



Consumer Information

THE MISSION OF OCONEE FALL LINE TECHNICAL COLLEGE

The mission of Oconee Fall Line Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic and workforce development of east central Georgia through quality technical and continuing education, adult education, and business and industry services. The College offers associate degrees, diplomas, technical certificates of credit, and non-credit certificates in a student-centered learning environment through traditional and distance education modes of delivery.

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, this guide is sent to prospective students and all enrolled students to inform them of the availability of specific types of consumer information. This Guide contains a brief description of important information about Oconee Fall Line Technical College (OFTC) financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Printed copies of the information are available upon request.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include the right to: 1) inspect and review these records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; and 4) file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA. Copies of the complete policies and procedures for reviewing educational records and requesting an amendment of the records may be obtained from the Registrar's Office, 1189 Deepstep Road, Sandersville, Georgia, 31082. The OFTC FERPA Policy Statement is available on the [OFTC Policies and Procedures web page](#).

VOTER REGISTRATION

Voter Registration In accordance with the 1998 Higher Education Act, Oconee Fall Line Technical College makes a good-faith effort to assist students with voter registration. Students who need voter registration forms for general elections and special elections for federal office, including elections for governor and other chief executives, may secure these forms from the dean of student affairs offices or go to <https://www.eac.gov/voters/resourcesforvoters> and download the forms. OFTC's Student Government Association (SGA) also sponsors "Voter Registration Days" throughout the year. Detailed voter information is also located at the [Secretary of State website](#). Nonresident students may find voter information about their specific states through the [U.S. Election Assistance Commission](#).

FINANCIAL AID

Descriptions of available federal, state, and institutional sources of student assistance, application procedures, eligibility criteria, recipient selection criteria and criteria to determine



award amounts, methods of disbursement, terms and conditions of Federal Work-Study or loans, sample loan repayment schedule, employment opportunities, student rights and responsibilities, and satisfactory academic progress standards are available at the Financial Aid Offices, 1189 Deepstep Road, Sandersville, Georgia, 31082 or 560 Pinehill Road, Dublin, Georgia 31021; Phone – 478-553-2131, 478-274-7833, 478-274-7940.

Specific information about financial aid disbursements to student accounts, enrollment requirements for regular students, Federal Direct Student Loan entrance and exit counseling, student account refund calculations, and requirements for the return of Title IV grant or loan assistance by students who withdraw from the college are also available the Financial Aid Offices, 1189 Deepstep Road, Sandersville, Georgia, 31082 or 560 Pinehill Road, Dublin, Georgia 31021; Phone – 478-553-2131, 478-274-7833, 478-274-7940.

A breakdown of the [estimated cost of attendance](#) used to determine student eligibility for federal student assistance is available online and the Business Office provides program-specific costs of [tuition and fees](#).

Specific information about financial aid disbursements to student accounts, payment deadlines, and the College refund policy is located at the Business Office, 1189 Deepstep Road, Sandersville, Georgia, 31082; phone 478-553-2147. Information regarding sample loan repayment schedules and the necessity of repaying loans is located within the [Entrance Counseling session](#).

Information on student body diversity in the categories of gender and ethnicity of enrolled full-time Federal Pell Grant recipients can be found below under the Student Information section of this web page.

FINANCIAL AID DISBURSEMENT POLICIES AND PROCEDURES

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the Business Office will issue payment to the student for the remaining funds prior to the end of the term. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the semester must return the unearned funds back to the College. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full. Specific information about financial aid disbursements to student accounts can be found on the [Business Office web page under "Student Refunds"](#).

NET PRICE CALCULATOR

The [Net Price Calculator](#) located on the Financial Aid website, contains a College Cost Estimator. This feature will provide an estimate of typical expenses and financial aid to attend OFTC. The estimates may be used to help students determine “net cost” – likely out-of-pocket expenses to attend the College. For more details contact the Financial Aid Offices, 1189 Deepstep Road, Sandersville, Georgia, 31082 or 560 Pinehill Road, Dublin, Georgia 31021; Phone – 478-553-2131, 478-274-7833, 478-274-7940.



