



2017-2018

**Move On When Ready
Orientation Packet**

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Equal Opportunity Institution

A Unit of the Technical College System of Georgia



Instructions for completing STC Paperwork for MOWR Program

Students must fill out the following forms completely in PEN (no pencil).

STC Application for Admissions

- Fill out the STC application completely.
- Make sure to write the correct program and semester you wish to enroll.
- Sign the application.
- Return to High School Initiatives Coordinator **along with a copy of Social Security Card.**

Move On When Ready Orientation Packet

Review the *MOWR Orientation Packet* with parent/guardian, then both student and parent/guardian sign the form and return to High School Initiatives Coordinator.

Early College Credit – Authorization for Release of Records to a Third Party

Complete *Early College Credit – Authorization for Release of Records to a Third Party* correctly, sign, and return to High School Initiatives Coordinator.

Textbook Agreement Form/Student Code of Conduct

- Read *Textbook Agreement* carefully, sign, and return to High School Initiatives Coordinator.
- Read *Student Code of Conduct* carefully, sign, and return to High School Initiatives Coordinator.

MOWR Application Instructions

- Public/Private School Students
 - Create an account at www.gafutures.org using your name **exactly as it is printed on your social security card**. Double check that you entered your name and Social Security Number correctly.
 - Complete an online MOWR application. **A new application must be completed for each semester you attend STC.**
- Non-citizens and Home Study Students

Complete a paper MOWR application and turn in to the High School Initiatives Coordinator at STC. (In addition, Home Study facilitator must complete paperwork found at www.gafutures.org and submit to High School Initiatives Coordinator at STC.



Move On When Ready Orientation Packet

You are enrolling in a Southeastern Technical College Move On When Ready (MOWR) course. A Southeastern Technical College instructor or a high school instructor that has been credentialed by STC will teach this course on your high school campus (or at one of STC's campuses). **This class is a college-level course, and you will receive college credit and high school credit for it!** Student participation in the MOWR program is a choice. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its positive and negative effects upon high school graduation. The remainder of this document will explain the MOWR program and its implications for student. The high school principal and/or counselor will discuss with the student the academic, emotional, social and other characteristics of the MOWR program that should be considered in the decision to enroll the student.

Advantages of taking a MOWR Course:

- College credit earned will enhance your college application and/or resume.
- MOWR ACCEL classes will transfer to any University System of Georgia or Technical College System of Georgia college.
- You will be trained in occupational areas where job growth is projected to be very strong.
- You will get a jumpstart on your college education.
- You will be offered a chance to explore career choices while earning technical college credit.
- You will receive training that will increase job opportunities (*perhaps even part-time job opportunities as you pursue your next level of education at another college or university*).
- MOWR hours will not count in the HOPE Grant/Scholarship cap.
- Students who participate in MOWR courses get a 0.5 boost in their HOPE Scholarship GPA calculation upon graduation from high school (please note – this does not apply to your local GPA calculation).

As a student at STC and your high school, you will be required to adhere to all high school and technical college rules and regulations. *Please see a complete version of the STC Catalog and Student Handbook online at www.southeasterntech.edu and your high school student handbook to review these rules and regulations.*

Please read the following MOWR Rules & Procedures carefully.

Participant Eligibility & Requirements:

- All MOWR programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in any MOWR program at STC.
- The student must attend a public or private high school in Georgia or home study program operated in accordance with O.C.G.A.20-2690(c).
- The student must be in the 9th, 10th, 11th, or 12th grade.
- The student must have met all admission requirements for the postsecondary program of study.
- The student must not have already received a high school diploma.
- The student must not have a criminal history.
- The student must not have any disciplinary referrals within the past academic year.
- The student must sign a participation form with high school or home study program.
- The student must meet satisfactory academic progress.

