



Savannah Technical College

Student Handbook

Phone Numbers

Admissions - 912.443.5513

admissions@savannahtech.edu

Campus Police - 912.443.5200

Career Services - 912.443.5880

kmorris@savannahtech.edu

Cashier (Campus Shop) - 912.443.4790

College Transcript Evaluation - 912.443.5709

registrar@savannahtech.edu

Disability Services - 912.443.5717

mwilder@savannahtech.edu

Financial Aid (School Code 005618) - 912.443.4795

financialaid@savannahtech.edu

Testing Services - 912.443.5716

testingcenter@savannahtech.edu

Adult Education/GED Testing - 912.443.5446

Online Learning Issues - 912.443.5728

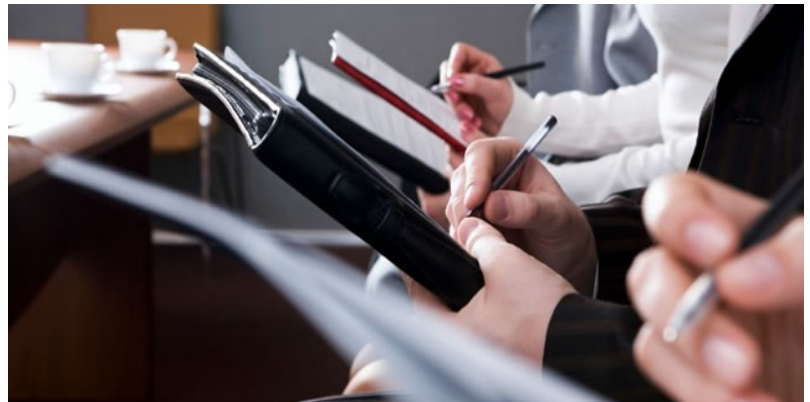
<https://www.savannahtech.edu/student-affairs/student-technical-support/>

Records Office/Transcripts - 912.443.4169

registrar@savannahtech.edu

Military Services - 912.443.4155

scisneros@savannahtech.edu



Crossroads Campus - 912.443.3010

Effingham Campus - 912.443.4100

Liberty Campus - 912.408.3024 (Option 2)

Savannah Campus (Main) - 912.443.5700

HOURS OF OPERATION - Savannah Campus (Main)

College: Monday-Thursday, 7:30 am - 10:30 pm; Friday, 8:00 am – 12:00 pm

Library: Monday-Thursday, 7:30 am - 9:00 pm; Friday, 8:00 am – 12:00 pm

Library (Summer): Monday-Thursday, 8:00 am – 7:00 pm; Friday, 8:00 am – 12:00 pm

Campus Shop: Monday, 8:00 am – 5:00 pm; Tuesday-Thursday, 8:00 am – 6:00 pm;

Friday, 8:00 am – 12:00 pm

Student Affairs: Monday-Thursday, 7:30 am – 6:00 pm; Friday, 8:00 am – 12:00 pm

Student Resource Guide

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Attendance / Withdrawals / Reinstatement

<http://www.savannahtech.edu/student-affairs/registrar/attendance-policy/>

Attendance/Withdrawal

Students are expected to be punctual and attend all classes for which they are registered. Attendance requirements vary by program and will be clearly stated on the course syllabus. Course participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials or computer-assisted instruction. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and initiating contact with a faculty member. Logging into the online class does not establish student enrollment and participation in the course.

Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance will be monitored for the first seven (7) calendar days of each semester. Monitoring attendance beyond the seventh day is at the instructor's discretion.

No Show Status

Students are expected to attend all classes for which they are registered. Instructors will monitor attendance through the first three (3) calendar days of each academic term. Students who do not establish presence (attendance) in at least one class session will be reported as a No Show for the course and if applicable, tuition will be adjusted and financial aid reduced accordingly.

