

STUDENT AFFAIRS

FAQ - REFERRAL GUIDE

Admissions Office

For questions regarding applications, placement testing, orientation, and programs of study:

Molly Bickerton— Director for Admissions, 871-1600, Joseph E. Kennedy Building, Room 152. Contact for questions regarding OTC/GSU transient courses.

Main Line: 912-688-6994, enrollmentservices@ogeecheetech.edu

Admissions Counselors:

Jamie Williams (A-G), 871-1631, Joseph E. Kennedy Building, Room 150, jwilliams@ogeecheetech.edu

Shenavian Holloway (H-O), 688-6942, Joseph E. Kennedy Building, Room 149, sholloway@ogeecheetech.edu

Kimberly Williamson (P-Z), 688-6934, Joseph E. Kennedy Building, Room 153, kwilliamson@ogeecheetech.edu

Ann Hester, SA Assistant, 871-1714, Joseph E. Kennedy Building, Room 145, ahester@ogeecheetech.edu

Hannah-Joy DiNello, Admissions Counselor/Recruiter, 871-1608, Joseph E. Kennedy Building, Room 147, hbray@ogeecheetech.edu

Admissions Counselors see students based on the student's last name. Please refer students to the appropriate Admissions Counselor.

How-To.....Apply to Attend OTC

New students can apply online at www.ogeecheetech.edu (go to Banner Web) or in the Admissions Office. Students may see any member of Admissions for assistance. All staff members are trained and knowledgeable about policies and procedures.

How-To.....Schedule a Placement Test

Placement tests can be scheduled online at www.ogeecheetech.edu by clicking on the Future Students tab/Assessment Center.

How-To.....Reapply to Return to OTC

Students that sit out of class for two or more terms are required to submit a Readmissions Application to update their information and reactivate their record. The Readmission Application is available online and in the Student Affairs Center. A \$25 readmission fee applies.

How-To.....Change my Program of Study

A Change of Program form is available online (go to Banner Web) or in the Student Affairs Center. Signatures from current and new advisors are required. Submit form to the appropriate Admissions Counselor for processing. Forms must be submitted by mid-term of each quarter. A \$15 change of program fee applies.

Financial Aid

For questions regarding Financial Aid (HOPE Grant, HOPE Scholarship, PELL Grant, FAFSA, etc.):

Kristie Sanders – Director for Financial Aid – 871-1937, Joseph E. Kennedy Building, Room 174, ksanders@ogeecheetech.edu

Financial Aid Counselors:

Katie Scott (A-H) – 486-7406, Joseph E. Kennedy Building, Room 172, kscott@ogeecheetech.edu

Denise Roberts (I-P) – 681-5643, Joseph E. Kennedy Building, Room 173, drobotts@ogeecheetech.edu

Libby Nesmith, (Q-Z) - 486-7402, Joseph E. Kennedy Building, Room 170, lself@ogeecheetech.edu

Ann Simmons (Loans/Verification) – 871-1641, Joseph E. Kennedy Building, Room 169, asimmons@ogeecheetech.edu

Financial Aid Counselors see students based on the student's last name. Please refer students to the appropriate Financial Aid Counselor.

How-To.....Apply for Financial Aid

Students must complete the FAFSA (Free Application for Federal Student Aid) application online at www.fafsa.ed.gov. Once the form is completed, see the appropriate Financial Aid counselor.

How-To.....Know if Financial Aid Has Been Approved

Students are notified about the status of their financial aid application through Ogeechee Tech student e-mail.

How-To.....Determine Whether to Apply for the HOPE Grant or HOPE Scholarship

HOPE Grant is for diploma and certificate programs.

HOPE Scholarship is for degree programs.

Miscellaneous

How-To.....Apply For a Scholarship

Several scholarships are available through the Ogeechee Tech Foundation. Go online to www.ogeecheetech.edu Foundation to review the scholarships that are available or contact **Jennifer Cornwell** at 688-6098, Room 165 Joseph E. Kennedy building.

