

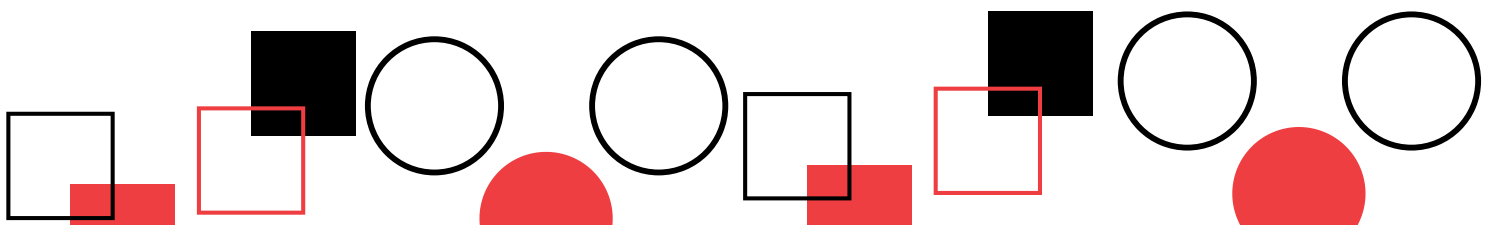


STUDENT

SUCCESS GUIDE

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QUICK REFERENCE

Program Advisor Name:

Program Advisor Email:

Program Advisor Phone:

Program Advisor Location:

800.928.0283
www.Southgatech.edu

AMERICUS CAMPUS
900 SOUTH GA TECH PKWY
AMERICUS, GA 31709
229-931-2394

AMERICUS ADMISSIONS
229.931.2760

AMERICUS FINANCIAL AID
229.931.2319

CAMPUS SAFETY
229.938.2992

CAREER SERVICES
229.931.2243

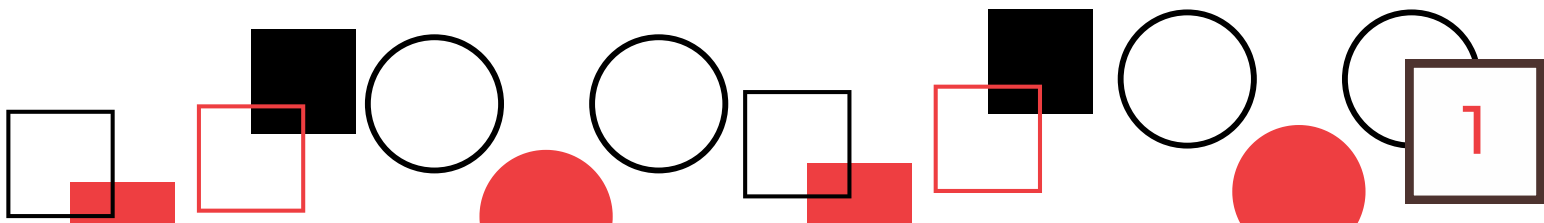
SPECIAL POPULATIONS
229.931.2595

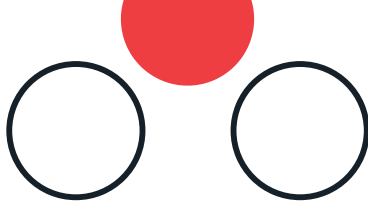
STUDENT AFFAIRS
229.931.2252

CORDELE CAMPUS
402 N. MIDWAY RD.
CORDELE, GA 31015
229-271-4040

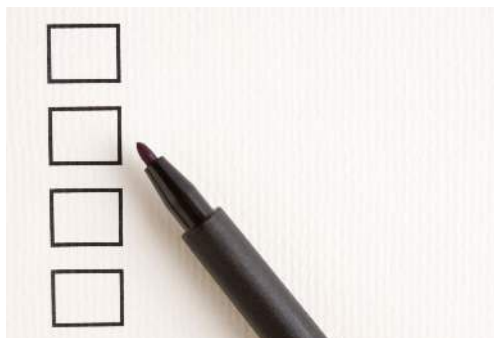
CORDELE ADMISSIONS
229.271.4051

CORDELE FINANCIAL AID
229.271.4043





NEW STUDENT CHECKLIST



DID YOU KNOW?

The Student affairs sends a weekly email letting you know what events are happening each week? Just login to your student email to see what is going on and then get involved!

IMPORTANT CALENDAR DATES & DEADLINES

Please refer to the Student Calendar for these and other important dates.

- First & Last Day of class of term;
- Pre-Registration for upcoming semester, etc.

- Meet your program advisor and register for classes
 - After you have registered for classes, check on your Financial Aid status or apply for financial aid if necessary
 - Complete Online Student Orientation by the 10th day of class.
 - Obtain a Student Parking Permit with the Student Affairs Office (If you're taking classes through face-to-face instruction.
 - Setup your Bank Mobile Account (If you are expecting a refund)
 - Purchase supplemental books for bookstore (if your program requires them.)
 - Explore your new college environment - Via campus map or walking around campus
 - Pay tuition and fees to the Business Office
- After Registering... On the 1st Day of Classes**
- Login to your Student Email Address as this will be your official means of communication for the college - Do this before you login to Blackboard
 - Login to Blackboard to confirm attendance - This may be needed for both on campus and online classes

STUDENTS LIVING IN HOUSING

- Complete and turn in your housing application
- Pay the refundable \$150 housing deposit to the Business Office
- Send a headshot photo to studentid@southgatech.edu include your name and student ID number.
- After register for at least 12 hours of coursework, submit schedule to Housing to get Key Sheet
- Get your Key Sheet from Housing and See Financial Aid to see where you stand financially
- Pay any remaining balance & finalize key sheet

- Last day to add classes
- Last day to drop without any penalty
- Last day to withdraw without Academic penalty

***Financial Aid may possibly be affected**

IMPORTANT THINGS TO KNOW



STUDENT IDS

Student ID badges can be obtained from the Office of Student Affairs located in the Odom Center 1st Floor Office. Commuter students are not required to have an ID unless their specific program is requiring them. Residential Students are required to have them at all times. A student ID is required for entry into the Hicks Hall Student Center Gameroom.

- \$10.00 Replacement Fee for a Student ID
- Please send your head shot to studentid@southgatech.edu



PARKING PERMITS

Student Parking Permits can be obtained from the Office of Student Affairs located on the 1st floor of the Odom Center. All students who will have a vehicle are required to have a parking permit. They can place this permit on the back left window for proper viewing.

- Students can obtain an additional permit if they get a new car or lose their previous one.
- \$10.00 Parking Fine for illegal parking or not registering your vehicle.

BANK MOBILE REFUND SELECTION CARD

All students will receive information from Bank Mobile via email and regular mail on how to make a selection to receive refunds. All refunds are handled through the Business Office. Visit www.southgatech.edu and/or the Business Office cashier's window or call 229.931.2652 for more information.

