The Center for Academic Advising & Student Success (CAAS)
eAdvisement Form

<u>Authorization for eAdvisement via AMSC Remote Access</u>

As a student, I hereby grant permission to the Professional Academic Advisors of Atlanta Metropolitan State College's Center for Academic Advising & Student Success (CAAS) to provide eAdvisement via remote access to me via the assigned ASMC student email. In doing so, I am granting permission for Advising staff in CAAS to do the following:

- ➢ Access my **confidential academic records**
- ➢ Discuss in detail my **confidential academic records** via my AMSC student email
- ➢ **Clear me for registration** at the conclusion of eAdvisement

Furthermore, I understand that it is my responsibility as a student to do the following:

- ➢ Use my **AMSC student email account** to communicate with the academic advisor (emails from other addresses will not receive a response)

- ➢ Initiate the session by sending an email to academicadvising@atlm.edu from your AMSC student email account with the words **eAdvisement** <u>in the Subject Heading and with the following information in the body of the message:</u>

  - o Full Name
  - o AMSC Student ID Number
  - o Program of Study/Major
  - o A copy of this completed form (as an attachment)
  - o A copy of your STUDENT ID (as an attachment)

- ➢ Register for course(s) as advised to ensure timely degree completion

- ➢ **PLEASE ALLOW 24- 48 BUSINESS HOURS FOR PROCESSING**.

Name _____ Date _____

Trailblazer ID# _____

<u>Financial Responsibility</u>

I have determined that the courses I am registering for are appropriate for my degree and/or interests and have been approved by an Academic Advisor. I accept financial responsibility for this registration.

Name _____ Date _____

Registration Form

Last Name _____ First Name _____ Student ID# _____

Term = Summer _____ Fall _____ Spring _____ Date _____ Daytime Phone _____

Major: _____

CRN	SUBJ	NUM	SEC	Credit Hrs.	Course Action	DAYS and TIMES Please Circle	Beg Time	End Time
					Add / Drop	M T W R F S U		
					Add / Drop	M T W R F S U		
					Add / Drop	M T W R F S U		
					Add / Drop	M T W R F S U		
					Add / Drop	M T W R F S U		
					Add / Drop	M T W R F S U		

Please be advised that a reduction in credit hours may cause the loss of full-time student status and may affect Student Financial Aid, the HOPE scholarship, athletic eligibility, immigration status for international students and or Veterans Educational Benefits. Full Time Status = 12 hours, Half Time Status = 11-6 hours, Less than Half Time Status = 5 hours and below.
Students with questions should contact the Financial Aid office before dropping courses.

_____
Student's Signature

_____
Advisor' Signature

CRN Course Reference Number. Five-digit designation for a specific course being offered.

DAYS — M=Monday, **T**=Tuesday, **W**=Wednesday, **R**=Thursday, **F**=Friday, **S**=Saturday, **U**=Sunday, **TBA**=ONLINE or To Be Arranged.*

REGISTRATION IS NOT COMPLETE UNTIL FEES ARE PAID

Please return to:
Atlanta Metropolitan State College Registrar's Office
Library Building - Room 115

ONLINE REGISTRATION INSTRUCTIONS

Step 1:   From the AMSC Web Page www.atlm.edu click **STUDENT PORTAL**

Step 2:   Enter your **AMSC** and **PIN** - *First Intial first name (CAPS)+ First Intial last name (CAPS) + MMDDYY Birthdate*. 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.

⇨ If you get an error message such as a Pre-Requisite and/or Co-Requisite error, you should contact the Office of the Registrar Staff or you may email registrar@atlm.edu.

Step 5:   Click **ADD/DROP CLASSES**

Step 6:   **SELECT TERM** and click **SUBMIT CHANGES**

Step 7:   If you do not know the **CRN (Five-digit Course Reference Number),** you may search for on open class by clicking "**CLASS SEARCH**" and then search by subject. If you do have the Course Reference Number - enter **CRNs** 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:   **VIEW FEE ASSESSMENT**: Scroll to the bottom of the screen. Click **VIEW FEE ASSESSMENT,** then **PRINT.**

Step 13:   **VIEW STUDENT ACCOUNT SUMMARY:** Scroll to the bottom of the screen. Click Account Summary by Term.

▪ 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 is not sufficient to cover fees assessed, <u>you are responsible</u> for paying the remaining balance.**

▪ Cash payments can be made at the Cashier's Window.

▪ You may pay for your classes online using a credit card by clicking on "**Credit Card Payment"** at the bottom of the **FEE ASSESSMENT or ACCOUNT <u>SUMMARY.</u>**

<div align="center">

REGISTRATION IS NOT COMPLETE UNTIL FEES ARE PAID IN FULL
YOU ARE <u>REQUIRED</u> TO SATISFY YOUR FINANCIAL OBLIGATIONS OR YOUR SCHEDULE WILL BE PURGED.

</div>