

STUDENT RESOURCE GUIDE



LANIER Technical College

A Unit of the Technical College System of Georgia

WWW.LANIERTECH.EDU

770-533-7000

OUR MISSION

Lanier Technical College, a unit of the Technical College System of Georgia, serves as the foremost workforce development resource for Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin counties by providing:

- Career-technical education programs, offered through traditional and distance delivery methods, leading to associate degrees, diplomas, and technical certificates of credit.
- Customized business and industry training and economic development services.
- Continuing education for technical and professional development.
- Adult education services.

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CAMPUS INFORMATION



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

9631 South Elm Street
Commerce, GA 30529
Phone: 706-335-1931
Fax: 770-535-6299

ADMISSIONS

770-533-7050
admissions@laniertech.edu

REGISTRAR

770-533-7014
registrar@laniertech.edu

FINANCIAL AID

770-533-7058
financial_aid@laniertech.edu

BUSINESS OFFICE

770-533-6909
b_office@laniertech.edu

IT HELPDESK

770-533-7048

CAMPUS POLICE

678-410-4139

HALL BOOKSTORE

770-533-7045

DAWSON BOOKSTORE

678-513-5200

CAREER SERVICES



Career Services Coordinator

770-533-7009

careerservices@laniertech.edu

Services are available to all students and alumni, including:

Career Assessment

Career Planning

Resume/Cover Letter Critique

Job Recruiting

Interviewing Assistance

Career Fairs

Resources:

Handshake

YouScience

Work Source Georgia

LinkedIn

Indeed.com

GCIS (Georgia Career Information Center)

Salary.com

Monster.com

CareerBuilder.com

Glassdoor

SimplyHired

SPECIAL POPULATIONS

Coordinator of Special Populations

770-533-7005

specialpops@laniertech.edu

Special Populations Services are available to meet the needs of qualifying students. Services include but are not limited to workshops and training on educational, employability and life skills; institutional and community resources and referrals; and resource fairs. Special populations include:

- Single parent students having primary or joint custody of a child.
- Single pregnant women.
- Displaced homemakers
- Economically disadvantaged students, Pell Grant recipients.
- Students enrolled in nontraditional programs of study that lead to occupations or fields that have 25% or less of their gender employed within the occupation.
- Students with limited English proficiency.
- Students with disabilities.

Community Resources: Listed on pages 17- 19

ACCESSIBILITY SERVICES

Coordinator of Accessibility Services

770-533-7003

adacoordinator@laniertech.edu

Lanier Technical College provides reasonable accommodations that assist people with disabilities as they participate in programs and activities at the college. To request accommodations, a student must self-disclose as disabled and provide current documentation of the disability and requested accommodations, 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 Recorders
Smart Pens & Reader Pens
Assistive Technology & Software

Interpreting & Captioning Services
Assistance Obtaining Textbooks in
Alternative Formats
Advocacy and Support

COUNSELING SERVICES

Director of Counseling and Student Support Services

770-533-7026

counseling@laniertech.edu

At Lanier Technical College, we care about student well-being and understand that life stressors — family, relationships, finances, school, mental & physical health — can disrupt academic success. Student Support Services aims to help students with assessing issues and concerns outside of the classroom that may create barriers to attaining academic, career and personal goal achievement. Non-academic support is offered through crisis management, brief solution-focused intervention and referrals for mental health resources.

If you or someone you know is contemplating suicide, contact the **Suicide & Crisis Lifeline**, available 24/7: by calling or texting 988



988 Lifeline

At the 988 Lifeline & Crisis Center, we understand that life's challenges can sometimes be difficult. Whether you're facing mental health struggles, emotional distress, or need to talk and connect...

988 Lifeline

STUDENT ASSISTANCE PROGRAM

Lanier Technical College believes the health and well-being of all our students is critically important. LTC has partnered with Acentra Health (formerly 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, confidential, and your rights are protected within the bounds of the law.

Services Include:

- Free & confidential 24/7/365
- Access to coaching support via phone and chat
- Free consultations and referrals for financial, legal, childcare, and other personal matters
- On-line self-help resources
- Supportive AI chatbot for unlimited conversations to manage stress
- Interactive Screening Program for counseling and support

Ways to Connect:

Password: lanier

By Phone: 1-866-734-5890

Online: eap.acentra.com

The App Store:

Google Play



DOWNLOAD APP

Apple Store



DOWNLOAD APP

LANIER TECH SCHOLARSHIPS

**Vice President,
Institutional Advancement**

770-533-7035

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 awards periods.

