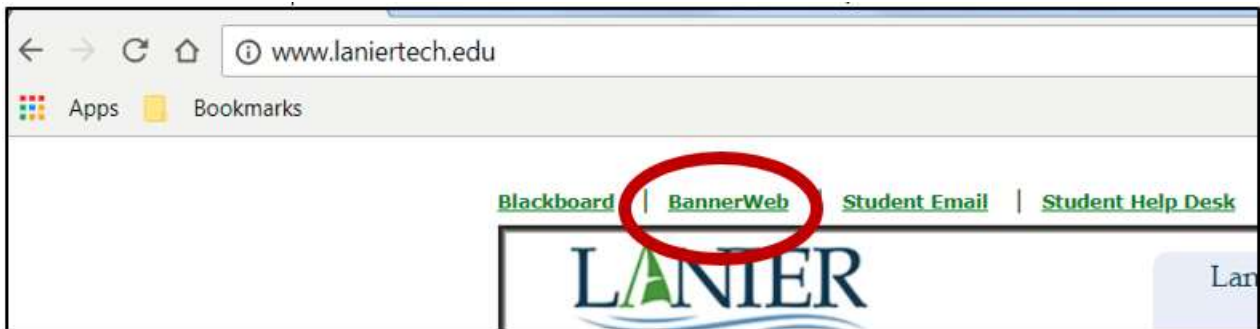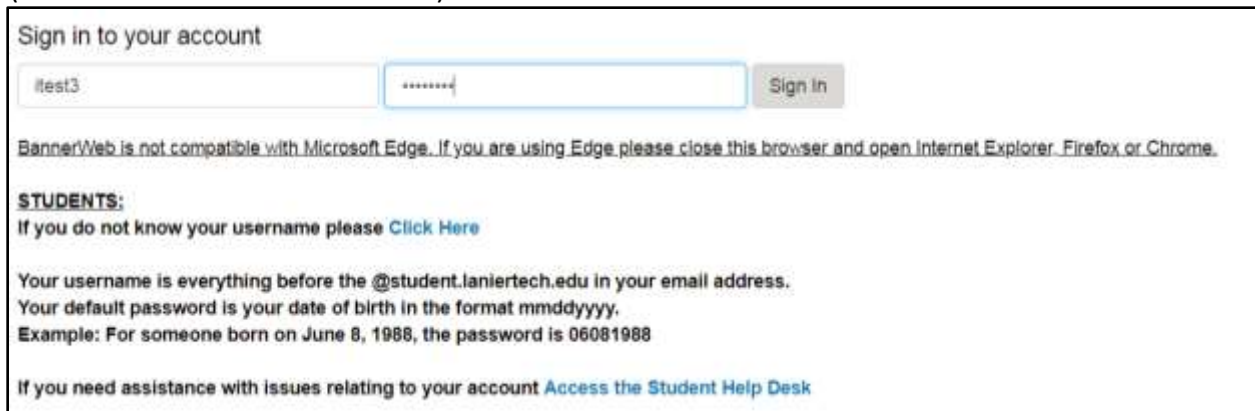# Advanced Course Search and Registration

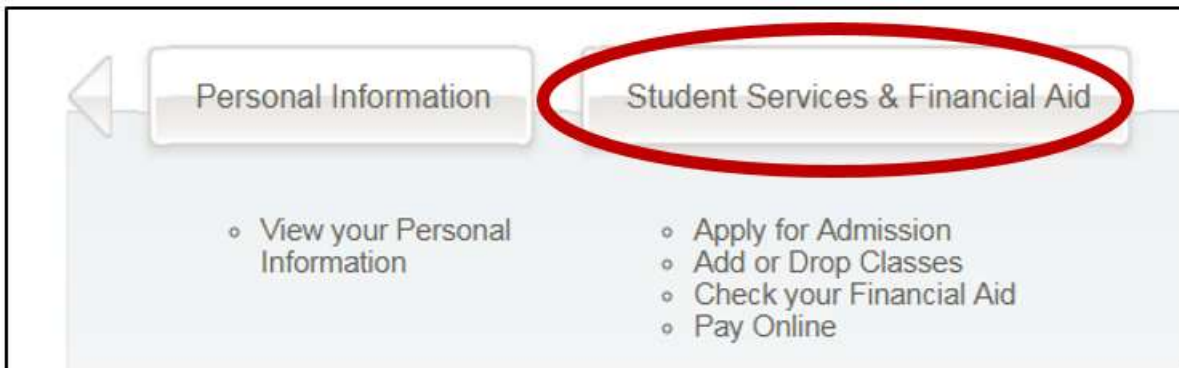1. Go to Lanier Tech Site and click the link for **BannerWeb** at the top left corner of the screen.

