

Are you seeking transfer credit? **Yes** **No**

(Please submit a transfer of credit form and an official transcript(s) to the registrar's office at least five weeks before the quarter begins.)

Has your post-secondary transcript been sent? **Yes** **No**

Have you applied to or attended Atlanta Technical College? **Yes** **No** If so, when? Month Year

TEST INFORMATION

Check if you have taken the: COMPASS ASSET..... ACT..... SAT..... **When?**

(You must retake the placement exam if it has been more than 5 years.)

EMPLOYMENT INFORMATION

Current Employment - The following information is collected for statistical purposes only.

Company's Name

Address

City State Zip

Position

Salary Range: 0-10K 10-20K 21-30K 31-40K 41-50K over 50K

Person to notify in case of emergency: Parent Spouse Guardian Other

Last Name, First Name, Middle Initial

Street Address Apt.

City State Zip

Phone Number

SIGNATURE AND CERTIFICATION

I certify that all the information contained in this application is true and correct to the best of my knowledge. I understand that submission of false information may be sufficient cause for the college to cancel my enrollment and require withdrawal. I further understand that this application is valid for one calendar year if I do not enroll. I hereby authorize the release of official and complete educational transcript(s) from any previously attended institutions and will require the submission of all admissions documents if I do not enroll.

Signature of applicant _____ **Date** _____

A \$20 Non-refundable application fee is required. Cash, cashier's checks, money orders, or personal checks are accepted.

As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title VI, IX and Section 504) contact Sandra Bush, equity coordinator, Atlanta Technical College, Cleveland Dennard Center, Suite 128, 404.225.4448. Email: sbush@atlantatech.edu. To request reasonable accommodations upon enrollment, contact James Askew, career planner (special needs), Student Services Division, Cleveland Dennard Center, Suite 160, 404.225.4462. Email: jaskew@atlantatech.edu. Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310. Atlanta Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, 404.679.4501, to award associate degrees, diplomas, and technical certificates of credit. Atlanta Tech is also accredited by the Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, 770.396.3898/800.917.2081.



If an employer finds the student to be deficient in specific competencies listed in a standard curriculum within two years of graduation, the student will be retrained at no instructional cost to the student or employer.



ATLANTA TECHNICAL COLLEGE

Atlanta Technical College Application for Admission

404.225.4400 • atlantatech.edu

ADMISSION PROCEDURES

GENERAL INFORMATION

Admission to Atlanta Tech is not a guarantee of acceptance to a specific certificate/diploma/degree program. The admission process encourages students to enter certificate/diploma/degree programs in which they have a reasonable expectation of success. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.

ADMISSIONS DEADLINES

Quarterly admissions deadlines are listed in the catalog and the Schedule of Classes. Incomplete or late applications for credit programs will be advised in special status.

TYPES OF ADMISSION

1. Regular Admission: Applicants who meet all the admissions requirements, including minimum test scores for an associate degree, diploma, or technical certificate of credit, will be admitted as regular students. Receipt of official final high school transcripts or GED transcript is required.

2. Provisional Admission: Students who do not meet the regular admission requirements for an associate degree, diploma, or technical certificate of credit program may be eligible for provisional admission. Provisional students must enroll in developmental courses if math, English, and/or reading levels are below minimum requirements.

NOTE: ALL CERTIFICATE/DIPLOMA PROGRAM STUDENTS MUST ACHIEVE REGULAR STATUS PRIOR TO GRADUATION.

3. Developmental Admission: Developmental studies admission is granted to students who do not meet the regular or provisional admission requirements. Students classified in this category are eligible to enroll in developmental studies courses only. Upon completion of required courses in English, reading, and/or math, developmental studies students are eligible for admission to technical certificate of credit, diploma, or associate of applied technology degree programs on a regular or provisional basis.

4. Special/Unclassified Admission: Applicants who do not plan to pursue a certificate/diploma program, but desire to take certain courses for personal benefit will be admitted as special/unclassified students. These applicants need to submit a completed application with a \$20 non-refundable application fee. Transcripts are not required. However, these applicants are not eligible to receive financial aid. Special/unclassified students may petition to become regular students. A maximum of twenty-five credit hours may be obtained in the special/unclassified status. Refer to the catalog for complete information.

SENIOR CITIZEN WAIVER

Georgia residents sixty-two years or older may elect to enroll as senior citizen waiver students. Consult the catalog for details.

TRANSIENT STUDENTS

Students from other postsecondary institutions may enroll at Atlanta Tech for a period not to exceed two consecutive quarters. Written permission is required from the parent institution stating the course(s) the student may take; this document must accompany the application.

TRANSFER STUDENTS

Applicants for an associate degree, diploma, or technical certificate of credit program who have previously attended postsecondary institutions for credit purposes must submit a completed application before the admissions deadline. Transcripts from each institution must be sent directly to the Admissions Office and must be received by the admissions deadline (as listed in the general catalog and the schedule of classes). High school transcripts or GED transcripts (showing passing scores) are required unless the applicant possesses a bachelor's or associate's degree.

