

South Georgia State College Advising Handbook



2024-2025

(REVISED JANUARY 2025)

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VISION & MISSION

SOUTH GEORGIA STATE COLLEGE'S MISSION

South Georgia State College supports students in achieving their academic and professional goals by providing high quality associate and baccalaureate degree programs in an affordable, accessible, and supportive learning environment.

SOUTH GEORGIA STATE COLLEGE'S VISION

South Georgia State College will be the best choice for higher education in southeast Georgia, dedicated to affordability, student success, and innovative programs that prepare graduates for advanced studies and professional careers while driving regional economic growth.

ACADEMIC ADVISING VISION

Academic advising at South Georgia State College will anticipate and serve the academic and professional planning needs of a growing and diverse student learning community.

ACADEMIC ADVISING MISSION

The academic advising mission of South Georgia State College is to assist students in developing academic, professional, and personal goals based on their abilities and interests. Advising empowers students to become responsible, successful decision-makers in a sustainable global society as they fulfill course, degree, graduation, and transfer requirements. South Georgia State College prepares students to think critically, communicate proficiently, and act responsibly as civic-minded, environmentally-conscious citizens.

The goal of academic advising is to provide each student with an advisor who will act as a student advocate to help the student graduate with his/her chosen degree in a timely and efficient manner.

OUTCOMES

ADVISEMENT STUDENT OUTCOMES

After advisement, students will be able to:

- demonstrate familiarity with the core requirements for graduation.
- locate college policies and procedures regarding registration, academic standing, and financial aid.
- identify the resources necessary to achieve academic success.
- relate how course progression will lead to completion of their degree.
- discuss the impact of course selection.
- identify requirements necessary to complete their degree in a timely manner.

ASSIGNMENTS

ASSIGNMENT OF STUDENTS TO ADVISORS

Advisor assignments are based on multiple criteria: Dual Enrollment Status, International Status, Transient Status, Veterans Benefits Status, Campus/Site location, Degree program/Pathway, High School GPA, Academic Standing, etc. New students with a HS GPA of less than 2.4 and current students on Academic Probation are assigned to the High-Risk Academic Advisor.

ROLE OF THE ADVISOR

ADVISING ESSENTIALS

1. Core IMPACTS is the General Education curriculum for students entering the College after Fall 2024 and is designed to provide students with a foundation for lifelong learning and career attainment and to help build momentum toward achieving their goals. IMPACTS is structured across seven domains: Institutional Priority (“contributing to a global community”); Mathematics and Quantitative Skills; Political Science and U.S. History; Arts, Humanities and Ethics; Communicating in Writing; Technology, Mathematics and Sciences; Social Sciences. Each IMPACTS concentration includes an orienting question that introduces the content within to spark curiosity.
2. **15 to Finish:** A normal course load consists of fifteen credit hours. However, the minimum number of hours required for full-time enrollment is twelve. The [Complete College Georgia 15 to Finish](#) initiative of [Complete College America](#) encourages all first-time, full-time students to register for fifteen credit hours to ensure completion of their program in a reasonable timeframe. Students are not charged any additional tuition or fees above fifteen credit hours.
3. **Writing and Math Requirement:** Students who have earned 30 hours but have not completed the Mathematics and Writing requirements must enroll in the next course necessary to progress toward completing this requirement every semester until the requirement is fulfilled.
4. **College Catalog:** The South Georgia State College Catalog will not be distributed to students in a print format. The official version is available on the SGSC’s [Academic webpage](#).
5. **Course Rotations:** Students and faculty advisors should be aware that certain courses may be offered only once per year or only on/at specific days and times.
6. **Grades:** In Writing, Mathematics, and Field of Study courses, only the grades of “A,” “B,” and “C” count toward graduation. While in some cases, a “D” represents passing of a course, it may or may not be transferrable to other institutions or applicable in other core areas. For example, no grades of “D” are accepted in the Nursing program.
7. **Graduation Checks:** Students are responsible for initiating graduation checks. Faculty advisors are responsible for completing graduation checkouts for students. Fall semester graduation checks (for upcoming spring graduates) must be completed by November 15, and spring semester graduation checks (for upcoming summer and fall graduates) must be

completed by April 15 of every year.

