



A Unit of the Technical College System of Georgia

TITAN EXPERIENCE WAITLIST INSTRUCTIONS FOR STUDENTS

Banner 9

CGTC Registrar's Office

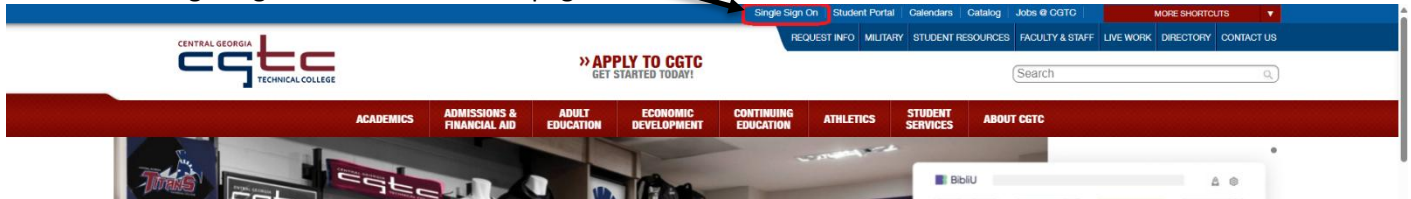
January 2026

Waitlist Basics

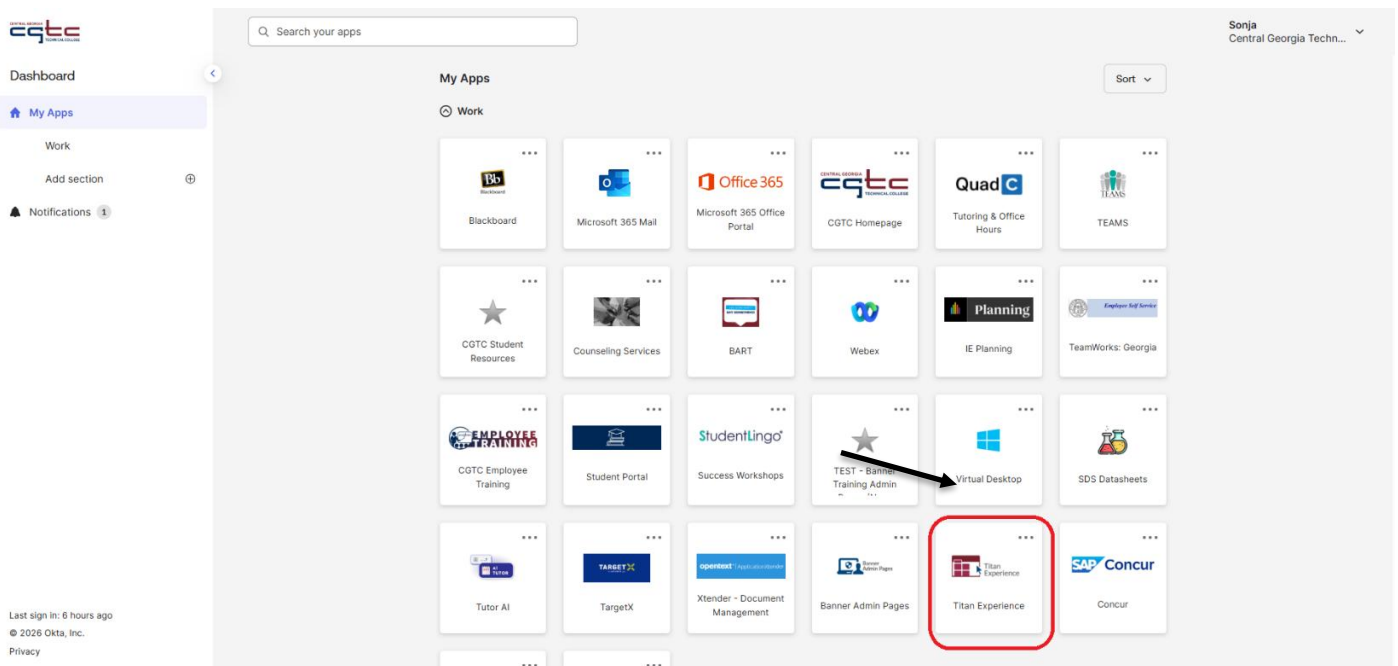
- Once a course has reached its maximum enrollment limit, the waitlist option may become available for certain classes during the pre-registration and the regular registration periods.
- You must select "Waitlisted" from the pull-down menu on Web Self-Service Banner in order to add your name to the waitlist.
- The system will not allow you to waitlist multiple sections of the same course.
- The system will not override time conflicts. Thus, if you are registered for a class that already exists for that time slot, you will not be allowed to waitlist the class.
- Once you become the first person on the waitlist and a seat in the class becomes available, you will receive an automatic e-mail notification.
- You must register for the course within 24 clock hours of the e-mail notification that a seat is available.
- If you do not register for the class within 24 hours of the email notification, you will be dropped from the waitlist and the next person on the waitlist will be notified of the available seat.
- If you no longer wish to be on the waitlist, you can drop the course through the self-service menu using the Drop/Add menu.
- If the course prerequisites are not met, you will not be able to register for the course without override permissions. Consult with your advisor if you do not meet the course prerequisites.
- Being on a waitlist does not guarantee registration for the class. It is recommended that you register for an alternate class in case the course never becomes available to you.

