

**ATLANTA
METROPOLITAN
STATE
COLLEGE**

Bring your brilliance.

SELF-REGISTRATION and HOW TO VIEW/ADD CLASSES

STUDENT GUIDE

A Step-by-Step Visual Guide

The Center for Academic Advising & Student Success (CAAS)

Student Registration Steps



Step 1: Visit www.atlm.edu

Atlanta Metropolitan State College

Directory BrightSpace (D2L) USG Quick Links Reaffirmation 2022 Search ...

ABOUT ▾ STUDENTS ▾ ACADEMICS ▾ FACULTY/STAFF ▾ ADMINISTRATION ▾ CAMPUS LIFE ▾ ONLINE PROGRAMS ▾ GIVE ▾

ATLANTA METROPOLITAN STATE COLLEGE
Bring your brilliance.

FOCUS *on the*

PAST

FUTURE →

Register today!

SUMMER & FALL 2021 . . .

Return to Campus: [Employee FAQs \(Posted 1/5\)](#) | [Student FAQs \(Posted 1/5\)](#) | [Return to Campus Plan \(Posted 1/12\)](#) | [Guidelines](#) | [High Risk Employees](#) | [Faculty & Staff Testing](#) | [University System Guidance on COVID-19 from DPH 2/18](#) - [Quarantine Guidance](#) | [Return to School Guidance](#) | [WELCOME MESSAGE](#) | [NEW SERVICE - AMSC WELLNESS HUB](#). Register on Tabs to the right.

CLASS LISTING
REGISTRATION
APPLY NOW

Student Registration Steps

Step 2: Select "Students" then "Student Portal"


The screenshot shows the Atlanta Metropolitan State College website. The top navigation bar includes links for ABOUT, STUDENTS, ACADEMICS, FACULTY/STAFF, ADMINISTRATION, CAMPUS LIFE, ONLINE PROGRAMS, and GIVE. The 'STUDENTS' menu is open, displaying a list of options: Admissions, Clubs and Organizations, Complaints & Appeals, Counseling and Accessibility Services, Financial Aid, New Student Orientation, Payment Plan, Prospective Students, Refunds, SGA, Student Accounts | Tuition & Fees, Student Activities, Student Email, Student Portal (circled in green), Student Training Videos, Testing Office, and TRIO. A large green arrow points to the 'STUDENTS' menu, and another green arrow points to the 'Student Portal' option. The background features a banner with the text 'FOCUS on the FUTURE' and 'Register today!'.

Student Registration Steps

Step 3: Login into the Portal with your AMSC 9-Digit ID and your PIN


Atlanta Metropolitan State College

Student Portal



HELP EXIT

User Login

 [AMSC ConnectED Mass Notification Service](#)

Make sure You can Receive AMSC *ConnectED* Emergency or Community Outreach Messages on Your Cell Phone!!

After you log in, go to the Person Information (link or tab) and click Update Address(es) and Phone(s) to enter your cell phone or text-enabled device number, Use *SMS Protocol for ConnectED Use* as the telephone type.

Remember to delete old phone numbers also.

Thank you for using the AMSC ConnectED Mass Notification Service to help us protect you better!!

Classes for Summer and Fall 2021 are available for view on March 1, 2021.
Student Portal opens for early registration for Summer and Fall 2021 on March 8, 2021.
[Contact your Advisor to register.](#)

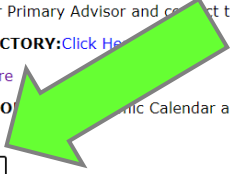
Contact your Advisor now to register for Spring 2021

For questions, contact, CAAS academicadvising@atlm.edu or 404-756-5690. Students should check your AMSC email addresses frequently for pertinent information regarding their classes and financial aid.

