Online Course Orientation

Student Policies and Procedures

A member of:

Georgia Virtual Technical Connection

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President's Message

On behalf of the faculty, staff, and students of Southeastern Technical College, welcome to our campus.

Since 1990, we’ve made it our mission to offer tailored, practical, enriching education to the people of southeast Georgia. With over 80 programs available on our two campuses, we take pride in providing paths to success for anyone that walks through our doors—whether you want to study nursing or networking, commercial truck driving or criminal justice.

Southeastern Tech remains committed to our non-credit programs as well, and our Continuing Education and Economic Development divisions continue to offer hundreds of classes, seminars, and customized business and industry training opportunities for the community at large.

STC has always prided itself on being prepared to meet the future challenges of a global economy. Whether that’s cutting-edge facilities, partnerships with regional industry, or online learning options for students on the move, we aim to build better communities and highly trained students. With well qualified instructors and a variety of services, Southeastern Technical College is equipped to do just that.

Please let us know how we can serve you in order to meet your educational goals.
The Georgia Virtual Technical Connection (GVTC) is a consortium of independent technical colleges providing occupational courses and programs, using a standardized curriculum delivered over the Internet and through local centers. The mission of the Georgia Virtual Technical Connection is to provide support, guidance, and assistance to the state’s Technical Colleges in the design, development, and delivery of distance education and technology based learning initiatives, manage the state level online student application portal, and serve as a conduit for distance and technology enhanced education.

GVTC provides the central point of contact for the student applying online by providing an online course catalog, an online orientation, answers to questions concerning the online process and facilitation of the online application to the requested college. GVTC acts as a facilitator rather than a full functioning admissions department. Application files, assessment testing, advisement and registration, financial aid, textbook orders, and awarding credentials are managed at the local colleges. GVTC’s function is to assist the student in locating the course(s) needed and direct the application to the requested college. The same policies and procedures that apply to the traditional student services apply to the Georgia Virtual Technical Connection (GVTC) process. Each application is processed in a nondiscriminatory way for admission to any technical college with the Technical College System of Georgia. GVTC acts as a facilitator in assisting the colleges’ Student Affairs divisions in processing the online student.
Getting Started With Your Online Class

In order to be sure you get the most out of the online class experience, a little planning on your part will go a long way. It is important to make contact with your instructor as soon as possible by sending the instructor an email letting him/her know that you are registered for their online course(s). Students are responsible for emailing their instructor(s) upon registering for online classes. This establishes your intent to complete the online course. Your instructor will also require that you perform an academic activity within the first three days of the semester in order to prevent being listed as a No Show for the course.

If you decide to order your textbooks as opposed to purchasing them on campus, order them from the bookstore at least two weeks before classes start. A student may order books by emailing the bookstore with a list of courses. Southeastern Tech’s Vidalia campus bookstore may be reached by email at bookstore@southeasterntech.edu, by phone at 912-538-3129, or by fax at 912-538-3156. Southeastern Tech’s Swainsboro campus bookstore may be reached at 478-289-2217. If you intend to use your financial aid to purchase your course materials, you must email the bookstore using your Student Email account. Please include your student ID number, a mailing address, and the classes in which you’re registered. A student may include a credit card number in the email, or call the Vidalia Campus Bookstore and give the VISA/MC or Discover credit card number and payment information over the phone. Students should contact the bookstore for any questions on books. Books mailed will have a shipping and handling fee added. Students may email their instructor in advance of the semester to obtain the book’s ISBN if they plan to purchase their books from an outside vendor. However, all students are encouraged to use the STC bookstore for their books and other supplies and are expected to obtain all required materials by the first day of the semester.

It is the student’s responsibility to ensure that they have access to a computer that meets the minimum hardware/software requirements to participate in an online course. Those requirements are listed on the GVTC web site at http://www.gvtc.org/StudentOrientation/ComputerNeeds.aspx. Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised not to rely on these devices to take an online course.

Finally, a transient student must request that his/her grades be transferred back at the end of the semester to the home college.

