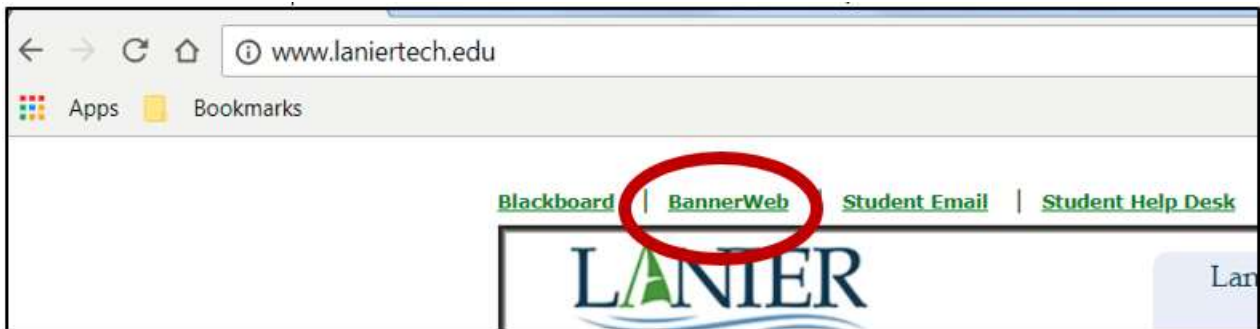
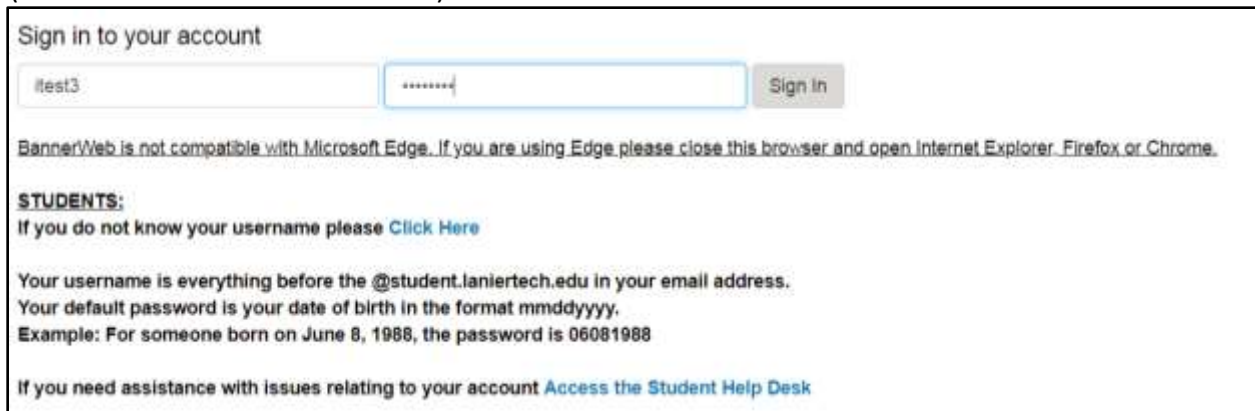


## Advanced Course Search and Registration

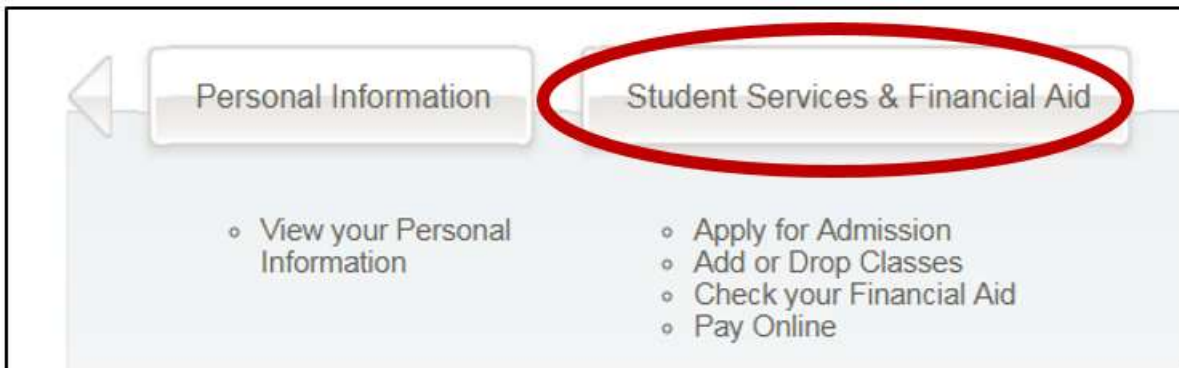
1. Go to [Lanier Tech Site](http://www.laniertech.edu) and click the link for [BannerWeb](#) at the top left corner of the screen.