STUDENT LIFE

SGTC FOUNDATION

SU ANN BIRD

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

OFFICE LOCATION:

229-931-2248

Odom Center 1st Floor

sbird@southgatech.edu

The South Georgia Technical College Foundation, through donations from business, industry, civic organizations, and individuals, provides scholarships for deserving students. These funds may supplement federal and state grants and may be used for both direct and indirect costs associated with educational expenses incurred during award and registration periods.

For more information regarding the application process and what scholarships/grants are available, check out their website at: <https://www.southgatech.edu/about-sgtc/foundation-alumni/scholarships-grants/>

FINANCIAL AID OFFICE

OFFICE LOCATION:

Odom Center 1st Floor

Americus 229-931-2755 or

Americus 229-931-2693

Cordele 229-271-4043

HOURS OF OPERATION:

Monday - Thursday 8am - 6pm

Friday: 8am - 12pm



The mission of the Office of Financial Aid is to help remove financial barriers to assist students in meeting the cost of attendance at SGTC. Our efforts are to provide resources to obtain your degree in the form of grants, employment, and student loans. We are committed to helping students find appropriate ways to finance their education. The Financial Aid Office provides counseling and assistance in completing the financial aid application, evaluation, and determination of need.

You should start the application process as soon as *October 1st* as possible each year. This will allow ample time to process everything.

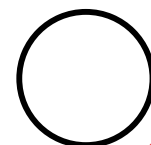
PRIORITY DEADLINES TO SUBMIT AID



HOW TO APPLY FOR FINANCIAL AID

- Complete the FAFSA (Free Application for Federal Student Aid) <https://fafsa.gov> - School Code for SGTC: 005617
- Provide additional information if requested. (Check Bannerweb for status)
- Review your Award Offer.

- Fall Semester - July 1
- Spring Semester - December 1
- Summer Semester - April 15



STUDENT LIFE



SPECIAL POPULATIONS SPECIAL SERVICES

OFFICE LOCATION:

Odom Center 2nd Floor Testing
Center

Jennifer Robinson

229-931-2595

jennifer.robinson@southgatech.edu

Who's included?

- Individuals with disabilities Individuals from economically disadvantaged families, including foster children;
- Individuals preparing for non-traditional fields
- Single parents, including single pregnant women
- Displaced homemakers
- Individuals with limited English proficiency

HOURS OF OPERATION:

AMERICUS

Monday - Thursday 8am - 6pm

Friday: 8am - 12pm

Cordele

Once a month and by appointment

Congratulations on making the decision to continue your education with us at SGTC. It is our aim that you graduate with a great education, wonderful experience, and the tools necessary to obtain a high skills/high-wage career.

SGTC wants to ensure that you have all that you need to be a successful student we know you are capable of being. You have identified yourself as an individual who may be eligible for special services.

We would like to assist you; however, to do so you **MUST** provide documentation of your condition and contact Jennifer Robinson, Special Populations Coordinator. Your eligibility for services will be determined **AFTER** contacting Special Services.

STUDENT AFFAIRS OFFICE

OFFICE LOCATION:

Odom Center 1st Floor

HOURS OF OPERATION:

Monday - Thursday 8am - 6pm

Friday: 8am - 12pm

EULISH KINCHENS

VICE PRESIDENT OF STUDENT AFFAIRS

229-931-2252

ekinchens@southgatech.edu

The Office of Student Affairs exists to assist students in their extracurricular activities, provide educational support where necessary, and to make sure the students overall experience is exceptional. Student Affairs assists with the following services:

- Admissions
- Fatherhood Initiative
- Campus Safety
- Health & Wellness Programs
- Intramurals
- Registration Services
- Residence Life
- Special Services & Populations
- Testing Services

STUDENT LIFE



SAMMY STONE
CHIEF OF POLICE
229-931-2130
sstone@southgatech.edu

POLICE DEPARTMENT

OFFICE LOCATION:

Hicks Hall Student Center

South Georgia Technical College Police Department consists of sworn certified officers and campus safety officials, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness.

Officers patrol the campus 24/7 and Police and security officers provide additional security by patrolling parking lots, buildings, assisting motorists, and providing safety escorts as needed.

SGTC adheres to and supports "20 U.S.C 1092 (f) Disclosure of campus security policy and campus crime statistics" also known as "the Clery Act". This law mandates that Colleges and Universities receiving Federal Aid report on campus crimes every October. Furthermore, the law requires that this information be available for students. SGTC keeps its crime reports for a period of three years, and they are always available on the campus website at www.southgatech.edu on the bottom of the website click Annual Security Report.

**FOR IMMEDIATE RESPONSE FROM THE CAMPUS
SAFETY OFFICER ON DUTY OR A SAFETY ESCORT CALL:**

229-938-2992

IN THE EVENT OF A MEDICAL EMERGENCY, CALL 911

STUDENT LIFE



HOURS OF OPERATION:

Monday - Thursday 8am - 6pm

Friday: 8am - 12pm

REGISTRAR'S OFFICE

OFFICE LOCATION:

Odom Center 1st Floor

229-931-2700

kbodrey@southgatech.edu

The Office of the Registrar maintains student records and grades. The Registrar's office also monitors FERPA (Family Educational Rights and Privacy Act of 1974) compliance. Additional duties include evaluating transfer credits, tracking academic requirements through Degree Works, process student requests (Ex. withdrawals and transcript requests) and awarding degrees.

- Please remember to apply for graduation the semester you are graduating and pay the \$40.00 application fee. See the calendar for due dates.



VETERAN'S SERVICES

OFFICE LOCATION:

Odom Center 1st Floor

KARI BODREY

REGISTRAR

229-931-2700

kbodrey@southgatech.edu

SGTC is fully committed to helping you and your family make the smooth transition from military service to civilian employment. Our Registrar's Office can help provide assistance to all Chapter 1606/1607, Chapter 30, Chapter 31, Chapter 33, and Chapter 35 veterans from basic questions and answers to certification.

You may be eligible to determine your eligibility for educational assistance through the VA by visiting <https://www.va.gov/education/eligibility> or call the VA at 1-888-442-4551.

STUDENT LIFE

HOUSING

JOSH CURTIN & EULISH KINCHEMS
ASSISTANT VICE PRESIDENT &
VICE PRESIDENT OF STUDENT AFFAIRS
229-931-2713 & 229-931-2252
housing@southgatech.edu

OFFICE LOCATION:

Odom Center 1st Floor

Martin Hall and James Hall are available to students currently enrolled in credit classes at SGTC. Individually designed with you in mind, SGTC campus housing offers private, or semi-private dorm rooms. Each room is furnished, but we hope you will add your own creative touches to make you feel more at home. The rooms are also designed to provide a quiet place to study.

