



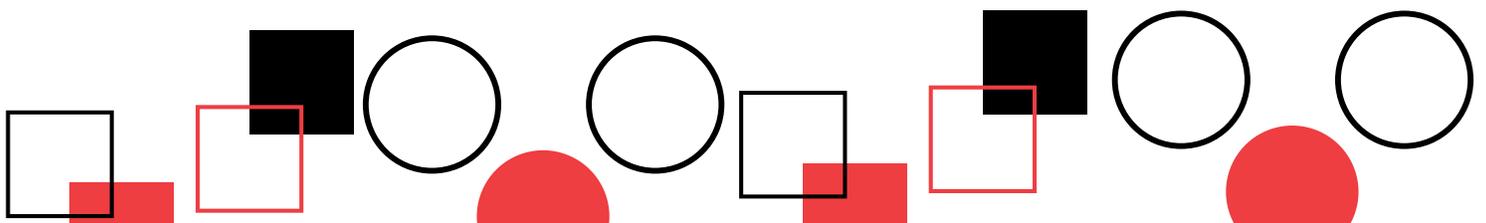
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# STUDENT

## SUCCESS GUIDE

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# QUICK REFERENCE

**Program Advisor Name:**

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**Program Advisor Email:**

---

**Program Advisor Phone:**

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**Program Advisor Location:**

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**800-928-0283**

**[www.southgatech.edu](http://www.southgatech.edu)**

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

**AMERICUS ADMISSIONS**  
229-931-2760

**AMERICUS FINANCIAL AID**  
229-931-2755  
229-931-2693

**AMERICUS CAMPUS SAFETY**  
229-938-2992

**AMERICUS HOUSING**  
229-931-2252

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

**CORDELE ADMISSIONS**  
229-271-4051

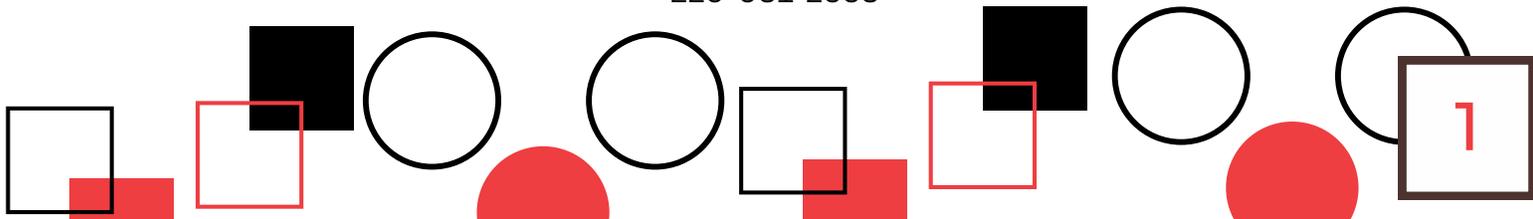
**CORDELE FINANCIAL AID**  
229-271-4043

**CORDELE CAMPUS SAFETY**  
229-271-4040

**STUDENT SUPPORT AND ACCESSIBILITY SERVICES**  
229-931-2595

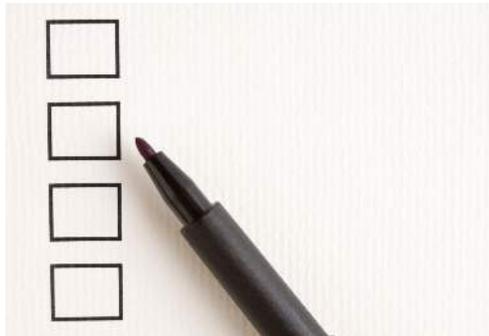
**CAREER SERVICES**  
229-931-2057

**WIOA**  
229-931-2553



## NEW STUDENT

# CHECKLIST



### DID YOU KNOW?

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 to register for classes. 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.
- 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 Campus Safety if you're taking classes through face-to-face instruction.
- Purchase supplemental books from 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