8. **Online Courses:** South Georgia State College and the University System of Georgia provide online course opportunities. The College's [Class Schedules](#) found on the Academic webpage identifies partially and fully online courses and contain links to resources on how to begin [online courses](#).
9. **Prerequisites:** Many courses have prerequisites. [The College Catalog's Academic Core and Program Information](#) lists all courses approved for instruction, gives a description of each course, and identifies any prerequisites to courses. Students should not register for a course without completing the prerequisite.
10. **RHSC in Foreign Language:** Students with fewer than two units of the same foreign language will be required to complete one introductory foreign language course. Students with foreign language requirements can use the introductory foreign language course to fulfill the RHSC requirement, as well as the Humanities/Fine Arts elective in the Humanities domain.
11. **Transfer:** Students should become familiar with the requirements of the primary transfer institution they wish to attend. Students should consider the core and non-core requirements to begin their desired program at their transfer institution as well as the total transfer hours the transfer institution will accept.
12. **Transfer Officer:** The Chief Transfer Officer at South Georgia State College is Ame Wilkerson, Registrar. If a student experiences problems transferring credit to another University System of Georgia institution, the student should contact Mrs. Wilkerson at 912.260.4463, ame.wilkerson@sgsc.edu, or by visiting Engram Hall.
13. **Early Alert:** Early Alert is a proactive system aimed at supporting students showing signs of poor performance or lack of progression before mid-terms. It facilitates communication among advisors, students, and faculty to promote intervention and referral to campus resources as necessary.

ADVISOR RESPONSIBILITIES

- Post and keep office hours.
- Keep appointments or contact the student in a timely manner if it is necessary to change or cancel an appointment.
- Use BannerWeb and Degree Works in all advising sessions. Check Catalog for pathways after Fall 2024.
- Leave notes in BannerWeb about your advising session with students.
- During an advising session, focus on discussing progress and academic decisions that impact the advisee's academic plan rather than only scheduling classes.
- Suggest options concerning careers, choice of pathway, and selection of courses.
- Make appropriate referrals.
- Provide accurate and specific information.

- Have resource material on hand: Advising Handbook, [College Catalog](#), [Advising Forms](#), [Standards of Academic Progress \(SAP\)](#), etc.
- Check the advisee's schedules for the appropriate selection of courses.
- Assist and enable advisees in any appropriate way possible.

DROP/ADD

During the dates specified as Drop/Add in the [Academic Calendar](#), students may make changes to their schedules. Students should consult with an advisor prior to making schedule adjustments; after consulting with an advisor, the student can Drop/Add in [Banner](#). However, some students may have holds, such as Learning Support, which will prevent them from making schedule changes online. Students are reminded that they assume responsibility for course selection when making schedule changes and adjustments.

ADVISOR HOLDS

Advisor Holds (AH) are placed on each student's academic record approximately 4 weeks before registration opens for a particular registration period. The purpose of the hold is to identify students who need to be advised. Once a student is advised, the hold is removed by an advisor in BannerWeb. The hold prevents registration (therefore encouraging a student to make an appointment with their advisor), but it does not prevent a student from ordering and having a transcript sent or from seeing their grades/transcript on Banner Web. There may be other holds on a student's account that prevents registration after the advisor hold has been lifted. The advisor should inform a student about holds and how to resolve them. This information can be found on the Holds Checklist.

FINANCIAL AID

Students must apply for financial aid annually using the [FAFSA](#). To ensure timely processing for aid, students should apply for FAFSA every April. When completing the FAFSA, students must include South Georgia State College's Federal School Code of 001592 to have the application for aid sent electronically to SGSC's [Office of Financial Aid](#). Processing the FAFSA may require additional documentation that must be submitted to the Office of Financial Aid. Notification of outstanding documents is reported in Banner. For more information, contact the Office of Financial Aid.

SCHEDULING AND REGISTRATION

When scheduling courses, students and advisors should consider:

- The Advising for Registration Checklist. This can be used as a basic guide for advising sessions. See Appendix A.
- [15 to Finish](#): First-time, full-time freshmen are advised to enroll in 15 credit hours.
- Graduation requirements for pathway (check the [College Catalog's Core and Program Information](#) for program requirements).
- Encourage students to research requirements for transfer institutions.

- Plan ahead for scheduling sequence courses.
- Employment hours and family responsibilities. Recommend a minimum of two hours of study for every credit hour of the course.