Over the next few pages, you will find information that will make your online learning experience a good one.
Student Email Access

Every student at Southeastern Tech has a student email account. The student email (Owl Mail) is a web-based email program that you can use to check your college email account from campus, home, or anywhere else that offers access to the Internet. As an online student, it is very important that you check your email on a daily basis. Email is the main source of communication between you and your online instructor. Any emails that your instructor creates and sends to you will be sent to your student email account. In addition, instructors may also choose to use the ANGEL email system. Be sure to check it regularly as well.

Follow the directions below to access Student Email:

1. Click on mySTC via the Southeastern Tech webpage at www.southeasterntech.edu.
2. Enter your Student ID# as your username and your BannerWeb PIN as your password to login.
3. Click the Student Email Icon.

An alternate way to access student email is listed below:

Student Email can be accessed from the following address:
http://owl.southeasterntech.edu. Enter your student ID# (9100xxxxx or 9000XXXXX) and your 6-digit STC supplied PIN.

Students may also access their student email account by clicking on the Owl Mail tab at the top while logged into their course.

You can locate your email address by using the following steps:

1. Login to your student email account (Owl Mail) by using your supplied credentials (Student ID# and 6-digit PIN).
2. Click Options from the top menu.
3. Click on Personal Information from the choices, and you will see your email address that you can distribute to others.

To return to your Inbox, simply click the Inbox link from the left hand menu.

Student Email can also be used by required software vendors such as Mathxl, etc… The format of the email address you use with those programs is 9XXXXXXXX@stc-smail.southeasterntech.edu.
ANGEL

ANGEL is a web-based course management software used by faculty and students in colleges and universities. You will use ANGEL to locate all information for your online classes, take tests, check your grades on assignments, etc. To access your online course(s) in ANGEL, follow the steps listed below.

1. Click on mySTC via the Southeastern Tech webpage at www.southeasterntech.edu.

2. Enter your Student ID# as your username and your BannerWeb PIN as your password to login.

3. Click on the Angel Icon.

4. You will see a list of all of your online, hybrid, and web-enhanced courses on the Southeastern Tech ANGEL Homepage under the Courses Section/Nugget.

5. Click on the course you want to enter.

It is very important that you look around each ANGEL course by clicking the tabs and nuggets to learn where everything is located (announcements, syllabus, lesson plan, course work, grades, etc.). Along with your email, check the announcements in ANGEL daily. Your instructor may frequently post important information in the announcement section of ANGEL. Additionally, check your ANGEL email, located within ANGEL, as some instructors may use this as a method of contact also.

If you have any problems logging in or experience technical difficulties, contact the appropriate ANGEL point of contact.

Ashley Harmon, Vidalia Campus  Sonya Wilson, Swainsboro Campus
(912) 538-3105  (478) 289-2298
aharmon@southeasterntech.edu  swilson@southeasterntech.edu

Note: An alternate route to enter ANGEL is http://southeasterntech.angellearning.edu. This route will require you to remember a different username and password. Student usernames and passwords are formatted as follows when entering ANGEL through the ANGEL Website:

- Username: 43_student id number (example: 43_9100####)
- Password: 43_student id number (for a new user)
- Password: your password from last semester (for a returning student)

You will be prompted to change your password when you enter ANGEL if you are a new user. The new password you create does not have to begin with the 43_ and can be numbers, letters, or a combination of both. Please write down this password and do not share your password with anyone.

Students who enter ANGEL through their mySTC account should be able to automatically enter ANGEL by clicking the ANGEL icon in mySTC.
Remote Lab

As an STC student, you can use our software (Microsoft Word, Excel, PowerPoint, Access, etc.) from the comfort of your own home without having to purchase it. Plus you save your files to your own personal folder on our server (Drive P:), which means you will not need a disk. These files are backed up several times a week, so they will be safe and secure. You will also have access to other STC resources such as personal folders and course specific folders. Some online instructors require that their students use the Remote Lab Access, so be sure to check with your instructor for specific requirements.

