

# 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** - 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](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 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 \_\_\_\_\_

CRN \_\_\_\_\_ SUBJ \_\_\_\_\_ NUM \_\_\_\_\_ SEC \_\_\_\_\_ Credit Hrs. \_\_\_\_\_ Course Action \_\_\_\_\_ DAYS and TIMES Please Circle \_\_\_\_\_ Major: \_\_\_\_\_

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

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

**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.\*

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