2. **Log in** using your **User Name** (beginning of email address before the @ symbol) and your **password** (DOB in this format--MMDDYYYY).

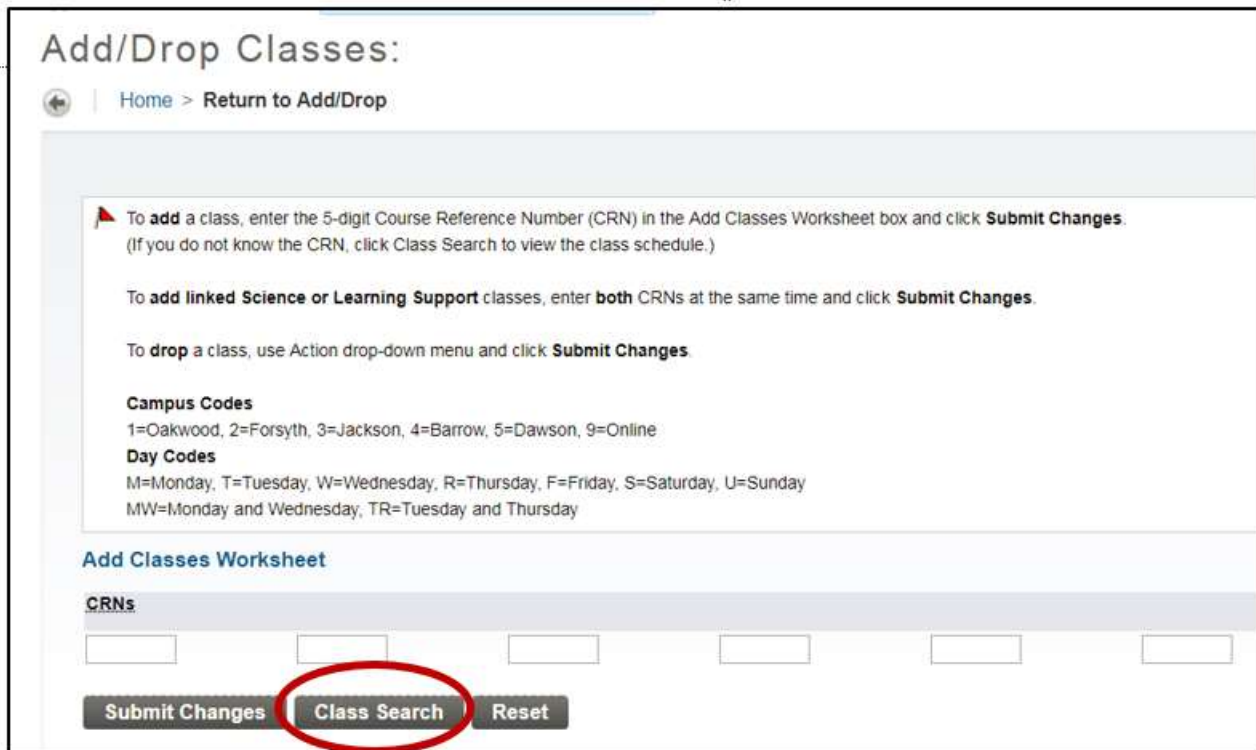3. Choose the **Student Services & Financial Aid Tab**.

