

Banner Self Registration is a tool to allow students to select courses, build a schedule, and register for that schedule.

To begin, log into Banner Web. Scroll to the bottom of the Gordon State College website and choose “Banner Web”. Log in with your 929 number and pin. If you do not remember your pin, input your 929 number and choose “Forgot Pin”. You will then be asked a security question and will be able to reset the pin.

Once you log into Banner Web, choose “Student” and “Registration”.

Gordon Banner Web User Login

 Please enter your Gordon College Identification Number (GCID) for the User ID.

For more information on your GCID visit the [Gordon College ID \(GCID#\) Page](#).

When you are finished, please Exit and close your browser to protect your privacy.

***** WARNING *****

This computer system is the property of Gordon State College. It is for authorized use only. Unauthorized or improper use of this system may result in administrative action as set forth in the policy. By continuing to use this system you indicate your awareness and agreement to comply with the Computer and Network Usage Policy, available at [http://www.gordonstate.edu/policies/ComputerandNetworkUsagePolicy.pdf](#).

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this policy.

User ID:

PIN:

Personal Information
Update addresses, contact information

Student
Apply for Admission, Register, View Schedule

Financial Aid
Apply for Financial Aid; View financial aid status

Housing

Surveys

Transfer Articulation

 **DropWorks**
Add or drop classes if permitted; Display your class schedule

Registration
View your holds; Display your grades and transcripts; Request transcript

Student Records
Apply for Financial Aid; Review the status of your financial aid

Financial Aid
Student Account

Student Account
BOSSCARS - Parking Permit Registration

View Student Information
Apply for Graduation

Pathway/Major Change Form
Residence Hall Deposit Refund Request

Admissions
File an application for admissions; Review existing applications

FERPA
Set up a FERPA Identifier Code



[Student](#) • [Registration](#)

Registration

What would you like to do?



[Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)
View your past schedules and your ungraded classes.



[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Choose “register for classes”. Then, pick the semester in which you would like to register.

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Spring 2020

Continue

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2020

Subject

✕ Communications

Course Number

1100

Search

Clear

▶ [Advanced Search](#)

Under the “Find Classes” tab, select the subject you are interested in (example: communication, math, English, etc). You can also input the course number if you would like to see the options for a specific course. You might also choose “advanced search” for more detailed filters such as instructor, time of day, part of term, etc.

Choose “Search”.

A list of classes meeting the criteria you selected will be listed. Notice that if the course is already full, you will see a message in red.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Search Results — 12 Classes

Term: Spring 2020 Subject: Communications Course Number: 1100

Search Again

HUMAN COMMUNIC...
Asynchronous Instru...

Commu...

02G

3

117

Spr...

S M T W T F S

- Type: Class Buil

eC...

! FULL: 0...

Area C Fine Arts

E-Core

Area F Electives/Core Area C

Area F Early Childhoo

No-cost Mat: \$0 required costs

Area B Institutional Options

Area C Fine Arts

E-Core

Add

HUMAN COMMUNIC...

Commu...

04G

3

110

(X)

S M T W T F S

- Type: Class Buil

eC...

1 of 1 seat

Add

You will see the name of the course listed, how many credits it is worth, the name of the instructor of the course, as well as the dates/times it will meet on-campus. This listing will also provide the number of seats open in that section. You can hover your mouse over each area to see the information more clearly. If you want to add the course to your schedule, choose “**add**.”

Name of course		# of credit hours			Name of instructor		Date & Time of Class			Add		
Public Speak Lecture	Commu...	M	3	387	Spr...	Clabaugh, Erik (...)	SMTWTFSS	09:00 AM - 10:15 A	Gor...	9 of 24 sea...	Area B Institutional Options	Add
Intro to Interpersonal... Lecture	Commu...	DH	3	389	Spr...	Soaries, Craig (...)	SMTWTFSS	11:00 AM - 12:15 P	Bar...	8 of 30 sea...	Area B Institutional Options Area C Fine Arts Area F Electives/Core Area C No-cost Mat: \$0 required costs	Add

Hovering over the date/time will display the information in a list, including the building & room

Intro to Interpersonal... Lecture	Comm...	DH	3	389			S M T W T F S	11:00 AM - 12:15 P	Bar...	8 of 30 sea...	Area B Institutional Options Area C Fine Arts Area F Electives/Core Area C No-cost Mat: \$0 required costs	Add
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S M T W T F S

Class on: Monday
11:00 AM - 12:15 PM
Type: Class
Building: Instructional Complex
Room: 205
Start Date: 01/13/2020
End Date: 05/04/2020

After choosing to “add” the course to your schedule, it will appear on your preliminary schedule (bottom left) and your summary (bottom right). You can adjust these panels for better viewing using the arrows in the middle of the screen.

