

Registration Instructions

Register for your classes with Gwinnett Tech to receive college credit.
Students should register for the classes listed on their Student Participation Agreement.

- 1 Access website: www.gtc-web.org
- 2 New Students: **Select Enter Student Secure Area**
Username: FLLLLLLXXXX (F = First Initial, L=first 6 of last name, XXXX=last four digits of student 900 number). *Example: My name is Sam Johnson 900001234. The username would be sjohnso1234.*
Password: gtcMMDDYY - gtc + six digit birthdate (example: gtc060688)
- 3 Select **Student Services & Financial Aid**
- 4 Select **Registration**
- 5 Select **Register for Classes**
- 6 Highlight the appropriate subject in the scroll down box. *For example, if you are looking for ENGL 1101, you will highlight English.*
- 7 Click on **Section Search**. Choose the desired course by clicking the check box in the left hand column.

Pay attention to the date column – full semester or half-semester

- Term A:** full-term, 16-week course, August-December or January-May
- Term B:** first 8 weeks, August-September or January-February
- Term C:** second 8 weeks, October-December or March-May

Pay attention to the CMP column for campus location

- 1:** Represents courses offered at Gwinnett Tech's Lawrenceville campus or courses held at a specific high school. DO NOT register for this course unless you have been told to do so by Dual Enrollment staff or your HS counselor.
- NF:** Represents courses offered at Gwinnett Tech's Alpharetta-North Fulton campus
- 9:** Online

- 8 Click **Register**
- 9 **View your schedule**
 - Make changes if necessary using the pull down action block then make sure to click on the **Submit Changes** button.
- 10 Click **Menu** button at top right corner to return to **Registration Menu**
- 11 Scroll down to and open **Registration Fee Assessment**
Dual Enrollment students are responsible for the \$45 late registration fee and program-specific fees (lab fees, supply fees)
 - Pay by credit card online or in person at the Business Office by the deadline indicated on the Academic Counselor
 - Select **Student Detail Schedule** from the link at the bottom of the Fee Assessment screen
 - Print your schedule from this screen

TIPS

If a course says **DUAL**, this course is being held at a specific high school. **DO NOT** register for this course unless you have been told to do so by a Dual Enrollment Coordinator or your High School counselor.

Class Type

- Online:** All instruction, assignments, projects and research will be conducted using Internet access and Blackboard
- Hybrid:** At least 50% of the course time will be spent on campus as indicated by the course schedule. The remaining time is spent participating in online projects, assignments or instruction.
- Web-enhanced:** Courses have regularly scheduled on-campus meetings that may be supplemented with online discussions, quizzes, or the exchange or assignments with your instructor online.

Meeting Days

- M:** Monday
T: Tuesday
W: Wednesday
R: Thursday
F: Friday
S: Saturday
MW: Mon. *and* Wed.
MWF: Mon., Wed. *and* Fri.
TR: Tues. *and* Thurs.