

Registration and Records

Advisement and Registration

Full-time faculty members are responsible for advising and registering newly admitted students, students who are currently enrolled in Coastal Pines Technical College (CPTC) courses, and students who are returning to CPTC after not enrolling in classes for two or more academic terms.

The Academic Affairs Dean for Secondary Initiatives and High School Coordinators/Recruiters are responsible for coordinating advising and registration of high school dually enrolled students for their individual high schools. All other new, current and returning students are assigned to advisors based on the student's academic program. Advisors focus on assisting students in completing their required program curriculum in a timely manner and earning their academic award.

1. Current Student Registration. Faculty/Advisors are responsible for advising and registering currently enrolled students prior to the end of each academic term. The academic calendar shows the starting days of registration for currently enrolled students.

2. New Student Registration. Faculty/Advisors will advise and register new students in accordance with the academic calendar.

3. Late Registration. Late Registration is the first five days of the term. Students who have completed the Admissions process may be registered into classes on a space available basis. These students should contact their Advisor for assistance.

4. Payment of tuition and fees confirms registration and reserves the student's schedule.

- All tuition and fees are due before the first day of the term for ALL credit students. This requirement holds true even if class is scheduled to begin on a different day.

Georgia Virtual Technical College (GVTC)

Transient Students

CPTC students desiring to take a course or courses from another accredited institution must have prior approval from the CPTC registrar's Office and be in good standing. It is the student's responsibility to apply to the institution he or she wishes to attend as a transient student and have a transcript sent to CPTC at the end of the semester in order for the grade to be issued as a transfer grade. Only grades of "C" or better are accepted as transfer grades.

If the transient status is not approved, courses will NOT be eligible for transfer to a CPTC program of study.

A student must complete at least 25% of his or her credit hours of a particular program of study at Coastal Pines Technical College in order to be awarded a technical certificate of credit, diploma, or degree from Coastal Pines Technical College.

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Academic Load (Full-time Status)

Students must register for 12 or more credit hours to be considered full time.

Enrollment Verification

Coastal Pines Technical College has authorized the National Student Clearinghouse (NSC) to provide enrollment verification certifications for students through NSC Student Self Service. NSC Student Self Service enables CPTC students to print official enrollment verification certifications on demand via our secure student portal, BannerWeb, at no charge.

Matriculation

Enrollment for the term is not complete until the student has properly completed registration and paid all fees due. Students who receive any type of financial aid may review their BannerWeb account or visit the financial aid office to review the financial aid awards available to cover that term's fees. The payment deadline is the first day of the semester, even if class(es) start on a different date.

Schedule Changes

The official drop period is the first five business days of the term. Courses dropped during this period will not appear on a student's academic record.

The official add period is the first five calendar days of the semester.

Release of Educational Record Information

Policies relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974 as amended and the policies of Coastal Pines Technical College. With certain exceptions, a student has the right of access to his/her records which are maintained by an educational institution or by a party authorized to keep records for the institution. The U.S. Department of Education enforces the Family Education Rights and Privacy Act. This U.S. Department of Education receives and reviews complaints and forwards those that are not resolved to a review board that can recommend to the Department of Education Secretary sanctions including withdrawal of federal funds.

Notification of Student Rights to Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational record. These rights include:

- The right to inspect and review student's educational records. Students must submit a "Student Request to Inspect and Review Educational Record" form that specifies the record(s) they wish to inspect. This written request must be submitted to the Vice President for Student Affairs. The inspection will be within 45 days of the receipt of the student's written request.
- The right to request the amendment of the student's educational record that they believe is inaccurate. Students may ask Coastal Pines Technical College to amend a record that they believe is inaccurate. They should write the Vice President for Student Affairs, clearly identify the part of the record they want changed and specify why it is inaccurate. If it is decided that the record will not be amended as requested by the student, CPTC will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastal Pines Technical College to comply with the requirements of FERPA.

Contact information for the federal office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA

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. Public 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.

If a student does not want TCSG or the technical college to disclose directory information from his or her student education records without prior written consent, the student must notify TCSG or the technical college where he or she is enrolled, in writing, by the first day of the semester at the registrar's office at his or her technical college. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, TCSG or the technical college may still implement policies requiring the student to wear or present a student ID badge.

See Directory Information for Coastal Pines Technical College's definition of "public directory information" and "non-public directory information".

Public and Non-Public Directory Information

The Federal Privacy Act stipulates that an institution has the right to declare one or more categories of information as public or directory information that may be released to the public at the discretion of the institution. Coastal Pines Technical College considers the following as directory information:

- The Technical College System of Georgia and its technical colleges define "public directory information" as follows:

- Full name of the student
- Major and field(s) of study
- Enrollment Status (full time, part-time, etc.)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

- The Technical College System of Georgia and its technical colleges define "non-public directory information" as follows:
 - Address
 - Email address
 - Telephone Number
- Non-public directory information is not available to the public but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

Contact the Registrar's Office for more information.

Solomon Amendment

A federal law known as the Solomon Amendment requires Coastal Pines Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as name, address, telephone number, age, major, date(s) of attendance, and degree awarded.

FERPA/Solomon Amendment Objection

Any adult student or minor student's parent who objects to the release of this directory information under the Family and Educational Rights and Privacy Act should file an objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the Registrar's Office for filing a FERPA Objection.

Disciplinary Records

Disciplinary records are considered confidential information to be released only to faculty and administration officers who have responsibility related to the educational mission of the Institution and/or its disciplinary process. Release of information from this record to employers and prospective employers will occur upon a written release from the student or graduate. Information will be released to law enforcement officials upon court order, upon written release from the student or graduate or when there is a reason to believe this information is pertinent to the investigation or prevention of a crime.

Withdrawal from College

Formal withdrawal is accomplished by completion and submission of a 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 fifth business day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees.

In order to receive a 100% refund, the student must notify their instructor OR a withdrawal form must be completed BY THE STUDENT and submitted to Student Affairs by closing time on the fifth business day of the term.