



For students at Savannah Tech

Helpful Phone Numbers

Admissions Main Number – 443-5513

Campus Police Department – 356-2300

Career Services – 443-5880

Cashier's Office – 443-4790

College Transcript Evaluation – 443-5709

Disability Services – 443-5717

Financial Aid – 443-4795

Financial Aid Fax Number – 443-5705 (Financial Aid School Code – 005618)

GED Testing – 443-5825

Main Campus Number – 443-5700

Online Learning Issues – 443-5728

Transcript Request – 443-5790 or Fax form to 443-5705

Veteran's Certifying Official – 443-5093

College Operating Hours 7:30 a.m. – 10:30 p.m., M-Th, 8:00 a.m. – 12:00 noon Fri.

Library Hours during the term: 7:30 a.m. - 9:00 p.m. M-Th, 8:00 a.m. - noon Fri., 9:00 a.m. – 12:00 noon Sat.

Library Hours during the Summer: 8:00 a.m. – 7:00 p.m. M-Th, 8:00 a.m. – 12:00 noon Fri.

Campus Shop Hours: 8:00 a.m. – 5:00 p.m. Mon., 8:00 a.m. – 6:00 p.m. T, W, TH, 8:00 a.m. – 12:00 noon Fri.

One Stop Shop: 7:30 a.m. – 6:00 p.m. M-TH, 8:00 a.m. – 12:00 noon Fri.

Student ID

Students are required to secure a photo ID card at the beginning of enrollment. The ID badge **must be visible at all times** when the student is on campus. ID cards must be presented to check out books from the library, to have access to computer labs, and to gain admission to various student activities. New students receive an ID card free of charge; replacement cards cost \$5.00. They can be obtained through the One Stop Shop located within the Student Affairs Office just off the main entry lobby.

Telephone and Personal Electronics

Students are not permitted to receive calls during class hours except in cases of emergency. No messages will be taken for students except in cases of emergency. Students having cell phones must not cause disruption of class. **Cell phones must be in the off or silent mode during class.** Students must not receive or make calls while in class. Instructors may dismiss the student from class if disruption occurs. **Text messaging is strictly prohibited during class time.**

Student Dress

Savannah Technical College simulates the business/industrial environment. With this in mind, students should dress in an appropriate manner. Dress should be clean, neat, properly fitting, and reflect that normally worn in the occupation for which the students are being trained. **No short shorts, tank tops, sleeveless shirts, bare midriffs** or similar attire will be allowed. Certain program areas may have additional dress codes due to safety or other requirements.

Student Parking Regulations

- Students operating a vehicle on campus must have a valid student parking permit displayed by hanging from the rear-view mirror of their vehicle and be visible through the windshield.
- Students must have a separate permit for every vehicle they drive on campus. Temporary permits may be issued for short-term parking needs. While there is no cost for a first permit, lost permits will be replaced for a fee of \$5.00.
- Permits will be issued at pre-registration, registration, orientation, and during the first week of the semester. Permits may also be obtained from the Facilities Office Room 1134 Monday – Thursday, from 8:00 a.m. – 6:00 p.m.
- The student must have a valid Student ID, valid driver's license, proof of vehicle insurance, and tag receipt in order to obtain a parking permit.
- Student parking is in the rear parking lot or other lots designated for student parking. All vehicles parked in the faculty/visitor parking lots (parking lots on the White Bluff side of the campus) that do not have a faculty or visitor-parking permit will be cited or immobilized.

- Vehicles displaying a defaced or altered parking permit will be cited or immobilized.
- Vehicles displaying a permit that is not assigned to that vehicle will be cited or immobilized and the permit confiscated by STC Police.
- Vehicles parked on grassy areas will be cited or immobilized. Vehicles are allowed to park on grassy areas only if directed to do so by a police officer.
- Vehicles are to be parked in marked parking spaces only.
- Vehicles parked in handicapped spaces must have the proper handicapped permits in addition to the student-parking permit or they will be towed. Please remember that the handicap permit is only good for the person to whom the permit is issued. No other driver is permitted to use the handicap permit.
- Vehicles parked in Fire Lanes will be towed.
- Unpaid fines will result in an encumbrance of the student's records, thereby prohibiting receipt of grades, registration, and/or graduation. Repeated or unpaid violations of student parking regulations may also result in suspension or revocation of parking privileges.