Each wing of the building has a Resident Assistant (RA) to help its residents with any situations that may occur. The RAs are under the direction of the Office of Student Affairs. If you are interested in becoming an RA, please contact Josh Curtin, Assistant Vice President of Student Affairs at housing@southgatech.edu.

If you would like to reside on the Americus campus at SGTC, complete the Residence Hall Application Packet located online or in the Odom Center and pay the \$150 refundable housing damage deposit. Payments can be made at the business office or by calling 229-931-2117. Private room priority is given students who have a deposit on file and can guarantee payment of their housing.

JAMES HALL



MARTIN HALL



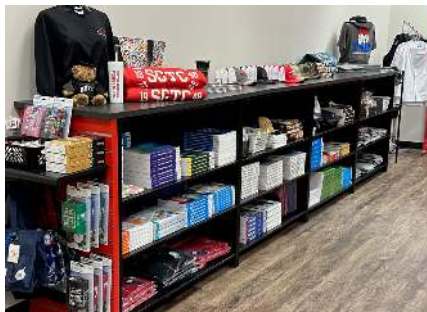
CAMPUS BOOKSTORE

Bookstores

The South Georgia Technical College Bookstore is located inside the Hicks Hall Student Center (Americus Campus) and inside the Main Building on the Cordele Campus. The bookstore offers a wide variety of SGTC apparel, health care items, snacks, and supplemental instruction materials for your classes. Items are available at reasonable prices and SGTC encourages students to purchase items to show their school spirit.

Hours of Operation

Monday - Thursday: 8:30am - 4:30pm
Friday, Saturdays, & Sundays: Closed



Campus Library

The library, located in Hicks Hall Student Center, offers a variety of resources to students to assist them with their academic and research needs. These include databases through GALILEO (Georgia Library Learning Online) such as films on demand, eBooks on EBSCOHost, and Learning Express. The library also provides a quiet space to read, use the computer lab for research or print papers and schedules that are needed for your coursework. A friendly librarian is also on hand to assist students with any research you require and properly cite papers for your convenience. There is also a library conveniently located on the Crisp County Campus Main Building

The Life Lab is also located within the Library and is another area where you can study and use the computers for school use.

SGTC EMAIL

How to access your email

Student Info on the Web:

TO CHECK EMAIL

- Go to www.southgatech.edu.
- Click "SGTC Student Email."
- Type in your Single Sign On login information.

Email username: First part of your SGTC email address (before the @ symbol) Email address can be found in your orientation packet.

Initial email password: Capitalized first letter of your last name along with your 8-digit birthday and an exclamation point (Lmddyyyy!) You will then be asked to create your Single Sign-On password.

LOGGING INTO THE SECURE AREA

- At the www.southgatech.edu website, click "Banner Web."
- Enter your login information into the Single Sign On username and password fields.

TO SEE OR PRINT YOUR CLASS SCHEDULE

- Click the "Student Services and Financial Aid" link.
- Click "Registration."
- Use the pull-down menus to select the term and click "Submit Term." You can see or print your class schedule with day and times, meeting location, and instructor by clicking the "Student Detail Schedule" button.
- Click the Print icon on the toolbar at the top of the page to print your schedule.

TO SEE OR PRINT YOUR GRADES FOR A SELECTED TERM

- Click the "Student Services and Financial Aid" link.
- Click "Student Records" and then "Final Grades."
- Use the pull-down menu to select the term and click "Submit Term."
- Click "Display Grades."



Sign In

Username

Full email address

xxxxxxxxxx@student.southgatech.edu

Remember me

Next

[Need help signing in?](#)

Select Enter Secure Area

Insert your username: First part of your SGTC email.
Example jcurtin (jcurtin@southgatech.edu).

Password: First letter of your Last Name Capitalized plus
your 8 Digit Birthdate + ! (Exclamation Point).

Example **C06222005!**

Enter CAPTCHA code correctly to enter your portal profile.

Please read below!

It is extremely important to check your email on a regular basis. Your South GA Tech email is the official means of communication when it comes to alerting you to news and information. If you don't want to check this email, please forward it to your personal email address that you actually check.

Logging into Student Accounts

IT IS IMPORTANT TO NOTE...YOUR PASSWORD WILL EXPIRE EVERY 45 DAYS. IF YOU NEED ASSISTANCE YOU MAY CALL 229-931-2290 OR EMAIL STUDENTHELPDESK@SOUTHGATECH.EDU

1 **FIRST** you must log into your Email account

STEPS

1. On the South Georgia Tech website homepage click on the Student eMail link at the top of the page
2. Enter your full SGTC email address
3. Enter your password
4. It may prompt you to enter the information a second time
5. For verification, you will be asked to enter your phone number
6. You should then see your Inbox

2 **SECOND** log into your Blackboard through Single Sign On. (Single Sign On is the portal used to get you into your Blackboard and/or BannerWeb)

Note: If you are an online student will also need to log into Blackboard.

Go to the South Georgia Tech Home page and [click on Blackboard](#), located at the top of the page.

BLACKBOARD



MUST USE CHROME or FIREFOX with Laptop or Personal Computer

Technology: We recommend accessing Blackboard from a desktop or laptop computer. Mobile devices may not display all of the content. Also, never take a quiz or test using a mobile device (tablet, iPad, cell phone).

Browser: Google Chrome or Firefox are the recommended browsers when accessing Blackboard.



or



Setup Okta Account to Access Blackboard

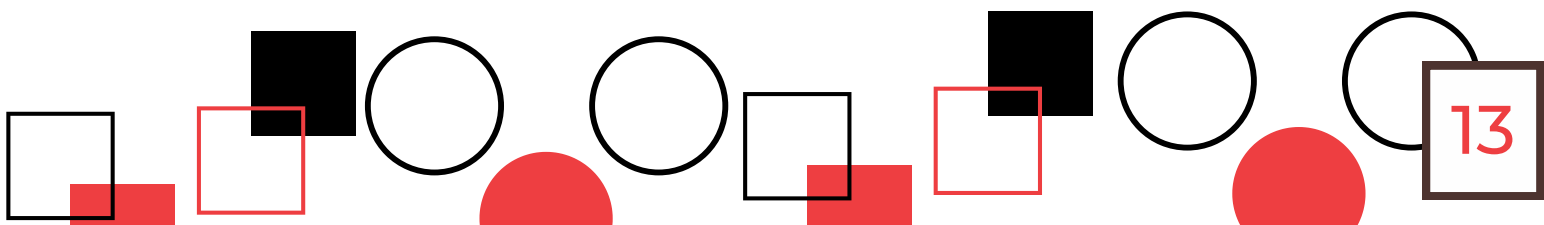
Students must access Blackboard through their Okta account. If it is your **FIRST** time logging in to OKTA, you will need to sign in using your **South Georgia Tech student e-mail as your username** and **your password is the first letter of your last name capitalized, 8-digit date of birth in mmddyyyy and exclamation mark. Example: D01311995!**

As you set up your Okta account/multifactor authentication, there are several options to choose from. Please select the method that will **BEST** allow the application to contact you to authenticate. However, you must remember your security answer - we do not know the answer and cannot provide it if you forget it. You will be challenged for your MFA code **EACH** time you login to Okta.

