

**Are you a new student planning on attending the SGSC Entry Program at Valdosta State University or Georgia Southwestern State University?**

Please contact the appropriate Entry Program Office to complete your Admissions Process and sign up for SOAR, the New Student Orientation and Registration.

Valdosta State University – [sgscep.vsu@sgsc.edu](mailto:sgscep.vsu@sgsc.edu)

Georgia Southwestern State University – [sgscep.gsw@sgsc.edu](mailto:sgscep.gsw@sgsc.edu)

**IF YOU ARE ALREADY A STUDENT AT ONE OF THE SGSC ENTRY PROGRAMS:**

Early Registration will begin October 30. Please sign up in advance for an appointment with your advisor. If your advisor is not available, contact the appropriate Entry Program Staff.

- Georgia Southwestern State University – Tominica Pines, 912-260-4682, [tominica.pines@sgsc.edu](mailto:tominica.pines@sgsc.edu)
- Valdosta State University – Jo Anne Jones, 912-260-4660, [joanne.jones@sgsc.edu](mailto:joanne.jones@sgsc.edu)

**IMPORTANT DATES**

	<b>Valdosta</b>	<b>Americus</b>
Advance Registration Begins	October 30, 2018	October 30, 2018
Advance Registration Payment Deadline	Friday, December 7, 2018	Friday, December 7, 2018
On-site Registration	Thursday, January 10, 2019	Friday, January 4, 2019
First Day of Classes	Monday, January 14, 2019	Monday, January 7, 2019
Late Registration / Drop/Add	Monday, January 14, 2019 – Friday, January 18, 2019	Monday, January 7, 2019 – Friday, January 11, 2019

**If registration occurs after the December 7<sup>th</sup> deadline, *payment is due at time of registration.***

⇔ **PLEASE NOTE** ⇐

***All students MUST see their advisors prior to registering for Spring 2019 Classes.***

***An Advisor Hold has been placed on your records. You must see your advisor to have this hold removed.***

**How do I have the Advisor Hold cleared?**

See your Academic Advisor.

**How do I find out who my Academic Advisor is?**

Access Banner Web:

- Go to SGSC website - [www.sgsc.edu](http://www.sgsc.edu).
- In the top right hand corner on your screen, on the blue bar, select MySGSC.

- Select “Banner Web” (3rd option under “MySGSC in dropdown menu).
- Click the red “Banner Web” link.
- If registration occurs after the December 7th deadline, payment is due at time of registration.
- Username: your username is the first part of your email before the @ symbol. Your student email can be retrieved at the link listed at the bottom of this page.
- Password: Your current email password.

You must setup your SGSC student email and know your email password before you can log into Banner Web. If you have not already setup your SGSC student email, and need additional support, go to [www.sgsc.edu/academics/loginhelp.cms](http://www.sgsc.edu/academics/loginhelp.cms).

Find your Academic Advisor:

- Click on “Student Services and Financial Aid”.
- Click on “View Student Information”.
- Select the current term and click on “Submit”.
- At Display Transcript, click on “Submit”.
- Look for “Primary Advisor”.

## How do I find out if I have any other holds?

View your holds:

- Access Banner Web (see steps above).
- Click on “Student Services and Financial Aid”.
- Click on “Student Records”.
- Click on “View Holds”.

If you have other holds preventing registration, see the appropriate office to clear up the hold.

- *SGSC Entry Program at Georgia Southwestern State University*
  - ◆ Entry Program Office - Collum Hall, 2nd Floor
- *SGSC Entry Program at Valdosta State University*
  - ◆ Entry Program Office – South side of University Center on Ann Street

## What next? How do I Register?

See your Academic Advisor to have you Advisor Hold lifted and to complete a Registration Form. Your schedule will be entered by someone from the Entry Program Office Staff.

## How and where can I pay my fees?

Fees can be paid by check, cashier’s check or money order at the following locations:

- ❖ *SGSC Entry Program at Georgia Southwestern State University*
  - Entry Program Office located in Collum Hall, 2nd Floor
- ❖ *SGSC Entry Program at Valdosta State University*
  - Entry Program Office in the University Center, South Side off of Ann Street

Fees may be paid with credit card (MasterCard, American Express, Visa, or Discover) by telephone (912-260-4239 or 912- 449-7526).

Also, you may pay fees by visiting our website at [www.sgsc.edu](http://www.sgsc.edu). To navigate to the fee payment screen, go to [http://www.sgsc.edu/departments/fee\\_payment2.cms](http://www.sgsc.edu/departments/fee_payment2.cms). *This portal can be used to pay by credit card or electronic check. There is a 2.75% convenience fee with a \$3.00 minimum charged when making payments by credit card. No convenience fee is charged when paying by electronic check.*

If you are ineligible for student financial aid or loan programs, you may consider the Nelnet tuition payment plan. Nelnet payment options offer affordable monthly payments. There's no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll! To learn more or to sign-up, visit <http://www.mycollegepaymentplan.com/sgsc>.

### **How can I find out my Financial Aid status?**

For questions regarding your financial aid status, contact the Financial Aid Office at 912-260-4282 or go to Banner Web on the SGSC website:

- Access Banner Web (see steps above).
- Click on “Student Services and Financial Aid”.
- Click on “Financial Aid”.

### **What about housing?**

*Americus Entry Program:*

If you are interested in living in a residence hall on the Georgia Southwestern State University campus, please contact Residence Life at 229-931-2375. Please mention that you are a SGSC student.

*Valdosta Entry Program:*

Ask the Entry Program office for additional information.

### **How do I get my refund?**

If your account shows a credit balance, you may be eligible to receive a refund.

#### ***Direct Deposit processed through TouchNet***

Students have the option to have their excess funds electronically disbursed to the checking or savings account they designate. This makes the refund process easy for the student—and is faster and more secure than mailing a paper check. Please remember to check TouchNet each term to make sure your bank account information is correct and current.

#### ***Paper Checks***

If students do not elect direct deposit, then a paper check will be issued and mailed to the student’s most current address on file. Students are not allowed to pick up checks directly from the college!

**Contact your advisor NOW to make an appointment for advisement.**