Office of the Registrar
1704 S. Slappey Blvd
Albany, Georgia 31701
Office (229) 430-5281   Fax (229) 430-6180
Email: Registrar@albanytech.edu

ALBANY Technical College

Online Registration of Classes

To ADD Classes:

1. Go to http://www.albanytech.edu

2. Click on Bannerweb

3. Log in to Single SignOn

    1) **User Name:** Student Email Address
       (First initial of First name, Last Name, Last 4 digits of ATCID@student.albanytech.edu)
          ex. format - *jcollege1234@student.albanytech.edu*
    2) **Pin:** Student Email Password – Enter Date of Birth
          i. MMDDYYYY – ex. July 4, 1999 would be 07041999

4. Select "Student Services & Financial Aid".

5. Select "Registration"

6. Select "Add/Drop Classes"

7. Select a Term from dropdown menu– Click Submit

Add/Drop Classes:

ⓘ Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered
Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dro
options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit

If you are unsure of which classes to add, click Class Search to review the class schedule.

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

8. If you know the CRN's of the classes you would like to take,
    a. Type in the CRN's in the boxes
    b. Click on "Submit Changes"
9. If you do not know the CRN's or you would like to see the available classes, select "Class Search".
    A. Subject: Choose a Subject and Click on Course Search
    B. Find your class. Click on View Section next to your class.
    C. Choose your class time/CRN. Click the "**Select**" box next to your
        desired class.
    D. Click on the Register or Add to Worksheet

A

Subject: Accounting
Air Conditioning
Allied Health Science
Automotive
Automotive Collision Repair
Biology
Business
Business Management
Carpentry
Civil Engineering

[Course Search] [Advanced Search]

B

Look-Up Classes to Add:

Fall Semester 2018
Accounting

| 1100 | Financial Accounting I | [View Sections] |
| 1105 | Financial Accounting II | [View Sections] |

C

Look-Up Classes to Add:

Sections Found
Law Enforcement

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
☐	20881	CRJU	2070	101	1	3.000	Juvenile Justice	TR	10:00 am–11:15 am	30	0	30
☐	20775	CRJU	2070	301	1	3.000	Juvenile Justice	U	TBA	30	0	30

[Register] [Add to WorkSheet] [New Search]

10. Once you have completed your registration, go to the Student Detail Schedule to confirm your complete list of classes.

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Did you get an ERROR Message when registering for your classes?

1. *Field of Study Restriction"* If you get this error message when trying to add a class, you may be attempting to register for a class that is not a part of your major.

2. *Pre-Req/Test Score Error"* If you get this error message when trying to add a class, you may be attempting to register for a class that you have not completed/passed the pre-requisite (course needed before taking that class).
   a. Or if you are a provisionally admitted student, you may be attempting to take a class you did not meet the test score requirement to take yet.

3. You may check your Degree Works Advising Audit to see and verify of all of the classes needed to complete your program.

4. Contact Your Program Advisor or Academic Advising Center for questions on registering for classes-especially if you are getting errors when attempting to register for class.

To Drop Classes:

1. Log into Bannerweb, Click on Student Services
2. Click on Registration
3. Click Add/Drop Classes
4. Next to the class you're wanting to change, click on the *Action* Drop-down menu and select *Web Drop*
5. Click on Submit Changes

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those cl
classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add (
the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are

If you are unsure of which classes to add, click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode
Web Registered on Jun 12, 2018	None / None / Web Drop	20775	CRJU	2070	301	Credit Hour Level	3.000	Normal Grading

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jun 12, 2018 05:34 pm

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]