If you still cannot login and need assistance, please email studenthelpdesk@southgatech.edu or call 229-931-2290.

BANNERWEB INSTRUCTIONS

- Go to www.southgatech.edu → BannerWeb at top of page
- Sign in to your account
 - Your User Name is the first portion of your email address, before the @ sign
Ex: if your email address is
jsmith21@student.southgatech.edu,
then your User Name will be jsmith21
 - Your Password is the same as your student email password
- View Account Balance • Student Services & Financial Aid → Student Records → Account Summary
- View Class Schedule • Student Services & Financial Aid → Registration → Student Detail Schedule → Click correct term
- View Final Grades • Student Services & Financial Aid → Student Records → View Final Grades
- View Unofficial Transcript I See Transfer Credit Awarded
 - Student Services & Financial Aid → Student Records → Unofficial Transcript → Select from the dropdown menu All Levels and Student Transcript Unofficial from → Submit
 - Scroll to bottom of transcript to see transfer credit awarded



HAVING ISSUES?

NEED HELP WITH SGTC EMAIL?



**CORDELE: LIFE LAB ROOM A4
MON - THUR ★ 9AM - 6PM**

**AMERICUS: ODOM CENTER TESTING LAB
MON - THUR ★ 9AM - 6PM**

**IF YOU NEED ASSISTANCE
CALL 229-931-2290 OR EMAIL:
STUDENTHELPDESK@SOUTHGATECH.EDU**

CAMPUS ALERTS

To communicate emergency/urgent information, South Georgia Technical College utilizes a new emergency alert notification service called **Campus Alerts®**. **Campus Alerts** will help keep students informed about important campus-related matters and emergency situations. **Campus Alerts®** provides timely communications to students via telephone, email, and text-to-cell notifications.

How to update your emergency contact information:

The My Account Portal® is available for all students to access. You can login to review and change your contact information to receive emails, phone calls, and texts.

Portal Website: <https://www.campusalerts.com/southgatech>



Students
Login Here

Campus Students
For emergency notifications and other campus-related matters, register or login now with your username and password.

Faculty & Staff
Login Here

Campus Staff
For emergency notifications, campus announcements and other work-related matters, register or login now with your username and password.

Click STUDENTS LOGIN HERE to access the login screen.

Insert your username: First part of your SGTC email. Example jcurtin (jcurtin@southgatech.edu).

Password: First letter of your Last Name Capitalized plus your 8 Digit Birthdate + ! (Exclamation Point).

Example C06222005!

Enter CAPTCHA code correctly to enter your portal profile.

Once you are in, please update your email, cell phone number and cellular carrier to receive updated information about weather alerts, campus closures, immediate threats/concerns and housing students will receive important updates. You can also add a second number for family members if needed.

You will receive text messages from 1-229-931-2394, you may want to save this into your phone as it is not a SPAM Call or SPAM Text.

CARE TEAM



CARE TEAM (A.K.A. Behavioral Intervention Team)

The CARE Team is dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of the South Georgia Technical College community.

The CARE Team is not an emergency response team.
If you are experiencing an emergency or critical incident,
contact Campus Safety at **229.938.2992**.

What and How to Report

Any behavior that causes concern for student or employee safety or well-being should be reported directly to a member of the CARE Team or with an anonymous report to Campus Safety.

Scan this QR Code for contact information of CARE Team members and to learn more about CARE

<https://www.southgatech.edu/care/>

Once a report is submitted:

- A preliminary response meeting may be conducted by the CARE Team Chair
- The report is reviewed by the CARE team
- Reporter may be contacted for further information if needed
- CARE Team assesses and determines further action




The CARE Team does not replace disciplinary processes, classroom management, other programs and services, and/or Campus Safety response to incidents.

CARE Team works within all current college policies and coordinates resources to help students achieve success. Contact Karen Werling at kwerling@southgatech.edu for more information.


As set forth in its student catalog, South Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Eulish Kinchens, 229.931.2249 or ekinchens@southgatech.edu; or the Section 504/ADA Coordinator, Jennifer Robinson 229.931.2595 or jennifer.robinson@southgatech.edu.


South Georgia Technical College Student Assistance Program (SAP)


Free | Confidential | 24/7


 **Counseling Support** for stress, marital and family problems, job-related concerns, life transitions, work-life challenges, emotional issues, and other concerns.


- TalkNow® provides immediate access to counselors for in-the-moment support and guidance.
- Up to 4 SAP sessions for assessment, short-term counseling, and referral.
- Telephonic, video, and in-person options are available.

 **Tess Chatbot** is a supportive AI chatbot that's available 24/7, for unlimited conversations to help manage stress, increase self-awareness, build resilience, and discover helpful resources.

 **Espyr Coach** provides personalized assistance to help students achieve their potential and improve academic success. With six telephonic coaching sessions, students can address personal challenges such as time management, study skills, managing relationships, and creating a healthy lifestyle.

 **Legal** assistance for issues such as divorce, family law, wills, adoption, and more. Identity Theft Recovery and mediation services are also available. Get a free 30-minute consultation and a 25% discount off the mediator or attorney fees for services rendered beyond the SAP.

 **Financial** consultation regarding debt matters, investment options, money management, taxes, and retirement planning. Financial personnel services are discounted at 25% as are CPA tax preparation fees.

 **Work-Life** specialists provide consultation, information, resources, and verified referrals for most all personal and family needs such as:

- Childcare
- Eldercare
- Adoption
- Academic
- Health & Wellness
- Relocation
- Concierge
- Pet Care

South Georgia Technical College has partnered with Espyr® to provide you and your eligible family members with immediate support to help improve your well-being. Get help with a variety of personal and work-life matters today.

App: Download the Espyr Connect mobile app from the Apple Store or Google Play Store.



Scan &
Download Now



Access digital resources including activities, assessments, videos, quizzes, articles, motivational tips, and more.

Organization ID: SGT CJETS1

Online: care.espyr.com

Call: (866) 734-5890

Tess: Chat with Tess by texting "Hi" to (442) 245-8065 or via the Espyr Connect app.

Chat: Chat live with Espyr online or through the Espyr Connect mobile app or the website to ask a question, request services, or receive immediate counseling support.