TEXTBOOK INFORMATION

The OFTC Bookstore provides information about [costs for required books each term](#). A student may utilize his/her course schedule information to search for the required texts for each course. This book list can be used to purchase new and used textbooks for classes. For additional information or for a printed version of the book list, contact the College's Bookstore, 1189 Deepstep Road, Sandersville, Georgia, 31082 or 560 Pinehill Road, Dublin, Georgia 31021; Phone – 478-553-2106 or 478-274-5153.

REFUND POLICIES

Students withdrawing from a course by the end of the third instructional day of the semester and no shows shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the College's standard academic calendar. Students who withdraw from a course after the third instructional day of the semester shall receive no refund.

For those students receiving federal financial aid, OFTC shall make available consumer information in the [appropriate aid year's Handbook](#). Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving the Federal Pell Grant will have awards adjusted in compliance with the Return of Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

Refunds are made without the student's request and within forty-five (45) days of the last day of attendance if written notification has been received from the student or from the date OFTC terminates the student or determines withdrawal by the student. When OFTC a class or program is canceled, all of the tuition and fees collected in advance are refunded within forty-five (45) days of the planned start date of the class or program. For additional information contact the Business Office, 1189 Deepstep Road, Sandersville, Georgia, 31082; phone 478-553-2147.

Refunds of Books and Supplies

Students MUST have a receipt to receive an exchange or refund. Textbooks can be returned or exchanged during the first two weeks of class, or within seven days of purchase. Refunds will be by original method of payment. New textbooks must be in original condition, free of bends, smudges, markings, indentions, or free of any kind of wear to be returned as a new book. Otherwise, the student will have the option to return it as a used book and receive the used book price for the return. Supplies and clothing can be returned within fourteen (14) days of purchase with receipt. They must also be returned in original condition free of any marks. If any signs of wear are detected, the item may not be returned or exchanged. These return policies also apply to online purchases.

COLLEGE WITHDRAWAL POLICY

The official College policy on withdrawal from courses is contained in the [OFTC Student Handbook](#). Students should contact their academic advisor with questions about the academic impact of their withdrawal. Recipients of federal, and/or state of Georgia financial aid should



contact the Financial Aid Offices , 1189 Deepstep Road, Sandersville, Georgia, 31082 or 560 Pinehill Road, Dublin, Georgia 31021; Phone – 478-553-2131, 478-274-7833, 478-274-7940. Recipients of veterans’ education benefits, should contact the Registrar’s Office at Pinehill Road, Dublin, Georgia 31021; Phone –478-274-7761.

INFORMATION ABOUT THE INSTITUTION

Descriptions of [academic programs, degree offerings, instructional facilities and labs, and instructional personnel](#) are available online.

Oconee Fall Line Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](#) for questions about the accreditation status of Oconee Fall Line Technical College.

The Commission is to be contacted only if there is evidence that appears to support OFTC’s significant non-compliance with a requirement or standard. Normal inquiries about OFTC, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission’s office.

More information about [OFTC’s program accreditations](#) can be found online. Information regarding requirements for admission to an academic program, the transfer student application process, and the criteria the College uses regarding transfer credits earned at another institution is available in the [OFTC Catalog and OFTC Student Handbook](#). The [Catalog and Student Handbook and current addendums are available online](#). Hardcopies are available in the Admissions Office, 1189 Deepstep Road, Sandersville, Georgia, 31082 or 560 Pinehill Road, Dublin, Georgia 31021; Phone 478-274 553-2064 or (478) 274-7837.

GRADUATION RATES

Graduation rates for OFTC first-time full-time undergraduate cohorts are published below under the student information section of this webpage and is also available from the Institutional Effectiveness Office, 560 Pinehill Road, Dublin, Georgia 31021, Phone - 478-274-7775.

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

The [office of disability and career services](#) coordinates and provides various academic and support services to students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Information is available at the Disability and Career Services Office, 1189 Deepstep Road, Sandersville, Georgia, 31082 or 560 Pinehill Road, Dublin, Georgia 31021; Phone 478-274-857.