Official Withdrawal from a Course

Students may withdraw from a course without academic penalty up through the 60% point of the term. After the 60% point, grades of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be assigned and may have a negative effect on academic standing, satisfactory academic progress, financial aid, and student account balance. Students who wish to officially withdraw from individual course(s) but remain enrolled in others must initiate the official withdrawal by completing the online official student course withdrawal form (<https://www.savannahtech.edu/student-affairs/official-course-withdrawal-form/>). Students are strongly advised to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may have a negative effect on academic standing, satisfactory academic progress, financial aid, and student account balance. The student's official last date of attendance will be the date the student submits the withdrawal to the Office of the Registrar for review and processing.

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Class Records

The class grade book maintained by the instructor is the official record for all students in a class. It is the official record in all matters pertaining to entrance, attendance, and completion.

Programs Resulting in Licensure

Any student enrolled in any program in a field requiring licensure will be required to make up clinical hours in accordance with the program's policy. Otherwise, consent papers to take the licensing or certification examination will not be signed by the instructor of that program. It is the responsibility of the student to read and comply with the attendance policies; attendance policies of programs in fields requiring licensure may supersede those of STC.

Make-up Work Due to Absences

Course assignments and lab hours missed because of student absence must be made-up within the timeframe designated by the instructor.

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Campus Policies and Student Conduct

Identification

Students are required to secure a photo ID card at the beginning of enrollment. The ID badge **must be visible at all times** while 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 and can be obtained from the Student Affairs Office. The ID card is required to receive services in the Campus Shop, Financial Aid, and Student Affairs Offices.

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.

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.**

Appropriate 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.

Hold on Student Accounts

If a “hold” has been placed on a student’s account, no records will be released under any circumstances nor will a student be allowed to graduate. Holds may be placed on a student’s account 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 tickets, overdue books from library, etc. A “hold” may be placed on a student’s account in the following areas: Academic, Admissions Office, Administrative Services (Business) Office, Financial Aid Office, Library, Registrar’s Office or Public Safety Office. To remove a “hold,” check with the appropriate office.

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The Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment, was passed by Congress in 1974. It grants four specific rights to a student:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the College to amend a record should write the Registrar to clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as request, the College will notify the student in writing of the decision and the student's rights to a hearing regarding the request for amendment.
3. **The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agency); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Directory Information – The College will disclose information to third parties requesting information that the College designates as "directory information" unless students place holds on their educational records thus preventing the release of this information. Directory information includes student names, addresses (local, permanent, and email); telephone listings (local and permanent); dates of registered attendance; schools or divisions of enrollment; major programs of study; nature and dates of diplomas, degrees, and awards received; and participation in student organizations and activities.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirement of FERPA.**

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Student Resource Guide

The Family Education Rights and Privacy Act (FERPA)

Directory/Public information is considered public and can be released without the student's written permission. However, the student may opt to keep this information confidential.

Directory Information at Savannah Technical College includes:

- Name, address, phone
- Dates of enrollment
- Enrollment status (full/part-time, not enrolled)
- College(s), major(s) advisor(s)
- Class (freshman, sophomore, etc.)
- Academic awards and honors
- Degree(s) received
- Participation in student organizations or activities

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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 drug on the College premises or at any College-sponsored event is prohibited. Use or possession of medication prescribed by a physician is allowed but should be stored in original containers.

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 those designated will be subject to disciplinary procedures as outlined by the policies and procedures of Savannah Technical College.

Weapons

Savannah Technical College and the Technical College System of Georgia are committed to providing employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting.

The possession, carrying, or transportation of a firearm, weapons or explosive compound/material in or on college buildings or property shall be governed by state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct.

The official policy and Georgia law may be found at policy section 3.3.10

<https://tcsgeorgia.edu/tcsgepolicy/>

Student Resource Guide

Inappropriate Conduct

No person shall physically, verbally, or emotionally abuse, threaten, harass, 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:

- 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 or 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.
- Gambling on the campus is prohibited.
- 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.
- 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.
- 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.

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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 1113 and may be reached at **912.443.5200** 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 <http://www.savannahtech.edu/about-stc/campus-information/campus-safety-security/>

Lost and Found

Students may contact the STC Police Department at **912.443.5200** for lost and found items. Please be sure to identify the specific campus where the item was lost.

