

Student Information—Banner Web Quick Reference

Registering / Adding Classes

1. See your advisor and receive clearance to register for classes.
2. After being advised, connect to ATC's website (www.athenstech.edu)
3. Look for "Resources" hover mouse over "Resources" for the drop-down menu.
4. Select "Student Technology"
5. Then select "Banner Web" on the left side of the next page.
6. Enter your Username (Full ATC student email) and enter your password (Same for all student technologies-including student email). (Ex: **Username:** johnsmith123@student.athenstech.edu
Password: ATC email password)
7. Select student services & Financial aid.
8. Select registration.
9. Choose select term, choose the correct term from the drop-down menu, and click submit term.
10. Select Add/Drop Classes. 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

Be Aware if you are only registered for one Course, Banner will not allow you to withdraw from the course online, please contact Registration.

1. Connect to ATC's website (www.athenstech.edu)
2. Hover over "Resources".
3. Select "Student Technology".
4. Then select "Banner Web" on the left side of the page.
5. Enter your username and Password.
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.
10. Review your Current Schedule.
11. 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.

Instructions to print your schedule.

1. Log into Banner Web
2. Select Student services & Financial Aid
3. Go to Registration.
4. Click "Student detail Schedule".
5. Hit CTRL + P to Print.
6. Be Sure to sign out of Banner.

Viewing your Grades, Transfer Credits, and Unofficial Transcripts

1. Connect to ATC's website (athenstech.edu).
2. Select Resources, and under Student Technology, click Banner Web.
3. Sign in using your student email address 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.