

HELPFUL REGISTRATION TIPS

Number of classes to take:

- Full time is considered 12 credit hours (typically about 4 classes)
- You may take fewer classes but always check with Financial Aid as to how your aid will be affected
- Maximum number of credit hours per semester: 18 (more than 18 requires the Dean's approval)
- [Fall](#) and [Spring](#) semesters are both 16-weeks long while [Summer](#) semester is only 8-weeks long; plan ahead what you can handle per semester

Which classes to take:

- [Program Completion Checklists](#)
 - Find your specific program (NOTE: make sure you are choosing the correct certificate, diploma, or degree)
 - Check off completed classes
 - Pay attention to the required classes that say "Choose ONE"
 - Pay attention to the required classes that say "Or" and take one or the other
 - Pay attention to the [Prerequisites](#)- A prerequisite is a course you must successfully complete with a "C" or higher before you proceed to take a future course
 - Pay attention to the [Notes](#)
 - If you register for a class that is not on the Program Completion Checklist, be prepared to pay for it out of pocket. It will not be covered by Financial Aid.
- [Degree Works](#) in your Banner Web for completed classes
 - Degree Works lists the classes you've taken, which semester you've completed them, and your final grades
 - *DegreeWorks isn't accurate for Competitive Selection students*
 - *Competitive Selection students refer to the [Competitive Selection Process](#) for requirements and deadlines*
 - When debating changing your major, please use the "What If" feature in Degree Works to see which classes may satisfy the new major requirements
 - If you decide to change, fill out the [Change of Major form](#) through Admissions

Do not wait until the last moment to plan ahead or to register!
Classes can be viewed a week before registration opens

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How to register during Open Registration:

(See full Steps for Registration and the full list of subjects [here](#).)

Tips for Registering:

- Sections of the chosen class will appear with the following information:
 - The 5-digit CRN in blue
 - Subject and course number
 - Credit hours
 - Title of class
 - Class days (M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday) and time
 - Online classes do not have a specified time; will read “TBA.” No specific login time, but specific deadlines to submit work
 - Capacity—number of total seats for the class
 - Remaining—number of seats remaining
 - If “0” remaining and the Select Box has a “C” in it (“Closed”), the class is full
 - Advising cannot override you into a full class
 - Instructor
 - Dates of the class—some are only part of term
 - Campus and classroom location, or if the class is online
 - After checking the box, hit “Submit” at the bottom of the page and confirm “web registered”
 - Confirm classes and details under Student Detail Schedule

For questions concerning classes, email advising@westgatech.edu

Send emails **from your student email account** and provide your name, student ID number, and the CRN(s) of the class(es)

Guided Pathways Students:

- *You will have a GPS Hold on your account
- *Classes are laid out for you each semester
- *An Academic Advisor will register you for your classes each semester
- *You **MUST** contact your Advisor via email to be enrolled in classes, or else you will not be registered

To view which classes you are registered for:

- Go into [Banner Web](#)→Student Services and Financial Aid→Registration→Student Detail Schedule
- Print off schedule to get your ID card printed in the library

Extra Tips:

- Before you attend classes the first day, please check your Student Detail Schedule in case any classes have been edited
- Communicate with your instructors!
- Verify your financial aid and pay your bill before [Fee Payment Deadline](#)

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Registering for science courses:

- Must register for a lecture and lab during the same semester since they are “corequisites” under “Notes”
 - Lectures will be at the top of the list of classes with labs at the bottom of the list
 - Again, must check the box for the lecture and lab and then hit “Submit”
- If you need to Re-take **either** the lecture or lab (for a better grade), please register for **both** the lecture **and** lab, then email advising@westgatech.edu with the CRN of the class you need dropped

Add/Drop and Withdraw:

- Add/drop happens over the first 3 days of classes at the beginning of each semester
- Classes may be added/dropped with no penalty during this time
- After the 3rd day of classes, the Withdrawal period begins, which does have potential Financial Aid consequences
- Withdrawing during the withdrawal period (begins after drop/add and ends on the Withdrawal Date on the [Calendar](#)) does NOT affect you **academically**; however, it **can** affect your Financial Aid (both your completion rate and monetarily)
- Withdrawing after the withdrawal period (listed on the [Calendar](#)) **does** affect both your academic GPA **and** your Financial Aid (both monetarily and completion rate)

Blackboard:

- Classes appear and open up on the first day of classes
- Login to Blackboard the first day of class, complete the Course Agreement and read your syllabus fully

Tips for success

- **Please check your student email DAILY**
 - This is how the school and Advising communicates with students
- Communicate with your instructors!
- Write down your assignment deadlines and properly time manage to meet the due dates, especially for online classes. Login every week to complete assignments
- Online classes are not for everyone, requiring discipline, time management, and computer skills
- Sign up for tutoring
- Connect with Advising; we are a resource!
- Reach out to Advising early—do not wait until the last minute to discuss your options

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Grades in classes:

- “F” is failing; must be repeated or the “Or” (listed on the [Program Completion Checklist](#)) taken instead
- Can make a “D” in core classes **unless** the course is a prerequisite for a higher-level course (for example, must pass ENGL 1101 with a “C” or higher if taking ENGL 1102, HUMN 1101, ENGL 2130, ENGL 2310, or RELG 1101 since those classes require ENGL 1101 as a prerequisite). *Please reach out to Advising to confirm!*
- Must make a “C” or higher in occupational classes
- “W” (“Withdrawal”) does not affect you *academically*; however, it can affect your Financial Aid (both monetarily and completion rate)
- A “WF” is a (“Withdraw while Failing”). This does affect your academic GPA **and** your Financial Aid (both monetarily and completion rate).
- A semester GPA of 2.0 or higher ensures a student is in good academic standing
- A semester GPA of lower than 2.0 means the student will be placed on academic probation
 - Students attending on [Academic Probation](#) must attain a 2.0 for the semester or they will be placed on [Academic Suspension](#)
 - Students on Academic Suspension are required to sit out one semester and then may complete the [Returning Student Application](#) with Admissions
- A cumulative GPA of 2.0 or higher is required for graduation

You’ve Finished—Congratulations!

Once you have taken all the courses on your [Program Completion Checklist](#) and have met with your Faculty Advisor (listed on your [Degree Works](#) and in your [Banner Web](#)), please complete a [Graduation Application](#).