

ONLINE REGISTRATION INSTRUCTIONS



- Step 1:** From the AMC Web Page www.atlm.edu click **STUDENT PORTAL**
- Step 2:** Enter your **AMCUID** and **PIN** - which is your six-digit BIRTHDATE (MMDDYY, if you have not changed it) click **LOGIN**
- ⇒ If you are unable to log onto the Student Portal, your PIN may be disabled or you are not an active student for the semester.
 - ⇒ If you key in the PIN incorrectly three consecutive times, your PIN will be disabled and you must contact the REGISTRAR'S OFFICE.
- Step 3:** Click **STUDENT SERVICES AND FINANCIAL AID**
- Step 4:** Click **REGISTRATION**
- ⇒ If you have a hold – click **View Holds**. Then contact the office that has placed the hold on your registration.
 - ⇒ If you get an error message such as a Pre-Requisite and/or Co-Requisite error, you should contact the Office of the Registrar by email at registrar@atlm.edu.
- Step 5:** Click **ADD/DROP CLASSES**
- Step 6:** **SELECT TERM** and click **SUBMIT CHANGES**
- Step 7:** Enter **CRNs (Five-digit Course Reference Number)** onto the ADD/DROP worksheet.
- Step 8:** Click **SUBMIT CHANGES**
- Step 9:** Select ****REGISTERED**** from the pull down menu for each course, then click **SUBMIT CHANGES**.
- Step 10:** To delete a course, click ****WEB DROPPED COURSE**** from the pull down menu then click **SUBMIT CHANGES**.
- Step 11:** Once you have completed the Course Selection Process, you should print your Student Detail Schedule. **TO PRINT SCHEDULE:** Scroll to the bottom of the screen. Click **STUDENT DETAIL SCHEDULE**, then **PRINT**. (use your web browser's print button)
- Step 12:** **TO PRINT BILL:** Scroll to the bottom of the screen. Click **VIEW FEE ASSESSMENT**, then **PRINT**. Close your browser when done.
- Step 13:** **YOU ARE REQUIRED TO SATISFY YOUR FINANCIAL OBLIGATIONS OR YOUR SCHEDULE WILL BE PURGED.**
- ⇒ You may pay for your classes online using a credit card by clicking on “**Credit Card Payment**” at the bottom of the **FEE ASSESSMENT**.
 - ⇒ If you receive Financial Aid, you may check the status by clicking on the “**FINANCIAL AID**” tab located under “**STUDENT SERVICES AND FINANCIAL AID**”.
 - ⇒ If your Financial Aid has been awarded, you may proceed to the Business Office to have your Student Detail Schedule stamped.

REGISTRATION IS NOT COMPLETE UNTIL FEES ARE PAID
YOUR STUDENT DETAIL SCHEDULE MUST HAVE THE OFFICIAL STAMP OF THE BUSINESS OFFICE

REVISED 3/5/09