Academic Information:

- MOWR students will receive a letter grade from STC for academic coursework. The student will also receive a numerical grade for his/her high school which will count towards high school graduation.
- STC instructors will notify the High School Initiatives Coordinator of grades who will then notify the high school of grades earned for each grading period for students participating in MOWR.
- Failure of a technical college course can result from grades, behavior, or attendance issues.
- Failure of a MOWR course due to grades, behavior, or attendance may prevent obtainment of necessary units for graduation (1-2 semester hour credits = 0.5 high school unit credit; 3-5 semester hour credits = 1 high school unit credit) and result in the student being withdrawn from the MOWR class and/or program.
- A student's high school graduation may be delayed if a course needed for graduation is failed or if the student withdraws or is withdrawn from a course needed for graduation.
- If a student withdraws from a class or fails a class at the postsecondary institution and this class is needed for graduation, he/she may not be able to enroll in a high school or college course that will allow him/her to graduate on schedule. Many high school/college courses are offered on a rotational bases. Therefore, not every course is offered every semester.
- The student who begins attending postsecondary classes and then decides to withdraw must wait until the next program intake to resume his/her high school program.
- Students placed on Academic Suspension must sit out one semester and may be enrolled the following semester on Academic Probation, pending course offerings.

Attendance Policy:

- Students are expected to be punctual and attend all classes for which they are registered.
- Each student should recognize at the beginning of his/her postsecondary career that a mature acceptance of his/her responsibilities is a requirement for reasonable accomplishment in postsecondary work; this applies particularly in the area of class attendance.
- Date of completion of high school courses differ from completion dates of technical college courses. STC will follow the high school calendar when courses are offered on high school campuses. However, **students attending classes on STC campuses must attend STC according to the STC calendar including spring break dates and ending semester dates (unless otherwise noted).**
- The attendance policy for each course will be outlined in the course syllabus. Some courses require a 10% attendance policy to be followed to earn STC credits. Not abiding by the attendance policy would result in a failing grade at STC and the high school. **There is no difference between excused and unexcused absences at STC.**
- All make-up work will be at the discretion of the instructor and will be outlined in the course syllabus.

- Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and make arrangements for make-up work at the convenience of the instructor. Failure to maintain contact with the instructor either by attending class, submitting assignments, or contacting the instructor (either in person or by telephone or email) may result in failing grade(s).

Academic Dishonesty:

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for disciplinary action.

Financial Aid Information:

- Each student will be responsible for applying for MOWR online at www.gafutures.org.
- HOPE hours used for MOWR will not factor into HOPE Grant/Scholarship caps.
- Each student will enter into a Textbook Agreement so that the student will never owe money for books **provided** books are returned at end of semester in the condition they were issued at the beginning of the semester. See attached Textbook Agreement.
- MOWR students are not eligible for additional forms of financial aid while still in high school.
- **Course related fees or supplies (equipment, tools, uniforms, etc.) associated with some courses may not be covered by STC. These costs are the responsibility of the student.**

Eligibility and Competitive/Extracurricular Activities:

Students enrolled in a MOWR program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities and must abide by all rules of the high school when participating in extracurricular activities/attending school-sponsored events.

Special Permissions:

- The student agrees to allow parental/guardian access to all college records pertaining to the student.
- The student agrees to allow his/her parents/guardians to discuss grades with the STC instructor.
- The student and parents/guardians agree to allow high school access to all college records pertaining to the student.
- The student and parents/guardians agree to allow the High School Initiatives Coordinator to review the student's grades and course information both at the secondary and postsecondary level with the purpose of evaluating credit and providing information to the high school and technical college.

Student Responsibilities:

- Follow the admission procedures of the technical college.
- Follow the rules and regulations of the technical college and the high school.
- Maintain at least a 2.0 cumulative grade point average at STC in order to complete a STC program of study. Student must earn at least a 2.0 ("C") average in a prerequisite class in order to register for the next course.
- Notify the High School Initiatives Coordinator of intent to participate in STC's graduation exercises at least three months prior to graduation. Students must be high school seniors to participate in STC's graduation exercises.
- Notify the high school counselor of change in technical college courses.
- Fulfill all requirements for high school graduation.
- Complete only the courses prescribed by the High School Initiatives Coordinator.
- Pass the state assessment requirements.
- Make arrangements with local schools to take the state assessment tests.
- Pay for items not covered by MOWR (course related fees such as lab fees, materials, supplies, tools, and equipment).

