

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 Banner Self-Service. 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.

Log in to Single Sign-On

1. Click the Single Sign-On link at the top of the CGTC homepage (www.centralgatech.edu)
2. Enter your complete student email address (including the @student.centralgatech.edu part) in the username box, type in your password, and Sign In
3. Note: the first time you log in, you will be prompted to set up Multi-Factor Authentication (MFA). It is recommended that you set up multiple options for MFA. You should use your own phone number to ensure access.

Banner Self-Service

- Sign up for classes and see your class schedule
- Drop classes (within first three days of the term)
- See financial aid award amounts and accept terms and conditions
- See charges and payments on your student account
- Update your contact information
- See your grades, unofficial transcripts, and more

Degree Works (Advisement)

- 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 suggested courses for the upcoming registration period
- View your academic standing and GPA

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 Banner Self-Service for notes. Registration assistance is also available in the CARE Center at each campus.
 - Advisor Contact Information can be found in Degree Works and in the Student Portal.

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 the term you are registering for.
- You can sign up for classes using Banner Self-Service (once you login, 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.
- Banner Self-Service 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 Banner Self-Service to make sure that it is correct.
- If you have questions or problems regarding registration, please contact your advisor.
- **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. We recommend that you reach out to your Advisor and the Financial Aid office before dropping or withdrawing from a class in order to discuss how that will affect your financial aid.

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

CARE Center Office Hours: Monday - Thursday | 8:00 AM - 4:45 PM

Friday | 8:00 AM - 3:30 PM

carecenter@centralgatech.edu

Warner Robins Campus, Room A-122 | (478) 218-3380

Advisors

Traumeika Bryant

tbryant@centralgatech.edu

Tawanda Daniels

tdaniels@centralgatech.edu

Alice Smith

alsmith@centralgatech.edu

Annette Weiche

aweiche@centralgatech.edu

Macon Campus, Room J-104 | (478) 757-5295

Advisors

Shalanna Banks

svbanks@centralgatech.edu

Terri Booker

tbooker@centralgatech.edu

Latorshai Paulo-Knighton

lpauldo-knight@centralgatech.edu

Jennifer Ross

jross@centralgatech.edu

Milledgeville Campus | (478) 757-5295