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

A screenshot of the BannerWeb login page. It features a 'Sign in to your account' section with two input fields: one for the username (containing 'itest3') and one for the password (containing '\*\*\*\*\*'). A 'Sign In' button is to the right. Below the form is a warning message: 'BannerWeb is not compatible with Microsoft Edge. If you are using Edge please close this browser and open Internet Explorer, Firefox or Chrome.' Underneath, there is a section for 'STUDENTS:' with instructions on how to find the username and password, including an example: 'Example: For someone born on June 8, 1988, the password is 06081988'. A link to 'Access the Student Help Desk' is provided at the bottom.

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



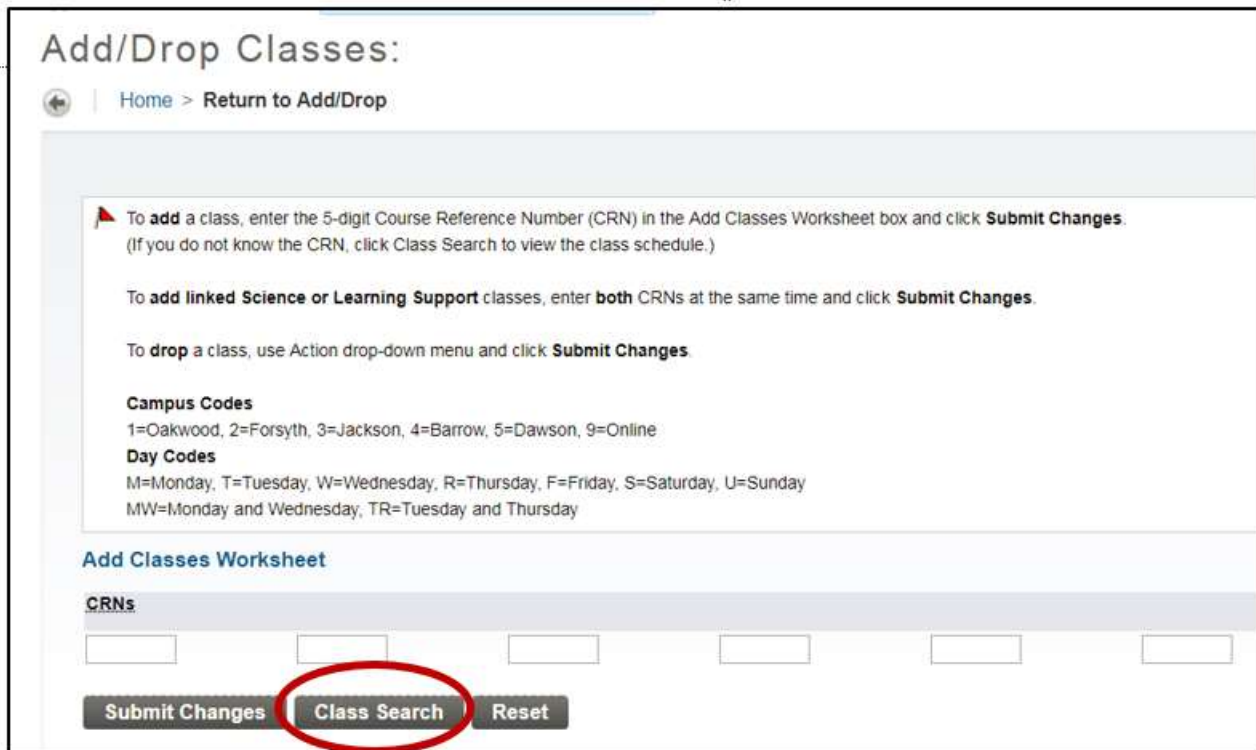
4. Click the **Registration** Box and then choose **Add/Drop Classes**.



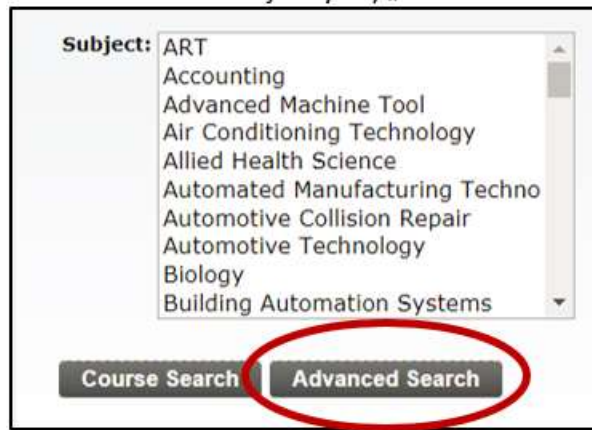
5. Select the **term** you wish to register for and click **Submit**.



