



**GOODWILL TECHNICAL**  

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**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
- Please try to minimize the number of people in the 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
- Marynaomi Galatas, Enrollment Manager
- Hospitality Program Instructor
- Medical Billing & Coding Program Instructor
- Medical Office Administrative Assistant Program Instructor
- Scottie LeBlanc, Director of Workforce Development and College Administration
- Eva Morgan, Administrative Assistant
- Renee Gill-Pratt, Career Services
- Tanya Ralph, College Counselor
- Kiedra Williams, Chief Academic Officer

# Student IDs

- Student ID pictures will be taken the first week of the semester by a college staff member
- 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 walk-in gate



# 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)

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

# Tuition and Fees





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# **POLICY OVERVIEW**

- **College  
Catalog**

# ACADEMIC POLICIES

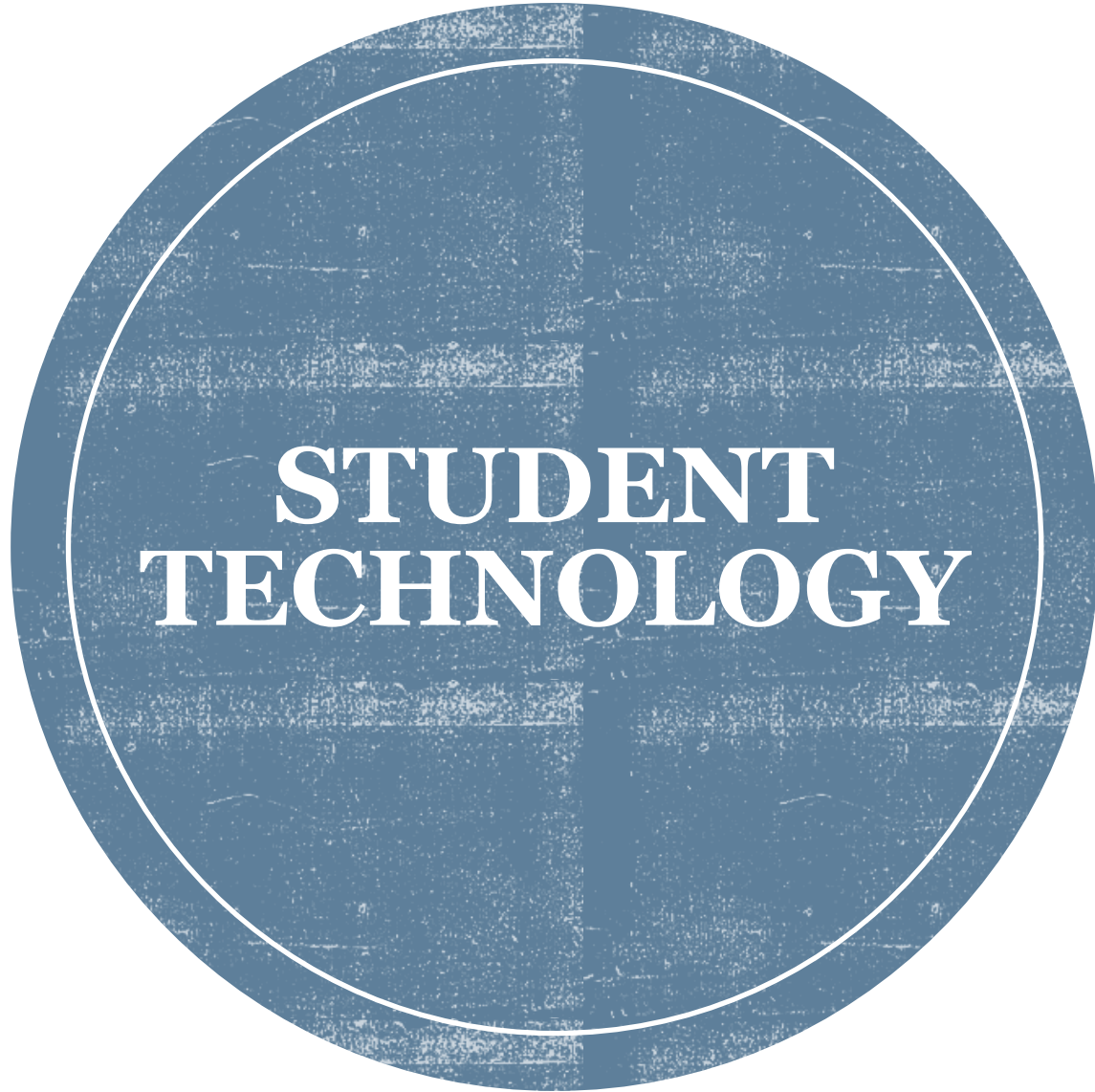
- Academic Calendar
- Refunds
- Drop/Add and Withdraw Period
- Academic Appeals



# 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)

# Job Placement Form

- Please complete the attached form via JotForm if you are currently working.
- <https://form.jotform.com/202875803683160>



# Council On Occupational Education Visit (July 12-16, 2021)

Goodwill Technical College (GTC) is currently going through accreditation with the COE.

- COE evaluates and accredits career and technical colleges, as well as institutions that offer associate's degree programs. It is recognized by the U.S. Department of Education as a national accreditor. In order to become accredited, the college must fulfill certain criteria, be licensed by the state, and must operate for at least one year as a licensed post-secondary institution. The institution must demonstrate financial stability, educational quality and student achievement. During the visit, COE will thoroughly evaluate the college, inspect policies and procedures, and even interview staff and students to ensure the college meets the standards for accreditation. The visit will either be in person or virtual, due to COVID-19.
- **Why is this important?:** Accreditation is a status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality and student achievement. Accreditation by COE is viewed as a nationally-honored seal of excellence for occupational education institutions such as Goodwill Technical College and denotes honesty and integrity. Accreditation ensures academic quality. Additionally, being accredited by COE allows credit you've earned at GTC to be transferable to other COE accredited institutions.

# Next Steps

- Please complete the orientation quiz under New Student Orientation.

<https://form.jotform.com/202244232215137>

Thank you for choosing Goodwill Technical College.