For information regarding the application process and deadlines visit:

www.laniertechfoundation.org/scholarships



Financial_aid@laniertech.edu

770-533-7058

The financial aid programs at Lanier Technical College are designed to provide financial assistance to eligible students and supplement the efforts of the student and family.

Financial assistance is available to those students who complete the necessary paperwork and qualify. Students wishing to apply for financial aid are encouraged to do so prior to enrollment. Specific program policies and funding levels are determined by either federal or state government.

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 Progress Policy listed in the student handbook. The Return of Title IV funds policy, refund policy, and the transfer credit policy can also be found in the student handbook at www.laniertech.edu.

Complete your FAFSA!

The FAFSA or *Free Application for Federal Student Aid*, determines your eligibility for federal grants, work-study opportunities, and loans!

It is recommended that students file their FAFSA at least four to six weeks prior to the date the funds will be needed.



Lanier Technical College Title IV School Code is **005254**

<https://studentaid.gov/h/apply-for-aid/fafsa>

Veterans' Services

VA Assistance

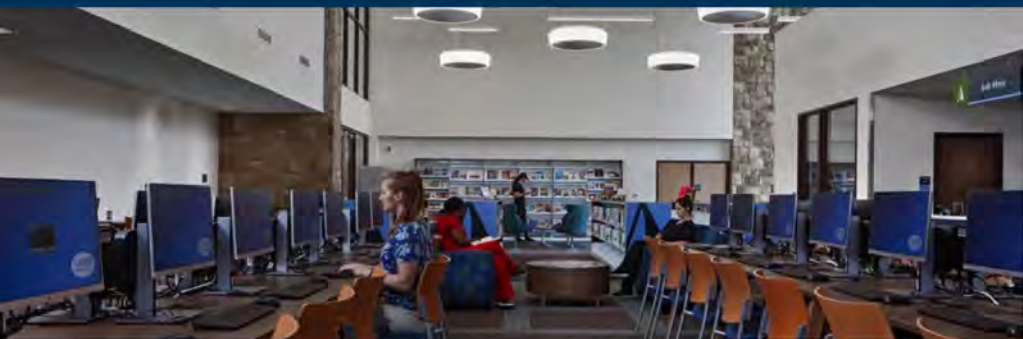
770-533-7058

va@laniertech.edu

Financial Aid provides assistance to all Chapter 1606/1607, Chapter 30, Chapter 31, and Chapter 35 Veterans from basic questions and answers to certification.

You may be able to determine your eligibility for educational assistance through the VA by visiting <https://www.va.gov/education/eligibility/> or calling the VA at 1-888-442-4551.

*Changes to the financial aid policy may occur at any time and without any prior notice.



LTCLibrarians@laniertech.edu

Hall Campus Library
Director of Library Services

770-533-6968

Forsyth Campus Library

678-341-6636

Dawson Campus Library

678-513-5221

Barrow Campus Library

770-297-4525

The mission of the Lanier Technical College Library is to support all areas of instruction offered by the college, providing facilities, resources, and services to all faculty, students, and staff. Through the use of its resources, the Library strives to encourage workforce development and life-long learning.

Locations & Hours:

Hall Campus

M-Th: 7:30 AM to 8 PM

F: 8 AM to 12 PM

Dawson Campus

M-Th: 7:30 AM to 8 PM

F: 8 AM to 12 PM

Forsyth Campus

M-Th: 8 AM to 8 PM

F: 8 AM to 12 PM

Barrow Campus

M-Th: 7:30 AM to 8 PM

F: 8 AM to 12 PM

CAMPUS BOOK STORES



Campusstore@laniertech.edu

770-533-7045

Lanier Technical College is proud to operate two full-service bookstores, conveniently located on the Hall and Dawson campuses. For students attending classes at the Forsyth and Barrow campuses, we are pleased to offer online ordering with the option for direct delivery to home or campus. In addition to providing required textbooks and course materials, our bookstores offer a diverse selection of Lanier Tech-branded clothing and gear, school and office supplies, as well as snacks to support students throughout their day. We invite you to visit the Lanier Technical College Bookstore and explore the wide range of products and services available.

