

HOW TO FIND COURSE DESCRIPTIONS!

1. Login to www.chattahoocheetech.edu.
2. Hover over “Programs and Courses”



[Apply Now!](#) [Programs & Courses](#) ▾ [Enrollment Info](#) ▾ [Financial Services](#) [Services](#) ▾



3. Once it drops down, scroll down and choose “College Catalog”
4. Click on the course catalog. The catalog at the top should be the most recent.



5. Scroll to the bottom to “Courses” and click on it.



[Chattahoochee Technical College](#)
[Message from the President](#)
[College Calendar](#)
[General Information](#)
[Admissions](#)
[Tuition and Fees](#)
[Financial Assistance / Financial Aid](#)
[Student Records And Registration](#)
[Student Affairs](#)
[Economic Development](#)
[General Policies and Procedures](#)
[Academics](#)
[Programs of Study](#)
[Courses](#)
[Faculty](#)



- You will then be able to look at the course descriptions for each class and determine if there is a pre-requisite.
- If a course has a pre-requisite, it means you have to take something else and earn a passing grade before you will be eligible to take it.
- Some pre-requisites indicate that you have to have a certain reading, writing or math score. You should be able to sign up for them as long as you met admissions criteria in all sections: Reading, math and writing.
- If the Pre-Requisite is “Program Admission”, speak to Ms. Neely before signing up.

HOW TO FIND CLASSES!

1. Go to <http://www.chattahoocheetech.edu/>
2. Hover over the “Programs and Courses” drop down



3. Scroll down to “Class Schedules” and search for the Campus you would like to attend or choose “Online” if you plan to take classes online. (Most of our students take classes at North Metro, Paulding or Online. You can take classes at any campus as long as you have enough time to get there and your parents are okay with the amount of driving you will be required to do.)
4. Choose the classes you are interested in taking and then hit search.
5. It should bring up every class offered for that subject area. You must make sure you choose the class(es) we wrote on your Participation Agreement.

Tips for Scheduling

- When looking at the course schedule, make sure you are looking at the correct course (ex. ENGL 1101, not ENGL 1102, if you haven’t met the prerequisite).
- Write down all the times each class you are planning to take is offered. Then go back and figure out when it is best to take it based on when all the other classes are offered. (ex. MW 9-10:15, TR 7:30:8:45, etc.)
- Write down the “CRN” number and save it somewhere. This will make it easier when you go to register. You won’t have to search again; you can just type the number into the appropriate box when you login to BannerWeb.

Remember:

M=Monday
F=Friday

T=Tuesday
S=Saturday

W-Wednesday

R=Thursday

EX) MW = class on Monday and Wednesday
M = class on Mondays ONLY
W= class on Wednesdays ONLY
F= class on Fridays ONLY

TR = class on Tuesday and Thursday
T= class on Tuesdays ONLY
R=class on Thursdays ONLY
S= class on Saturdays ONLY

PART-TIME DUAL ENROLLMENT

If you are a part-time dual enrollment courses, you likely have classes at Allatoona. Use these guidelines when registering for classes to make sure you arrive to your class on time. It is recommended that you give yourself at least 45 minutes to a 1 hour to get from Allatoona to Chatt Tech and vice versa. You must take into consideration that you will have to walk to your car, drive to Chatt or Allatoona, park and get into the building ON TIME! No exceptions. If you cannot get to your Allatoona or Chatt Tech classes on time, you will not be allowed to continue dual enrollment.

Dual Enrollment (off campus)	Dual Enrollment (off campus)	Chatt Tech Class(es) should end no later than ____ to get to Allatoona on time!
	1 st Block DE Class	9:15 am
	2 nd Block DE Class	11:00am/11:15am
	3 rd Block DE Class	1:15pm
	4 th Block DE Class	n/a
Allatoona Classes (on campus)	Allatoona Classes (on campus)	Report to Allatoona by:
	1 st Block AHS Class	Homeroom
	2 nd Block AHS Class	9:50 am
	3 rd Block AHS Class	11:40 am
	4 th Block AHS Class	1:45 pm

2019-20 Allatoona Bell Schedule

Monday, Tuesday, Thursday & Friday	
Homeroom	8:20-8:27
1 st	8:32-10:07
2 nd	10:12-11:47
3 rd	11:52-1:50
1 st Lunch	11:52-12:18
2 nd Lunch	12:22-12:48
3 rd Lunch	12:52-1:18
4 th Lunch	1:23-1:50
4 TH	1:55-3:30
Wednesday (BUC BLOCK)	
Homeroom	8:20-8:27
1 st	8:32-9:54
Buc Block	9:59-10:39
	10:44-12:06
3 rd	12:11-2:00
1 st Lunch	12:11-12:36
2 nd Lunch	12:39-1:04
3 rd Lunch	1:07-1:32
4 th Lunch	1:35-2:00
4 TH	2:05-3:30
Early Release	
1 st	8:20-9:04
2 nd	9:09-9:53
3 rd	9:58-10:41
4 th	10:46-11:30

Chatt Tech How-To's

(Adapted from the Chattahoochee Tech Student Handbook)

How to Access CTC Student Email

NOTE: You must know your CTC issued student email address. If you do not know your email address, you may access our student lookup system at the Student Email Lookup site!!!

