

### Are you a new student?

Please contact the Admissions Office ([admissions@sgsc.edu](mailto:admissions@sgsc.edu)) to complete your Admissions Process and sign up for SOAR, the New Student Orientation and Registration.

### IF YOU ARE ALREADY A STUDENT AT SGSC:

Advanced Registration will begin April 3<sup>rd</sup>. Please sign up in advance for an appointment with your advisor. If your advisor is not available, contact the School Dean.

- School of Arts and Professional Studies, Dr. Ruth Porter ([ruth.porter@sgsc.edu](mailto:ruth.porter@sgsc.edu))
- School of Science, Dr. Charles Johnson ([charles.johnson@sgsc.edu](mailto:charles.johnson@sgsc.edu))
- School of Nursing, Dr. Scott Thigpen ([scott.thigpen@sgsc.edu](mailto:scott.thigpen@sgsc.edu))

### IMPORTANT DATES

	Summer	Fall
Advance Registration Begins	April 3	April 3
Advance Registration Payment Deadline	May 25	TBD
On-line Registration	Tuesday, April 3 – Tuesday, June 5	Tuesday, April 3 – Friday, August 17
On-site Registration – Douglas	May 31	August 7
On-site Registration – Waycross	May 31	August 8
First Day of Classes – Douglas/Waycross	June 4	August 13
Late Registration / Drop/Add – Douglas/Waycross	June 4 – June 5	August 13 – 17

**If registration occurs after the Payment Deadlines, payment is due at time of registration.**

⇔ **PLEASE NOTE** ⇐

***All students MUST see their advisors prior to registering for  
Summer/Fall 2018 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.
- **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”.

### **My Advisor Hold has now been cleared. Now what?**

If you do not have any other holds preventing you from online registration, you may register online through Banner Web beginning the first day of Advanced Registration. Be sure to select the correct term for which you would like to register for classes.

### **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”.

### **What if I have Learning Support or other holds preventing registration?**

If you have learning support holds:

- ❖ See your Academic Advisor to complete a Registration Form.
- ❖ Bring completed, signed Registration Form to one of the following locations beginning the first day of advanced registration for schedule entry.
  - *Douglas Campus*
    - ◆ Division Administrative Assistant - Nursing Building (School of Nursing students)
    - ◆ Division Administrative Assistant – Stubbs Hall (School of Science students)
    - ◆ Division Administrative Assistant – Davis Hall (School of Arts and Professional Studies)
    - ◆ Registrar’s Office – Engram Hall
  - *Waycross Campus*

- ◆ Enrollment Services Office – James M. Dye Student Services Building

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

## **How and where can I pay my fees?**

Fees may be paid by check, cashier's check or money order at either of the Cashier's windows located on either the Douglas or Waycross campuses. 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](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?**

*Douglas Campus:*

If you are interested in living in a residence hall on the Douglas campus, please visit the Residence Life & Housing webpage at <http://www.sgsc.edu/current-students/residence-life-and-housin.cms>.

A Housing Application should only be submitted once you have applied for admission to SGSC. A non-refundable application fee of \$125 (check or money made payable to SGSC) is also due at the time of application.

You may contact the Office of Residence Life and Housing at [housing@sgsc.edu](mailto:housing@sgsc.edu) or (912) 260-4467.

## **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.**