Locations & Hours

The book stores close for one hour daily around noon for lunch. Extended hours are offered during financial aid periods each term. Hours are subject to change.

Hall Campus

Ramsey Conference Center

M-Th: 8 AM to 5 PM

F: 8 AM to 12 PM*

Dawson Campus

First Floor

M-Th: 8 AM to 6 PM

F: 8 AM to 12 PM*

* Friday hours are only during the first week of classes.

Order your books online @ bookstore.laniertech.edu

TUTORING

Director of Academic Success

678-341-6603

SSC@laniertech.edu

Need help with your classes or want to improve your grade?

Visit the Student Success Center, in person or online!

FREE for all students

Available in person and online

Same day appointments

Math

Writing

Anatomy, Physiology, Chemistry
& More

For appointments, locations, hours & more information visit:

www.laniertech.edu/tutoring/

CAMPUS LIFE COORDINATOR



Campus Life Coordinator

770-533-7088

campuslife@laniertech.edu

The Campus Life Coordinator plays a key role in creating a vibrant and inclusive college experience by organizing events, supporting student organizations, and fostering a strong, connected campus community. The Campus Life Coordinator works with the Student Government Association (SGA) to empower student leaders by offering guidance, event planning, and helping advocate for student needs. Acting as a bridge between students and administration, they ensure student voices are heard and valued.

Have an idea for a new club at LTC?

All student clubs and organizations at Lanier Technical College are expected to align with and support the college's core mission of workforce development. This ensures that student involvement contributes to both personal growth and career readiness. If you have an idea for a new club that reflects this mission, we encourage you to take the first step in bringing it to life. Identify and connect with potential faculty or staff advisors who are willing to support and guide your initiative. Once you have advisor support, complete the form below to officially submit your idea for review.

[Club & Organizations Application Form](#)

GETTING INVOLVED

Getting involved with clubs or professional organizations in college offers students valuable opportunities to grow both personally and professionally. These groups allow students to connect with peers who share similar interests, build meaningful relationships, and develop essential skills like leadership, communication, and teamwork. Participation also helps students explore career paths, gain practical experience outside the classroom, and enhance their resumes with real-world involvement. Additionally, professional organizations often provide access to networking events, competitions, and mentorship, which can open doors to future job opportunities. Overall, joining clubs or organizations enriches the college experience and sets students up for long-term success.

CLUBS & ORGANIZATIONS



Student organizations provide a structure for students to grow, learn, serve others on campus and in the community, gain leadership skills, and enhance their ability to succeed at the college level and beyond.

**Club HIP
(Health Information Professionals)**

Interiors Club

Lanier Motorsports Club

**National Technical Honor Society
(NTHS)**

**Future Business Leaders of America
(FBLA)**

Lambda Nu - Radiology Club

SkillsUSA

**Students of the American
Dental Hygiene Association
(SADHA)**

**Student Government Association
(SGA)**

Gaming Club

Conversation Club (Adult Education)

Literary Circle Book Club

**America Physical Therapy Association
(APTA - National & Georgia Chapter)**

**Military and Personal Safety Officers Club
(MAPSO)**

For more information on how to start your own club,
or to be connected to a club advisor, contact us at
studentlife@laniertech.edu



CAMPUS POLICE & PUBLIC SAFETY



Chief of Police, LTC

770-533-6911

LTCPolice@laniertech.edu

The Lanier Technical College Police Department consists of sworn, certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness.

Officers patrol the campus Monday – Thursday 7:00 am – 11:00 pm and Friday 7:00 am – 12:00 pm. Police and Security Officers provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. All Lanier Technical College Police Officers are certified and have full arrest powers.

The Lanier Technical College Police Department also provides unarmed Security Service Officers (SSOs) to assist with security in buildings and around campuses. The SSOs are serving as the eyes and ears of the Lanier Tech Police Department. The SSO's do not have arrest authority.

