

# ORIENTATION HANDBOOK



COASTAL PINES TECHNICAL COLLEGE  
 ORIENTATION

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SUMMER 2021

# STUDENT INFORMATION

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_@student.coastalpines.edu

Program: \_\_\_\_\_

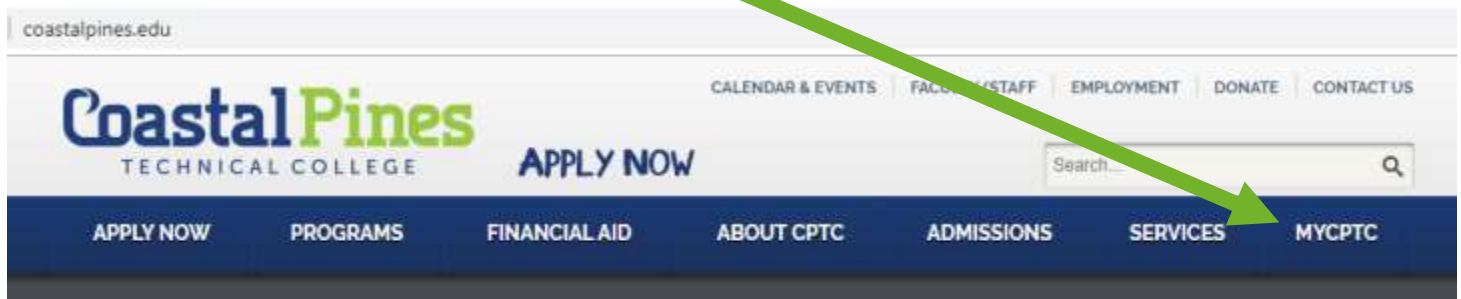
Advisor: \_\_\_\_\_

Contact Number and E-mail of Advisor: \_\_\_\_\_

Blackboard, Banner & CPTC Computer Username: \_\_\_\_\_  
(Username is your email without the @students part)

Please note that Coastal Pines Technical College uses a "single sign on" method where the username@student.coastalpines.edu credentials for Office365 email, CPTC Computers, Banner, and Blackboard all use the same password.

Single Sign-on Password is CptcMMDDYY (birthdate -for new students only). Single sign on passwords must be changed every semester or you will be locked out. You can use CTRL+ALT+DEL keys on a CPTC campus computer or self-service reset options within your student email. Most frequently used links can be found at www.coastalpines.edu under **MyCPTC**.



# STUDENT EMAIL AND LOGIN INFO

Know your Student Email Address (Memorize it). Your student email address and student ID number (900...) are provided in your admissions letter. Your Full Email Address and Password are used to gain access to any student computer on any site of Coastal Pines Technical College. If you lock your account or have other password issues see the [Student Email & Computer Logon](#) information under MyCPTC. CPTC faculty advisors and staff can also submit an IT ticket on behalf of students.

## How to Login to Email:

<https://outlook.com/student.coastalpines.edu> or <https://login.microsoftonline.com>

Enter your Entire EMAIL Address (username@student.coastalpines.edu).

New student's Password is Cptc and the student's 6-digit date of birth. Example: April 1, 1968 birthday would be Cptc040168 (that is a capital C followed by lowercase ptc and MMDDYY).

Click the Sign In button and accept the terms of use to setup your account (it is important to set up authentication information like a number or personal email for account recovery at your first login).

## How to Login to Blackboard:

Go to <http://coastalpines.blackboard.com>

Students can also use the MyCPTC dropdown on [www.coastalpines.edu](http://www.coastalpines.edu)

Click on "Faculty and Student Login"

Be sure to use just your username - do not use "@student.coastalpines.edu". Blackboard password is the same as your email password.

All students will have a Blackboard account whether you have online classes or not. You will not have access to your courses in Blackboard until the first day of class.

Important Dates for the Term	
Event	Date
Term Begins (Followed by No Harm/No Foul)	May 17, 2021
Last Day to Add a Class	May 20, 2021
Purge for nonpayment	May 14 and 21, 2021
Last Day to Charge in the Bookstore	May 27, 2021
State Holiday	May 31, 2021
Mid-Term	June 21, 2021
Returning Student Registration Begins	June 21, 2021
New Student Registration Begins	June 28, 2021
Student Holidays	July 5-9, 2021
Last Day of Class	August 2, 2021
Final Exams	August 3-4, 2021

# BANNERWEB INSTRUCTIONS

**You will be able to register for your classes, view your schedule, and see final grades and unofficial transcripts through Banner. Here are the steps for some of the frequently used items in Banner:**

## **How to Access Banner Web:**

Go to BannerWeb : [Banner Web Login](#)

Students can also use the MyCPTC dropdown on [www.coastalpines.edu](http://www.coastalpines.edu)

Be sure to use just your username - do not use "@student.coastalpines.edu". Banner Web password is the same as your email password.

If you need help with logging in to Banner Web, Student Email, or Blackboard – please phone Student Affairs at your location. A list of phone numbers by site and links to get password help is located on our website and in the bottom right hand corner of the [Blackboard Login Screen](#).

## **To Print Schedule for Bookstore (on or after the first day of class for financial aid):**

Click Financial Aid and Student Records

Click Registration

Click Student Detail Schedule

Select Appropriate Term

Click Submit and Print.

## **To Verify Account Balance/Financial Aid:**

This report displays current fees and estimated financial aid awards. Please allow 24 hours after registration for financial aid awards to be processed.

