

HELPFUL REGISTRATION TIPS

Blue: before registration and the process of registration

Yellow: after registering and right before/during the start of the semester

Orange: tips for success

Green: after classes finish

Number of classes to take:

- Full time is considered 12 credit hours (typically about 4 classes)
- You may take fewer classes but always check with Financial Aid as to how your aid will be affected
- Maximum number of credit hours per semester: 18 (more than 18 requires the Dean's approval)
- [Fall](#) and [Spring](#) semesters are both 16 weeks long while [Summer](#) semester is only 8 weeks long; plan ahead what you can handle per semester

Which classes to take:

- [Program Completion Checklists](#)
 - Find your specific program (NOTE: make sure you are choosing the correct certificate, diploma, or degree)
 - Starred (**) classes are recommended for first semester
 - Check off completed classes
 - Pay attention to the required classes that say "Choose ONE"
 - Pay attention to the required classes that say "Or" and take one or the other
 - Pay attention to the [Prerequisites](#)—A prerequisite is a course you must successfully complete with a "C" or higher before you proceed to take a future course
 - Pay attention to the [Notes](#)
 - If you register for a class that is not on the Program Completion Checklist, be prepared to pay for it out of pocket; it will not be covered by Financial Aid
- [DegreeWorks](#) in your Banner Web for completed classes
 - DegreeWorks lists the classes you've taken, which semester you've completed them, and your final grades
 - *DegreeWorks isn't accurate for Competitive Selection students*
 - *Competitive Selection students refer to the [Competitive Selection Process](#) for requirements and deadlines*
 - When debating changing your major, please use the "What If" feature in DegreeWorks to see which classes may satisfy the new major requirements
 - If you decide to change, fill out and follow instructions on the [Change of Major form](#) through Admissions

Do not wait until the last moment to plan ahead or to register!
Classes [can be viewed](#) a week before registration opens

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How to register during Open Registration:

- Login to [BannerWeb](#), then click on Student Services & Financial Aid→Add/Drop/Withdraw Classes→Term→Class Search
- Search by subject—English for ENGL, Allied Health Sciences for ALHS, Business Administrative Technology for BUSN, Marketing Management for MKTG, etc. (see [full list of subjects](#)), then choose the correct number to view sections (1101, 1010, 2201, etc.)
- Sections of the chosen class will appear with the following information—
 - The 5-digit CRN in blue (what you will need to provide Advising if you have trouble registering)
 - Subject and course number
 - Credit hours
 - Title of class
 - Class days (M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday) and time
 - Online classes do not have a specified time; will read “TBA.” No specific login time, but specific deadlines to submit work
 - Capacity—number of total seats for the class
 - Remaining—number of seats remaining
 - If “0” remaining and the Select Box has a “C” in it (“Closed”), the class is full
 - Advising cannot override you into a full class
 - Instructor
 - Dates of the class—some are only part of term
 - Campus and classroom location, or if the class is online
- After checking the box, hit “Submit” at the bottom of the page and confirm “web registered”
- Confirm classes and details under Student Detail Schedule

To view the classes you are registered for:

- Go into [Banner Web](#)→Student Services and Financial Aid→Registration→Student Detail Schedule

For questions concerning classes, email advising@westgatech.edu

Send emails from your student email account and provide your name, student ID number, and the CRN(s) of the class(es)

Guided Pathways Students:

- You will have a GPS Hold on your account
- Classes are laid out for you each semester
- An Academic Advisor will register you for your classes each semester
- You MUST contact your Advisor via email to be enrolled in classes, else you will not be registered

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Registering for science courses:

