

Early Registration will be held November 1<sup>st</sup> and 2<sup>nd</sup>. Advisors will post available times by October 21<sup>st</sup>. Please sign up in advance for an appointment. If your advisor is not available, contact the division chair.

## IMPORTANT DATES

	Key Dates
Early Registration	November 1 & 2, 2011
Early Registration Payment Deadline	December 12, 2011 at 5pm
On-line Registration	November 1, 2011 – January 10, 2012
On-site Registration	January 3, 2012
First Day of Classes	January 4, 2012
Late Registration*/Drop- Add	January 4 – 11, 2012
*Late Fee	

***All students MUST see their advisors prior to registering for Spring 2012 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 Self Service Banner:

- Go to SGC website - [www.sgc.edu](http://www.sgc.edu).
- Click on "Self Service Banner" (left side of page, third from bottom).
- Click on "Continue to Self-Service Banner".
- Click on "Enter Secure Area".
- Enter your User ID (928 #) and PIN. Your original pin is your birth date in the six digit format (mmddyy).

You MUST know your User ID (your 928 number) and PIN to register on-line using Self Service Banner. If you have forgotten your User ID or PIN, click "Retrieve ID" or "Forgot Pin" respectively on the Self-Service Banner 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 Self-Service Banner beginning the first day of early registration.

Register Online:

- Access Self Service Banner (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 Self-Service Banner (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 the Division Administrative Assistant or to the Registrar’s Office (upstairs in Richey Hall) beginning the first day of early registration for schedule entry.

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 cash or check at the Cashier’s window located upstairs in Richey Hall.

Fees can be paid with credit card by using Touchnet:

- Go to [www.sgc.edu](http://www.sgc.edu)
- Click on Fee Payment on the left side of the screen and follow instructions for paying fees online

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

**NOTE** THAT 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 Self-service Banner on the SGC website:

- Access Self Service Banner (see steps above).
- Click on “Student Services and Financial Aid”.
- Click on “Financial Aid”.

## **What about housing?**

If you are interested in living on campus, please contact the Kristin Roberts at 912-260-4429, [housing@sgc.edu](mailto:housing@sgc.edu), or view the Residence Life section of our website located under Student Life to complete an application. 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 us as soon as possible.

## **How do I get my refund?**

Please watch your mail box 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.**