RETENTION RATES

Retention rates for Oconee Fall Line Technical College first-time full-time undergraduate cohorts are published below under student information and also available from the Institutional Effectiveness Office, 560 Pinehill Road, Dublin, Georgia 31021, Phone - 478-274-7775.



PLACEMENT INFORMATION

Online information on placement of and types of employment obtained by graduates of OFTC is located below. For information, contact the Institutional Effectiveness Office, 560 Pinehill Road, Dublin, Georgia 31021; Phone - 478-274-7775.

COPYRIGHT INFRINGEMENT

The policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials is addressed in several locations. Copyright is addressed in the [OFTC Copyright Procedure](#). It states that intellectual property produced on behalf of the College or using its resources should not “violate any law,” “violate or infringe any intellectual property right,” nor “libel, defame, or invade the privacy of any person or firm.” In addition to the copyright guidelines offered in the [Intellectual Property Procedure](#).

The [Acceptable Computer and Internet Use Procedure](#) and published in the [OFTC Student Handbook](#).

This policy prohibits the use of College-provided computers and networks for the purpose of violating copyright or otherwise using the intellectual property of another individual or organization in violation of the law. Information about copyright infringement is available through the OFTC Library, 1189 Deepstep Road, Sandersville, Georgia, 31082 or 560 Pinehill Road, Dublin, Georgia 31021; Phone – 478-553-2070 or 478-275-6593.

INSTITUTIONAL DRUG AND ALCOHOL POLICY

The OFTC Policy on Alcohol and Other Drugs is published annually in the [OFTC Student Handbook](#) and online at [Drug Free Campus web page](#). The abuse of alcohol and the use of illegal drugs by members of the OFTC community are incompatible with the goals of the College. In order to further the College's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has established a policy on alcohol and other drugs. The College's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited. The College also does not tolerate employee misconduct related to alcohol or other drug abuse. Sanctions are detailed for students and staff who violate this policy. For additional information, contact OFTC Chief of Safety and Security, at 560 Pinehill Road, Dublin, Georgia 31021; phone – 478-274-7871.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Effective communication is one of the major challenges in emergency management. The College has a comprehensive emergency notification system. Details about these methods of communication are available through the [OFTC Safety and Security Office](#), OFTC Chief of Safety and Security, at 560 Pinehill Road, Dublin, Georgia 31021; phone —478-274-7871.



CAMPUS SAFETY AND CRIME

The primary concern of the College Police Department is the safety and security of all members of the campus community. In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), OFTC is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures. Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime.

In compliance with federal law, the Campus Safety and Security Office makes available safety and crime statistics, a daily crime log and fire log. These logs are available for view by contacting the OFTC Chief of Safety and Security, at 560 Pinehill Road, Dublin, Georgia 31021; phone – 478-274-7871.

Additionally, the following procedures and safety and security guidelines are available online:

- [Emergency Alert Notification](#)
- [Emergency Procedures Guide](#)
- [Safety Plans](#)
- [Clery Act – Security Report](#)
- [Sexual Violence Prevention](#)

SCHOLARSHIP SCAMS

The Federal Trade Commission (FTC) website contains important information for students and parents about scholarship scams. The FTC cautions the use of scholarship service agencies that say:

- “The scholarship is guaranteed or your money back.”
- “You can’t get this information anywhere else.”
- “I just need your credit card or bank account number to hold this scholarship.”
- “We’ll do all the work.”
- “The scholarship will cost some money.”
- “You’ve been selected by a ‘national foundation’ to receive a scholarship” or “You’re a finalist” in a contest you never entered.

If you believe you have been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1(877) 382-4357 or visit the [Consumer FTC.gov web site](http://Consumer.FTC.gov).

