

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. Select "Student Services & Financial Aid"
7. Select "Registration"
8. Select "Look-up Classes to Add" to look for classes/CRN(s); Select "Add/Drop Classes" if you already know the CRN(s)
9. Select the appropriate term and choose "Submit"
10. Select "Advanced Search"-->Choose a "Subject"-->Enter the "Course Number"-->Search for available sections
11. You may view or print your class schedule by selecting "Student Detail Schedule" within the Registration section of Banner Web (Once your schedule is visible, select Ctrl + P to print)
12. 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 "Student Services & Financial Aid"
3. Select "Student Records"
4. Choose "Final Grades" or "Unofficial Academic Transcript" to view your academic history