HOW TO REGISTER FOR A WAITLISTED CLASS

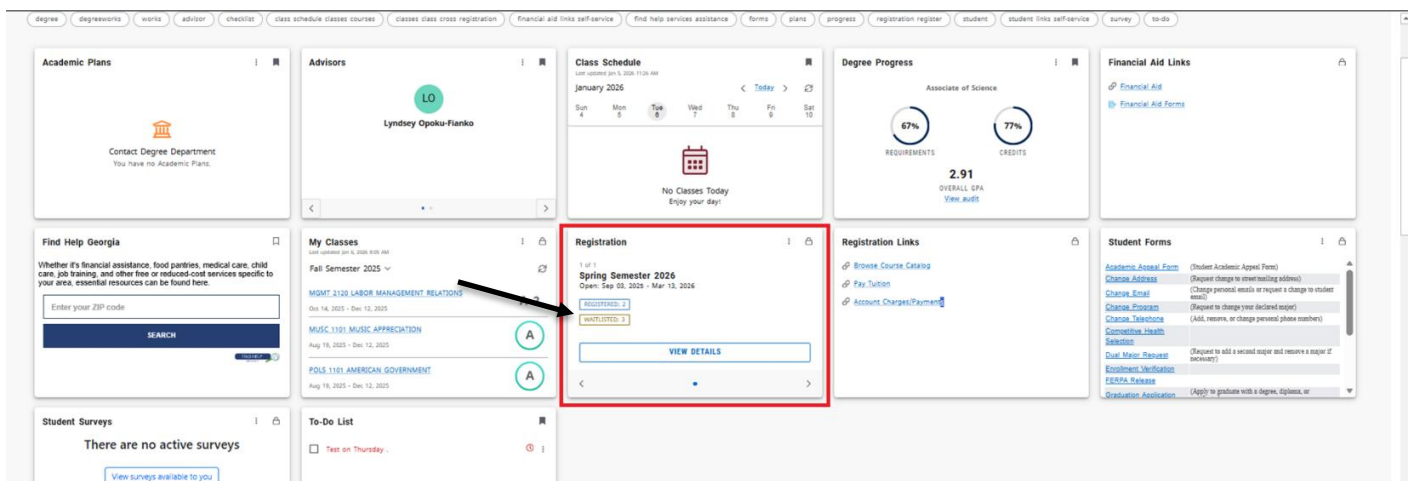
1. Click on Single-Sign n on the CGTC main page



2. On the CGTC Dashboard select the “Titan Experience” App



3. Click *View Details* on the Registration Card



- At the Registration Screen, click the Drop-down arrow and select the registration term. Once you click the term, a list of your classes will be displayed on the right side of your screen. The waitlisted class will display at the bottom. Click the ellipsis and select **“Register”** on the drop-down menu and then click the

