Athena

What is Athena?
Athena is the online access to the student information system application. It allows students to register for courses, view or update student records, view financial aid information, and much more.

How do I access Athena?
Athena may be accessed in the following ways:
- MyUGA Portal
- Athena Homepage

Browser Requirements
We recommend the latest versions of desktop web browsers.

Recommended Browsers:

- Safari 6.0 (or newer; desktop version only)
- Mozilla Firefox 4.01 (or newer)
- Internet Explorer

Athena Guides and Documentation

How do I register for a course?
Before you are allowed to register for a course, you must first have an assigned ticket for registration, which is usually obtained after advisement. Additionally, any holds (flags) on your account must be cleared with the appropriate department. Please see above for directions on how to check your registration time and view holds.

Click here to view tutorial.

Step 1: Once you are logged in to Athena, click on "Student"
Step 2: Under "Student", click on "Registration". A new menu will appear below. Select "Add or Drop Classes"

Step 3: On the next screen, click on "Class Search"

Step 4: On the next screen, select the desire subject from the "Subject" menu. Click "Course Search" once you've highlighted the desired subject to see all offered classes.
Step 5: On the next screen, find your desired course level and click “View Sections” to the right of it.

Step 6: On the next screen, find your preferred section. To select the section check the box under “Select” and click “Register” at the bottom of your screen.

<table>
<thead>
<tr>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Capacity</td>
<td>Section Actual (Number of students signed up for course)</td>
<td>Section Remaining</td>
<td>Wait List Section Capacity</td>
<td>Wait List Actual</td>
<td>Wait List Remaining</td>
</tr>
</tbody>
</table>
Step 7: You will then be taken to a screen with all your registered courses.

How can I learn which courses are available, their prerequisites, and other information?

The UGA Bulletin is the official resource for course, majors, and other academic information. This is a useful resource to keep open in a separate tab or window while registering for courses.

How do I check my registration time (ticket)?

To determine when you are eligible to register, you can perform the following steps:

- Click here to view tutorial

  Step 1: Once you are logged in to Athena, click on "Student"
Under "Student", click on "Registration". A new menu will appear below. Select "Registration Status"

**Step 2:** Under "Student", click on "Registration". A new menu will appear below. Select "Registration Status"

**Step 3:** You will be taken to a new screen where you will see your registration time

How do I view my holds (flags)?

Holds, known as "flags" in Athena, generally must be cleared before one is allowed to register for courses. Please see below how to view them:

- Click here to view tutorial

  **Step 1:** Once you are logged in to Athena, click on "Student"
Step 2: Under "Student", click on "Student Records". A new menu will appear below. Select "View Holds"

Step 3: You will be taken to a new screen where you will see any holds on your account. Note: You can see who to contact for each hold under the “Originator” column to the right of each hold.

How do I check and accept my financial aid awards?

Click here to view tutorial

Step 1: Once you are logged in to Athena, click on "Financial Aid"
Step 2: Under Financial Aid, select Award and then "Award for Aid Year"

Step 3: On the next screen, select the "Award Overview" tab

Step 4: You will be taken to a screen showing you your Award.

Step 5: To accept your award, click on the "Accept Award" tab
Step 6: On the next screen, you can select which Aid you wish to accept

**Award Decision**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Term</th>
<th>Amount</th>
<th>Accept Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zell Miller Scholarship</td>
<td>Accepted</td>
<td>Fall 2014</td>
<td>$4,014.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accepted</td>
<td>Spring 2015</td>
<td>$4,014.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund Total</td>
<td>$8,028.00</td>
<td></td>
</tr>
<tr>
<td>Charter Scholarship</td>
<td>Accepted</td>
<td>Fall 2014</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accepted</td>
<td>Spring 2015</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund Total</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Loan - Unsub</td>
<td>Offered</td>
<td>Fall 2014</td>
<td>$2,750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offered</td>
<td>Spring 2015</td>
<td>$2,750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund Total</td>
<td>$5,500.00</td>
<td>Select Decision</td>
</tr>
<tr>
<td>Fed Dir Parent PLUS Loan</td>
<td>Offered</td>
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<td>$4,035.00</td>
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<tr>
<td></td>
<td>Offered</td>
<td>Spring 2015</td>
<td>$4,035.00</td>
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<tr>
<td></td>
<td></td>
<td>Fund Total</td>
<td>$8,070.00</td>
<td>Select Decision</td>
</tr>
</tbody>
</table>

**Frequently Asked Questions**

Why am I not allowed to register?

The Registration Status page will detail any requirements to be fulfilled before being cleared to register for courses. To check your registration status, please do the following:

1. Once logged into Athena, click on Student to expand the menu.
2. Click the link entitled Registration Status.

**External Links and Support**

- Athena Homepage
- ConnectUGA Homepage - Information regarding the Banner Project
- Office of Student Financial Aid Instructions - Walkthrough for providing necessary financial aid information for OSFA
- Faculty/Staff Banner Documentation
  - Clearing Holds in Banner
- Office of the Registrar Homepage