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, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.
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- OCR Compliance Officer
COLLEGE COORDINATOR
Dr. Barry Dotson, Vice President
Student Affairs
Office 158A Phone: 912-538-3141
bdotson@southeasterntech.edu
Title VI - Title IX - EEOC Officer
COLLEGE COORDINATOR
Denise Powell, Vice President
Administrative Services
Office 138C Phone: 912-538-3162
dpowell@southeasterntech.edu

<table>
<thead>
<tr>
<th>CAMPUS CONTACT</th>
<th>SWAINSBORO</th>
<th>VIDALIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA/504</td>
<td>Jan Brantley</td>
<td>Helen Thomas</td>
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<tr>
<td>EQUITY</td>
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Jan Brantley, Special Needs Specialist
Building 1 Office 1208 Phone: 478-289-2274
jbrantley@southeasterntech.edu

Helen Thomas, Special Needs Specialist
Office 108 Phone: 912-538-3126
hthomas@southeasterntech.edu

Blythe Wilcox, Director of Human Resources
Office 138B Phone: 912-538-3147
bwilcox@southeasterntech.edu
## CALENDAR OF EVENTS

### FALL SEMESTER, 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 15</td>
<td>Late Registration and Drop/Add</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Aug. 19</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Holiday</td>
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<tr>
<td>Oct. 14</td>
<td>Midterm</td>
</tr>
<tr>
<td>Oct. 28 - Nov. 7</td>
<td>Advisement for Returning Students</td>
</tr>
<tr>
<td>Nov. 11 - 26</td>
<td>Advisement for New Students</td>
</tr>
<tr>
<td>Nov. 27 - 28</td>
<td>Holiday</td>
</tr>
<tr>
<td>Dec. 5</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>Dec. 12</td>
<td>Schedule Change and Open Registration</td>
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</table>

### SPRING SEMESTER, 2014

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Jan. 6</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Late Registration and Drop/Add</td>
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<tr>
<td>Jan. 7</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Holiday</td>
</tr>
<tr>
<td>Mar. 3</td>
<td>Midterm</td>
</tr>
<tr>
<td>Mar. 17 - 27</td>
<td>Advisement for Returning Students</td>
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<tr>
<td>Apr. 7 - 17</td>
<td>Advisement for New Students</td>
</tr>
<tr>
<td>Apr. 29</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>May 6</td>
<td>Schedule Change and Open Registration</td>
</tr>
<tr>
<td>May 13</td>
<td>Vidalia Spring Graduation</td>
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<td>May 15</td>
<td>Swainsboro Spring Graduation</td>
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### SUMMER SEMESTER, 2014

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 20</td>
<td>New Student Orientation</td>
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<tr>
<td>May 20</td>
<td>Late Registration and Drop/Add</td>
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<tr>
<td>May 21</td>
<td>Semester Begins</td>
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<tr>
<td>May 26</td>
<td>Holiday</td>
</tr>
<tr>
<td>June 24</td>
<td>Midterm</td>
</tr>
<tr>
<td>June 30 - July 3</td>
<td>Holidays</td>
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<tr>
<td>July 7 - 10</td>
<td>Advisement for Returning Students</td>
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<tr>
<td>July 14 - 17</td>
<td>Advisement for New Students</td>
</tr>
<tr>
<td>July 30</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>Aug. 6</td>
<td>Schedule Change and Open Registration</td>
</tr>
</tbody>
</table>
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/LICENSE/LICENSURE/APPROVAL

- Southeastern Technical College is a unit of the Technical College System of Georgia.
  http://www.tcsg.edu/

- Southeastern 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, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southeastern Technical College. www.sacscoc.org. 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 Practical Nursing program is 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. http://sos.georgia.gov/plb/lpn/

- 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) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. 727/210-2350


- Southeastern Technical College is a Microsoft IT Academy. The IT 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. http://www.microsoft.com/education/msitacademy/default.mspx

- 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. www.nremt.org

- 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. www.nremt.org
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. www.nremt.org

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. www.nremt.org

The Emergency Services Education program is approved by the Georgia Department of Community 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). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-235. Committee on Accreditation for Educational Programs for the EMS Professions, 8301 Lakeview Pkwy, Suite 111-312, Rowlett, TX 75088.

The Technical College System of Georgia’s Cosmetology curriculum is approved by the Georgia State Board of Cosmetology, http://sos.georgia.gov/plb/cosmetology/. Graduates are eligible to take the Master Cosmetologist Licensure Exam.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) (www.arcst.org). Graduates are eligible to take the National Certification Exam from the National Board for Surgical Technologist and Surgical Assistants (NBSTSA)
CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-1300. www.caahep.org
ARC-ST - www.arcst.org

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, www.jrcert.org. 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. http://www.naacls.org

The Pharmacy Technology program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000, www.ashp.org. Graduates are eligible to take the National Pharmacy Technician Certification Exam.

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 Unites 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. http://www.ada.org/prof/ed/accred/commission/index.asp
Graduates are eligible to take the ADA National Board Dental Hygiene Examination and the CRDTS National Dental Hygiene Examination.

- 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