

Steps for Self-Registration via Banner Web

1

Go to www.sctech.edu and select **My SCTC**

2

Select **OKTA LOGIN**

- Enter your SCTC email and password. Note: if you have never set up OKTA, your default password is **Tigers** followed by the **last six digits** of your student ID (ex. Tigers123456).
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3

Once logged into Okta, select **Banner Web**. Then select **Student Services & Financial Aid** → **Registration** → **Add/Drop Classes**

4

Select the **Term** from drop down menu, and click **Submit**

5

Choose **Class Search** option at the bottom of screen

Choose the **Subject** (examples English, Mathematics, Allied Health, Welding, etc.) and select **Course Search**. Select **View Sections** for the course you plan to register.

6

- Check the box to the far left of the course that you would like to add and select **Register** at the bottom of the page. If there is a “C” in place of the checkbox, that class is full.
 - **Waitlist:** Core classes give you the ability to be added to a waitlist. If a course you wish to take is full, you may be given the option to add yourself to the waitlist. In this event, another action step will appear on your screen provided that the waitlist is not full. Under the dropdown list, select “Waitlisted” and click Submit Changes at the bottom of your screen. Please check your SCTC email often for updates regarding your waitlist status. For additional assistance, visit the CAP Center.
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Look for ****Web Registered**** in the status column of the Current Schedule. This will indicate that you have successfully registered for the course(s).

- To print your schedule, go to the top of your screen and select **Student Services and Financial Aid**, select **Registration**, click **Student Detail Schedule**, select the term and print.

HELPFUL HINTS:

- Co-requisite courses must be registered for at the same time. To do this, check both boxes on the course listing screen and click register at the bottom. This applies to sciences with labs and learning support courses (Ex. BIOL 2113 AND BIOL 2113L and ENGL 1101S AND 0099S).
- If you are not required to take a learning support with English and Math, you will receive an error if you select a course that is followed by an S. You cannot register for that course.
- MW means Monday/Wednesday; TR means Tuesday/Thursday
- Notice the campus location for the course. Online sections will have TBA or ONLINE for the time and location.
- Pay attention to how many seats are available before selecting register.
- Classes with the locations of GRCC, PA, and UL are classes specifically for high school students. You will receive an error if you attempt to sign up for these classes if you are not a high school student.
- Please contact the CAP Center if you receive incorrect errors during the registration process.

The following are common codes you will find as you search for classes.

General Education Courses

Course Code	Course Subject	Course Code	Course Subject
ARTS	Art Appreciation	HUMN	Humanities
BIOL	Biology	MATH	Mathematics
CHEM	Chemistry	MUSC	Music Appreciation
COLL	College Success and Exploration	POLS	American Government/Physical Science
COMP	Introduction to Computer Literacy	PSYC	Psychology
ECON	Economics	SOCI	Sociology
EMPL	Job Acquisition Skills	SPCH	Speech
ENGL	English	THEA	Theater Appreciation
HIST	History		

Business and Public Services Courses

Course Code	Course Subject	Course Code	Course Subject
ACCT	Accounting	FRSC	Fire Science
BUSN	Business Administrative Technology	FOSC	Forensics Science Technology
CIST	Computer Information Systems	MGMT	Business Management
CRJU	Criminal Justice	LOGI	Logistics
COSM	Cosmetology	PARA	Paralegal Studies
CUUL	Culinary Arts	PHOTO	Photography
ECCE	Early Childhood Care & Education	SCMA	Supply Chain Management Logistics
FILM	Film and Television Production		

Health Sciences/School of Nursing Courses

Course Code	Course Subject	Course Code	Course Subject
ALHS	Allied Health Services	ORTT	Orthopedic Technology
CSSP	Centrile Sterile Supply Processing	PHAR	Pharmacy Technology
DENA	Dental Assisting	PHLT	Phlebotomy
ECGT	Electrocardiography	PNSG	Practical Nursing
EMSP	Emergency Medical Services	RADT	Radiologic Technology
MAST	Medical Assisting	RESP	Respiratory Care
MRIM	Medical Resonance Imaging	RNSG	Registered Nurse
NAST	Nurse Aide	SURG	Surgical Technology

Technical and Industrial Courses

Course Code	Course Subject	Course Code	Course Subject
ACRP	Automotive Collision Repair	DIET	Diesel Equipment Technology
AIRC	Air Conditioning Technology	ELTR	Electrical Technology
AUTT	Automotive Technology	HORT	Horticulture
BFMT	Building and Facilities Maintenance	IDFC	Industrial Fundamentals
CABT	Cabinet Making	IDSY	Industrial Systems Technology
CARP	Carpentry	MCHT/AMCA	Machine Tool Technology
CMTT	Construction Management (CMT)	PPFT	Pipefitting
CTDL	Commercial Truck Driving	PLBG	Plumbing
COFC	Construction Fundamental Core	WELD	Welding and Joining Technology