



**Discover WGTC's Self
Service Banner Web**

www.westgatech.edu/banner

Customer Support Services

Monday – Thursday, 8 a.m. – 7 p.m.
Friday, 8 a.m. – noon

Admissions

www.westgatech.edu/admissions
admissions@westgatech.edu
1.844.280.0100

Student Advising Center

www.westgatech.edu/student-advising
advising@westgatech.edu
1.855.277.2384

Registrar

www.westgatech.edu/registrar
registrar@westgatech.edu
1.855.253.7344

Financial Aid

www.westgatech.edu/financial-aid
financialaid@westgatech.edu
1.855.286.3462

Veterans Educational Benefits (VA)

www.westgatech.edu/veterans-programs
VAresources@westgatech.edu
678.664.0564

Workforce Innovation and Opportunity Act (WIOA)

Economically disadvantaged students or dislocated workers may receive financial assistance if eligible for WIOA funding.
770.830.2202 or 706.756.4653 – Carroll, Coweta, Heard, Meriwether, and Troup County
770.824.5246 – Haralson County
770.806.2020 – Douglas County

Accessibility Services

Students may request assistance with accommodations for a disability or academic or economic need.
www.westgatech.edu/accessibility
special.population@westgatech.edu
770.824.5241

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Career Services Center

The Career Services Center assists students in finding part-time employment while enrolled at WGTC and full-time employment after graduation.

www.westgatech.edu/jobweb/
dawne.white@westgatech.edu
770.824.5245 or 706.756.4628

Student Technical Support

For assistance with a student email account, Self-Service Banner Web or Blackboard, complete a Helpdesk Request at

www.westgatech.edu/help-desk

Student Life

The Office of Student Life works with the Student Government Association, athletic teams, several student organizations and other members of the college community to develop and implement social, educational and community-oriented programs.

www.westgatech.edu/student-life
studentlife@westgatech.edu
770.537.5722

Student Success Services

Student Success Services connects students to resources they need to be academically successful. Services include tutoring and mentoring.

www.westgatech.edu/student-success
wgtcsuccess@westgatech.edu
706.756.4678

Business Office

Student account information may be viewed and paid online through Self-Service Banner Web or by visiting or calling a Campus Cashier.

Carroll Campus	770.836.4743
Coweta Campus	770.755.7837
Douglas Campus	770.947.7209
LaGrange Campus	706.756.4659
Murphy Campus	770.537.5701

Customer Support Services

Monday – Thursday, 8 a.m. – 7 p.m.
Friday, 8 a.m. – noon

Library Services

Hours: Monday – Thursday, 7:30 a.m. – 9 p.m., Friday, 7:30 a.m. – noon

www.westgatech.edu/library

Carroll Campus	770.836.4711
Coweta Campus	770.755.7844
Douglas Campus	770.947.7238
LaGrange Campus	706.756.4557
Murphy Campus	770.537.6066

Campus Bookstores

Hours: Monday – Thursday, 8:30 a.m. – 7 p.m., closed on Friday

Book purchases may be made at any time online at

www.westgatech.edu/online-bookstore

www.westgatech.edu/bookstore

Carroll Campus	770.836.6702
Coweta Campus	770.755.7843
Douglas Campus	770.947.7229
LaGrange Campus	706.756.4611
Murphy Campus	770.537.5732

WGTC Campus Police

The WGTC Campus Police provide awareness of campus safety and encourage college-wide participation in daily crime prevention efforts.

The Campus Police are on-duty whenever classes are in session.

Phone 1.855.579.4357

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What is Self Service Banner Web?

Self Service Banner Web is an online tool that allows you to manage your personal and academic information at West Georgia Technical College.

Features for Students:

- View class schedules
- Register online
- Pay for classes online
- Add or drop a class
- Check fees for classes
- Obtain email user name
- Check your grades
- Request transcripts
- View holds
- Look up your financial aid eligibility
- Check your financial aid award information

How do I Access Self Service Banner Web?

Self Service Banner Web can be accessed online at www.westgatech.edu/banner. Your Student ID number will serve as your User ID, and your PIN is your six digit date of birth (MMDDYY). You will be required to change your PIN upon successful login to a six digit pin number and enter a security question and answer.

What Is My Email Username?

- Login to Self Service Banner Web at www.westgatech.edu/banner (*First time users may wish to review the 'First-Time User' Tutorial listed under login*)
- Select Personal Information
- Select 'View Email Address' (available 24 hours after registration)
- Make a note of your student email address. Your email user name is the information prior to the '@' sign. Example: jdoe4@student.westgatech.edu. Your user name would be [jdoe4](mailto:jdoe4@student.westgatech.edu).
- Exit Self Service Banner Web to close your session.

How Do I Access Email?

- Go to www.westgatech.edu/banner
- Select Student Email Login
- Your Initial password is your 8-digit date of birth (MMDDYYYY).
- View Google Apps Quick Start Guide for further information.

How Do I Forward Student Email?

- After logging into student email, click on the gear icon in the top right of the screen. Select Settings.
- Under the word "Settings" click the words "Forwarding and POP/IMAP."
- The first button on the screen will allow you to add a forwarding address.

How Do I Access Blackboard?

