

Banner Web Quick Reference

Registering / Adding Classes

1. Meet with your advisor prior to registering for classes
2. After your advisement appointment, select "Student & Staff Login" located in the upper right corner of ATC's website (www.AthensTech.edu)
3. Enter your Username and click "Next" (Example Username: johnsmith123@student.athenstech.edu)
4. Enter your Password and click "Verify"
5. Click on the "BannerWeb" tile
6. Enter your username (full email address)
7. Click "Next"
8. Select "Register For Classes" within the "Student Self Service" tile
9. Select "Register for Classes"
10. Select the appropriate term and click "Continue"
11. Select subject (if you would like to do an advanced search see number 12)
12. Select "Advanced Search"-->Choose a "Subject"-->Enter the "Course Number"-->Search for available sections
13. Carefully select your class, then click "Add" (the class is now pending)
14. Click "Submit"
15. You may view your class schedule by selecting "Banner 9 Student Profile" within the "Student Information" tile or by you may view your schedule within the "Classes" tile
16. Please make sure you sign out of Banner Web when finished

Note: Additional registration instructions with images can be found by visiting www.AthensTech.edu-->Current Students-->Registration & Records-->Registration Procedures

Dropping / Withdrawing from Classes

You may add or drop courses via Banner Web. However, Banner Web will not allow you to drop the final course remaining on your schedule.

You will need to submit a withdrawal form to Registration & Records in order to withdraw from one or more courses. Please refer to www.AthensTech.edu-->Current Students-->Registration & Records, in order to access Drop/Add and Withdrawal forms. Final withdrawal dates are listed on the Registration Calendar, which is located on the Registration & Records page of ATC's website.

Forms may be submitted in person to Registration & Records (H-Building, Athens Campus) or via email to Registration@AthensTech.edu.

Note: Dropping or withdrawing from a class can affect your financial aid status. You should discuss any schedule changes with your academic advisor and/or ATC's Office of Financial Aid if you have any questions.

Viewing your Grades, Transfer Credits, and Unofficial Transcripts

1. Log in to Banner Web following the instructions above
2. Select "Banner 9 Student Profile"
3. Choose "View Grades" or "Unofficial Academic Transcript" to view your academic history (you may also view unofficial transcripts by selecting "Unofficial Transcripts" within the "Student Self Service" tile)