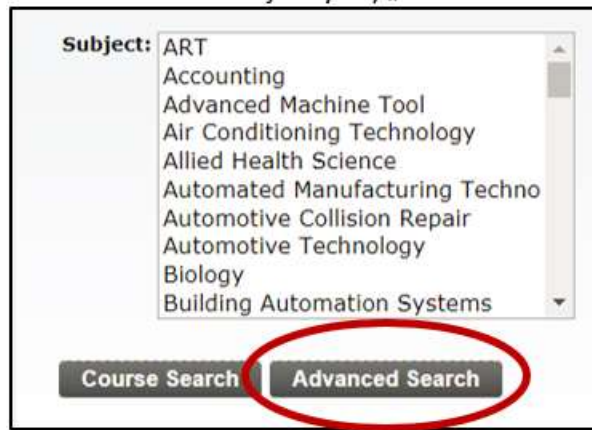4. Click the **Registration** Box and then choose **Add/Drop Classes**.

5. Select the **term** you wish to register for and click **Submit**.

6. Read the on-screen information and click **Class Search**.
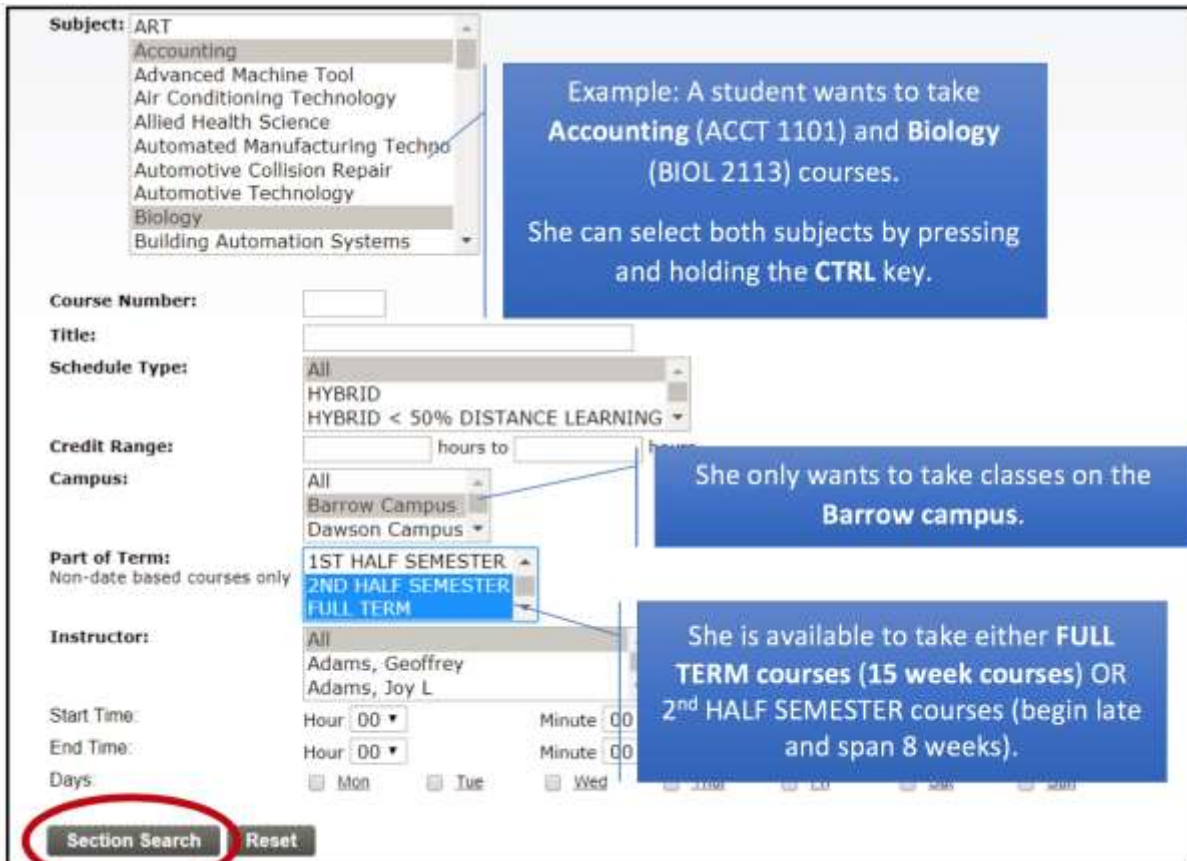
7. Click **Advanced Search**. (Do not choose a Subject yet.)

