

STUDENT AFFAIRS

FAQ - REFERRAL GUIDE

Admissions Office

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

Laura Saunders - Director for Admissions, 871-1600, Room 106 JEK Building, lisaunders@ogeecheetech.edu
Main Line: 912-688-6994, enrollmentservices@ogeecheetech.edu

Admissions Counselors:

Jamie Williams (A-Go), 871-1631, Room 143A JEK Building, jwilliams@ogeecheetech.edu
Shenavian Holloway (Gp-Par), 688-6942, Room 143B JEK Building, sholloway@ogeecheetech.edu
Jennifer Kraft (Pas-Z), 688-6934, Room 143C JEK Building, jholladay@ogeecheetech.edu
Shawna Bennett, 871-1714, Room 112A JEK Building sbennett@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 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 \$15 readmission fee applies.

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

A Change of Program form is available online 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.

Financial Aid

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

Letrell Thomas – Director for Financial Aid – 871-1624, Room 170 JEK Building, lthomas@ogeecheetech.edu

Financial Aid Counselors:

Melba Williams (A-Go) – 486-7406, Room 146A JEK Building, mwilliams@ogeecheetech.edu
Denise Roberts (Gp – Par) – 681-5643, Room 146B JEK Building, droberts@ogeecheetech.edu
Ann Simmons (Pas – Z) – 871-1641, Room 146C JEK Building, asimmons@ogeecheetech.edu
Financial Aid Planning Specialist:
Celena Brown - 871-1937, Room 143H JEK Building cbrown@ogeecheetech.edu

Financial Aid Assistant:

Ciara Peebles—486-7402, Room 146D JEK Building cpeebles@ogeecheetech.edu

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 **Kathleen Kosmoski** at 486-7409, Room 503 Health Science Building North.

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.

Recruitment & Retention

LeAnne Robinson - Director for Recruitment & Retention, 871-1608, Room 108 JEK Building, lrobinson@ogeecheetech.edu

The Office of Recruitment & Retention encompasses the areas that follow:

Assessment Services

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

Ken Bryant, Assessment Services Coordinator, 871-1693, Assessment Center, kbryant@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, Room 143E JEK Building, 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:

Ty White—Counseling and Retention Coordinator, 486-7811, Room 171D JEK Building. twhite@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 & Student Support Services

For questions regarding First Alert referrals, accommodations for students with disabilities, and counseling for students with disabilities:

Contact **Penny Hendrix – Disability Coordinator** at 486-7211, Room 171E JEK Building, phendrix@ogeecheetech.edu.

High School Initiatives

Dual and Joint Enrollment: Contact LeAnne Robinson

Student Activities & Special Populations

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

Contact **Kelli Waters – Student Activities & Special Populations Coordinator**, 871-1885, Room 143D JEK Building, kwaters@ogeecheetech.edu.

Tutoring services

For questions regarding tutoring services:

Contact **Penny Hendrix, 486-7211**, Room 171E JEK Building, phendrix@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, Room 143G JEK Building, mstubbs@ogeecheetech.edu

Jan DiNitto – Assistant Registrar, 871-1611, Room 143F JEK Building, jdinitto@ogeecheetech.edu

Shatonna Leverette – Student Affairs Assistant, 486-7221, Room 143E JEK Building, sleverette@ogeecheetech.edu

April Burkes—BANNER Support Specialist, 486-7984, Room 418B JEK Building, 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.

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. Once enrollment history is available, an *Enrollment Verification* letter can be printed from *Banner Web*. Special circumstances should be referred to the Registrar's Office.

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 Live 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 *Windows Live Student E-mail* address.

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

Vice President for Student Affairs

Ryan Foley, 688-6061, Room 171 JEK Building,
rfoley@ogeecheetech.edu

Beckie Snyder, Administrative Assistant, 871-1635, Room 171 JEK Building
bsnyder@ogeecheetech.edu

Campus Safety & Security

Jeff Smith, Director for Campus Safety & Security, 681-5667,
Room 105 JEK Building, tjsmith@ogeecheetech.edu

In case of an Emergency Dial - 5664