



# GOODWILL TECHNICAL COLLEGE

## Online Student Orientation



# Our Missions



Goodwill Industries of Southeastern Louisiana, Inc. offers opportunities to people with disabilities or other barriers to improve their economic self-sufficiency through training, education, support services and employment.



Goodwill Technical College offers quality occupational education in a supportive environment that prepares students for competitive employment to enhance their economic self-sufficiency.

# COVID-19 Updates

- Face masks are mandatory and must always be worn within the building
- Temperature checks are mandatory upon entering the building
- Social distancing (maintaining 6 feet of physical distance) will be enforced for the safety of all students, staff and faculty
- Please follow all guidelines and signs around the building
- One person allowed in elevator at a time
- One person allowed in restroom at a time
- All desks are separated 6 feet apart; please do not rearrange seating



# Faculty, Staff & Administrators

- Jada Boudoin, Director of Student Affairs
- James Conrad, Instructor, General Education
- Shaleska Julian, Instructor, Hospitality Program
- Pamela Kerby, Instructor, Medical Billing & Coding Program
- Shawn Pierre, Instructor, Medical Office Administrative Assistant Program
- Scottie LeBlanc, Director of Workforce Development and College Administration
- Administrative Assistant
- Career Services
- College Counselor
- Dr. Kim Rugon, Chief Academic Officer
- Kiedra Williams, Director of College Academics

# Student IDs

- Students IDs will be issued the first week of class
- Please submit an ID picture via email to [jboudoin@goodwillno.org](mailto:jboudoin@goodwillno.org)
- Please make sure the photo is a headshot with a **solid background** and add your name to the email
- Student IDs will only grant you access to certain areas of the building during certain times
- Student IDs must always be worn while on campus
- Students may use IDs to enter the building through the parking garage



# Student Parking

- Students with vehicles will be issued a **Student Parking Pass**.
- Passes must be visible in the front windshield while on campus. Your vehicle is subject to be towed if we cannot identify if you are a student and should be in our parking area.
- Student parking is available behind the building, not in the fenced area.
- Students are prohibited from parking in the parking garage under the building.

# Programs

- Skills, Tasks and Results Training (START)
- Medical Billing & Coding (MBC)
- Medical Office Administrative Assistant (MOAA)

<b>Credit Hours</b>	<b>Tuition</b>	<b>Technology Fee</b>	<b>Student Services Fee</b>	<b>Academic Excellence Fee</b>	<b>Total Tuition and Fees</b>
<b>1</b>	\$122.51	\$8.00	\$6.00	\$6.00	\$142.51
<b>2</b>	\$245.02	\$16.00	\$12.00	\$12.00	\$285.02
<b>3</b>	\$367.53	\$24.00	\$18.00	\$18.00	\$427.53
<b>4</b>	\$490.04	\$32.00	\$24.00	\$24.00	\$570.04
<b>5</b>	\$612.55	\$40.00	\$30.00	\$30.00	\$712.55
<b>6</b>	\$735.06	\$48.00	\$36.00	\$36.00	\$855.06
<b>7</b>	\$857.57	\$56.00	\$42.00	\$42.00	\$997.57
<b>8</b>	\$980.08	\$64.00	\$48.00	\$48.00	\$1,140.08
<b>9</b>	\$1,102.59	\$72.00	\$54.00	\$54.00	\$1,282.59
<b>10</b>	\$1,225.10	\$80.00	\$60.00	\$60.00	\$1,425.10
<b>11</b>	\$1,347.61	\$88.00	\$66.00	\$66.00	\$1,567.61
<b>12</b>	\$1,470.12	\$96.00	\$72.00	\$72.00	\$1,710.12
<b>13</b>	\$1,592.63	\$96.00	\$72.00	\$72.00	\$1,832.63
<b>14</b>	\$1,715.14	\$96.00	\$72.00	\$72.00	\$1,955.14
<b>15</b>	\$1,837.65	\$96.00	\$72.00	\$72.00	\$2,077.65
<b>16</b>	\$1,960.16	\$96.00	\$72.00	\$72.00	\$2,200.16
<b>17</b>	\$2,082.67	\$96.00	\$72.00	\$72.00	\$2,322.67
<b>18</b>	\$2,205.18	\$96.00	\$72.00	\$72.00	\$2,445.18
<b>19</b>	\$2,327.69	\$96.00	\$72.00	\$72.00	\$2,567.69
<b>20</b>	\$2,450.20	\$96.00	\$72.00	\$72.00	\$2,690.20