FOR IMMEDIATE RESPONSE FROM THE POLICE OFFICER ON DUTY OR FOR A SAFETY ESCORT:

678-410-4139

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 > Quick Links > Campus Police & Public Safety

FOR NON-EMERGENCY SITUATIONS:

Fill out a Behavioral Intervention Team (BIT) Concern Form any time for non-emergency situations in which you are concerned about another person's behaviors or actions on campus:



IN THE EVENT OF AN EMERGENCY, CALL 678-410-4139

LTC STUDENT SUPPORT INFORMATION

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DISCRIMINATION & HARASSMENT

As set forth in its student catalog, Lanier Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, 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:

Title IX Coordinator:

Nancy Beaver

Lanier Technical College
2535 Lanier Tech Drive,
Office 113-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 College may be addressed to the Section 504/ADA Coordinator:

Section 504/ADA Coordinator:

Veronica Bowermaster

Lanier Technical College
2535 Lanier Tech Drive,
Office 1130, Breeden-Giles Building,
Gainesville, GA 30507
770-533-7003
vbowermaster@laniertech.edu

For more information on these, and other Lanier Technical College policies, please visit the Lanier Technical College Catalog and Student Handbook here:



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 (See Student Handbook link on page 12), College policies, and may violate state and federal laws.

Violations are subject to disciplinary sanctions through the Office of Student Affairs.

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/or assault.

You have other options in addition to contacting Campus Police (page 11) 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, nbeaver@laniertech.edu**



DRUG-FREE CAMPUS ACT

Lanier Technical College is a drug-free campus. The staff at Lanier Technical College is concerned about the growing pattern of drug and alcohol abuse in our society today. Lanier Technical College is doing its part to curb this usage and to educate our staff and students about the associated dangers. Lanier Technical College will comply with all pertinent laws and regulations and is eager to join other educational facilities in this national effort to combat drug abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal Drug Free Schools and Communities Act of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

We invite you to visit the SAP website at **www.espyr.com** and enter **lanier** as your password. The website is an easy to use resource offering assessments, videos, quizzes, courses, articles, calculators, and much more. You may even confidentially request SAP services from the site.

If you are interested in learning more about alcohol education visit AlcoholEdu using the link below.
www.everfi.com/login
Registration code: 339a3955

For more resources for help with Alcohol/Drug Dependency, see
"Community Resources" starting on page 15



CAMPUS HAZING POLICY

Hazing is a serious public health problem that causes physical and mental harm to students. Hazing in any form is prohibited at Lanier Technical College. LTC is committed to providing a safe learning environment that supports the dignity of all college community members. Hazing violates state law and is strictly prohibited by Lanier Technical College on and off campus. Violation of this policy may result in both disciplinary action and criminal charges. The following information is provided in compliance with the "Max Gruver Act:"

State Law

O.C.G.A. 16-5-61 (2021) The "Max Gruver Act"

(a) As used in this Code section, the term:

(1) "Haze" or "hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.

(2) "School" means any unit of the University System of Georgia, any unit of the Technical College System of Georgia, or any private postsecondary school, college, or university in this state.

(3) "School organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together that has students or alumni as its principal members, including local affiliate organizations.

(4) "Student" means any person enrolled or prospectively enrolled in a school in this state. (b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a high and aggravated misdemeanor.

To report incidents or suspected incidents of hazing, please contact:

Nancy Beaver, VP for Student Affairs at (770)-533-7001 or via email at nbeaver@laniertech.edu or use the [Hazing Incident Reporting Form](#).





ALL COUNTIES

Action Ministries (Homelessness) -----	404-817-7070
Addiction Evaluations -----	770-426-7511
Atlanta Veteran's Center -----	877-927-8387
Avita Community Partners -----	800-525-8751
Child Abuse Prevention Hotline -----	800-422-4453
Child Care in Georgia -----	877-255-4254
Child Care Resources & Referral -----	877-633-1461
Agency of NE GA -----	800-799-7233
Domestic & Family Violence Hotline -----	844-289-0879
Drug Help Line -----	833-827-7368
GA Rental Assistance -----	404-815-5261
GA Network to End Sexual Assault -----	800-334-2836
Georgia Domestic Violence Shelters -----	833-457-7529
Georgia Legal Services -----	800-715-4225
Mental Health Crisis Line -----	866-783-2645
National Hispanic Alliance for Health -----	800-656-4673
National Sexual Assault Hotline -----	877-427-3224
Peach Care for Kids -----	800-721-1999
Bridging Hope/Rape Response -----	770-535-7464
Rehabilitation Industries of NE GA -----	988
Suicide & Crisis Lifeline -----	211
United Way Resource List -----	800-273-8255
Veterans Crisis Line -----	

