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.

As set forth in its student catalog, 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, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: For nondiscrimination information, please contact Nancy Beaver, Title IX Coordinator, Lanier Technical College, 2990 Landrum Education Drive, Oakwood, GA 30056, 770-533-7001, or nbeaver@laniertech.edu and Mallory Safley, Section 504 Coordinator, Lanier Technical College, 2990 Landrum Education Drive, Oakwood, GA 30056, 770-533-7003, or msafley@laniertech.edu.

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.

www.laniertech.edu
770.533.7000
A Unit of the Technical College System of Georgia
Equal Opportunity Institution
**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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**Where do I buy books?**

Bookstores are currently located at the Oakwood and Forsyth Campuses. During the first four instructional days of the term, a temporary bookstore is located at the Barrow Campus. Jackson County students may purchase their books at the Barrow Campus or by contacting the Oakwood Campus bookstore to make other arrangements. Dawson County Campus students may purchase their books at the Forsyth Campus or by contacting the Oakwood Campus bookstore at 770-531-6312 to make other arrangements. Books can be ordered online at www.laniertechbook.com.

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 770-531-3356 or bthomas@laniertech.edu.

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

By visiting the Office of Student Affairs at each campus. Should you have questions, please contact Ruth Perry at 770-533-7002 or rperry@laniertech.edu.

**How do I re-set my Banner Web password?**

Banner passwords can be reset by visiting the Student Affairs Office on each campus. Photo IDs are required for identification.
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 msafley@laniertech.edu.

Where do I go to withdraw from courses or request a refund?
Refunds are processed automatically when a student withdraws or is withdrawn from the College prior to the third day of the semester. These refunds are processed through the Office of the Registrar and the Business Office/Administrative Services. The refund check will be mailed to the student’s most current address on Banner Web. Should you have questions, please contact the Registrar’s office at 770-533-7003 or registrar@laniertech.edu.

How do I receive my refund as a direct deposit?
If a student would like direct deposit, an ACH authorization form must be signed and returned to the Business Office/Administrative Services at the Oakwood Campus. The ACH authorization form is available in the Business Office/Administrative Services at the Oakwood Campus or can be sent to a student’s email address by request. Should you have questions, please contact the business office at 770-533-6909.

Where do I go to change my program of study?
Program change forms are available online at www.laniertech.edu under Student Affairs Forms or by visiting the Student Affairs Office of each campus. Should you have questions, please contact Candice Grillo at 770-533-7010 or cgrillo@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 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 or mlawrence@laniertech.edu.

Career Services
Malissa Lawrence
Career Services Specialist
Oakwood Campus
mlawrence@laniertech.edu
770-533-7009

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
Salary.com
Monster.com
CareerBuilder.com
Bright
SimplyHired

Special Populations
Kari Register
Coordinator of Special Populations
Oakwood 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 & Wellness Fairs
Life Skills Workshops
Lunch & Learn Events

Resources: Listed on pages 12-15

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

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

How do I drop or add a course?
Contact your faculty advisor. Students may drop courses via Banner Web. Should you have questions, please contact the Records Management Secretary at 770-533-7012 or registrar@laniertech.edu.

Where do I get a copy of my transcript?
Transcripts may be requested in the Office of Student Affairs at each campus by filling out a Transcript Request Form, by downloading and completing a Transcript Request Form from www.laniertech.edu, or by logging onto BannerWeb and completing an online request. Should you have questions, please contact the Registrar’s office at 770-533-7012 or registrar@laniertech.edu.

Is there a transcript fee?
There is a $5.00 fee for each official transcript requested. There is no charge for unofficial copies of transcripts. Unofficial copies of transcripts are available via Banner Web. Should you have questions, please contact the Registrar’s office at 770-533-7012 or registrar@laniertech.edu.

Where do I get a parking tag?
At the present time, parking tags are only required at the Barrow, Oakwood, and Forsyth Campuses. These tags are available in the Business Office/Administrative Services at the Oakwood 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 770-533-6909 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: Oakwood Campus at 770-533-7000, Forsyth Campus at 678-341-6600, Barrow Campus at 770-297-4500, Jackson Campus at 770-535-6270, or Dawson Campus at 678-518-5200.
Veterans' Services
Shay Snow
VA Certifying Official
Oakwood Campus
ssnow@laniertech.edu
770-533-7022

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
Director of Library Services
kthompson@laniertech.edu
770-533-6968

Min Su
Forsyth Campus Librarian
msu@laniertech.edu
678-341-6636

Hours by Campus (when classes are in session):
Oakwood Campus Monday—Thursday 7:30 am—9:00 pm
Forsyth Campus Monday—Thursday 7:30 am—8:00 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
Marjie Shaw
General Manager
manager400@neebo.com
Neebo Store #400/Lanier Tech
770-781-6893

Note: Barrow, 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 www.laniertechbooks.com.

Bookstore hours may change each semester, so call for updated hours.
Oakwood is open Monday—Thursday
Forsyth is open Monday & Thursday only
**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. Lanier Tech Foundation Scholarship applications will be reviewed and awarded by the Foundation Scholarship Committee.

Deadlines are as follows:
- Spring—December 1st
- Summer—April 1st
- Fall—July 1st

Questions? Please contact:
Dennis Stockton
Executive Director
770-533-7034
dstockton@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.

**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
Community Resources

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 Public Health 770-781-6900
- Forsyth Vocational Rehabilitation Agency 770-781-6781
- Forsyth County Dial-A-Ride 770-889-6384
- Forsyth County Family Haven 770-781-6900
- Forsyth County Health Department 770-887-5331
- Forsyth County Housing Authority 770-781-6781
- 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) 404-525-3178
- 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 (Red Rabbit) 770-503-3333
- ICT-Hope Program 678-936-4097
- 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

LTC Student Support Information

action of a discriminatory nature, are encouraged to seek resolution by contacting the Title IX Coordinator & Sexual Harassment Officer for Students:

- Nancy Beaver
  Vice President of Student Affairs
  Building 200, Office 201-I
  nbeaver@laniertech.edu
  770-533-7001

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 Coordinator:

- Mallory Safley
  Coordinator of Disability Services
  Building 200, Office 201-F
  msafley@laniertech.edu
  770-533-7003

Clubs and Organizations

- Accounting Club
- National Technical Honor Society (NTHS)
- Phi Beta Lambda
- Rho Alpha Delta
- Students of the American Dental Hygiene Association (SADHA)
- Student Government Association (SGA)
- SkillsUSA
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

Addiction Evaluations, Inc.
- Barrow County: 770-426-7511

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.

Any questions or concerns related to safety and security should be reported to the security officer on duty or Paula Davidson in Administrative Services at 770-533-6900, between the hours of 8:00 a.m. and 7:00 p.m., Monday through Thursday, excluding holidays. To report any incident or crime on campus, call the main number at your respective campus. If after normal school hours, call 911.

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.