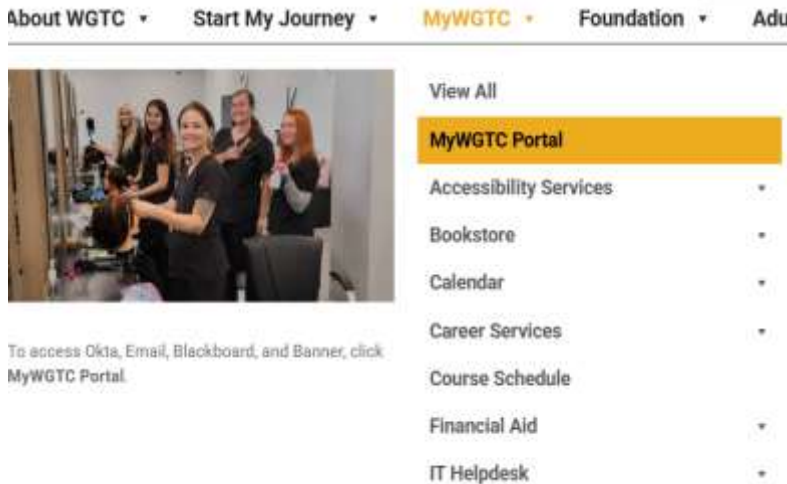# Steps for Registration in your Banner Account

Step 1: Registration
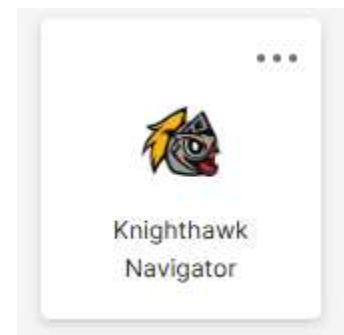
Click on MyWGTC Portal as shown below: https://www.westgatech.edu/

- *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**)*

2. Select the **Knighthawk Navigator** icon

3. Select **Register for Classes** in the "**Registration Links**" tile
4. Select **Term** from drop down menu
5. Type in the **Subject** of the class you are searching
   - "English" for ENGL 1101 or "Mathematics" for MATH 1111 (refer to page 2)
   - After selecting the subject, type in **the course number**. i.e "1101" for ENGL 1101
   - **Refer to your Program Completion Checklist for appropriate subject and course number [ENGL 1101 or ENGL 1010]).
6. **Select "Add"** to indicate which class section you wish to add. After checking the box, hit "Submit".
   - *If you're registering for a Biology, Chemistry, or Physics class*, **DO NOT HIT SUBMIT UNTIL** you have selected a lecture **and** a lab. You will have to select "New Search" after making your lecture selection, then search for a lab before selecting submit.
7. Verify the course was "Registered" at the bottom of the page under "Summary". This will indicate that you have registered successfully. If an error occurred, you will see the error listed.

Step 2: Print Your Schedule

In **Knighthawk Navigator,** Select **View Registration information** in the "**Registration Links**" tile **->** Select the **Active Registrations** tab**.** Check your schedule carefully for locations/day/times.

Step 3: Authorize Financial Aid

In **Knighthawk Navigator,** Select **"Account Detail by Term"** in the **Banner Account Information** tile. **Authorize Pell Grant.** Read agreement statement. Click **"I Authorize This Transaction"** button.

^^Double check accuracy^^

Helpful Hints:

- Most registration errors are correct, but if you receive an error that you believe is incorrect, please email advising@westgatech.edu
- If you register for a course outside of major, please be prepared to pay by the fee payment deadline.
- Online sections have **Online** for the location. Asynchronous Online classes do not have a set meeting time. You will have weekly assignment deadlines. Synchronous Online classes will have a meeting time listed.
- Look here for examples of AREA I, II, III or IV courses

Steps for Registration in your Banner Account
The following are common courses and the subject they are found under in Banner.

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 Language
HIST	History	SPCH	Speech
HUMN	Humanities	THEA	Theater Appreciation
MATH	Mathematics	RELG	Religion

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
HRTM	Hotel, Restaurant, and Tourism	FOSC	Criminal Justice- Forensics

School of Health Sciences

ALHS	Allied Health Science	NAST	Nurse Aide
MLBT	Medical 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	Engineering
AMCA	Advanced Machine Tool	ELTR	Electrical Technology
AUMF	Automated Manufacturing Tech	ELCR	Electronics Technology
AUTT	Automotive Technology	IDFC	Industrial Fundamental Courses
CTDL	Commercial Truck Driving	IDSY	Industrial Systems Technology
COSM	Cosmetology	MCHT	Machine Tool Technology
DIET	Diesel Equipment Technology	MEGT	Manufacturing
ESTH	Esthetician	WELD	Welding