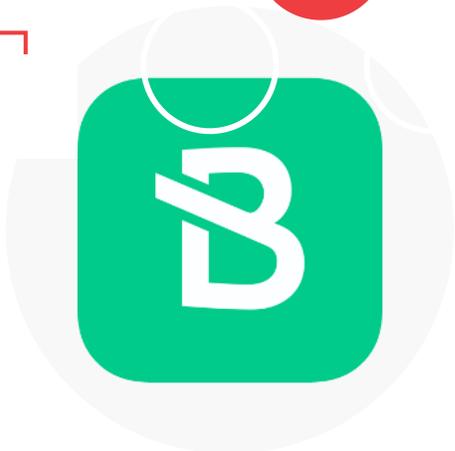
- Complete and turn in your housing application
- Pay the non-refundable \$150 housing application fee to the Business Office
- Send a headshot photo to studentid@southgatech.edu include your name and student ID number.
- Register for at least 12 hours of coursework, submit schedule to Housing to get 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

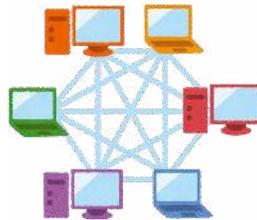
**\*Financial Aid may be affected**



# BANK MOBILE REFUND SELECTION

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](http://www.southgatech.edu) and/or the Business Office cashier's window or call 229-931-2652 for more information.

## Cyber Security Training



SGTC offers Free Cyber Security Training to help you limit your exposure to cyber attacks.

Please use this link to begin your training: <https://www.cyber101.com>

The training is free and anonymous. You can start by clicking on Module 1 "Global threat landscape" or click "Start next module". Each module is between 2 and 5 minutes long with a test at the end of each module. You may go through each module as many times as necessary, there are no current limits.

At South Georgia Technical College, we strongly encourage all students to take the following training to help detect and deter all forms of cyber attacks that you will be bombarded with in this digital world.

# 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.

## 2025-2026 FAFSA Checklist

### Financial Aid

**Remember:** The FAFSA has to be completed each year before Fall semester.  
Use this checklist to help you apply for Fall 2025-Summer 2026!

- o Create or login with your FSA ID, username and password, at [studentaid.gov](https://studentaid.gov).  
All individuals are required to have a verified FSA ID. This can take 3-5 business days to process. Do this before filling out your FAFSA.
- o Start your portion of the 2025-2026 FAFSA by selecting **Start or Edit a 2025-2026 FAFSA Form**.
- o Make sure SGTC's Federal School Code of **005617** is included in your FAFSA.
- o Follow instructions, answer all questions and invite a contributor(s). Once complete make sure to electronically sign and submit your FAFSA.
- o Make sure you have submitted and not saved your FAFSA.

What happens next?

- Your application will take 3-5 business days to process once you and your contributor(s) have completed and signed all sections.
- Once application is processed it will be sent to SGTC. SGTC will then review your application and request any additional documentation required.

#### SGTC Financial Aid Contact Information:

Email: [finaid@southgatech.edu](mailto:finaid@southgatech.edu)

#### Americus Campus

Jasmine Mercer: 229-931-2693

[jmercer@southgatech.edu](mailto:jmercer@southgatech.edu)

Lacy Bailey: 229-931-2755

[lbailey@southgatech.edu](mailto:lbailey@southgatech.edu)

#### Cordele Campus

Jennifer Gilmore: 229-271-4043

[jennifer.gilmore@southgatech.edu](mailto:jennifer.gilmore@southgatech.edu)

#### IMPORTANT LINKS:

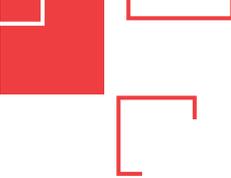
FSAID:

<https://studentaid.gov/fsa-id/sign-in/landing>

Start or Edit a 2025-26 FAFSA Form:

<https://studentaid.gov/h/apply-for-aid/afsa>





# STUDENT LIFE

## STUDENT SUPPORT AND ACCESSIBILITY SERVICES

### OFFICE LOCATION:

Odom Center 2nd Floor

Testing Center

Jennifer Robinson

229-931-2595

[jennifer.robinson@southgatech.edu](mailto:jennifer.robinson@southgatech.edu)