Click Financial Aid and Student Records

Click Financial Aid

Click Account Detail by Term

Select Current Term

## **To Pay Online:**

Click Financial Aid and Student Records

Click Registration

Click Pay Online

Follow instructions for payment

## **Check SAP (Satisfactory Academic Standing) after grades are posted:**

Click Financial Aid and Student Records

Click Financial Aid

Click Check the Status of my Financial Aid

Click Academic Progress

## **To Check Final Grades**

Click Financial Aid and Student Records

Click on Student Records

Click on View Unofficial Transcript

## **To Pull an Unofficial Transcript**

Click Financial Aid and Student Records

Click on Student Records

Click on View Unofficial Transcript

## **To View Email Address:**

Click the Personal Information link

Click the View Email Address link

Your CPTC student e-mail address should always be marked as preferred.

Please make note of your Email address.

Your student email address will contain

@student.coastalpines.edu

# REGISTRATION INFORMATION

1. **All tuition and fees for registered students are due no later than 6:00 p.m. on May 13, 2021.**

Pay for classes in one of the following ways:

- A. Financial Aid Awards (check account balance on BannerWeb)
  - B. Online via BannerWeb or with cash, check, or credit card at the Cashier's office.
2. Late registration for all students begins **May 11, 2021**. Students registering during the Late Registration period should be prepared to pay outstanding balances and await reimbursement from Financial Aid if eligible. Students will be dropped for nonpayment by an announced deadline.
  3. Visit the Financial Aid office if you wish to apply for financial assistance.
    - A. Apply for HOPE at [www.gafutures.org](http://www.gafutures.org)
    - B. Apply for Pell Grant at [studentaid.gov](http://studentaid.gov)
  4. Complete the online New Student Orientation
  5. Make bookstore purchases anytime in cash, check, or credit card. Use Financial Aid beginning **May 17, 2021**, the first business day of the semester.
  6. Students formally dropping classes during the first three business days of the semester will be obligated for bookstore purchases previously made with financial aid.
  7. Students will be dropped for nonpayment by an announced deadline. Drops will occur on **May 14 and 21, 2021**.

# ADVISEMENT CHECKLIST

- Complete Financial Aid process and provide all required documents
- Register for classes with help from your advisor
- Know your CPTC email address
- Know how to logon to computers at CPTC
- Know how to login BANNER Web
- Make sure you can access Blackboard
- Understand online classes will have at least one proctored exam
- Print your class schedule (must have a copy for the bookstore)
- Make sure you know what campus and room number your classes are scheduled
- Complete New Student Orientation

# FEDERAL WORK-STUDY PROGRAM

The Federal Work Study (FWS) Program provides jobs for students demonstrating financial need. Through FWS, students are allowed to earn money to help pay for educational expenses while attending school. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for FWS. Students should consult the Office of Financial Aid or Career Services Office for more information on the application procedures and eligibility requirements.

To be eligible for the Federal Work Student Program, students must be:

- PELL Eligible
- Have additional financial need
- Enroll in at least 6 credit hours per semester
- Complete the CPTC Financial Aid FWS Application
- Apply for open FWS positions on the CPTC Employment site

If selected, consent to a background check conducted by CPTC

# VIRTUAL JOB SHADOW

VirtualJobShadow.com is an online career planning and career exploration resource that provides all the tools and resources for charting your career path by choice, not chance. It's highly engaging, fun, and works perfectly on any computer, tablet, or smart phone, making job shadowing a uniquely cool digital experience!

VirtualJobShadow.com allows users to create resumes, search for jobs, and gain valuable information about career fields in an easy to use interactive program. Just click login, type in Coastal Pines Technical College, then select New Account in the top right corner.

**For questions about either of these opportunities, please contact:**

**Buck Thigpen**

**Career Placement & Development Coordinator**

**[bthigpen@coastalpines.edu](mailto:bthigpen@coastalpines.edu)**

**912-287-5813**

# QUALITY ENHANCEMENT PLAN = MMW

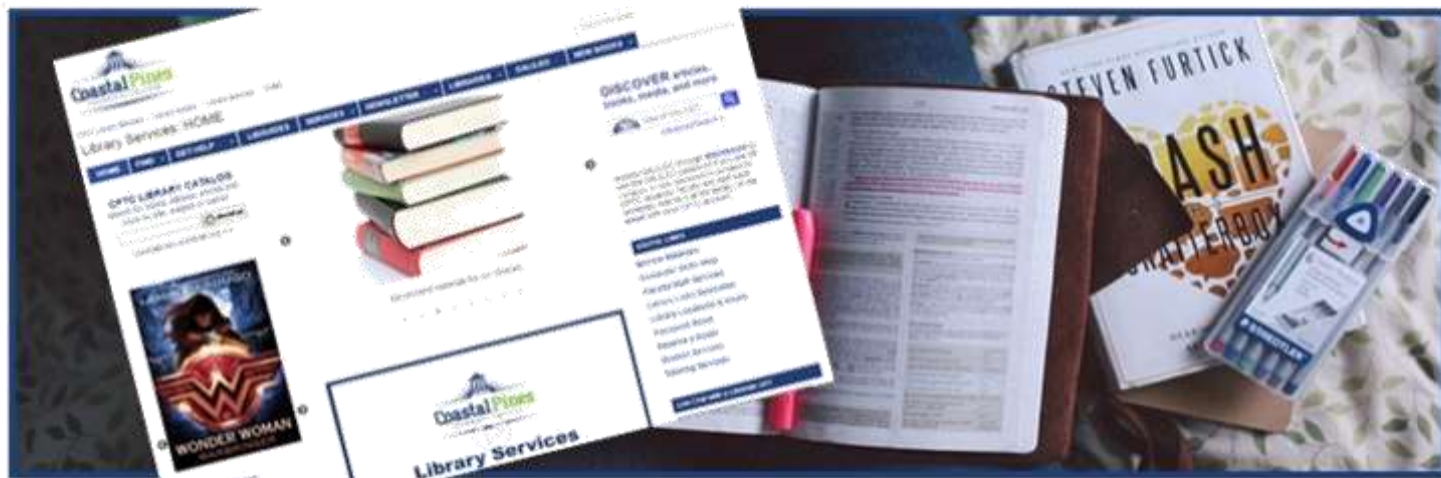
Making Math Work (MMW) addresses the need for students to have the mathematical skills they need for success in their occupational program. Learning objections will include basic math calculations, real world application, and use of occupational measuring tools. The benefits for the student include becoming more invested in the math course and seeing the correlation to their success in the world of work. As well as entering their program courses more confidently and being more successful in their occupational program.



