

# ONLINE REGISTRATION INSTRUCTIONS



**Step 1:** From the AMSC Web Page [www.atlm.edu](http://www.atlm.edu) click **STUDENT PORTAL**

**Step 2:** Enter your **AMSC** and **PIN - First Initial first name (CAPS )+ First Initial 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](mailto: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, **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**.

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