### Who's included?

- Students with a disability
- Single parents
- Current or former foster care
- Homeless
- Active duty military parent
- Low income (receiving Pell, food stamps or Medicaid)
- English language learner
- In a non-traditional program (ex., women in welding, men in nursing)

### HOURS OF OPERATION:

#### AMERICUS

Monday - Thursday 8am - 6pm

Friday: 8am - 12pm

#### Cordele

Once a month and by appointment

If you have disclosed that you fall into one of the special population categories, you may be eligible for additional services and resources. To determine your eligibility, please contact the Accessibility and Student Support Coordinator

Please note: Students with disabilities must disclose their disability to the Accessibility and Student Support Coordinator and provide documentation of their disability to receive accommodations. Please contact Jennifer Robinson to discuss appropriate documentation and possible accommodations.

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## STUDENT AFFAIRS OFFICE

### OFFICE LOCATION:

Odom Center 1st Floor

### HOURS OF OPERATION:

Monday - Thursday 8am - 6pm

Friday: 8am - 12pm

EULISH KINCHENS

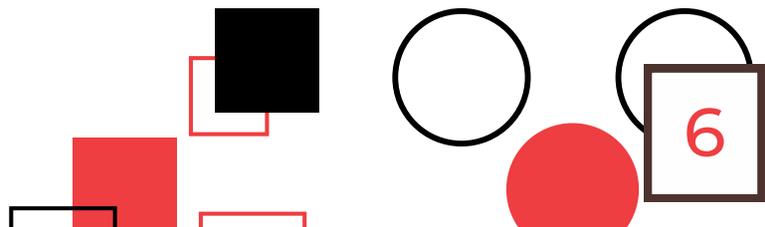
VICE PRESIDENT OF STUDENT AFFAIRS

229-931-2252

[ekinchens@southgatech.edu](mailto: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
- Student Support and Accessibility Services
- Testing Services



# STUDENT LIFE



## POLICE DEPARTMENT

### OFFICE LOCATION:

Hicks Hall Student Center

CALVIN HODGE

CHIEF OF POLICE

229-931-2130 - OFFICE

229-815-2803 - CELL

[calvin.hodge@southgatech.edu](mailto:calvin.hodge@southgatech.edu)

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](http://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 speak to your advisor to verify program progress. You will apply for graduation the semester you are graduating and pay the \$40.00 processing fee.



## 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 30, Chapter 31, Chapter 33, and Chapter 35 veterans/dependants 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



## WIOA OFFICE

### OFFICE LOCATION:

Odom Center 1st Floor

Sandhya Muljibhai

229-931-2553

smuljibhai@southgatech.edu

## WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

WIOA is a federally funded program designed to assist qualified students with training related costs such as tuition, books, and supplies while enrolled at SGTC. In some cases, a daily allowance is provided to those who qualify. The primary goal of WIOA is to train qualified students to become employed and self sufficient. The River Valley Regional Commission and the Workforce Innovation & Opportunity Board make federal funds available to SGTC

## CAREER SERVICES

### OFFICE LOCATION:

Pope Center

Cynthia Carter

229-931-2057

ccarter@southgatech.edu

## CAREER SERVICES

- Work hand-in-hand with business & industry partners to ensure our graduates are qualified for the jobs in the local community.
- Strong relationships with local businesses. Vital partner with community leaders. Employer-based learning opportunities.
- Creating additional partnerships and increasing workforce development opportunities with business and industry.
- Access to a skilled workforce.

# STUDENT LIFE

## HOUSING

### OFFICE LOCATION:

Odom Center 1st Floor

JOSH CURTIN & EULISH KINCHENS  
ASSISTANT VICE PRESIDENT &  
VICE PRESIDENT OF STUDENT AFFAIRS  
229-931-2713 & 229-931-2252  
[housing@southgatech.edu](mailto:housing@southgatech.edu)

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 semi-private residential 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 RA's 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](mailto:housing@southgatech.edu).

