Appendix A
School System Transportation 2020-2021

Please complete this form for your student if they will drive to the GRCC Campus.
All other students are presumed to ride the bus and stay for the daily 2 Blocks.

My student ________________________ drives their own personal vehicle and will only attend scheduled classes at the GRCCA.

I understand if my student leaves campus during their assigned blocks at the GRCCA, without parental and GRCCA permission, they will be subject to discipline consequences and may be removed from the program.

Student Name Printed ___________________________ Student Grade _________

Student Signature _____________________________

Student High School ____________________________

Parent / Guardian Name Printed _____________________________

Parent/Guardian Signature _____________________________

Date ______________________

When turning in this form, please also be prepared to turn in Appendix B—Parking Permit Application.
Appendix B
Parking Permit
Information

Please Read This Page and Complete a Parking Decal Application on the Back of this page.

This application is for registering a student vehicle for the purpose of securing a parking decal. Each student choosing to drive to their GRCCA courses must display a GRCCA parking hang tag at all times.

Students may park **ONLY IN DESIGNATED SPACES**, which will be reviewed at orientation. Parking in an undesignated student parking space or traffic violations on campus may result in a student’s parking privileges to be revoked. No student parking in front of the GRCCA building.

Students who elect to drive to the GRCCA shall complete this application and have it signed by a parent. Parking decals will be provided at a cost of $10. Failure to complete the application and purchase a GRCCA parking decal may result in your car being ticketed and/or removed from campus.

Parking permits may be suspended/revoked at any time due to, but not limited to:

- Failure to park in designated spaces
- Disciplinary actions taken
- Lack of attendance to GRCCA classes

Students may not park on campus until paperwork is completed, signed, returned to front office, and a permit has been purchased.
Appendix B
Parking Permit 2020-2021

Last Name _______________________________ DOB _______________________

First Name _________________________________

High School _______________________________ Grade _________________

Student Address _______________________________________________________

Student’s Driver’s License Number _______________________________________

_________________________ __________________________ 
Year of Vehicle Make of Vehicle Model 

_________________________ __________________________ 
Color of Vehicle Tag Number 

Vehicle Insurance Provider _____________________________________________

Policy Number __________________

I agree to follow the Parking Guidelines discussed on the prior page, and to purchase a GRCCA parking decal/hang tag at the cost of $10. I understand my privileges may be revoked if I fail to park in an appropriate space.

It is my responsibility to update my parking/vehicle information as it changes. Failure to update this information may result in a ticket, towing, or loss of parking permit.

Transporting students without proper written authority may result in loss of parking privileges.

Student Signature ______________________________________________________

Parent/Guardian Name Printed _____________________________________________

Parent/Guardian Signature ________________________________________________

Date _____________________________

Office Use Only

GRCCA Hang Tag # ____________________________
Appendix C
Student Information Sheet 2020-2021

Last Name _____________________________ First Name _____________________________ Middle I. ___

Preferred Name/Nickname: ________________________________

High School _______________________________ Grade _______________

Home Phone _______________ Emergency Phone _______________

Student Cell Phone _____________________________ Student email: _______________________________

Birthday __________ (please include year)

Mother/Guardian ____________________________ Cell Phone: __________ Work Phone _______________

Father/Guardian ____________________________ Cell Phone: __________ Work Phone _______________

Mother/Guardian E-mail: ____________________________

Father/Guardian E-mail: ____________________________

Home Address ____________________________

City ____________________________ State ______ Zip Code ____________

What extra-curricular activities do you participate in? ____________________________________________

If you have a medical issue that I should be aware of, or if you have any other questions or concerns, please include them here:

________________________________________________________________________________________

Do you have a 504 plan? ____________ IEP? ____________

What are your plans after high school? ________________________________________________________

________________________________________________________________________________________
Appendix D

Acknowledgement of GRCCA Student Handbook & Guidelines

The student and parent/guardian certify that the following information has been explained to them by GRCCA personnel.

