FAQ - Advisors – Online Registration for Fall 2009

2009FA UGR DAY REGISTRATION:

Please register your students in one of the following ways:

Web login (new process) is the suggested method-(either by the student in your office, or by the student at a different location (dorm room, library etc).

You register them as you have done in the past (old process).

Instructions are located below in this document and the new process is controlled by the number of credits EARNED.

Please have your students print their schedules after they have registered to insure that they have a schedule in place.

***** All students need to read the following Student Responsibility agreement before they register**.

See disclaimer: **STUDENT NOTICE: By entering your PIN number you hereby agree to the following:**

I accept responsibility for ensuring that all courses for which I register are appropriate to my degree program and class standing. I am responsible for the accuracy of all information I submit online to the College. I agree to notify the Office of the Registrar in writing of any withdrawal, or other change that affects my enrollment status in any class after on-line registration.

I understand that I am responsible for all charges incurred due to my online registration selection of courses unless I notify the Registrar's Office in writing of my complete withdrawal from the college prior to the closing of drop/add. If charges are incurred while attending and it should be necessary for Anna Maria College to use a collection agency, which is subject to the Fair Debt Collection Practices Act, I agree to pay all collection costs and attorney's fees.

I also understand that due to federal regulations, my Fall 2009 financial aid package is based upon a minimum number of hours of enrollment and if I fail to meet that minimum requirement after drop/add period, I will not be eligible for certain aid programs and will be responsible to pay any balance in full prior to participating in future registration periods or the release of transcripts. Charges for Fall enrollment are due **July 1, 2009** and are available for viewing on the Empower Web. If I fail to meet payment deadlines, I will experience delays in finalizing my Fall 2009 registration, **may be dropped from my courses,** and if applicable, may be removed from campus housing and have my meal plan canceled.

How do advisors give the PIN'S to the students?

In Empower, go to Student Records, Student Maintenance, and SR/SM option (see attachment of screen shots – View Advisor Pin.pdf).

Please do not give out the PIN'S before they are scheduled to register (juniors first, etc**). Pin numbers are case sensitive (09FA------) Log in link is https://webamc.annamaria.edu**

1. Do advisors still need to meet with their advisees?

Yes, the advising time is still a significant step in the process. Please make sure the students have backup or alternative courses in case a course is full.

2. What if a student has a business hold or financial aid hold – can they still register?

No, students will not be able to register with a hold on their account. All students with holds have been notified through their AMCAT emails. Please encourage students to read their amcat email and remind them they can forward their email to their other accounts.

3. What if a student does not meet the pre-requisite?

For ex., the student is currently enrolled in SPN102 and wishes to register for SPN103 where SPN102 is the pre-requisite for SPN103. The student will receive a warning and the registration will be pending. Students will then select Reprocess Pending to successfully register for the course. Students will be notified via their amcat email about any errors in registration prior to the start of the fall semester.

4. Can students register for summer courses themselves?

Yes, please advise, and or register (encourage) students to register for summer courses.
Summer I 2009-U1 and Summer II term 2009U2.

5. Can students register for a sixth course?

Yes, if they meet the guidelines for eligibility for a sixth course. Please note a change in billing policy: no additional charge for 17 or fewer credits but students will be charged for each additional credit (about $650 per additional credit) above 17 credits.

6. Can students register for a class that is full?

No, only Division Chairs can do overrides. Core courses will not have overrides.

