Policy Source: Gwinnett Tech	Owner: Executive Director, IT	Effective: 3/02
Division: Technology & Operations	Reviewed: 6/05, 3/2010, 3/2019, 12/2020, 4/2024 Revised:	

7.2.5 GT   Priority Usage of Administrative Computers

With the interest of its clients a first priority, the Technology & Operations Division at Gwinnett Technical College establishes the following *priorities* for the use of the administrative services computers:

1. **Records:** Maintaining student grades; maintaining student bio-data, admissions test data, applicant information; maintaining type of financial aid received; maintaining graduation history, termination and employment data; issuing transcripts.
2. **Registration:** Maintaining current quarter student schedules and instructor teaching loads and class rolls; as well as upcoming quarter schedules and instructor teaching loads, and class rolls once pre-registration begins; maintaining enrollment data.
3. **Instruction:** Maintaining curriculum quarterly class schedules and staff development plans
4. **Finance:** Receiving and disbursing funds; maintaining budget; monthly and quarterly status reporting; processing purchases, maintaining inventory and personnel records.
5. **Financial Aid:** Maintaining of records for all student eligible for state, federal or other sources of financial aid. Eligibility, status, awards and other pertinent information are kept for each student.
6. **Job Placement:** Maintaining employment status of graduates and other students attending Gwinnett Technical College as well as job opportunities available to students.
7. **Alumni:** Maintaining updated records on graduates and various activities on fund raising, donations, etc.