Find Classes

Enter CRNs

Schedule and Options

Search Results — 25 Classes

Term: Spring 2020 Subject: Communications

Search Again

Intro to Speech Lecture	Commu...	FVC	3	637	Spr...	Soaries, Craig (...)	SMTWTFSS	09:30 AM - 10:45 A	GC...	24 of 24 se...	No-cost Mat: \$0 required costs	Add
Public Speak Lecture	Commu...	M	3	387	Spr...	Clabaugh, Erik (...)	SMTWTFSS	09:00 AM - 10:15 A	Gor...	9 of 24 sea...	Area B Institutional Options	Add

Schedule

Schedule Details

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		Intro to Interpersonal Commun					
12pm							

Panels

Summary

Tuition and Fees

Title	Details	CRN	Schedule	Status	Action
Intro to Interpersonal ...	COMM 1500...	389	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

The **schedule panel** shows the date/time of the class. If you choose an online class, it will not appear here because it does not have a set day & time.

The **summary** shows the course. Notice that it says “pending” because you haven’t registered for the course until you choose “submit”.

To add another course, choose “**Search Again**” in the upper right corner.

Notice that if you search a different course and it conflicts with the one you already have added to your preliminary schedule, you will see a “**time conflict**” message. In that case, do not add it to your schedule.

Find Classes

Enter CRNs

Schedule and Options

Search Results — 98 Classes

Term: Spring 2020 Subject: Mathematics

Search Again

College Algebra Lecture	Mathem...	C1	3	702	Spr...	Anderson, Bern...	SMTWTFSS	11:00 AM - 11:50 AM	Bar...	30 of 30 se... Time Conflict!	Area B Institutional Options Area D NonScience Group 3 Area F Electives/Core Area D Area F Middle Grades-Math/Sci	Add
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Schedule

Schedule Details

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		Intro to Interpersonal					

Panels

Summary

Tuition and Fees

Title	Details	CRN	Schedule	Status	Action
Intro to Interpersonal	COMM 1450	280	Lecture	Pending	**Web Registered**
Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 0					

Notice that if you add an **online course**, it will appear in the summary (far right) but not on the schedule (far left). This is because it doesn't have a set time/date of meeting on-campus.

Find Classes

Enter CRNs

Schedule and Options

Schedule

Schedule Details

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am							
11am		Intro to Interpersonal Commun					
12pm		College Algebra					
1pm				College Algebra			
2pm							

Panels

Summary

Tuition and Fees

Title	Details	CRN	Schedule	Status	Action
WORLD HISTORY I	HIST 1111, ...	162	Asynch...	Pending	**Web Registered**
Intro to Interpersonal ...	COMM 1500...	389	Lecture	Pending	**Web Registered**
College Algebra	MATH 1111, D	703	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

If you decide that you want to **remove a course** from your preliminary schedule, go to the summary area (bottom right) and choose the dropdown. Change “web registered” to “remove”.

The screenshot displays a web-based course registration system. On the left, the 'Class Schedule for Spring 2020' is shown as a grid with days of the week as columns and time slots (9am to 2pm) as rows. A green box highlights a conflict at 11am on Monday, where 'Special Topics in World History' and 'Intro to Interpersonal Communication' overlap. On the right, the 'Summary' table lists registered courses. A red box highlights the 'Action' column for the first course, which has a dropdown menu open showing options: '**Web Registered**' (selected), '**Web Registered**', and 'Remove'. A blue 'Submit' button is located at the bottom right of the summary area, enclosed in a purple box.

Title	Details	CRN	Schedule	Status	Action
Special Topics in World History	HIST 4700, D	455	Lecture	Pending	**Web Registered** ▼
WORLD HISTORY I	HIST 1111, ...	162	Asynch...	Pending	**Web Registered**
Intro to Interpersonal ...	COMM 1500...	389	Lecture	Pending	**Web Registered**
College Algebra	MATH 1111, D	703	Lecture	Pending	**Web Registered**

Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

If you add a course that **conflicts** with the day/time of another course on your schedule, you will see them overlap in the schedule section (bottom left).

When you are ready to register for the courses (or remove ones you have already registered for), choose “submit” in the bottom right corner of the screen. **This submit button is what makes the changes to your schedule.**

Once you submit, your schedule will be altered based upon your selections. The courses in the schedule (left side) will have a green check mark. The courses in the summary (right side) will show “registered”.

Register for Classes

Find ClassesEnter CRNsSchedule and Options

ScheduleSchedule Details

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		✓Intro to Interpersonal Commun					
12pm		✓College Algebra		✓College Algebra			
1pm							

SummaryTuition and Fees

Title	Details	CRN	Schedule	Status	Action
WORLD HISTORY I	HIST 1111, 0...	162	Asynch...	Registered	None
Intro to Interpersonal...	COMM 1500...	389	Lecture	Registered	None
College Algebra	MATH 1111, D	703	Lecture	Registered	None

ScheduleSchedule Details

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		✓Intro to Interpersonal Commun					
12pm		✓College Algebra		✓College Algebra			
1pm							
2pm							
3pm							
4pm							

SummaryTuition and Fees

Title	Details	CRN	Schedule	Status	Action
WORLD HISTORY I	HIST 1111, 0...	162	Asynch...	Registered	None
Intro to Interpersonal...	COMM 1500...	389	Lecture	Registered	None
College Algebra	MATH 1111, D	703	Lecture	Registered	Drop/Delete (Registra)

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Submit

You can edit your schedule by choosing “drop/delete” in the summary area and “submit” in order to remove a course from your schedule. To add more classes, choose “search again” in the upper right corner of the screen.