# New/Returning Students
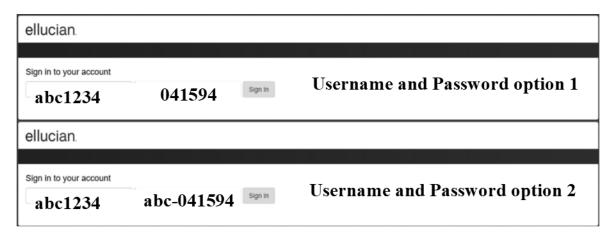
## Instructions for Registering via Banner Web

1. Access the CTC web page at: https://www.columbustech.edu
2. Click "QUICKLINKS' in the right corner.
3. Click on "Banner Web"
4. Username are initials (first, middle & last name) + last four digits of your student ID. Example: **abc1234**
5. Default password is your birthday (MMDDYY). Example: **041594**. If that password doesn't work try your initials plus "- "plus birthday (MMDDYY). Example: **abc-041594**



6. Click on "Sign in"
7. Next select *"Student Services and Financial Aid"*
8. Click on *"Registration"*
9. From menu click on *"Look up Classes to Add"*
10. Select *"Semester" (Summer 202016)* and *"Submit".* Select the required courses (*SUBJECT OR PROGRAM*) and *"Course Search"* at bottom of page *(COURSE CODES ARE LISTED ON PAGE 3)*
11. Look for required course and select *"View Sections"*
12. Be sure to write *"Course Code, CRN #, Class Days, Begin Time & End Time* on graph below to ensure classes doesn't overlap
13. Check box on left of class needed and *"Add to Worksheet"* (at bottom of page). If more classes are needed, go again to *"Class Search"* and select required course
14. When your schedule is complete select *"Submit Changes" or "Register"* at bottom of page
15. Select *"Return to Menu"* (top right-hand side)
16. Select *"Student Detail Schedule"*; check to be sure your classes are correct.
17. ***Print a copy of this page as it will have days, times, classroom #'s, instructor, etc.***

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NAME: _____ STUDENT ID #:  ___910_____

| Course Code | CRN # | Class Days | Begin Time | End Time |
|---|---|---|---|---|
| **Example:** <br> **ENGL 1101** | **99999** | **(R – Thursday)** <br> **M, T,W,R** | **8:00 AM** | **9:05 AM** |
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# *"COURSE CODES" SEMESTER*

### *The School of General Studies*

| | |
|---|---|
| **ARTS -** Art Appreciation | **ENGL -** English |
| **EMPL -** Job Acquisition Skills | **HIST -** History |
| **HUMN -** Humanities | **MATH -** Mathematics/Statistics |
| **MUSC -** Music Appreciation | **PHYS -** Physics |
| **POLS -** American Government | **PSYC -** Psychology |
| **READ -** Reading | **SPCH -** Speech |
| **SOCI -** Sociology | **COMP** - Introduction to Computers |

### *The School of Applied Business*

| | |
|---|---|
| **ACCT –** Accounting | **BUSN -** Business |
| **CIST** - Computer Information Systems | **CRJU** - Criminal Justice |
| **ECCE** - Early Childhood Education | **ECMT -** Economics |
| **FSRV** - Funeral Services | **FOSC -** Forensic |
| **MGMT -** Management/Supervisory Dev. | **MKTG** – Marketing Management |
| **PARA** - Paralegal Studies | |

### *The School of Health Sciences*

| | |
|---|---|
| **ALHS** - Allied Health Science | **BIOL** - Biology |
| **CHEM -** Chemistry | **CSSP** - Central Sterile Processing |
| **DENA** - Dental Assisting | **DHYG** - Dental Hygiene |
| **DMSO** - Diagnostic Medical Sonography | **EMSP** – Paramedics |
| **MAST**- Med Asst/Coding/Reception | **NAST** - Nurse Aid |
| **PHAR** - Pharmacy Technology | **PHLT** - Phlebotomy |
| **PNSG** - Practical Nursing | **RADT** - Radiologic Technology |
| **RCA** - Residential Care Attendant | **RESP** - Respiratory Care |
| **RNSG -** Nursing | **SURG** - Surgical Technology |
| **SFMA -** Sports Fitness Mgmt/Personal Trainer | |

### *The School of Professional & Technical Services*

| | |
|---|---|
| **AIRC -** Air Cond Tech | **ACRP -** Auto Collision Repair |
| **AUMF** - Cert Manufacturing Spec. | **AUTT** - Automotive Technology |
| **APSV** - Major Appliance Tech | **CABT** - Cabinetmaking |
| **CARP** - Carpentry | **COFC** - Cert Construction Worker |
| **CUUL** - Culinary Nutrition | **COSM** - Cosmetology |
| **DFTG** - Drafting | **ESTH -** Esthetician |
| **ELTR** - Industrial Electrical Tech | **IDSY -** Industrial Systems Technology |
| **IDFC** - Ind Fundamental Control | **MCHT** - Machine Tool Tech |
| **SCMA** - Cert. Warehouse/Dist.Spec | **WELD** - Welding and Joining Tech |
| **ENGT** – Engineering Technology | |

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