Financial Aid Facts

1. All students seeking financial aid assistance must complete the most recent financial aid application for the school year at www.fafsa.gov (Federal) or www.gacollege411.org (state).
2. STC School Code is **005618**. This code will be needed when completing the free application for Federal Aid – FAFSA.
3. Students may receive the Pell Grant for specified eligible programs.
4. Students may receive the HOPE Scholarship for Associated Degree Programs only, if eligible.
5. Students may qualify for the HOPE Grant for Diploma and Certificate programs, if eligible.
6. Each semester students pay the \$55 Instructional Technology Fee which is not covered by the HOPE Grant or HOPE Scholarship.
7. The HOPE GED Voucher is a “one time” voucher used for any program level. Completion of a federal or state financial aid application is required in order to use the voucher.
8. Individuals on active duty military or their spouses may be eligible for the HOPE Grant, if enrolled in a diploma or certificate program.
9. For a complete list on HOPE eligibility requirements, please refer to http://www.savannahtech.edu/cwd/Financing_Your_Education/Hope .

Access Financial Aid Award Information Online

1. Go to www.savannahtech.edu
2. Click “Banner” located at the lower area of the home page
3. Click “Student Access”
4. Click “I agree to the above Student Policy” statement
5. Click “Enter Secure Area”
6. Enter Student ID number in the “User ID” field
7. Enter your six digit pin in the “Pin Number” field (If you can’t remember your pin please click the “Forgot my pin” button to reset your pin)
8. Click “Student Services & Financial Aid”
9. On the next page click “Financial Aid”
10. Click “My Award Information”
11. Click “Award Information”
12. Click “Award History”, at the bottom of the page click “Award Payment Schedule” next page choose the correct aid year and click submit

Check your Balance

1. Go to www.savannahtech.edu
2. Click “Banner” located at the lower area of the home page
3. Click “Student Access”
4. Click “I agree to the above Student Policy” statement
5. Click “Enter Secure Area”
6. Enter Student ID number in the “User ID” field
7. Enter your six digit pin in the “Pin Number” field (If you can’t remember your pin please click the “forgot my pin” button to reset your pin)
8. Click “Registration”
9. On the next page click “Amount Due Pay by Credit Card or TeleCheck”

10. On the next page make sure the Term is correct and click “Select Term
11. The next page should show your current balance and your current aid. If there is a negative balance you do not owe.

Automatic Tuition and Fee Payment Plan

Simple Steps to Enroll in the Payment Plan

Check your Balance

1. Determine how much you owe for tuition and fees – Log on to your Banner Web account.
2. Log on to the NelNet Payment Plan website and follow the links and instructions to set up your NelNet Payment Plan.

Before you click the “Submit” button, please read carefully through the Final Review and the Terms and Conditions. An immediate e-mail will be sent (if an e-mail address was provided for the person responsible for payment) confirming enrollment in the payment plan. If you need additional assistance setting up a payment plan you may contact Nelnet Business Solutions at 1.800.609.8056.

Payment Plan Availability

Availability of the payment plan is determined by Savannah Technical College. Please be aware that enrollment in the payment plan may be available only during certain dates and times. See the College website for the available dates.

My Payment Plan

My payment Plan enables you to view the current status of your payment plan, account balance, payment amount, and manage your account. Once you complete your payment plan go to www.mypaymentplan.com to set up your account.

Balance Adjustments

Your balance will not automatically be adjusted if financial aid is received or a class is dropped or added. Please review your agreement balance online through www.mypaymentplan.com or contact the Cashier’s Office on your campus to confirm the change.

Advantages

- Easy online enrollment
- Monthly payment plan
- No interest

Nelnet Payment Methods

- Automatic bank payment (ACH)
- Credit/debit card

Nelnet payments are processed on the 5th of each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

Cost to Participate

- \$25, \$30, or \$35 per semester nonrefundable enrollment fee depending on the number of payments (ACH & credit/debit card)
- \$30 fee is a payment is returned.

Authorize your Financial Aid or Authorize Fees

1. Click "Banner" located at the lower area of the home page
2. Click "Student Access"
3. Click "I agree to the above Student Policy" statement
4. Click "Enter Secure Area"
5. Enter Student ID number in the "User ID" field
6. Enter your six digit pin in the "Pin Number" field. (If you can't remember your pin please click the "Forgot My Pin" button to reset your pin)
7. Click "Student Services & Financial Aid"
8. Click "Display FA Authorization" and next click "Authorize Pell Grant"
9. Click the "I Authorize This Transaction"

Student Email Account

Locate your student e-mail address. Write it here: _____@students.savannahtech.edu
(Please remember to put the "s" in students when giving your e-mail address to others, leaving the "s" off is a very common error that will keep you from getting e-mail.)