TUTOR ME

TutorMe 

Free Online Tutoring



24/7 online tutoring in 300+ subjects



How To Access

- 1 Login to Blackboard
- 2 Click on your class under course list
- 3 Find **TutorMe** on the course homepage (left hand side)

Our Services

-  Connect with a live tutor in under 30 seconds
-  Submit paper for review (<12 hour turnaround time)



FREE TO ALL STUDENTS

As set forth in its student catalog, South Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Eulish Kinchens, 229.931.2249 or ekinchens@southgatech.edu; or the Section 504/ADA Coordinator, Jennifer Robinson, 229.931.2595 or jennifer.robinson@southgatech.edu.

JETS HYGIENE PANTRY

JETS Hygiene Pantry

SGTC has a hygiene pantry located on the 2nd floor of the Odom Center. This pantry is available to residential and commuter students who attend SGTC.

Typical items in the hygiene pantry include:

Toothbrushes, toothpaste, feminine hygiene products, soap/body wash, shampoo, conditioner, razors, shaving cream, laundry detergent & more.

**Open
Monday - Thursday 8-6pm &
Friday 8-12pm
Closed on Weekends**





GETTING STARTED WITH FOCUS 2

How to set up your account and log in to FOCUS 2

New Users:

Create your account by registering for FOCUS 2. You can link to the registration and log in pages for FOCUS 2 from the Career Service's webpage:

<https://www.Focus2Career.com/Portal/Login.cfm?SID=1792> or

Under the Main SGTC webpage select:

Academics TAB → Academic Resources → Career Services → Right Side → Focus2

Click on Register and the FOCUS 2 Access Code: **jets (all lowercase)**

Select Type of Registered Student and begin your personal assessments.

Your password must be at least 8 characters in length, contain both an upper and lower case letter and at least 1 number.

Returning Users:

- Access your account anytime by entering your username and password on the log in page for FOCUS 2. The log in is cAse seNsitive.
- *If you forget your user name and password, go to the log in page to have it emailed to you.*

Things to Keep in Mind







- Use FOCUS 2 online on any phone, tablet, PC or MAC computer or IPAD anywhere, anytime.
- FOCUS 2 always saves your results. Use FOCUS 2 as often as you wish and in any order.
- You can change your mind about earlier choices, repeat a section and explore new options.
- Your results are stored online and are always available to you and your career counselor/adviser.
- Remember to save the majors and occupations that appeal to you as you review them.

The main menu layout mirrors the steps of the career planning process. Most students start at the top of the main menu and then work down through the FOCUS 2 tools.

FocusTM 2

MAJOR SELECTION AND CAREER DECISION MAKING STARTS HERE

FocusTM 2 CAREER

Student Dashboard	Description
<p>Career Planning Foundations</p> 	<p>A Great Starting Point</p> <p>Orientation to the Career Planning Process & how to Be Career Ready</p>
<p>Self Assessment <small>Discover majors and occupations that match your personal attributes</small></p> 	<p>Valid & Reliable Self Assessments</p> <p>Assessment Results Identify Occupations and Majors at this College Matching Your Personal Attributes</p>
<p>Explore the Possibilities <small>Use these tools for ongoing career and education exploration</small></p> 	<p>Major & Career Exploration</p> <p>Explore Suggested Majors that Match Your Personal Attributes and Navigate Career Options to Make Informed Decisions</p>
<p>Take Action <small>Create a road map of your academic and career development activities</small></p> 	<p>Academic & Career Plan</p> <p>Develop a Road Map of Your Goals and Experiences to Plan For Your Future</p>
<p>Diane McCrudden's Career and Education Planning Results <small>A summary of your assessment results and saved preferences</small></p> 	<p>FOCUS 2 Career Portfolio</p> <p>Summary of Your Results with Your Comments & Top Choices</p>
<p>Recommended Tools & Websites</p>  <p><small>FocusTM 2 Copyright 2018 Career Dimensions®, Inc. All Rights Reserved</small></p>	<p>Resources & Links</p> <p>Link to Resources Suggested by your Career Counselor</p>

GETTING INVOLVED

SGTC has a variety of active organizations such as:

- **Skills USA**- compete at the state and national levels in the skill area of your program. (Advisor Josh Curtin - joshua.curtin@southgatech.edu)
- **Student Government Association (SGA)**- become a representative for your program area and help make improvements to your college. SGA meets the last Thursday at 11am of every month. (Advisor Josh Curtin - joshua.curtin@southgatech.edu)
- **GOAL (Georgia Occupational Award for Leadership)**- faculty nominated competition for outstanding students with local, regional and state competitions. (Advisor Josh Curtin - joshua.curtin@southgatech.edu)
- **NTHS (National Technical Honor Society)**- faculty nomination and GPA requirements for membership focused on outstanding academic performance. (Advisor: Chester Taylor - ctaylor@southgatech.edu)
- **O-Team (Orientation Team)** - a student organization that aids new and returning students during Orientation and Registration. (Advisor: Deo Cochran - dcochran@southgatech.edu)



Visit the Student Affairs Department located in the Odom Center to learn more about all of these activities and more!

South Georgia Technical College Student Calendar 2024 - 2025

Fall Semester 2024

July 23	First Registration for Fall 2024 (No Classes)
August 13	Registration Day (No Classes)
August 15	First Day of Class
August 26	Last Day for NS/NHNF (No Penalty)
August 27	Student Responsible for Withdrawing (Possible Penalty)
September 2	Labor Day Student Holiday (No Classes)
October 11	Mid Term
October 14-15	Fall Break Student Holiday (No Classes)
October 16	First Day of C term
November 19	First Registration for Spring 2025 (No Classes)
November 20-24	Thanksgiving Break Student Holiday (No Classes)
December 2	Graduates' Grades Due
December 10	Last Day of Class
December 11-13	Final Exams
December 12	GRADUATION

Summer Semester 2025

April 22	First Registration for Summer 2025 (No Classes)
May 20	Registration Day (No Classes)
May 22	First Day of Class
May 26	Memorial Day Student Holiday (No Classes)
June 2	Last Day for NS/NHNF (No Penalty)
June 3	Student Responsible for Withdrawing (Possible Penalty)
June 19	June/teenth Student Holiday (No Classes)
June 20	Midterm
June 30-July 3	Summer Break Student Holiday (No Classes)
July 4	Holiday (No Classes)
July 15	First Registration for Fall 2025 (No Classes)
July 28	Last Day of Class
July 29-30	Final Exams

Spring Semester 2025

November 19	First Registration for Spring 2025 (No Classes)
January 7	Registration Day (No Classes)
January 9	First Day of Class
January 20	MLK Day Student Holiday (No Classes)
January 20	Last Day for NS/NHNF (No Penalty)
January 21	Student Responsible for Withdrawing (Potential Penalty)
March 7	Mid Term
March 10-14	Spring Break Student Holiday (No Classes)
March 17	First Day of C term
April 22	First Registration for Summer 2025 (No Classes)
April 28	Graduate Grades Due
May 5	Last Day of Class
May 6-8	Final Exams
May 8	GRADUATION

Fall Semester 2025

July 15	First Registration for Fall 2025 (No Classes)
August 13	Registration Day (No Classes)
August 18	First Day of Class
August 28	Last Day for NS/NHNF (No Penalty)
August 29	Student Responsible for Withdrawing (Possible penalty)
September 1	Labor Day Student Holiday (No Classes)
October 10	Mid Term
October 13	Fall Break Student Holiday (No Classes)
October 14	First Day of C term
November 11	First Registration for Spring 2026 (No Classes)
November 24-28	Thanksgiving Break Student Holiday (No Classes)
December 1	Graduate Grades Due
December 11	Last Day of Class
December 12 – 16	Final Exams
December 11	GRADUATION

TERMINOLOGY

Admissions - Assist with the college application process. They also process residency information, change of programs, and administer placement tests with specific programs.