BANKS COUNTY

Avita Behavioral Health Services -----	706-894-3700
Banks County Adult Learning Center -----	706-677-4302
Banks Jackson Food Bank -----	706-335-5143
Banks County Dept. of Family -----	706-677-2272
& Child Services -----	
Banks County Health Department -----	706-677-2296
Toccoa GA Dept. of Labor -----	706-282-4514
NE GA Housing Authority -----	800-596-1380
Piedmont Rape Crisis Center -----	770-586-5423

For assistance with using any of the resources provided or help in locating other types of assistance, please contact:

Kari Register

Coordinator of Special Populations
Hall Campus

770-533-7005

kregister@laniertech.edu

COMMUNITY RESOURCES

BARROW COUNTY

Action Inc. (Financial Assistance) -----	770-867-7495 x1400
Adult Learning Center (GED) -----	770-531-3369
Advantage Behavioral Health -----	855-333-9544
Barrow Cooperative Assistance -----	678-227-4244
Barrow Counseling Center -----	770-868-8738
Barrow County Food Pantry -----	770-425-6605
Barrow County Health Department -----	770-307-3011
Department of Labor -----	706-583-2550
Medlink, Winder -----	706-521-3113
Operation Roundup, Walton EMC -----	770-266-2353
Temp. Assistance for Needy Families -----	706-868-4222

DAWSON COUNTY

Dawson Adult Education Center -----	678-513-5205
Avita Community Partners -----	678-866-8777
Children with Special Needs -----	770-535-6907
Dawson Co. Dept. of Family Children Services -----	706-543-6177
Dawson Co. Health Department -----	706-265-2611
Dawson Transit -----	706-344-3603
Family Haven, Inc. -----	770-844-0842
Gateway House, Inc. -----	770-536-5860
GA Dept. of Labor -----	770-535-5484
GA Housing Authority -----	229-995-2675
Jars of Clay (Housing) -----	404-586-9793
Military Family Assistance -----	706-879-2918
No One Alone (NOA Emergency Shelter) -----	706-867-6420
Bridging Hope/Rape Response -----	770-503-7273

FORSYTH COUNTY

The Place of Forsyth -----	770-887-1098
Avita Community Partners -----	678-341-3840
Child Care Resources & Referral Agency -----	404-479-4200
Children with Special Needs ----- District 2, Public Health	770-781-6900
Cumming Vocational Rehab 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



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 -----	678-207-2900
(Healthcare/Abuse)	
Georgia Housing Search -----	706-369-5636
Georgia Dept. of Community Affairs -----	404-679-4840
Dept. of Family & Children Services -----	770-532-5298
Gainesville Action Ministries -----	770-531-1440
(Rent/Utilities)	
Gateway House (Emergency Shelter) -----	770-536-5860
Goodwill Career Center -----	770-528-4206
Georgia Dept. of Labor -----	770-535-5484
Medlink Gainesville -----	770-287-0290
Ninth District Opportunities, Inc. -----	770-532-3191
Quality Care for Children -----	706-543-6177
Rehabilitation Industries of NEGA -----	770-535-7464
Veteran's Service Department -----	770-531-6060
WeGo (Rideshare) -----	770-503-3333

JACKSON COUNTY

Action Inc. (Food/utilities/rent) -----	706-367-9599
Adult Learning Center (GED) -----	770-535-6277
Advantage Behavioral Health -----	706-367-5258
Banks/Jackson Community Food Bank -----	706-335-5143
Goodwill Career Center -----	706-433-1908
Child Care Resource & Referral -----	1-877-633-1461
Commerce Housing Authority -----	706-335-3611
Jackson County Dept. of Family -----	706-367-3019
& Children Services	
Jackson County Transit -----	706-367-7433
disABILITY Link -----	404-687-8890