First go to the Savannah Tech Website (www.savannahtech.edu)

Obtain Your Email Address

1. Go to Banner Web by clicking on "BANNER" on the gold bar at the bottom of the page

Contact Us Employment Faculty & Staff Student Email BANNER Online Learning
Team Georgia

2. Click "Student Access"
3. Click "I agree to the above Student Policy"
4. Click "Enter Secure Area"
5. Enter your "User ID" (Default ID is your student number or SSN #) and "PIN" (Default PIN is your birthday in the format MMDDYY) number then click the NEXT.
6. Click "Personal Information"
7. Click "View Email Address(es)"

Check Your Email

1. Got to www.savannahtech.edu
2. Click the "Student Email" link located at the bottom of the page in the gold section

Contact Us Employment Faculty & Staff Student Email BANNER Online Learning
Team Georgia

3. Click the "Sign In" button located at the top right of the page
4. In the "Windows Live ID" text box, enter your STC provided email address
5. The default password is your two-digit month, two-digit day, and two-digit year you were born. I.E
May 1, 1980 would be 050180
6. Click "Sign-in"

NOTE: The first time that you login you will be asked a series of questions to complete your profile before you are taken to your email. After the first login you will be taken directly to your email upon logging in.

Reset Your Password

1. Got to www.savannahtech.edu
2. Click the "Student Email" link located at the bottom of the page in the gold section
3. Click the "Sign-in" button located at the top right of the page
4. Click the "Forgot Your Password?" link
5. In the "Windows Live ID" text box enter your STC provided email address
6. In the "Characters" text box enter the characters you see in the "Picture" field above it
7. Click "Continue" and follow the onscreen instructions

TECHNICAL SUPPORT: If you need assistance with your account return to the Savannah Technical College website. From the Menu click (1) "Current Students" (2) "Student Technical Support" (3) "Student E-mail Account"

Still having trouble with the email, request help

http://www.savannahtech.edu/cwo/Current_Students/Tech_Support/Contact

Banner Web Access

Go to www.savannahtech.edu

Click on “Banner” at the bottom of the screen on the gold band

Click on “Student Access”

Instructions:

1. Double click on **“Enter Secure Area”**
2. Scroll to the bottom of the screen and click in the **“User ID”** Field
3. Type in SSN then tab
4. In the PIN field, type your birth date (MMDDYY) or your previously created six-digit PIN
5. If this is your first login, you will be forced to change the PIN by re-entering your birth date, creating a 6-digit new PIN, and clicking **login**
6. You will be prompted to select and enter a security question and answer. You can only use characters in your answer. (Ex. Question: How old are you? Answer: twenty)
7. Once information is entered, click **“Submit”**
8. Click on **“Student Services & Financial Aid”**
9. Click on **“Student Records”**
10. Click on:
 - **“Final Grades”** – At the term screen, select the appropriate quarter, then click on **“Display Grades”**
 - **“Academic Transcript”** (Unofficial) – Select transcript level, type remains **“Web Transcript”**, then click on **“Display Transcript”**
11. **To print grades and transcripts, press the “Ctrl” button and the letter “P”**
12. Select **“exit”** in the top right hand corner to close and exit the secure area
13. **Enter Secure Area**

If you encounter difficulty in accessing your grades, please contact the Registrar’s Office by phone at 912.443.5521 or 912.443.5878

Getting Started with ANGEL

What you will need:

- Your student ID number (this is NOT your SSN)
- A computer with internet access
- Internet Explorer 7 (or higher) OR Firefox

I have everything I need. How do I login to ANGEL?

1. Go to the Savannah Tech website (www.savannahtech.edu)
2. Click the “Online Course Login” button
3. From the bulleted list of options choose “Log-in to ANGEL”. This will take you to the portal page where you can login; you may wish to bookmark this page for future access.
4. Enter your username, which will be 41_StudentIDnumber. For ex., if your student ID number was 900123456 your username would be 41_900123456.
5. If this is the first time you have ever logged into ANGEL, regardless of semester, you will enter your username as your password when you login. During your first login you will be prompted to change your password to something new, of your choosing, that will be easier for you to remember. If this is NOT the first time you have logged into ANGEL, you will enter whatever password you chose when you were given the chance to change your password.
6. Once logged in you will see your courses listed under the courses widget. If you are taking an online class the course should be available the first day of the semester. If you are taking a hybrid or web enhanced class your instructor may not make the course available until you have had your first on-campus class session.

I don't have my student ID number. How can I find it?

Option One – Using your printed schedule

- Most schedules will have your student ID printed at the upper left hand corner. Look for a number that starts with 900 and is nine digits in length.