# Tuition and Fees





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# POLICY OVERVIEW

# ACADEMIC POLICIES

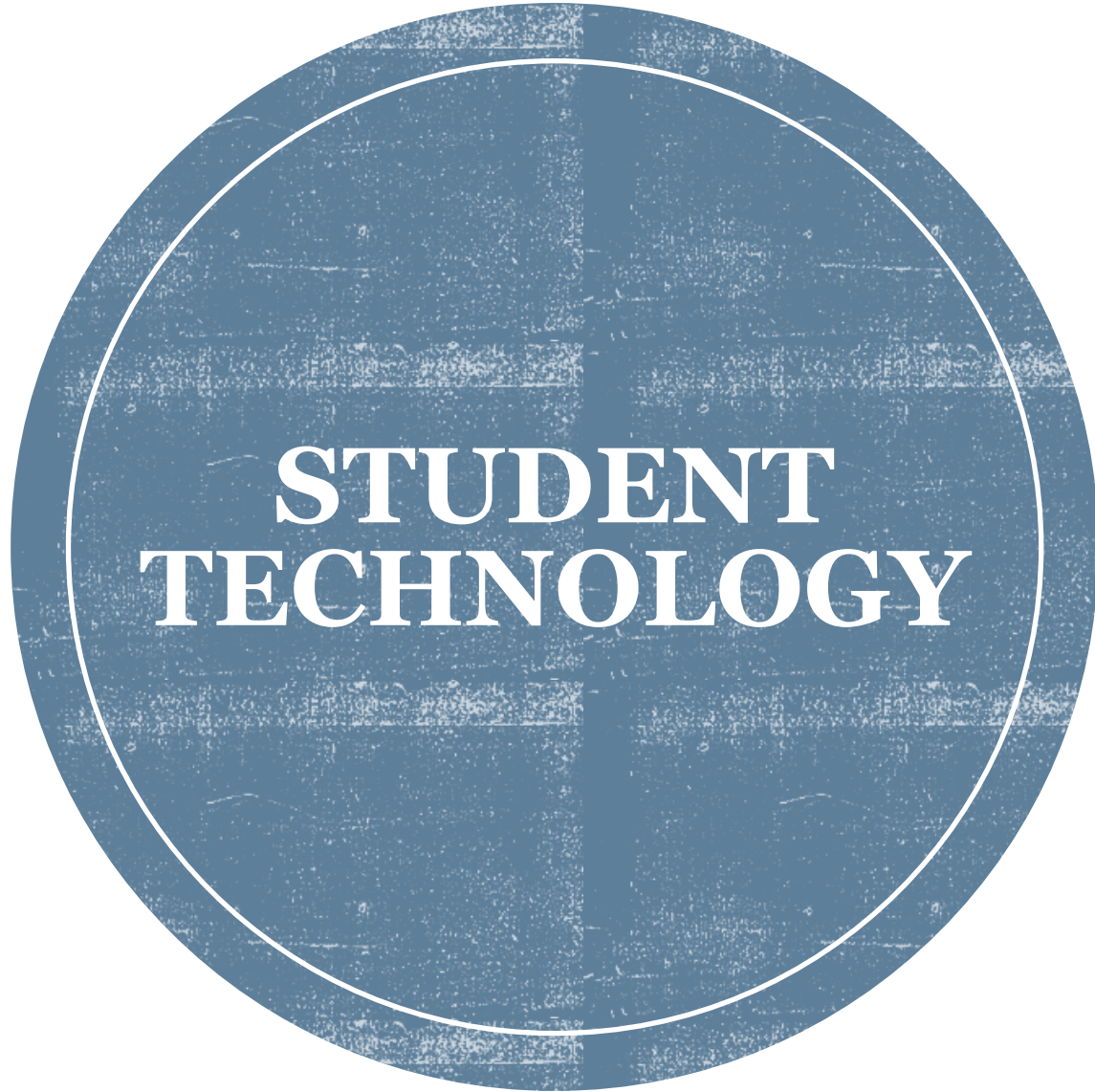
- Academic Calendar
- Refunds
- Drop/Add and Withdraw Period
- Academic Appeals



# STUDENT AFFAIRS POLICIES

- Student Code of Conduct
- Academic Honesty
- Appearance
- Attendance
- Student Handbook
- Disciplinary Appeals
- Student Grievance Policy





Canvas

Cengage

Microsoft Teams

# CANVAS

- Your instructor will send a link to the email address on file inviting you to join the Canvas course you are enrolled in.
- Click the link and follow the instructions.
- View the video below for an overview of Canvas. Your instructor will provide more details in class.
- <https://www.youtube.com/watch?v=AXAAt5IATVI>

# Cengage

- GTC encourages all students to purchase Cengage.
- It allows access to the electronic format of majority of the books used in the classroom.
- [https://cengage.widen.net/view/pdf/jwsvqu5wla/gui\\_mt-lms-stu-brief-user-guide.pdf?t.download=true&u=c8lcjz](https://cengage.widen.net/view/pdf/jwsvqu5wla/gui_mt-lms-stu-brief-user-guide.pdf?t.download=true&u=c8lcjz)

# Microsoft Teams

- This fall, all courses will be delivered in either hybrid or online formats.
- Faculty will utilize both Canvas and Microsoft Teams for instructional delivery.
- Please familiarize yourself with Microsoft Teams by watching the videos below.
- [https://support.microsoft.com/en-us/office/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc\\_id=otc\\_microsoft\\_teams](https://support.microsoft.com/en-us/office/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams)
- [https://support.microsoft.com/en-us/office/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?wt.mc\\_id=otc\\_microsoft\\_teams](https://support.microsoft.com/en-us/office/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?wt.mc_id=otc_microsoft_teams)

# **COVID-19 Acknowledgement Form**

The form will be provided at the beginning of the semester.

