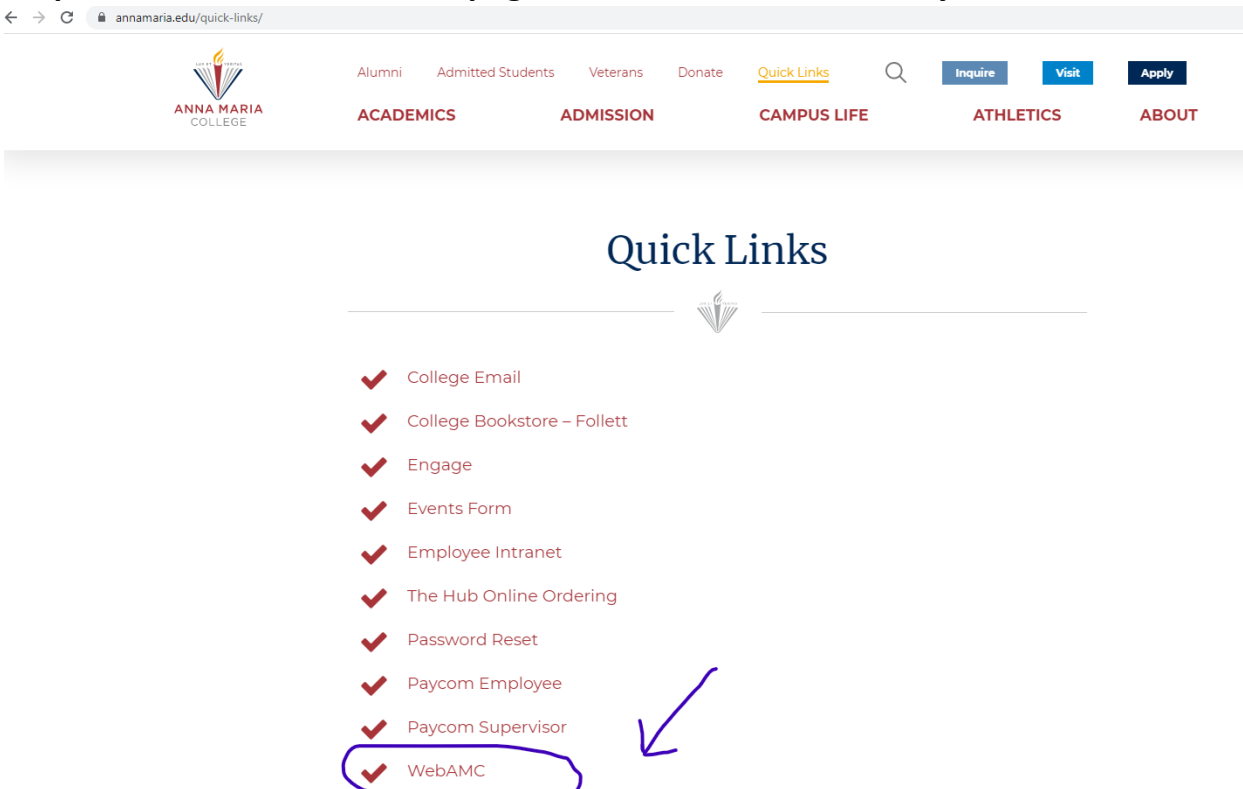


How to Register for Courses Using WebAMC (Online Resources)

Step 1: Go to the Anna Maria College website www.annamaria.edu and select quick links : <https://annamaria.edu/quick-links/>



Step 2: Under the Quick Links page look down to where it says WebAMC and select



Step 3: Next you will need to log in. You will do so using your Student ID # (100xxxxxx) as your username, and your default password is your date of birth in a 6 digit format. Example: April 08, 2000 (040800)



LUX ET VERITAS

Anna Maria WebAMC

Something Greater

Thursday, July 22, 2021

[Forgotten Password](#) [Course Listing](#)

Anna Maria College

WebAMC

Username
Students use your Student ID number as your username.

Password
Students use your Date of Birth as your password, in format MMDDYY
(January 27 1999 would be 012799).


[Click for help](#)



Step 4: Once you are logged in you will see the screen below. Please click on the 'Student Records' tab in the top left corner

[Student Records](#) [Financials](#) [Settings and Tools](#)

WELCOME [REDACTED]



Current Filter Settings

- Person: [REDACTED]
- Term: 2021FA: Fall 2021
- Department: (Not Set)
- Course: (Not Set)
- Section: (Not Set)
- Application Year: 2020

[Change](#)

Class Schedule

No Schedule Information for the currently set Term

Advisors

This is a list of your Advisors.

