



## CTD ADMISSIONS GUIDE & CHECKLIST

Below is information about the admissions process at Oconee Fall Line Technical College (OFTC). These steps are here to help you complete all necessary admissions and financial aid forms to begin college. If you have questions that are not addressed here, please visit your nearest OFTC campus or call the **Admissions Office in Sandersville at (478) 553-2064** or the **Admissions Office in Dublin at (478) 274-7837**.

**Please Note: Persons ages 18 - 20 years old may operate a commercial truck only in the state of Georgia and, therefore, may have limited employment opportunities until age 21 or older.**

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### TO BE ADMITTED, APPLICANTS SHOULD COMPLETE THE FOLLOWING STEPS:

- 1. Apply for admission and pay a one-time, non-refundable fee of \$25.00.**
- 2. If applicable, submit an official copy of your college/ university transcripts to the Admissions Office.**

Veterans must submit a copy of their DD214, Military Transcript, VA Application and/or Certificate of Eligibility.
- 3. Schedule placement test or provide test results that are 60 months old or less. You must either:**
  - Provide acceptable placement test results, or
  - Provide a transcript from a regionally accredited postsecondary institution documenting successful completion (a grade of "C" or better) in equivalent, program-level English and Math courses, or
  - Schedule and take placement test
- 4. Apply for Financial Aid**
  - HOPE Application** at [www.gafutures.org](http://www.gafutures.org)
- 5. Possess a valid Georgia driver's license.**

If restrictions are on your license or previous out of state license, please notify us prior to applying.
- 6. Obtain a copy of your 7 year Motor Vehicle Report. (Must be approved before getting the other documents).**
  - a. Obtain from Department of Driver's Services; \$8.00 fee.
  - b. Must be within 30 days of the class start date.
  - c. No more than 8 points total or 5 in any one year.
  - d. No more than 4 moving violations.
  - e. No DUI, Open Container or Drug Possession charges within the past 5 years
- 7. Take and pass a DOT physical. (Due the first day of class)**
  - a. Obtain from any doctor of your choice; fees range from \$50.00 - \$200.00.

*All providers of DOT physicals for commercial drivers must be listed on the National Registry of Certified Medical Examiners. The provider must note their registration number on the physical card that the driver retains. Approved providers for your area can be found at [www.fmcsa.dot.gov/regulations/medical/national-registry-certified-medical-examiners](http://www.fmcsa.dot.gov/regulations/medical/national-registry-certified-medical-examiners)*
  - b. Pre-existing conditions should be discussed with your physician prior to entrance into the program. Comprehensive information regarding medical and other related disqualifying conditions can be found at [www.dds.georgia.gov/cdl-program](http://www.dds.georgia.gov/cdl-program).
  - c. You will need the DOT physical to obtain a Class AP Learner's Permit during the course of this program from the Department of Driver's Services. You must furnish a copy of the DOT physical to DDS before permit will be issued and pay the DDS a \$45.00 fee.
- 8. Enroll in class and start on the path to your new career!**

*NOTE: The documents on this page will be out-of-pocket expenses for you.*

**—•— Random Drug and Alcohol testing will be conducted during the term. —•—**

# Frequently Asked Questions

## Why should I consider a career as a professional truck driver?

Historically, truck drivers have enjoyed one of the most stable professions in our country. Even in tough economic times, experienced truck drivers have been in demand.

As the U.S. economy becomes even more global, truck drivers make sure American consumers have the goods they need, where they need to be, when they need to be there. If you are self-motivated and like to work on your own, this is a good career choice for you.

## How much does a professional driver make?

Drivers get paid in a variety of ways, but all drivers can have a direct impact on the income they can make. Experience and good work ethics will impact your earning capacity. Typically, an entry level driver starts around \$30,000 per year. Many experienced drivers make as much as \$50,000+ per year.

## Why do I need a CDL or CLP (Permit)?

In order to operate a commercial vehicle on public roads, you must possess a valid CDL or CLP (Permit) and meet the same qualifications as ALL Commercial Truck Drivers.

## Is a Commercial Learners Permit required before I start class?

No, you will get your permit during class.

