

2018-2019 STC Catalog & Handbook Introduction and General Information

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DISCLAIMER

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, we reserve the right to change any provision listed in the catalog, including, but not limited to, entrance requirements and admissions procedures, academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes.

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee, within two years of graduation, be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GUARANTEE / WARRANTY

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of the Technical College System of Georgia will warrant every graduate from a technical certificate of credit, diploma or associate degree in a state-governed institute according to the following stipulations:

- The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.
- A claim against the warranty may be filed by either an employer in conjunction with the graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia licensing examination.
- The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state-governed technical college which offers the same program.

To inquire or file a claim under this warranty, instructors or employers may contact the:

Vice President of Academic Affairs
912-538-3103

MISSION

Southeastern Technical College, a unit of the Technical College System of Georgia, provides an innovative, educational environment for student learning through traditional and distance education delivery methods focused on building a well-educated, globally competitive workforce for Southeastern Georgia.

The College fulfills its mission through:

- associate degree, diploma, and technical certificate of credit programs;
- adult education;
- continuing education; and
- customized training and services.

Vision

Southeastern Technical College will be recognized as an educational leader in Southeastern Georgia. The College will deliver quality, student-centered, and accessible postsecondary education and training. The College will empower students for success, cultivating innovative and economically thriving communities and enterprises.

Southeastern Technical College Values:

- Integrity, honesty, openness, mutual respect, and personal excellence.
- Continuous improvement.
- Making a difference in teaching and learning.
- A strong, visionary Administration.
- A qualified and committed Faculty and Staff.
- Community Partnerships and citizenship.
- Safe, secure, and attractive campuses and facilities.
- Time together for planning.
- Positive attitudes and teamwork.
- Accessible and affordable, quality programs and services.
- Professional Development.
- Communication.
- Fairness, equality, and diversity.
- Workforce development.
- Marketing our uniqueness for a competitive advantage.
- Technological advancement.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia 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

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operation of all TCSG and technical college-administered programs, federally financed programs, 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.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer

Helen Thomas, Special Needs Specialist
Vidalia Campus
3001 East 1st Street, Vidalia
Office 108 Phone: 912-538-3126
hthomas@southeasterntech.edu

Title VI - Title IX (Employees) - EEOC Officer
Blythe Wilcox, Director of Human Resources
Vidalia Campus
3001 East 1st Street, Vidalia
Office 138B Phone: 912-538-3147
bwilcox@southeasterntech.edu

CALENDAR OF EVENTS
FALL SEMESTER, 2018

DATE(S)	EVENT
Aug. 9	New Student Orientation
Aug. 9	Late Registration and Drop/Add
Aug. 13	Semester Begins
Sept. 3	Holiday
Oct. 8	Midterm
Oct. 22 to Nov. 1	Advisement for Returning Students
Nov. 5 to 20	Advisement for New Students
Nov. 21 to 22	Holiday
Dec. 3	Semester Ends
Dec. 4 to 5	Finals
Dec. 6	Schedule Change and Open Registration
Dec. 11	Certificate Completion Ceremony - Vidalia

SPRING SEMESTER, 2019

DATE(S)	EVENT
Jan. 3	New Student Orientation
Jan. 3	Late Registration and Drop/Add
Jan. 7	Semester Begins
Jan. 21	Holiday
Feb. 28	Midterm
Mar. 18 - 28	Advisement for Returning Students
Apr. 1 - 4	Spring Break
Apr. 8 - 18	Advisement for New Students
Apr. 30	Semester Ends
Apr. 30	Certificate Completion Ceremony - Swainsboro
May 1 - 2	Finals
May 6	Schedule Change and Open Registration
May 7	Vidalia Spring Graduation

SUMMER SEMESTER, 2019

DATE(S)	EVENT
May 13	New Student Orientation
May 13	Late Registration and Drop/Add
May 14	Semester Begins
May 27	Holiday
June 17	Midterm
June 24 – 27	Advisement for Returning Students
July 1 – 4	Holidays
July 8 – 11	Advisement for New Students
July 23	Semester Ends
July 24 – 25	Finals
July 29	Schedule Change and Open Registration

Note: *Dates are tentative and subject to change.*

ACADEMIC YEAR

Southeastern Tech operates on a three semester system, with a Fall Semester (August-December), Spring Semester (January-April), and Summer Semester (May-July).

