

## Banner 9 student registration instructions

- **Log in to [Banner Web](#)**
  - This can be accessed at [www.sgsc.edu](http://www.sgsc.edu) under the 'MY SGSC' section

sgsc.edu

HOUSING RESOURCES QUICKLINKS **MY SGSC**

Quicklinks

- Class Schedules
- College Catalogs
- Employment
- Navigate Info for Students
- Navigate Info for Faculty/Staff
- Faculty / Staff Navigate Login
- News & Updates
- OneUSG Connect
- Payment Options
- Student Resources

MySGSC

- Email
- GeorgiaVIEW
- Banner Web**
- TouchNet
- Campus Life / Housing
- Academic Resources
- Student Help Desk Ticket

Contact Us

- Campus Contact Info.
- Campus Police
- Employee Directory
- Faculty/Staff Help Desk Ticket

APPLY

REQUEST INFO

Now is the time!

- **Once logged into Banner Web, click the 'Student' tab**

Personal Information **Student** Financial Aid

Search  Go

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## Student Services & Financial Aid

Apply for Admission, Register, View your academic records and Financial Aid

**Personal Menu**  
View or update your address(es), phone number(s), e-mail address(es), emergency co

[Transfer Articulation](#)

[DegreeWorks](#)  
DegreeWorks Degree Audit System

**RELEASE: 8.9.1**

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- Click 'Registration'

Personal Information **Student** Financial Aid

Search



## Student Services & Financial Aid

### Registration

Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

#### Student Records

View your holds; Display your grades and transcripts; Review charges and payments.

#### Financial Aid

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

#### Student Account

Student Account

#### Guaranteed Tuition Plan

See your current Guaranteed Tuition Attribute

#### View Student Information(Advisor Info)

View academic information including your advisor.

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- Click 'Banner 9 Student Registration'

Personal Information **Student** Financial Aid

Search



## Registration

### Banner 9 Student Registration

New Banner 9 Student Registration

Select Term

Look-up Classes to Add

Change Class Options

Student Schedule by Day & Time

Student Detail Schedule

Check Your Registration Status

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- Click 'Register for Classes'

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Student • Registration

### Registration

What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.

- If necessary, complete any Action Items that display
  - For more information visit <http://www.sgsc.edu/current-students/reginfo.cms>

- Select the term that you would like to register for

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Student • Registration • Select a Term

### Select a Term

Terms Open for Registration

Fall 2020

Fall 2020

- If you already know the **CRN** of a specific class, you can enter it on the 'Enter CRNs' tab

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2020

CRN

[+ Add Another CRN](#)

- You can also search by **Subject**, **Course Number**, or **Keyword** on the 'Find Classes' tab
  - Advanced search criteria can be opened by clicking 'Advanced Search'

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

**Find Classes** Enter CRNs Plans Schedule and Options

### Enter Your Search Criteria ⓘ

Term: Fall 2020

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

- A list of results that meet your search criteria will display after you click the 'Search' button
- Click the 'Add' button next to the class you would like to add to your prospective schedule

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 18 Classes**  
Term: Fall 2020 Subject: College Orientation & Success Search Again

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
College Orientation & Success Lecture	College Orient...	1000	02	1	80422	Fall 2020		S M T W T F S 09:30 AM - 10:20 AM	Type: Class Building: Douglia...	30 of 30 seats rem...		Add
College Orientation & Success Lecture	College Orient...	1000	03	1	80423	Fall 2020		S M T W T F S 02:30 PM - 03:20 PM	Type: Class Building: Douglia...	30 of 30 seats rem...		Add
College Orientation & Success Lecture	College Orient...	1000	04	1	80425	Fall 2020		S M T W T F S 03:30 PM - 03:50 PM	Type: Class Building: Douglia...	30 of 30 seats rem...		Add
College Orientation & Success Lecture	College Orient...	1000	1	1	80839	Fall 2020		S M T W T F S 01:00 PM - 01:50 PM	Type: Class Building: Douglia...	30 of 30 seats rem...		Add
College Orientation & Success Lecture	College Orient...	1000	12	1	80480	Fall 2020	Reiman...	S M T W T F S - Type: Class Building: None Room: Off Ca...		30 of 30 seats rem...		Add
College Orientation & Success	College Orient...	1000	14	1	80483	Fall 2020		S M T W T F R 09:00 AM - 09:50 AM	Type: Class Building: Douglia...	30 of 30 seats rem...		Add

**Schedule** | Schedule Details

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am				College Orientation & Success			
11am							
12pm							

**Summary** | Tuition and Fees

Title	Details	Hours	CRN	Schedule Ty	Status	Action
College Orientation & Suc...	SGSC 1000, 02	1	80422	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

- The class(es) will appear in your Summary window as **'Pending'**
  - If you do not see the 'Summary' window, click the 'Panels' button in the bottom left

