Commonly Asked Student Questions

GEORGIA PIEDMONT
TECHNICAL COLLEGE
www.gptc.edu

SCHOOL CODE:
016582

1.) HOW DO I APPLY FOR FINANCIAL AID?

1. Create a FAFSA ID.
2. Visit https://fafsa.ed.gov.
3. Follow Instructions.
4. GPTC School Code: 016582

2.) HOW CAN I SEE WHAT I'VE BEEN AWARDED FOR THE YEAR?

1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select Financial Aid.
4. Select My Award Information.
5. Select Award for Aid Year.

3.) HOW CAN I SEE MISSING DOCUMENTS NEEDED FOR FINANCIAL AID?

1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select My Overall Eligibility.
4. Select Overall Eligibility.
5. Select the current term.
6. Select student requirements.
7. Select holds.
8. Select Academic Progress.

4.) HOW DO I ACCEPT MY FINANCIAL AID AWARD(S)?

1. Log into Banner Web.
2. Click on Student and Financial Aid.
3. Click on Financial Aid.
4. Click on My Award Information.
5. Click on Award for Aid year.
6. Click on the term and conditions tab and accept the terms.
7. Finally, click on the tab Accept Award Offer, and you will see the aid you have been awarded.

5.) HOW CAN I SUBMIT A SAP APPEAL?

1. Go to www.gptc.edu.
2. Select Current Students.
3. Select Financial Aid.
4. Select How to Apply for & Keep your Financial Aid.
5. Select Financial Forms You May Need.
6. The SAP Appeal forms are online. You can scroll down to either **SAP Appeal form** or **SAP MAX Appeal Form**.

To view SAP Appeal decision in Banner:

- Log into Banner Web.
- Select Financial Aid.
- Select My Overall Status of Financial Aid.
- Select the Aid Year.
- Click on the word messages and view the message regarding your SAP Appeal.

6.) HOW CAN I RETRIEVE TAX TRANSCRIPTS?

1. Go to www.irs.gov.
2. Under Tools, Select Get a Transcript.
3. You may choose to get them online or in the mail.
4. Under First Time Users, select Get Started. Indicate if you choose to retrieve online or by mail.
5. You may also request your tax transcript by phone, 1-844-545-5640.

IRS

7.) HOW DO I REGISTER FOR CLASSES?

Campus Codes

NOTE THE CAMPUS WHERE THE CLASS MEETS IS INDICATED IN THE CMP COLUMN

1 = DeKalb Campus
4 = Newton Campus
SD = South DeKalb Campus

1. Log into Banner Web.
2. Click on Student and Financial Aid.
3. Click on Registration.
4. Click on Add/Drop Classes.

8.) HOW DO I VIEW MY CLASS SCHEDULE?

Days Column

M – Monday
T – Tuesday
W – Wednesday
R – Thursday
S – Saturday

1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select Registration.
4. Select Student Detail Schedule.

9.) HOW CAN I SEE WHICH HOLDS ARE ON MY ACCOUNT?

Hold Abbreviations

AC -   ACADEMIC HOLD
AD -   ADMINISTRATIVE HOLD
AM -   ADMISSIONS HOLD
BU-   BUSINESS OFFICE HOLD
FA -   FINANCIAL AID HOLD
FS-   STUDENT FINANCIAL SERVICES
GR -   GRADUATE
LB -   LIBRARY FINE HOLD
OB -   OPEN BALANCE
PA -   PARKING FINE HOLD
RE -   REGISTRAR'S OFFICE

1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select Financial Aid.
4. Select My Eligibility.
5. Select the current term, student requirements, and then holds.

10.) HOW DO I VIEW MY GRADES OR UNOFFICIAL TRANSCRIPT?

1. Log into Banner Web.
2. Click on Student and Financial Aid.
3. Click on Student Records.
4. Click on Academic Transcript.
5. Select all levels and student advisement copy from the drop down menus. Click submit.

11.) HOW CAN I MAKE A SINGLE PAYMENT?

Where's My Refund?
Student Refunds

We partner with Bank Mobile for Student refunds. You will receive an email in your GPTC Account with instructions on how to set up your refund. Refunds are issued:

- By transferring funds to an existing bank account
- Paper Check mailed to student
- Student uses Bank Mobile account & card

1. Log into Banner Web.
2. Click on Student and Financial Aid.
3. Click on Student Records.
4. Click on Account Summary by Term.
5. Scroll to the bottom of the page and chose "Pay Online."
6. Select the term.
7. Key in payment amount.
8. Choose pay by credit.
9. Enter Payment Information and choose Continue Credit Card Payment.

12.) HOW CAN I REQUEST AN OFFICIAL TRANSCRIPT?

Please enter the information on the order form to request your transcript and click next at the bottom of the page.

- The cost to order the transcript is $7.50.

1. Go to www.gptc.edu.
2. Select current students.
3. Select Registrar's Office.
4. Select Transcript Request.
5. Select Official Transcript Request.
6. Click Begin Order.

13.) HOW CAN I ENROLL IN A PAYMENT PLAN?

Due to the COVID-19 pandemic, the company that offers payment plans has suspended this option. Georgia Piedmont Tech will not offer payment plan options for Fall 2020. If you have further questions regarding payment, you can email accountreview@gptc.edu.
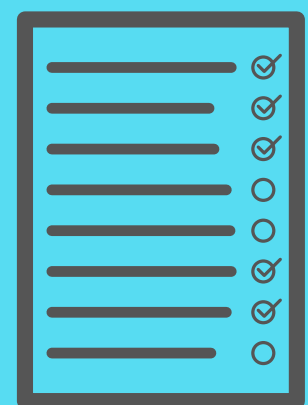
14.) HOW CAN I CHECK MY ACCOUNT BALANCE?

1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select Student Records.
4. Select Account Detail by Term.