If you would like to reside on the Americus campus at SGTC, please complete the Residence [Hall Application Packet](#) located online or in the Odom Center and pay the \$150 non-refundable housing application fee to help secure your spot in housing. Payments can be made at the business office or by calling 229-931-2381.

## JAMES HALL



## MARTIN HALL



# CAMPUS RESOURCES

## 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: 9am - 4pm  
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.

### Hours of Operation

Monday - Thursday: 8 am - 6 pm  
Friday: 8 am - 12 pm  
Saturday and Sunday: Closed

# 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](mailto:STUDENTHELPDESK@SOUTHGATECH.EDU)

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

## STEPS

1. On the South Georgia Tech website homepage click on the SGTC 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 Okta verification, you will be asked to choose 1 of 4 options using your personal mobile phone. You should then see your Inbox after you complete the Okta verification process.

Microsoft  
Sign in  
| someone@example.com  
Get access to your account

Enter your full email address

Next

Microsoft  
+ someone@student.southgatech.edu  
Enter password  
Password  
Forgot my password

Enter your password  
Your password will be the first letter of your last name capitalized, 8-digit date of birth and exclamation point at the end. Example: D01241995!

Sign in

**2** SECOND log into your **BLACKBOARD**

1. Click on the MySGTC Link on the SGTC Home page
2. Enter your full SGTC email
3. Enter your SGTC email password
4. Set up Okta verification by using 1 of 4 options on your personal mobile phone.
5. Click on the Blackboard card

Microsoft  
SGTC eMail | Calendars | Directory | Careers@SGTC | Apply | Info | Give

South Georgia Technical College  
A Unit of the State System of Georgia

ADMISSIONS | ATHLETICS | ECONOMIC DEVELOPMENT | CAMPUS LIFE | REQUEST INFO OR VISIT | FINANCIAL AID

Click on MySGTC

Step 1

# SGTC EMAIL

## How to access your email

### Student Info on the Web:

#### TO CHECK EMAIL

- Go to [www.southgatech.edu](http://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](http://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@student.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.

**TCSG**

Sign In

**Username**  
Full Email Address

1. \_@southgatech.edu

Keep me signed in

**Next**

Help

**Step 2**

Enter your full email address

**SOUTH GEORGIA**  
TECHNICAL COLLEGE

Verify with your password

y@southgatech.edu

**Password**

**Verify**

Forgot password?  
Verify with something else  
Back to sign in

**Step 3**

**SOUTH GEORGIA**  
TECHNICAL COLLEGE

Verify it's you with a security method

y@southgatech.edu

Select from the following

- Email t\*\*\*y@southgatech.edu **Select**
- Enter a code Okta Verify **Select**
- Get a push notification Okta Verify **Select**
- Security Question **Select**

[Back to sign in](#)

**Step 4**

VIEW ALL CARDS

**Blackboard**

**Bb**  
Blackboard

**Step 5**

# Student Technology Guide

- To access the Student links, go to <https://www.southgatech.edu>. Here you will find the MySGTC and SGTC eMail links at the top of the page.
- To begin, click the SGTC eMail link. Type your Username(from **Admissions**) and your initial Password, which will be the Uppercase letter of your last name, followed by your 8 digit birthday, with an exclamation point(!) at the end. For Example: John Smith with birthday Jan. 1. 2000 would be S01012000!
- Once you have successfully logged into your Student eMail, then proceed to MySGTC for Blackboard and other Student related links. This will take you to Okta Dashboard Signin.
- If it is your first time logging in to MySGTC, Okta will ask to send a **verification link to your email**. Click the button.
- Check your email for the link. You can click the "sign in" button or use the code provided to put into the sign in page.
- Once in Okta, you will be presented with the new "MySGTC" page where you will find Blackboard, Office 365 Email and Student BannerWeb 9 tiles.

