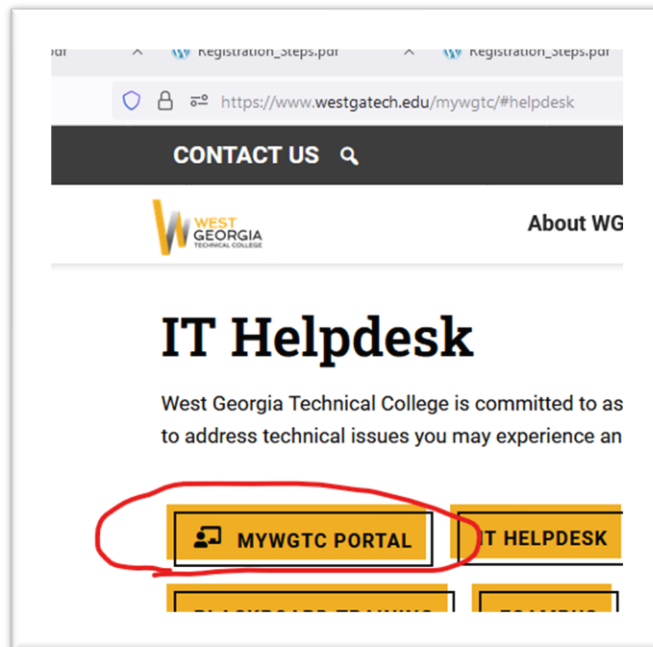


# Steps for Registration in Banner Web

## Step 1: Registration

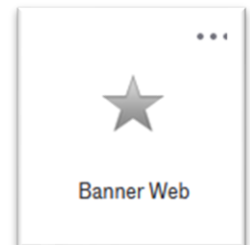
Log in to your MyWGTC Dashboard: <https://www.westgatech.edu/mywgtc/#helpdesk>



Click on MYWGTC PORTAL

- Username: Full WGTC student email address. (Example – *jsmith1@student.westgatech.edu*)
- Password: Your **eight-digit birthdate** (Example – a birthdate of January 01, 2001 has a password of **01012001**)
- If you need help with Okta set up, instructions on the MyWGTC page <https://www.westgatech.edu/wp-content/uploads/2021/06/WGTC-Okta-Quick-Start-Guide.pdf>

Select the star **Banner Web**



## Step 1: Authorize Financial Aid

Go to Student Services & Financial Aid. Click “Financial Aid Student Authorization.” Authorize Pell Grant. Read agreement statement. Click “I Authorize This Transaction” button. This is a once and done process.

## Step 2: Register for Classes

Select **Registration** - Select **Add/Drop/Withdraw Classes** - Select **Term** from drop down menu

Select **Class Search** option at bottom of screen

**Highlight Course Subject**, such as “English” for ENGL 1101, “Mathematics” for MATH 1111, “Welding” for WELD 1000. After highlighting the subject, select **Course Search**.

Click **View Sections** beside your course (refer to your Program Completion Checklist for appropriate course and number [ENGL 1101 or ENGL 1010]). **Select the check box** to indicate which class section you wish to add. After checking the box, scroll down and select **Register**. You will need to repeat these steps for each class. Verify the course was “**Web Registered**” on your registration page. This will indicate that you have registered successfully. If an error occurred, you will see the error listed.

## Step 3: Print Your Schedule

Select Student Services & Financial Aid → Registration → **Student Detail Schedule**. Check your schedule carefully for locations/day/times. Online sections have “TBA” or “online” for the location. You will have weekly assignment deadlines.

# Steps for Registration in Banner Web

- Download your [Program Checklist](#)<sup>1</sup>
- Most registration errors are correct, but if you receive an error that you believe is incorrect, please email [advising@westgatech.edu](mailto:advising@westgatech.edu) Co-requisite courses must be added at the same time. An example would be BIOL 2113 (lecture) and BIOL 2113L (lab). To do this, check both boxes on the screen and then hit "Register."
- M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, MW = Monday and Wednesday, TR = Tuesday and Thursday
- Be prepared to pay by fee payment deadline. [CLICK HERE for academic-calendar/](#)

## General Education Courses

ARTS	Art Appreciation	MUSC	Music Appreciation
BIOL	Biology	PHYS	Physics
CHEM	Chemistry	POLS	Political Science
ECON	Economics	PSYC	Psychology
EMPL	Interpersonal Relations	SOCI	Sociology
ENGL	English	SPAN	Spanish
HIST	History	SPCH	Speech
HUMN	Humanities	THEA	Theater Appreciation
MATH*	Mathematics		

## School of Business and Public Services

ACCT	Accounting	CUUL	Culinary Arts
BUSN	Business Administrative Technology	ECCE	Early Childhood Education
CIST	Computer Information Systems	MGMT	Business Management
CISM	Computer Applications	MKTG	Marketing Management
CRJU	Criminal Justice	COMP	Introduction to Computers

## School of Health Sciences

ALHS	Allied Health Services	NAST	Nurse Aide
CLBT	Clinical Laboratory Technology	PHAR	Pharmacy Technology
DENA	Dental Assisting	PHLT	Phlebotomy
DHYG	Dental Hygiene	PNSG	Practical Nursing
EMSP	Emergency Medical Services	RADT	Radiologic Technology
FRSC	Fire Science	RNSG	Registered Nursing
HIMT	Health Information Technology	SURG	Surgical Technology
MAST	Medical Assisting	MAST	Medical Coding

## School of Trade and Technology

AIRC	Air Conditioning Technology	ECET	Electrical and Computer Engineering
AMCA	Advanced Machine Tool	ELTR	Electrical Technology
AUMF	Automated Manufacturing Tech	ELCR	Electronics
AUTT	Automotive Technology	IDFC	Industrial Fundamentals
CTDL	Commercial Truck Driving	IDSY	Industrial Systems Technology
COSM	Cosmetology	MCHT	Machine Tool Technology
DIET	Diesel Equipment Technology	MEGT	Mechanical Engineering
ESTH	Esthetician	WELD	Welding

<sup>1</sup> <https://www.westgatech.edu/student-advising/program-completion-checklists/>