

THE REGISTRATION PROCESS

- Step 1: Excluding Transient and Post-Baccalaureate students, **all** students will need to meet with their academic advisor to discuss matters regarding course selection. Make sure your advisor signs off on your Course Selection Form.
- Step 2: If you do not have holds that prevent self registration, you may access the Student Online Services Portal on the Registrar's Page of Atlanta Metropolitan College's Website at www.atlm.edu. To ensure a smooth course selection process, you are encouraged review the Online Registration Steps posted on the Registrar's Page.
- Step 3: If you do have holds that prevent self registration, i.e. Learning Support, CPC Requirement and or Regents, you will need to bring your signed Course Selection Form to the Office of the Registrar or designated registration location.
- Step 4: Once you have completed the course selection process, you must now proceed to the payment part of the enrollment process.
- A. **Financial Aid** students must go to the **Financial Aid Office** for processing. From the **Financial Aid Office**, you will need to visit the **Cashier's Windows** located on the 1st and 2nd Floors of the Library/Administration Building.
 - B. **Credit Card** payment can be made online via **Fee Assessment**. (**Partial Payments Are Not Accepted**)
 - C. **Cash** payments can be made at the **Cashier's Window** on the 2nd Floor of the Library/Administration Building. You can also pay the **\$12.00 Parking Decal** fee at the Cashier's Window.
 - D. **Personal Check** payments can be made at the **Cashier's Window** on the 1st Floor of the Library/Administration Building. You can also pay the **\$12.00 Parking Decal** fee at the Cashier's Window.
- Step 7: Once the fee payment process has been completed, you can obtain a parking decal and a student **I.D.** from **Campus Safety** located in **Room 205** of the **Academic Building**.

You are "Officially Enrolled" once you have completed Steps 1 – 7.

REGISTRATION + PAYMENT = ENROLLMENT