1. The process of granting credits for the high school and college.
2. Dual Enrollment Funding Applications for fees, tuition, books, and other supplies.
3. The consequences of failing or not completing a course including withdrawal policies.
4. The effect of the program on the student's ability to complete a course, participate in extracurricular activities, and complete high school graduation requirements.
5. The academic and social responsibilities including obeying rules and regulations for both the college and the high school.
6. The available support services by GRCCA which includes chrome books, study spaces and credit recovery options.
7. Students will be loaned some equipment for technical courses; however, it is only; a loan and will be returned at the end of the program. Any damage to the equipment will be the responsibility of the student.
8. Parent/Guardian/Student understand they may only deviate from the 2 Block Policy with written parental/guardian permission.
9. Student/Parent have been advised of the new Dual Enrollment Funding Guidelines.
10. Student/Parent understand whether their classes are available for Remote, Hybrid or just face to face.

The Parent/Guardian and student return this acknowledgement form indicating they have read and understand the GRCCA Handbook.

Student Name Printed  _______________________________  Student Grade _________

Student Signature  ________________________________

Student High School  ______________________________

Parent / Guardian Name Printed  ______________________________

Parent/Guardian Signature  _______________________________

Date  ______________________________

GRiffin Region
College & Career Academy
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, Southern Crescent Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records.

As a participant in the Dual Enrollment program at Southern Crescent 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 Southern Crescent Technical College must discuss my educational records with parents or specified guardians. My signature below indicates my authorization for Southern Crescent 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 SC Tech under the status of Dual Enrollment High School Student.

Please complete the following information:

<table>
<thead>
<tr>
<th>Student's Legal Name (Please print)</th>
<th>Student's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of High School</th>
<th>Name of Parent(s)/Guardian(s) (Please print)</th>
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</thead>
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</table>

As set forth in full in its Student Handbook/Course Catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Services, toni.doaty@scTech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, teresa.brooks@scTech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@scTech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224.
New Dual Enrollment Guidelines

HB 444 has revised and updated the Move on When Ready Act. Please see the following new guidelines, which go into effect Summer Semester 2020.

Grade Level Eligibility

9th Graders
• No longer eligible to participate in the Dual Enrollment funding Program – no exceptions. 
NOTE - GRCCA has high school programs, so this does not apply to you - 9th graders are eligible for the high school programs at the GRCCA.

10th Graders (allowed under 3 scenarios)
Returning 9th Graders: Students that were 9th graders in the 2019-2020 school year and received Dual Enrollment funding during 2019-2020 (FY 2020)
• If 10th graders in 2020-2021 program year:
  • Eligible to participate at a participating postsecondary institution (USG, TCSG or private)
  • Eligible to enroll in any approved Dual Enrollment courses listed in the Course Directory

High Achievers: Have a minimum 1200 SAT score or minimum 26 ACT composite score in a single national test administration
• Eligible to participate at any participating postsecondary institution (USG, TCSG or private)
• Eligible to enroll in any approved courses listed on the Course Directory
• Note: GSFC must have the required test score on file prior to the high school or home study processing the student application for a term

CTAE Students:
• Eligible to participate at a TCSG institutions only
• Eligible to enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory (no core courses)

11th & 12th Graders
• Eligible to participate at any participating postsecondary institution (USG, TCSG or private)
• Eligible to enroll in any approved Dual Enrollment courses on the Course Directory

Funding Cap

Effective Summer term 2020 and beyond
• All first-time participating students have funding capped at 30 semester/45 quarter hours - No Exceptions
• The per term maximum of 15 semester or 12 quarter hours continues
• Funding Cap in the last term of Dual Enrollment funding may affect the per term maximum (i.e. student may not have 15 hours remaining)
Effective Summer term 2020 and beyond Students who received Dual Enrollment funding through Spring term 2020 (based on paid invoices)

• Students with 18 semester/27 quarter or less hours prior to Summer term 2020, their Funding Cap is 30 semester/45 quarter hours
• DE Hours Remaining = 30 - total Funded Paid Hours (based on invoices) through Spring 2020 hours (DE funding hours available for Summer term 2020 and beyond)

Example:
Student has 15 semester hours paid through Spring 2020...
they have 15 hours remaining, 20 quarter hours through Spring 2020, has 25 hours remaining
• No Exceptions