LUMPKIN COUNTY

Adult Learning Center (GED) -----	706-867-2862
ConnectAbility (Special needs children) -----	404-480-8287
Community Helping Place (Utilities) -----	706-867-9621
DFCS (Food Stamps) -----	706-864-1980
Dial-A-Bus -----	706-864-6900
Ninth District Opportunity, Inc. -----	706-864-4637
Dahlonega Housing Authority -----	706-864-3758
Health Department -----	706-867-2727
Lumpkin Co. Family Connection -----	706-864-6189

STUDENT AFFAIRS FAQs



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 at 770-533-7048 or visit the "Help Center" at www.laniertech.edu/help-center/

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 included in your admissions acceptance letter. If you need help logging in, contact the IT department at 770-533-7048 or visit the "Help Center" at www.laniertech.edu/help-center/

Where do I get help if I am a student with disabilities?

Contact the Accessibility Services Coordinator in the Office of Student Affairs at 770-533-7003 or adacoordinator@laniertech.edu. Visit www.laniertech.edu/student-affairs/disability-services/ for more info.

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 770-533-3370

How do I file a student accident report?

Visit the Office of Student Affairs at each campus. Should you have questions, please contact Student Affairs at 770-533-7001



How do I pay for classes and fees?

Payments can be made online anytime through BannerWeb.
Payments can be made in person at Hall Campus and Forsyth Campus.

Hall Campus: Business Office in Breeden-Giles Administrative Building

Forsyth Campus: Office of Student Affairs in Building A

To sign up for a payment plan, visit BannerWeb, navigate to "Student Records," and click on the "Set up Nelnet Payment Plan" link.

For questions, contact the Business Office/Administrative Services at 770-533-6909.

Where do I get a parking permit?

At this time, parking permits are only required at the Barrow, Hall, and Forsyth Campuses. These permits are available by visiting:

Barrow Campus: Administrative Office

Hall Campus: Business Office in Breeden-Giles Hall

Forsyth Campus: Office of Student Affairs in Building A

Should you have questions regarding parking, please contact the Business Office/Administrative Services at 770-533-6909.

Where do I get a student ID card?

The Office of Student Affairs at each campus provides Photo ID cards. Please contact the following numbers for specific dates and times:

Barrow Campus: 770-297-4500

Dawson Campus: 678-518-5200

Forsyth Campus: 678-341-6600

Hall Campus: 770-533-7000

Jackson Campus: 706-335-1931

Where do I buy books?

Lanier Technical College operates two full-service bookstores at the Hall and Dawson campuses, with online ordering and delivery available for Forsyth and Barrow students. In addition to textbooks and course materials, the bookstores offer Lanier Tech apparel, school supplies, and snacks. Visit us to explore everything we have to offer! Books can always be ordered online at bookstore.laniertech.edu.

**Should you have questions, please contact the
Hall Campus bookstore at
770-533-7045**

STUDENT AFFAIRS FAQS

How do I add a course?

Through the end of the third calendar day of the semester, a student may add a course to an already existing schedule via BannerWeb. Students who add a course may owe additional tuition and fees.

How do I drop a course?

Through the end of the third instructional day of the semester, a student may drop a course from an already existing schedule.

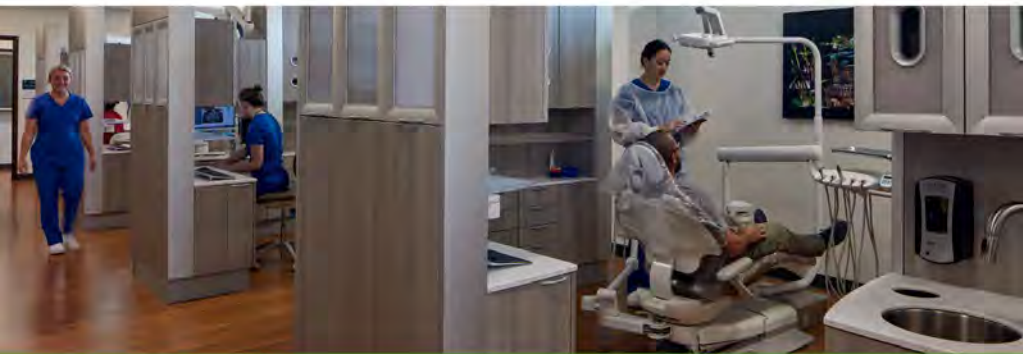
Note: An instructional day is based on the academic calendar, not a student's individual schedule. Students may drop courses online via BannerWeb. This deadline is strictly enforced. A student who drops a course may be due a refund.