STUDENT RESPONSIBILITIES

- Advisees should come prepared for their advising sessions by considering their next semester's schedule and how it will impact their overall academic plan.
- Advisees should consider alternatives (i.e., unavailable course, poor gateway course performance and how it relates to pathway success, etc.).
- Consider that variations in course availability are possible during drop/add.
- Students are actively responsible for their college experience. Although an advisor may assist in providing advice, encouragement, or support, ultimately, each decision rests with the student. As a result, students must accept the consequences of their decisions.

TUITION AND FEES

Registration is not complete until all tuition and fees for the semester have been paid. Students will be dropped from courses for non-payment. Students taking 15 hours or more pay a fixed tuition rate; students taking fewer than 15 hours pay per credit hour. Once students have registered for classes, they may view their bill in [Banner](#). [Financial Aid](#) can be applied to the student's balance if processing is complete, but it may not cover the full balance. Contact the [Business Office](#) or the online [Fee Payment](#) page for payment options and more information.

POLICIES

ACADEMIC PROGRESS

Students are considered in good academic standing if their grade point average meets a prescribed minimum for the number of credit hours attempted at SGSC and other institutions. For more information regarding academic progress at South Georgia State College, please view the policies in the College Catalog's General Academic Information, which can be found under Academic Progress, Academic Probation, Definitions, and Academic Suspension.

ADMISSION AND PLACEMENT TESTING REQUIREMENTS

Students have the option to take the AccuPlacer Test (Reading, Writing, and Math) to exempt Learning Support placement if acceptable SAT/ACT Scores are not provided. If the student chooses not to take the AccuPlacer and exemption criteria for support is not met, the default placement will be in an entry-level collegiate course with corequisite support. For South Georgia State College's admission testing score requirements, Learning Support placement scores, and retesting policies, contact Admissions.

FERPA

As an academic institution, Federal Law governs students' rights to privacy of their educational records under the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA policy is available in the [Student Handbook](#). Students may consent to release information to other individuals by completing the [FERPA General Disclosure Consent Form](#) and submitting it to the Registrar. Requests for student information will be forwarded to the [Registrar's Office](#). Advisors can use the FERPA [lookup page](#) to determine if a student has a FERPA form on file.

GRADUATION REQUIREMENTS

A student planning to graduate in any given term must notify the Registrar of their intent and must complete the following:

1. A [Graduation Application](#), completed with an advisor, must be returned to the Registrar's Office at least one term prior to the expected date of graduation.
2. Successful completion of the necessary coursework for the student's pathway or major.
3. The achievement of a cumulative grade point average of 2.0 (a "C" average) in all courses presented for graduation. In addition, the student must be in Good Standing academically.
4. The demonstration of a satisfactory knowledge of the history and constitutions of the United States and Georgia.
5. The satisfaction of the South Georgia State College residency requirement. A student must be taking SGSC courses the term graduation requirements are met. Exceptions may be made when no more than two courses are involved and approval of the Registrar is secured in advance. If more than two courses are involved, approval must be secured

from the Vice President for Academic and Student Affairs. Certain students may qualify for the Associate Degree You Deserve (ADD) program. The goal of ADD is to increase the number of associate degrees awarded among University System of Georgia (USG) institutions by awarding associate degrees to students who may have left associate degree-granting institutions without degrees but have subsequently completed the requirements for the degree at another USG institution while pursuing a bachelor's degree.

6. Clearance of all financial obligations to South Georgia State College, including the graduation application fee.

For more information, please visit the College Catalog's [General Academic Information](#). For questions, contact the [Registrar's Office](#).

HISTORY AND CONSTITUTION REQUIREMENTS

The State of Georgia requires that all students receiving degrees from an institution in the University System of Georgia demonstrate knowledge of and pass an examination on the history and government of the United States and Georgia. This requirement at South Georgia State College may be satisfied by successfully completing HIST 2111 or 2112 and POLS 1101. Transfer credit for these courses from some institutions, especially those institutions outside of the state of Georgia, may not satisfy the requirements of the State of Georgia. Students who earn POLS 1101 and/or HIST 2111/2112 credit by AP exam, CLEP exam, or from an out-of-state institution must additionally complete the departmental examination(s) in Georgia History and/or Georgia Government to meet legislative requirements. Students should see the Administrative Assistant for the School of Arts and Sciences found in the [Employee Directory](#).