Effective Summer term 2020 and beyond Students who received Dual Enrollment funding through Spring term 2020 (based on paid invoices)

• Students with 19 semester/29 quarter or more hours prior to Summer term 2020, their Funding Cap is 12 semester/18 quarter hours
• Semester Examples:
19 hours through Spring 2020, has 12 hours remaining
29 hours through Spring 2020, has 12 hours remaining
• Quarter Examples:
29 hours through Spring 2020, has 18 hours remaining
40 hours through Spring 2020, has 18 hours remaining
• No Exceptions

High School Graduation Option B (SB2)

• Applies to public high school students choosing to graduate under Option B rules versus the GaDOE’s state standard graduation requirements.
• HB 444 allows these students to continue participating in DE funding with no credit hour cap.
• The student’s public high school must have designated the student as pursuing his high school diploma through High School Graduation Option B (SB2) during the Spring 2020 Term.

Funding Options after DE Funds Have Been Exhausted

The 30 semester or 45 quarter hours program Funding Cap is a hard cap
• Students may receive funding up to the Cap (during the term reaching the Cap)
• Additional dual enrollment hours may be paid by Student
• Postsecondary Institution may charge the student for hours not covered by DE funding exceeding 30/45
• HOPE Grant “Bridge” and HOPE Career Grant funding
• Must meet eligibility requirements - i.e. seeking a diploma or certification.
• HOPE Scholarship is not eligible for use by Dual Enrolled Students.

Enrollment Requirements

Beginning Summer term 2020 (FY 2021)
• Repeats/Retakes: A student may not receive funding to repeat or retake a course. First attempts prior to Summer 2020 do not count.
• 2 Withdrawals: A student is no longer eligible to continue receiving program funding after withdrawing from Dual Enrollment course(s) two (2) times. The two withdrawals begin Summer term 2020 or after. Withdrawals prior to Summer term 2020 do not count.

Beginning Summer term 2020 (FY 2021)
• Student may submit an Extenuating Circumstance Appeal Request
To repeat or retake a course and receive DE funding
To continue participating and receiving DE funding after withdrawing twice
• Extenuating Circumstances
  Serious illness
  Serious injury
  Death in the family (parent, stepparent, or sibling)

An Approved Appeal does not allow for additional hours beyond the student's Funding Cap. An Approved Appeal does not change grades or academic transcripts.

Dual Enrollment Funding Application

Students must have a GAfutures account profile to apply for Dual Enrollment Funding, high school counselors can assist if needed.
• Students complete one application per year, unless the student changes high schools between terms
• Student will list college(s) of interest for Dual Enrollment from dropdown list of participating institutions
• As part of the application, students complete the participation agreement and provides parent’s email.
• Student receives on screen message and email that includes an Application ID (DE+7digits)
• Email sent to parent to complete participation agreement

I have read and understand the New Dual Enrollment Guidelines.

Student Signature __________________________ Printed Name _______________________

Parent Signature __________________________ Printed Name _______________________

Grade ___________________________ High School ________________________________

Date ________________________________
Dear Parents and Students,

Often we will need to get a message to parents and/or students about a weather closing, check email for important message etc., so we do ask all parents and students sign up to receive messages via REMIND.

It is simple to do -

Text the code below that corresponds to you - to 81010. Remember to include the @ before the code.

Parents Last Name A-F text: @h62kgkf to 81010
Parents Last Name G-L text: @drergl to 81010
Parents Last Name M-R text: @7k43ah6 to 81010
Parents Last Name S-Z text: @9h9de7 to 81010

Students Last Name A-F text: @837fge to 81010
Students Last Name G-L text: @3dc96hc to 81010
Students Last Name M-R text: @bcg836 to 81010
Students Last Name S-Z text: @k469h7 to 81010

SCTC - How to set up Email, Blackboard and Banner Web:
https://libguides.sctech.edu/setup_email_blackboard_banner_web
SCTC Fall Information

