

ONLINE REGISTRATION INSTRUCTIONS



Bring your brilliance.

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

Step 2: Enter your **AMSC** and **PIN - First Initial first name (CAPS)+ First Initial last name (lowercase) + MMDDYYYY 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**

Students who still have an unsatisfied Learning Support requirement must be advised and registered through Center for Academic Advising and Student Success (CAAS).

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 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 the **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, you are responsible 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 SUMMARY**. Contact Student Accounts at 404-756-4359 about payments.

TUITION/FEE PAYMENT DUE AT THE TIME OF REGISTRATION

Revised 02/02/2021