INCOMPLETE

Students may only be granted a grade of incomplete, indicated with an "I" in Banner, if the student is doing satisfactory work in the course for which they are enrolled, but for nonacademic reasons beyond the student's control, was unable to complete the full requirements of the course. The "I" must be removed by the end of the next term of enrollment, or the Registrar will change the "I" to "F." Without regard to enrollment, the "I" must be removed within one year, or it will be changed to "F." The grade of "I" has no impact on the student's grade point average. Students must request an incomplete from their instructor for the respective course. If the instructor agrees to assign a grade of incomplete, the [Incomplete Grade Contract](#), found on the [Advising](#) webpage, must be completed and submitted to the Registrar's Office after all signatures have been acquired.

LEARNING SUPPORT POLICIES

Students must enroll in all required Learning Support classes every term until they exit Learning Support. If a student does not complete the requirements for ENGL 0989 or the applicable MATH Foundations course in two semesters, the student will be suspended. (Students are permitted unlimited attempts in ENGL 0999 and the applicable MATH co-requisite course.) Suspended students may request readmission after one year if the student can provide evidence that measures have been taken to improve skills. University System of Georgia policies require

completion of all learning support coursework prior to the accumulation of thirty (30) semester hours of credit. Students failing to do so will be restricted to enrollment in learning support courses until all requirements are met.

For more information regarding Learning Support at South Georgia State College, please view the policies in the College Catalog's section titled [Entering the College](#).

Please see the chart in the Appendix for information about Learning Support holds.

OVERLOADS

Enrollment for more than 18 semester credit hours constitutes an overload and requires the written permission of the Vice President for Academic and Student Affairs. Students who meet one of the following conditions will ordinarily be allowed to take an overload:

1. Having earned a 3.5 grade point average the previous semester on twelve or more hours,
2. Having a cumulative grade point average of 3.5, or
3. Being able to graduate at the end of the upcoming semester by taking the overload.

This policy can be found in the College Catalog's [Overload](#) policy in the General Academic Information section.

REQUIRED HIGH SCHOOL CURRICULUM & DEFICIENCIES

Prospective students who graduated from high school less than five years ago must meet the Required High School Curriculum (formerly CPC) requirements, which are detailed in the SGSC Catalog.

Students will have holds placed on their registration each term until all RHSC deficiencies are satisfied. Students who accumulate thirty or more semester hours of college-level credit in the institution before completing all RHSC requirements may not register for other courses unless they also register for the appropriate deficiency course(s).

STANDARDS OF PROGRESS (SAP)

Federal policy stipulates that a student must make progress toward completion of a degree to maintain Standards of Academic Progress (SAP). If a student does not show progress, they may lose financial aid eligibility. Qualitative and quantitative measures determine if a student is meeting SAP each semester. Measures include:

- Pace (Quantitative): Students are required to successfully complete 67% of the courses they have attempted.
- Performance (Qualitative): Students must meet minimum GPA requirements based on their attempted credit hours.
- Maximum Timeframe (Quantitative): Students must complete their degree in a reasonable timeframe. They may attempt up to 150% of the hours required for their program of study.

For more information, view the [SAP policy](#). Students who do not meet SAP may be eligible to appeal for additional financial aid. Contact the Office of Financial Aid with questions regarding the policy and/or appeals.

TEACHER PREPARATION REQUIREMENTS

14. The following are specific guidelines on teacher preparation requirements:

- A. A student wishing to teach at the secondary level must major in a discipline. The Board of Regents has approved students wishing to major in secondary education to take 69 academic hours at the two-year college level. The secondary education degree includes a regular 60 academic hour associate's degree plus nine hours of professional courses and four hours of health/PE hours. The education courses are EDUC 2110, EDUC 2120, and EDUC 2130.
- B. The same three courses will be required in all options under the education pathway.
- C. The early childhood pathway contains these three courses plus three additional courses: MATH 2008, ISCI 2001, and ISCI 2002. These courses are NOT general education courses, and CANNOT be used in any other major.

VETERAN'S EXEMPTING PHYSICAL EDUCATION REQUIREMENTS

Veterans who qualify under the DD-214 may be exempt from two hours of physical education activity requirements. The veteran should provide a copy of his/her DD214 to the [Registrar's Office](#). Specific health and physical education requirements are spelled out in each program of study listed in the Academic section of the [College Catalog](#).