## Student Email, MySGTC will have the same login credentials

**Username:** Full SGTC email including @student.southgatech.edu

**Password:** your current SGTC password

### Outlook

- Stay up to date on activities, deadlines, and more
- Email your instructors and advisor

### BlackBoard

View courses and course materials

- Submit an assignment
- Check grades

For questions concerning courses or content within Blackboard contact your instructor or Teresa Jolly at [tjolly@southgatech.edu](mailto:tjolly@southgatech.edu)

### Student BannerWeb 9

Add/drop classes

- Check financial aid
- Pay for classes and view payments
- Print and view your class schedule
- View final grades and unofficial transcript

### Okta Verify

- Smartphone app to support multifactor authentication with Okta account
- Verify login by push notification or 6-digit code
- Push notifications include a location; be mindful when approving
- Selecting No to a push notification will lock your account and prevent unauthorized access

### Office 365

*\*Students must be actively enrolled in classes to have free access to O365*

- SGTC students have free access\* to Microsoft Office
- Includes Word, Excel, PowerPoint, OneDrive, Outlook, Teams, and more

#### To install Office 365 on a personal PC or device:

You may have multiple versions of Microsoft Office installed on your computer. Do not uninstall a previous version unless you have the product key to reinstall later.

1. Sign in to SGTC email
2. Select App launcher (9 dots) upper left corner
3. Choose Microsoft 365
4. Select Install Microsoft 365
5. Follow on-screen prompts to complete the installation

NOTE: Your password will expire every 45 days. Contact the Student IT Help Desk by email:

[studenthelpdesk@student.southgatech.edu](mailto:studenthelpdesk@student.southgatech.edu)

Or call (229)931-2290

HAVING ISSUES?

# NEED HELP WITH SGTC EMAIL?



**CORDELE: LIBRARY & A32  
MON - THUR ★ 9AM - 6PM**

**AMERICUS: ODOM CENTER TESTING LAB 2<sup>ND</sup> FLOOR  
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 (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 Jennifer Robinson at [jennifer.robinson@southgatech.edu](mailto:jennifer.robinson@southgatech.edu) for more information.

We're here for **U**  
when you need  
someone to talk to.

**Uwill**

Student Mental Health & Wellness



Students receive  
**FREE IMMEDIATE**  
**ACCESS TO TELETHERAPY**

Choose a therapist based on your preferences  
gender, language, ethnicity, focus area

at a time that fits your schedule

day, night, weekend availability by video, phone, chat or message

Private. Secure. Confidential.

Scan QR code to get started  
using your school email

Experiencing a mental health crisis?  
Help is available 24/7/365  
**833.646.1526**

If you are experiencing a medical emergency call 911.



# 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**





MAJOR SELECTION AND CAREER DECISION MAKING STARTS HERE

## 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*

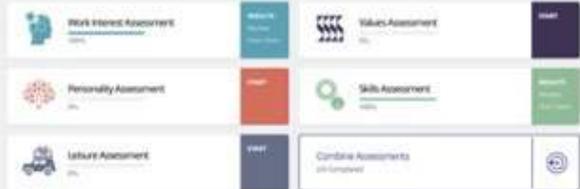
- Use FOCUS 2 online on any phone, tablet, PC or MAC computer or IPAD anywhere, anytime.
- FOCUS 2 always saves your results. Use FOCUS 2 as often as you wish and in any order.
- You can change your mind about earlier choices, repeat a section and explore new options.
- Your results are stored online 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.*

