


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 close 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.

**Or use the centrify portal to log in!
(Also found under myABAC)**