NEW TO SGSC:
Please contact to the Admissions Office (admissions@sgsc.edu) to complete your Admissions Process and sign up for SOAR – New Student Orientation and Registration.

IF YOU ARE ALREADY A STUDENT AT SGSC:
Please refer to the information below.

Advance Registration will begin November 11th. Advisors will post available times by October 20th. Please sign up in advance for an appointment. If your advisor is not available, contact the division chair or appropriate Entry Program Coordinator.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Registration Begins</td>
<td>November 11, 2014</td>
</tr>
<tr>
<td>Advance Registration Payment Deadline</td>
<td>December 17, 2014 at noon</td>
</tr>
<tr>
<td>On-line Registration</td>
<td>November 11, 2014 – January 16, 2015</td>
</tr>
<tr>
<td>On-site Registration</td>
<td>January 7, 2015 at 9:30am</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>January 12, 2015</td>
</tr>
<tr>
<td>Late Registration*/Drop-Add</td>
<td>January 12 – 16, 2015</td>
</tr>
</tbody>
</table>

*Late Fee

Payment due at time of registration if registration occurs after December 17th deadline.

Please Note:

All students MUST see their advisors prior to registering for Spring 2015 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.
- Click on “BANNER WEB”.
- Click on “Enter Secure Area”.
- Enter your User ID (988 #) and PIN. Your original pin is your birth date in the six digit format (mmddyy).
You MUST know your User ID (your 988 number) and PIN to register on-line using Banner Web. If you have forgotten your User ID or PIN, click "Retrieve ID" or “Forgot Pin” respectively on the Banner Web login page. If that does not work, call the Registrar’s Office (912-260-4406) to have your PIN reset. You may also choose to submit a Banner trouble ticket.

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.

Register Online:
- Access Banner Web (see steps above).
- Click on “Student Services and Financial Aid”.
- Click on “Registration”.
- Click on “Select Term”.
- Select term you want to register for and click on “Submit”.
- Click on “Add/Drop Classes”.
- Click on “Find CRN Number” to look up courses to add

**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 (pre-Nursing, ASN, or BSN students only)
    - Division Administrative Assistant – Stubbs Hall (Natural Science/Math students only)
Division Administrative Assistant – Collins Hall (Humanities/Business Social Science students only)
- Registrar’s Office – Engram Hall

- **Waycross Campus**
  - Enrollment Services Office – James M. Dye Student Services Building
  - **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

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

- **Douglas Campus**
  - Cashier’s window located in Engram Hall
- **Waycross Campus**
  - Cashier’s window located in the Administration Building
- **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 can be paid with credit card (MasterCard, American Express, Visa, or Discover) at the cashier’s windows located on the Douglas and Waycross campuses, by telephone (912-260-4239 or 912-260-4243) or by visiting our website at www.sgsc.edu; click Departments, then click Fiscal Affairs, and click Touchnet Online Payment Portal. This portal can also be used to pay by electronic check.

There is a 2.75% convenience fee with a $3.00 minimum associated with credit card payments. No convenience fee is charged when paying by electronic check.

**Nelnet is another payment option that might be considered.** Nelnet (NBS) is a third party vendor who administers a short-term payment plan for students, making college tuition more affordable. More information about Nelnet can be found here: http://www.sgsc.edu/departments/nelnet_faq.cms

If fees are not paid by the deadline above, your classes will be dropped.

**NOTE:** **ONCE CLASSES ARE DROPPED, IT IS VERY UNLIKELY YOU WILL BE ABLE TO REGISTER FOR THE SAME CLASSES AGAIN OR FOR THE CLASS SCHEDULE YOU PREFER.**

**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?**

If you are interested in living in a residence hall on the Douglas campus, please contact Housing at 912-260-4420, housing@sgsc.edu, or view the Residence Life section of our website, http://www.sgsc.edu/future-students/residencelifeandhousing.cms.

If you have applied to live in the residence hall, you should see three additional charges in Touchnet: room, meal plan, and health fee. If you have applied and do not see these charges, please contact Residence Life & Housing as soon as possible.

**How do I get my refund?**

Please watch your mailbox for a Higher One card. This will be a debit card on which refunds will be posted and other financial transactions can be conducted. PLEASE DO NOT THROW AWAY THIS CARD AND REMEMBER TO ACTIVATE IT UPON RECEIPT. REFUNDS CANNOT BE ACCESSED UNTIL THE CARD IS ACTIVATED.

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