# Focus<sup>TM</sup> 2

MAJOR SELECTION AND CAREER DECISION MAKING STARTS HERE

# Focus<sup>TM</sup> 2 CAREER

Student Dashboard	Description
<p style="text-align: center;"><b>Career Planning Foundations</b></p> 	<p style="text-align: center;"><b>A Great Starting Point</b></p> <p style="text-align: center;">Orientation to the Career Planning Process &amp; how to Be Career Ready</p>
<p style="text-align: center;"><b>Self Assessment</b></p> <p style="text-align: center;"><small>Discover majors and occupations that match your personal attributes</small></p> 	<p style="text-align: center;"><b>Valid &amp; Reliable Self Assessments</b></p> <p style="text-align: center;">Assessment Results Identify Occupations and Majors at this College Matching Your Personal Attributes</p>
<p style="text-align: center;"><b>Explore the Possibilities</b></p> <p style="text-align: center;"><small>Use this module for ongoing career and education exploration</small></p> 	<p style="text-align: center;"><b>Major &amp; Career Exploration</b></p> <p style="text-align: center;">Explore Suggested Majors that Match Your Personal Attributes and Navigate Career Options to Make Informed Decisions</p>
<p style="text-align: center;"><b>Take Action</b></p> <p style="text-align: center;"><small>Create a roadmap of your academic and career development activities</small></p> 	<p style="text-align: center;"><b>Academic &amp; Career Plan</b></p> <p style="text-align: center;">Develop a Road Map of Your Goals and Experiences to Plan For Your Future</p>
<p style="text-align: center;"><b>Diane McCrudden's Career and Education Planning Results</b></p> <p style="text-align: center;"><small>A summary of your assessment results and career preferences</small></p> 	<p style="text-align: center;"><b>FOCUS 2 Career Portfolio</b></p> <p style="text-align: center;">Summary of Your Results with Your Comments &amp; Top Choices</p>
<p style="text-align: center;"><b>Recommended Tools &amp; Websites</b></p>  <p style="text-align: center;"><small>Focus<sup>TM</sup> 2 Copyright 2016 Career Dimensions, Inc. All Rights Reserved</small></p>	<p style="text-align: center;"><b>Resources &amp; Links</b></p> <p style="text-align: center;">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](mailto: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 in the Pope Center Lecture Room. (Advisor Josh Curtin - [joshua.curtin@southgatech.edu](mailto: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](mailto:joshua.curtin@southgatech.edu))
- **NTHS (National Technical Honor Society)**- faculty nomination and GPA requirements for membership focused on outstanding academic performance. (Advisor: Josh Curtin - [joshua.curtin@southgatech.edu](mailto:joshua.curtin@southgatech.edu))

Don't see an organization that interests you? Then start your own. Come to Student Affairs to discuss your options.



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



# 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, or certificate 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 a student's status with third parties. 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, including summer. 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 and maintain a cumulative 2.0 GPA.*

*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 short term specialized programs. Most TCC's are completed in 1-3 semesters.*

*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 is charged 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
- A student's academic standing may differ from their Financial Aid standing (Satisfactory Academic Progress)

## ABC Terms (Course Periods) Defined

### Term Definitions:

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

# DISCRIMINATION & HARASSMENT

*As set forth in its student catalog, South Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state 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:*

*Student Support and Accessibility Services 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](mailto: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

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*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 home 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>*

## HAZING

*Max Gruver Act – Hazing Reporting In compliance with the Georgia SB 85 “Max Gruver Act”, beginning July 1, 2025, South Georgia Technical College will publicly disclose administrative adjudications of hazing or hazing related convictions.*

*Records will include the name of any school organization involved, date(s) of occurrence, as well as a description of specific hazing related findings, sanctions, adjudications and convictions for any person or school organization.*

*In compliance with Max Gruver Act, we will provide the following information that will be maintained for at least five years following final adjudication or conviction.*

# DROPPING A COURSE

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## *Dropping*

*Students who would like to officially withdraw from a course are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to dropping. Dropping a course may negatively impact 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.*

*To receive a 100% refund, the student must submit a drop form to the Registrar's Office via the online link found [HERE](#), by the close of business on the tenth business day of the term. Students who withdraw from a course after the end of the tenth business day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees. No drops will be processed after the W period ends, which is two weeks before the end of the semester.*

# WITHDRAWING FROM ALL COURSES

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## *Official Withdrawal*

*Students who would like to officially withdraw from 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 an online drop form [HERE](#), to the Registrar's Office via the online link found on the Registrar's page on the SGTC website. No withdrawals will be processed after the withdrawal period ends, which is two calendar weeks before the end of the semester.*