Equal Opportunity Complaint of Appeal

Savannah Technical College, in compliance with the rules and regulations pertaining to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX barring sex discrimination, Title VI barring discrimination on the basis of race, color, or national origin and Title VII barring discrimination on the basis of race, color, religion, gender, or national origin has established this procedure whereby a complaint related to the violation, interpretation, or application of any of the laws may be quickly and smoothly resolved. The procedures for filing a complaint may be found in the STC Student Handbook and Catalog.

To Contact a Compliance Coordinator:

Title VI (Discrimination) and Title IX (Equity), Students, All Campuses:

Regina Thomas-Williams, 912.443.5708 or rthomas@savannahtech.edu, Savannah Campus, Student Affairs Office, Room 1148.

Section 504/ADA Disability Coordinator:

Melanie Wilder, 912-443-5517 or mwilder@savannahtech.edu, Savannah Campus, Student Affairs Office, Room 1142.

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Parking Permits and Regulations

You may apply for your parking permit at the Savannah Technical College Police Department, Parking Services Division, located in Suite 1123, Goodman Hall, Savannah Campus. Students may park in only Student Parking designated areas and will be ticketed for parking in areas not designated as Student Parking, including visitors parking. Unpaid parking fines will prevent a student from requesting a transcript, registering , and will prevent participation in graduation ceremonies.

To obtain your permit, you must have the following:

1. Valid Savannah Technical College ID
 2. Valid Driver's License
 3. Proof of vehicle insurance for the vehicle being registered
 4. Current vehicle registration
- All students parking a vehicle on campus must have a valid student parking permit.
 - Students must park in the designated student parking lots and areas.
 - Campus Security patrols the campus to enforce parking regulations and to assist with vehicle problems. Tickets will be issued for vehicles that are parked illegally, or in reserved or restricted areas.
 - Students must have a separate permit assigned to 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.
 - Handicapped Parking spaces are reserved for disabled individuals with valid disability plates or placards.
 - Vehicles parked in Fire Lanes will be towed.

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Student Technology

Banner Web Access

All new students at Savannah Technical College are provided access to an online student information system called BANNER. In Banner, you can view your schedule, see your grades, see your financial aid award (if any), and update your personal information, as well.

First-Time Using Banner Web

1. Go to www.savannahtech.edu
2. Click on the “STUDENTS” Tab found on the teal bar at the top of the STC home page.
3. Click “BANNER Web Using STC Email” found under Web Tools & Support in the Current Students section.
4. Enter your Student Email as your “User Name” and your email password for the password (Default password is your birthday in the format **MMDDYYYY**) then click “Sign In”.
5. You will be prompted to enter or confirm a contact phone number and secondary email.
6. Once information is entered, click “Submit”.

To View the Course Schedule of Classes

1. Go to www.savannahtech.edu
2. Click on “STUDENTS” Tab found on the teal bar at the top left of the STC home page.
3. Look under “Advisement & Registration”
4. Click “Class Schedule” (You are not required to log into the system to view the schedule).
5. Search by Term “Select Term”.
6. You may search by subject, course number and by campus. If you select “All”, all courses for each campus will be displayed.
7. After selecting your course and campus, select the “Class Search” button.

DegreeWorks

1. Navigate to Banner Web.
2. Login using your Savannah Tech email address as your username and your email password as the password.
3. Click on Student and Financial Aid.
4. Click on Degree Works.
5. Login to Degree Works using your Savannah Tech email address as your username and your email password as the password.

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To View Final Grades, Unofficial STC Transcript and Transfer Credits

1. Log into your Banner Web account
2. Click on “Student & Financial Aid”.
3. Click on “Student Records”.
4. Click on the following to access your:
 - “Final Grades” – At the term screen, select the appropriate semester and click on “Display Grades”.
 - “Academic Transcript” (Unofficial) and “Transfer Credits”– Select transcript level, type remains “Official Electronic Transcript”, then click on “Submit”.
5. To print grades and transcripts, press the “Ctrl” button and the letter “P”.
6. Select “exit” in the top right hand corner to close and exit the secure area.

If you encounter difficulty in accessing your grades, please contact the Registrar’s Office by phone at 912.443.5521 or 912.443.5708 or visit the Student Affairs Office at your campus.

