

QUARTERLY NEWSLETTER

SUMMER QUARTER 2010 EDITION

FROM THE REGISTRAR...

Registering for Summer Quarter

As we approach the mid-point of Spring quarter, it's time to register for Summer Quarter. Students must see their program advisor for their **REGISTRATION ACCESS NUMBER (RAN)** before registering for their classes through Banner Web. **New Registration Access Numbers are assigned each quarter.**

If you encounter registration errors (such as time conflict, major restriction, etc.), please contact your advisor. The availability of classes is limited. The sooner you register for your classes through Banner Web, the better likelihood of getting the classes you need.

You can access your Banner Web account by logging on to www.ogeecheetech.edu, choose Current Students, Banner Web, and enter OTC Banner Web. You must know your User ID (Student ID # or Social Security #) and your 6 character log-in PIN.

Do you need an Enrollment Verification for Insurance purposes?

Follow the same steps above to access your Banner Web account. Choose Student Affairs & Financial Aid. Choose Student Records and then Request Enrollment Verification. Follow the log-on instructions at the National Student Clearinghouse Student Self-Service website:

www.studentclearinghouse.org/secure_area/ref_ss2.asp

NEW Student Email

The Student Email system changed July 1, 2009. If you do not know what your new email address is, log-in to your Banner Web account, click the "Personal Information" menu link; then click "View E-mail Address(es)" link. Your Microsoft Live E-mail address will be listed as "Windows Live Student E-mail" and should be marked as preferred.

To access your email, click on Current Students from the OTC Home Page and then Email. Click the "Microsoft Live @edu" link. Enter your entire e-mail address and then enter your password (default password is your date of birth as 6 digit number) and then click the Sign-in button. First time users will be asked to accept the Terms of Use and answer some set up questions.

DON'T FORGET...

FOR CLASSES TAUGHT ONLINE

If you are registering for a class that is taught on-line, please make sure you check your student email account for important log on information from your instructor. Contact your on-line instructor for any log-on problems.

FINAL GRADES

Final grades for Spring Quarter will be available to view from your Banner Web account June 24. **Grades are not mailed.**

IMPORTANT DATES...

BANNER WEB AVAILABLE FOR ONLINE REGISTRATION

May 10

SUMMER ADVISEMENT & REGISTRATION

FOR CURRENT STUDENTS

May 10-20

OPEN REGISTRATION FOR CURRENT & NEW STUDENTS

June 10

2pm to 7pm

REGISTRATION/SCHEDULE CHANGES FOR CURRENT & NEW STUDENTS

July 5

8am to 7pm

DEADLINE TO PAY FOR SUMMER TUITION/FEEES

July 5

FIRST DAY OF CLASS

Tuesday, July 6

*A \$30.00 Late Fee will be applied for students registering on or after July 6

LAST DAY TO WITHDRAW FROM CLASSES WITHOUT

PENALTY

July 8