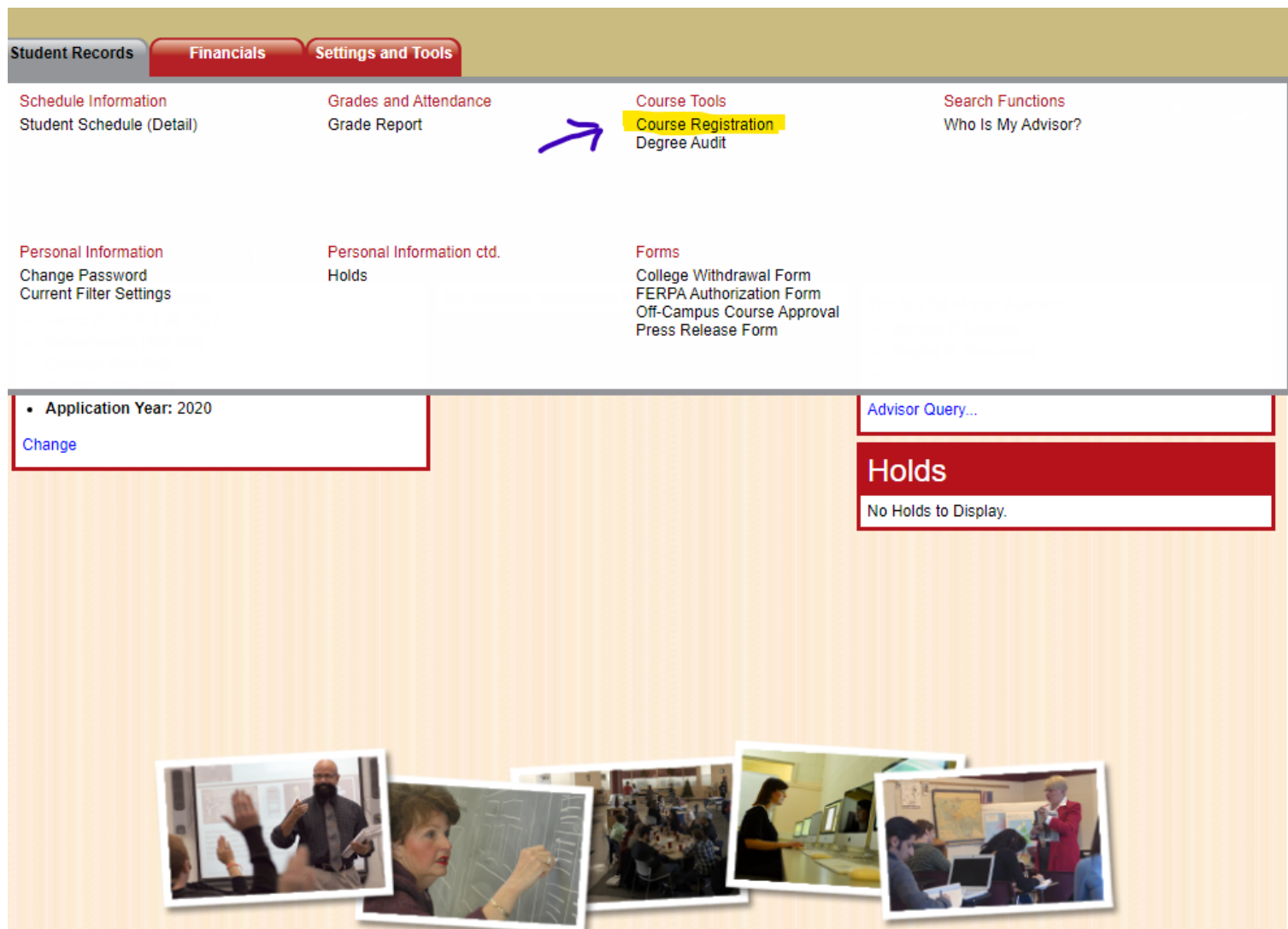
- Ph.D Elzbieta Manos
-
-

[Advisor Query...](#)

Holds

No Holds to Display.