You can access the Remote Lab by following these steps:
1. Click on mySTC via the Southeastern Tech webpage at www.southeasterntech.edu.
2. Enter your Student ID# as your username and your BannerWeb PIN as your password to login.
3. Click on the Remote Lab Access Icon

The first time you access the remote lab away from Southeastern Tech, you will be required to download the Citrix Software (available under Message Center). Once this is complete, enter your Student ID# as your username and your 6-digit STC PIN. After the Citrix software is downloaded, you are ready to begin working. You only have to download the software one time on your computer. If you work on another computer, say a friend’s house, you will have to go through this process again. But if you always use the same computer, your home computer for example, you will only have to go through this process one time. Please contact the IT Dept if you have any problems installing the MetaFrame Presentation Server. For technical issues with IDS system at any time, please email it@southeasterntech.edu.

BannerWeb

BannerWeb is where you should go for your final grades, registration, financial aid, and other important information. Follow the steps listed below to access BannerWeb:

From the STC website:

1. Click mySTC.
2. Enter your Student ID# and 6-digit PIN.
3. Click the BannerWeb Icon.
4. Follow menus to find information such as financial aid or final grades.
Weekly Student Engagement

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student’s last date of attendance in the event a student withdraws or receives an F in a course. A student’s last date of attendance can have a negative effect on his/her financial aid and academic progress.

Proctored Event Requirement

In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event (a major exam, assignment, or presentation). The event will count a minimum of 20% of the course grade, and will be reflected as such on the course syllabus. Students who do not complete the proctored event will receive an F in the course.

The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. On-campus proctors will administer the On-Campus Proctored Event Registration Form at the time of the proctored event. If the event is proctored by anyone other than the instructor, the form will be filled out in its entirety and returned (if appropriate) with the hard copy test, note sheets, or any other paperwork outlined by the instructor. If the instructor administers the form, he/she will simply save the completed form.

Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College’s requirements as outlined on the Proctor Scheduling and Approval Form. Students arranging off-campus proctoring will take the event on one of the originally scheduled days. Proctors must follow the Proctoring Instructions. Off-campus proctors will administer the Off-Campus Proctored Event Registration Form.

Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion.

A proctoring statement is placed on all online course syllabi. The statement reads as follows: In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event per online course. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. The proctored event will be administered on
two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific date of the proctored event is scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be administered on or after the 65% point of the semester. Proctored events will be given between weeks 10 and 13 for fall and spring semesters and between weeks 6 and 8 for summer semester. Dates for proctored events for courses taught in a minimester will be provided by the instructor of the course. Students who do not complete the proctored event will receive an F in the course.

As published on STC’s website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia’s technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, (date), (time), (room location) and Swainsboro Campus, (date), (time), (room location).
Student Policy

For a complete student policy guide, see the college’s Catalog and Handbook on the school’s website at http://www.southeasterntech.edu/student-affairs/catalog-handbook.php.

No Show Policy for GVTC Courses

Students are required to log into the ANGEL system and post their acknowledgement of STC policies and procedures by the third day of the semester as part of the Course Pledge Discussion Forum. Failure to do so will result in being dropped as a No Show. Your instructor may require further tasks so please follow their instructions accordingly.

Any no show student whose registration is voided and who seeks reinstatement must obtain approval from the class instructor (who will seek approval from Student Affairs if necessary).

NOTE: Some classes have waiting lists. When a no show student’s registration is canceled, students on the waiting list are given the opportunity to register. This means that no show students may lose their place in class.

Dropping GVTC Courses Before the Class Has Begun

Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student’s ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

Withdrawing from a GVTC Course

Students wishing to officially withdraw from course(s) after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” is assigned when the student completes the withdrawal form from the course(s). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” being assigned.
Academic Dishonesty

Academic Misconduct
Academic misconduct is any act that does or could improperly distort student's grades or other student academic records. A student enrolls at Southeastern Tech to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills, it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.
Southeastern Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed before the student graduates from the program in a designated course. If your online course is this designated course, it will be indicated on your Syllabus as well as under Course Work when in ANGEL. These assessments have been developed using questions unique to each program area. The assessment will make up 5% of a student’s grade for the designated course. A student must make a grade of 70 or above on the assessment in order to successfully pass the work ethics module and receive a work ethics seal on his/her transcript.