# LIBRARY SERVICES



## Library Services



[libguides.coastalpin.es.edu/libraryservices](http://libguides.coastalpin.es.edu/libraryservices)

## We're here to help.

Library Services at Coastal Pines Technical College supports the academic, cultural and lifelong learning needs of our students, faculty and staff, and our local communities in Southeast Georgia.

CPTC Library Services offers a number of services and informational tools to help you succeed. This includes computer appointments and a 24/7 live chat with a librarian tool. CPTC Librarians are also available for phone and virtual appointments. You can find out more here: <https://bit.ly/CPTCLibraries>.

Our digital resources are available any time through the Library website. These include LibGuides, the online Library Catalog, GALILEO, and more! You can find out more here: <http://bit.ly/CPTCLibrary>.

We look forward to helping you succeed!



**Research Tools**

**LibGuides** are webpages created by librarians. Each guide has links to books, articles, and websites on specific topics.



**Search Tips**

Need help searching **GALILEO**? The **Database Video Spotlight** can help you learn how to navigate databases. Check it out in the LibGuide list.



**Books & eBooks**

**Can't find a book?** Our eBook collection is available to you 24/7 through the Online Library Catalog.

**Find us online: [libguides.coastalpin.es.edu/libraryservices](http://libguides.coastalpin.es.edu/libraryservices)**



# Library Resources

## Stingray Library Catalog

The Stingray Library Catalog lets users search the CPTC collection. Find a link to the catalog on the Library Services page or go to <http://bit.ly/CPTCLibraryCatalog>.

## eBooks

There are a number of eBook databases available to you through CPTC Library Services. You can search for these using GALILEO or through the Stingray Library Catalog. Find step-by-step instructions for finding eBooks on the Finding eBooks page here:

<https://bit.ly/CPTCFindingeBooks>.

## Discover GALILEO

Thousands of digital publications are in GALILEO, along with images, videos, and more. Find the link on our webpage or go to:

<https://bit.ly/CPTCGALILEO>.

## LibGuides

LibGuides are webpages compiled by CPTC librarians to assist you in your research. LibGuides provide resources to help you in specific courses, programs, and on general topics. We also have LibGuides to show you how to use our library resources. Find them here:

<https://bit.ly/CPTCLibGuides>.

OpenAthens provides secure access to CPTC GALILEO resources through single sign-on when users are off campus.



CPTC students, faculty, and staff will use their full CPTC email address and password to log into GALILEO.

For more information, visit <http://bit.ly/CPTCOpenAthens>.

## Alma LRC

101 West 17th St., Room 1106  
Alma, Georgia  
912.632.0951  
M-Th: 8 AM – 6 PM

## Baxley LRC

1334 Golden Isles Pkwy W, Room 109  
Baxley, Georgia  
912.367.1700  
M-Th: 8 AM – 6 PM

## Camden Library

100 Keith Dixon Way  
Kingsland, Georgia  
912.767.3202  
M-Th: 8 AM – 6 PM

## Golden Isles Library

3700 Glynco Pkwy, Room 1212  
Brunswick, Georgia  
912.262.4314  
M-Th: 8 AM – 6 PM

## Hazlehurst LRC

677 Douglas Hwy  
Hazlehurst, Georgia  
912.379.0041  
M-Th: 8 AM – 6 PM

## Jesup Library

1777 W. Cherry St.  
Jesup, Georgia  
912.427.1929  
M-Th: 8 AM – 6 PM

## Waycross Library

1701 Carswell Ave  
Waycross, Georgia  
912.287.6655  
M-Th: 8 AM – 7 PM

## Live Chat with a Librarian

Live Chat with a Librarian 24/7 is available through the Library Services Website. To find out more, visit <https://bit.ly/CPTCLibrarians>.

## Text a Librarian

Text a Librarian 24/7 is available. Text 912-600-2782 anytime for research help.

## Smarthinking

<http://services.smarthinking.com/login/login.php?>

Smarthinking is a live online tutoring service that is free to CPTC students. Log on to learn more about how this service can help you.

**Email us: [library@coastalpines.edu](mailto:library@coastalpines.edu)**

# ALL ABOUT REFUNDS



## Coastal Pines Technical College has partnered with BankMobile to deliver your refund.

Be on the lookout for your Personal Code. Once it arrives, simply follow these steps to make your refund preference selection:

1. VISIT REFUNDSELECTION.COM

2. ENTER YOUR PERSONAL CODE

3. SELECT HOW YOU WANT YOUR MONEY DELIVERED

Your options for receiving your refunds are:

### DEPOSIT TO AN EXISTING ACCOUNT

Money is transferred to an existing account the same business day BankMobile receives funds from your school. Typically, it takes 1 – 2 business days for the receiving bank to credit the money to your account.

### DEPOSIT TO A BANKMOBILE VIBE CHECKING ACCOUNT

If you open a BankMobile Vibe checking account (upon identity verification), money is deposited the same business day BankMobile receives funds from your school.

### PAPER CHECK DELIVERED BY USPS

A check is mailed the same business day BankMobile receives funds from your school, provided receipt is within daily cutoff times. Typically, it takes 5 – 7 business days for the check to arrive, depending on USPS First-Class® delivery timeframes.

Visit: [RefundSelection.com](https://RefundSelection.com)

## QUESTIONS?

### What kinds of money might I receive?

The most common type of money BankMobile disburses to students are funds left over from financial aid awards, loans or grants after tuition has been paid. Students receiving these funds have usually requested this additional support to help with books and living expenses. Other types of money may include reimbursement for tuition overpayment or a dropped class. BankMobile uses the term “Refund” but CPTC may have another name for these funds, such as a disbursement, residual, or a stipend.

