

# HOW TO REGISTER FOR CHATT TECH CLASSES

## STEP 1 – Research your class schedule on the [Chatt Tech Class Schedule](#) website

- Go to <https://www.chattahoocheetech.edu/class-schedule/>
- Select which term you are registering for
- Select which Chatt Tech campus you will attend
  - If you want to take an asynchronous online course, select Online as your campus
- Select which subject you're taking
  - Example: you would select ENGL – English if you will take an English course such as Engl 1101
- Select Look up classes
- Keep scrolling until you find the course you will take
  - Double-check the course title, term, dates, campus, and if the course is full
- Write down the five-digit **CRN (Course Registration Number)** - you need this number when you register.

CRN	Course	Title	Credits						
20287	ENGL 1101	Composition and Rhetoric	3						
Term		Dates							
Fall Semester 2024		08/19/2024 to 12/14/2024							
M	T	W	R	F	S	Start Time	End Time	Campus	Room
-	-	-	-	-	-	-	-	Online Course	None
Instructor		Enrolled	Max Enrolled	Status					
Koontz, Christina		4	24	Open					

- Repeat STEP 1 for all the courses you will take and **write down each course's CRN**

## STEP 2 – Register for your Chatt Tech classes using the CRNs

- Go to <https://www.chattahoocheetech.edu/>
- Select **Me@ChattTech** tab
- Select **OKTA Login** and login
  - [Click here](#) for instructions for logging into OKTA
- Select **Bannerweb**
- Select **Student Services and Financial Aid**
- Select **Registration**
- Select **Add/Drop Classes Manually**
- **Select a Term** and select which term you're registering for
- Select **Submit**
- Type in all the **CRNs** for the courses you are taking
- Select **Submit Changes**
- Select **Course Schedule Detail**
- Save as a **PDF**
- **Email the PDF of your Chatt Tech course schedule to your school counselor**
  - Betsy Alpert (A – G) [betsy.alpert@cobbk12.org](mailto:betsy.alpert@cobbk12.org)
  - Donna Dunham (H – K) [donna.dunham@cobbk12.org](mailto:donna.dunham@cobbk12.org)
  - Erica Watford (L – N) [erica.watford@cobbk12.org](mailto:erica.watford@cobbk12.org)
  - Lisa Fay (O – Z) [lisa.fay@cobbk12.org](mailto:lisa.fay@cobbk12.org)