To View Your Financial Aid Information and the Balance Due on Your Account

1. Log into your Banner Web account
2. After you log in—Click on “Financial Aid”.
3. Click on the following to access your financial aid information:
 - **“Holds”** – Click on “My Eligibility” then click on “Holds”. Select the aid year and click “Submit”. If you have any holds on your account, the information will be listed.
 - **“Status of Financial Aid Verification”** – Click on “My Eligibility” and then on “Student Requirements”. The current aid year will show and you will have access to your FAFSA required information as well as the status information and date processed.
 - **“My Award Information** – click on “My Award Information” and then on “Award by Aid Year”. Click the “Award Overview Tab” and the current aid year award will be posted. Please keep in mind that the amount for Pell Grant and Hope will be based on full-time enrollment.
 - **“Check Balance”** - Click “Registration” and then click “Amount Due Pay by Credit Card or TeleCheck”. On the next page, make sure the Term is correct and click “Select Term. The following page will show your current balance.
4. Select “exit” in the top right hand corner to close and exit the secure area.

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STC Student E-Mail Account

Retrieve Your Student E-mail Address

1. Log into Banner Web
2. Click “Personal Information” and then click on “View Email Address (es)”
3. Locate your student e-mail address provided to you in your student banner account.
4. Write it here: _____ [@students.savannahtech.edu](mailto:students@savannahtech.edu)
(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.)

Check Your E-mail

1. Visit Savannah Tech Website at www.savannahtech.edu.
 2. Click on “STUDENTS” Tab found on the teal bar at the top left of the STC home page.
 3. Click the “Student Email Login”.
 4. In the “Windows Live ID” text box, enter your STC provided student email address
 5. The default password is your birthday in **MMDDYYYY** form (for example, May 1, 1980 would be 05011980).
 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. Visit Savannah Tech Website at www.savannahtech.edu
2. Click on “STUDENTS” Tab found on the teal bar at the top left of the STC home page.
3. Click the “Student Email Login”.
4. Click “Can’t access your account?”.
5. Click “Work or school account”.
6. Enter your Savannah Tech Email as the username and enter the words in the picture or audio.
7. Hit “Next” and fill out the method for verification.
8. Enter the code you received to reset your password and create a new password.

Technical Support: If you need assistance with your account return to STC website. From the Menu click (1) “STUDENTS” (2) “Student Technical Support” (3) “I’m having trouble with my STC Email Account”.

<http://www.savannahtech.edu/student-affairs/student-technical-support/>.

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Student Technology

Online Learning: Blackboard

How to Log into Blackboard:

1. Go to <http://savannahtech.edu.blackboard.com>
2. Click the Blackboard Login Click Here image link in the middle of the screen. Do not use the link on the top right corner of the screen. Your login credentials are the same as for your email.

(Your email is your username and your password is your email password)

Reset Your Blackboard/Banner/Email Password

1. Visit Savannah Tech Website at www.savannahtech.edu
2. Click on “STUDENTS” Tab found on the teal bar at the top left of the STC home page.
3. Click the “Student Email Login”.
4. Click “Can’t access your account?”.
5. Click “Work or school account”.
6. Enter your Savannah Tech Email as the username and enter the words in the picture or audio.
7. Hit “Next” and fill out the method for verification.
8. Enter the code you received to reset your password and create a new password.

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Online Learning

IMPORTANT – PLEASE READ

Students will not be able to log in to their Blackboard courses until the first day of class. Prior to this time you will not see any of your courses listed in Blackboard. You must log in during first three days of the term and take the Syllabus Quiz or you may be disabled from the course. Logging in during the first three days and taking the Syllabus Quiz confirms attendance.

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.

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 “**Students**” tab from the teal bar at the top of the home page
 3. Select “**Banner Log Web Using STC Email**”
 4. Follow the on-screen instructions to log into Banner Web.

But what if I need help?

1. Go to www.savannahtech.edu
2. Click the “**Students**” tab from the teal bar at the top of the home page
3. From the bulleted list of options choose “**Student Technical Support**”
4. Select “**I need assistance with Blackboard**” 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.