Option Two – Look up your Student ID using Banner Web

1. Go to www.savannahtech.edu
2. Select “Current Students” from the menu
3. Select “Online Learning” from the choices that appear
4. Select “Banner Student Instructions” from the choices that appear
5. Follow the on-screen instructions to log into Banner Web and retrieve your ID number

But what if I need help?

1. Go to www.savannahtech.edu
2. Click the “Online Course Login” button

3. From the bulleted list of options choose “Help! I need assistance”
4. Fill out all the required information and submit the form. NOTE: Make sure your e-mail address is correct, if it is not you will not receive a reply.

Accounts are activated on the first day of the semester, logging in prior to that will result in an error message.

Online Learning



IMPORTANT – PLEASE READ

Students will not be able to log in to online learning management system, ANGEL, until the first day of class. Prior to this time you may get an invalid user name/password message or a deactivated account message.

Find out how to use ANGEL at:

http://www.savannatech.edu/cwo/Current_Students/Online_Resources

Please note that important announcements regarding your online courses are sent to each student at Savannah Technical College student e-mail account. If you need information about how to access this account, please read and review the following document: Student E-mail Account Directions. Further assistance can be found by clicking the “Student Technical Support” link in the menu to the left of this announcement.

You can find ANGEL at:

<http://savannahtech.angelllearning.com>



CONTACT PERSON FOR ONLINE LEARNING:

Sherry Heidkamp, sheidkamp@savannahtech.edu

Quick Reference for Student “Online” Issues

Note: Issues with an online class are not necessarily issues with ANGEL. Below are some of the problems that students typically encounter – both with ANGEL and with some of the software used in online courses.

Banner Passwords (PINS)

Banner passwords (PINS) are handled in Student Affairs. Dial 443-5700 and press 1 for Student Affairs or go to the One Stop Shop.

MyCompLab, MyITLab, etc.

Any Pearson MyCompLab, MyITLab, etc. or Lab Plus questions should be directed to the publisher, Pearson. Contact information for Pearson Technical Support for students is:

Call Product Support
Toll Free (800) 677-6337

Phone Support is available:
Monday through Friday, 8AM to 8PM EST
Sunday, 5PM to 11:59PM EST

Key codes

Course cartridge codes (key codes) that come packaged with textbooks (other than MyCompLab, MyITLab, etc.) should be directed to the publisher for technical issues. Look for technical assistance contact information on the key code package.

Student E-mail

Assistance with student e-mail can be found here:

http://www.savannahtech.edu/cwo/Current_Students/Tech_Support/email

Attendance/Withdrawal/Reinstatement

Because attendance is a critical factor in meeting the academic criteria required for successful completion of each class, a student will be withdrawn from a class after missing fifteen percent (15%) of the scheduled hours in the class. This policy will encompass all Savannah Technical College campuses and affect all technical certificates of credit, diploma, and degree classes.

In the event of extraordinary circumstances, consideration for reinstatement may be requested in writing to the Academic Dean. The Academic Dean will review the circumstances and may reinstate a student. As a condition of reinstatement, a student will be required to complete all work as assigned by the instructor in order to successfully complete the class. Failure to complete all assigned work may result in an incomplete or failing grade for the class.

Excused Absences

The following activities will not be counted as absences if substantiating documentation is submitted to the instructor before such events occur:

Military Service/Training
Jury Summons
School Sponsored Activities

Excused absences will not be used as a basis for withdrawing a student from class or in determining a student's Work Ethics Grade.

A student who is granted an excused absence will be responsible for completing all work as assigned by the instructor in order to successfully complete the class.

Alcohol/Drugs/Smoking/Conduct/Weapons

Alcoholic Beverages

Alcoholic beverages are not to be brought onto or used on the College premises or at other locations where authorized College activities are held. The sale or attempted sale of alcohol on the College premises or at any College-sponsored event is prohibited.

Illegal Drugs

The sale, attempted sale, use of, or possession of any illegal, dangerous, or controlled drugs on the College premises or at any College-sponsored event is prohibited. This does not include use or possession of medication prescribed by a physician.

Smoking

Smoking is allowed in designated areas only. This is due to state/federal smoking regulations and protection of persons covered within the Americans with Disabilities Act. Persons found smoking in areas other than the gazebo will be subject to disciplinary procedures as designated by the policies and procedures of Savannah Technical College.

