



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

Registration Instructions

1. Visit the website **www.GwinnettTech.edu/Dashboard**
2. Select **Dashboard Login** 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 sjohnso1234@Student.GwinnettTech.edu
Password: gtcMMDDYY = gtc + six-digit birthday (example: gtc060688)
3. Select **Ellucian Experience (Banner)**
4. Under the **"Spring 2026 Registration"** tile, select the **START** button
TIP: You can check your **Registration Status** by clicking the arrows at the bottom of this card to see your time ticket per semester
5. Select the appropriate **Term** and the top left, then click **"Add Course"** at the bottom right
6. Click on the "🔍" icon at the top right to open filter options. Here you can search by:
 - a. Campus Location: Lawrenceville, Alpharetta, Online
 - b. Part of Term: "Full Term A, Mini-Mester B, Mini-Mester C" and more
7. In the **Search** box, type in the entire course code (Example: ENGL 1101) then hit **Enter** on the keyboard
8. The course will populate, then click on the drop down arrow to see all available courses being taught (Clicking "TCSG Connect" at the bottom of the list will show additional course options.
9. To **Register**, choose the desired course by clicking the **Plus "+"** button to the right of the **Search Courses** window
10. The course will be added to the **Summary** window, however **this has not finalized your registration**
11. Once the class has been added, within the **Search Courses window**, click the **"X"** at the top right to close that section
12. Click the green **Register** button at the bottom right, then **Confirm** button on the pop up window to finalize registration for the class

Under Search Results, pay attention to:

Title: If **DUAL** is listed after course title, this class is only for Dual Enrollment High School Students

Date Range: The dates can vary depending on which part of the term the course occurs

Campus Location: Be mindful of what campus you are registering for (Alpharetta, Lawrenceville, or Online)

Building Location: Both Campuses use an alphabetical system for building location. Our Alpharetta-North Fulton campus only has an A-NF building where Lawrenceville can range from A to J

Class Location: Building and room location

**If a payment is required for tuition or fees not covered by Financial Aid funding, students will need to pay balances to the Bursar's Office. Balances can be paid by credit card online, via Nelnet payment plan, or in person at the Bursar's Office by the deadline indicated on the Academic Calendar.*

TIPS

Full or Half Semester	Schedule Type	Campus
TERM A: Full Term 16 weeks Aug - Dec or Jan - May	Online: All instruction, assignments, projects and research will be conducted using Internet access and Blackboard	Lawrenceville: Main campus
TERM B: First 8 weeks of Term Aug - Sept or Jan - Feb	Asynchronous: 100% Online	Alpharetta-North Fulton: Located in Alpharetta Campus
TERM C: Last 8 weeks of Term Oct - Dec or Mar - May	Synchronous: 100% Online, Online at Specific time/not self-paced	Online - GTC: Fully online
	Blended: 51%-99% Online	High School: only for Dual Enrollment students still in high school
	On Campus: 1%-50% Online regularly scheduled on campus meetings supplemented with online assignments	

For Technical Assistance, contact StuHelpDesk@GwinnettTech.edu or call 678-226-6407

GwinnettTech.edu Questions? 770-962-7580

Gwinnett Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disability. Lisa Richardson, Title IX, and Section 504 Coordinator, 5150 Sugarloaf Parkway, Building 100/A, Room 515.A, Lawrenceville, GA 30043, 678-226-6691, LRichardson@GwinnettTech.edu