FORMER STUDENTS

Former students absent from Atlanta Tech for one to three quarters must submit a re-entry/change of program form.

POSTSECONDARY OPTIONS/ JOINT ENROLLMENT/EARLY ADMISSIONS

These organized programs provide academically-talented high school students with opportunities for acceleration of their formal academic education.

The postsecondary options/joint enrollment program allows students to enroll in courses for credit at Atlanta Tech while continuing their enrollment in high school.

The early admissions program allows students to enroll for credit at Atlanta Tech while still in high school.

AUDIT STUDENTS

Students may audit most courses with the written consent of the instructor. Consult the catalog for details.

INTERNATIONAL STUDENTS

Students on immigrant or nonimmigrant status should refer to the catalog for complete information.

COST

Average tuition fees for certificate/diploma programs is \$514 per quarter for fulltime Georgia residents. For more complete cost information, contact the Admissions Office.

FINANCIAL AID

Student financial aid and veteran programs, including the Helping Outstanding Pupils Educationally (HOPE) Grant Program, are available to students who are eligible. Additional funding is provided from federal, state, and local sources. Please note that Atlanta Tech does not participate in the Guaranteed Student Loan (GSL) Programs. Contact the Financial Aid Office if you have questions.

MISSION STATEMENT

Atlanta Technical College, a unit of the Technical College System of Georgia, located in the city of Atlanta, is an accredited institution of higher education that provides affordable life long learning opportunities, associate degrees, diplomas, technical certificates of credit, customized business and industry training, continuing education and other learning services using state-of-the-art technology. The integration of academics and applied hands on career preparation is essential in meeting the workforce demands and economic development needs of the people, businesses, and communities of Fulton County.

ADMISSION CHECKLIST

STEP 1

Complete and submit the Application for Admission along with the one-time nonrefundable \$20 application fee. Please note that ATC sets quarterly application and testing deadlines. All students applying for admission to Atlanta Technical College (ATC) must be 16 years of age or older; however, certain program standards may require that an applicant be 18 or older.

STEP 2

Schedule a date and time to take your placement test. The Admissions Office will help you do this, after you complete your application and pay the fee. If you have the required SAT, ACT, COMPASS, ASSET, or program-level English and/or mathematics from another college/university you may not be required to take the placement test. Official copies of any test scores must be obtained.

STEP 3

Submit an OFFICIAL transcript directly from your high school or your GED transcript (scores). Because of state admission standards, we do not accept special education diplomas or certificates of attendance. In addition, if you have attended other colleges/universities official copies of your transcripts* must also be obtained.

*Please have all transcripts sent to:

Office of Admissions
Atlanta Technical College
1560 Metropolitan Parkway, SW
Atlanta, Georgia 30310
404.225.4400 • atlantatech.edu

PROGRAMS OF STUDY

BUSINESS TECHNOLOGIES

DEGREES:

Accounting
 Computer Programming
 Database Specialist
 Marketing Management
 Networking Specialist
 Paralegal Studies

DIPLOMAS:

Accounting
 Business Office Technology
 Computer Programming
 Database Specialist
 Networking Specialist
 Marketing Management
 Paralegal Studies
 Visual Communications

TECHNICAL CERTIFICATE OF CREDIT (TCC):

A+/Net+ Technician
 Computer Applications Specialist
 C++ Programming Certification
 Certified Customer Service Specialist
 CISCO Specialist
 Database Administrator
 General Office Assistant
 Java Programmer
 Linux/Unix Administration
 Microsoft Office (MOS) Access Specialist
 Microsoft Office (MOS) Excel Specialist
 Microsoft Office (MOS) PowerPoint Specialist
 Microsoft Office (MOS) Word Specialist
 Network Specialist
 Office Accounting Specialist
 Paralegal Fundamentals
 PC Repair and Network Technician
 Scopist

Small Business Management
 Website Fundamentals
 Word Processing Specialist

PUBLIC SERVICE TECHNOLOGIES

DEGREE:

Early Childhood Care & Education
 Hotel/Restaurant/Tourism Management

DIPLOMAS:

Barbering
 Cosmetology
 Culinary Arts
 Early Childhood Care & Education
 Hotel/Restaurant/Tourism Management

TCCS:

Assistant Food Service Purchasing Agent
 Barbering for Cosmetologists
 Culinary Nutrition Assistant
 Culinary Nutrition Manager
 Early Childhood Exceptionalities
 Early Childhood Program Administrator
 Infant and Toddler Child Care Specialist
 Prep Cook
 Shampoo Technician

HEALTH TECHNOLOGIES AND PUBLIC SAFETY TECHNOLOGIES

DEGREES:

Fire Science Technology
 Health Information Technology
 Pharmacy Technology

DIPLOMAS:

Dental Assisting
 Dental Laboratory Technology
 Fire Science Technology

Note: Proof of high school graduation or GED is required for admission to all certificate, diploma, and degree programs except: Automotive Collision Repair, Automotive Technology, Carpentry, Welding, Culinary Arts, Visual Communications, Diesel Equipment Technology, and Electrical Construction and Maintenance. All students enrolled in these programs must earn a high school diploma or a GED prior to second quarter of enrollment at Atlanta Technical College.