## Do your trucks have automatic transmissions?

No. Most of them are 8, 9, or 10 speed transmissions. Most trucking companies do not have automatics. We train to give our students options with as many different types of companies as possible.

## I have never driven anything with a clutch or manual transmission. Will this be a problem?

In many cases this may be an advantage. Manual transmissions in big trucks do not operate the same as a manual in a smaller vehicle. You will not have to "unlearn" old habits.

## Why is there a fuel surcharge?

The average OFTC student will drive 800 to 1000 miles during the class in a Class 8 commercial truck. These vehicles get approximately 6 miles per gallon. So the average student will use around 160 gallons of fuel. The fuel surcharge helps offset some, but not all, of the cost.

## Can I get help paying all these costs?

There are various forms of financial aid available. OFTC admissions specialists can help you get the information you need on these programs.

## How can I recover my costs for this training?

Graduates of the program are trained to be a Commercial Truck Driver. You will have increased earning ability and a marketable skill. Additionally, many of the major trucking companies who hire our graduates have tuition reimbursement programs. Many of these pay you in increments based on longevity above and beyond your regular pay until you have recovered the cost of your education.

## How do I find a job?

OFTC has graduates working with most of the major carriers and are representing our College well. This makes employers more receptive to hiring additional graduates. Driver recruiters visit our classes. Many students have pre-hire commitments before their program is completed. We have many other sources of employment information and contacts to help our students find successful careers.

## Am I obligated to work for a particular company?

No. When you complete our program, the knowledge and expertise that you take are yours.

## Do I have to go over the road?

You are not required to take any position that does not benefit you or your family. If you do not already have a job waiting, Over the Road carriers are great ways for new drivers to get experience. Once you have one or two years of experience, your options will expand.

## When I go to work will I be on the road alone to start?

Most major companies have "Driver Finishing Programs" where new drivers ride with an experienced driver for a period of time until he or she is ready to go it alone. This is usually 6 weeks or less. New drivers normally receive training pay while in this program.

## Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008
- A current ID issued by the State of Georgia after January 1, 2008
- A current Driver's License or ID from:

**Alabama:** Issued after August 1, 2000

**Florida:** Issued after January 1, 2010

**South Carolina:** Issued after November 1, 2008

**Tennessee:** Issued after May 29, 2004

- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.



## APPLICATION FOR ADMISSION

**SUBMIT COMPLETE APPLICATION AND \$25.00 NON-REFUNDABLE APPLICATION FEE TO YOUR PREFERRED CAMPUS:**

OFTC ADMISSIONS OFFICE, 1189 DEEPSTEP ROAD, SANDERSVILLE, GA 31082

OFTC ADMISSIONS OFFICE, 560 PINEHILL ROAD, DUBLIN, GA 31021

### SECTION 1: Personal Information

SOCIAL SECURITY NUMBER ____-____-____	LAST NAME	FIRST NAME	MIDDLE NAME
PREVIOUS NAMES (IF ANY)	MAILING ADDRESS (include apartment, box, or lot number)		
DATE OF BIRTH (MM/DD/YYYY) ____/____/____	CITY	STATE	ZIP
COUNTY OF RESIDENCE	HOME PHONE (____) _____	WORK PHONE (____) _____	
CELL PHONE (____) _____	EMAIL ADDRESS		
EMERGENCY CONTACT PERSON	CONTACT PHONE (____) _____	ALTERNATE CONTACT PHONE (____) _____	

### SECTION 2: Residency Information Failure to answer the questions below may result in the inaccurate assessment of tuition. Acceptable documentation is required to change residency status.

1. ARE YOU APPLYING FOR IN-STATE TUTION? *If YES, see documentation requirements for verification of lawful presence.*  YES  NO

2. ARE YOU A UNITED STATES CITIZEN?

<input type="checkbox"/> YES	IF YES, LIST STATE OF LEGAL RESIDENCE:	DATE OF LEGAL RESIDENCE OF THAT STATE: (month, day, year)
<input type="checkbox"/> NO	IF NO, LIST VISA TYPE <u>AND/OR</u> RESIDENT ALIEN NUMBER A (OFTC does not issue I-20 Visas. Please provide a copy of your visa with application.)	COUNTRY OF ORIGIN