- Provide transportation to/from technical college and to/from clinical sites if applicable. STC will not be responsible for transportation nor the health and safety of students while they are in route to or from classes and clinical sites.

NOTE: High School Seniors who are unable to complete the Certified Nurse Aide program during their senior year and need additional courses beyond high school graduation may incur a cost associated with completing this technical certificate of credit. Costs may include, but are not limited to: tuition, fees, books, and course specific materials. Students who are HOPE Grant eligible will receive additional funding that should help cover the cost of the course and will owe approximately \$294.00. Students who do not qualify for the HOPE Grant will owe more. For your planning purposes, estimated amounts for NAST 1100 are:

Not HOPE Grant eligible

Tuition \$534.00

Fees \$324.00

Books \$84.00

Total Estimated Cost \$942.00

As set forth in its student catalog, Southeastern 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:

- An individual with disabilities requiring assistance with publications, accommodations or activities of this technical college should contact: Helen Thomas, Special Needs Specialist, ADA/Section 504 – Equity – Title IX (Students) – OCR Compliance Officer, Office 108, PH: 912-538-3216, Email: hthomas@southeasterntech.edu.
- An individual with questions or concerns about our nondiscrimination policy on the basis of sex in education programs and/or activities should contact: Blythe Wilcox, Director of Human Resources, Title IX (Employees) – EEOC Officer, Office 138 B, PH: 912-538-3147, Email: bwilcox@southeasterntech.edu.
- Inquiries concerning the application of these policies and procedures may be directed to the individuals listed above at: Southeastern Technical College, 3001 East 1st Street, Vidalia, GA 30474; 912-538-3100; 1-800-255-0056 (TDD).



Move On When Ready Instructions

Go to www.gafutures.org

Step 1: Student

- Student must log into www.gafutures.org
 - If you do not have an account, you must Create an Account
 - **Last Name, Social Security Number and Date of Birth** must be included in your gafutures.org profile to access the application.
 - You must also elect to share your personal information by selecting that profile setting. If you did not choose this option when you set up your account, it will notify you when you click the application. It will tell you to update your profile. Follow this link to update your profile: *Please click here* to update your profile information. Under "This is Me" click *change to modify this option*.
- Once your profile is complete, click **MOWR online application** under the "What's New" tab on the right.
- Under "Application Procedure" click **MOWR online application**.
- Click **Add New Application**.
- All of your demographic information will load into the application (Last Name, Social Security Number and Date of Birth). **Remember: You must have elected to share your personal information by selecting that in the profile setting.**
- Go to the bottom of the page and locate your high school and click the red → to add your high school.
- Right below that choose Southeastern Technical College and click the red → to add the college.
- **Make sure that you have answered all the questions on the application.**
- Scroll to the bottom and agree to the terms and conditions.
- **Click Submit** – Step 1 is complete! Your information will be processed for your counselor to complete his/her portion.

Step 2: High School Guidance Counselor

- Once you have completed your portion of the application, tell your counselor, so he/she can complete his/her portion of the application by adding the classes that you are requesting to take.
- Inform the counselor to notify your **High School Initiatives Coordinator** so she can inform the Financial Aid Department that he/she has completed that part of the application.

Step 3: Technical College

Once the counselor has submitted their portion of the online application, the Financial Aid Department will then verify that it is ready for processing. You or your counselor will be notified if any changes need to be made.



Please complete, sign, and obtain parent/guardian signatures for the following documents. Then return them to the High School Initiatives Coordinator. (Your Guidance Counselor or STC instructor may collect and return to the High School Initiatives Coordinator.)



**Return this page to the High School Initiatives Coordinator
(or Guidance Counselor or STC Instructor to return to the HSIC)**

You must return this page to your High School Initiatives Coordinator in order to obtain books needed for you class. (You may give it to your STC instructor or Guidance Counselor, who will then pass it to the HSIC.)

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Office: 912-538-3205
Fax: 912-538-3156
Email: sdowd@southeasterntech.edu

Agatha McRae
346 Kite Rd.
Swainsboro, GA 30401
Office: 478-289-2259
Fax: 478-289-2214
Email: amcrae@southeasterntech.edu

To be signed by the student and his/her parent(s)/guardian(s).

