General Instructions for WGTC Banner Web - Student Self-Service

BanWeb Logon Instructions:
1. Visit [http://banweb.wiregrass.edu](http://banweb.wiregrass.edu) to enter login page.
2. Click on “Enter Secure Area”
3. Enter your User ID. This will be your Social Security Number or WGTC Student ID number (900--------); Your WGTC Student ID can be found at [http://www.wiregrass.edu/QuarterSchedule/id_retrieval.asp](http://www.wiregrass.edu/QuarterSchedule/id_retrieval.asp)
4. Enter your PIN. The first time you login your PIN (Personal Identification Number) will be your date of birth in numerical format - MMDDYY. (Example: August 20, 1976 is 082076)
5. Choose a security question and type in your answer. This is required in case you ever forget your pin. (Example: Question - What is your mother’s maiden name? Answer - Johnson)
6. Click “Continue” to accept the Terms of Usage. You will be unable to login to BanWeb if you click “Exit”.

Check Application Status:
1. From the BanWeb homepage menu, choose “Check Admission Status Online”
2. Enter your User ID.
3. Enter your PIN.
4. Choose “Submitted Applications” to view the status for a recently submitted application.
5. View the “Requirements” section to ensure that all outstanding documents have been received by the WGTC Admissions Office and all other requirements have been met.

View Your Current Program and Advisor:
1. Login to BanWeb
2. Choose “Student Services and Financial Aid”.
3. Select “Student Records”.
4. Select “View Student Information”.
5. Choose a term from the drop-down menu.
6. View your current program and program advisor.

Registration Instructions:
1. Login to BanWeb
2. Choose “Student Services and Financial Aid”
3. Choose “Registration”. Select the term you wish to register for.
4. Check your Registration Status.
5. Check your program to ensure it is correct.
6. Click on “View Holds”. See the Registrar’s Office with questions regarding holds on your account.
7. At the bottom of the page, click the “Continue to the Registration Menu” link.
8. Click on “Add/Drop Classes”. If you are asked for an alternate PIN, please see your advisor!!
9. To search for a CRN (Course Reference Number) of a class, click on “Class Search”.

Example: To search for all ENGL 1101 courses being offered this term
a) Click on ‘Class Search’
   b) Find ENGLISH in the subject area and then key in the course number ‘1101’
   c) Click ‘Class Search’

Choose your course based on campus and schedule times that work for you. Campus Codes:
1 = Valdosta Campus       CK = Cook WDC       E1 = Ben Hill/Irwin Campus       E2 = Coffee Campus
E3 = Wilcox Campus       AF = Moody Campus       9 = Online
10. **Click the box in front of the course section you need.** If there is not a box, or if there is a letter “C” in front of the course, it is not available.

11. Click **“Add to Worksheet”**

12. To add more courses, repeat steps 8-11 or enter the 5-digit CRN number for each course at the bottom of the Registration page.

13. Once all courses are added, click **“Submit Changes”**. If you received no errors, you are now registered. If you received an error message please email registration@wiregrass.edu or see your advisor.

14. **PRINT YOUR SCHEDULE.** Go to the top of the page and click on **“Return to Menu”**. Choose **“Student Detail Schedule”**. Print.

**Request Official Transcript:**

1. **Login** to BanWeb. Choose **“Student Services and Financial Aid”** then select **“Student Records”**.
2. Select **“Request Printed/Official Transcript”** and follow the on-screen instructions.
3. The first transcript is free; additional copies are $5.00 each.

**Check Grades:**

1. **Login** to BanWeb. Choose **“Student Services and Financial Aid”** then select **“Student Records”**.
2. Select **“Final Grades”** to view grades from the previous term.

**Check Financial Aid Status:**

1. **Login** to BanWeb. Choose **“Student Services and Financial Aid”** then select **“Financial Aid”**.
2. Select **“My Overall Status of Financial Aid”**.
3. Select the current aid year
4. Follow the on-screen instructions to determine your amount of authorized financial aid assistance (amount of aid ready to spend in the WGTC Bookstore or be disbursed to the student).
   *Your financial aid award will not be available to you until all outstanding documents are received and processed by the Financial Aid Office*
5. Choose **“My Eligibility”** to view holds, financial aid progress, and document requirements.
   **IF you are on Suspension, you will need to see your local Financial Aid Office to request a waiver**
6. If you have any problems or questions, email financialaid@wiregrass.edu

**Forgotten PIN or Disabled Account:**

1. If you forget your PIN, click on **“Forgot PIN”** and answer the security question.
2. If your account has been disabled, email registrar@wiregrass.edu to have your PIN reset.