3. ARE YOU UNDER 24 YEARS OF AGE?  YES  NO

IF YES, DID YOUR PARENT(S) OR UNITED STATES COURT-APPOINTED LEGAL GUARDIAN CLAIM YOU ON THEIR MOST RECENT FEDERAL OR STATE TAX RETURN?  YES  NO *(If NO, skip to question #4.)*

IF YES, WHAT IS THE STATE OF LEGAL RESIDENCE OF THE PARENT(S) OR LEGAL GUARDIAN(S) WHO CLAIMED YOU? (LIST STATE)

IF YES, HAS THAT PARENT OR LEGAL GUARDIAN LIVED IN THAT STATE FOR THE LAST TWELVE CONSECUTIVE MONTHS?  YES  NO

4. IF YOU ARE OVER 24 (OR UNDER 24 AND NEITHER PARENT(S) OR UNITED STATES COURT-APPOINTED LEGAL GUARDIAN(S) CLAIMED YOU IN THEIR MOST RECENT FEDERAL OR STATE TAX RETURN), HAVE YOU BEEN A LEGAL RESIDENT OF GEORGIA FOR THE LAST 12 CONSECUTIVE MONTHS?  YES  NO

### SECTION 3: Statistical & Military Information (Information is for statistical purposes only and is not used for determining admissions.)

1. GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	5. ARE YOU CURRENTLY ACTIVE DUTY, A VETERAN, A MEMBER OF THE NATIONAL GUARD, OR A RESERVIST IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE SPECIFY: <input type="checkbox"/> Active Duty <input type="checkbox"/> Veteran <input type="checkbox"/> National Guard <input type="checkbox"/> Reservist BRANCH: <input type="checkbox"/> Air Force <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Army <input type="checkbox"/> Marine	6. ARE YOU A DEPENDENT/SPOUSE OF AN ACTIVE DUTY MEMBER, VETERAN, MEMBER OF THE NATIONAL GUARD, OR RESERVIST IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE SPECIFY: <input type="checkbox"/> Active Duty <input type="checkbox"/> Veteran <input type="checkbox"/> National Guard <input type="checkbox"/> Reservist BRANCH: <input type="checkbox"/> Air Force <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Army <input type="checkbox"/> Marine
2. ARE YOU HISPANIC/LATINO? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, SELECT ONE OR MORE: <input type="checkbox"/> American Indian or Alaskan native (1) <input type="checkbox"/> Asian (2) <input type="checkbox"/> Black or African American (3) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (4) <input type="checkbox"/> White (5)	3. DID YOUR FATHER GRADUATE FROM COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
4. DID YOUR MOTHER GRADUATE FROM COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		

**FOR OFFICE USE ONLY:** Student ID# \_\_\_\_\_ Date Application Fee Rec'd: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION 4: Program Enrollment Information**

1. PROGRAM DESIRED:		5. CAMPUS YOU PLAN TO ATTEND:	6. STUDENT TYPE:
2. SEEKING: <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> DIPLOMA <input type="checkbox"/> DEGREE		<input type="checkbox"/> NORTH CAMPUS (Sandersville) <input type="checkbox"/> SOUTH CAMPUS (Dublin) <input type="checkbox"/> JEFFERSON CENTER (Louisville) <input type="checkbox"/> LOIC (Helena) <input type="checkbox"/> HANCOCK CENTER (Sparta)	
3. SESSION <input type="checkbox"/> DAY <input type="checkbox"/> EVENING	4. ENTRANCE TERM: <input type="checkbox"/> FALL (AUG-DEC) <input type="checkbox"/> SPRING (JAN-MAY) <input type="checkbox"/> SUMMER (MAY-AUG)  YEAR: _____		

**SECTION 5: High School, GED & College Information**

HIGHEST GRADE LEVEL COMPLETED: (Circle One) 6 7 8 9 10 11 12 12+ GED	NAME OF HIGH SCHOOL:	YEAR GRADUATED OR IF GED, YEAR EARNED:
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LIST BELOW ALL COLLEGES WHICH YOU HAVE ATTENDED.