### How will I get a Personal Code?

There are multiple ways you can get a code:

**MAIL:** Look out for the green envelope, your code will be sent to the address you have on file with CPTC.

**EMAIL:** BankMobile will send you an email with your code.

**ON DEMAND:** Visit [refundselection.com](https://refundselection.com) and click on the **Need a Code?** link.

### How is my money delivered?

Delivery of refund money is a multi-step process. First, CPTC draws funds from the respective loan and/or grant provider and applies it to your student account. Once this information is verified, it is sent to BankMobile. Once the specific refund information is received, it is processed and disbursed according to your selection.

### Can I change my preference for receiving money?

Yes, just log in to [RefundSelection.com](https://RefundSelection.com) and select **Refund Preferences** from the **Refunds** menu option. Once on the page, make your new selection and click the **Update Preference** button. Be aware that your new selection will only affect future money you receive from CPTC.

### How will I know when my money has been sent?

BankMobile will send you an email or you can view the status of your refund online at [RefundSelection.com](https://RefundSelection.com). You can also sign up for mobile alerts.<sup>1</sup> An alert will be sent each time the status of your refund changes. These alerts are real-time to provide you with the most up to the minute information. To sign up, select **Mobile Alerts** from the **User Profile** menu.

### What is the BankMobile Vibe account?

Designed exclusively with students in mind, BankMobile Vibe is a checking account that offers the power to bank anywhere, anytime. Plus no monthly fee for students.<sup>2</sup> If you select Vibe, you will receive a temporary virtual Debit Mastercard to use until your card arrives in the mail. Identity verification is required to open a BankMobile Vibe account online via BankMobile’s Customer Identification Program (CIP).

<sup>1</sup> Message and data rates may apply, please see your provider for details.

<sup>2</sup> See fee schedule for information on fees and how we determine student status.





## STRETCH YOUR TUITION DOLLARS

Enroll in a monthly payment plan.

Your school partners with Nelnet Campus Commerce to let you pay your tuition and fees over time, making college more affordable.



Convenient



Secure



Affordable

### Payment Methods

- Automatic bank payment (ACH)
- Credit card/debit card (*An additional convenience fee of 2.75% will be assessed*)

*Payments are processed automatically on the 5th of each month and will continue until the balance has been paid in full.*

### Cost to Participate

- \$25 **nonrefundable** enrollment fee for Fall 2020
- \$30 **nonrefundable** returned payment fee if a payment is returned

### Simple Steps to Enroll

- Go to [www.coastalpines.edu](http://www.coastalpines.edu)
- Click on BannerWeb under MPCPTC and log in
- Click on Financial Aid and Student Records
- Click on Account Detail by Term
- Scroll down and click on Pay Online
- Select the term and then click on Pay By Payment Plan with Nelnet.

### Balance Adjustments:

Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. You should review your agreement balance online.

**NOTE:** All down payments and enrollment fees are processed immediately



+



[MyCollegePaymentPlan.com/cptc](http://MyCollegePaymentPlan.com/cptc)

For additional information, call us at 800.609.8056

# GET INVOLVED!

## Student Government Association

**THE STUDENT GOVERNMENT ASSOCIATION (SGA)** offers opportunities for leadership development, fellowship, and volunteer activities. Each site elects student representatives to serve as Delegates to the SGA. SGA plans activities and sponsors school and civic improvement projects. Activity fees are administered through SGA.



## National Technical Honor Society

**NATIONAL TECHNICAL HONOR SOCIETY (NTHS)** is an organization that recognizes students who excel academically and professionally. Members are nominated by their program instructors and must have a 3.5 or higher average (for a minimum of 12 semester hours). Graduates are recognized during graduation with regalia. Membership fees are the responsibility of the student.



**PHI BETA LAMBDA** is a national student organization for students interested in business careers. PBL provides the students with opportunities to develop occupational competencies for business occupations and promotes a sense of civic and personal responsibility. Local, state and national competitions are open to students in this organization.

## Phi Beta Lambda



## SkillsUSA

**SkillsUSA®** is a professional organization that recognizes outstanding students. SkillsUSA® members participate in chapter meetings, competitions, leadership conferences, and activities. Through the SkillsUSA® Championships program, members can earn recognition, industry tools and prizes, and college scholarships.



**THE HORTICULTURE CLUB** on the Waycross Campus offers opportunities for students to gain practical, hands-on experience, to network with leaders in the green industry, and to foster leadership experience and cooperation among its members. The HORT Club participates in environmental projects each semester. Membership is open to all students.

## HORT Club



## Lambda Nu

**The Delta Chi Rho chapter of LAMBDA NU** is a national honor society for radiologic and imaging sciences. Its objectives are to: foster academic scholarship, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship.



For more information about getting involved in please contact Lindy Cisco, Student Activities Coordinator at [lcisco@coastalpines.edu](mailto:lcisco@coastalpines.edu), 912-318-2567.

# STUDENT SUCCESS RESOURCES

**Are you**  
struggling with how to study?

How to manage your time?

Test performance  
or test anxiety?



**The Special Services**  
**STUDENT NAVIGATOR**  
*has the tools to help you succeed:*

- Learn tips for test success
- Take assessments to determine how you learn best
- Obtain referrals to other CPTC services and resources
- Hear about new study strategies
- Become confident and stress free
- Balance your time between school and responsibilities
- Overcome test anxiety

## Contact Info

◆ Lauren McCullough, Student Navigator  
lmcullough@coastalpines.edu

**912.285.6361**

fax: 912.427.5889

1701 Carswell Avenue, Waycross, Georgia 31503

[www.coastalpines.edu](http://www.coastalpines.edu)



Coastal Pines Technical College is a Unit of the Technical College System of Georgia  
Equal Opportunity Institution





# Student Success Center

Get the assistance you need to be successful by utilizing the tools we have available in the Student Success Center.