- **HOW TO FIND YOUR ADVISOR**
 - Log into Student Portal (this is the student portal page)
 - Select Student Services & Financial Aid
 - Select View Student Information
 - Select a term and click submit and click submit again
 - View your Primary Advisor and contact them for advisement and registration
- **CAMPUS DIRECTORY:** [Click Here](#)
- **CAAS:** [Click Here](#)
- **REGISTRAR'S OFFICE:** [Academic Calendar and Final Exam Schedule: Click Here](#)

User ID:

PIN:



Student Registration Steps



Step 3: Select "Student Services & Financial Aid"

Atlanta Metropolitan State College

Student Portal

Personal Information Student Services & Financial Aid Old WebTailor Administration

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, [REDACTED] to the WWW Information System. Last web access on Mar 16, 2021 at 01:22 pm

Student Services & Financial Aid

Apply for Admission Register View your academic records and Financial Aid

Transfer Articulation

AMSC Degree Works

[Return to Homepage](#)

RELEASE: 8.9.1

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Student Registration Steps

Step 4: Select "Registration"


Atlanta Metropolitan State College

Student Portal

Personal Information Student Services & Financial Aid Old WebTailor Administration

Search Go

RETURN TO MENU SITE MAP HELP EXIT

 Student Services & Financial Aid

[Admissions](#)
File an application for admission; Review existing applications, their status, and the status of supporting requirements.

[Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

[Student Records](#)
View your holds; Display your grades and transcripts; Review charges and payments.

[Financial Aid](#)
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

[Student Account](#)
Student Account

[View Student Information](#)

[AMSC Degree Works](#)

RELEASE: 8.9.1

Student Registration Steps

Step 5: Select “ ****NEW**** Banner 9 Self Service Registration ”

Atlanta Metropolitan State College



Personal Information Student Services & Financial Aid Old WebTailor Administration

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

 **Registration**

****NEW** BANNER 9 SELF SERVICE REGISTRATION**

RELEASE: 8.9.1.3

Student Registration Steps

Step 6: Select "Register for Classes"

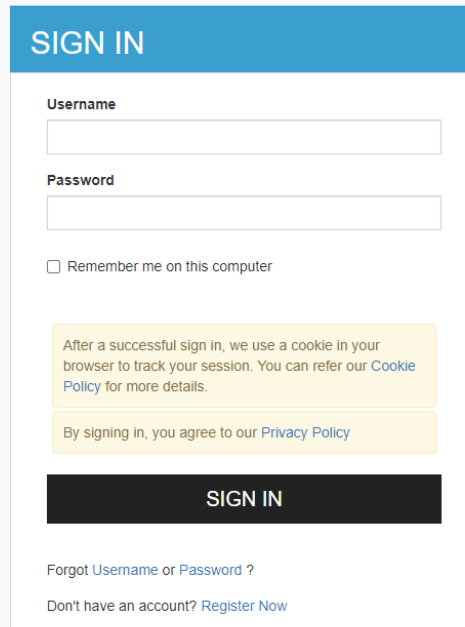
The screenshot shows the ellucian student registration interface. At the top, there is a blue header with the ellucian logo and a settings gear icon. Below the header, the breadcrumb navigation shows "Student" and "Registration". The main content area is titled "Registration" and features a section "What would you like to do?". This section contains six cards, each with an icon and a title: "Prepare for Registration" (clipboard icon), "Plan Ahead" (calendar icon), "View Registration Information" (folder icon), "Register for Classes" (calendar with pencil icon), "Browse Classes" (magnifying glass icon), and "Browse Course Catalog" (book icon). The "Register for Classes" card is circled in green, and a large green arrow points to it from the right. The text for "Register for Classes" reads: "Search and register for your classes. You can also view and manage your schedule."

Search and register for your classes. You can also view and manage your schedule.

Student Registration Steps

Step 7: Sign in to secured portal using your same credentials as your student email.

WSO₂ IDENTITY SERVER



SIGN IN

Username

Password

Remember me on this computer

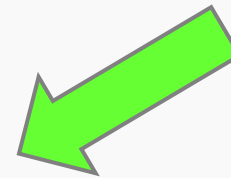
After a successful sign in, we use a cookie in your browser to track your session. You can refer our [Cookie Policy](#) for more details.