STUDENT INFORMATION SECTION

Higher Education Opportunity Act Required Disclosures

Oconee Fall Line Technical College: HIGHER EDUCATION ACT REQUIRED DISCLOSURE

The Higher Education Act includes several items of information that institutions are required to make available to current and prospective students. New disclosure requirements in the HEOA include:



(1) Any plans by the institution for improving the academic program: [OFTC Strategic Plan](#)

(2) Student body diversity, students who:

(a) Full Time/Part Time

Fall Enrollment 2017		
Student Level	Number	Percentage
Full Time	313	21.6%
Part Time	1,139	78.4%
Total	1,452	

(b) by Gender

Fall Enrollment 2017		
Student Level	Number	Percentage
Female	934	64.3%
Male	518	35.7%
Total	1,452	

(c) receive a Federal Pell Grant:

Fall Enrollment 2017			
	Total Students	Number	Percentage
Received Pell	1,452	792	54.5%

(d) who are self-identified members of a major racial or ethnic group:

Total Students:	Undergraduates	
	Number	% of Total
American Indian	4	0.3%
Asian	7	0.5%
Black	595	41.0%
Hispanic	29	2.0%
Native Hawaiian	1	0.1%
Two or More Races	16	1.1%
Unknown	12	0.8%
White	899	54.3%
Non-Resident Alien	0	0.0%

(3) Information on the placement in employment of, and types of employment obtained by, graduates of the institution's degree or certificate programs:

Year of Graduation (2015)

Number of Graduates* *Graduates only counted once even though two or more programs of study were completed.	Placement in-field** **Total number of "placed in-field" and "placed in-field/continuing education" graduates.		Total Placement Rate*** ***Total number of "placed in-field, placed in-field/continuing education, Military, placed in related and unrelated field, placed in related and unrelated field and continuing education" graduates.	
Number	Number	%	Number	%
684	434	88.11%	675	98.8%

(4) The retention rate measures the percentage of first-time students who return to continue their studies the following fall:

Additional Information: (Began Fall 2015 and Returned in Fall 2016)	
	Percentage
Full-time	52%
Part-time	47%

(5) Data on completion and graduation rates:

Additional Information: (Cohort Year 2012)				
		Graduation		
	Initial Cohort	Within 100% of normal time to completion	Within 150% of normal time to completion	Within 200% of normal time to completion
Number	79	10	20	25
Percentage	79	13%	25%	32%

(6) Graduation Rate (Student Right to Know)

<p>The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled. Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. At this institution, 25.5 percent of entering students were counted as "full-time, first-time" in 2015.</p>	
Overall Graduation Rate for Students Who Began Their Studies in Fall 2013	34%



DISCLOSURE OF INSTITUTIONAL GRADUATION/COMPLETION AND TRANSFER-OUT RATES

Oconee Fall Line Technical College is pleased to provide the following information regarding our institution's graduation/completion and transfer-out rates. The information is provided in compliance with the Higher Education Act of 1965, as amended, and is based on the most recent IPEDS Graduation Rate and IPEDS Graduation Rate 200 components.

Questions related to this report should be directed to:

Dr. Kathryn Davis
Vice President for Institutional Effectiveness, Facilities, Planning and Research
Phone: 478-274-7775 Email: kdavis@oftc.edu

While reviewing this information, please bear in mind:

- Graduation and transfer-out rates are based on three years of attendance that equates to 150% of our longest program.
- Graduation (and transfer-out) rates do not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.

PROGRAM INTEGRITY COMPLAINT PROCESS

GRIEVANCE PROCEDURE

PROCESS FOR COMPLAINTS

Oconee Fall Line Technical College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. If a resolution is not reached at the institution level, or if you believe that the nature of the complaint or its impact on the system as a whole warrants an immediate review by the Technical College System of Georgia (TCSG) administration, please contact the Student Affairs Coordinator at studentaffairs@tcsge.edu or call (404) 679-1692. Students residing outside of the State of Georgia who are taking an online course may also file a complaint with an agency located in their State.

1. To submit a student concern/complaint internally (at the local technical level) please follow [OFTC's Student Grievance Procedure](#).
2. Technical College System of Georgia: [Student Concern/Complaint Instructions and Filing Process](#)