

# Steps for Registration via Self-Service Banner Web

- Login to **Self Service Banner Web** at:

<https://bannersso.westgatech.edu/ssomanager/c/SSB>

*Username: Everything before the @student.westgatech.edu in your email address.*

*Password: Your **eight-digit birthdate***

*For example, a birthdate of January 01, 2001 has a password of **01012001***

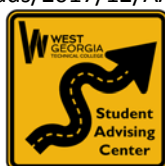
- Select **Student Services & Financial Aid**
  - Click “Financial Aid Student Authorization.” Authorize Pell Grant. Read agreement statement. Click “I Authorize This Transaction” button  
Go back to the “*Student Services and Financial Aid*” tab
- Select **Registration**
- Select **Add/Drop/Withdraw Classes**
- Select **Term** from drop down menu
- Choose **Class Search** option at the bottom of screen
- Choose the **Subject**, examples *English, Mathematics, Allied Health or Welding*
- Select **Course Search** (reference your course sequencing sheet, example: ENGL-1101 or ENGL-1010—click *View Sections for the course you plan to register for*)
  - 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 that 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 campus.
- Online sections will have **TBA** or **ONLINE** for the time and location.
- Look [here for examples of Area I, II, III or IV](#)<sup>1</sup> courses and here for [diploma level core](#)<sup>2</sup>

<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

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

## School of Business and Public Services

ACCT*	Accounting	CUUL	Culinary Arts
BUSN*	Business Administrative Technology	ECCE*	Early Childhood Education
CIST*	Computer Information Systems	MGMT*	Business Management
CISM*	Computer Applications	MKTG*	Marketing Management
CRJU*	Criminal Justice	COMP	Introduction to Computers

## 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
HIMT	Health Information Technology	SURG	Surgical Technology
MAST	Medical Assisting	MAST*	Medical Coding

## School of Trade and Technology

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

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