By signing in, you agree to our [Privacy Policy](#)

SIGN IN

[Forgot Username or Password ?](#)

[Don't have an account? Register Now](#)



Sign in using your same credentials (username and password) as your student email.

You may be required to reset your email password.

Student Registration Steps

Step 8: Click the drop down to select "Term" for registration then select "Continue."

ellucian


[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

How would you like to search? ⓘ

Term Date Range ⓘ

Terms Open for Registration



Student Registration Steps

Step 9 - Option A: Select "Find Classes" and enter your search criteria as indicated to find your classes then select "Add to Summary" at the bottom.

[Student](#) • [Register for Classes](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2021

Subject

Course Number

Keyword

Attribute

Campus

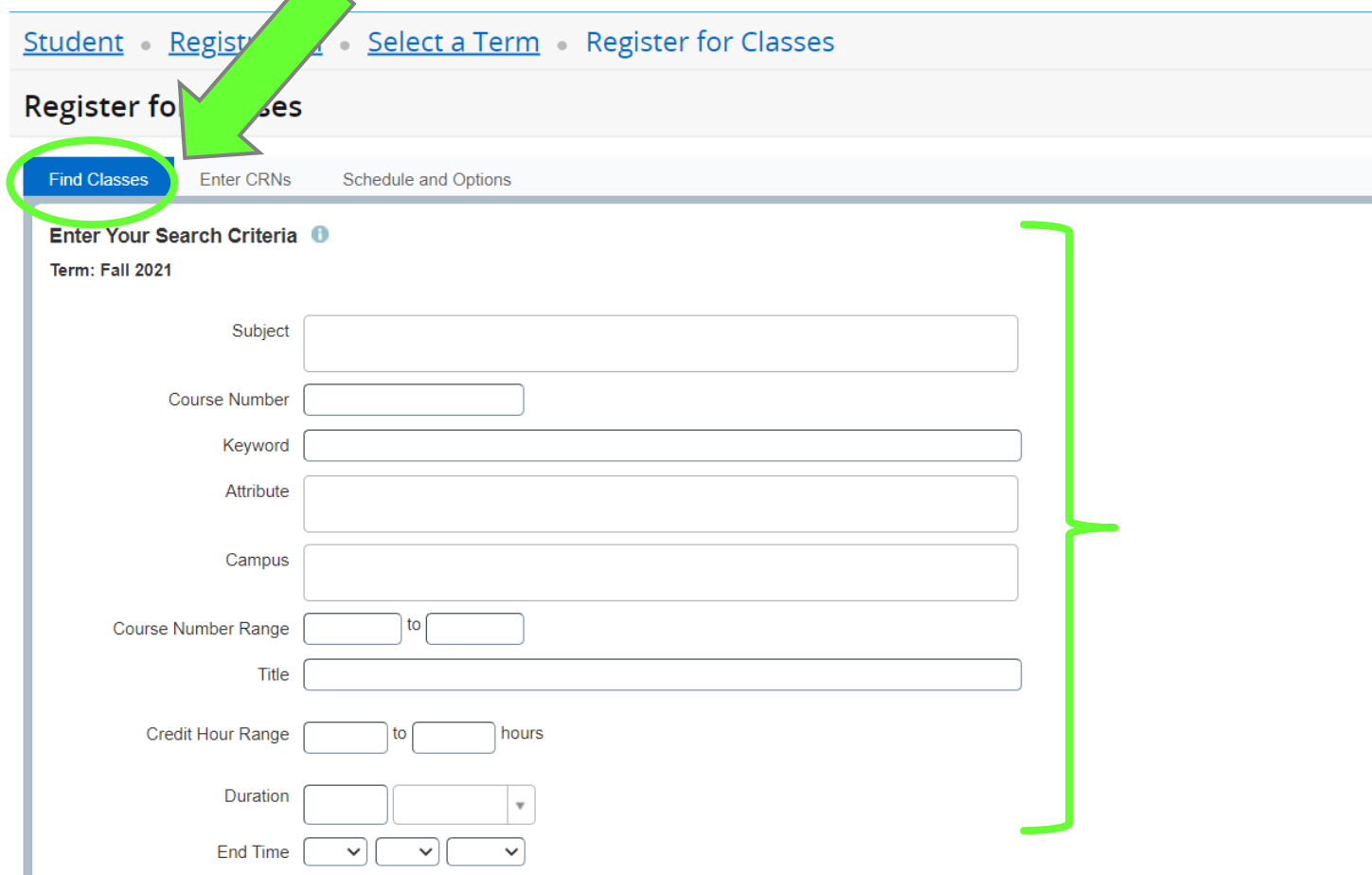
Course Number Range to

Title

Credit Hour Range to hours

Duration

End Time



Student Registration Steps

Step 9 - Option B: Select "Enter CRNs" to find your classes then select "Add to Summary".

ellucian

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2021

CRN

+ Add Another CRN **Add to Summary**

Student Registration Steps

Step 10 - Option A: Select "Schedule and Options" to view student schedule.

ellucian

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs **Schedule and Options**

Summary
Term: Summer 2021

Title	Details	Hours	CRN	Schedule type	Grade Mode	Level	Study Path	Date	Status	Message
English Composition II	ENGL 1102, 2...	3	500...	Lecture	Normal	Semester Sys...	None	03/09/2021	Registered	**Web I
United States History II	HIST 2112, 201	3	500...	Lecture	Normal	Semester Sys...	None	03/09/2021	Registered	**Web I

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Student Registration Steps

Step 10 - Option B: Select "Find Classes" then click "Schedule" to view student schedule in calendar view.