Step 5: Next click on the 'Course Registration' selection



The screenshot shows the 'Settings and Tools' menu with the following options:

- Schedule Information**
 - Student Schedule (Detail)
- Grades and Attendance**
 - Grade Report
- Course Tools**
 - Course Registration** (highlighted with a yellow background and a blue arrow pointing to it)
 - Degree Audit
- Search Functions**
 - Who Is My Advisor?
- Personal Information**
 - Change Password
 - Current Filter Settings
- Personal Information ctd.**
 - Holds
- Forms**
 - College Withdrawal Form
 - FERPA Authorization Form
 - Off-Campus Course Approval
 - Press Release Form

Below the menu, there are two sections:

- Application Year: 2020**
 - [Change](#)
- Advisor Query...**
- Holds**
 - No Holds to Display.

At the bottom, there is a collage of five photos showing students and faculty members in various academic settings.

Step 6: You are now at the Course Registration window. There are two fields here, one is the 'Advisor Pin' and the other is the Term (Fall 2021). Your academic advisor will give you your advisor pin number at the conclusion of your scheduled advising appointment.



The screenshot shows the 'Course Registration' window with the following information:

Course Registration

[Change](#) Current filter settings: Person: [redacted] Term: 2021FA: Fall 2021 Dept: Crse: Sect: App. Year: 2020

Advisor Pin

A blue arrow points to the 'Advisor Pin' field.

Please Note you will not be able to register for courses without scheduling an advising meeting with your academic advisor. Your pin number is reset each semester, so you will need to schedule an advisement appointment each semester.

Step 7: Enter the pin number and press 'Register'. This will bring you to a screen where you can add and drop courses from your schedule. If you are an incoming freshman, or a transfer student, you may already have a schedule made for you. Click the 'Add Courses' button circled below.

Student Records Financials Settings and Tools

Course Registration

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered	16	
Pending		

Fall 2021

Classes Successfully Registered for Listed Below

Add Courses ?

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
Drop	AMC	100	1	CR	FYS: MY PART OF STOR	3	M W F	10:00 AM/10:50 AM	FOURNIER N
Drop	AMC	133	DL	CR	SKILLS/ONLINE LEARN	1	M		DUGUAY SA
Drop	BUS	110	1	CR	LEADERSHIP	3	M W F	08:00 AM/08:50 AM	SASSO LAWR
Drop	BUS	260	1	CR	PRINCIPLES OF MANAGE	3	M W F	09:00 AM/09:50 AM	THAYER NIC
Drop	BUS	285	1	CR	SOCIAL MEDIA/BUSINES	3	M	06:00 PM/09:50 PM	HOFFEY JAM
Drop	ENG	102	9	CR	DEV WRITING/CTW	3	T	10:50 AM/12:05 PM	MCCREERY
							R		MCCREERY
						Credits:	16		

Pending Registration -- see reasons below

Dept Course Section Type Description Credits Days Time Instructor

No Pending Registration -- Click Add Courses button to add courses from Course Catalog

Credits: 0

Step 8: The next screen shown below is a way to filter, or specify your search of courses. If you are looking for a 'Global Language' course, then under the Emphasis (Area of Study) drop down, you would select 'Global Language'. If you want to see all of the courses that are being offered without any filtering, then just press 'Search'. You can specify by many different filter criteria on this screen. Do not be afraid to play around!

Student Records Financials Settings and Tools

Course Registration

Location (Select A Location) Department (Select A Department)

Session (Select A Session) Emphasis (Area of Study) (Select An Area of Study)

Course Instructor (Select An Instructor)

Days Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Starts After (24HH:MM) Ends Before (24HH:MM)

Search

Step 9: You will now see a screen that lists all of the courses alphabetically. The AMC 100 courses are always listed first.

Student Records

Financials

Settings and Tools

Enroll

Register

Set	Clr	Type	Dept	Crse	Sect	Description	Cr	Loca	Bldg	Room	Start	Days	Time	Instructor	Avail
			AMC	100	10	FYS: SEARCH FOR SELF	3	Hybrid	ONLINE	ONLINE	08/31/2021	T		ROSI CHRIS	0 Detail
									TRINTY	209	09/02/2021	R	09:25 AM/10:40 AM	ROSI CHRIS	0
<input type="checkbox"/>		Credit	AMC	100	11	FYS: WHO AM I?	3	Paxton Campus	SCIENC	110C	08/30/2021	M W F	12:00 PM/12:50 PM	KEATING CH	2 Detail
<input type="checkbox"/>		Credit	AMC	100	12	FYS: WOMENS LEADER	3	Paxton Campus	FOUNDR	117	08/31/2021	T	04:00 PM/06:55 PM	ECKSTROM J	5 Detail

Here is how to read a course on the web:

Dept = Department

Crse = Course

Number Sect = Section Number

Description = Description of the Course

Cr = How Many Credits the Course is Worth

Loca = Location of the course, only ever Paxton and Online

Bldg = Building (this example above is the Foundress building)

