

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

Georgia Southwestern State University – sgscep.gsw@sgsc.edu

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

Advance Registration will begin April 4th. Please sign up in advance for an appointment with your advisor. If your advisor is not available, contact the appropriate Entry Program Coordinator.

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

IMPORTANT DATES

Valdosta	Summer	Fall
Advance Registration Begins	April 4	April 4
Advance Registration Payment Deadline	May 18	August 3
On-site Registration	June 1	August 3
First Day of Classes	June 5	August 14
Late Registration / Drop/Add	June 5 – 6	August 14 – 18
Americus	Summer	Fall
Advance Registration Begins	April 4	April 4
Advance Registration Payment Deadline	May 18	August 3
On-site Registration	May 25	August 9
First Day of Classes	May 31	August 15
Late Registration / Drop/Add	May 31 – June 5	August 15 – 21

If registration occurs after the May 18th and August 3rd deadlines, payment due at time of registration.

⇔ PLEASE NOTE ⇔

All students MUST see their advisors prior to registering for Summer/Fall 2017 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 Self Service Banner:

- Go to SGSC website - www.sgsc.edu.
- Click on "BANNER WEB" (top left corner).
- Click on "Enter Secure Area".
- Enter your User Name (first part of your email before the @ symbol) and PIN. Your original pin is your birth date in the six digit format (mmddy).

If you have forgotten your User ID, go here for help: <http://www.sgsc.edu/academics/loginhelp.cms>. If you have forgotten your PIN, call the Registrar's Office (912-260-4406) to have your PIN reset. You may also choose to submit a Banner trouble ticket: <http://www.sgsc.edu/academics/troubletickets.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 – University Center, Entrance #9

What next? How do I Register?

See your Academic Advisor to have your 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, Entrance #9

Fees may be paid with credit card (MasterCard, American Express, Visa, or Discover) at either of the cashier's windows or by telephone (912-260-4239 or 912- 449-7526).

Also, you may pay fees by visiting our website at www.sgsc.edu. To navigate to the fee payment screen, please click Departments/Fiscal Affairs/Touchnet Online Payment Portal. *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?

Valdosta Entry Program:

If you are interested in living in a residence hall on the Valdosta State University campus, please contact the Entry Program Office at 912-260-4660. If you already have your VSU ID number you can contact 229-333-5920. Please mention that you are a SGSC student.

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.

How do I get my refund?

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

For Summer 2017, refund checks will be available for pick up. Be watching and listening for days and times.

Beginning Fall 2017, there will be two ways to receive refunds:

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.