

Southern Crescent Technical College

Special Populations Program

Lending Library

Student Checklist

Southern Crescent Technical College provides assurances that individuals who are members of special populations will be provided with equal access to the full range of technical programs. One such service that is offered to assist students is text book lending. Please visit the Southern Crescent Technical College website (www.sctech.edu) and follow the Student Services tab to Special Populations for further information. Text book support will be reviewed based on the following:

- ✓ **Special Populations Survey**
- ✓ **Lending Library Application**
- ✓ **Name, Author, and cost of book(s)** – This is vital information in completing the application process. Please visit www.sctech.edu and follow the Bookstore tab to obtain this information.
- ✓ **Student's Letter of Need** – Describe why you need textbook assistance. Please explain if you have exhausted ALL other financial resources. Make sure you sign and date the letter.
- ✓ **Financial Aid Information** – You may obtain a verification of your financial aid award from BANNER.
- ✓ **Current Semester Class Schedule**
- ✓ **Copy of Updated Student ID**

Upon approval of your request, a TEXT BOOK PASS will be issued by the Office of Special Services. Books are checked out of the Library with your pass.

While the text books are in your possession, you are responsible for them. Any text books that are not returned by the due date, damaged, lost, or stolen will have Admissions hold placed on the student's account, effective immediately after the last day of the term borrowed. Release of this hold is executed upon the return or replacement of the text book.

As set forth in full in its Course Catalog/Student Handbook, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770)228-7382, tdoaty@sctech.edu; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Teresa Brooks, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770)228-7258, tbrooks@sctech.edu; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County Center) Mary Jackson, Thomaston Campus, Room 252A, 1533 Highway 19 South, Thomaston, GA 30286, (706)646-6224, mjackson@sctech.edu. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, Griffin Campus, Room 700, 501 Varsity Road, Griffin, GA 30223, (770)228-7348, xjohns@sctech.edu.