

# WEB REGISTRATION INSTRUCTIONS

---

## INSTRUCTIONS TO CHECK YOUR APPLICATION STATUS

- Access website: **www.gtc-web.org**.
- Select “Apply for admission / check admission status.”
- Scroll down to Login ID and PIN area.
- Enter your Login ID (your Soc. Sec. #) and PIN (birth date as 6 digit MMDDYY).
- Display applications.
- Under “**Processed Applications**” Click on **Admission Term**.
- Look at “application status.” If the field to the right reads “**Decision Made**” you should be eligible to register. If not, keep checking back until you see “**Decision Made**.”

## INSTRUCTIONS TO REGISTER

- **Login to website: www.gtc-web.org.**
- Login to secure area:
  - **User ID:** enter your student ID or social security number.
  - **PIN:** enter your birth date in 6-digit format (MMDDYY).
- Select **Student Services and Financial Aid**.
- Select **Registration**.
- Select **Register for Classes**.
- Select **Select Term (registration quarter)**, click **Submit Term**.
- Highlight the appropriate subject in the scroll down box.
- Click on **Class Search**.
- Choose the appropriate section by clicking in the box in the left hand column.
- Click **Register**.
- **View your schedule:**
  - Make changes if necessary using the pull down action block, make sure to click on the **Submit Changes** button.
  - Refer to the **What Ifs** regarding error messages.
- Click **Menu Button** at top right corner to return to **Registration Menu**.
- Scroll down to and open **Registration Fee Assessment** :
  - Pay by credit card on-line; or pay in person at the college business office, 8:00 a.m. to 6:00 p.m., Monday - Thursday, 8:00 a.m. to 4:00 p.m., Friday.
  - Enrollment is not complete until payment is received. **If you do not pay for your classes by the payment deadline your classes will be dropped.**
- Select **Student Detail Schedule** from the link at the bottom of the Fee Assessment screen:
  - Print your schedule from this screen.
    - Select view on the toolbar.
    - Select “text size” from drop down box.
    - Select “smallest.”
    - Print.
- Verify your address, phone number, and e-mail on the personal information screen:
  - Submit changes as necessary to webcentral@gwinnettech.edu.
  - All students are assigned GTC email accounts within one business day of your initial registration. You may view your email address in the **Personal Information** section.

- Problems?
- Contact WebCentral by phone at 678-226-6411 or by email at: webcentral@gwinnettech.edu 9:00 am - 5:00 pm Monday - Thursday; 8:00 am - 4:00 pm Friday.

### INSTRUCTIONS TO CHECK YOUR FINANCIAL AID STATUS

- Login to **www.gtc-web.org**.
- Enter Student/Faculty Secure Area.
  - **User ID:** enter your student ID or social security number.
  - **PIN:** enter your birth date in 6-digit format (MMDDYY).
- Select **Student Services and Financial Aid**.
- Select **Financial Aid**.
- Click on **My Overall Status of Financial Aid**.
- Select Aid Year (2009/2010) and click submit.
- If you have been awarded click on “you have been awarded” - this will show you your awards.
- If you have not been awarded, click on “you have unsatisfied requirements for this aid year”:
  - Go down to “Outstanding Requirements.”
  - Click on the required document that is underlined and you can print that document.
- Complete all required documents and submit all documentation to the Financial Aid Office.
- Please submit *all* required documents *at one time*.
- To ensure timely processing of your file, please be sure to *all required signatures* are on *all* forms.
- Problems?
- Contact the Financial Aid Office by via telephone at 678-226-6636, or by e-mail at financialaidoffice@gwinnettech.edu.

### INSTRUCTIONS TO EVALUATE YOUR DEGREE STATUS

- Login to **www.gtc-web.org**.  
Enter Student/Faculty Secure Area.
  - **User ID:** enter your student ID or social security number.
  - **PIN:** enter your birth date in 6-digit format (MMDDYY).
- Select **Student Services and Financial Aid**.
- Select **Student Records**.
- Select **Degree Evaluation**.
- Select **Current Term**.
- Click on **What-If Analysis** from links at the bottom of the screen.
- Select **Entry Term** and **Continue**.
- Select **Program** you would like evaluated and **Continue**.
- Select Program again under **First Major** and **Submit**. (If program includes a concentration area, click **Add More** and **Submit**).
- **Generate Request**.
- Select **Detail Requirements**.
- Contact your Faculty Advisor if you have any questions regarding your **Degree Evaluation**.