Computers • Printers • Pens • Pencils • Hole Punches  
Staplers • Paper • Reference Books • Charging Station



**WAYCROSS CAMPUS**  
**BLDG. 1100 • ROOM 1148**



[www.coastalpin.es.edu](http://www.coastalpin.es.edu)



# STUDENT SUCCESS RESOURCES

## LEARN MORE ABOUT T.E.A.M.S.

### TCSG EARLY ALERT MANAGEMENT SYSTEM



Did you know there are staff, services & resources available to assist you while enrolled?

You may be contacted throughout the semester if your teacher reports through TEAMS any academic, attendance or personal hardship concerns you may experience.

Do not be afraid! Early intervention is usually more successful so that you can get the assistance you need before having to withdraw or fail a class.

What can you do? Be responsive if someone reaches out to you and accept the help or advice.

TEAMS will help you reach your goals if you let us!



**Coastal Pines**  
TECHNICAL COLLEGE

*2017 College of the Year*

[www.coastalpines.edu](http://www.coastalpines.edu)





# STUDENT SUCCESS RESOURCES

Coastal Pines Technical College (CPTC) has established the Behavioral Intervention Team to assist in addressing situations where students, faculty, or staff are displaying behaviors that are disruptive, threatening, or concerning in nature that potentially impede their own or others' ability to function successfully or safely.

These procedures are designed to help identify persons whose behaviors potentially endanger their own or others' health and safety or is disruptive to the educational or administrative processes of the college. It should be understood that even with the best intentions, situations may arise that are unforeseen by any member of the college community.

## Mission Statement

The Behavior Intervention Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Coastal Pines Technical College students, faculty, staff and visitors.

## Goals

- ◆ Provide a safe physical environment for members of the college community,
- ◆ Provide a safe emotional environment for the college community, and
- ◆ Promote peace of mind for friends and family of the college community.

## When Do I Make a BIT Report?

In general, any behavior that raises concern for a student's well-being should be reported. Report any behavior that causes you concern or may make others feel unsafe. Err on the side of caution when deciding to report, even if you are not sure or just want the information tracked to monitor a pattern of behavior.



## Security

CPTC employs security officers to perform safety and security functions on our campuses. Security Officers may be reached at the phone numbers below. Contact 911 if you need emergency assistance.

CPTC has a security officer on campus during the hours students occupy the buildings. For non-emergency assistance:

- ◆ Alma (Officer Franklin Brinson): 912-632-0951
- ◆ Baxley (Officer Willie Demery): 912-367-1700
- ◆ Camden (College of Coastal Georgia): 912-510-3300
- ◆ Golden Isles (Officer Anna Drummond): 912-424-9405
- ◆ Hazlehurst (Officer Willie Demery): 912-379-0041
- ◆ Jesup (Officer Andrew Kasperian): 912-427-1820
- ◆ Waycross (Officer On Duty): 912-424-9410

## Membership:

Team members have regular contact with campus community members in some manner. This aids in assessment of persons of concern, and/or the authority to receive a recommendation and take the appropriate action.

- ◆ Counseling and Special Services Director (Chair)
- ◆ Vice President Student Affairs
- ◆ Vice President Academic Affairs
- ◆ Campus Police Chief
- ◆ Human Resources Director
- ◆ Student Affairs Director
- ◆ Executive Director, Adult Education
- ◆ Student Navigator

Contact the Behavioral Intervention Team at [BIT@coastalpines.edu](mailto:BIT@coastalpines.edu)

How Do I report a concern to the BIT?  
Complete the reporting form at the following link:  
[www.coastalpines.edu/BIT/Reporting](http://www.coastalpines.edu/BIT/Reporting)

# Preparing for a Proctored Event

Online Courses at  
Coastal Pines  
Technical College



Blackboard  
Integration of  
ProctorU. Browser  
Extension Required.



**Which courses require proctored events:** Fully online courses.

**Where can a student complete a proctored event:** ProctorU recommends that students test at home. CPTC still welcomes students at all locations and maintains loaner equipment that can be checked out from computer labs and libraries. Beginning in Spring 2020, students will have increased flexibility of location using ProctorU in most online courses. The instructor will list any ProctorU and/or face to face requirements in the course syllabus.

**What is the date of the proctored event:** The course instructor determines the date of the proctored event for their course and communicates the specifics via the syllabus, student email, and/or course communications.

**What is needed for a Proctored Event using ProctorU:**

- ✓ Webcam with Microphone. This can be internal to a laptop/Chromebook or using an external webcam.
- ✓ A computer (no mobile devices with ProctorU).
- ✓ High speed internet. [Test your equipment](#) ahead of time if attempting to use a protected network. Students can also connect to the CPTC network while on campus.
- ✓ Government issued photo ID.
- ✓ Install the ProctorU Browser Extension and sign into it "before" clicking on the exam in Blackboard. Browser Extensions are available for [Chrome or Firefox](#). Students can google "ProctorU Browser Extension" to install.
- ✓ Create a ProctorU Account ahead of the scheduled event. Students create the account using their CPTC email address and use the same account for all sessions.

A Student Guide with clickable links can be found on the Blackboard landing page and in the [ProctorU LibGuide](#). Exam specifics will be communicated by each instructor.

**Please watch** this [video](#) about how proctoring works and this [video](#) about preparing your testing environment.

**Prior to the proctored event date**, view resources for ProctorU Auto: <https://www.proctoru.com/auto-resource-center>

Trouble with a proctored event? Contact your ProctorU Support: <https://www.proctoru.com/contact-us>

ProctorU Auto comes with [Test-Taker Live Chat](#) available through your browser extension or account page.