College Orientation & Suc...	SGSC 1000, 02	1	80422	Lecture	Pending	**Web Registered**
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- **\*Note\*** You are not yet registered for the class(es)
- Click the 'Submit' button to attempt to register for the selected class(es)

**Summary** | Tuition and Fees

Title	Details	Hours	CRN	Schedule Ty	Status	Action
College Orientation & Suc...	SGSC 1000, 02	1	80422	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

- If successful, the class(es) will have a status of **Registered** in the 'Summary' window

Save Successful

Classes	Campus	Status	Attribute	Action
T   F   S   09:30 AM - 10:20 AM Type: C	Dou...	30 of 30 seats ...		Add
T   F   S   02:30 PM - 03:20 PM Type: C	Dou...	30 of 30 seats ...		Add
T   F   S   03:00 PM - 03:50 PM Type: C	Dou...	30 of 30 seats ...		Add
T   F   S   01:00 PM - 01:50 PM Type: C	Dou...	30 of 30 seats ...		Add
T   F   S   - Type: Class Building: No	Off C...	30 of 30 seats ...		Add

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
College Orientation & Suc...	SGSC 1000, 1	1	80839	Lecture	Registered	None

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 999,999,999

- If unsuccessful, a notification will display in the top right of the page that lists the reason(s)

SGSC 1000 CRN 80422: Campus Restriction

Classes	Campus	Status	Attribute	Action
T   F   S   09:30 AM - 10:20 AM Type: C	Dou...	30 of 30 seats ...		Add
T   F   S   02:30 PM - 03:20 PM Type: C	Dou...	30 of 30 seats ...		Add
T   F   S   03:00 PM - 03:50 PM Type: C	Dou...	30 of 30 seats ...		Add
T   F   S   01:00 PM - 01:50 PM Type: C	Dou...	30 of 30 seats ...		Add
T   F   S   - Type: Class Building: No	Off C...	30 of 30 seats ...		Add

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
College Orientation & Suc...	SGSC 1000, 02	1	80422	Lecture	Errors Preventing Re...	Remove

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

- To remove the class(es) with errors, click the 'Submit' button again

- To drop a class that you're already **Registered** for, select 'Drop Via Web' from the Summary's action tile and click 'Submit'
  - If you don't see the Summary window, click the 'Panels' button in the bottom left

The screenshot shows a 'Summary' window with a table of classes. The class 'College Orientation & Suc...' is listed with details 'SGSC 1000, 1', 1 hour, CRN 80839, and status 'Registered'. The 'Action' column for this class has a dropdown menu open, showing 'Drop Via Web'. A 'Submit' button is visible at the bottom right of the window. The status bar at the bottom indicates 'Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 999,999.999'.

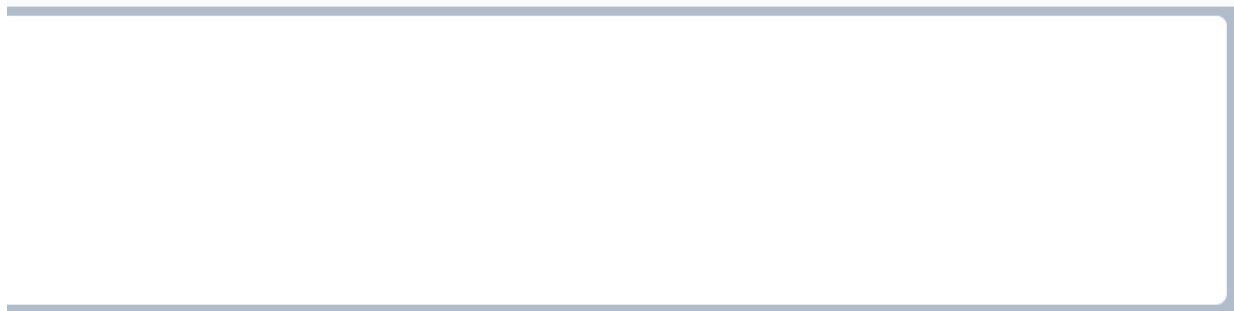
Title	Details	Hours	CRN	Schedule Ty	Status	Action
College Orientation & Suc...	SGSC 1000, 1	1	80839	Lecture	Registered	Drop Via Web

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit

A notification banner with a green checkmark icon and the text 'Save Successful' is displayed. The banner is highlighted with a red border.

Save Successful



The screenshot shows the 'Summary' window after the class has been dropped. The class 'College Orientation & Suc...' now has a status of 'Withdrawn Deleted' and the 'Action' dropdown is set to 'None'. The 'Submit' button is still present at the bottom right. The status bar at the bottom indicates 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999.999'.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
College Orientation & Suc...	SGSC 1000, 1	0	80839	Lecture	Withdrawn Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit