

**Savannah Technical College**  
**Economic Development Division Technical Certificate of Credit**  
**Student Checklist**

- **Submit** an Application for Admission and pay a \$15 non-refundable application fee to Savannah Technical College if you are a new student.
- **Update** your personal data and major on the Application for Admission or at the Office of Student Success if you are a returning student.
- **Apply** for financial aid for the 2008-2009 school year. This can be done at the Information Session or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Savannah Technical College's school code is 005618.
- **Schedule** the Compass or ASSET entrance exams by signing up at an Information Session or by calling 912.443.5716, or go online to [www.savannatech.edu](http://www.savannatech.edu). Under Admissions, click "How to Apply" and then scroll down to "Schedule an Appointment" to request a testing date and time.  
(NOTE: If you have taken the SAT/ACT within the previous five years or completed prior college coursework, **submit** your scores and/or college transcripts to the college to determine if you qualify for exemption from the entrance exams. Once submitted, **call** Melissa Crenshaw at 912.443.5336 to request transcript evaluation.)
- **Take** the Compass or ASSET exams and score at least the minimum on each exam for the particular program in which you are interested.
- **Request** your high school and college transcripts, if applicable, using the form(s) provided.

**YOU ARE NOW PROGRAM READY!**

- **Contact** **Melissa Crenshaw at 912.443.5336 or [mcrenshaw@savannatech.edu](mailto:mcrenshaw@savannatech.edu)** to confirm you are Program Ready and the program(s) for which you would like to be included on the waiting list.
- You will be contacted prior to the start of the next program and registered for class.
- **Pay** the \$35 technology fee for the first quarter of class by the deadline given.  
(Note: If you do not have financial aid, all fees and tuition are due before class begins. Book fees are due when books are received.)
- **Contact** the college at least 3 weeks prior to the end of the first quarter of class to ensure receipt of all transcripts.
- You will automatically be registered for the second quarter of class. Upon notification of registration in the second quarter of class, **pay** your second quarter technology fee of \$35 in the Campus Shop located at the Savannah Technical College White Bluff Campus.  
(Note: If you do not pay the technology fee, you will be dropped from the class, and will not receive a certificate or be eligible for graduation.)
- **Complete** your Application for Graduation. Applications may be obtained from your instructor.