NAME OF INSTITUTION	CITY, STATE
NAME OF INSTITUTION	CITY, STATE
NAME OF INSTITUTION	CITY, STATE
NAME OF INSTITUTION	CITY, STATE

**Official transcripts from all previously attended schools must be submitted and received by OFTC in a sealed envelope from the issuing institution.**

I give Oconee Fall Line Technical College permission to contact me at the telephone numbers I have provided via any means, including text message or voice.

I, hereby, consent to the release of directory information, as defined in the school catalog/handbook. I further give my permission for my likeness, voice or comments to be used in any promotional item on behalf of OFTC or the Technical College System of Georgia.

I certify that the foregoing information contained in this application is true and correct. I understand that misrepresentation or omission of information will be sufficient cause for rejection or dismissal. If admitted as a student at OFTC, I agree to abide by the rules and regulations of the College regarding conduct and other obligations.

I authorize Oconee Fall Line Technical College to use my Federal Student Aid Funds (Federal Pell Grant, Loans) to pay for allowable charges other than tuition and mandatory fees. Allowable charges other than mandatory fees that are not automatically paid by Federal Student Aid Funds that require your authorization include: The American Heart Association Fee, Malpractice Insurance, Nursing LNI Test Fee, Simulated Board Exam Fee, Criminal Background Fee, Drug Testing Fee, CPR Card, AAMA Exam Fee, Pharmacy Application Fee, NNAA Registration Fee, Dosimeter Scanner Fee, Corectec, BLS Certification, RESP 1110 Test Fee, Kettering and NBRC Self-Assessment Fee, ACLS Certification, RESP 2180 Exam Fee, PALS, RESP 2199 Exam Fee, GA Temporary License Fee, NBRC Certification Fee, Liability Insurance, Kettering Nation Review, NBRC Self-Assessment Exam, AST Membership Fee, Sur 224 Certification Exam Fee, AA National Registry Fee, ATI Fees, Late Fee, and PSB Exam Fees.

I understand that this authorization will remain in effect for future academic terms unless written revocation of authorization is submitted to the Oconee Fall Line Technical College Business Office within 5 business days prior to the first day of class of current term. If received after the beginning of term, then revocation will not go in effect until the following term.

*Pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any state document.  
 In addition, making a false statement on this application may result in your dismissal from the college.*

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date



# HIGH SCHOOL/POST SECONDARY TRANSCRIPT REQUEST

Complete and send to the high school and/or colleges you attended.

Please send an official transcript to (please check appropriate campus):

- North Campus**  
Oconee Fall Line Technical College  
Office of Admissions, 1189 Deepstep Road, Sandersville, Georgia 31082
- South Campus**  
Oconee Fall Line Technical College  
Office of Admissions, 560 Pinehill Road, Dublin, Georgia 31021

TO: Name of high school or postsecondary institution attended: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

FROM: Name: \_\_\_\_\_  
 Your name at the time you attended (if different from above): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_ Date of Graduation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PLEASE FORWARD AN OFFICIAL COPY OF MY:

- \_\_\_ High School Transcript (Must have graduation date.)
- \_\_\_ College Transcript

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Transcripts must be received in a sealed envelope with a seal and/or authorized signature. Faxed copies are not accepted.**

OFTC is a unit of The Technical College System of Georgia and an Equal Opportunity Institution.



## TRANSPORTATION TUITION & FEES BEGINNING FALL SEMESTER 2018

**NOTE: Tuition and fees are subject to change. Visit [www.OFTC.edu](http://www.OFTC.edu) for the most current information.**

**Commercial Truck Driving Technical Certificate of Credit, 9 credit hours (\$132 a credit hour)**

• TUITION	\$ 1,188.00
• FEES	\$511.00
• TOTAL TUITION AND FEES	\$1,699.00
• TUITION COVERED*	\$1,657.00
• TOTAL TUITION AND FEES TO BE PAID BY STUDENT	\$42.00

*\* CTD Students receive an additional \$1,000 HOPE Career Grant award if eligible for HOPE Grant. (This possible grant award is ALREADY included in the above calculation.)*

**APPLICATION FEE:**

A student's first admission application for any credit course must be accompanied by a non-refundable application fee of **\$25.00**. The Application Fee is waived for Joint and Dual Enrollment students only.