- Go to www.westgatech.edu/banner
- Select Blackboard Learn Login (<https://westgatech.blackboard.com>)
- Enter your username password (26_ + student ID)
 - Username is 26_9xxxxxxxx
 - Password is 26_9xxxxxxxx

For Email and Blackboard questions and support, submit a request at www.gvtc.org/bblearnsupport/WestGeorgiaTechnicalCollege.aspx

Who is My Advisor?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select Student Records
- Select View Student Information
- Select Term from drop down menu
- Your Primary Advisor will be listed at the bottom
- See the Faculty/Staff directory on the WGTC website for advisor's contact information.

How Do I Register Online?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select 'Registration'
- Select Add/Drop/Withdraw Classes
- Select Term from drop down menu
- Choose Class Search option at the bottom of screen
- Choose the Subject, Enter in the Course Number (if known), and any other criteria that might apply (i.e. Campus, Part of Term, Days, etc.)
- Select Class Search
- Use the check boxes to indicate which classes you wish to add. If there is a "C" in place of the check box, the class is closed.
- Scroll to the bottom of the page and select Register
- Verify ****Web Registered**** in Status column of the Current Schedule. This will indicate that you have successfully registered for the course(s).

Please contact your advisor if you receive any errors during the registration process.

How Do I Drop/Add/Withdraw From Classes?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select 'Registration'
- Select Add/Drop/Withdraw Classes
- Select Term from drop down menu and Submit
- If . . .
 - Dropping, Select Action and choose Drop/Delete web. *This can only be done during the Drop/Add Period at the beginning of the term.*
 - Withdrawing, Select Action and choose Withdraw. *This can only be done prior to the withdrawal date of the term.*
 - Adding, Under the Add Classes worksheet heading enter the CRN# for each class you wish to add. *This can only be done during the Drop/Add Period at the beginning of the term.*
 - Submit Changes

How Do I Print My Schedule?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select Registration
- Select Student Detail Schedule
- Select Term from drop down menu and Submit
- Print this page for a copy of your class schedule

What are My Financial Aid Requirements?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select Financial Aid
- Select My Eligibility
- Select Student Requirements
- Select Aid Year and Submit
- Check the screen for any outstanding requirements. If you have outstanding requirements simply select the required forms to print and submit to the Financial Aid Office.
- After you submit all the required documentation to the Financial Aid Office it will be reviewed and verified.
- Once the verification process is complete you will be notified.

Have I Been Awarded Financial Aid?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select Financial Aid
- Select My Award Information
- Select Award by Aid Year
- Select Aid Year and Submit
- You are now viewing a printable Financial Aid Award Package Letter by Aid Year. For any questions concerning your Financial Aid, please contact the Financial Aid Office.

How Do I Authorize My Financial Aid?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select Financial Aid Student Authorization
- Authorize Pell Grant
- Select “I Authorize This Transaction”

**This is a one-time only process.*

How Do I View Account Details?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select Student Records
- Select Account Detail by Term
- Select Term and Submit
- Refer to the Pay Online screen to view actual amount due.

How Do I Pay Online?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select Student Records
- Select Pay Online
- Select Term for Payment and Submit
- Enter the amount in the Payment Amount field
- Select your Method of Payment
- Enter your account information and Continue
- Verify the information entered is correct and Complete
- Print the next screen. It will serve as a receipt for this transaction.
- You will receive an email receipt at the address provided with your payment information.

How Do I Get My Refund?

All you need to know about student refunds!

- First, look for the green envelope!
- Once it arrives, simply follow these steps to make your refund preference selection:
 - Visit MyOneMoney.com
 - Enter your Personal Code
 - Select how you'd like to receive your money
- Your options for receiving your refunds are:
 - SAME BUSINESS DAY DEPOSIT TO A ONEACCOUNT - Money deposited to the account the same business day funds are released by WGTC to Higher One.
 - DEPOSIT TO ANOTHER ACCOUNT - Money in two to three business days.
 - PAPER CHECK - Money in five to seven business days.
- Visit: MyOneMoney.com

How Do I Check My Grades?

- Login to Self Service Banner Web at www.westgatech.edu/banner
- Select Student Services & Financial Aid
- Select Student Records
- Select Final Grades
- Select Term from drop down menu and Submit



Carroll Campus • 997 South Highway 16 • Carrollton, Ga. 30116

Coweta Campus • 200 Campus Drive • Newnan, Ga. 30263

Douglas Campus • 4600 Timber Ridge Dr. • Douglasville, Ga. 30135

LaGrange Campus • 1 College Circle • LaGrange, Ga. 30240

Murphy Campus • 176 Murphy Campus Blvd. • Waco, Ga. 30182

Adamson Square Location • 401 Adamson Square • Carrollton, Ga. 30117

CEC Instructional Site • 160 Martin Luther King, Jr. Dr. • Newnan, Ga. 30263

Franklin Instructional Site • 13107 Ga. Highway 34 East • Franklin, Ga. 30217

Greenville Instructional Site • 17529 Roosevelt Hwy. • Greenville, Ga. 30222

www.westgatech.edu

West Georgia Technical College is a Unit of the Technical College System of Georgia

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) coordinator is V.P. of Student Affairs. ADA (Section 504) coordinator is V.P. of Administrative Services. Both are located at 401 Adamson Square, Carrollton, GA 30117. 678.664.0400 070318