



Instructions for Registering via Banner Web

1. Go to www.columbustech.edu
2. Under "Quick Links", click on "Banner Web"
3. Enter **9 digit Student ID or SSN number without dashes**, as your "User ID"
4. Enter your 6 digit "PIN" – your date of birth (MMDDYY). **6 digits only!!**
 - **New students:** Enter PIN (MMDDYY) in first block; in "Question" block type in a question to help you remember your PIN and enter your PIN in the "Answer" box.
5. Click on "Login"
6. Next select "Student Services and Financial Aid"
7. Click on "Registration"
8. From menu click on "Look up Classes to Add"
9. Select "Semester" (_____) and "Submit". Select the required courses (SUBJECT OR PROGRAM) and "Course Search" at bottom of page (COURSE CODES ARE LISTED ON BACK OF THIS PAGE)
10. Look for required course and select "View Sections"
11. Be sure to write "Course Code, CRN #, Class Days, Begin Time & End Time" on graph below to insure classes do not overlap
12. 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
13. When your schedule is complete select "Submit Changes" or "Register" at bottom of page
14. Select "Return to Menu" (top right hand side)
15. Select "Student Detail Schedule"; check to be sure your classes are correct.
16. **Print a copy of this page as it will have days, times, classroom #'s, instructor, etc.**

NAME: _____ STUDENT ID #: 910 _____

Course Code	CRN #	Class Days	Begin Time	End Time
Example:		(R – Thursday)		
ENGL 1101	99999	M,T,W,R	8:00 AM	9:05 AM



"COURSE CODES" SEMESTER

Division 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

Division of Business

ECON - Economics	CRJU - Criminal Justice
ACCT - Accounting	ECCE - Early Childhood Education
BUSN - Business	CIST - Computer Information Systems
PARA - Paralegal Studies	MGMT - Business Management
MKTG - Marketing Management	HOSP - Hospitality

Division of Health Sciences and Nursing

ALHS - Allied Health Science	BIOL - Biology
CHEM - Chemistry	CSSP - Central Sterile Processing
DENA - Dental Assisting	DHYG - Dental Hygiene
DMSO - Diag. Medical Sono.	RNSG - Nursing
MAST - Med Asst./Coding/Reception	NAST - Nurse Aid
PHAR - Pharmacy Technology	PHLT - Phlebotomy
RADT - Radiologic Technology	RESP - Respiratory Care
RCAT - Residential Care Attendant	SFMA - Sports Fitness Mgmt./Personal Trainer
SURG - Surgical Technology	

Division 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	ENGT - Engineering Technology
ESTH - Esthetician	IDSY - Industrial Systems Technology
IDFC - Ind. Fundamental Control	MCHT - Machine Tool Tech
SCMA - Cert. Warehouse/Dist. Spec.	WELD - Welding and Joining Tech