The screenshot shows the ellucian registration interface. A green arrow points to the 'Find Classes' button in the 'Register for Classes' section. Below this, the 'Enter your Search Criteria' form is visible with fields for Subject, Course Number, Keyword, Attribute, Campus, Course Number Range, Title, and Credit Hour Range. A second green arrow points to the 'Schedule' button in the 'Schedule Details' section. Below this, a calendar view shows registered courses for Summer 2021, with blue blocks for 'English Composition I C' on Monday and Wednesday at 8am. A third green arrow points to the 'Summary' table on the right, which lists the registered courses.

Title	Details	Hou	CRN	Schedule	Status	Action
English Composition I C	ENGL 110...	3	50044	Lecture	Registered	Web Dropped Course
English Composition II	ENGL 110...	3	50045	Lecture	Registered	None
United States Histor...	HIST 2112...	3	50049	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Student Registration Steps

Step 11: Select "Find Classes" then view "Summary" to confirm classes. To drop a course, select course drop down, then click "Submit."

The screenshot shows the ellucian registration system interface. A green arrow points to the "Find Classes" button in the "Register for Classes" section. Below this is a search criteria form for Summer 2021 with fields for Subject, Course Number, Keyword, Attribute, Campus, Course Number Range, Title, and Credit Hour Range.

Below the search form is a "Class Schedule for Summer 2021" grid. A green arrow points to the "Summary" tab, which is circled. The "Summary" tab displays a table of registered courses:

Title	Details	Hou	CRN	Schedule	Status	Action
English Composition I	ENGL 110...	3	50044	Lecture	Registered	Web Dropped Course
English Composition II	ENGL 110...	3	50045	Lecture	Registered	None
United States Histor...	HIST 2112...	3	50049	Lecture	Registered	None

A green arrow points to the "Web Dropped Course" dropdown menu in the "Action" column. At the bottom right, a green arrow points to the "Submit" button, which is also circled. The bottom status bar shows: "Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18".