The following statement will appear in every course syllabus which assesses the Work Ethics traits:

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.
Instructor Response
PROCEDURE CONCERNING INSTRUCTOR RESPONSE TIME

The instructor will do his or her best to immediately respond to all email and phone messages. We realize that when you have a question you may not be able to continue in your class work until that question is answered. Email is the best method to contact your instructor. Instructors will reply to all emails by the following business day. Additionally, online instructors are required to check email at least once over the weekend and daily if tests or assignments are scheduled during this timeframe. Students can refer to the staff information section of Angel, which provides online students with times and dates they can expect their instructor to be available for personal contact (phone calls or on campus visits).

Please review the Faculty Information Section of your class. This section provides you with the times and dates that you can expect your instructor to be available for personal contact (phone calls or on campus visits).

If you have not received a reply from your instructor within 72 hours after submittal, contact Ms. Gina Robison for Business Technology and Human Services, Dana Roessler for Health Sciences, Ms. Cheryl West for General Education and Learning Support, Ms. Jessie Garrett for Environmental and Industrial Technologies, Mr. Ashley Harmon, Online Academic Activities Coordinator, Ms. Sonya Wilson, GVTC Coordinator, Swainsboro Campus, or Ms. Stephanie Moye, CIS Instructor, Vidalia Campus.
Southeastern Technical College
Privacy Statement for Distance Education

All students enrolled at Southeastern Technical College (STC), regardless of the mode of instructional delivery (traditional, web-enhanced, hybrid, online or Polycom), are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). As published in the Catalog and Handbook, FERPA was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Southeastern Technical College also adheres to written procedures of the Georgia Virtual Technical Connection (GVTC) to protect the privacy of students who participate in distance learning activities. Students are informed of this protection via the GVTC website and the Online Course Orientation Manual available to students through ANGEL. STC does not offer correspondence education courses or programs.

Since an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom. Because of the nature of distance education, academic administration may have access to student work such as:

- The academic administration and STC Angel Point of Contact staff has access to all online courses and the completed course documents to carry out their job duties.
- When students submit information electronically (via ANGEL), the information is accessible to the faculty teaching the course.
- Some students may submit information electronically via their student email account (Owl Mail). The student email account is a College provided student email system with a secure logon environment. The identity of all students is verified through the use of a secure and unique nine digit student identification number. This identification number is utilized as part of the student’s username when accessing the student email. Additionally, STC utilizes Secure Sockets Layer (SSL) certificates to establish an encrypted link between the web server and the client’s browser. This link ensures that all data passed between the web server and web browser remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of online transactions with users.
- In all online courses, discussion postings and some student work are accessible to students in the class. Postings and student work do not contain grades viewable by other students.
Important Links and Contacts
CONTACT INFORMATION

Important Contacts:

Mr. Ashley Harmon, Online Academic Activities Coordinator (912) 538-3105
Ms. Sonya Wilson, GVTC Coordinator – Swainsboro Campus (478) 289-2298
Ms. Stephanie Moye, CIS Instructor – Vidalia Campus (912) 538-3161
Southeastern Technical College Customer Service (912) 538-3100
Southeastern Technical College FAX number, Vidalia Campus (912) 538-3156
Southeastern Technical College FAX number, Swainsboro Campus (478) 289-2263
Southeastern Technical College Financial Aid, Vidalia Campus (912) 538-3107
Southeastern Technical College Financial Aid, Swainsboro Campus (478) 289-2272
Southeastern Technical College Bookstore, Vidalia Campus (912) 538-3129
Southeastern Technical College Bookstore, Swainsboro Campus (478) 289-2217
Southeastern Technical College Registrar, Vidalia Campus (912) 538-3160
Southeastern Technical College Registrar, Swainsboro Campus (912) 538-3213
Southeastern Technical College Career Services, Vidalia/Swainsboro Campuses (912) 538-3207

Important Links:

http://www.southeasterntech.edu
Southeastern Technical College Home Page
This is our college homepage. If you have any questions, start at the homepage and look at the list of contacts in the Directory.