# DISTANCE EDUCATION SUCCESS

## DISTANCE EDUCATION SUCCESS

1. **Check Your Student Email.** Instructors will communicate only through CPTC student email. CPTC email address is listed as the preferred email address. You will receive a welcome email from your instructor on the first day of class. You should email each instructor within the first 3 days of class in addition to logging into the course through Blackboard. Email your instructor with any content or course questions as needed.
2. **Log into Blackboard Regularly** Please note that Coastal Pines Technical College uses a "single sign on" method where the username@student.coastalpines.edu credentials for Office365 email, CPTC Computers, Banner, and Blackboard all use the same password. You will only need the username and not the @student part when logging in to [Blackboard](#). Distance Education course attendance includes that initial log in, initial email or assignment, and ongoing participation (assignment submission) within every week.
3. **Familiarize yourself** with the [requirements for online learning](#). This can help you gauge your degree of readiness before taking technology rich classes.
4. **Clear Browser Cookies and Cache Regularly and Change Browsers if Needed** The

### Technical Competencies

Basic computer skills necessary for success include:

- ✗ Ability to send email messages with attachments
- ✗ Ability to navigate the Internet
- ✗ Ability to upload and download files
- ✗ Ability to create, save, and rename files
- ✗ Ability to participate in online discussions
- ✗ Confidence in communicating at a distance with course instructors.

Submit a Helpdesk Request Form directly from the [Blackboard Login](#) page to contact our Distance Education department. Expect a 24 hour wait but all concerns will be addressed.

### Keys To Success

- ✗ Self-Motivation
- ✗ Self Discipline
- ✗ Persistence
- ✗ Availability of Time
- ✗ Time Management Skills

#### Communicate with Your Instructor about Proctored Exams

Students taking online classes are required to complete at least one proctored event during the term. Coastal Pines Technical College does not charge additional fees for the verification of student identity or for distance education exam proctoring. Students will need to have access to a webcam with microphone and a computer for the proctored event in most online courses.

COORDINATOR OF DISTANCE EDUCATION  
Heather Harrison  
[hharrison@coastalpines.edu](mailto:hharrison@coastalpines.edu)  
912-285-6049



COASTAL PINES TECHNICAL COLLEGE  
[www.coastalpines.edu](http://www.coastalpines.edu)  
1701 Carswell Avenue  
Waycross, Georgia 31503  
912.287.6584 P



# STUDENT HANDBOOK INFORMATION

The following information, as well as much more, can be found in more detail in the Student handbook available at <https://catalog.coastalpines.edu/>

## Counseling Services

Personal, career, academic, group, life management, and crisis management counseling are offered. Also, personality, aptitude and skills assessments, mediation with students and faculty, and disability services.

**For more information contact Cathy Montgomery, Counseling and Special Services Director  
(912) 262-9995, [cmontgomery@coastalpines.edu](mailto:cmontgomery@coastalpines.edu)**

## Special Populations and Non-Traditional Programs

Coastal Pines Technical College provides support services such as customized workshops, seminars and support groups for students who are in special population categories including: single parents, economically disadvantaged, displaced homemakers, students with limited English proficiency as well as students enrolled in nontraditional programs. Pumping rooms are also available on Golden Isles, Jesup, and Waycross campus—ask Student Affairs or campus security for locations.

**For more information contact Lindy Cisco, Student Activities Coordinator  
[lcisco@coastalpines.edu](mailto:lcisco@coastalpines.edu), 912-318-2567**

## Financial Aid

- Complete financial aid application FASFA at [studentaid.gov](http://studentaid.gov)
- CPTC's Federal Title IV School Code is 005511.
- Types of aid include the:
  - Federal Pell Grant (PELL)
  - Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS)
  - HOPE Scholarship and Grant
  - HOPE for Students who complete a GED
  - Zell Miller Grant
  - Georgia HOPE Career Grant
  - Student Access Loan (SAL)
  - NelNet
  - Institutional scholarships administered by the CPTC Foundation
- PLEASE REMEMBER THAT YOU MUST APPLY FOR FINANCIAL AID ANNUALLY. As soon as you complete your tax return each year, you need to complete your FAFSA.
- Complete CPTC Financial Aid Packet
- Provide GA proof of residency
- Detailed information can be found on CPTC website, [www.coastalpines.edu](http://www.coastalpines.edu), under financial aid.
- The Office of Financial Aid will contact you, through your Campus Email and BannerWeb accounts, if additional documentation is needed to process your request for financial aid
- The Office of Financial Aid is available Monday through Thursday from 7:30 am to 6:00 pm to answer any questions, no appointment is necessary.

## Foundation Scholarships

CPTC Foundation offers several scholarships for CPTC students to help finance their education. For more information and to fill out an application please visit [www.cptcfoundation.com](http://www.cptcfoundation.com)

# STUDENT HANDBOOK INFORMATION

## CPTC Student Rights and Responsibilities

Enrollment as a student at Coastal Pines Technical College (CPTC) carries with it certain responsibilities as well as certain rights and privileges. CPTC promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom, and freedom of individual thoughts and expression consistent with the rights of others.

### Rights

1. To be admitted to CPTC without discrimination in any respect.
2. To be in an atmosphere that is conducive to learning and to attend CPTC 's educational programs, course offerings, and activities on campus or any activity sponsored by CPTC off campus in accordance with procedures.
3. To obtain the necessary knowledge, skills, and abilities, in order to gain initial employment, maintain advanced levels of competence or acquire new levels of competence by participating in programs, course offerings, and activities in accordance with CPTC procedures.
4. To develop intellectual, personal, and social values.
5. To see their records and, if necessary, challenge their accuracy.
6. To participate in college approved student organizations in accordance with CPTC procedures.
7. To due process procedures.
8. To pursue grievances against instructors, administrators, or fellow students.
9. To have academic and disciplinary records kept confidential subject to existing laws. No official records of students are available to unauthorized persons without the expressed written consent of the student involved except under legal compulsion.
10. To be informed of student's right-to-know information required by federal requirements.

