

Student Web Registration Instructions

Web Registration is available 6 am – 2 am

VERY IMPORTANT:

Should you choose to take advantage of the opportunity to self-register on the web and to drop/add classes during the drop/add period (after Registration), **you** are accepting full responsibility for course selections and for your progress toward graduation.

Eligibility Requirements:

- Currently or previously enrolled in MGC classes **** Joint Enrolled/Postsecondary Options/GAMES students are eligible to self-register on the web after completing all requirements for high school graduation.*
- Completed nine (9) or more Non-Learning Support semester hours
- GPA 2.0 or better
- Completed all CPC and Learning Support requirements

Enter Netscape Navigator-----OR ----- Internet Explorer

- Use Version 6.0 or higher, there are problems with

- Use Version 5.0, there are problems with 5.50

- Go to the MGC web site: www.mgc.edu
- Scroll down to the bottom of the Home page and click on "BANNER WEB"
- Click on Enter Secure Area
- Enter your **9 digit ID #** (Use "Lookup MGC ID" if you do not know this number)
- Enter PIN #
 - **If this is your first time accessing BANNER WEB, your PIN # is your six digit birth date (ex. 022784), and after logging in you will be asked to change it**
- Click on Login
- Select Student and Financial Aid Menu
- Select Registration menu

To Register:

- Click '**Select Term**'.
- Select the term needed.
- '**Submit Term**'
- '**Add/Drop Classes**'.
- Enter your **Alternate PIN (the PIN you received from your advisor).**

To add a course:

- Click on the CRN box. Enter the course number. Select 'submit changes'. Wait for screen to refresh.
- ****If registration errors occur on a class you register for, you will not be allowed to register for that class.**
- See section of Web Registration Errors and What They Mean. (below)

To Drop a course:

- Go to Student and Financial menu, then on Registration menu. Click on 'Select Term'. Click on down arrow button to the right of Term. Select the term needed. Click on 'Submit Term'. Select 'Add/Drop Classes'. Click on the drop down arrow box to the left of the course you wish to drop. Select 'drop/delete web' and submit changes.

Class Search:

- Click on 'Class Search'. Select options to be used in search. You must select at least one subject. If you want to search for a course on a specific campus, choose subject and also choose 'Main campus' for the Cochran campus or 'Dublin campus' for classes at our Dublin Campus. Click on 'Get Classes'. Click box on the left of the class you want to 'select' and click 'Register' to register for these classes immediately. Clicking on 'Add to Worksheet' will add it to the front screen but will not register you for the classes immediately. You will still have to submit changes.

Web Registration Error Messages and What They Mean:

Time conflict with #### - This course has a time conflict with a course already on your schedule. Drop that course and then do a class search and select the same class at another time. Don't forget to submit your changes!

Preq and Test Score Error – This course has a prerequisite which you have not met. You may seek special permission to take the course from your advisor or from the Division Chair but you will not be able to enter this course via the web. You will have to go to the Division Secretary for them to override this error.

Closed Section – The enrollment in this course has reached its limit. Please drop this course and execute a search. Select the same subject and course at a different time or with another instructor that still has seats available.

Maximum Hours Exceeded – You need overload permission from the Vice President of Academic Affairs office to exceed the maximum number of hours for a student as stated in the catalog. You will need to see a Division Secretary to override this error.

Dupl Crse with Sec #### - This course has the same course number as a course already on your schedule.

Corq Reg – This course has a co-requisite. You must register for both courses at the same time by entering the CRN's in the Add Class Block.

To exit the web page, click on the Exit button at bottom of page then click on X at top right corner of next page.

After 20 minutes of inactivity, the web session will timeout. At this time you have the option to login again or you may close down the Netscape/Internet Explorer session by clicking on File, Close OR clicking on X at the top right hand of the page. **Failure to completely logout or exit your browser may allow others to access your records.**

What else can I do in Banner Web?

Print your schedule:

- Return to Registration menu. Click on 'Student Detail Schedule'. Click on Print at top of web page. This schedule is more detailed. Another option on the menu is 'Student Schedule by Day and Time'.

View and Print Fees:

- Return to Registration menu and click on 'View Fee Assessment'. Click on print at top of web page. Pay fees by date indicated or your schedule will be dropped.

Change your PIN:

- Go to the Personal Information Menu. Click on 'Change PIN'. It will prompt you to enter your old PIN number, new PIN number, and then to re-enter your new PIN number. Click on 'Change PIN'. It will tell you if your PIN was successfully changed. If you have LOST your PIN, please contact the Office of the Registrar.

View your address and phone number on file:

- Go to the Personal Information Menu. Click on "View Addresses and Phone Number".

View any Holds on your records:

- Go to the Student and Financial Aid Menu. Then to the Student Records Information Menu. Click on 'View Holds'.

View your Academic Transcript:

- Go to the Student and Financial Aid Menu. Then to the Student Records Information Menu. Click on 'Academic Transcript'. For transcript level, choose 'all levels'. Then click on 'Display Transcript'. Your academic history will display term by term with cumulative GPA and hours at the bottom.

View your Account Summary by term:

- Go to the Student and Financial Aid Menu. Then to the Student Records Information Menu. Click on 'Account Summary by Term'. Your current account balance, if any, will be at the top. This shows your detailed account summary for every term.

View your Account Summary:

- Go to the Student and Financial Aid Menu. Then to the Student Records Information Menu. Click on 'Account Summary'. This will show your total account since you've been enrolled with your current balance, if any, at the bottom of the screen.

Display your Grades for a specific term:

- Go to the Student and Financial Aid Menu. Then to the Student Records Information Menu. Click on 'Display Grades'. Choose from the drop-down box which term. (This feature begins with year 2000 – To see other grades, please choose "Academic Transcript".) Then click on "Display Grades".

If you have questions or problems, please call the Registrar's Office at (478) 934-3029 between the hours of 8:00 am and 5:30 pm or email regweb@mgc.edu.