



Policy Source: Combination of Gwinnett Tech and TCSG	Owner: Vice President of Academic Affairs	Effective: 05/01/2014
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### 5.3.2 GT      **Basic Computer Literacy Competencies**

#### **Policy**

Gwinnett Technical College follows the Technical College System of Georgia (TCSG) policy and procedure 5.1.6p Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs, which requires students who earn an associate degree, diploma, or certificate to receive instruction in basic computer literacy competencies. The College embeds these competencies in the First Year Experience Course (FYES 1000).

#### **Procedure**

The First Year Experience course (FYES 1000) is an integral part of every student's first semester experience at the college. It is a required course within the academic curriculum of all degree and diploma programs at the college, as well as most certificate programs. To achieve the most from this academic requirement, all incoming new beginning and transfer students, and readmitted students are required to enroll in FYES 1000 during their first semester of enrollment. There are limited criteria which may exempt a student from taking this course based on qualifying number of credit hours previously earned at other colleges or previous degree(s) earned.

Students who believe that they may qualify for an exemption from FYES 1000 and have not requested transcript evaluation should e-mail [RegistrarsOffice@GwinnettTech.edu](mailto:RegistrarsOffice@GwinnettTech.edu) to have previous college transcripts evaluated. Steps to request transcript evaluation are listed under Web Registration Instructions. Students will receive an email notification when the evaluation is complete. Students who are not eligible for exemption after the evaluation will need to enroll in the course.

Students who do not enroll in the course during their first semester, those who do not pass, and those who withdraw from the course during their first semester will be sent notifications to their student email accounts regarding the need to enroll in the course during their second semester of enrollment. Students identified as needing the course as part of their program's curriculum and do not enroll during the second semester are subject to an advising hold on their accounts prior to registration for the next or future semesters. Students with an advising hold would be required to meet with an Enrollment Advisor in the Enrollment Support Center to ensure they have been advised of this missing academic and graduation requirement for their program of study.

An Enrollment Advisor at the Enrollment Support Center can confirm a student's FYES 1000 course requirement in their program of study. For additional questions or information regarding the course requirement, contact the Enrollment Support Center at [EnrollmentSupportCenter@GwinnettTech.edu](mailto:EnrollmentSupportCenter@GwinnettTech.edu).