### Responsibilities

1. To attend class regularly and on time.
2. To be acquainted with the published CPTC procedures and comply with them as well as federal and state laws.
3. Treat others with courtesy and respect.
4. Demonstrate personal and academic integrity in dealing with others.
5. Make positive contributions to the multicultural, multiracial environment at the College.
6. Share responsibility for maintaining the integrity of the physical surroundings.

## CPTC Student Code of Conduct

Any student found to have violated the Code of Conduct is subject to disciplinary sanctions.

### **Disciplinary sanctions may include:**

- Restitution
- Reprimand
- Restriction
- Disciplinary Probation
- Failing or lowered grade
- Disciplinary Suspension
- Disciplinary Expulsion
- Interim Disciplinary Suspension

# STUDENT HANDBOOK INFORMATION

## Statement of Non-Discrimination and Compliance

The Technical College System of Georgia (TCSG) and its constituent technical colleges do 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). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, and educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. Coastal Pines Technical College (CPTC) is a unit of the TCSG.

**Title IX /Equity, Title VI  
ADA/Section 504 Coordinator  
for students on all campuses**

**Golden Isles Campus (home office)**  
Cathy Montgomery  
3700 Glynco Pkwy  
Brunswick, Georgia 31525  
912-262-9995

**Title IX/EEO/AA Coordinator  
for employees**

**Jesup Site**  
Katrina Howard  
1777 West Cherry Street  
Jesup, Georgia 31545  
(912) 427-5876  
[khoward@coastalpines.edu](mailto:khoward@coastalpines.edu)

**Title IX/EEO/AA Coordinator  
for employees**

**Waycross Campus**  
Brittaney Coleman  
1701 Carswell Avenue  
Waycross, Georgia 31503  
(912) 287-4098  
[bcoleman@coastalpines.edu](mailto:bcoleman@coastalpines.edu)

## Grievances and Complaints

Student complainants are encouraged to seek informal resolution of their grievances or concerns. If the informal process does not result in the resolution to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure.

Type of Appeal	Complainant	Appeals Officer
Academic Appeals	Student	Vice President for Academic Affairs
American Disabilities Act - Title II/Section 504	Student	Special Services Director
Equity – Title VI	Student	Special Services Director
Sexual Discrimination - Title IX	Student	Special Services Director
Student Discipline/Code of Conduct	Student	Vice President for Student Affairs

## Sexual Harassment

- In accordance with its Statement of Equal Opportunity, Coastal Pines Technical College prohibits sexual harassment and other forms of unlawful harassment.
- All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct.
- Sexual harassment is a form of gender discrimination and is a violation of state and federal law.
- All students must report any sexual or other harassment that they experience, observe or believe may be occurring to the Special Services Director or Human Resources Coordinator.

# STUDENT HANDBOOK INFORMATION

## We say “NO” to Bullying

### Some Types of Bullying:

#### Physical Attacks:

- Such as hitting, kicking, pushing, taking or destroying someone’s things, making rude hand gestures

#### Verbal Attacks:

- Such as name calling, teasing and threatening to do harm

#### Social Bullying:

- Which involves spreading rumors, embarrassing someone or leaving people out of groups or activities

#### Cyber Bullying:

- Sending mean text or e-mails, spreading rumors online, posting embarrassing pictures or photos

## Student Academic Information

### FERPA Regulations

- The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that TCSG and its technical colleges, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from that student’s education records.
- However, TCSG or its technical colleges may disclose appropriately designated "directory information" without written consent unless the student has advised TCSG or the technical college to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student’s prior written consent.

## CPTC Dress Code

- If any student does not meet the Dress Code standards, the student will be required to leave his/her respective campus and return dressed in appropriate attire.
- The student will be considered absent if the student misses a scheduled class due to violating the Student Dress Code.
- Violation of the student dress code procedure will result in appropriate corrective measures up to and including disciplinary action and will be reflected in the work ethics grade.
- The following clothing items are unacceptable: tank tops, tube tops, and shirts without sleeves. Clothing that exposes areas of the stomach, side or back. Pajama tops and/or bottoms. Excessively tight-fitted clothing. Shirts/dresses that are see through, strapless, or expose cleavage (low cut) are not permitted. Swimsuits. Bare feet. Bedroom slippers.

## Children on Campus

- Students are not allowed to bring children on campus or into classrooms/lab areas.
- Children are not allowed on campus unless accompanied by an adult.
- Children are not allowed on Coastal Pines Technical College instructional sites for an extended period of time unless they are involved in an organized special program for children.
- Children must not be left unattended in waiting automobiles, hallways, snack bars, or outside buildings.
- Children who are not clients are not allowed in the Cosmetology Department at any time. Prospective clients seeking appointments for services will be advised that services will be refused if accompanied by children. They will be further advised that children must not be left unattended in the areas listed above.

**CPTC is a Tobacco and Drug Free Campus** — information can be found under the safety and security information on the website and on Blackboard.

# STUDENT HANDBOOK INFORMATION

## Weapons, Firearms and Explosives

HB 280, effective July 1, 2017, prohibits the carrying of a concealed weapon by anyone, including weapons carry license holders, on the following areas of a college campus:

- Buildings or property used for athletic sporting events;
- Student housing, including but not limited to dormitories, fraternity and sorority houses;
- Any preschool or childcare space;
- Any room or space being used for classes related to a college and career academy or other specialized school;
- Any room or space used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to Dual Enrollment;
- Any faculty, staff, or administrative offices; and,
- Rooms where disciplinary proceedings are conducted.
- Violators are subject to:
  - CPTC disciplinary sanction up to and including disciplinary expulsion
  - Students will be subjected to local and state laws including arrest and prosecution which are above and beyond CPTC's sanctions.