**Other Fees Due At Registration:**

• Registration Fee	\$50.00
• Activity Fee	\$30.00
• Campus Safety Fee	\$25.00
• Accident Insurance	\$6.00
• Special Instructional Fee	\$55.00
• Instructional Technology Fee	\$105.00

• **Total Fees** **\$271.00**

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- The Student Activity fee is waived for totally online students.
- Dual Enrollment Students are exempt from paying the Instructional Technology Fee.

**Transportation Program Students will also pay at time of registration:**

• Fuel Surcharge	<b>\$185.00</b>
• Drug Test Fee	<b>\$55.00</b>

**Other Charges and Fees:**

• Returned Check Charge	\$30.00
• Award Replacement	\$25.00
• Exemption Fee	\$50.00
• Transcript Fee	\$7.50
• Graduation Fee	\$40.00
• Replacement ID Fee	\$5.00

**Additional fees which may be due at registration:**

- A NON-REFUNDABLE Late Registration Fee of \$45 is assessed after classes begin.
- All Allied Health, Early Childhood Care and Education and Cosmetology students must pay an annual \$11 clinical liability insurance fee; EMT students must pay \$47 for the annual clinical liability fee.
- Other programs may have additional costs. Allied Health and ECCE Students are required to pay a \$22.00 lab fee to cover the cost of their CPR card and a drug test fee of \$31.00.
- Please check the OFTC Catalog and OFTC web site ([www.OFTC.edu](http://www.OFTC.edu)) which include information regarding criminal background check fees, drug screen fees, and testing fees.

**Residency and Waivers:**

- The tuition listed is for Georgia residents only. Tuition for a non-resident student is double the amount of a resident student. See rules governing legal residency status.
- Foreign students pay four times the tuition required for Georgia residents. This applies to non-immigrant aliens, those on I-20 Foreign Student VISAs, and other foreign non-immigrant personnel. Foreign immigrants who are permanent residents pay the same tuition as citizens of Georgia.
- Residents of Georgia who are 62 years of age or older may request a waiver of tuition only. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, noncredit courses, or seminars. If tuition is waived under this policy, admission will be granted on a space-available basis. Senior citizens must meet all other admissions requirements as specified in the College catalog. Proof of age must be presented at registration to receive a fee waiver.



## 2019 CTD Schedule

For the most current information on Admissions and Financial Aid, speak with an Admissions Specialist at North Campus (Sandersville) 478-553-2064 or South Campus (Dublin) at 478-274-7837 or visit OFTC online at [www.OFTC.edu](http://www.OFTC.edu).

### Day Classes

(8 Week Program) Classes are held Monday through Thursday, 8:30 am – 3:00 pm.

Location	Begins	Ends
Spring (S, T, J)	01/07/19	02/28/19
Spring (S, T, J)	02/18/19	04/18/19
Summer (S, T, J)	05/20/19	07/18/19

### Evening Classes

(10 Week Program) Classes are held Monday through Friday, 6:00 pm – 10:00 pm.

Location	Begins	Ends
Spring (S)	01/07/19	03/16/19
Summer (S)	05/20/19	08/02/19

## CTD Class Locations at OFTC

#### Transportation Center (T)

1678 Kaolin Road  
Sandersville, GA 31082  
478-553-2408

#### South Campus (S)

560 Pinehill Road  
Dublin, GA 31021  
478-275-6589

#### Jefferson County Center (J)

1257 Warrior Trail  
Louisville, GA 30434  
478-625-1901

#### Hancock County Center (H)

10571 Highway 15  
Sparta, GA 31087  
706-444-1253

### SCHEDULE IS SUBJECT TO CHANGE.

Visit [www.OFTC.edu](http://www.OFTC.edu) or contact your local CTD class location for the most current information on class dates and times.

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

For more information, contact: TITLE IX Coordinator Janet Smith, Office: South Campus WRS 112, 478-274-7836, [jrsmith@oftc.edu](mailto:jrsmith@oftc.edu), ADA/504 Coordinator Saketta Brown, Office: South Campus WRS 112, 478-274-7643, [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu), EEOC Officer Rosemary Selby, Office: North Campus 205, 478-553-2055, [rselby@oftc.edu](mailto:rselby@oftc.edu)