

BANNER WEB REGISTRATION INFORMATION AND INSTRUCTIONS

Web registration can be accessed directly through the internet at <http://swgctc16.southwestgatech.edu> from any computer with internet access. Students may obtain Personal Identification Number (PIN) information from their advisors.

WEB REGISTRATION NAVIGATION

Do NOT use the back arrow in these screens. Use the “menu” links at the top of the screen. If you select exit, you will automatically be logged-off the system.

- Step 1. “Login to Secure Area.” Enter your student identification number or your Social Security Number. Tab to the PIN prompt.
- Step 2. Enter the PIN assigned to you by the College (check with your advisor). At the prompt, enter a new PIN of your choice, Re-enter your new PIN to confirm. Click “Login.”
- Step 3. Create a security question. This is a question that will be asked to confirm your identity if you need your PIN reset because you have forgotten it. Create a question that you will know the answer to, but that will not be known by friends or family. Create the answer to the question. If you are unable to answer the question exactly or if the question is not specific enough to verify your identity, you may be asked to visit the Student Services office and show a picture ID in order to have your PIN reset.
- Step 4. Select “Student Services and Financial Aid. Select “Registration.” Select “Select Term.”
- Step 5. Select the term for which you are registering. This step will also be prompted when selecting “Add/Drop Classes.” After you have entered the term desired, select “Add/Drop” to continue. You may also select “Add/Drop Classes.”
- Step 6. Enter the Course Reference Number (CRN) for the courses you want to take. Use the “Tab” key to move from one CRN space to another. Enter numbers carefully and confirm you entries. A reversal or other error in numbers will register you for the wrong course. Confirm your schedule after you have submitted all the courses. If a course is incorrect or there is a registration error, return to the “Add/Drop” screen and change your registration through the “Action” block.

Error Message	Explanation	Action
Closed	Class has reached its enrollment limit.	Select another class or see your advisor to be put on the wait list
Duplicate Course	You have already registered for this course/section.	Drop the course from your schedule.
CRN does not exist	The CRN you entered is not recognized by the system.	Check the schedule to get the correct number and enter the correct CRN
Maximum Hours Exceeded	You cannot register for more than the maximum hours. The maximum is 21 credit hours.	See your Advisor.
Incorrect PIN	This is not the correct PIN.	Contact the Registrar’s office to have your PIN reset.
Prerequisite/Test score Error	You have not met the prerequisite requirement for the course you have selected.	See your Advisor.
Major Restriction	The course you have selected is not in your major.	See your Advisor. You may obtain permission to take this course outside of your major, but Financial Aid may not cover the course.
Time Conflict	Two or more of the courses you have selected meet at the same time or have overlapping schedules.	See your Advisor.

- Step 7. Select the “Registration Fee Assessment” link to assess your tuition and fees for the courses you entered. You must select this link to update your charges and assess all fees. You may also select the “Registration Fee Assessment” link from the registration menu.
- Step 8. When you have completed your schedule, select the “Exit” button at the top of the screen to close your registration session. This will log you off the registration area. If you want to remain in the registration area but view other screens, select the “Menu” button at the top of the screen. When ready to log-off and close your browser, select the “Exit” button. Do not close your browser session before logging-off Banner Web. Your session will remain active.

Note: Student may also use Banner Web to check grades, print unofficial transcripts, and make payments online.