SEMESTER SCHEDULES

A listing of the classes to be taught each semester, including the days and times, is published prior to the beginning of each semester. Semester class schedules are available online at www.southeasterntech.edu. Schedules are available prior to returning student registration. Any questions concerning schedules should be addressed to the student's advisor or the Academic Affairs Office.

STUDENT RESPONSIBILITY

It is especially important that each student note that it is his or her responsibility to be aware of the calendar and of any changes in the calendar which may occur from time to time during the year.

EMERGENCY CLOSING OF THE INSTITUTION

The President, or designee, may alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel. Should the school be forced to close due to inclement weather or other circumstances, the following radio and television stations will be contacted. Notifications will be posted on the STC website, STC Facebook page, and STC Twitter page.

Students, faculty, and staff are to listen to the radio and television stations listed for updates/decisions regarding announcement of closure:

WTNL (Reidsville)
WYUM (Vidalia)
WTCQ (Vidalia)
WVOP (Vidalia)
WBBT (Lyons)
WTOC (Savannah TV Channel 11)
Northland Cable (TV Channel 13)
TV 46 (Cable Channel 19, Non-Cable Channel 46)
WJBF-Channel 6 (Augusta)
WQZY (Dublin)
WMAZ-Channel 13 (Macon)
WJAT & WXRS (Swainsboro)
WHCG & WBMZ (Metter)
WPEH (Louisville)
WHKN (Millen/Statesboro)

ACCREDITATION / CERTIFICATION / LICENSURE / APPROVAL

- Southeastern Technical College is a unit of the [Technical College System of Georgia](#).
- Southeastern Technical College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award Associate Degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southeastern Technical College.

Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Southeastern Technical College and not to the Commission's office. Please direct all questions to: Southeastern Technical College, 3001 E. First Street, Vidalia, GA 30474, (912) 538.3100, Fax (912) 538-3156.

- The Associate of Science in Nursing program and Practical Nursing program are approved by [the Board of Examiners of Licensed Practical Nurses for the State of Georgia](#), 237 Coliseum Drive, Macon, GA 31217-3858, (478) 207-2440.
- The Nurse Aide program is approved by the State of Georgia. The Georgia Department of Community Health (DCH) designates Alliant/GMCF to ensure approved Nurse Aide Training Programs are in compliance with the Code of Federal Regulations as stated in 42CFR483.150-158 and with State guidelines. Alliant/GMCF, 1455 Lincoln Parkway East, Suite 800, Atlanta, Georgia 30346. Phone number is 678-527-3010 or 800-414-4358.