- We have read and understand all the conditions and procedures outlined in the MOWR Orientation Packet and will abide by them.
- We agree to all the stipulations, regulations, policies and procedures stated in the MOWR Orientation Packet.

Student's Name (please print)

Student's Signature

Date

Parent's/Guardian's Name (please print)

Parent's/Guardian's Signature

Date

Program of Study: _____

High School Name: _____

Any person who knowingly makes or furnishes any false statements or misrepresentation, or who accepts such a statement as misrepresentation knowingly to be false, for the purpose of enabling an institution to obtain wrongly any payment shall be guilty of a misdemeanor. O.C.G.A. 20-2-161.1.(i).



**Return this page to the High School Initiatives Coordinator (or Guidance Counselor or
STC Instructor to return to the HSIC).**

**EARLY COLLEGE CREDIT
Authorization for Release of Records to a Third Party**

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' Educational records transfer from the parents to the students when the students become 18 years of age or are enrolled in a postsecondary educational institution. In order to comply with the requirements of FERPA, Southeastern Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records.

As a participant in the MOWR program at Southeastern Technical College, I understand that it is the responsibility of the college to release educational records to my high school and/or local school board. Furthermore, there may be a situation in which faculty or staff from STC must discuss my educational records with parents or specified guardians. My signature below indicates my authorization for Southeastern Technical College to release any information that is necessary when there is legitimate educational interest. I understand that this permission form only applies while attending STC under the status of MOWR High School Student.

Please complete the following information:

Student's Legal Name (Please print) **Social Security Number**

Name of High School

Name of Parent(s)/Guardian(s) (Please print)

Student's Signature **Date**



**Return this page to the High School Initiatives Coordinator (or Guidance Counselor or
STC Instructor to return to the HSIC).**

TEXTBOOK AGREEMENT

By signing this agreement, I understand that Southeastern Technical College has purchased the book(s) for my Move On When Ready course(s) and that I hereby agree that I am borrowing the book(s) for the duration of the class. At the end of the class, I will relinquish possession of the book(s) by, either, returning the book(s) to my instructor, the High School Initiatives Coordinator or the Receptionist at STC.

Students are responsible for any additional materials given to them as part of a MOWR course. This can include codes for websites, safety materials and/or any other items deemed necessary by the instructor for the course.

Students are personally responsible for textbooks at all times and are not allowed to mark, highlight, or write in textbooks.

I agree to return the textbook(s) in the same condition that they were given to me. If I fail to return the textbook(s)/CDs in the condition they were given to me, I agree to pay for the full price of each book – or \$75 per book – whichever is less to replace the one(s) that I used. I understand that a hold will be placed on my account until textbook(s)/CDs are returned or replacement costs paid. If a hold is placed on my account, I will not be able to register for the next term, obtain student records needed for high school graduation, or send transcripts to another college.

Textbooks are to be returned the final day of class to the instructor or Guidance Counselor (if they are collecting) or to the High School Initiatives Coordinator or STC Receptionist.

STC Program _____

High School _____

Print Student's Name _____

Student's Signature _____

Date _____



**Return this page to the High School Initiatives Coordinator (or Guidance Counselor or
STC Instructor to return to the HSIC).**

STUDENT CODE OF CONDUCT

Southeastern Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Postsecondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. Any student, acting individually or in cohort with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another's work without permission and/or acknowledgement.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
- Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus.
- Verbal or physical abuse of or insubordination toward any student, faculty member, administrator, or employee of the college.
- Participation in any form of gambling while on college property.
- Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.
- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.
- Violation of any federal, state, or local law.
- Intentional misuse of any fire alarm or fire-fighting equipment at the college.

- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. The use of smokeless tobacco is prohibited on the college campus.
- Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.
- Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.
- Loitering in the hallways or classrooms/labs when classes are in session.
- Operation of student organizations not approved by the college administration and Board of Directors.
- Failure to follow established program or departmental regulations.

I, (print name) _____, have read and understand the Student Code of Conduct. I will abide by the standards and regulations set forth by Southeastern Technical College. If I violate any part of the student conduct code, I understand that disciplinary procedures will be taken, including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator.

Student's Signature

Date