

Student Information--BannerWeb Quick Reference

Registering / Adding Classes

1. See your advisor and receive clearance to register for classes. Be sure you receive your **Registration Access Code**.
2. After being advised, connect to ATC's website (www.athenstech.edu).
3. Select *Current Students*, and under *Student Services*, click *Banner Web*.
4. Select *Enter Secure Area*.
5. Enter your User ID and PIN.
6. Select *Student Services & Financial Aid*.
7. Select *Registration*.
8. Choose *Select Term*, choose the correct term from the drop-down menu, and click *Submit Term*.
9. Select *Add/Drop Classes*. 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 (www.athenstech.edu).
2. Select *Current Students*, and under *Student Services*, click *Banner Web*.
3. Select *Enter Secure Area*.
4. Enter your User ID and PIN.
5. Select *Student Services & Financial Aid*.
6. Select *Registration*.
7. Choose *Select Term*, choose the correct term from the drop-down menu, and click *Submit Term*.
8. Select *Add/Drop Classes*.
9. Review your Current Schedule.
10. Select Drop-BannerWeb 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 (www.athenstech.edu).
2. Select *Current Students*, and under *Student Services*, click *Banner Web*.
3. Select *Enter Secure Area*.
4. Enter your User ID and PIN.
5. Select *Student Services & Financial Aid*.
6. Select *Student Records*.
7. Select *Enrollment Verification* – At this point your web browsers will be redirected to the National Student Clearinghouse. Follow the directions on the page to get the information you need for your insurance company, employer, or other business.

Viewing Your Grades, Transfer Credits, and Unofficial Transcripts

1. Connect to ATC's website (www.athenstech.edu).
2. Select *Current Students*, and under *Student Services*, click *Banner Web*.
3. Select *Enter Secure Area*.
4. Enter your User ID and PIN.
5. Select *Student Services & Financial Aid*.
6. Select *Student Records*.
7. Choose *Final Grades* to view grades.
or
8. Choose *Academic Transcript* (Level should be *All Levels* and Type should be *World Wide Web*) to view transfer credits and your unofficial transcript.
9. Select the correct term and click *Submit*.