The screenshot shows the 'Registration' page for 'The CGTC Experience'. At the top, a 'Term' dropdown menu is set to 'Fall Semester 2026'. Below it, a message states: 'Your registration window is open from Mar 17, 2026 - Oct 19, 2026'. The main area features a class schedule grid with columns for days (Mon-Fri) and times (8:00 AM to 8:00 PM). Several classes are listed, including 'LGST 1100: INTRO TO LAW AND ETHICS', 'HIST 2111: U.S. HISTORY I', 'SPCH 1101: PUBLIC SPEAKING', and 'ENGL 1101: COMPOSITION AND RHETORIC'. On the right side, there are two panels: 'REGISTERED' (showing 12 credits) and 'WAITLISTED' (showing 3 credits). The 'WAITLISTED' panel highlights the 'ENGL 1101: COMPOSITION AND RHETORIC' class with section code 12682. A dropdown menu is open for this class, showing options to 'Drop' or 'Register'. The 'Register' button is highlighted with a red box. At the bottom right, there are buttons for 'ADD COURSE' and 'UPDATE REGISTRATION'.

This screenshot shows the same registration page as the previous one, but with a 'Confirm Waitlist Registration' dialog box open in the center. The dialog box has a title bar with a close button (X). The text inside reads: 'Confirm Waitlist Registration' followed by 'Unless you have received an email notification confirming that a seat is available for this course, you will not be able to register for it.' At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red box. The background of the registration page is dimmed.

- Once you select **Confirm**, you will notice the class shows **“Registering”** which indicates you are not yet registered for the class. The next step is to click the **“Update Registration”** button.

Registration

Term: Fall Semester 2026

Your registration window is open from Mar 17, 2026 - Oct 19, 2026

	Mon	Tue	Wed	Thu	Fri
8:00 AM	LGST 1100: INTRO TO LAW AND ETHICS				
9:00 AM	HIST 2111: U.S. HISTORY I				
10:00 AM	SPCH 1101: PUBLIC SPEAKING				
11:00 AM	ENGL 1101: COMPOSITION AND RHETORIC				
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM				LGST 1105: LEGAL RESEARCH&WRITING I	
8:00 PM					

REGISTERED CREDITS 12

- HIST 2111: U.S. HISTORY I
3 credits | Section Code: 15454
- LGST 1100: INTRO TO LAW AND ETHICS
3 credits | Section Code: 15488
- SPCH 1101: PUBLIC SPEAKING
3 credits | Section Code: 13145
- LGST 1105: LEGAL RESEARCH&WRITING I
3 credits | Section Code: 15490
Thu | 6:30 PM - 9:00 PM

REGISTERING CREDITS 3

- ENGL 1101: COMPOSITION AND RHETORIC
3 credits | Section Code: 12682

ADD COURSE UPDATE REGISTRATION

- The final step to register for the Waitlisted class is to click to **“CONFIRM”** button to be finalize your registration for the waitlisted class. You must register for the class within 24 hours of receiving the email notification. If not, you will be dropped from the waitlist and the next student will be notified.

The CGTC Experience

Registration

Term: Fall Semester 2026

Your registration window is open from Mar 17, 2026 - Oct 19, 2026

	Mon	Tue
8:00 AM	LGST 1100: INTRO TO LAW AND ETHICS	
9:00 AM	HIST 2111: U.S. HISTORY I	
10:00 AM	SPCH 1101: PUBLIC SPEAKING	
11:00 AM	ENGL 1101: COMPOSITION AND RHETORIC	
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM		
8:00 PM		

Confirm Choices

REGISTERING 1 COURSE

- ENGL 1101: COMPOSITION AND RHETORIC
3 credits | Section Code: 12682

CANCEL CONFIRM

REGISTERED CREDITS 12

- HIST 2111: U.S. HISTORY I
3 credits | Section Code: 15454
- LGST 1100: INTRO TO LAW AND ETHICS
3 credits | Section Code: 15488
- SPCH 1101: PUBLIC SPEAKING
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ADD COURSE UPDATE REGISTRATION

