Registration Instructions for ABAC Students

1. Go to www.myABAC.edu or click on the myABAC link at the top of ABAC’s main website.

2. Click on Banner.

3. Click on Student Academic Records & Financial Services.

4. Click on Registration.

5. Click on Add/Drop Classes.

6. In the box on the Select Term screen, select the term for which you are registering, then Submit.

7. To search for available classes, click on Class Search (bottom of screen).

8. Fill the correct search options you want, then click on Class Search.
   Tip: The only required search parameter is the Subject. To avoid scheduling classes on the wrong campus, use the Campus search option – Tifton is the Main Campus; Moultrie is Moultrie Center.

9. Select the desired course by checking the box in the left column of the screen and clicking Register at the bottom left of the screen (you may need to scroll down to the bottom).
   Tip: As you add each class, make a note of the times and days it meets. This will help as you continue to search for classes to fit your schedule.

10. The Add/Drop screen will appear. View the Current Schedule section to ensure your class was successfully added. If an error message appears, determine what the error is and try again. (An explanation of common errors is available at www.abac.edu/academics/registrar.)
   Tip: If you are signing up for a science class with a lab, you have to sign up for both at the same time.

11. Repeat the class search steps until your schedule is complete.

12. If you register for a class, then decide to drop that class, click on the pull-down box in the Action column of your schedule and select Dropped Course-Web. Click on Submit Changes.

13. Once your schedule is complete, click Return to Menu at the top right of the screen. You will be at the Registration menu. View and print the following two things:
   ✓ Student Schedule by Day & Time – Shows you schedule in time blocks for each day.
   ✓ Student Detail Schedule – Show detailed information for your schedule that is helpful at the Bookstore when purchasing books.

14. Pay your fees online through eStallion, which allows you to pay with a debit card, credit card, or web check (ACH). You may easily access eStallion from myABAC.

15. If you have been awarded Financial Aid and do not see it credited to your account, contact the Office of Financial Aid at finaid@abac.edu.

16. When you have completed your session in Banner, click Exit at the top right of the screen to closer your Banner Web session. For added security after exiting Banner, always close your browser by clicking the red X at the top right of the screen.