



Web Registration Instructions

INSTRUCTIONS:

- ◆ Access website: www.gtc-web.org
- ◆ Select **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 & Financial Aid**
- ◆ Select **Registration**
- ◆ Select **Register for Classes**
- ◆ Highlight the appropriate subject in the scroll down box. For example, if you are looking for ENGL 1101, you will highlight English.
- ◆ Click on **Section Search**
- ◆ Choose the desired course by clicking the check 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 in person by the deadline indicated
- ◆ Select **Student Detail Schedule** from the link at the bottom of the Fee Assessment screen
 - Print your schedule from this screen
- ◆ 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 at 770.962.7580, ext. 6411 by phone
webcentral@gwinnettech.edu by e-mail
9am-5pm Monday–Thursday; 8am-4pm Friday

Pay attention to the **Date** column on the class schedule to identify if the class is a full semester or half-semester course. Also pay attention to the **CMP** column for the campus location of the class- *NF represents courses offered at GTC's Alpharetta-North Fulton campus.*