Student Registration Steps

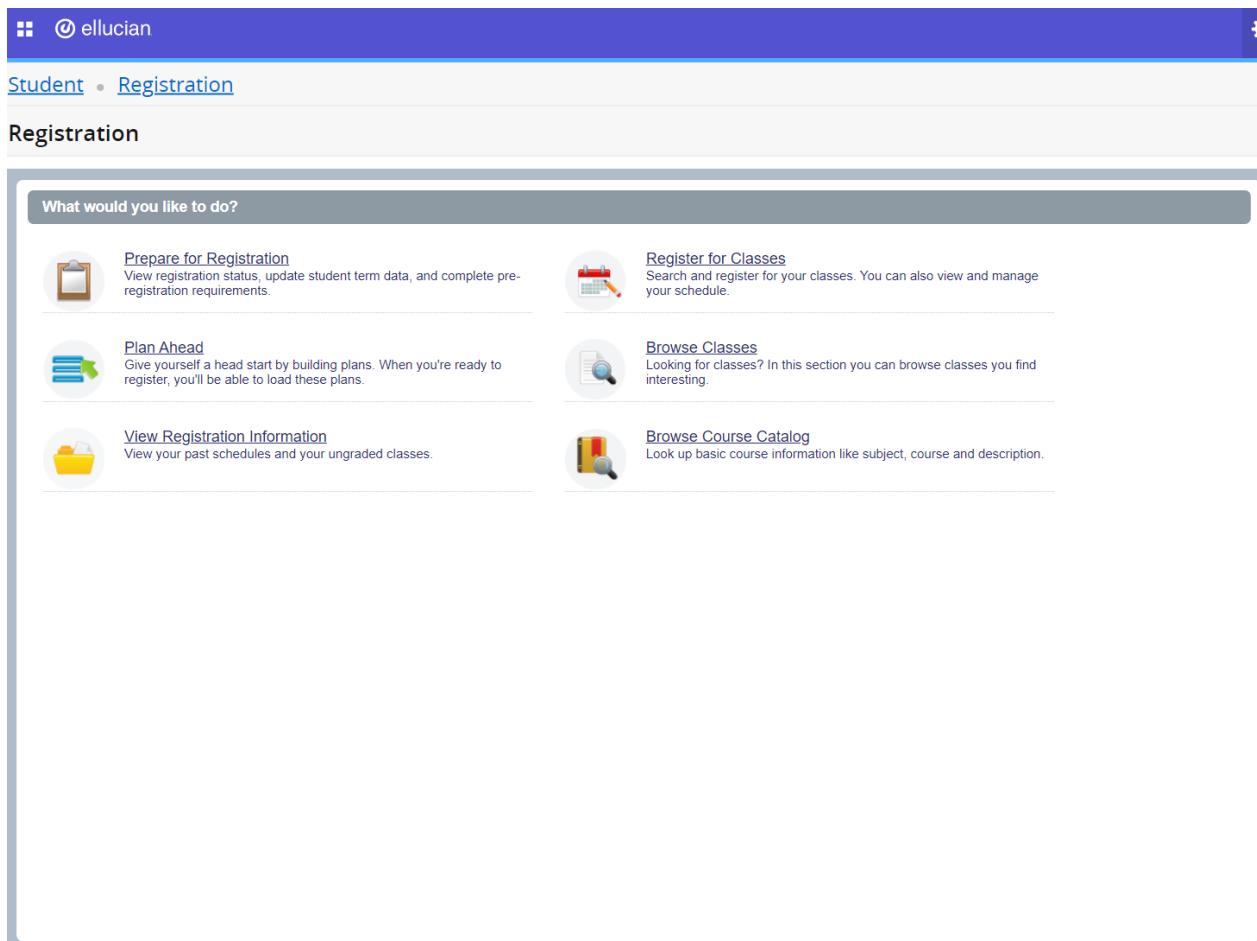
Step 12: Select "Find Classes" then click "Schedule Details" to view detailed student schedule.