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Student Technology

Quick Reference for Student Online Issues

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

Depending on your choice of an Internet browser and OS configuration (e.g., PC or Mac) there are times that you may experience issues with Blackboard. Issues may include:

- Poppers being blocked.
- Not being able to access or submit assignments.
- Not being able to access Blackboard courses.

If you are experiencing any issues with Blackboard, follow the steps below to see if you can correct the problem.

For all browsers, try clearing the cache **first**. Here's **directions**:

https://www.savannahtech.edu/wp-content/uploads/2019/07/HowTo_ClearCache.pdf

Next, try using a different browser.

Firefox and Google Chrome are the recommended browsers for Blackboard. If you do not have Firefox installed, then you can download it here: www.firefox.com or Google Chrome here: www.google.com/chrome.

Note: To get the latest on which browsers are fully compatible with Blackboard, please see the [Blackboard Supported Technology](#) page.

*Remember: You **must** use the desktop/laptop version when accessing Blackboard. Android and Apple tablet versions are **not** fully supported.*

The Blackboard Mobile app is **not** recommended at this time for submitting discussions, assignments or exams.

For additional assistance, please submit the Student Technical Support Form and select "I need assistance with Blackboard". Don't forget to leave a detailed description of the issue as well as any error messages you receive. This will help expedite resolving your issue.

<http://www.savannahtech.edu/student-affairs/student-technical-support/>

Issues with 3rd Party Publisher websites and Access Codes should be directed to the Publisher. Look for technical assistance contact information on the Access Code package.

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Financial Aid

<http://www.savannahtech.edu/financial-aid/how-to-apply/>

1. All students who seek financial aid assistance must complete the most recent Free Application for Federal Student Aid (FAFSA) form for the school year at www.fafsa.ed.gov or if you only want Georgia State Aid you may complete the state application at www.gafutures.org.
2. STC School Code is **005618**. This code will be needed when completing the FAFSA form.
3. STC does not participate in Federal Direct Loan programs. For more information about State Loans and Private Loan programs visit www.savannahtech.edu/privateloans.
4. Students may receive the Pell Grant for Associate Degree, Diploma programs and some certificates, if eligible.
5. Students may receive the HOPE Scholarship for Associated Degree programs only, if eligible.
6. Students may qualify for the HOPE Grant for Diploma and Certificate programs, if eligible.
7. The HOPE Grant or HOPE Scholarship pays a portion of the tuition per TCSG standard tuition rate, which is \$67.00 up to 15 credit hours. It does not cover fees or offer a book allowance.
8. 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.
9. Contact the STC Financial Aid Office within five to seven business days after submitting your FAFSA online.

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Access Your Financial Aid and Account Balance Information Online

1. Go to www.savannahtech.edu
2. Click on the “STUDENTS” Tab found on the teal bar at the top of the STC home page.
3. Click “BANNER Login” found under the Current Students section.
4. After you log in—Click on “Financial Aid”.
5. Click on the following to access your financial aid information:
 - **“Holds”** – Click on “My Eligibility” then click on “Holds”. Select the aid year and click “Submit”. If you have any holds on your account, the information will be listed.
 - **“Status of Financial Aid Verification”** – Click on “My Eligibility” and then on “Student Requirements”. The current aid year will show and you will have access to your FAFSA required information as well as the status information and date processed.
 - **“My Award Information”** – click on “My Award Information” and then on “Award by Aid Year”. Click the “Award Overview Tab” and the current aid year award will be posted. Please keep in mind that the amount for Pell Grant and Hope will be based on full-time enrollment.
 - **“Check Balance”** - Click “Registration” and then click “Amount Due Pay by Credit Card or TeleCheck”. On the next page, make sure the Term is correct and click “Select Term”. The following page should show your current balance and your current aid.

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Nelnet Tuition and Fee Payment Plan

<http://www.savannahtech.edu/financial-aid/nelnet/>

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

- \$30, \$35, or \$45 per semester nonrefundable enrollment fee depending on the number of payments (ACH & credit/debit card)
- \$30 fee if a payment is returned.

