

# Steps for Registration via Self-Service Banner Web

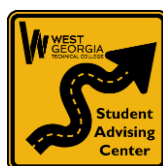
- [Login to Self Service Banner Web](https://falcon.westgatech.edu/pls/ban8/twbkwbis.P_WWWLogin) at:  
*https://falcon.westgatech.edu/pls/ban8/twbkwbis.P\_WWWLogin*
- Select **Student Services & Financial Aid**
  - Click “Financial Aid Student Authorization” and then, click “-Authorize Pell Grant-.” Read the authorization statement. Click “I Authorize This Transaction” button.
  - Go back to the “*Student Services and Financial Aid*” tab
- Select **Registration**
- Select **Add/Drop/Withdraw Classes**
- Select **Term** from drop down menu, and click **Submit**
- Choose **Class Search** option at the bottom of screen
- Choose the **Subject-** (examples *English, Mathematics, Allied Health, Welding, etc.*)
- Select **Course Search** (reference your course sequencing sheet, example: ENGL 1101 or ENGL 1010—click **View Sections** for the course you plan to register)
  - 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 and unavailable. Select another section.
- Scroll to the bottom of the page and select **Register**
- Verify **\*\*Web Registered\*\*** in Status column of the Current Schedule. This will indicate you have successfully registered for the course(s).
  - To print your schedule, select **Return to Menu** (top right), select **Student Detail Schedule**; check to be sure your classes are correct. **Print a copy.**

## HELPFUL HINTS:

- Co-requisite courses must be registered for at the same time. An example would be BIOL 2113 and BIOL 2113L. To do this, check both boxes on the course listing screen and click register at the bottom.
- ***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.***
- MW means Monday/Wednesday; TR means Tuesday/Thursday
- Notice the campus location for the course. Online sections will have **TBA** or **ONLINE** for the time and location.
- Look here for examples of [Area I, II, III or IV](https://www.westgatech.edu/wp-content/uploads/2017/12/AA-GenEdCourses-DegreeLevel.pdf)<sup>1</sup> courses and here for [diploma level core](https://www.westgatech.edu/wp-content/uploads/2017/12/AA-GenEdCourses-DiplomaLevel.pdf)<sup>2</sup>
- Please contact your advisor if you receive incorrect errors during the registration process.

<sup>1</sup> <https://www.westgatech.edu/wp-content/uploads/2017/12/AA-GenEdCourses-DegreeLevel.pdf>

<sup>2</sup> <https://www.westgatech.edu/wp-content/uploads/2017/12/AA-GenEdCourses-DiplomaLevel.pdf>



# Steps for Registration via Self-Service Banner Web

The following are common codes you will find as you search for classes.

## General Education Courses

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

## School of Business and Public Services

Course Code	Course Subject	Course Code	Course Subject
ACCT*	Accounting	CUUL*	Culinary Arts
BUSN*	Business Administrative Technology	ECCE*	Early Childhood Education
CISM*	Computer Applications	MGMT*	Business Management
CIST*	Computer Information Systems	MKTG*	Marketing Management
CRJU*	Criminal Justice		

## School of Health Sciences/School of Nursing

Course Code	Course Subject	Course Code	Course Subject
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
HIMT*	Health Information Technology	SURG*	Surgical Technology
MAST*	Medical Assisting/Billing & Coding		

## School of Trade and Technology

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

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