6. Read the on-screen information and click **Class Search**.

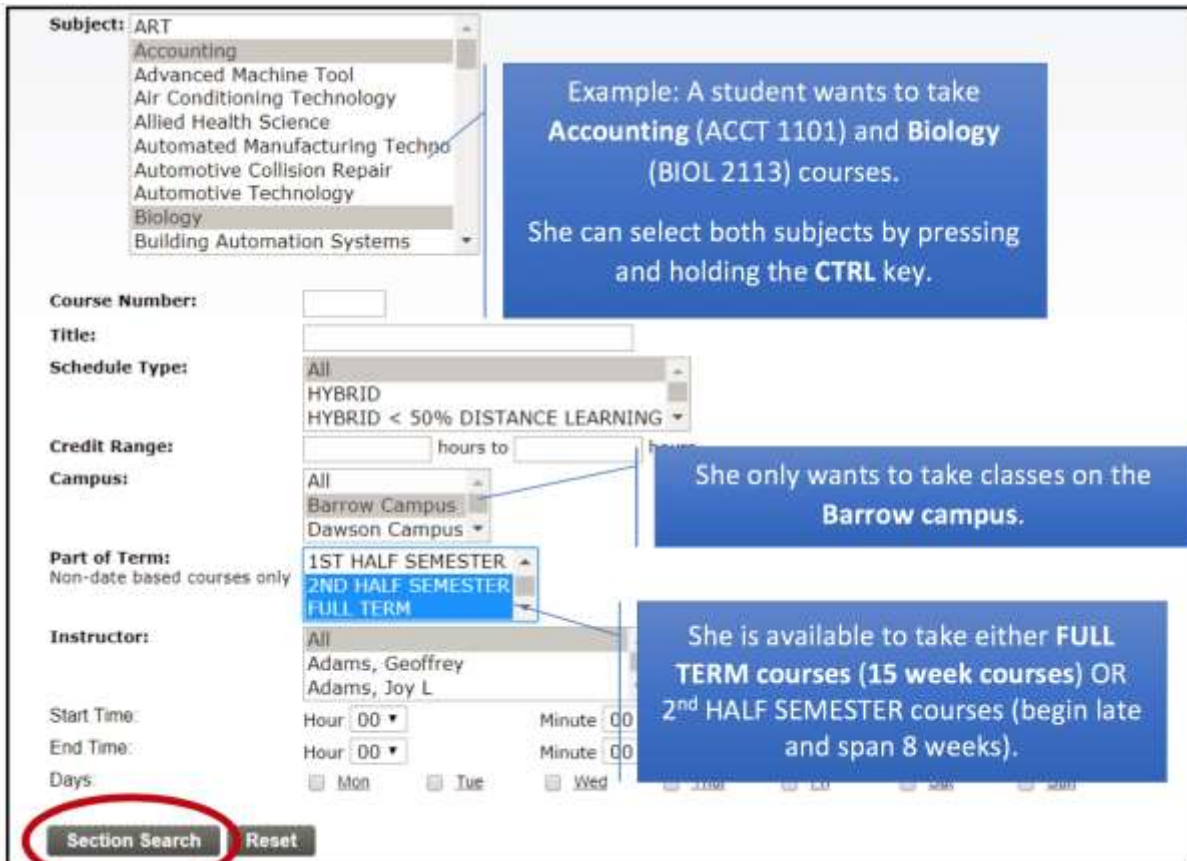


7. Click **Advanced Search**. (Do not choose a Subject yet.)



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.

When you are happy with your selections, click REGISTER.

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

Sections Found		Accounting										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	
<input type="checkbox"/>	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	0	Wendy Sue Schuster	08/06-11/27	BA100 151
<input type="checkbox"/>	20684	ACCT	1105	HYB	4	4.000	Financial Accounting II	T	06:00 pm-08:45 pm	24	9	15	0	0	0	0	0	0	0	Wendy Sue Schuster	08/06-11/27	BA100 135
<input checked="" type="checkbox"/>	20360	ACCT	1130	HYB	4	3.000	Payroll Accounting	R	06:00 pm-07:30 pm	24	5	19	0	0	0	0	0	0	0	Wendy Sue Schuster	08/06-11/27	BA100 135
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	
<input checked="" type="checkbox"/>	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	0	Shen Yvette Thompson (P)	08/06-11/27	BA100 251
<input checked="" type="checkbox"/>	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	0	Shen Yvette Thompson (P)	08/06-11/27	BA100 237
<input type="checkbox"/>	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	0	Shen Yvette Thompson (P)	08/06-11/27	BA100 251
<input type="checkbox"/>	20184	BIOL	2114L	0	4	1.000	Anatomy & Physiology II Lab	W	02:00 pm-04:50 pm	24	5	19	0	0	0	0	0	0	0	Shen Yvette Thompson (P)	08/06-11/27	BA100 237

## 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: 7.000  
 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**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
WEB REGISTERED on Jul 10, 2018	<b>DROP WEB</b>	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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Submit Changes** Class Search Reset