To prepare for the 2020 Fall Semester, if you have not already done so, please complete each item listed below (PLEASE NOTE THAT ORIENTATION FOR FALL IS ONLINE (LINK PROVIDED BELOW)—THERE WILL NOT BE AN IN-PERSON ORIENTATION FOR FALL—EVEN IF YOU ARE A RETURNING STUDENT, PLEASE COMPLETE ONLINE ORIENTATION AS SOME INFORMATION MAY HAVE CHANGED):

- Please be sure to apply for the Dual Enrollment funding program immediately at www.gafutures.org using these steps (THIS MUST BE DONE NOW—FUNDING APPLICATIONS NEED TO BE SUBMITTED PRIOR TO THE START OF THE SEMESTER):
  1. Go to www.gafutures.org
  2. Log into the site
  3. Click the “Dual Enrollment Changes, 2020-2021” link on the right side of the page
  4. Click the “Application Procedure and Deadline”
  5. Click the “The upcoming 2020-2021” link
  6. Follow the prompts to submit your funding application

- If you have a documented disability please contact the Special Services Coordinator on the Griffin campus at 770.228.7258 or teresa.brooks@scitech.edu, or on the Flint River campus at 706.646.6224 or mary.jackson@scitech.edu

  - Familiarize yourself with Blackboard (SCTC’s online learning platform), your SCTC student email account, and Banner Web (SCTC’s student database) at https://www.scitech.edu/currentstudents/

  - If you do not know your student id number, you can retrieve it in Banner Web. Go to https://www.scitech.edu/currentstudents/, click the “Banner Web” link on the left side of the page, and use the “New Students and Alumni login here” link. For your initial login for Banner Web, your username will be your social security number and your PIN will be your six digit date of birth. Once you log into Banner Web, click “Student Services and Financial Aid,” click “Registration,” and click “Student Detail Schedule”—from there you can view your id number (it will be in the top right corner and will start with 900) and your detailed course schedule for fall.

  - If you do not know your student email address, you can retrieve it in Banner Web by clicking “View E-mail Address(es)” in the Banner Web homescreen.

  - Please plan to complete the Dual Enrollment Required Orientation Advisement Registration (ROAR) that will be offered online for students entering during the 2020 Fall Semester. There will not be an in-person orientation for the 2020 Fall Semester. Online Dual Enrollment ROAR is available at https://libguides.scitech.edu/c.php?a=1029680 and must be completed prior to the start of the 2020 Fall Semester. Online orientation will provide information about SCTC resources and services available to you as a dual enrollee, including Blackboard and student email login processes. Blackboard is the platform used for online coursework at SCTC and will be an integral part of your college classes.

- You can access the college calendar—with start dates, end dates, withdrawal deadlines, and holidays—at https://www.scitech.edu/student-calendar/. If you are taking classes at a high school site (ie, not at the college campus but at your high school) these dates may vary—you will receive that information from your school system.

  → → turn over for more information on textbooks...
Textbook distribution for the 2020 Fall Semester will be conducted in this way:

- 2020 Fall Semester books will be shipped to the home address that is listed in Banner Web. If this address is incorrect, please email Drew Todd (drew.todd@sctech.edu) by August 1st to have it updated.

- If you do not receive your book(s) by the third day of class or have issues with the books that you receive from the bookstore, please contact the SCTC Bookstore by phone (678-603-3354) or email (Terri.George@sctech.edu).

- If you drop or change classes, please contact the bookstore immediately to return and retrieve the correct books.
GRCCA
2020-2021 Student Calendar – First Semester

July '20

August '20

September '20

October '20

November '20

December '20

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td></td>
<td>GRCCA 1st &amp; Last Day</td>
</tr>
<tr>
<td></td>
<td>GRCCA Holidays</td>
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<tr>
<td></td>
<td>GRCCA PL Day – No School</td>
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<tr>
<td></td>
<td>Gordon 1st Day &amp; Last Day to Withdraw</td>
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<td>Gordon Final Exams</td>
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<tr>
<td></td>
<td>SCTC 1st Day &amp; Last Day to Withdraw</td>
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<tr>
<td></td>
<td>SCTC Final Exams</td>
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