

## Student Information - - Banner Web Quick Reference

### Registering / Adding Classes

1. See your advisor and receive clearance to register for classes. If you plan to take courses online, be sure to let them know so that they can put in the overrides needed. Be sure to get your **Registration Access Code** from your advisor.
2. After being advised, connect to ATC's website ([athenstech.edu](http://athenstech.edu)).
3. Select *Resources*, and under *Student Technology*, click *Banner Web*.
4. Sign in using the first part of your email address (do NOT include the @student.athenstech.edu) and your password.
5. Select *Registration*, then *Add/Drop Classes*.
6. Choose the correct term from the drop-down menu, and click *Submit Term*. When this page opens, you will be prompted to enter your **Registration Access Code**. After entering your Code, enter the CRN for each class you would like to add for the selected term and click *Submit Changes*. If you do not know the CRN for a class, select *Look-Up Classes to Add*.

### Dropping / Withdrawing from Classes

1. Connect to ATC's website ([athenstech.edu](http://athenstech.edu)).
2. Select *Resources*, and under *Student Technology*, click *Banner Web*.
3. Sign in using the first part of your email address (do NOT include the @student.athenstech.edu) and your password.
4. Select *Registration*, then *Add/Drop Classes*.
5. Review your Current Schedule.
6. Select Drop-Banner Web from the Action menu next to the course you wish to drop.

**NOTE: Dropping or withdrawing from a class can affect your Financial Aid Status. To determine how dropping or withdrawing from a class will affect you, please contact the Financial Aid Office, (706) 355-5009, PRIOR to dropping or withdrawing from the class.**

### Obtaining Enrollment Verifications

1. Connect to ATC's website ([athenstech.edu](http://athenstech.edu)).
2. Select *Resources*, and under *Student Technology*, click *Banner Web*.
3. Sign in using the first part of your email address (do NOT include the @student.athenstech.edu) and your password.
4. Select *Student Records*.
5. Select *Enrollment Verification* – At this point you will be redirected to the National Student Clearinghouse website. Follow the direction on the page to get the information you need for your insurance company or other business. **NOTE: Current students must be in classes for 2 weeks before being eligible to obtain an enrollment verification.**

### Viewing your Grades, Transfer Credits, and Unofficial Transcripts

1. Connect to ATC's website ([athenstech.edu](http://athenstech.edu)).
2. Select *Resources*, and under *Student Technology*, click *Banner Web*.
3. Sign in using the first part of your email address (do NOT include the @student.athenstech.edu) and your password.
4. Select *Student Services & Financial Aid*.
5. Select *Student Records*.
6. Choose *Final Grades* to view grades **OR**
7. Choose *Academic Transcript* (Level should be *All Levels* and Type should be *World Wide Web*) to view transfer credits and your unofficial transcript
8. Select the correct term and click Submit.