Room = Room # of Course (most 200 numbers are on the second floor)

Start = Start Date of Course

Days = Days of the Week the Course Runs (MW = Monday and Wednesday) (TR = Tuesday and Thursday)

Time = the Time the Course Starts and Ends

Instructor = the Instructor of the Course

Avail = How Many Seats are Available. If there is '0' then the course is full

Detail = Detail box that holds the course description and additional course information

Step 10: Now you can see the courses you added, this is now your schedule. To 'drop' a course from your schedule, select the 'drop' button shown below:

Student Records
Financials
Settings and Tools

Course Registration

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered	16	
Pending		

Fall 2021

Classes Successfully Registered for Listed Below

Add Courses ?

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
Drop	AMC	100	1	CR	FYS: MY PART OF STOR	3	M W F	10:00 AM/10:50 AM	FOURNIER N
Drop	AMC	133	DL	CR	SKILLS/ONLINE LEARN	1	M		DUGUAY SA
Drop	BUS	110	1	CR	LEADERSHIP	3	M W F	08:00 AM/08:50 AM	SASSO LAWR
Drop	BUS	260	1	CR	PRINCIPLES OF MANAGE	3	M W F	09:00 AM/09:50 AM	THAYER NIC
Drop	BUS	285	1	CR	SOCIAL MEDIA/BUSINES	3	M	06:00 PM/09:50 PM	HOFFEY JAM
Drop	ENG	102	9	CR	DEV WRITING/CTW	3	T	10:50 AM/12:05 PM	MCCREERY
							R		MCCREERY
						Credits:	16		

Pending Registration -- see reasons below

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog								
						Credits:	0	

Step 11: To view your schedule in detail, go to the 'student records' tab on the top left of the screen and select 'Student Schedule (Detail)'. If you have any questions about this process, please email the Registrar's office Registrar@annamaria.edu

Student Records
Financials
Settings and Tools

Schedule Information
[Student Schedule \(Detail\)](#)

Grades and Attendance
Grade Report

Course Tools
Course Registration
Degree Audit

Search Functions
Who Is My Advisor?

Personal Information
Change Password
Current Filter Settings

Personal Information ctd.
Holds

Forms
College Withdrawal Form
FERPA Authorization Form
Off-Campus Course Approval
Press Release Form

Student Schedule (Detail)

[Change](#) Current filter settings: Person: ██████████ Term: 2021FA: Fall 2021 Dept: Crse: Sect: App. Year: 2020

[Printable Version](#)

Name
██████████

Mailing Address
██████████

Phone Numbers
CELL: ██████████

Campus Mail Box

(Current Information)

Major Business Administration Minor Specialize1 International Student Specialize2 Track

(Degree)

School/thesis Degree Earned Awarded

(Undergraduate Classes)

													Show/Hide Fall 2021
Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA	
AMC	100	1	FIRST YEAR SEMINAR-MY PART OF TH	M W F	10:00/10:50	TRINTY 207	FOURNIER N	START: 08/30/2021					
AMC	133	DL	SKILLS AND STRATEGIES FOR ONLINE	M	12:00/12:00	ONLINE	DUGUAY SA	START: 08/02/2021					
BUS	110	1	LEADERSHIP	M W F	08:00/08:50	INFCOM 153	SASSO LAWR	START: 08/30/2021					
BUS	260	1	PRINCIPLES OF MANAGEMENT	M W F	09:00/09:50	FOUNDR 201	THAYER NIC	START: 08/30/2021					
BUS	285	1	SOCIAL MEDIA AND BUSINESS	M	06:00/09:50	INFCOM 153	HOFFEY JAM	START: 08/30/2021					
ENG	102	9	DEVELOPMENTAL WRITING FOR CRITIC	T	10:50/12:05	SCIENC 001	MCCREERY	START: 08/31/2021					
				R	12:00/12:00	ONLINE	MCCREERY	START: 09/02/2021					
Term Totals									0	0	0	0	
Undergraduate Institutional Totals							Cr Ern	Cr Att	Cr Ern	Qual Pts	GPA		
							16	0	0	0	0		
Overall Undergraduate Totals							Cr Ern	Cr Att	Cr Ern	Qual Pts	GPA		
							16	0	0	0	0		

(Graduate Classes)

Overall Totals	Cr Ern	Cr Att	Cr Ern	Qual Pts	GPA
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(Waiting List)

Not on the Wait List for any future courses.