Guide to Highlander Registration
Highlander Registration is a program that students can use to determine possible schedules. Before you use Highlander Registration to find schedules, however, we encourage you to consult DegreeWorks (which is located in BannerWeb) to determine the classes you should take based upon your major.

**Highlander Registration does NOT provide a list of the classes you need for your major. It is just a scheduling program.**

After opening Highlander Registration from within BannerWeb, select the term you would like to register.

Select the campuses/sites where you are willing to take classes.
- Remember that Gordon Online & eCore are different. You might choose one or the other (or both).
Know that you can change the campus/sites or semester you are registering for at the top of the page at any time.

Now choose to “add break”.

Give the break a name (ie: Work, Pick up kids from school, etc.).

Include the start and end time. Select the weekdays. **Remember: These are the times you are NOT available to take classes.** Choose “add break”. You can add more breaks if you need to.
Now you can include the courses you plan to take by choosing “add course”.

Remember- you need to have a list of courses you plan to take and know that they count toward your major (by using the “Look Ahead” feature in DegreeWorks.)

Pick the course subject and code for the class. If it isn’t listed, then we are not offering that class this semester OR all sections of the class are already full.

Continue to add in courses and then choose “Done”.
Confirm that your “courses” and your “breaks” are selected (have a check mark beside them). Then choose to “Generate Schedules”.

The system is going to generate any schedules with these classes (without the classes overlapping) that do not conflict with your breaks.

Side note: If you absolutely want a certain professor, or a class at a certain time, you can select on the “options” icon beside the name of the course. You can then check the courses with that professor or at that time (and “save & close”).

This will filter the schedules to make sure to include that particular section(s). Remember- the more you filter, the more you are restricting your schedules. You can potentially make them so specific that no schedules fit your courses, breaks, and filters.
After generating schedules, you will see a list of possible schedules that meet all of the criteria. Choose “View” to open the schedule.

The first table gives a list version of the schedule. Notice that you can see where the course is located as well as how many seats are open. Make sure to pay attention to the CRN (this is what will be used when registering).

Notice you can see the total amount of credit hours (in this case- the student is registering for 13 hours).

The timeline view allows you to see how long the class lasts. All of these classes are full-length (15 week courses). Remember- we have some courses that only last ½ the semester.
Scrolling down, you can see the visual form of the schedule. Notice that this schedule is made up of several online courses, but the student does have an on-campus class on Monday evening and Tuesday/Thursday afternoon.

You can see the other options for schedules by choosing the arrow in the top right corner of the screen.

Notice that this schedule has the same courses, but different sections (at different times- with different professors). The CRNs are different too.
To register for this schedule, choose the “send to shopping cart” in the upper left corner of the screen. You will then be able to submit this schedule to BannerWeb.

“Web Registered” by the name of the course means that you have successfully registered for the course. If there is an error beside the name of the course, contact your advisor or the Student Success Center (678-359-5156).

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Grade Mode</th>
<th>Title</th>
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<tbody>
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<td>BIOL</td>
<td>1111</td>
<td>A</td>
<td></td>
<td>Undergraduate - Semester 4.000 Normal</td>
<td>Intro Biology I</td>
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<td>1111</td>
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<td></td>
<td>Undergraduate - Semester 3.000 Normal</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>

Current Schedule

Total Credit Hours: 17.000
Billing Hours: 17.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Mar 01, 2017 01:55 pm