

IMPORTANT STUDENT INFORMATION

ON-LINE CATALOG AND TECHNOLOGY INFORMATION

TECHNOLOGY INSTRUCTIONS FOR: *BannerWeb, Blackboard, Student e-mail*

All students should be familiar with Banner Web and their student e-mail. Banner Web is where students can download their class schedules, grades, unofficial transcripts and other important school information. Student e-mail is used to inform students of important events and deadlines, such as pre-registration for the next quarter, drop-add periods, first and last day of classes, etc.

Students who will be taking on line courses should be familiar with “Blackboard” procedures as they will be using Blackboard extensively. On-line instructors will only use the student e-mail to contact their on line students, so it is especially important for on-line students to be proficient in accessing their student e-mail.

For detailed instructions on any or all of these services, go to the MGTC web site (www.middlegatech.edu) and point to “CURRENT STUDENTS” - a drop-down menu will appear. At the bottom of the drop-down menu, select “TECHNOLOGY”. There you will find all the instructions for accessing **BannerWeb**, **Student e-mail**, and **Blackboard**.

Your BannerWeb ID will be either your social security number **or** your student ID number (**9000XXXXX**) and the PIN number will be your 6-digit birthday (**MM/DD/YY**). The instructions for student e-mail will indicate where to look for your e-mail address.

STUDENT CATALOG ONLINE

To view the Student Catalog On-line go to the MGTC web site (www.middlegatech.edu) and point to “CURRENT STUDENTS” - a drop-down menu will appear. Select “CATALOG” and view.

(NOTE: Page numbers below are the actual catalog pages and will not match the pages reflected on the website.)

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