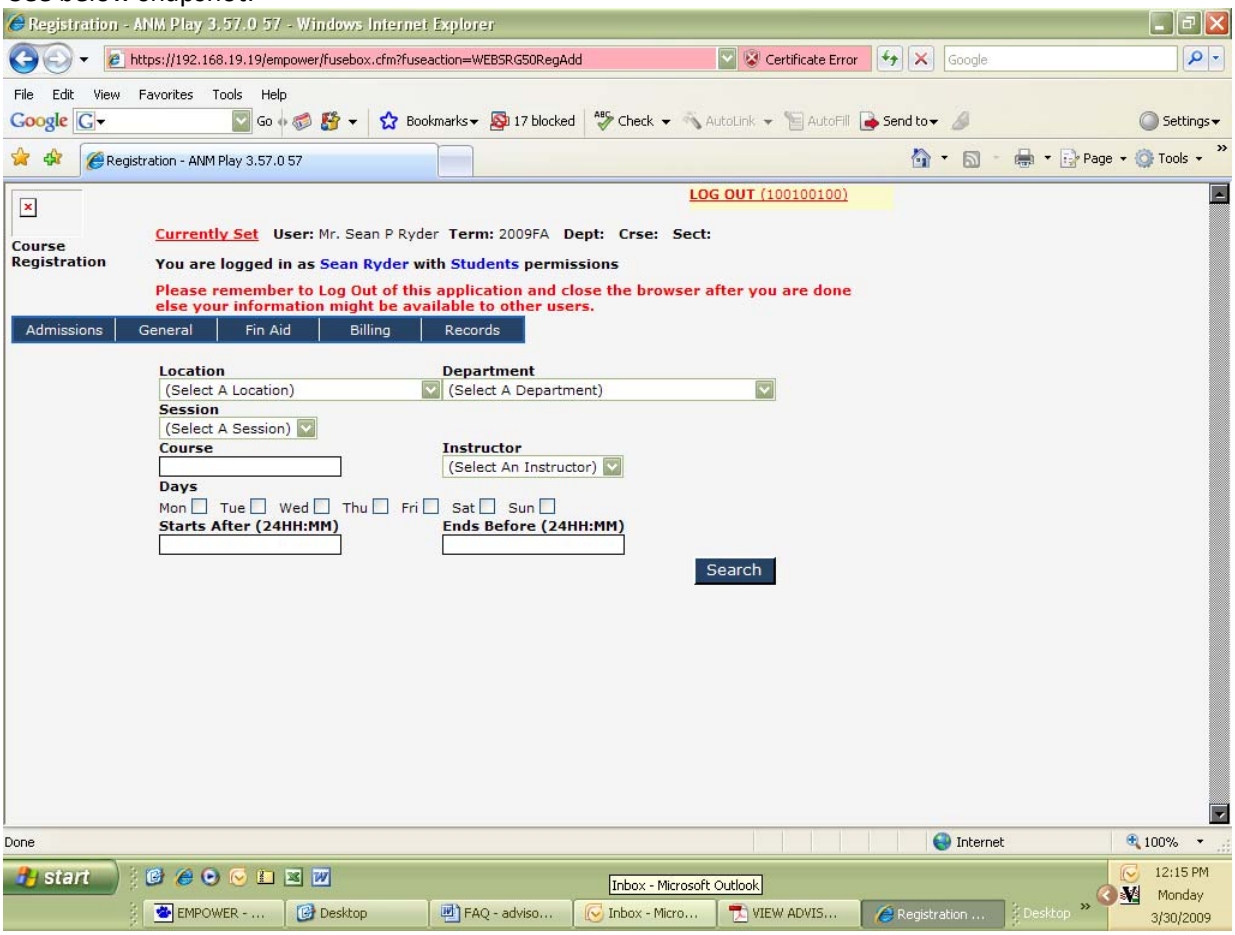
7. Can students register for a fifth-year option graduate course?

Yes, assuming the students meet the eligibility for a fifth-year option and approval from the graduate program director.

Instructions for web on-line registration:

1. Student will need to login into our AMC Web module via the student login link our on our home web page OR at https//:webamc.annamaria.edu and enter their student id# and password.
2. Select Student records, and then course registration, enter the pin number (CASE SENSITIVE) assigned to the student, then select term 2009FA for the Fall term, (2009U1 for Summer 1 term, 2009U2 etc) and select register. Course can be searched by department name, by instructor and by the time, once courses appear on the screen, check of which class you were advised to take OR if you select search, all of the courses being offered will appear in alphabetical order.
3. Click on the select box for each of the classes you were advised to register for, and then select register, and if all of your courses are in the Successful Registration area, your registration process is now complete. (after you select the see detail button, please print your schedule) If you have any classes that are under the Pending Registration, please read what the message states, and if you agree, select the reprocessing button.
4. If by chance you have registered for a class that you do not have permission to take, you will be removed from this class by your advisor, so be very careful in your course selections.

5. See below snapshot.



Registration - ANM Play 3.57.0 57 - Windows Internet Explorer

https://192.168.19.19/empower/fusebox.cfm?fuseaction=WEBSRG50RegList

LOG OUT (100100100)

Course Registration

Currently Set User: Mr. Sean P Ryder Term: 2009FA Dept: Crse: Sect:

You are logged in as Sean Ryder with Students permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

Admissions | General | Fin Aid | Billing | Records

Register

Set	Clr	Enroll Type	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Avail	
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Done | Internet | 100%

start | EMPOWER - ... | Desktop | FAQ - adviso... | Inbox - Micro... | VIEW ADVIS... | Registration ... | Desktop | 12:25 PM Monday 3/30/2009