- From the CTC homepage, click on **me@ctc** at the top right.
- Select **Student Email** on the menu along the right-hand side of the **me@ctc** page.
- Scroll down and select **Click this link to go to Student Email**.
- Click the Outlook link
- Your username is your full CTC student email address.
Example – jsmith1@students.chattahoocheetech.edu
- After logging in, please follow the prompts for registering alternate contact information and password reset questions.
- Change your password to something you can remember and to provide more security for your account.
- **Your single-sign-on password is used to access all the following CTC functions: student email, Banner, Wi-Fi, campus computers, and Blackboard.**

How to Reset Email Password

To reset your password, please go to CTC Password Reset

A notification will be sent to the **personal** email account you have listed in Banner.

Remember that you will use your reset password to access all CTC functions.

Note: Have you been prompted to change your password upon login?

Please don't be alarmed if you are prompted to reset your password when logging in to Office 365 or an on-campus computer. Passwords for students expire annually and must be changed.

How to Login to a Campus Computer

Students can log into computers on campus using the first part of their email username (all information up to the @) and password!

How to Access Student Wi-Fi

Students can access the Wi-Fi on campus using the first part of their username (all information up to the @) and password!

Questions? Assistance? 770.528.4444 or helpdesk@students.chattahoocheetech.edu

How to Log Into Blackboard

- Access the CTC home page and **click** on **me@ctc**, top right-hand corner.
- Next click **Blackboard**; a new window/tab opens. Make sure you bookmark this site.
- Click "Faculty and Student Login" on Blackboard's log-in page.
- A new tab will open. Under "Sign in to your account," input your username and password and click "Sign In."
- **Students use the same username and password to log into Blackboard, Wi-Fi, Banner, and on-campus computers.**
- Your username is the first part of your CTC student email address preceding the @ Example: jsmith1
- Your username never changes.
- Your password is the same password you use to log on to campus computers and to access Wi-Fi and Banner.

For password reset information, please see **How to Reset Email Password**.

- Make SURE you log out of Blackboard as soon as you are finished, especially if you are using a school or public computer.

How to Login to BannerWeb

- Go to the CTC home page.
- Click **me@CTC** at the top right-hand corner of the screen.
- Click **BannerWeb**
- Your username is the first part of your CTC student email address preceding the @
Example: jsmith1
- Your password is the same password you use to log on to campus computers and to access Wi-Fi and Blackboard.

For password reset information, please see **How to Reset Email Password**.

How to Register for Classes Using Schedule Planner

- Visit the CTC home page.
- On the home page, click on **me@CTC** at the top right hand side of the screen.
- Click **BannerWeb** on the menu along the right hand side of the page and log in
- Click the **Login** button.
- Click on **Continue** if you're asked to take a survey.
- Click **Student Services and Financial Aid** at top of page.
- Click **Registration**.
- In the drop down box, click **Schedule Planner**.
- This will route to the Schedule Planner site. Select the campuses where you want to take classes.

- The next page will allow you to set up filters and begin the class selection process.
- Change the campus to narrow down or show more class options.
- Change the part of term to narrow down or show more class options.
- Click “Add Course” to add courses to the schedule search.
- Click “Add Break” to block times when a student is unavailable. (Too many breaks will result in fewer options for a schedule).
- Click “Generate Schedules” to see the possible course combinations.
- Click on the “X” to remove course.
- Click “View” to see the details of each schedule in multiple formats.
- Once you decide on a schedule, you will click on “Send to Shopping Cart.”
- You then click the Register button to move classes from the cart to a confirmed schedule.
- If there are errors on the schedule (pre-reqs, major restrictions), an error message will show, and it will not be added to the schedule.

How to Save/Print Schedule

- Go to the CTC home page.
- Click **me@ctc** at the top right hand corner of the screen
- Click **BannerWeb** on the menu along the right hand side of the page and log in.
- Click on **Student Services & Financial Aid**.
- Click **Registration**.
- Click on **Student Detail Schedule**.
- Select the correct term. Click **Submit**.

How to save as a PDF:

Mac/Apple product- If you are using an Apple product you need to go into safari (**NOT GOOGLE CHROME**) open bannerweb, sign in, click view student schedule. After you choose the semester you need and have the detailed schedule in front of you, Click **file** at the top toolbar, scroll down and there should be an “**Export as PDF**” or “**Save as PDF**”. It is important to be in safari and not google.

Windows- Open student detailed schedule, in the top toolbar there should be a “save as PDF”.

- I will not accept individual pictures taken of your schedule with your phone or pictures of your computer screen. They are difficult to read and don’t always provide me with all the information I need.

Your schedule MUST be a copy of the “Student Detail Schedule” which includes your name, the name of the class, meeting days and times.