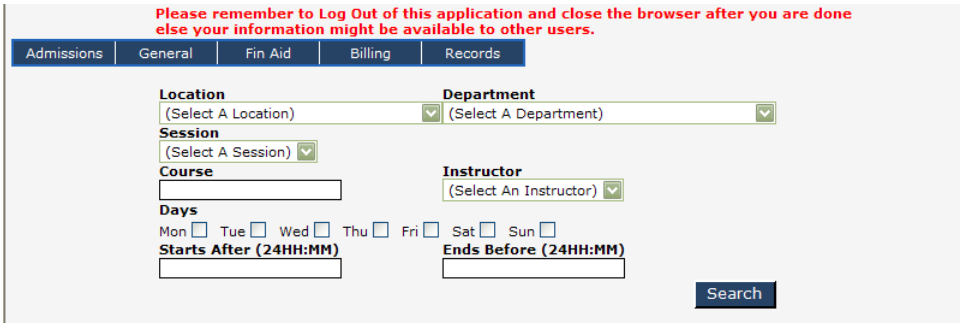
ONLINE REGISTRATION

Advisor Pin: _____

- Go to Anna Maria's Online Student Services (https://webamc.annamaria.edu)
- Log in by entering your USERNAME (Student ID) and PASSWORD (Date of Birth).
- Select the RECORDS tab, and then select COURSE REGISTRATION.
- Enter your ADVISOR PIN (only your Advisor can give you this Pin – you need to meet with your Advisor prior to registering for classes). Remember that your advisor pin is case sensitive.
- Select the TERM you are registering for. (ie: Fall = 2009FA, Summer = 2009U1 (first session) or 2009U2 (second session), etc.).
- Click on the "ADD COURSES" button.
- On the left-hand side, click on the button ADD COURSES. This will take you to a page where parameters can be entered to narrow your search (LOCATION, DEPARTMENT, SESSION, DAYS, Etc). Whether entering parameters or not, when you are ready to view available classes, click the SEARCH button.



Next you will see a list of available courses based on your criteria (or all of the courses, if none were entered):

Admissions | General | Fin Aid | Billing | Records

Register

Set Clr	Enroll Type	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Avail	
		AB	210	1	INTERM ARABIC I	3	TBA	TBA	09/06/2009	S	19:00/19:01	CONSORTIUC	0	DETAIL
☐	Credit	ART	100	1	DRAWING FOR NON-MAJO	3	ARTCTR	122	09/02/2009	W	16:00/18:55	CAOUETTER	14	DETAIL
☐	Credit	ART	100	2	DRAWING FOR NON-MAJO	3	ARTCTR	116	09/02/2009	W	16:00/18:55	CAOUETTEM	15	DETAIL
☐	Credit	ART	101	1	DRAWING I	3	ARTCTR	119	08/31/2009	M W	13:00/15:50	LAMBERTA	14	DETAIL
☐	Credit	ART	200	1	THEORY OF COLOR AND	3	ARTCTR	116	08/31/2009	M	13:00/16:00	KELLNERT	15	DETAIL
☐	Credit	ART	201	1	FUNDAMENTALS OF DESI	3	ARTCTR	122	09/01/2009	T R	10:50/12:05	TORIBES	14	DETAIL

- To add a course, CLICK THE CHECK BOX on the left, next to the desired course(s). When you are finished selecting the courses you want, scroll to the top or bottom of the screen and select REGISTER.

  Note: You can either select multiple courses at a time and then select REGISTER, or you can do them one at a time and go back to the ADD COURSES pages and change the criteria (Location, department, etc).

  Clicking on REGISTER brings you to a screen which shows how many registrations were successful and how many are pending. Click the SEE DETAIL button:

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

You have 0 Successful Registration and 3 Pending Registration.
Click See Detail button to see the result.

See Detail

Successful registrations will show near the top of the screen, and unsuccessful ones, show below it. Decide whether or not to DELETE the pending registrations (i.e.): time conflicts, wrong college division or major), or whether not you want to try to select them by hitting Reprocess Pending.

Successful Registration

Add Courses ?

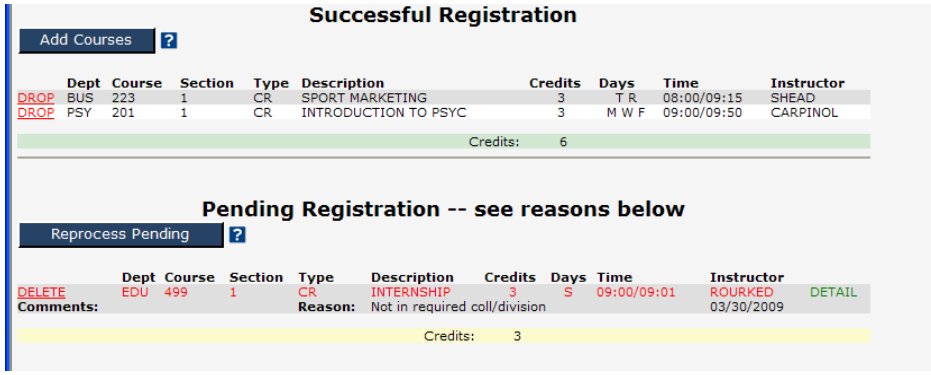
Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Enrollments								
				Credits:	0			

Pending Registration -- see reasons below

Reprocess Pending ?

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor	
DELETE	BUS	223	1	CR	SPORT MARKETING	3	T R	08:00/09:15	SHEAD	DETAIL
Comments:				Reason:	Course requisites incomplete				03/30/2009	
DELETE	EDU	499	1	CR	INTERNSHIP	3	S	09:00/09:01	ROURKED	DETAIL
Comments:				Reason:	Not in required coll/division				03/30/2009	
DELETE	PSY	201	1	CR	INTRODUCTION TO PSYC	3	M W F	09:00/09:50	CARPINOL	DETAIL
Comments:				Reason:						
					Credits:	9				

Once you Reprocess Pending registrations, they move to the top as successful. You can delete any pending ones that remain. You can also use this screen to Add/Drop courses throughout the Add/Drop period for the term.



Successful Registration

Add Courses

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
DROP	BUS	223	1	CR	SPORT MARKETING	3	T R	08:00/09:15	SHEAD
DROP	PSY	201	1	CR	INTRODUCTION TO PSYC	3	M W F	09:00/09:50	CARPINOL

Credits: 6

Pending Registration -- see reasons below

Reprocess Pending

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor	
DELETE	EDU	499	1	CR	INTERNSHIP	3	S	09:00/09:01	ROURKED	DETAIL
Comments:				**Reason:**	Not in required coll/division				03/30/2009	

Credits: 3

Once you have completed the above steps, the student needs to print their schedule to insure they have the correct schedule.

School for the Fall term will begin on August 31st, and students will need to re-print their schedules on August 30th to see if any changes (course cancellations, classroom, or times) have been made to their schedule.