How do I withdraw from courses or request a refund?

Through the end of the last day of the semester prior to the final exam period, a student may withdraw from a course. This deadline is strictly enforced. Students may withdraw from a course online via BannerWeb. A student withdrawing from a course on or after the fourth instructional day of the semester will receive a grade of "W."

Note: An instructional day is based on the academic calendar, not a student's individual schedule. Withdrawals do not impact a student's GPA. Students on financial aid should be aware that a drop or withdrawal after the three-day drop/add period may affect their financial aid.

There is no refund for classes from which the student withdrew after the drop/add period. A student who withdraws from a course prior to the first day of the semester or during the drop/add period will be due a refund of tuition. The drop/add period and final class day for each term or part of term are indicated on the academic calendar available at [Academic Calendar – Lanier Technical College](#).





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 online @ [Change of Program Form – LTC Forms \(laniertech.edu\)](https://www.laniertech.edu/forms/change-of-program-form). Students submitting a Change of Program request are highly encouraged to discuss their program change with an admissions counselor prior to submitting the change. 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 should 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.

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.

For answers to these and other frequently asked questions, as well as helpful how to videos, visit our New Student Orientation at www.laniertech.edu/lanier-launch-new-student-orientation/



STUDENT AFFAIRS FAQS

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 in 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 on our website and through the Registrar's office, 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/student-affairs/apply-for-graduation.

This will ensure the Registrar's office audits your file and sends your credential if all requirements are met. Should you have questions, please contact the Registrar's office at 770-533-7014 or registrar@laniertech.edu

How do I request a copy of my transcript?

www.laniertech.edu/transcript



If you need to request an official transcript, visit our website or use the QR code provided. Most transcripts can be electronically delivered to the recipient of your choice within minutes of completing your order.

The current fee for 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 BannerWeb. Should you have questions, please contact the Registrar's office at 770-533-7014 or registrar@laniertech.edu.

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

Information on employment opportunities, including Lanier Technical College's online job board, is available in the Career Services section of the website at www.laniertech.edu/student-affairs/career-services/

Should you have specific questions about finding a job or need assistance with job-seeking skills, please contact the Career Services Coordinator at 770-533-7009 or careerservices@laniertech.edu.

STUDY SKILLS FOR COLLEGE STUDENTS

Studying is an important skill to master for college students. Here are a few tips to get you on the right path.

Set Goals

Give yourself reasonable study goals, such as 'read one chapter,' or 'write two paragraphs' and then reward yourself with a short break.

Use a Planner

Due dates, test dates, and long-term projects in multiple classes can be overwhelming and easily confusing. Stay on top of your studies by keeping track of it all in one place.

Know your Learning Style

Some students process auditory information really well, while others need to see it or write it themselves. Learn what works for you and use it to your advantage.

Practice Active Reading

Simply reading and re-reading material isn't an effective way to learn new information. Interact with the text by highlighting, underlining, and taking notes as you read.

Participate in Study Groups

It's easier to remember concepts when you teach them to someone else and group members often share insights you may have not considered before.

Take Notes

Write down the information in class and then organize it, highlight it, develop outlines, color code things, draw diagrams, invent acronyms; engage your brain in creative notes.

Find your Study Atmosphere

Whether it's the library, a coffee shop, or your bedroom, find a place to study that feels comfortable, calm and distraction-free for you.

Stay Positive

Imagine yourself passing the test and know that you know the material. Positive thinking will allow you to retain more information rather than being focused on worry.

Slow Down on Tests

It's common to misunderstand questions or skip key information when nervous. Take your time and thoroughly read and think through test questions.

Eat Well

Caffeine may provide a temporary boost but can also impact mood and anxiety levels. Eat healthy foods which are high in protein and drink plenty of water for sustained energy.

LANIER Technical College

Equal Opportunity Institution



Lanier Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Lanier Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

If you need this document in an accessible format,
contact adacoordinator@laniertech.edu or 770-533-7003

www.laniertech.edu

770-533-7000

A Unit of the Technical College System of Georgia