- The Medical Assisting Diploma Program is accredited by the [Commission on Accreditation of Allied Health Education Programs \(www.caahep.org\)](http://www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763. 727/210-2350.
- The Early Childhood Care and Education Paraprofessional Training program is approved by the Georgia Professional Standards Commission, Two Peachtree Street, Suite 6000, Atlanta, GA 30303, (800) 869-7775. <http://www.gapsc.com/>
- The Southeastern Technical College Child Development Center is a [Bright from the Start: Georgia Department of Early Care and Learning](#) two star Quality Rated Child Care Center. Quality Rated Child Care is a systemic approach to assess, improve, and communicate the level of quality in early education and school-age care programs. By participating in Georgia's voluntary Quality Rated program, families have assurance the program provides an environment and experience that is best for their child's development. Bright from the Start: Georgia Department of Early Care and Learning, 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334 404-656-5957 or 1-888-442-7735
- Southeastern Technical College is a [Certified Cisco Network Academy](#). The Cisco Network Academy program gives students the foundation for a digital career. The curriculum builds their core technical skills, while developing the communication, collaboration, and problem-solving abilities needed in today's economy.
- Southeastern Technical College is a [Microsoft Imagine Academy](#). The Imagine Academy provides tools to train students on Microsoft technologies, help them succeed in school, and prepare them for the global economy. The program includes access to a variety of curricula and certifications, software licenses, and a range of instruction from computer basics to high-level programming and architecture.
- Emergency Medical Technician graduates are eligible to sit for the [National Registry EMT Exam](#), Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.
- Advanced Emergency Medical Technician (AEMT) graduates are eligible to sit for the [National Registry AEMT Exam](#), Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.
- EMS Professions graduates are eligible to sit for the [National Registry Advanced Emergency Medical Technician \(AEMT\) Exam](#), Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484.

- Paramedicine program graduates are eligible to sit for the Paramedic Exam of the National Registry of Emergency Medical Technicians (NREMT), Rocco V. Morando Building, 6610 Bush Blvd, P.O. Box 29233, Columbus, OH 43229, (614) 888-4484. <http://www.nremt.org>
- The Paramedicine Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763. 727/210-2350
- The Emergency Services Education program is approved by the Georgia Department of Public Health, Office of EMS and Trauma. The Paramedicine program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) (CAAHEP) upon the recommendation of the [Committee on Accreditation for Educational Programs for the Emergency Medical Services Profession](#) (CoAEMSP). Contact the Commission on Accreditation of Allied Health Education Programs at, 25400 US Highway 19 North Suite 158 Clearwater, FL 33763, (727)210-235. Contact the Committee on Accreditation of Educational Programs for the EMS Professions at, 8301 Lakeview Pkwy, Suite 111-312, Rowlett, TX 75088, (214)703-8445.
- The Technical College System of Georgia's Cosmetology curriculum is approved by the [Georgia State Board of Cosmetology and Barbers](#),. Graduates are eligible to take the Master Cosmetologist Licensure Exam. Cosmetology diploma graduates are eligible to take the Master Cosmetologist Licensure Exam and graduates of the Hair Designer Technical Certificate of Credit are eligible to take the Hair Designer Licensure Exam.
- The Radiologic Technology program is accredited by the [Joint Review Committee on Education in Radiologic Technology \(JRCERT\)](#), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300,. Graduates are eligible to take the National Registry Examination sponsored by the American Registry of Radiologic Technologists.
- The Clinical Laboratory Technology program is accredited by the [National Accrediting Agency for Clinical Laboratory Sciences \(NAACLS\)](#), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018-5119, (773) 714-8880.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation (CODA) - American Dental Association (ADA). The Commission is a specialized accrediting body recognized by the United States Department of Education. [The Commission on Dental Accreditation](#) can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Graduates are eligible to take the ADA National Board Dental Hygiene Examination and the CRDTS National Dental Hygiene Examination.

- Welding and Joining Technology is a registered S.E.N.S.E. (Schools Excelling through National Skills Education) training school approved by the [American Welding Society \(AWS\)](#) Education Services, 8669 N.W. 36th Street, Suite 130, Miami, FL 33166, SENSE@aws.org.
- The Associate of Science in Nursing program was granted full approval through December 31, 2020 by the [Georgia Board of Nursing](#) (GBON), 237 Coliseum Drive, Macon, Georgia 31217, (478)207-2440.
- In addition, Southeastern Technical College is a member of the following organizations:
 - The American Association of Collegiate Registrars and Admissions Officers
 - The American Association of Community Colleges
 - The National Association of College and University Business Officers
 - The National Council on Student Development
 - The Council for Higher Education Accreditation
 - The National Council for State Authorization Reciprocity Agreements