

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 questions? You can submit a ticket here: [Hawk Helper](#).

IF YOU ARE ALREADY A STUDENT AT SGSC:

Advance Registration will begin **October 24th**. Please sign up in advance for an appointment with your advisor.

IMPORTANT DATES

Advance Registration Begins	Tuesday, October 24, 2023
Advance Registration Payment Deadline	Tuesday, January 2, 2024
On-line Registration	Tuesday, October 24, 2023 – Friday, January 12, 2024
First Day of Classes	Monday, January 8, 2024
Late Registration / Drop/Add	Monday, January 8, 2024 – Friday, January 12, 2024

If registration occurs after the January 2nd deadline, payment is due at time of registration.

PLEASE NOTE:

All students MUST meet with their advisors prior to registering for Classes.

An Advisor Hold has been placed on your records.

You must meet with 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 and schedule an appointment?

Schedule an advising appointment in the [Navigate Student App](#). The app will connect you with your assigned advisor.

Don't have the app?

- ✓ Download the Navigate App from the App Store or Google Play
- ✓ Login with your SGSC ID and Password
- ✓ Select *South Georgia State College*

Access Navigate Student online [HERE](#).

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 Advance 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?

Check on Navigate Student.

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

If you have learning support holds:

1. See your Academic Advisor to complete a Registration Form.
2. 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 (School of Nursing students)
 - ◆ Division Administrative Assistant – Stubbs Hall (School of Arts and Sciences students)
 - ◆ Registrar's Office – Engram Hall
 - *Waycross Campus*
 - ◆ Enrollment Services Office – James M. Dye Student Services Building

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

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:

- Access Banner Web (see steps below).
- Click on *Student Services and Financial Aid*.
- Click on *Financial Aid*.

How do I access Banner Web?

Access Banner Web:

- Go to SGSC website - www.sgsc.edu.
- In the top right-hand corner on your screen, select *Quicklinks*.
- Select *Student Gateway*.
- Select *Banner Web* (4th blue tile on top row).
- **Username:** your username is the first part of your email before the @ symbol. Your student email can be retrieved at the link listed at the bottom of this page.
- **Password:** Your current email password.

You must setup 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.

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 \$130 (check or money made payable to SGSC) is also due at the time of application.

You may contact the Office of Residence Life and Housing at housing@sgsc.edu or (912) 260-4429.

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 are posted on the link below.

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

Contact your advisor NOW to make an appointment for advisement.