STEP 4

For financial aid information call 404.225.4716. Students must meet quarterly deadlines and are encouraged to apply as early as possible. Eligible students are encouraged to apply for the federal Pell grant, as well as Georgia's HOPE grant & scholarship.

Veterans must complete and submit the VA Application online (www.gibill.va.gov).

STEP 5

Report for Orientation/Advisement/Registration session as notified in your official acceptance letter.

* Students who wish to have college/university credit evaluated for anything other than program-level English or mathematics must complete and submit a transfer of credit form.

TCCS:

Basic Dental Assisting I
 Emergency Medical Technician Intermediate
 Firefighter I
 Firefighter II
 Healthcare Assistant
 Hemodialysis Patient Care Technician
 Medical Billing Clerk
 Medical Coding
 Medical Transcription
 Patient Care Assisting
 Patient Care Technician
 Phlebotomy Technician
 Pharmacist's Assistant
 Qualified Medication Aide

INDUSTRIAL TECHNOLOGIES AND TRANSPORTATION TECHNOLOGIES

DIPLOMAS:

Air Conditioning Technology
 Automotive Collision Repair
 Automotive Technology
 Aviation Maintenance Technology
 Avionics Maintenance Technology
 Carpentry
 Diesel Equipment Technology
 Drafting
 Electrical Construction & Maintenance
 Electronics Fundamentals
 Electronics Technology
 Plumbing
 Welding and Joining Technology

TCCS:

Acoustical Drywall Installation
 Air Conditioning Technician Assistant
 Architectural Drafting Specialist
 Automotive Body Repair Assistant
 Automotive Front End Align/Brake Specialist
 Automotive Heating & Air Conditioning Technician
 Automotive Manual Drive Train & Axle Repair Technician
 Automotive Brake Technician
 Automotive Collision Major Repair Assistant
 Automotive Electrical/Electronic Systems
 Automotive Suspension and Steering Technician
 Automotive Transmission/Transaxle Technician
 Aviation Maintenance Technician
 Avionics Technician
 Basic Shielded Metal Arc Welding
 Basic CAD Drafter
 CAD Operator-Architectural
 Carpentry Framing
 Certified Construction Worker
 Commercial Wiring
 Construction Superintendent - Residential
 Diesel Electrical & Electronics Systems Technician
 Diesel Engine Service Technician
 Diesel Drivability Performance Specialist
 Diesel Truck Maintenance Technician
 Electric Arc Welding
 Heating & Air Conditioning Installation Technician
 Industrial Electrical Controls Technician
 Ornamental Iron Fabricator
 Plumbing Service & Special System
 Residential Wiring
 Residential Plumbing

ATLANTA TECHNICAL COLLEGE APPLICATION FOR ADMISSION

PLEASE READ!

This application is valid for one year after the date paid. If you do not enroll within the academic year, you will have to submit a new application and supporting documents. Please type or print clearly in black ink. All sections must be completed to be processed. Complete and return with \$20 non-refundable application fee. Cash, cashier's check, personal check, credit card, or money orders are acceptable forms of payment.

STUDENT INFORMATION

Please complete all blanks.

Social Security Number _____ Date _____

Quarter desired: _____ Summer _____ Fall _____ Winter _____ Spring _____ Year _____

Last Name, First Name, Middle Initial _____

In what name will your transcript be received? _____

Street Address _____ Apt. _____

City _____ State _____ Zip _____

County _____ Country of Birth _____

Home phone _____ Daytime phone _____

E-mail address _____

ENROLLMENT INFORMATION

Sex: F _____ M _____ **Ethnicity:** American Indian _____ Asian _____ Black _____ Hispanic _____ White _____ Other _____

Birthdate: Month _____ Day _____ Year _____

How long have you lived in the state of Georgia? _____ Are you a resident of Georgia? **Yes** _____ **No** _____

Check one: US Citizen _____ Permanent Resident _____ Non-Citizen _____ Student VISA _____

Applying as: New Student _____ Returning Student _____ Transfer Student _____ Transient Student _____

Program Goal: Degree _____ Diploma _____ Certificate _____ Special Admissions _____ Session: Day _____ Evening _____

Program choice : _____

EDUCATION INFORMATION

High School attended _____ City _____ State _____

Circle the highest grade completed: 9 10 11 12 13 14 15 16 _____ County _____

Did you graduate from high school? **Yes** _____ **No** _____ If so, when? Month _____ Year _____

Indicate the type of diploma received: College Pre _____ Vocational _____ General _____ (**We do not accept Certificate of Attendance or the Special Education Diploma**)

If you did not graduate, did you complete your GED? **Yes** _____ **No** _____ If so, when? Month _____ Year _____

Have you previously attended any postsecondary institutions, colleges, or universities? If so, please complete the following:

College _____ Dates attended _____/_____/_____ to _____/_____/_____ Degree earned _____

College _____ Dates attended _____/_____/_____ to _____/_____/_____ Degree earned _____

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