

Effective student advisement is an important function at Central Georgia Technical College. Student advisement of currently enrolled students is the responsibility of the full-time faculty. Faculty members are assigned as advisors to specific students according to their selected field of study. Current students can register through BannerWeb. Please check your DegreeWorks for advisement.

New students will initially see an advisor in the CARE Center to determine a class schedule.

It is the responsibility of the student to schedule an advisement session with their faculty advisor prior to registering each semester.

BannerWeb

- Sign up for classes and see your class schedule
- Drop classes (within first three days of semester)
- Check on financial aid and see your award amount
- See charges and payments
- Update your contact information
- See your grades and unofficial transcripts

How to sign in to BannerWeb:

1. Click **Enter BannerWeb**
2. Type your **User Name** and **Password** in each box
3. Click the **Sign In** button

Degree Works

- See a list of classes that you must take for your major
- Check your plan and progress towards graduation (to view your plan, click the Plans tab)
- Read notes from your advisor, including the alt PIN that you will need to sign up for classes
- View your academic standing and GPA

How to sign in to Degree Works:

1. Click **Enter BannerWeb**
2. Type your **User Name** and **Password** in each box
3. Click the **Sign In** button
4. Once you are logged into BannerWeb, click **Student Services**, then click **Degree Works**

How to Register for Classes

Clear Account Holds

- You must clear any holds on your account before registering for classes. The balance for any Business Office holds, such as past-due tuition/fees, must be paid before you can sign up for classes.

Contact Your Advisor

- You must contact your advisor each semester in order to sign up for classes or check DegreeWorks in BannerWeb for notes. Registration assistance is also available in the CARE Center at each campus.
 - Advisor Contact Information
 1. Hover over the **Academics** tab
 2. Click the **Academic Resources** tab
 3. Click the **Academic Advisement** link
 4. Click the **List of Advisors** link

Sign Up for Classes

- A schedule of classes, including class location, is available online.
 - Visit www.centralgatech.edu/class-schedule
 1. Click **Schedule of Credit Classes by Term**
 2. In the **Search by Term** drop-down box, select:
 - Summer Semester 202016 or Fall Semester 202112
- You can sign up for classes using BannerWeb (once you log into BannerWeb, click Student Services, click Registration, then click Add/Drop Classes, select the appropriate term). Enter the five-digit CRN for each class and click Submit.
- BannerWeb Waitlist - Once a course has reached the maximum enrollment limit, the waitlist option may become available for certain classes. If you add your name to the waitlist, please check the student email daily and follow the registration process upon notification of availability.
- Once you sign up for classes, view your class schedule in BannerWeb to make sure that it is correct.
- If you have questions or problems regarding registration, please contact your advisor or the CARE Center.
- You have three business days from the beginning of the semester to add or drop a class without penalty. If you need to drop a class after the official drop period ends, you must withdraw from the class and will incur charges for tuition and fees.

The CARE Center provides help and resources for new students. Examples of services include advisement, help signing up for classes, identification of special resources needed, assistance with technology, and more.

CARE Center Office Hours: Monday - Friday | 8:30 AM - 3:30 PM
carecenter@centralgatech.edu

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Advisors

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