Student Resource Guide

Student Success

Tutoring Services

<http://www.savannahtech.edu/academics/learning-enrichment-center/>

Job Search/Career Services

<http://www.savannahtech.edu/student-affairs/career-services/>

If you are looking for a full or part-time job, Savannah Technical College is available to assist enrolled and graduate students with the job search. Sign up for free services by registering for the STC Career Connections. The link is emailed to the student's STC email address. You may register for services, search for a job, upload your resume, and so much more. Resume and Job Preparation Workshops are held on each campus during the semester and invitations are sent to the student's STC Email address.

For resume, interview, or job search assistance, contact Kelly Morris at :
kmorris@savannahtech.edu or 912.443.5880.

Career Services is located in the Student Affairs Office of the Savannah Campus.

Student Resource Guide

Disability Services

<http://www.savannahtech.edu/student-affairs/student-support-services/disability-services/>

Savannah Technical College's Office of Special Populations offers accommodations and support services to assist students with disabilities in achieving their educational goals. Examples of accommodations are assistive technology, sign language interpreters, and extended test time.

A person with a disability is anyone who has a physical, mental, or emotional impairment that substantially limits one or more life activities, including: walking, talking, seeing, hearing, breathing, learning, and working; has a record of such impairment; or is regarded as having such impairment.

To receive accommodations, students must self disclose by contacting the Coordinator of Special Populations and scheduling an intake appointment. Documentation of the disability by a qualified professional who has evaluated the condition within the last three years is required. Information is kept confidential and specific accommodations are determined on an individual basis. Students are provided with accommodation letters to share with instructors, which must be requested each semester.

Contact the Counselor and Coordinator of Special Populations at 912.443.5717 or specpops@savannahtech.edu at the main campus.

Contact Terry Sellers, Campus Dean for Student Affairs, Liberty Campus and Army Education Center, 912.408.3024 ext. 6003 or tsellers@savannahtech.edu.

Contact Patricia Boyles, Campus Dean for Student Affairs, Effingham Campus, at 912.443.4107 or 912.443.4100 or pboyles@savannahtech.edu

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Special Populations

<http://www.savannahtech.edu/student-affairs/student-support-services/special-populations/>

The mission of the Office of Special Populations is to assist all special population students to achieve their educational and career goals by helping to remove academic and economic barriers. Special population students are students with disabilities, economic disadvantages, students preparing for nontraditional careers, single parents, displaced homemakers, and individuals with limited English proficiency. These students are eligible for use of the Lending Library, special workshops, community resource referrals, and brief individual counseling.

Students must self disclose by completing the Special Populations Student Form during orientation or after registering for classes. These students will be contacted by student email of available services and resources. Contact the Counselor and Coordinator of Special Populations at 912.443.5717 or specpops@savannahtech.edu at the main campus.

Student Activities

Savannah Technical College encourages students to participate in organizations to build leadership and service capabilities and to further their professional development. Student organizations exist to offer fellowship, related educational experiences, continuing education, networking, and professional competition at local, state, and national levels. Savannah Technical College administers a program of co-curricular activities through the Student Activities Office. Membership in all student organizations and participation in all student activities is open to all students regardless of race, color, ethnic or national origin, sex, disability, or age.

