

Banner Web Registration Instructions for Dual Students

1. Prior to registering, you must meet with your high school counselor to discuss classes you are approved to take. Then you can communicate with your dual enrollment advisor to request to be registered for college classes. (Dual students can't register themselves.)
2. To look up the college class, go to www.athenstech.edu
 - a. Choose "CURRENT STUDENTS" located at the top of the page
 - b. Under Student Services, select "BANNERWEB"
 - c. Enter your USER ID which is the part of your ATC EMAIL BEFORE the @ (which is your first name last name and last 3 digits of college ID#)
 - d. Enter your EMAIL/Blackboard/Banner Password which is what you set it up to be.
 - e. Select "Student Services"
 - f. Select "Registration"
 - g. Select "Look up Class"
 - h. From the drop down menu, Select a Term: be sure to choose correct term
3. Select "Class Search"
 - a. Select the "Subject" you wish to take (English (ENGL), Mathematics (MATH), Accounting (ACCT), Welding (WELD) etc.
 - b. Once you select the subject, then click "Course Search"
4. Select "View Sections"
 - a. When looking for a class, make sure that it still has seats remaining and is not closed.
 - ❖ NOTE: Open classes are referenced "SR" for still remaining and closed classes are referenced as "C" for closed.
 - b. If you are choosing a science, you must also choose the lab that goes with it by matching the section numbers.
 - c. Review the START and END dates as some classes are minimesters for the first and last part of the term: F is first half of term and L is last half of term
 - d. Review the location of the class: we have 4 campuses and high schools where classes are located and you must choose the correct one for where you choose to enroll: Athens/Main, Elbert, Greene, Walton, or Online. Do not choose a class at a high school location where you do not attend.
5. To get registered, you must provide the information to your dual enrollment advisor to get enrolled in the class you choose. You are dually enrolled, so the class being listed on your high school schedule does NOT mean you have been registered at the college. Also, since you are in high school, your college advisor must register you --- you can't register yourself.
 - a. Email your dual enrollment advisor the following detailed information in order to get registered:
 - i. Your official name, your college ID#, your high school and high school counselor, grade you are in high school, Subject of course (example ENGL 1101), CRN of Course (20123)
6. To confirm registration, go to your Bannerweb account and review your schedule for accuracy. You MUST take or email a copy to your college schedule to you high school counselor for confirmation and approval.

Instructions to Review and Print your Schedule

1. Log into Bannerweb
2. Select Student Services & Financial Aid
3. Go to Registration
4. Click Student Detail Schedule
5. Hit CTRL + P to Print
6. Sign out of your Bannerweb account
7. Take a copy to your high school counselor