Southeastern Technical College Catalog

http://www.gvtc.org
Georgia Virtual Technical Connection

http://app.gvtc.org/GVTC/General/Courses.aspx
Go to this link to find all the online courses

http://www.gsfc.org
Georgia Student Finance Commission

http://www.fafsa.ed.gov
Federal Financial Aid Application (Pell)

www.gacollege411.org
GAcollege411 Website
STC Policies and Procedures

Read all policies and procedures listed on page 19 of this manual. When you have read and understand each of these policies, follow your online instructor’s directions for issuing a statement of acknowledgement. Most instructors ask that you post your statement of acknowledgement in the discussion forums, blog or ANGEL email section of each online class in which you are enrolled. This is typically located in the “Start Here to Reserve Spot in Class” folder. Your instructor will likely also ask you to introduce yourself to the class as a part of this process.
List of Policies and Procedures

By issuing a statement of acknowledgement, you agree that you are responsible for all policies and procedures listed on this page and in the Catalog and Handbook located at http://www.southeasterntech.edu/student-affairs/catalog-handbook.php.

- Student Affairs Information
- Attendance Policy
- Academic Dishonesty Policy
- Instructor Response Time
- Withdrawal Procedures
- Weapons Policy
- Dress Code
- Drug-Free Campus Policy
- Tobacco Use
- Academic Misconduct
- Non-Academic Misconduct
The Student Affairs office is excited you are seeking to augment your life with education through Southeastern Technical College, and we are committed to assist you any way we can. Provided here is resource and contact information to enhance your experience as an online learner.

**Academic Assistance**

Georgia Virtual Technical Connection (GVTC) has excellent information on their website. The site includes assistance areas including library resources, course orientation, tutorials and support information. [http://gvtc.org](http://gvtc.org).

The Southeastern Technical College library is an excellent resource: [http://library.southeasterntech.edu](http://library.southeasterntech.edu).

Southeastern Technical College also has a Student Success Center where a variety of resources and tools are available: [http://www.southeasterntech.edu/online-learning/resources-support.php](http://www.southeasterntech.edu/online-learning/resources-support.php).

**Career Services**

The Career Services Office provides a variety of resources and personal assistance to graduates seeking employment. Services include job search assistance, resume writing and interview preparation. All resources may be accessed by contacting the Career Services Office at 912/538-3207 or by email – [lhelms@southeasterntech.edu](mailto:lhelms@southeasterntech.edu).

Additional job opportunities and career planning tools may be accessed through one of the following links:

America’s Job Bank: [www.ajb.dni.us](http://www.ajb.dni.us)

Career Builder: [www.careerbuilder.com](http://www.careerbuilder.com)

GA Department of Corrections: [www.dcor.state.ga.us](http://www.dcor.state.ga.us)


**Student Activities**

The Student Activities website has contact information for clubs and a calendar of activities: [http://www.southeasterntech.edu/student-affairs/student-organizations.php](http://www.southeasterntech.edu/student-affairs/student-organizations.php).

**Special Programs**

Southeastern Tech has a variety of special support services programs designed to ease the transition into higher education and maximize the potential for student success. Our
Special Needs Program will assist with reasonable accommodations to qualified students with disabilities. The Student Success Center and Learning Support pages are valuable resources for providing students with tutoring assistance. All special support services provided by STC can be found at: http://www.southeasterntech.edu/student-affairs/special-services.php.

Admissions

Questions regarding admission status, changing your program, or transcripts? For admissions questions on the Vidalia campus, email Melissa Rowell at mrowell@southeasterntech.edu. For admissions questions on the Swainsboro campus, contact Agatha McRae at amcrae@southeasterntech.edu.

Registrar

Our Registrar can assist you with BannerWeb questions, having a transcript sent to another school, your grades, and GPA. Vidalia campus students can email Amanda Lively at alively@southeasterntech.edu. Swainsboro students should contact Karen Vereen at kvereen@southeasterntech.edu.

Financial Aid

On the Vidalia campus, Rebecca Ethredge can assist you with financial aid matters: rethredge@southeasterntech.edu. Swainsboro students can email Mitchell Fagler at mfangler@southeasterntech.edu.

Other Questions?

If you have any problem or are in need of assistance not listed above, contact the Director of Enrollment Services, Brad Hart, at brhart@southeasterntech.edu.