

Banner WEB Registration Instructions

- 1) Go to www.savannahtech.edu
- 2) Click **STUDENT ONLINE RESOURCES**
- 3) Click Student Access
- 4) Click I agree to the above student policy link
- 5) At the Logon screen, double click on “Enter Secure Area”
- 6) In the secure area, input your SS number or Student ID, tab into Pin Area and type in your birth date (MMDDYY). Example :021575 (no dashes)
- 8) When you first log on, you are forced to change PIN. You must:
 - a. Re-enter your birth date
 - b. Create new pin (any 6 digits)
 - c. Click on login
- 9) You are also asked to identify a security question and give an answer. Then click submit. Always use characters here, no numbers. (Example: Question: How old am I? Answer: twenty)

Note: (REMEMBER ANSWER) IF you forget call STUDENT SUCCESS 443-5517 to reset PIN. IT will default back to your birthdate - mmddy.

- 10) At the BANNER Web directory, click “Student Services & Financial Aid”.
- 11) Under the “Student Services & Financial Aid” directory, click Registration.
- 12) In the Registration Area, click “Select Term”. Identify the registration term. It will be reflected by quarter and year. Then submit.
- 13) Click **Add/Drop Classes** Prior to viewing, you may see one of the following messages:
 - Ineligible to register due to a:
 - Not Enrolled hold, contact Admissions Office
 - Registrar Hold, contact Registrar’s

Office

- Business Hold, contact Accounting Office
- High School Hold, contact Admissions Office

You may also click “View Holds” to get more detailed information.

- ***NOTE: Courses taken without advisor approval may negatively impact your Financial Aid award and meeting graduation requirements.***

- 14) At the “Add/Drop Classes” screen, do the following:
 - If you have a Course Reference Number (CRN), click CRN box, type in number and enter.
 - If you only have the course title and number (ex: MAT 191), you must do a search for the class.
 - If classes are full, you will have to do a search for a new class.
- 15) To search for a class, click on the “Class Search” button
- 16) At Subject, click the drop box arrow and select the course subject (ex: Accounting, English, and Math). Then tab.
- 17) In the Course Number box, type in the number of the course (ex: 191, 103, 097). Then go to the bottom of page, click the “Find Classes” button.
- 18) All classes being offered for that subject and number will appear. Decide which class you want and click in the box next to CRN.
- 19) Click on “Add to Worksheet” near bottom of screen, then continue registering; if you are only registering for one class, click on “Register”.
- 20) Once you have all your classes, please be sure to click on “Submit Changes” to save. If this step is omitted, your classes will not be saved and you will not be registered.

- 21) At the bottom of the ADD/Drop Registration screen, you will find “View Fees” – click here to see charges.

- 22) At the bottom of the “View Fees” screen, you will find “Student Detail Schedule”, click here to view and print your schedule or click credit card/TeleCheck payment.

- 23) After you have printed schedule, please click exit icon to leave the secured area.

- 24) Please remember your registration has not been completed, until payment is made. Payment options are:
 - Financial Aid (Contact your FA Counselor)
 - OR
 - Check, Cash, Credit Card, Third Party (examples: Company Sponsored, Scholarship, VA-Reh, Voc-Reh)
Payment may be made on campus at Campus Shop or at Liberty Campus.
 - or
 - Credit Card Payment On-line.
 - Telecheck (pay by check)

- ***NOTE: Courses taken without advisor approval may negatively impact your Financial Aid award and meeting graduation requirements.***

Making Your Fee Payment

- ✓ **The last step in the Web Registration process is payment.**
- ✓ **This confirms your registration and reserves your schedule.**



WEB REGISTRATION AND PAYMENT SCHEDULE

Registration: June 9th & 10th
Payment deadline: June 16th by 12 noon

Registration: July 7th & 8th
Payment deadline: July 8th by 12 noon

Add/Drop Registration: July 9th-11th
Payment deadline: 5:00 p.m. (daily)

Note: Students will be allowed to drop/add during the first three business days of the quarter with no penalty.

Refund:

Students will receive a 100% refund of out-of-pocket expenses if they withdraw within the first three business days of the quarter.

After the first three business days of the quarter, students are not eligible to receive a refund.

➤ **If payment is not paid, your classes will be dropped.**