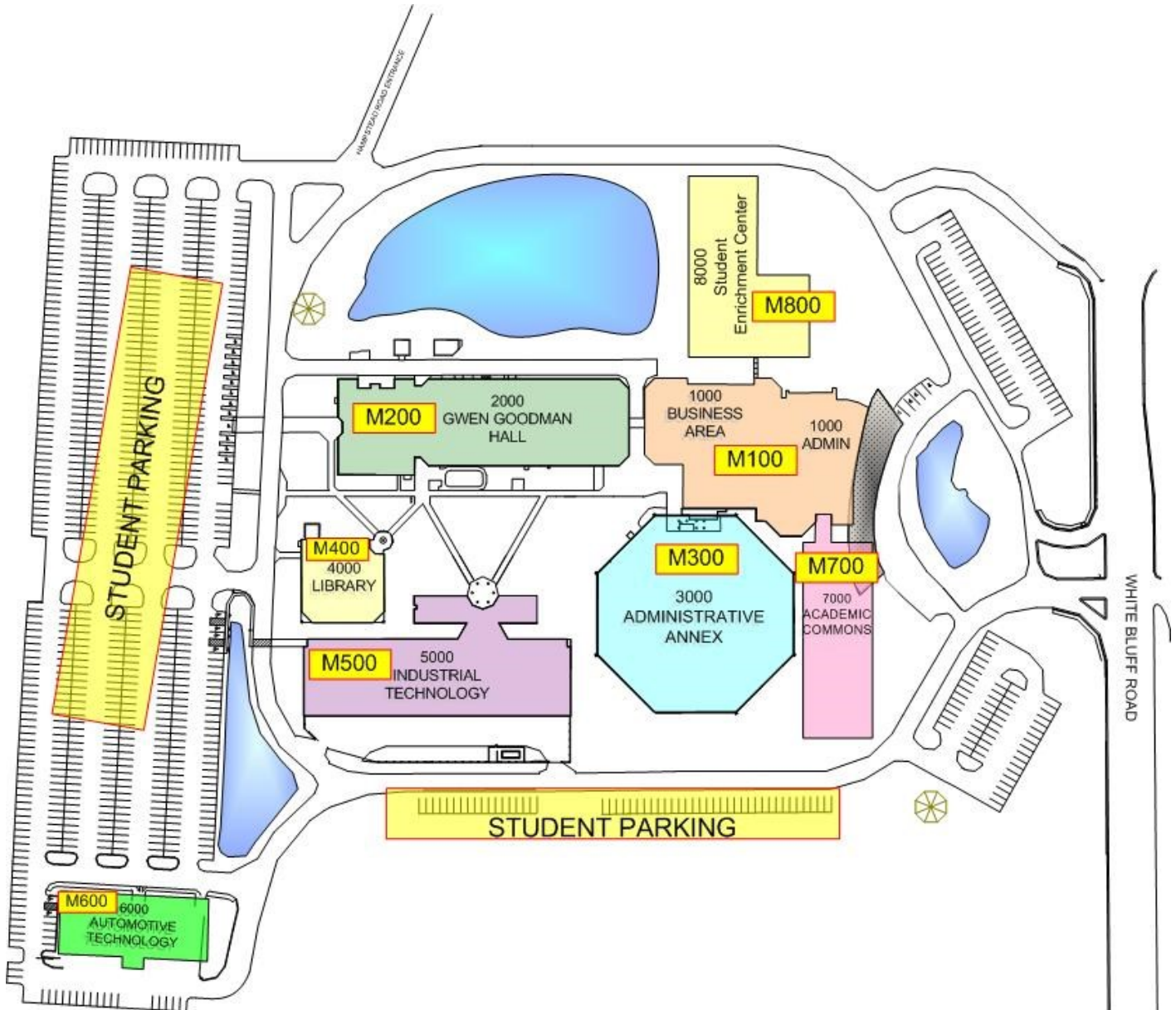
Student Representation in Governance

Students' role in decision-making is an advisory one accomplished through the Savannah Technical College Student Leadership Council (SLC). The purpose of the organization is to promote better relations between the students and faculty, to enhance the physical appearance of the school, to help promote the school and its functions, to plan student activities and to help the school in any way possible. The SLC meets on a monthly basis and other times as needed.

Representatives from each program area serve on the Student Leadership Council. The council sponsors various events and manages community service and college improvement projects. Students interested in serving on the council should contact their respective program advisors.

Student Resource Guide

Savannah Campus Map



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Disclaimer

Differences in hours of operation and other areas may vary from the main campus location and other locations. The information contained herein was primarily submitted by main campus staff. Please refer to the website for your location if you attend other than at the main campus in Savannah, Georgia

The information contained in “Student Resource Guide” was compiled from various college departments, our website at www.savannahtech.edu, and from our college catalog. Should any discrepancies be found, the information contained in the Savannah Technical College catalog and website shall take precedence.