WITHDRAWALS

Students may withdraw from a course without academic penalty (to receive a W) prior to mid-term. However, withdrawn courses may affect a student's financial aid eligibility in accordance with the Federal [Standards of Academic Progress](#) policy (SAP). In order to withdraw from a course, the student must complete official class withdrawal paperwork in the Registrar's office. Failure to follow the official procedures for course changes may result in a failing grade for the course.

Students should also note that there could be financial implications for withdrawal from a course after the drop/add period. Students are advised to visit the [Office of Financial Aid](#) prior to withdrawing from a course.

Review the Withdrawal Form found under the Current Students Advising tab for information regarding course withdrawals or complete withdrawal from South Georgia State College. For questions, contact the [Registrar's Office](#).

HARDSHIP WITHDRAWAL (W)

Review the Hardship Withdrawal Policy found in the [College Catalog](#) in the General Academic Information section. For questions, contact the [Registrar's Office](#).

COURSE EXEMPTIONS & ALTERNATIVES

ACADEMIC RENEWAL

South Georgia State College students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible to apply for academic renewal. Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows South Georgia State College degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate degree at South Georgia State College. Academic renewal does not affect a student's eligibility for financial aid, admission to a particular program, or transfer to another college. Students must apply for academic renewal within one year of re-entering South Georgia State College. Academic renewal may be granted only once. For additional information, students should contact the [Registrar's Office](#). Additional information is available in the [College Catalog's](#) General Academic Information section under Academic Renewal.

DIRECTED INDEPENDENT STUDY (DIS)

Directed independent study courses are available on a limited basis. Permission of the School Dean and instructor is required prior to registration for a directed independent study. The following general guidelines apply to DIS courses:

1. There must be a legitimate hardship, usually one precluding a student's graduation, to justify not enrolling in the regularly scheduled course.
2. The course in question must be one that can be adequately taught on a DIS basis.
3. All DIS requests must originate with the student, be approved in writing by the instructor and the School Dean and be assigned the proper course reference number (CRN) by the assistant to the Vice President for Academic and Student Affairs before the student can register for that course. Faculty requesting to offer DIS must complete the [Request to Offer a Directed Independent Study Course Form](#) found under the Current Students Advising tab.

INSTITUTIONAL CREDIT BY EXAMINATION

A student may apply for credit by examination by securing and completing the appropriate form from the [Registrar's Office](#). Eligibility is based on the following: (1) the student must be currently enrolled at South Georgia State College; (2) the student has not previously enrolled in the said course; (3) the student pays the administration fee of \$10.00 per credit hour; (4) the student has not previously attempted credit by examination for the course. Information regarding eligibility to attempt credit-by-examination and the requirements for a specific examination may be secured by contacting the appropriate Dean. Not all classes qualify for credit by examination. For additional information, view the College Catalog's [General Academic Information](#).

TRANSIENT PERMISSION

Permission to enroll on a transient basis at another institution for the purpose of transferring credits back to South Georgia State College must be secured in advance of such enrollment. Such permission originates with the student requesting approval from the academic advisor and School Dean via the [Transient Permission Form](#) found on the Registrar's webpage. The form is then forwarded to the [Registrar's Office](#). Only students in Good Standing may receive transient status, and permission will be given only for courses in the student's program of study. Students are reminded that courses taken on a transient basis may not qualify for financial aid. Learning Support courses may be taken only at another University System of Georgia institution. Please note that some institutions do not accept transient students with Learning Support requirements. Students who have not exited Learning Support at South Georgia State College must meet all University System of Georgia guidelines regarding Learning Support.

SERVICES

ACADEMIC TRANSCRIPTS

For guidance on academic transcript requests, visit [Request a Transcript](#) or contact the [Registrar's Office](#).

COMMON REFERRAL LIST

Tutoring Services	Admissions	Business Office
Student Engagement	Career Services	Counseling Services
Disability Services	Office of Financial Aid	Campus Police
Residence Life and Housing	Registrar's Office	Student Conduct

For all other departments and individuals, please see the [Employee Directory](#).

DISABILITY SERVICES

Disability Services is committed to providing equal access for all qualified students with disabilities. It is the responsibility of the student to inform the Office of Disability Services of any disability in order to receive accommodations. Contact the [Office of Disability Services](#) for more information.