## *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.*

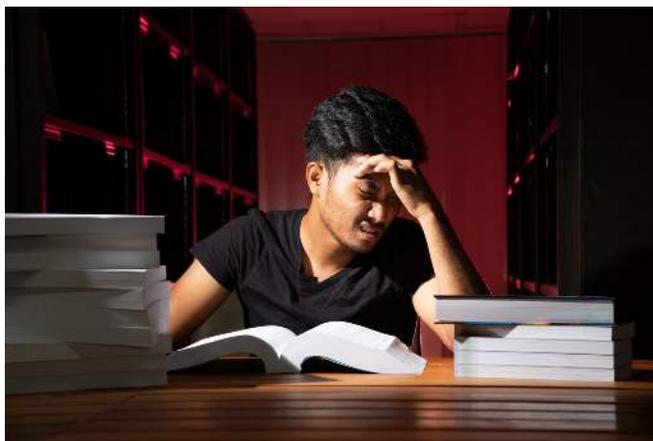
*\*South Georgia Technical College must calculate how much financial aid a student has earned and not earned based on how long they attended classes or participated in academic activities. If the student withdraws before completing 60% of the semester, their financial aid is adjusted based on the time attended. If the student completes 60% or more of the semester, they are considered to have earned all of their financial aid for that term*

# 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.*







**SOUTH  
GEORGIA**  
TECHNICAL COLLEGE

**CAMPUS MAP**  
CRISP COUNTY CENTER  
402 NORTH MIDWAY ROAD  
CORDELE, GA 31015  
229.271.4040

# LET'S GET SOCIAL



@SouthGATech

- Latest News
- Updates
- Reminders
- Pictures



YouTube

- News Stories
- Event Videos
- Interviews
- Jets Videos



@Southgatech

- News
- Updates
- Announcements
- Live Videos



LinkedIn

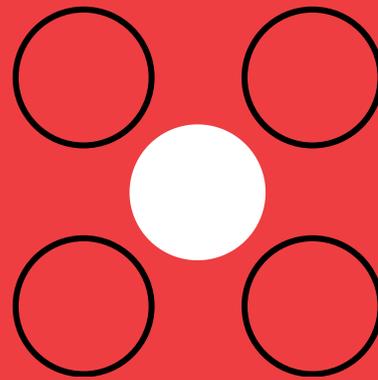
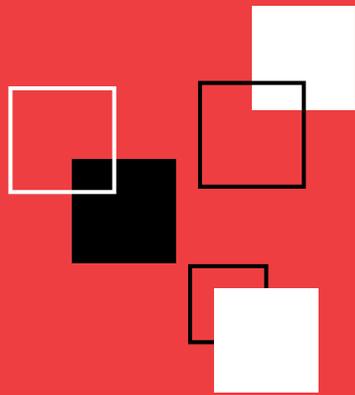
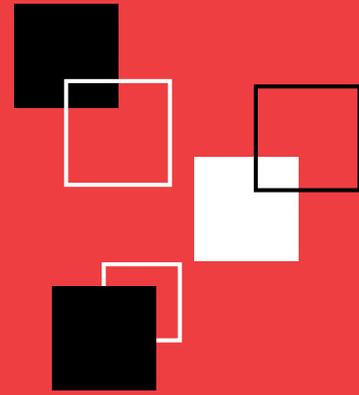
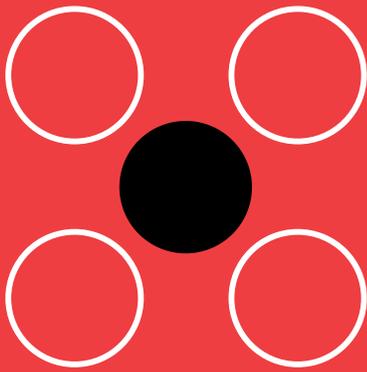
- News
- Highlights
- Job Postings
- Directory Info



@southgatech

- Student Life
- Reminders
- Event Recaps





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](mailto:ekinchens@southgatech.edu); or the Section 504/ADA Coordinator, Jennifer Robinson 229.931.2595 or [jennifer.robinson@southgatech.edu](mailto:jennifer.robinson@southgatech.edu).