The screenshot displays the ellucian registration system interface. At the top, the user is logged in as 'ellucian'. The navigation path is: Student > Registration > Select a Term > Register for Classes. The main section is titled 'Register for Classes' and contains a 'Find Classes' button, which is highlighted with a green circle and a green arrow. Below this are search criteria fields for 'Enter your Search Criteria' for the term 'Summer 2021', including Subject, Course Number, Keyword, Attribute, Campus, Course Number Range, Title, and Credit Hour Range. A second green arrow points to the 'Schedule Details' button in the 'Class Schedule for Summer 2021' section. The interface also shows a 'Summary' table with columns for Title, Details, Hour, CRN, Schedule, Status, and Action. The table lists three registered classes: English Composition I C, English Composition II, and United States History II. The status for each is 'Registered'.

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition I C	ENGL 1101...	0	50044	Lecture	Deleted	None
English Composition II	ENGL 1102...	3	50045	Lecture	Registered	None
United States History II	HIST 2112, ...	3	50049	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Student Registration Options









The screenshot shows a web interface for student registration. At the top is a blue navigation bar with the ellucian logo and a settings gear. Below it is a breadcrumb trail: Student > Registration. The main heading is "Registration". A grey box titled "What would you like to do?" contains six interactive cards arranged in a 3x2 grid. Each card features an icon, a title, and a brief description of the action.

ellucian

Student > Registration

Registration

What would you like to do?

-  **Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
-  **Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
-  **Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
-  **View Registration Information**
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**
Look up basic course information like subject, course and description.

Student Registration Steps

Select "Prepare for Registration" then select "Term" then "Continue."

The screenshot shows the ellucian student registration interface. At the top, there is a blue header with the ellucian logo and a settings gear icon. Below the header, the breadcrumb navigation shows "Student" and "Registration". The main content area is titled "Registration" and features a section "What would you like to do?". This section contains six cards, each with an icon and a description:

- Prepare for Registration** (circled in green): View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

View registration status, holds, and complete pre-registration requirements.

Student Registration Steps

Prepare for Registration



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Student • Registration • Select a Term • Prepare for Registration

Prepare for Registration

Registration Status | Update Student Term Data

Registration Status

Term: Summer 2021

- ✓ Your Student Status permits registration.
- ✓ Your academic status () permits registration.
- ✓ You have no holds which prevent registration.

Earned Hours

- 1 You have Earned Hours for Level: Semester System Undergraduate, Institution Hours: 10, Transfer Hours: 0
- 1 Your class standing for registration purposes is Freshman

Primary Curriculum

Level: Semester System Undergraduate
College: Atlanta Metropolitan St Coll
Degree: Associate of Science
Program: General Pathway
Catalog Term: Fall 2020
Admit Term: Fall 2020
Admit Type: Traditional Freshman
Major: General Pathway (AA)
Department: Humanities & Fine Arts Dept

View registration status, academic standing, holds, and complete pre-registration requirements.

Student Registration Steps

Select "View Registration Information" then select "term"

ellucian

Student • Registration

Registration

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [View Registration Information](#)
View your past schedules and ungraded classes.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

View past schedules, active registrations, and your ungraded classes.

Student Registration Steps

Browse Classes

ellucian

Student • Registration

Registration

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [View Registration Information](#)
View your past schedules and your ungraded classes.
- [Register for Classes](#)
Search and register for your classes. You can also change your schedule.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Looking for classes? In this section you can browse classes advised by your Advisor.

Student Registration Steps

Browse Course Catalog



ellucian

Student • Registration

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**
Looking for classes? In this section you can search for classes and find interesting.
- View Registration Information**
View your past schedules and your ungraded classes.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

Look up basic course information like subject, course, and description.

BENEFITS of Early Registration

- ✓ Better course selections
- ✓ Plan your schedule months in advance
- ✓ Avoid late registration fee
- ✓ Take advantage of the payment plan
- ✓ Stay on track for graduation



BENEFITS of Early Registration

- ✓ Discuss your academic and career goals.
- ✓ Understand how to access academic support services.
- ✓ Review your academic status and performance.
- ✓ Confirm your graduation completion date.



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QUESTIONS?

**The Center for Academic Advising & Student
Success (CAAS)**

404-756-5690

academicadvising@atlm.edu