Student Affairs
FAQ - Referral Guide

Admissions Office
For questions regarding applications, campus tours, placement testing, orientation, and programs of study:

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

Admissions Counselors:
Jamie Williams (A-H), 871-1631, Room 143A JEK Building, jwilliams@ogeecheetech.edu
Shenavian Holloway (I-O), 688-6942, Room 143B JEK Building, sholloway@ogeecheetech.edu
Jennifer Kraft (P-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
Contact the Admissions Office at 912-688-6994 or visit the Student Affairs Center to schedule a placement test.

How-To.....Reapply to Return to OTC
Students that sit out of class for two or more quarters 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.

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.):

Lettrell Thomas – Director for Financial Aid – 871-1624, Room 146D 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 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 Kathleen Kosmoski at 486-7409, Room 133 JEK 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.

Recruitment & Retention
LeAnne Robinson - Acting 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 through the Admissions Office.

Career Services
For questions regarding career counseling, job placement, 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 Placement, Links of Interest 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 Placement, 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:

Brian Russell – Counseling and Retention Coordinator, 486-7811, Room 171D JEK Building, bbrussell@ogeecheetech.edu
How-To.....Withdraw from College
Talk to the Counselor, Brian Russell first. Other options may be considered prior to withdrawing. If a student decides to withdraw, this is done through the Counselor’s 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:
Hillari Brown - High School Coordinator, 871-1937, Room 143D JEK Building, hkeese@ogeecheetech.edu

Special Populations & Equity
For questions regarding non-traditional programs, the Lending Library, and emergency assistance:
Contact Kelli Waters — Special Populations and Equity Coordinator, 871-1885, Room 143H 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, e-mail, and Banner Web:

- Michelle Meyer – Registrar, 486-7865, Room 143G JEK Building, mmeyer@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

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-advise. 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
Karen Mobley - Administrative Assistant, 871-1635, Room 171 JEK Building, kmobley@ogeecheetech.edu

Campus Safety & Security
Jeff Smith, Director for Campus Safety & Security, 681-5667, Room 148 JEK Building, tjsmith@ogeecheetech.edu

In case of an Emergency Dial - 5664