ONLINE REGISTRATION INSTRUCTIONS

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

Step 2:  Enter your AMSC 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.
  ⇒ 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 an 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. REVISED
# Registration Form

**Last Name** __________________________**First Name** __________________________**Student ID#** __________________________

**Term** = Summer_ Fall_ Spring_ 

**Date** ____________ 

**Daytime Phone** ____________

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<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>NUM</th>
<th>SEC</th>
<th>Credit Hrs.</th>
<th>Course Action</th>
<th>DAYS and TIMES Please Circle</th>
<th>Major:</th>
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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’s Signature

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**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