Advisor - Advisors help you choose your classes and schedule and ensure that you have completed all required courses to graduate. Your advisor is your greatest resource! Your advisor is typically the instructor of the program/degree/diploma/certification you are taking.

Business Office - Located in the Odom Center, the Business Office takes payments for tuition and fees, housing deposits, graduation fees etc.

Completion Rate - Cumulative attempted hours divided by cumulative passed hours per semester. Students must meet a minimum of 67% per semester to maintain SAP.

Credit Hour - Credits are measured in terms of semester hours. A semester hour of credit represents one class hour of work per week for one semester.

Degree Requirements - Requirements outlined by the college for completion of a program of study.

Diploma Program - Diploma programs are organized around the curriculum in a chosen area of specialization, which leads to a diploma in usually 1 - 2 years.

Drop Add/No Harm, No Foul - A drop period for all students. Students who are officially withdrawn from courses by the end of the period will receive no grade for the course and 100% refund of applicable tuition and fees.

Electives - Not all programs require electives. Some programs allow electives that students can take particular courses from a list of (with advisor's approval) to count towards their degree/diploma.

Enrollment Verification Form - A form a student must complete and turn into the Registrar's Office in order for the school to verify with third parties that a student is current and full-time.

TERMINOLOGY

FAFSA - Free Application for Federal Student Aid. This form may be filled out annually by college students to assist with tuition and fees. This form also determines Pell eligibility.

FERPA: Family Educational Rights and Privacy Act. Family members who want access or discuss a student's records must sign a FERPA waiver and have the student sign it to allow access to these records.

Full-Time Student - A student taking 12 hours or more of coursework during a semester. Anything less than 12 hours is considered part-time.

GPA - Grade Point Average. A calculation of quality points earned by letter grades and the number of credit hours attempted and earned. You can find your GPA on your BannerWeb.

Graduation Application - An application you fill out the beginning of the semester you are graduating. You must also pay your graduation fees and get approval from your advisor that you are graduating that semester. You do not have to walk in the ceremony.

Hold - An action taken by the college because of an outstanding obligation (usually financial) that may restrict a student from registering for courses or receiving a transcript.

Registrar (Registrar's Office) - Receives and records grades, other transcript information, transcripts, evaluation for credit, and assists with registration and graduation requirements.

Registration - The process of scheduling classes each semester. SGTC offers a pre-registration period before each semester, web registration, and open registration.

Residency Status (Resident/Non-Resident) - Residency status refers to a student classification as either a resident or non-resident of the State of Georgia.

SAP: Satisfactory Academic Progress. Students wanting to maintain good financial status must complete 67% of all courses attempted.

Syllabus - A course outline which usually explains the course requirements, attendance policies, assignments, readings, exam schedules, instructor numbers and office hours. The syllabus can usually be found on blackboard as well.

TERMINOLOGY

Technical Certificate of Credit (TCC) - TCC's are programs that are very specialized. Most TCC's are completed in 1-3 semesters.

Tuition: Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, etc. Tuition chages vary from college to college and are dependent on such factors as whether or not the college has classified a student as in-state or out-of-state.

Transcript - The official record of a student's college work, which is maintained and updated each semester by the Registrar's Office. It includes course name, hours, gpa etc. You can request an official copy through SGTC's Parchment online website.

Transfer Credit - Credit awarded from a previous college to SGTC. Transfer credit is not counted in SGTC calculation of GPA.

Transient - A student taking classes here at SGTC and at another technical college sharing financial aid and usually during the same semester. Talk with the registrar to make sure transient courses will transfer before registering with another college.

Transfer - Moving attendance from one college to another. You will need to send your official transcripts from SGTC to your next college for admittance.

Tuition - The amount of money a student pays for his or her courses. Fees are institutional services students pay for included in their tuition. Housing is a separate cost from tuition & fees.

Academic Standings for South Georgia Technical College

- **Good Standing:** Cumulative GPA of 2.0 or higher
- **Warning:** The first time a student's semester and cumulative GPA drop below a 2.0
- **Probation:** A student previously on warning whose semester GPA continues to be less than 2.0 will move to probation
- **Suspension:** A student previously on probation whose semester and cumulative GPA is now below 2.0 will be suspended or asked to sit out a semester

ABC Terms (Course Periods) Defined

Term Definitions:

- **A Term:** Full term courses. 16 weeks during Spring/Fall. 8 weeks during Summer.
- **B Term:** First 8 week mini term. Spring/Fall only.
- **C Term:** Second 8 week mini term. Begins when B Term ends. Spring/Fall only.

DISCRIMINATION & HARASSMENT

As set forth in its student catalog, South Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

All persons who believe that they are or may have been victims of improper harassment, or any student grievances alleging action of a discriminatory nature, are encouraged to seek a resolution by contacting the Title IX Coordinator & Sexual Harassment Officer for Students:

Title IX Coordinator:

Eulish Kinchens

*South Georgia Technical College
900 South GA Tech Parkway
1st Floor Odom Center Room 107B
Americus, GA 31709
ekinchens@southgatech.edu
229-931-2249*

Inquiries concerning the application of the Americans with Disabilities Act to the policies and practices of South Georgia Technical College may be addressed to the Section 504 Coordinator: Section 504/ADA Coordinator:

Special Populations Coordinator

Jennifer Robinson

*South Georgia Technical College
900 South GA Tech Parkway
2nd Floor Odom Center Room Testing Center
Americus, GA 31709
jennifer.robinson@southgatech.edu
229-931-2595*

CORDELE CAMPUS

AVP Academic Affairs Cordele Campus

Michelle McGowan

*South Georgia Technical College
402 N Midway Rd
Cordele, GA 31015
mmcgowan@southgatech.edu
229-271-4045*

VIOLENCE AGAINST WOMEN ACT

In compliance with federal laws, South Georgia Technical College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors, and visitors.