How-To.....Pay Tuition & Fees

All tuition and fees are paid for at the Business Office. Tuition and Fees may be paid online through a student's Banner Web account or by visiting or contacting the Business Office at 912-871-1643.

Student Support Services

Brandi Helton—Dean of Students, 486-7607, Joseph E. Kennedy Building, Room 198C, bhelton@ogeecheetech.edu

The Office of Student Support Services encompasses the areas that follow:

Assessment Services

For questions regarding GED Testing, IT Certification Exams, Placement Testing, and Workkeys Exams:

Kristin Waters, Assessment Services Coordinator, 871-1693, Assessment Center, Room 711, kdwaters@ogeecheetech.edu

Testing must first be scheduled online by visiting www.ogeecheetech.edu, Future Students/Assessment Center

Career Services

For questions regarding career counseling, job search, interviews/resumes, and the Work Study Program:

Larry Bowen – Career Services Coordinator, 871-1620, Joseph E. Kennedy Building, Room 188, lbowen@ogeecheetech.edu

How-To.....Get help with a Resume'

Contact **Larry Bowen** to schedule an appointment or visit www.ogeecheetech.edu, Student Affairs, Career Services, Resume & Interview Skills for sample resumes.

How-To.....Get Help Finding a Job

Contact **Larry Bowen** to schedule an appointment or visit www.ogeecheetech.edu, Student Affairs, Career Services, Job Listings to view current job openings within a field of study.

Counseling & Retention

For questions regarding career assessment, support groups, workshops, career, disability, and personal counseling, and withdrawing:

Kristina Brewton, Counseling and Retention Coordinator, 486-7811, Joseph E. Kennedy Building, Room 192, kbrewton@ogeecheetech.edu

How-To.....Withdraw from College

Talk to the Counseling and Retention Coordinator first. Other options may be considered prior to withdrawing. If a student decides to withdraw, this is done through the Counseling and Retention Office.

Disability & Special Populations

For questions regarding accommodations for students with disabilities, counseling for students with disabilities, special populations:

Contact **Sabrina Burns – Disability & Special Populations Coordinator** at 486-7211, Joseph E. Kennedy Building, Room 189, sburns@ogeecheetech.edu

High School Initiatives

For questions regarding Dual and Joint Enrollment:

Contact **Catherine Groover—High School Coordinator**, 871-8522, Joseph E. Kennedy Building, Room 183B, cball@ogeecheetech.edu

Contact **Sherrie Collins—High School Coordinator** (Evans County) 871-8532, Joseph E. Kennedy Building, Room 193, scollins@ogeecheetech.edu

Student Activities

For questions regarding non-traditional programs, the Lending Library, emergency assistance, and student activities:

Contact **Brandi Helton, - Dean of Students**, 486-7607, Joseph E. Kennedy Building, Room 198C, bhelton@ogeecheetech.edu.

Student Navigator

For questions regarding TEAMS, and “Go Back Move Ahead” campaign:

Contact **Cindy Phillips, Student Navigator**, 871-8514, Joseph E. Kennedy Building, Room 183A, cbphillips@ogeecheetech.edu

Academic Advisor

For questions regarding: Advisement questions for Provisional Admissions students (students taking learning support courses).

Contact **Cindy Phillips**, 871-1608, Joseph E. Kennedy Building, Room 183B, cbphillips@ogeecheetech.edu

Tutoring Services

For questions regarding tutoring services:

Contact **Cindy Phillips**, 871-8514, Joseph E. Kennedy Building, Room 183A, cbphillips@ogeecheetech.edu

Registrar’s Office

For questions regarding transcripts, class schedules, registration, GPA, transfer credit, graduation requirements, student ID’s, student e-mail, and Banner Web:

Michelle Stubbs – Registrar, 486-7865, Joseph E. Kennedy Building, Room 160, mstubbs@ogeecheetech.edu

Jan DiNitto – Assistant Registrar, 871-1611, Joseph E. Kennedy Building, Room 161, jdinitto@ogeecheetech.edu

April Burkes—Data Quality Manager, 486-7984, Joseph E. Kennedy Building, Room 133, aburkes@ogeecheetech.edu

How-To.....Request a Transcript

Complete the Request for Academic Transcript of Records located online under Student Affairs, Registrar, Forms OR obtain a hard copy of the form from the Registrar’s Office.

