

# WIREGRASS STUDENT INFORMATION SHEET

Congratulations on becoming a Wiregrass Georgia Tech student! This handout will help you navigate all things associated with your student account including student email, online course access, financial aid, registering for classes, and more.

## How Do I Get My New Student ID?

Students are required to wear their student ID at all times while on campus. ID's are taken during the admission process and issued during new student orientation. If you do not receive your ID at new student orientation, please have your student ID made by the second week of class in the following locations by campus:

- Ben Hill-Irwin** - Admissions
- Cook** - Student Affairs Room 108
- Valdosta** - Library in Lowndes Hall or Admissions Office (picture only)
- Coffee** - Admissions Office

## How to Access Student Email, BannerWeb, Blackboard, & more

The myCampus link on the website will give you access to myBannerWeb, myEmail, myBlackboard, myNavigate, myConnect, all Wiregrass social media accounts, and much more through Single Sign On.

### myCampus:

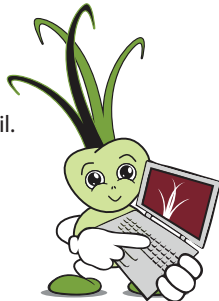
Students will be able to use the same username and password for myNavigate, myBannerWeb, and myEmail.

[www.wiregrass.edu/mycampus/](http://www.wiregrass.edu/mycampus/)

**Username** – 900#

**Password** – 900#

For Assistance Contact [ithelpdesk@wiregrass.edu](mailto:ithelpdesk@wiregrass.edu)



### Student Accounts:

- myNavigate** – Student's personal guide through the enrollment, advising and registration process. Use this feature along with your Academic Advisor to navigate through your program successfully. myNavigate will remind you of important registration and financial aid deadlines, provide easy access to student services such as tutoring, services for special populations and other great resources.

Username – 900#

Password – 900#

- myBannerWeb** – This is your official student record. Register for classes, view and print schedules, update your contact information, view grades, pay tuition and fees, etc. Download the Wiregrass Mobile App to have access to this from your smartphone.

Username – 900#

Password – 900#

- myEmail** – Wiregrass student email account access. To find your email address, log in to myNavigate and check "My Profile".

**Link if website is down:** <http://outlook.com/student.wiregrass.edu>

Username – 900#

For Assistance Contact: [ithelpdesk@wiregrass.edu](mailto:ithelpdesk@wiregrass.edu)

Password – 900#

- myConnect** – Sign up for emergency notifications and campus alerts, join other messaging groups for important information on things such as financial aid and student/campus activities. You can opt in to method of message delivery (text, email, phone) and you can change your settings at any time.

**Link if website is down:** <https://wiregrass.bbcportal.com>

Username – 900#

For Assistance Contact: [ithelpdesk@wiregrass.edu](mailto:ithelpdesk@wiregrass.edu)

Password – 900#

- myBlackboard** – This is access to your classes that may be online, hybrid or web-enhanced. Please check with your faculty and course registration to see if you will need to use Blackboard to complete academic requirements for courses.

**Note to Online Students:** The Distance Education Orientation is required for all students enrolled in an online course. Email [online@wiregrass.edu](mailto:online@wiregrass.edu) from your WGTC student email account for orientation access or phone at 229.245.6554 / 229.468.2022.

**Link if website is down:** <http://wiregrass.blackboard.com>

Username – 48\_900#

For Assistance Contact: [online@wiregrass.edu](mailto:online@wiregrass.edu)

Password – 48\_900#

## Other Information

**Parking Permits:** WGTC parking permits are required for all current students.

- To obtain a parking decal, registered students must present their printed schedule and a completed parking permit application to the Security Office on the Valdosta Campus or to the main reception areas on the Ben Hill-Irwin, Coffee, and Cook Campuses.
- The parking decal application can be found online at [www.wiregrass.edu/pdfs/student/parkapp.pdf](http://www.wiregrass.edu/pdfs/student/parkapp.pdf) or picked up in the following campus locations:
  - Ben Hill-Irwin - Welcome Center
  - Cook - Student Affairs Room 108
  - Valdosta - Library, Welcome Center, or Admissions
  - Coffee - Admissions Office
  - All campus bookstores



**Bookstore Hours:** Bookstore hours for the beginning of each semester, and the dates students may charge to financial aid, will be posted to the Wiregrass website, social media sites, and myBannerWeb.

**Disbursement of Financial Aid Refunds:** Dates for the disbursement of financial aid refunds will be posted to myBannerWeb, the Wiregrass website, social media sites, and sent to student's myEmail. Disbursements are done several times during the semester, based on the order that financial aid was approved.

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the Business Office will issue payment to the student for the remaining balance after the fourth week of the semester. Any student who is issued a Title IV refund, and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the semester, must return the unearned funds back to the College. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full.

WGTC offers three options for students to receive a refund:

- 1) Deposit to an existing bank account or prepaid card of their choice
- 2) Deposit to a BankMobile Vibe Account
- 3) Paper check by mail



Students will receive a welcome packet by mail in a bright green envelope from BankMobile. Students must go online to [RefundSelection.com](http://RefundSelection.com) and follow the instructions provided in the packet to specify 1 of the 3 refund methods. In accordance with Title IV regulations, a paper check will be mailed to the address in Banner if no refund preference is selected. Students who receive Title IV financial aid funds (i.e. PELL Grant) are eligible to use their excess funds, after tuition and fees are paid, for purchases in the campus bookstores via the Automated Book Voucher Program. Excess funds, after tuition and fees are paid, are available for book and supply purchases in the campus bookstores unless students choose to Opt Out of the program in advance. Students may opt out of having their funds available for use in the campus bookstores by signing the Request to Opt Out form.

**Safety:** Wiregrass Georgia Technical College holds periodic fire, severe weather, and active shooter drills.

**Wiregrass Publications:** The Wiregrass student handbook is posted online at [www.wiregrass.edu/academics/course-catalog.php](http://www.wiregrass.edu/academics/course-catalog.php).