**For more information please contact Pete Snell, [psnell@coastalpines.edu](mailto:psnell@coastalpines.edu)**

## Active Shooter Process

**EVACUATE – Run:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to: Have an escape route and plan in mind. Evacuate regardless of whether others agree to follow. Leave your belongings behind. Help others evacuate, if possible. Call 911 when you are safe. Prevent individuals from entering an area where the active shooter may be. Do not attempt to move wounded people.

**SHELTER-IN-PLACE – Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should: Be out of the active shooter's view. Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door). Not trap you or restrict your options for movement. Lock and blockade the door.

**PROTECT YOURSELF – Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by: Acting as aggressively as possible against him/her. Throwing items and improvising weapons. Yelling. Committing to your actions.

**WHEN POLICE ARRIVE** Put down any items in your hands. Keep hands visible. Follow all instructions. Avoid making quick movements towards officers. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

## Workplace Violence

- The Technical College System of Georgia and Coastal Pines Technical College are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior.
- To this end, it is the policy of the TCSG that any violent act or threatening or disruptive behavior, language, or communication in any form (including telephone, facsimile, electronic mail or written communication) shall not be tolerated.



# STUDENT HANDBOOK INFORMATION

## Attendance

- Some academic programs have specific attendance policies.
- These policies will be located in the course syllabi and addressed by instructors during course introductions.
- It is the student's responsibility to properly withdraw from a class if required attendance cannot be maintained.
- A student will be withdrawn from a course by the instructor after missing ten percent (10%) of the scheduled hours of the course.
- A student who does not attend their first scheduled class will be considered a "No-Show".
- Students are required to make-up all work in a timely manner regardless of circumstances.
- A student who is tardy more than fifteen minutes (15 minutes) will be considered absent for that class period.
- Students who leave the classroom or lab fifteen minutes (15 minutes) prior to the scheduled end of class or lab will be considered absent for that class or lab period.
- Students in distance education classes must contact the course instructor via CPTC email within the first three (3) calendar days of the academic term. Students who fail to contact their instructor within three days will be considered a "No Show" and will be removed from class enrollment.
- If a student fails to participate in the distance education course any seven (7) consecutive calendar days of the semester, he or she has violated the College's attendance policy and will be withdrawn from the course.

## Academic Probation

- The purpose of academic probation is to alert students to the fact their academic performance is not acceptable and to point out the consequences if improvements are not made during the next term of enrollment.
- A student who fails to maintain a minimum 2.0 semester GPA, for all work attempted in the term, shall be placed on academic probation.
- A student placed on academic probation (or admitted on academic probation) must attain a minimum 2.0 semester GPA during the next term of attendance to remove himself/herself from academic probationary status.
- Failing to attain a minimum semester GPA of 2.0 during the probationary term will result in the student being placed on academic suspension.

## Academic Suspension

- A student on academic probation who fails to attain a minimum semester GPA of 2.0 during the probationary term will be placed on academic suspension.
- A student on academic suspension must wait one full term before readmission.
- The student will return on academic probation.
- Upon readmission from academic suspension, any subsequent violation of academic probation will result in a second academic suspension.
- A student placed on academic suspension twice while in the same program will be permanently dismissed from that program, but may apply for admission to another program after waiting one term.
- After a third and any subsequent academic suspension, the student will be eligible to reapply for admission after one calendar year.

## Withdrawal from CPTC

- Formal withdrawal is accomplished by completion and submission of a drop/withdrawal form. This form is available to students via BannerWeb, CPTC website or in Student Affairs. Students who withdraw from a course after the end of the third business day of the term shall receive a grade of 'W', 'WP', or 'WF' and shall receive no refund of tuition and fees.

# SELF-DISCLOSURE FORM

## Special Populations

Coastal Pines Technical College provides support services for students who are in special population categories including:

- Individual with disabilities** (documentation will be requested) - a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning.
- Single Parent**- students who have the primary or joint custody for a dependent child. (Can be divorced, widowed, legally separated, never married, or a person who is single and pregnant.)
- Out-of-workforce Individual** – students who have been unemployed or underemployed to care for a home and/or family and for that reason have had difficulty in obtaining or upgrading employment.
- Individual preparing for non-traditional field** – students are enrolled in a program of study that will lead to an occupation that is dominated by persons of the opposite sex. (Example: a female in welding or drafting or a male in a healthcare program).
- English Learner**- students have a limited ability to write or understand English due to a language other than English as their primary language.
- Individual from economically disadvantaged families**- students who are currently homeless, a youth who is in, or have aged out of, the foster care system, receive Pell Grant or federal assistance, including Food Stamps and/or Medicaid, a youth with a parent who is on active duty armed forces.

For information or questions, please contact Lindy Cisco,  
Special Populations Coordinator, [lcisco@coastalpines.edu](mailto:lcisco@coastalpines.edu).

**Please complete the Self-Disclosure form below,  
regardless of whether you fall into any of these categories.**

## Self-Disclosure Form

1. Use the link: [http://  
cptc.researchfeedback.net/sd2021summer](http://cptc.researchfeedback.net/sd2021summer)

2. Use the QR Code



# 2020-2021 ACADEMIC CALENDAR

**AUGUST 20**

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

**SEPTEMBER 20**

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**OCTOBER 20**

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**NOVEMBER 20**

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**DECEMBER 20**

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**JANUARY 21**

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**FEBRUARY 21**

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**MARCH 21**

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**APRIL 21**

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**MAY 21**

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**JUNE 21**

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**JULY 21**

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-  TERM BEGINS
-  LAST DAY OF CLASS
-  COMMENCEMENT
-  STAFF DEVELOPMENT/NO CLASSES
-  MID TERM
-  EXAMS
-  HOLIDAY
-  WORK/ANNUAL LEAVE OPTION