How do I Register for Georgia ONmyLINE Classes?

Guide for the Valdosta State University
Banner Web Registration System
Getting Started Checklist

☐ Visit and bookmark the GOML New Student Guide (link was included in your acceptance notice)
http://www.valdosta.edu/coe/onlineprograms/GOMLStartHere.shtml

☐ Log into your VState E-mail account.

☐ Review the program and course information your advisor sent to your VState E-mail Account.
  ✓ Your advisor’s name & email were included in your acceptance notice.
  ✓ Advising information will only be sent to your VState Email Account
  ✓ No advising email yet? Advising emails are usually sent just before the start of registration. If you haven’t received your advising email, contact your advisor to find out when to expect an advising message. Be sure to use your VState Email account when contacting your advisor!

☐ Checked the GOML Calendar for registration dates. Visit the link above and select ‘Calendar’ from the left menu bar.

Now, on to registration!
Accessing Banner Web

Visit the main VSU homepage
http://www.valdosta.edu

Select Registration from the left hand menu bar.
Accessing Banner Web

Select the red Login button

- You will need your VSU Student ID Number
- Your student ID is located at the bottom of your acceptance email (begins with ‘870’).
Logging In

1. Enter your User ID. This is your VSU Student ID Number (begins with ‘870’). Enter only the numbers, no spaces or hyphens.
   – If you do not have your Student ID number, click ‘Retrieve ID’.

2. Enter your password.
   – New Users: If this is your first time logging into the system, your PIN is based on your birthday: monDDYYYY. If you were born on June 6, 1979 your PIN will be jun061979.
   – Returning Users: If you are a returning user you were required to change your password when you first logged in. If you do not remember your password, enter your User ID number and click ‘Forgot Password’.

3. Click the ‘Login’ button
Registration

(If you are a new user, you will be prompted to change your password when you first log in. You may also be asked to enter a Campus Alert Phone Number. Enter the information requested and follow the prompts to continue.)

Select ‘Student & Financial Aid’ to continue to registration.
Registration cont.

Select the ‘Registration’ link
Select the ‘Look-up Classes to Add’ link.
Class Search cont.

Select the term (semester and year) you wish to register for.

Click the Submit button
1. Select your subject from the list
2. Click ‘Class Search’
   ➢ This pulls all courses with the associated course prefix for your selected term.

The chart below contains the course prefixes for courses required for GOML programs and the associated Banner Web Subject option.

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Associated Subject Listed in Banner</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDET</td>
<td>Education Exemplary Teaching</td>
</tr>
<tr>
<td>EDAT</td>
<td>Education Accomplished Teaching</td>
</tr>
<tr>
<td>MGMS</td>
<td>Middle Grades Math &amp; Science</td>
</tr>
<tr>
<td>SEGC</td>
<td>Special Educ General Curriculum</td>
</tr>
<tr>
<td>SEAC</td>
<td>Special Educ Adapted Curriculum</td>
</tr>
<tr>
<td>SERD</td>
<td>Special Education Reading</td>
</tr>
<tr>
<td>SPEC</td>
<td>Special Education</td>
</tr>
<tr>
<td>PSYG</td>
<td>Psychology and Gifted</td>
</tr>
<tr>
<td>CIED</td>
<td>Curriculum &amp; Instruction</td>
</tr>
<tr>
<td>ITED</td>
<td>Instructional Technology</td>
</tr>
</tbody>
</table>
Adding Classes

1. To add an available course, click the check box next to the course(s) and section(s) you wish to add to your schedule. The seat balancer runs every ten minutes. If all sections have a ‘C’ next to them, refresh your browser screen over a 10-12 min. period. When the seat balancer runs, check boxes will appear next to the courses.

2. When you have selected your courses, click the ‘Register’ or ‘Add to Worksheet’ button that will appear beneath the course listing.

3. **Remember, you must continue to the next step to confirm your classes!!!**

Courses with “C” in the Select column indicates that section is currently closed. You can compare the seats remaining in the section by viewing the ‘Rem’ column. If the section is marked with a ‘C’ but there are seats remaining, refresh your browser screen over a 10-12 minute period to allow the seat balancer to run.
Confirm Your Registration

Your registration is not complete until you confirm your registration on this page. When you have added your courses, click the ‘Submit Changes’ button.

✓ Remember, you can make changes to your course schedule any time from the beginning of registration through the last day of the drop/add period.
✓ If your preferred courses are full, make a note to check the system periodically during registration to see if additional seats become available.
Helpful Tips After Registration

Textbooks

- Visit the GOML Textbook Page for information about textbooks for the courses you’ve selected: http://www.valdosta.edu/coe/onlineprograms/textbooks.shtml

Tuition Payment

- Tuition is due at the beginning of each semester.
- Fee payment deadlines are posted on GOML Calendar: http://www.valdosta.edu/coe/onlineprograms/calendars.shtml
- Tuition is paid through the Student Online Account Center using a credit/debit card (Mastercard, Discover, and AMEX are accepted) or web check.
- Remember! Students without outstanding balances at the tuition payment deadline will be dropped from all courses for that term!

Financial Aid

- Students planning to receive financial aid must contact the Office of Financial Aid (229-333-5935) to confirm that their aid will cover their tuition by the fee payment deadline.
- Students with outstanding balances at the tuition payment deadline will be dropped from all courses for that term!