Student Registration Steps

**Step 1:** Visit [www.atlm.edu](http://www.atlm.edu)
Student Registration Steps

**Step 2:** Select “Students” then “Student Portal”
Student Registration Steps

**Step 3:** Login into the Portal with your AMSC 9-Digit ID and your PIN
Step 3: Select “Student Services & Financial Aid”
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Step 4: Select “Registration”
Step 5: Select “**NEW** Banner 9 Self Service Registration”
Step 6: Select “Register for Classes”

Search and register for your classes. You can also view and manage your schedule.
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Step 7: Sign in to secured portal using your same credentials as your student email.

You may be required to reset your email password.
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**Step 8:** Click the drop down to select “Term” for registration then select “Continue.”
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**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.
Step 9 - Option B: Select “Enter CRNs” to find your classes then select “Add to Summary”.
**Student Registration Steps**

**Step 10 - Option A:** Select “Schedule and Options” to view student schedule.
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Step 10 - Option B: Select “Find Classes” then click “Schedule” to view student schedule in calendar view.
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**Step 11:** Select “Find Classes” then view “Summary” to confirm classes. To drop a course, select course drop down, then click “Submit.”
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**Step 12:** Select “Find Classes” then click “Schedule Details” to view detailed student schedule.
Student Registration Options

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.”

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

Select “View Registration Information” then select “term”

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

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

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.
QUESTIONS?

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