Registration Instructions

1. **Visit the website** www.GwinnettTech.edu/Dashboard

2. **Select the Dashboard link under the word "Students"** and log in:
   Username: Gwinnett Technical College student email address: FLLLLLLXXXX (F = First initial, L = first 6 of last name, XXXX = last four digits of student 900 number)@Student.GwinnettTech.edu.
   Example: My name is Sam Johnson 900001234. The username would be sjohnson1234@Student. GwinnettTech.edu
   Password: gtcMMDDYY = gtc + six digit birthday (example: gtc060688)

3. Select **Banner Student**. Then select **Student Services & Financial Aid**

4. **Select Registration**

5. **Select Register for Classes**

6. Highlight the appropriate subject in the scroll down box. *For example, if you are looking for ENGL 1101, you will highlight English.*

7. **Click on Section Search.** Choose the desired course by clicking the check box in the left hand column.
   Date Range: The dates can vary depending on which part of the term the course occurs.
   Campus Location: NF = Alpharetta-North Fulton campus; 9 = online; 1 = either at the Lawrenceville campus or at a specific high school
   Building: Alpharetta-North Fulton campus has alphabetical buildings; Lawrenceville campus has numerical buildings; high schools are listed as a 6-letter abbreviation.
   Schedule Type: Online = all instruction/assignment conducted online; Hybrid = at least 50% of the course time spent on-campus; Web-enhanced = regularly scheduled on campus meetings supplemented with online assignments

8. **Click Register**

9. **View your schedule:** Make changes if necessary using the pull down action block, then make sure to click on the *Submit Changes* button.

10. **Select Student Detail Schedule** from the link at the bottom of the screen to view/print your semester schedule.

11. *If a payment is required for any tuition or fees are not covered by dual enrollment funding, students will be contacted by the Business Office and balances can be paid by credit card online, or in person at the Business Office by the deadline indicated on the Academic Calendar.*

TIPS

If a course says **DUAL**, this course is being held at a specific high school. **DO NOT** register for this course unless you have been told to do so by a Dual Enrollment Coordinator or your High School counselor.

Class Type
Online: All instruction, assignments, projects and research will be conducted using Internet access and Blackboard

Hybrid: At least 50% of the course time will be spent on campus as indicated by the course schedule. The remaining time is spent participating in online projects, assignments or instruction.

Web-enhanced: Courses have regularly scheduled on-campus meetings that may be supplemented with online discussions, quizzes, or the exchange or assignments with your instructor online.

Meeting Days
M: Monday
T: Tuesday
W: Wednesday
R: Thursday
F: Friday
S: Saturday
MW: Mon. *and* Wed.
MWF: Mon., Wed. *and* Fri.
TR: Tues. *and* Thurs.

For technical Assistance, contact StuDeskHelp@GwinnettTech.edu

GwinnettTech.edu/DualEnrollment
Questions? Contact DualEnrollment@GwinnettTech.edu

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