South Georgia Technical College does not discriminate on the basis of sex in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender-based or not and include dating violence, domestic violence, and stalking.

The College does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct (See Student Handbook link on page 70), College policies, and may violate state and federal laws.

Violations are subject to disciplinary sanctions through the Office of Student Affairs.

South Georgia Technical College's Sexual Harassment and Assault Reporting and Education website is also intended to provide assistance in obtaining information and identifying resources for anyone who becomes aware of or has experienced sexual harassment and/or assault. You have other options in addition to contacting Campus Police regarding sexual assault, domestic violence, dating violence, and stalking. The first step in the procedure is to contact Eulish Kinchens, Title IX Coordinator, at 229-931-2249, ekinchens@southgatech.edu



DRUG-FREE CAMPUS ACT

South Georgia Technical College is a drug-free campus. The staff at South Georgia Technical College is concerned about the growing pattern of drug and alcohol abuse in our society today. South Georgia Technical College is doing its part to curb this usage and to educate our staff and students about the associated dangers. South Georgia Technical College will comply with all pertinent laws and regulations and is eager to join other educational facilities in this national effort to combat drug abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal Drug-Free Schools and Communities Act of 1990 contains Section 20, Drug-Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession, or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug-related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.



Federal and state law require public school campuses to be

- alcohol
- tobacco
- drug
- weapon

→ FREE

Please do your part to set an example for our students.
Federal Safe and Drug-Free Campuses Act.

CONSUMER DISCLOSURE NOTICE

The Higher Education Opportunity Act of 2008 requires that colleges make available to current and prospective students essential information concerning each institution's academic programs, retention rates, graduation rates, crime reports, financial aid procedures, and more to better inform higher education consumers.

The Higher Education Act protects the consumer's right to know important facts about each institution's student services, student success metrics, campus safety and security, the cost to attend, and other information needed to make fully informed choices when selecting colleges and universities.

It is the college's hope that the centralization of this information makes it easier for prospective students, enrolled students, and their families to access the information they need to make the best possible decisions.

For additional information about South Georgia Technical College and a comparison to other institutions of higher education, please see the [College Navigator](#) website maintained by the U.S. Department of Education. This site contains useful information about more than 7,000 institutions of higher learning in the United States, including South Georgia Technical College.

CODE OF CONDUCT

It is your responsibility to be aware of and abide by the Code of Conduct in the Catalog and Student handbook of SGTC. You can find the student handbook located here: <https://www.southgatech.edu/academics/academic-resources/catalog-student-handbook/>.

Students living in housing must also abide the rules of the Residence Life handbook. The handbook can be found here: <https://www.southgatech.edu/wp-content/uploads/2023/03/South-Georgia-Technical-College-Handbook-23-24-031423.pdf>

DROPPING A COURSE

Dropping

Students who would like to officially withdraw from courses are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to dropping. Dropping a course may negatively impact their academic status, financial aid eligibility and account balance. The student's official drop date will be the date the student initiates the drop with the College.

A student who wishes to drop must submit an online form found [HERE](https://portal.laserfiche.com/f0087/forms/ClassDropAdd). <https://portal.laserfiche.com/f0087/forms/ClassDropAdd>. No drop will be processed after the drop period ends, which is two calendar weeks before the end of the semester.

South Georgia Technical College is required to determine the amount of earned and unearned portions of financial aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or academic activity. Up through the 60% point in each semester, a pro rata schedule is used to determine the amount of funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period.

WITHDRAWING FROM ALL COURSES

Official Withdrawal

Students who would like to officially withdraw from one or all courses are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may negatively impact their academic status, financial aid eligibility and account balance. The student's official withdraw date will be the date the student initiates the withdrawal with the College. A student who wishes to withdraw from all courses must submit a drop form to the Registrar's Office via the online link found on the Registrar's page on the SGTTC website. No withdrawals will be processed after the withdrawal period ends, which is two calendar weeks before the end of the semester.

South Georgia Technical College is required to determine the amount of earned and unearned portions of financial aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or academic activity. Up through the 60% point in each semester, a pro rata schedule is used to determine the amount of funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period.

Unofficial Withdrawal

Students who stop attending class but do not officially withdraw are considered to be unofficially withdrawn. All students who are unofficially withdrawn before the midpoint of the term will be assigned an unofficial withdrawal date identified as the 50% point of the term. Students with documented academic activity beyond the midpoint of the term may be assigned a later withdrawal date.

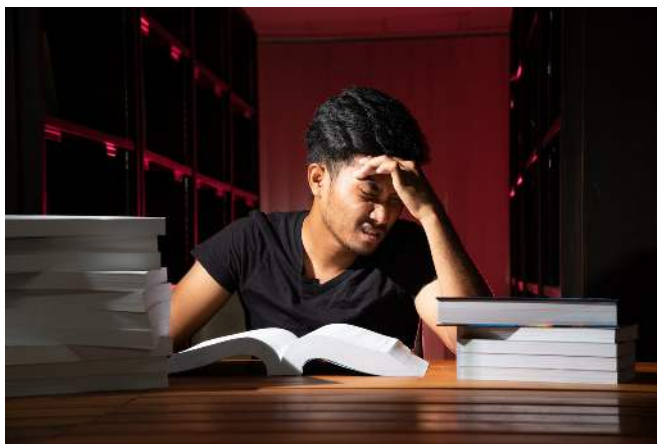
Students who stop attending class, but do not formally withdraw, may receive a grade of 'F' and could face financial aid and/or Satisfactory Academic Progress repercussions in the upcoming semesters. Unless otherwise specified in a program/course of attendance procedure as required by the program accreditation/licensing agency, students will not be withdrawn by an instructor for attendance.