HAWK HELPER

SGSC Hawk Helper ticketing system is available for students who need assistance with Advising/Registration Requests, Enrollment Management, and Information Technology. The Advising/Registration option offers service for students who require academic advising, have questions about their schedule, or need to make changes to their classes. The Enrollment Service option offers help with Admissions, Dual Enrollment, Financial Aid, and Registrar. The Information Technology option provides help with Student Email, Banner Web, Georgia View, etc. Students can find the Hawk Helper ticket submission under the Student Gateway tab, labelled [Hawk Helper](#).

SGSC ENTRY PROGRAM

South Georgia State College's [Entry Program](#) strives to prepare students for sophomore-level courses at Valdosta State University. Entry program students benefit from small class numbers that afford one-on-one attention from faculty and staff. In addition, students enrolled in the

SGSC entry programs can participate in campus life with access to academic resources and extracurricular activities available to VSU students.

Entry program students have the opportunity to complete any learning support requirements and required high school curriculum deficiencies while earning a maximum of 30 credit hours in the University System of Georgia core curriculum. The core curriculum courses are designed to fit most programs of study, and the core curriculum credits transfer to any institution in the University System of Georgia.

Students completing this program with a 2.0 or higher grade point average are eligible for admission to Valdosta State University.

ASSESSMENT

Student Learning Outcomes (SLO) for Advisors:

- SLO 1a.** Students will select a major of study by 30 credit hours of coursework.
- SLO 1b.** Students will understand the role of DegreeWorks in the academic advising process.
- SLO 2a.** Students will complete their program of study within a 150% timeframe (see SAP policy).
- SLO 2b.** Students will take at least 15 hours of credit coursework per semester if possible.
- SLO 2c.** Students will submit notifications of graduation on time.
- SLO 2d.** Students will understand what SAP (Satisfactory Academic Progress) is.
- SLO 2e.** Students will understand what factors impact SAP scores.
- SLO 2f.** Students will understand the potential impact of SAP on their financial aid.
- SLO 2g.** Students will understand the potential impact of SAP on their college careers.
- SLO 3a.** Students will know who their faculty advisor is or where the advising center is located.
- SLO 3b.** Students will meet with an advisor during the November and April advising periods.
- SLO 3c.** Students will develop a relationship with an advisor(s).

Administrative Outcomes (AO) for Advisors:

- AO 1a.** In meetings with students, faculty advisors will discuss pathway/major options with students who have not declared within 30 credit coursework hours.
- AO 1b.** Faculty advisors will be able to demonstrate competence in DegreeWorks, BannerWeb and with reading pathway maps.
- AO 1c.** Faculty advisors will explain the use of DegreeWorks and pathway maps to students in advising sessions.
- AO 1d.** Faculty advisors will use the notes feature in BannerWeb in each advising session.
- AO 2a.** Faculty advisors will explain the importance of graduation “on time” to students.
- AO 2b.** Faculty advisors will explain the graduation timeline requirements to advisees.
- AO 2c.** Faculty will review the graduation checklist with students one semester prior to graduation or as requested.
- AO 2d.** Faculty advisors will understand the Core IMPACTS concept and be able to convey it to students.
- AO 2e.** Faculty advisors will be prepared to convey 15-to-Finish concepts to students.
- AO 2f.** Faculty advisors will know how to identify at-risk students according to SAP regulations.
- AO 2g.** Faculty advisors will identify in DegreeWorks students at risk of not meeting SAP requirements.
- AO 2h.** Faculty advisors will identify in DegreeWorks students at risk of academic probation or suspension.
- AO 3a.** Faculty advisors will make schedules available to advisees in advance of advising sessions.
- AO 3b.** Faculty advisors will be prepared for each advising session by reviewing any available notes from previous advising sessions each time they meet with a student.
- AO 3c.** Faculty advisors will contact students to encourage attendance in November and April

advising sessions.

AO 3d. Faculty advisors will communicate with students regarding session availability.

APPENDIX A

Advising for Registration Checklist

These are the highlights of advising for registration. While each meeting with a student will vary, it is important to ensure that you address these items.

☐ Check Holds

Does the student have a hold other than the Advisor Hold? If so, they must contact the correct department to have the hold lifted. Learning Support Holds will prevent self-registration. Holds can be viewed in BannerWeb. Encourage students to visit the Registrar window to register if they have LS holds.

