.edu.

How can I sign up to participate in the Commencement Ceremony?

Lanier Tech holds our annual Commencement Ceremony in May on the quadrangle of the Hall Campus. If you complete your program of study the summer, fall, or spring semester before the May Commencement, you are eligible to participate in the ceremony. An email will be sent to all eligible students with instructions so check your LTC student email account daily! Information is also available at www.laniertech.edu. Should you have questions, please contact the Registrar’s Office at 678.341.6616 or registrar@laniertech.edu.

Where do I get a parking permit?

At the present time, parking permits are only required at the Barrow, Hall, and Forsyth Campuses. These permits are available in the Business Office/Administrative Services at the Hall Campus, Building 100, and in the Office of Student Affairs at the Forsyth Campus, Building A. Should you have questions regarding parking, please contact the Business Office/Administrative Services at 770-533-6900 or paula@laniertech.edu.

Where do I get a Photo ID card?

The Office of Student Affairs at each campus provides Photo ID cards. Please contact the following numbers for specific dates and times: Hall Campus at 770-533-7000, Forsyth Campus at 678-341-6600, Barrow Campus at 770-297-4500, Jackson Campus at 706-335-1931, or Dawson Campus at 678-518-5200.
Where do I get help if I am a student with disabilities?

Contact the Coordinator of Disability Services in the Office of Student Affairs at 770-533-7003 or ahaynes@laniertech.edu.

How do I add or drop/withdraw from courses?

After meeting with your academic advisor and viewing Degree Works, register for courses in Banner Web from www.laniertech.edu or the Lanier Tech mobile app. You may add or drop courses through the end of the third instructional day of a term. Courses dropped before the end of the third day will not appear on your transcript and will generate a refund of tuition. You may withdraw through the 60% point of the term, but withdrawals made after the third day will generate a grade of “W” and will affect the Financial Aid successful completion rate. See your academic advisor and financial aid counselor before withdrawing. Students may not withdraw after the 60% point of the term.

Should you have questions, please contact your advisor or the Registrar’s Office at registrar@laniertech.edu from your LTC student email account or by phone at 770.533.7015.

How do I change my program of study?

Students desiring to change their program of study must complete a Change of Program Form which is available in the Office of Admissions or on the college website. Students submitting a Change of Program request must meet with an admissions counselor. The requirements for the new program will be checked against the student’s test scores and previous coursework. Not all credits earned under one program may apply to the new program of study. Retesting and/or Learning Support coursework may be required. Students are also encouraged to speak with their faculty advisor prior to initiating the change of program process.

Students applying for a change of program who are receiving financial aid benefits must also speak with a representative in the Office of
Financial Aid. Students who are receiving federal or state aid and/or veteran’s benefits should discuss the possible impact of program change on the receipt of these benefits. Financial aid programs may have specific guidelines regarding a change in program of study.

**Where do I get help with finding a part-time or full-time job?**

Information on employment opportunities, including Lanier Technical College’s eRecruitment Online Job Search, is available in the Career Services section of the website. Should you have specific questions about finding a job or need help with job-seeking skills, please contact the Career Services Specialist at 770-533-7009.

**Where do I buy books?**

Bookstores are currently located at the Hall, Barrow, and Forsyth Campuses. During the first four instructional days of the term, Jackson County students may purchase their books at the Barrow Campus or by contacting the Hall Campus bookstore. Dawson County Campus students may purchase their books at the Forsyth Campus or by
contacting the Hall Campus bookstore at 770-535-7045 to make other arrangements. Books can be ordered online at bookstore.laniertech.edu.

Should you have questions, please contact the Oakwood Campus bookstore at 770-531-6312.

**Where do I go to get information on taking the GED Exam?**

Visit www.laniertech.edu and click “Adult Education” or contact the Adult Education Department at 770-531-3370.

**How do I file a student accident report?**

By visiting the Office of Student Affairs at each campus. Should you have questions, please contact Student Affairs at 770-533-7002.

**What is FERPA and Directory Information?**

The Family Educational Rights and Privacy Act protects the privacy of student records. If you wish to sign a waiver to share your educational record with someone else (a parent, employer, spouse, etc.) submit the FERPA waiver form available at every front desk or by request at registrar@laniertech.edu. Certain directory information may be shared without your permission. At LTC, this includes your name, mailing address, college assigned email address, dates of enrollment, major, credential(s) earned and date(s) conferred, participation in official sports or activities, and height and weight of athletic team members. If you do not wish us to share this information, please email registrar@laniertech.edu to request us to keep your records confidential. We email all students each fall semester to provide this opt-out information.

**How do I get help with my BannerWeb and Blackboard Login?**

The login method is the same for BannerWeb, Blackboard, and Campus Computers. Instructions are located at www.laniertech.edu/studenthelp, or by emailing the help desk at studenthelp@laniertech.edu from your LTC student email account, or calling 770.533.7048.
How do I get assistance with my student email login?

Instructions on how to log in to your LTC student email account are included in your admissions acceptance letter. If you need help logging in, contact the IT department by submitting a ticket at www.laniertech.edu/studenthelp, emailing the help desk from your personal email account at studenthelp@laniertech.edu, or calling 770.533.7048.
Lanier Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lanier Technical College.

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For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our website at: http://www.laniertech.edu/GE.aspx.

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