LTC BannerWeb Registration Instructions

Name: _____ ID# _____

CRN	SUBJ	NUMBER	DAYS	TIME	CAMPUS	BUILDING	ROOM	CREDIT HOURS

To register on a Desktop PC or Mac:

1. Go to https://www.laniertech.edu/myltc/
2. Click BannerWeb
   a. User Name (your LTC email address)
   b. Password

3. Select Student Services & Financial Aid
4. Select Registration, then Add/Drop Classes
5. Select the term (Ex: Spring 2018) and click Submit
6. In the Add Classes Worksheet, enter ALL of the CRNs from the chart above
7.

CRNs

[ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes   Class Search   Reset

   Click Submit Changes
8. Did you receive registration errors? Here are some possible causes/solutions:
   a. Pre-requisite/Test Score Error
      i. A required course must be taken prior—see advisor.
      ii. Co-requisite courses—BOTH CRNs must be entered in boxes before you click Submit Changes. Ex: BIOL 2113/L, MATH 0090B/Q, ENGL 0988B/1101B
   b. Field of Study Restriction Error: Course is not required for your program. See advisor.
   c. Closed Section Error: All seats are full. Choose another section.
9. Click the back arrow inside BannerWeb (not your browser's back arrow)
10. Select Student Detail Schedule and print a copy (ctrl+P)

OR Register with the Lanier Tech Mobile App! It's a free Download from Google Play Store or Apple App Store!
Video instructions at: https://youtu.be/3SJoDdyGrco

Still have questions?
Qs about *what* to register for? Contact your advisor.
Qs about *how* to register? Email registrar@laniertech.edu from your LTC email account. Include your name and ID #.
Qs about *Blackboard*? Contact Angelia McQuade at bb@laniertech.edu or 770.533.6925 or your Bb instructor.

LANIER Technical College