

Steps for Registration via Self-Service Banner Web

1. Login to Self Service Banner Web at www.westgatech.edu/banner
2. At the right, click on the red words **“Self Service Banner Web Login.”**
3. Enter your **9 digit Student ID number (no dashes)** in the User Box. See admissions letter for ID number.
4. Enter your 6 digit **PIN**
New students: Enter PIN as your six digit birthdate (**MMDDYY**) *Use this format only.*
Example: *Your birthdate is September 15, 1987. Your pin will be 091587.*
5. Follow the prompts to reset your pin and set up a question to help you remember the PIN.
6. Click on **“Login”**
7. Next, select **“Student Services & Financial Aid”**
8. Click on **“Registration”**
9. Click **“Look up classes to add”**
10. Select the correct Term and click **“Submit”**
11. Here you may search by Subject. Click on the Subject (e.g. English, Math etc.), then click **“Course Search”**
12. Find the Course that you need for your program and click **“View Sections”**. Be sure that you pick the correct level for your program (refer to your sequencing sheet). For example, ENGL1101 is NOT the same as ENGL1010. Different programs have different requirements.
13. There is also an **Advanced Search** option available, if you prefer to use that. It allows you to filter by campus, time, instructor, and other fields.
14. When you find a course you think you want, we recommend that you fill in the **Course Code, CRN #, Class Days, Begin Time & End Time** on the worksheet below to ensure class times do not overlap and to serve as a registration tool. (MW means Monday/Wednesday; TR means Tuesday/Thursday.) **Notice what campus the course is offered on. Online sections will have TBA for the time and location.**
15. Check the box on left of the class needed and select **“Register”** or **“Add to Worksheet”** (at bottom of page). If more classes are needed, click **“Class Search”** and select required courses.
16. If you have already registered for a class and you need to drop that class, select the appropriate action from the Action field and then click Submit. You may withdraw from a class through mid-point of the term. After mid-point you must email the Registrar's Office for withdrawal. registrar@westgatech.edu Should you make any changes you must click **“Save Changes”** or your changes will not be recorded.
17. When you are satisfied with your schedule, select **“Return to Menu”** (top right), Select **“Student Detail Schedule”**; check to be sure your classes are correct. **Print a copy of this page as it will have days, times, classroom #'s, instructor, etc. We recommend that you keep this schedule in case you lose your classes and need to re-register at some point. You may also use the copy to obtain your Student ID from the library and your books from the bookstore.**

HELPFUL HINTS:

- If you are trying to register for two classes that are co-requisites of one another, you will have to register for both at the same time. An example would be BIOL2113 and BIOL2113L. To do this, look up the CRNs for both sections you want and put them in the “Add to Worksheet” section and then register from there.
- COMP1000 can be located under the subject “Introduction to Computers”
- **Only courses within your Program of Study are covered by financial aid. If you register for a course outside of your Program of Study, please be prepared to pay for that course by the due date! All classes will be dropped if you owe any money to the college past the payment due date.**
- If you receive an error message that you do not understand, please email Advising@westgatech.edu from your student email address and include your name, student ID#, and the CRN of the course, and we will be happy to assist. Please note that we cannot put you into a class that is full.
- MW means Monday/Wednesday; TR means Tuesday/Thursday
- TBA under the day and time usually indicates that the class is online. Verify by checking the campus.

Course Code	CRN #	Class Days	Begin Time	End Time	Campus
Ex. ENGL 1101	99999	TR	8:00am	9:05am	Carroll

The following are common codes you will find as you search for classes. Additional help is available in the Student Catalog offered online at <http://www.westgatech.edu/Catalog/index.htm>

General Education Courses

ARTS	Art Appreciation	MATH*	Mathematics
BIOL	Biology	MUSC	Music Appreciation
CHEM	Chemistry	PHYS	Physics
COLL	College Life	POLS*	Political Science
ECON*	Economics	PSYC*	Psychology
EMPL	Employability Skills	READ	Reading
ENGL*	English	SOCI*	Sociology
HIST	History	SPAN	Spanish
HUMN*	Humanities	SPCH*	Speech
		THEA	Theater Appreciation

School of Business and Public Services

ACCT*	Accounting	CRJU	Criminal Justice
BARB	Barbering	CUUL	Culinary Arts
BUSN*	Business Administration Technology	ECCE*	Early Childhood Education
CIST*	Computer Information Systems	ESTH	Esthetician
COMP1000*	Introduction to Computers	LOGI	Logistics
COSM	Cosmetology	MGMT*	Business Management
SCMA	Supply Chain Management	MKTG*	Marketing Management

School of Health Sciences

ALHS*	Allied Health Services	NAST	Nurse Aide
CLBT	Clinical Laboratory Technology	PHAR	Pharmacy Technology
DENA	Dental Assisting	PHLT	Phlebotomy
DHYG	Dental Hygiene	PNSG	Practical Nursing
EMSP	Emergency Medical Services	RADT	Radiologic Technology
FRSC	Fire Science*	RNSG	Registered Nursing
GERT	Geriatric Care	SFMA	Certified Personal Trainer
HIMT	Health Information Technology	SURG	Surgical Technology
MAST	Medical Assisting/Billing & Coding		

School of Trade and Technology

AIRC	Air Conditioning Technology	ELTR	Electrical Technology
AUMF	Automated Manufacturing Tech	ELCR	Electronics
AUTT	Automotive Technology	IDFC	Industrial Fundamentals
CTDL	Commercial Truck Driving	IDSY	Industrial Systems Technology
DIET	Diesel Equipment Technology	MCHT/AMCA	Machine Tool Technology
DFTG	Drafting Technology	MEGT	Mechanical Engineering
ECET	Electrical and Computer Engineering	WELD	Welding

Courses with (*) may have online option. No Learning Support classes are available online.