How-To.....Find out what your GPA is and how many credit hours you have

Log onto Banner Web at www.ogeecheetech.edu and print an **Unofficial Transcript**. This will show how many credit hours a student has earned and the current GPA. Students may also go to the Registrar’s office to obtain this information. GPA is not given over the phone.

How-To.....Log Onto BANNER Web

Go to www.ogeecheetech.edu. Click on Current Students, Banner Web, Enter OTC Banner Web. A PIN is required to log on. The initial PIN is the student’s date of birth (MMDDYY). Once logged onto Banner Web using the initial PIN, the student will be prompted to change the PIN. A new 6 digit PIN must be created at this time for assistance for Banner Web. To reset Banner Web and Student Email Accounts, go to <http://www.ogeecheetech.edu/current-students/account-assistance>.

How-To.....Request an Insurance Letter to Verify Full-Time Enrollment

Complete an Enrollment Verification Form which can be obtained from the Registrar’s office or online on Banner Web. Once enrollment history is available, an Enrollment Verification letter can be printed from Banner Web. Special circumstances should be referred to the National Student Clearing House.

How-To.....Register For Classes

See a program advisor. Advisors are listed on the acceptance letter. Advisors complete and sign the registration form. Once completed, new students must see the Registrar; returning students can register online. Current students can begin registering after midterm of the current quarter during pre-advisement. New students need to register during scheduled Advisement/Registration dates, which can be located at www.ogeecheetech.edu, Current Students, Campus Calendar.

How-To.....Register Online

A RAN (Registration Access Number) is required to register online, which is obtained through an Academic Advisor. Once you have a RAN, go to www.ogeecheetech.edu, click on Current Students, Banner Web, and Enter OTC Banner Web. A PIN is required to log on. After logging on, click on Student Affairs, Financial Aid, Registration, Add/Drop Classes. Key in the RAN when prompted. Type in the CRNs in the boxes and click Submit Changes. Click on Registration Fee Assessment at the bottom of the page and then Student Detail Schedule.

How-To.....Find your new Student E-mail Address

Go to BannerWeb and click Enter OTC BannerWeb then User ID. This can be either your Student ID number or your SS# without the dashes. Enter PIN, your initial PIN is your date of birth (MMDDYY). If you have previously logged in, your PIN will be whatever you changed it to. Click Login then Personal Information menu link then View E-mail Address link. Your Microsoft Office 365 E-mail address will be listed as Windows Live Student E-mail. Marked as preferred.

How-To.....Log into your Student E-mail

Know your Microsoft Office 365 Student E-mail address.

Go to <https://outlook.com/student.ogeecheetech.edu> and enter your e-mail address. Enter your password. Click the Sign in button.

Executive Vice President for Academic & Student Affairs

Ryan Foley, 688-6061, Joseph E. Kennedy Building, Room 906, rfoley@ogeecheetech.edu

Beckie Snyder, Administrative Assistant, 871-1635, Joseph E. Kennedy Building, Room 198, bsnyder@ogeecheetech.edu

Campus Safety & Security

Stan York-Director for Campus Safety & Security/Chief of Police, 681-5667, Joseph E. Kennedy Building, Room 180, syork@ogeecheetech.edu

James Myers-Full Time Officer, 681-5667, Joseph E. Kennedy Building, Room 181, jmyers@ogeecheetech.edu

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