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

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.

- **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@gwinnettttech.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@gwinnettttech.edu by e-mail
  - 9am-5pm Monday–Thursday; 8am-4pm Friday