### 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)
    - 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.
- **Degree Works** in your Banner Web for completed classes
  - Degree Works lists the classes you’ve taken, which semester you’ve completed them, and your final grades
  - Degree Works 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 Degree Works to see which classes may satisfy the new major requirements
    - If you decide to change, fill out the [Change of Major form](#) through Admissions
How to register during Open Registration:
(See full Steps for Registration and the full list of subjects here.)

Tips for Registering:

- Sections of the chosen class will appear with the following information:
  - The 5-digit CRN in blue
  - 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

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)

To view which classes you are registered for:
- Go into Banner Web→Student Services and Financial Aid→Registration→Student Detail Schedule
- Print off schedule to get your ID card printed in the library

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, or else you will not be registered

Extra Tips:
- Before you attend classes the first day, please check your Student Detail Schedule in case any classes have been edited
- Communicate with your instructors!
- Verify your financial aid and pay your bill before Fee Payment Deadline
HELPFUL REGISTRATION TIPS

Registering for science courses:
- Must register for a lecture and lab during the same semester 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 either the lecture or lab (for a better grade), please register for both the lecture and lab, then email advising@westgatech.edu with the CRN of the class you need dropped

Add/Drop and Withdraw:
- Add/drop happens over the first 3 days of classes at the beginning of each 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 and ends on the Withdrawal Date on the Calendar) does NOT affect you academically; however, it can affect your Financial Aid (both your completion rate and monetarily)
- Withdrawing after the withdrawal period (listed on the Calendar) does affect both your academic GPA and your Financial Aid (both monetarily and completion rate)

Blackboard:
- Classes appear and open up on the first day of classes
- Login to Blackboard the first day of class, complete the Course Agreement and read your syllabus fully

Tips for success
- Please check your student email DAILY
  - This is how the school and Advising communicates with students
- 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, ENGL 2130, ENGL 2310, or RELG 1101 since those classes require ENGL 1101 as a prerequisite). 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”). This does affect your academic GPA and 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 attain a 2.0 for the semester or they will be placed on Academic Suspension
    - 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

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**You’ve Finished—Congratulations!**

Once you have taken all the courses on your Program Completion Checklist and have met with your Faculty Advisor (listed on your Degree Works and in your Banner Web), please complete a Graduation Application.