

ONLINE REGISTRATION INSTRUCTIONS



- Step 1:** From the AMC Web Page www.atlm.edu click **STUDENT PORTAL**
- Step 2:** Enter your **AMCUID** 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 on your registration.
 - ⇒ If you get an error message such as a Pre-Requisite and/or Co-Requisite error, you should contact the Office of the Registrar by email at registrar@atlm.edu.
- Step 5:** Click **ADD/DROP CLASSES**
- Step 6:** **SELECT TERM** and click **SUBMIT CHANGES**
- Step 7:** Enter **CRNs (Five-digit Course Reference Number)** 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:** **TO PRINT BILL:** Scroll to the bottom of the screen. Click **VIEW FEE ASSESSMENT**, then **PRINT**. Close your browser when done.
- Step 13:** **YOU ARE REQUIRED TO SATISFY YOUR FINANCIAL OBLIGATIONS OR YOUR SCHEDULE WILL BE PURGED.**
- ⇒ You may pay for your classes online using a credit card by clicking on **“Credit Card Payment”** at the bottom of the **FEE ASSESSMENT**.
 - ⇒ 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 has been awarded, you may proceed to the Business Office to have your Student Detail Schedule stamped.

**REGISTRATION IS NOT COMPLETE UNTIL FEES ARE PAID
YOUR STUDENT DETAIL SCHEDULE MUST HAVE THE OFFICIAL STAMP OF THE BUSINESS OFFICE**