Steps for Registration via Self-Service Banner Web

1. Login to Self Service Banner Web at www.westgatech.edu/banner
2. On the right hand side, click on the red words **"Self Service Banner Web login."**
3. Enter your **9 digit Student ID or SSN number (no dashes)** in the User Box
4. Enter your 6 digit **"*PIN*"** – (6 digits only)
   New students: Enter PIN as your six digit birthdate *(MMDDYY)* Follow the prompts to reset your pin and set up a question to help you remember your PIN.
5. Click on *"Login."* Next select *"Student Services and Financial Aid"*
6. Click **"Financial Aid Student Authorization."** Authorize Pell Grant. Read agreement statement. Click **"I Authorize This Transaction"** button
7. Go back to the *"Student Services and Financial Aid"* tab and click on *"Registration"*
8. Click *"Look up classes to add"* and select the correct Term then click *"Submit".* Here you may search by Subject. Click on the Subject (e.g. English, Math, etc.), then click *"Course Search"*
9. 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.
10. 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. Be careful not to *over filter.*
11. 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 to 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 with have TBA or ONLINE for the time and location.** If there is a 'C' next to the section you wish to add instead of an open ☐ you must select another section with availability.
12. Check box on left of the class needed and select *"Register"* or **"Add to Worksheet"—use for co-requisite courses** (at bottom of page). If more classes are needed click *"Class Search"* and select required courses. You must select *"Register"* once all classes have been added to the worksheet to add them, otherwise registration is not yet complete.
13. If you have already registered for a class and you need to drop that class, select the appropriate action from the Action filed and then click *"Submit"*. Should you make any changes you must click *"Save Changes"* for the updates to be recorded. You may withdraw from a class through the mid-point of the term. After that date you must email the Registrar's office for withdrawal (registrar@westgatech.edu).
14. 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 them in the "Add to Worksheet" section and then register from there.
- COMP1000 can be located under the subject "Introduction to Computer"
- *Only course within your Program of Study are covered by financial aid. If you register for a course outside of your declared program major, please be prepared to pay for that course by the fee payment deadline! All classes will be dropped if you owe any balance to the college beyond the payment due date for the term.*
- If you receive an error message that you do not understand or believe to be correct, please email advising@westgatech.edu for your student email address and include your name, student ID#, CRN for the course(s) and brief description of your concern, and we will be happy to assist. Please note that, we cannot add students into course sections that are full as this is not a registration error.
- MW means Monday/Wednesday; TR means Tuesday/Thursday
- TBA under the day and time can indicate that the class is online. Verify by checking the campus location.

Student Name:		Student Number:		
Course Code	**CRN #**	**Class Days**	**Begin Time**	**End Time**
Ex. ENGL 1101	99999	TR	8:00am	9:05am

Congratulations on completing your registration! Did you complete step 6?
Please go back and make sure you authorized your financial aid.