

## Under-Represented Gender Programs

## Important Numbers



## Services for Special Populations



- Single Parents
- Homeless Persons
- Out-of-Workforce Individuals
- Foster Care Participants
- English Language Learners
- Under-represented Gender Students
- Armed Forces Dependents

[www.westgatech.edu](http://www.westgatech.edu)

A unit of the Technical College System of Georgia

### Special Populations Services

Office: 770-838-2526

Link: [westgatech.edu/contact-us/accessibility-services/special-populations/](http://westgatech.edu/contact-us/accessibility-services/special-populations/)

#### GED/ELA

770-838-3192

#### WIOA

(Eligibility determined by county residence)

#### Three Rivers Regional Commission

Carroll and Heard counties:

770-830-2202

Troup county:

706-756-4653

Coweta and Meriwether counties:

770-755-7429, 770-755-7414

#### Northwest Georgia Regional Commission

Haralson, Paulding, and Polk counties:

770-537-5710

#### Atlanta Regional Commission

Cherokee, Clayton, Douglas, Fayette, Gwinnett,

As set forth in the student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected statuses"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to inquire regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Naeminda Hefless, Dean of Students 770.537.5722, 176 Nashby Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students Zolita Jones, Career and Student Support Services Director, 770.824.5245, 176 Nashby Campus Blvd., Waco, GA 30182; Student S04@westgatech.edu, Employees Teresta Jiles, Human Resources Manager, 770.537.6056, 176 Nashby Campus Blvd., Waco, GA 30182, wgtcHR@westgatech.edu.

### Technical Certificates of Credit

- Commercial Truck Driving
- Basic Shielded Metal Arc Welder
- Emergency Medical Technician
- Electronics Technician
- Automotive Engine Repair Tech
- Phlebotomy Technician
- Nurse Aide
- Basic Machine Operator

### Diplomas

- Computer Support Specialist
- Electrical Systems Technology
- Fire Science
- Automotive Technology
- Culinary Arts
- Air Conditioning Technology
- Practical Nursing

- Cosmetology

### Degrees

- Criminal Justice Technology
- Engineering Technology
- Networking Specialist
- Computer Programming
- Business Management
- Radiologic Technology
- Dental Hygiene
- Early Childhood Care and Education

## Time Management Skills

- Organize your school supplies and personal belongings
- Use a planner and scheduler
- Allow an extra 20 minutes for arrival time
- Turn off all electrical devices during crunch times
- Set times for reading, completing, and submitting assignments and personal business
- Remain calm when feeling stressed. Allow your stress to become a motivator
- Use a book bag to keep all of your school supplies secured
- Prioritize
- Plan time to relax and have fun
- Make a list of responsibilities
- Prepare for the next day the night before
- Establish a set schedule for your children



## Study Skills

- Prepare yourself mentally to study
- Use a planner and scheduler
- Allow 1 ½ hours per day to study for each subject
- No cramming
- When reading do not highlight, but rather make notes
- Whichever your preference, study where it is quiet or has background noise
- When in class make good notes
- Spend less time on material you have mastered
- Take breaks
- Apply all subject material to real life situations
- Ask questions
- Activate time management skills
- If possible, study in the room where you will take your tests
- Study with a friend
- Use flashcards



## Advocacy

**West Georgia Technical College offers support services for you!**

**Special population services are designed to remove academic, career, and economic barriers.** Our services are designed to foster success and contribute to the self-sufficiency of students who are members of the special populations group:

Single Parents

Homeless Persons

Out-of-Workforce Individuals

Foster Care Participants

English Language Learners

Armed Forces Dependents

Under-represented Gender Students

**Services:**

- **Referrals**
- **Life Skills Coaching**
- **Toiletry Pantry**
- **Support Groups**
- **Lending Library**

Special Populations Coordinator-

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