8. **LIMIT** your search criteria.

Click **Section Search**.

9. VIEWING the Search Results

If a class is open, you can select it here.

Class Meeting Times

Course Registration Number

CAP = Max # of students allowed
ACT = # of students currently in the class

TERM Begin and END dates.

Sections Found

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
☐	20359	ACCT	1100	HYB	4	4.000	Financial Accounting I	T	08:00 am-10:30 am	24	3	21	0	0	0	0	0	0	Wendy Sue Schuster	08/06-11/27	BA100 151
☐	20884	ACCT	1105	HYB	4	4.000	Financial Accounting II	T	06:00 pm-08:45 pm	24	9	15	0	0	0				Means (P)	08/06-11/27	BA100 135
☑	20360	ACCT	1130	HYB	4	3.000	Payroll Accounting	R	06:00 pm-07:30 pm	24	5	19	0	0	0				e Schuster	08/06-11/27	BA100 135

Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
☑	20181	BIOL	2113	0	4	3.000	Anatomy & Physiology I	M	08:00 am-10:50 am	24	15	9	0	0	0	0	0	0	Shon Yvette Thompson (P)	08/06-11/27	BA100 251
☑	20182	BIOL	2113L	0	4	1.000	Anatomy & Physiology I Lab	W	08:00 am-10:50 am	24	15	9	0	0	0	0	0	0	Shon Yvette Thompson (P)	08/06-11/27	BA100 237
☐	20183	BIOL	2114	0	4	3.000	Anatomy & Physiology II	M	02:00 pm-04:50 pm	24	6	18	0	0	0	0	0	0	Shon Yvette Thompson (P)	08/06-11/27	BA100 251
☐	20184	BIOL	211		4	1.000	Anatomy & Physiology II Lab	W	02:00 pm-04:50 pm	24	5	19	0	0	0	0	0	0	Shon Yvette Thompson (P)	08/06-11/27	BA100 237

Register

When you are happy with your selections, click REGISTER.

Class Meeting Day(s)
M = Monday
W = Wednesday
T = Tuesday
R = Thursday

10. View **CURRENT SCHEDULE** screen to confirm **each** course you added.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
WEB REGISTERED on Jul 10, 2018	None ▾	20181	BIOL	2113	0	CERT, DIPLOMA, DEGREE	3.000	NORMAL GRADING MODE	Anatomy & Physiology I
WEB REGISTERED on Jul 10, 2018	None ▾	20182	BIOL	2113L	0	CERT, DIPLOMA, DEGREE	1.000	NORMAL GRADING MODE	Anatomy & Physiology I Lab
WEB REGISTERED on Jul 10, 2018	None ▾	20360	ACCT	1130	HYB	CERT, DIPLOMA, DEGREE	3.000	NORMAL GRADING MODE	Payroll Accounting

Total Credit Hours: 7.00
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 10, 2018 03:16 pm

11. If you need to **DROP** a course, choose **Drop Web** in the Action drop-down menu and click **Submit Changes**.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
WEB REGISTERED on Jul 10, 2018	DROP WEB ▾	20181	BIOL	2113	0	CERT, DIPLOMA, DEGREE	3.000	NORMAL GRADING MODE	Anatomy & Physiology I
WEB REGISTERED on Jul 10, 2018	None ▾	20182	BIOL	2113L	0	CERT, DIPLOMA, DEGREE	1.000	NORMAL GRADING MODE	Anatomy & Physiology I Lab
WEB REGISTERED on Jul 10, 2018	None ▾	20360	ACCT	1130	HYB	CERT, DIPLOMA, DEGREE	3.000	NORMAL GRADING MODE	Payroll Accounting

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 10, 2018 03:16 pm

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]