

### **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 April 1<sup>st</sup>. Meet with an Advisor in the Waycross Campus Advising Center to be advised and get ready for registration. (See FAQs below).

### **IMPORTANT DATES**

<b>DOUGLAS/WAYCROSS/ONLINE</b>	<b>Summer</b>	<b>Fall</b>
Registration Begins	Tue, Apr 1	Tue, Apr 1
Registration Payment Deadline	Fri, May 23	Fri, Aug 8
Registration	Tue, Apr 1 – Wed, Jun 11	Tue, Apr 1 – Fri, Aug 22
First Day of Classes	Mon, Jun 9	Mon, Aug 18
Late Registration / Drop/Add	Mon, Jun 9 – Wed, Jun 11	Mon, Aug 18 – Fri, Aug 22

**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?**

The Waycross Campus Advising/Writing Center is located in the Administration Building, room 227. Please meet with an advisor in the Advising Center to be advised and have your Advisor Hold cleared.

### **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:

- 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. 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.
- ❖ When registration opens, bring your completed, signed Registration Form to the Enrollment Services Office in the Dye Building for schedule entry.

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).

### **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>

**See an Advisor NOW to make an appointment for advisement.**