Undesirable Conduct

No person shall physically abuse, threaten, or intimidate any member of the faculty, staff, or student body or any official visitor to the College. Infringement of rights of others is defined to include, but not limited to the following:

- Physical or verbal abuse inflicted upon another person;
- Severe emotional distress inflicted upon another person;
- Theft, destruction, damage or misuse of the private property of members of the College community, occurring on campus or off campus during any College approved activity; and
- Sexual harassment.
- Theft, damage, or malicious destruction of property belonging to the College, visitors to the College, or any member of the College community is prohibited.
- No persons shall assemble on campus for the purpose of creating a riot or any disruptive or disorderly diversion, which interferes with normal educational processes and operations of the College. This rule shall not be construed so as to deny any student the right to peaceful assembly.
- Gambling on the campus is prohibited.
- No person shall interfere with, fail to cooperate with, or fail to make proper identification when requested to do so by properly identified administrators or staff in the performance of their duties.
- Unauthorized entry into or use/occupation of College facilities, which are locked, closed to student activities, otherwise restricted to use, or not reserved for use through the proper College authorities is prohibited.
- Falsification, alteration, fabrication, or misuse of College forms, documents, records, parking permits or identification cards is prohibited.
- The operation or promotion of student organizations not approved by the College administration is prohibited.
- The dissemination on campus of publications which do not bear the name of the originator or which are not created in accordance with College rules and regulations is prohibited.

- Students shall not bring food or drink into any area of the building other than the snack bar or other designated areas.
- Trash/waste receptacles are provided. Persons found littering on campus will be subject to disciplinary procedures as designated by the policies and procedures of Savannah Technical College.
- Areas have been set aside for socializing and interacting and these activities are encouraged between students. However, hallways and areas adjacent to classrooms are not to be used for gathering and/or socializing due to the noise, which inevitably results. The primary function of Savannah Technical College is to provide knowledge and instruction. All persons entering the campus are expected to respect this mission, and will be asked to relocate should their activities prove to be a potential interference with ongoing classes.
- Students will exercise all safety precautions given by faculty regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the faculty. It is desirable that no accidents occur, however the student shall report all incidents regardless of how minor, to the instructor immediately. Instructors will make an incident report to the Vice President of Administrative Services. All students shall help maintain safe working conditions or report any unsafe practices being conducted.
- Students must respect safety violations, including intentional false reporting of a fire or placing any explosive device on school property; tampering with fire-fighting equipment, safety devices, or other emergency or safety equipment; unauthorized sale, possession, furnishing, or use of any incendiary device or bomb.

Weapons

Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the College premises or to any College-sponsored event.

It is unlawful for an individual to bring to, possess, or have under such person's control, any explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering (O.C.G.A. 16-11-127). Having a license to carry a pistol is not considered justification under this policy.

Also prohibited on technical college campuses, in stated-owned vehicles, or at technical college functions, are other dangerous weapons including straight razors, blackjacks, any knife having a blade of two inches or more, bowie knife, switchblade knife, throwing knife, metal knuckles, spring sticks, any flailing instrument with two or more rigid parts hinged such that one or more parts can swing freely, nun chucks, fighting chains, any disk having two or more points or blades which is designed to be thrown or propelled, or other objects that may reasonably pose a danger to the health and safety of students, instructors, or any individuals.

Procedures for Reporting a Crime

All emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors should be reported to the STC Police Department. Statistics concerning the occurrence of criminal offenses on any campus will be available in the STC Police Department, located on the Savannah Campus, Goodman Hall, Suite 1109 and may be reached at **912.356.2300** or through any one of the emergency call boxes located on the campus.

Campus Security

In compliance with the Crime Awareness and Campus Security Act of 1990 and Student-Right-To-Know (Public Law 101-542), Savannah Technical College will provide a reasonable environment of safety for achieving educational goals. Savannah Technical College has established policies and procedures for governing the implementation of this act. Current crime statistics are listed on this website and published annually to all students and staff. View Savannah Technical College's Crime Statistics at www.savannahtech.edu.

Lost and Found

Students may contact the STC Police Department at **912.356.2300** for lost and found items. Please be sure to identify the specific campus the item may have been lost on.

Hold on Student Accounts

If a "hold" has been placed on a student's record, no records will be released under any circumstances nor will a student be allowed to graduate. Holds may be placed on a student's record for many reasons. Among them are academic suspension, administrative dismissal, incomplete admissions files, unmet financial obligations, incomplete financial aid files or registration information, unpaid parking ticket, overdue books from library, etc. A "hold" may be placed on a student's record in the following areas: Academic, Admissions Office, Administrative Services (Business) Office, Financial Aid Office, Library, Registrar's Office or Safety Department. To remove a "hold," check with the appropriate office.