- Must register for a lecture and lab *at the same time* since they are [“corequisites” under “Notes”](#)
 - Lectures will be at the top of the list of classes with labs at the bottom of the list
 - Again, must *check the box for the lecture and lab* and then hit “Submit”
- If you need to RE-take (for a better grade) either the lecture or lab, please register for both the lecture and lab of open sections, then email advising@westgatech.edu with the CRN of the class you need dropped from your schedule
- Some science classes have a waitlist—
 - If a waitlist is available and has open seats, you may register yourself for the waitlist
 - Waitlisted classes cannot conflict with your existing schedule
 - If there is a time conflict with your existing schedule, you will not be added to the waitlisted class should a seat become available
 - You may be waitlisted for only one class section of a course if not already in a seat (for example, cannot be *registered* for BIOL 2113 and on the *waitlist* for BIOL 2113, nor can you be *waitlisted* for two BIOL 2113s)
 - Students will be placed into available seats in the order in which they have registered
 - Waitlisted students will be emailed through your student email account—please also be checking your Student Detail Schedule through your [Banner Web](#)

Blackboard:

Online classes/hybrid classes

- Classes appear and open up on the first day of classes
- Login to Blackboard the first day of class, sign the Class Agreement for EACH CLASS to avoid being no-showed, and read your syllabus fully
- Complete assignments every week
- [eCampus](#) classes login available through the Okta platform

- Before you attend classes the first day, please check your Student Detail Schedule in BannerWeb case any classes have been edited
- Verify your financial aid and pay your bill before [Fee Payment Deadline](#)

Add/Drop and Withdraw:

- Add/drop happens over the first 3 days of classes at the beginning of the semester
- Classes may be added/dropped with no penalty during this time
- After the 3rd day of classes, the Withdrawal period begins, which does have potential Financial Aid consequences
- Withdrawing *during* the withdrawal period (begins after drop/add on the fourth day of class and ends on the Withdrawal Date on the [Calendar](#)) does NOT affect you *academically* (“W”); however, it can affect your Financial Aid (both monetarily and completion rate)
- Withdrawing *after* the withdrawal period (listed on the [Calendar](#)) DOES affect your academic GPA (“WF”) as well as your Financial Aid (both monetarily and completion rate)

HELPFUL REGISTRATION TIPS

Tips for success

- **Please check your student email DAILY**
 - This is how the school and Advising communicates with students
 - If you have registered for a class outside your program, you will receive an email listing your options/notification that you have been dropped
- Communicate with your instructors!
- Write down your assignment deadlines and properly time manage to meet the due dates, especially for online classes. Login every week to complete assignments
- Online classes are not for everyone, requiring discipline, time management, and computer skills
- Sign up for [tutoring](#)
- [Connect](#) with Advising; we are a resource!
- Reach out to Advising early—do not wait until the last minute to discuss your options

Grades in classes:

- “F” is failing; must be repeated or the “Or” (listed on the [Program Completion Checklist](#)) taken instead
- Can make a “D” in core classes *unless* the course is a prerequisite for a higher-level course (for example, must pass ENGL 1101 with a “C” or higher if taking ENGL 1102, HUMN 1101, or ENGL 2130 since ENGL 1101 is a prerequisite to those classes). *Please reach out to Advising to confirm!*
- Must make a “C” or higher in occupational classes
- “W” (“Withdrawal”) does not affect you academically; however, it can affect your Financial Aid (both monetarily and completion rate)
- A “WF” is a (“Withdraw while Failing”) does affect your academic GPA as well as your Financial Aid (both monetarily and completion rate)
- A semester GPA of 2.0 or higher ensures a student is in good academic standing
- A semester GPA of lower than 2.0 means the student will be placed on academic probation
 - Students attending on [Academic Probation](#) must maintain a 2.0 for the semester or they will be placed on [Academic Suspension](#); may not withdraw or fail a course
 - Students on Academic Suspension are required to sit out one semester and then may complete the [Returning Student Application](#) with Admissions
- A cumulative GPA of 2.0 or higher is required for graduation

You’ve Finished—Congratulations!

- Complete all courses on your [Program Completion Checklist](#)
- Confirm grades on [DegreeWorks](#) and in your [Banner Web](#)
- Meet with your Faculty Advisor
- Complete a [Graduation Application](#)