☐ Confirm Pathway/Program

Confirm the student's pathway and that they wish to continue in that pathway. If not, they can complete the [change of pathway form](#).

Building a Schedule: Use the correct Pathway Map and Checklist to help guide your discussion about course selection.

☐ Check classes already completed (Use DegreeWorks or transcripts—don't forget Fallthrough courses)

☐ Which classes are needed for the upcoming semester? Do those classes have a prerequisite? Which ones need to be taken first?

☐ Has the student completed their English and math requirements?

☐ Open the appropriate schedule to see which classes are available

[Course descriptions and prerequisite](#)

☐ Fill out the Registration Form:

This is the form students will use when they register for classes or that they will give to the Registrar's Office (or other designated place for their campus/site). It is recommended that advisors keep a copy of this form in case a student misplaces it or there is a question. The student will be responsible for registering for the classes they have been advised to take.

[Registration Form](#)

Verify student information:

Before you end your session, verify the student's personal contact information in Banner. It is important to have this information updated when contacting the student in the future.

Answer Questions and Wrap-up

Be sure to answer any other student questions, or refer them to the appropriate office for more information. Have the student schedule a follow-up appointment if necessary. Include a note about your advising session in BannerWeb and lift the student's Advisor Hold.

APPENDIX B



**SOUTH GEORGIA
STATE COLLEGE**

Academic Advising
100 West College Park Drive • Douglas, Georgia 31533
2001 South Georgia Parkway • Waycross, GA 31503

Hold Checklist

Student Name: _____ Student ID: _____

Hold Type	Prevents Registration	Contact	Details
☐ AD- Admissions Hold	☒ Yes ☐ No	Admissions Office 912-260-4206	
☐ AH- Advisor Hold	☒ Yes ☐ No		
☐ BH Book Store Hold	☒ Yes ☐ No	Daphne French 912-260-4233	
☐ BU-Business Office Hold	☒ Yes ☐ No	Cashier 912-260-4243/912-449-7526	
☐ FA-Financial Aid Hold	☒ Yes ☐ No	Financial Aid Office 912-260-4282	
☐ GC- Leg. -Constitution- GA	☐ Yes ☒ No	Frank Pridemore 912-260-4249	
☐ GH- Leg. -History- GA	☐ Yes ☒ No	Rick Reiman 912-260-4247	
☐ LI- Library Hold	☒ Yes ☐ No	Yolanda Crosby 912-260-4329	
☐ LE- Learning Support English	☒ Only prevents self-registration**		☐ ENGL 0999 with ENGL 1101
☐ LM- Learning Support Math	☒ Only prevents self-registration**		☐ MATH 0996 with MATH 1401 ☐ MATH 0997 with MATH 1001 ☐ MATH 0998 with MATH 1101 ☐ MATH 0999 with MATH 1111
☐ RE- Registrar's Hold	☒ Yes ☐ No	Registrar's Office 912-260-4406	
☐ TN- Transient Student	☒ Yes ☐ No	Registrar's Office 912-260-4406	
☐ VS- VSU/ SGCEP Financial Services	☒ Yes ☐ No	JoAnne Jones 912-260-4664	
☐ SS- Student Success	☒ Yes ☐ No	Andrew Williams 912-260-4349	
☐ Other	☐ Yes ☐ No		

**Learning Support Holds only prevent the student from self-registering for classes. Students with unsatisfied Learning Support Holds should submit their registration form to the Registrar's office (or other designated office or personnel) after Registration opens for the term.

APPENDIX C

Learning Support Holds

Hold Type	Hold Type Description	Reason	What is required
LE	LS ENGL 0999		Student is required to take ENGL 0999 with ENGL 1101
L2	LS MATH 0996/0997/0998		Student is required to take MATH 0996/0997/0998 with MATH 1401/1100/1101
L1	LS MATH 0999	If MATH 1111 is required	Student is required to take MATH 0999 with MATH 1111 (if MATH 1111 is required for Pathway/Major)
L3	LS MATH Nursing	If MATH 1111 is required (if would have been L1)	This hold is used if student is coded as one of the ASN Nursing pathways/majors and has a math learning support requirement. ASN Nursing students are not required to complete LS math requirements. The L3 hold does not prevent registration but is there as a reminder. If the student changes pathways or progresses to the BSN program, he/she is required to complete LS math requirements.