

WIREGRASS STUDENT INFORMATION SHEET

Congratulations on becoming a Wiregrass 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 photos are taken during the admission process. In order to use financial aid in the bookstore, students must present their Student ID. Please have your student ID no later than the second week of class. Student IDs can be picked up in the following locations by campus:

Ben Hill-Irwin - Admissions

Cook - Student Affairs Room 108

Valdosta - Admissions Office (picture only), ARC (printed), Library (reprints)

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.

myCampus:

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

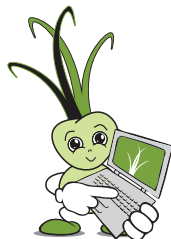
www.wiregrass.edu/mycampus/

Username: Unique email account name (example: john31)

Password: 8-Digit Date of Birth (example: 07241975 = July 24, 1975)

For Assistance Contact ithelpdesk@wiregrass.edu

***It is recommended that students change their passwords once the account is set up.**



Student Accounts:

- **myNavigate** – This is an online application that serves as a students' personal guide through the enrollment, advising, and registration processes. myNavigate will remind students of important registration and financial aid deadlines and will provide easy access to student services, such as tutoring, services for special populations, and other great resources.

Link if website is down: <https://wiregrass.navigate.eab.com> Username: Unique email account name (example: john31)

For assistance contact: ithelpdesk@wiregrass.edu Password: 8-Digit Date of Birth

- **myBannerWeb** – This is the web-based system students use to register for classes, view and print schedules, update contact information, view grades, pay tuition and fees, etc. Download the Wiregrass Mobile App to access to this from your smartphone.

Link if website is down: <https://banners.wiregrass.edu/ssomanager/c/SSB> Username: Unique email account name (example: john31)

For assistance contact: registrar@wiregrass.edu Password: 8-Digit Date of Birth

- **myEmail** – This is your Wiregrass student email account. To find your email address, log into myNavigate and check "My Profile".

Link if website is down: <https://outlook.com/student.wiregrass.edu> Username: Unique email account name (example: john31)

For assistance contact: ithelpdesk@wiregrass.edu Password: 8-Digit Date of Birth

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

Note to Online Students: The Distance Education Blackboard Orientation is required for all students enrolled in an online course. To access the Blackboard Orientation, go to myBlackboard, click the Online Resources tab, then Blackboard Orientation link. For Blackboard help, email online@wiregrass.edu or phone at 229.245.6554 / 229.468.2022.

Link if website is down: <http://wiregrass.blackboard.com> Username: Unique email account name (example: john31)

For assistance contact: online@wiregrass.edu Password: 8-Digit Date of Birth

- **myConnect** – This is where students sign up for emergency notifications and campus alerts or join other messaging groups, such as financial aid and student activities. You can select the 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

Password: User Defined

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 Campus Police Department 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/about/campus-police 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 as well as 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 students' myEmail. Refunds are dispersed several times throughout the semester and are based on term start dates and the order that financial aid was approved.

If funds are remaining after tuition and fees are deducted the Business Office will begin issuing 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 withdraws from classes prior to 60 percent completion of 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 has partnered with BankMobile to deliver your financial aid refund. For more information about BankMobile, visit this link:

<http://bankmobiledisbursements.com/refundchoices/>

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. With a student ID, 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/course-catalog