

### Are you a new student?

Please contact the Admissions Office to complete your Admissions Process and sign up for SOAR, the New Student Orientation and Registration. Have any questions? Submit a ticket here: [Hawk Helper](#).

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

Registration will begin November 11. Please make an appointment with an advisor (See FAQs below).

### IMPORTANT DATES

Advance Registration Begins	Monday, November 11, 2024
Advance Registration Payment Deadline	Tuesday, January 7, 2025
On-line Registration	Monday, November 11, 2024–Friday, January 17, 2025
First Day of Classes	Monday, January 13, 2025
Late Registration / Drop/Add	Monday, January 13, 2025 – Friday, January 17, 2025

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

### PLEASE NOTE:

***All students MUST meet with an advisor prior to registering for Classes.  
An Advisor Hold has been placed on your records.  
You must meet with an advisor to have this hold removed.***

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

Contact your Academic Advisor and schedule an appointment.

### 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, select Quicklinks.
- Select Student Gateway.
- Click on the blue "Student Banner Web" blue button.
- **Username:** Your username is your full email address. Email Lookup: [Student ID/Email](#)
- **Password:** Your current email password.

You must set up 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).

Once you are in Banner Web select "Student Profile" under the Student Information section to find your advisor and your advisor's contact information.

### 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 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?

Access Banner Web (steps above). Once you are in Banner Web select "Student Profile" under the *Student Information* section. Find Hold information in the top right-hand corner. To find out who to contact about a particular hold see the [Hold Checklist](#).

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

- ❖ Complete a Registration Form with an Academic Advisor during your advising appointment. Submit the signed Registration Form for schedule entry in one of the following ways:
  - In Person
    - *Douglas Campus*
      - ◆ Registrar's Office – Engram Hall
      - ◆ Division Administrative Assistant – Nursing Building (School of Nursing)
      - ◆ Division Administrative Assistant – Stubbs Hall (School of Arts and Sciences)
  - Email to [registrar@sgsc.edu](mailto:registrar@sgsc.edu)

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

### How can I see my Schedule?

Access Banner Web (steps above). Once you are in Banner Web select "Student Schedule" under the *Registration and Class Information* section. Select the correct term and your schedule will display.

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

For information on how you can pay your fees, please click on the link below.

<http://www.sgsc.edu/current-students/fee-payment.cms>

### 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, submit a [Hawk Helper](#) ticket, or go to Banner Web on the SGSC website (Account Information -> Financial Aid).

### What about housing on the Douglas Campus?

If you are interested in living in a residence hall on the Douglas campus, please visit the Residence Life & Housing webpage at <https://www.sgsc.edu/life-at-sgsc/housing-overview>.

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.

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

### 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!

The semester refund dates: <http://www.sgsc.edu/current-students/fee-payment.cms>

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