WITHDRAWING FROM COURSES CONTINUED

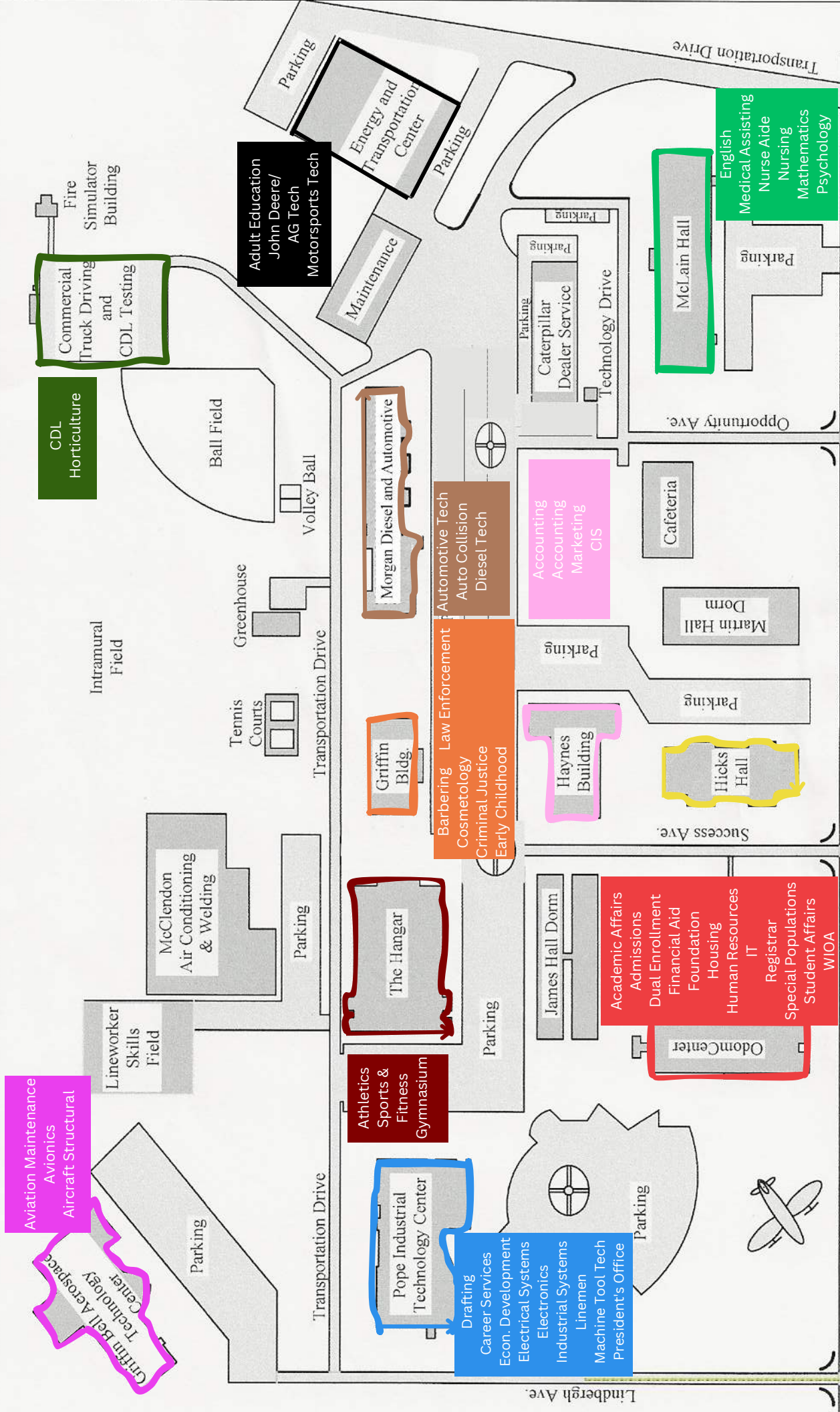
Last Date of Academically Related Academic Activity Guidelines

The last date of academically related academic activity (LDA) is to appropriately assess the academic standards and financial eligibility for students. The LDA will be documented by the instructor/faculty. An academically related activity is demonstrated through active academic activity (simply logging into an online class is not considered active academic activity). Academically related activities include, but are not limited to the following:

- *Physically attending a class where there is an opportunity for direct interaction between the instructor and students*
- *Submitting a current academic assignment*
- *Completing an exam, an interactive tutorial, or computer-assisted instruction*
- *Participating in an online discussion within a course*
- *Initiating contact with a faculty member to ask questions or receive assistance about the academic subject studied in the course.*



SGTC CAMPUS MAP - AMERICUS



Campus Safety: 229-938-2992
Student Affairs: 229-815-1581

SOUTH GEORGIA TECHNICAL COLLEGE
www.southgiatech.edu

Bookstore
 Campus Safety
 Culinary Arts
 Gameroom
 Library
 Life Lab
 Student Center
 Workout Gym

South Georgia Tech Parkway

Lindbergh Ave.

Opportunity Ave.

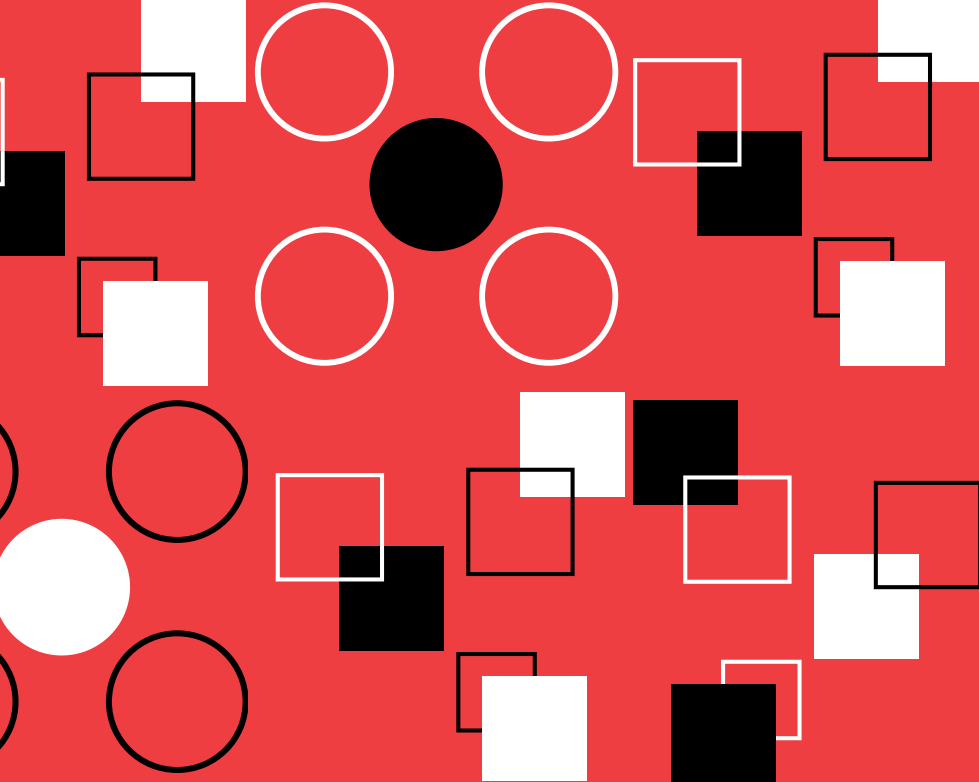
Success Ave.

Transportation Drive

Transportation Drive

Technology Drive

Transportation Drive



SOUTHGATECH



SOUTHGATECH



SOUTHGATECH



SOUTHGATECH



**LET'S GROW
TOGETHER**



As set forth in its student catalog, South Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Eulish Kinchens, 229.931.2249 or ekinchens@southgatech.edu; or the Section 504/ADA Coordinator, Jennifer Robinson 229.931.2595 or jennifer.robinson@southgatech.edu.