How to Register for Courses Using WebAMC (Online Resources)
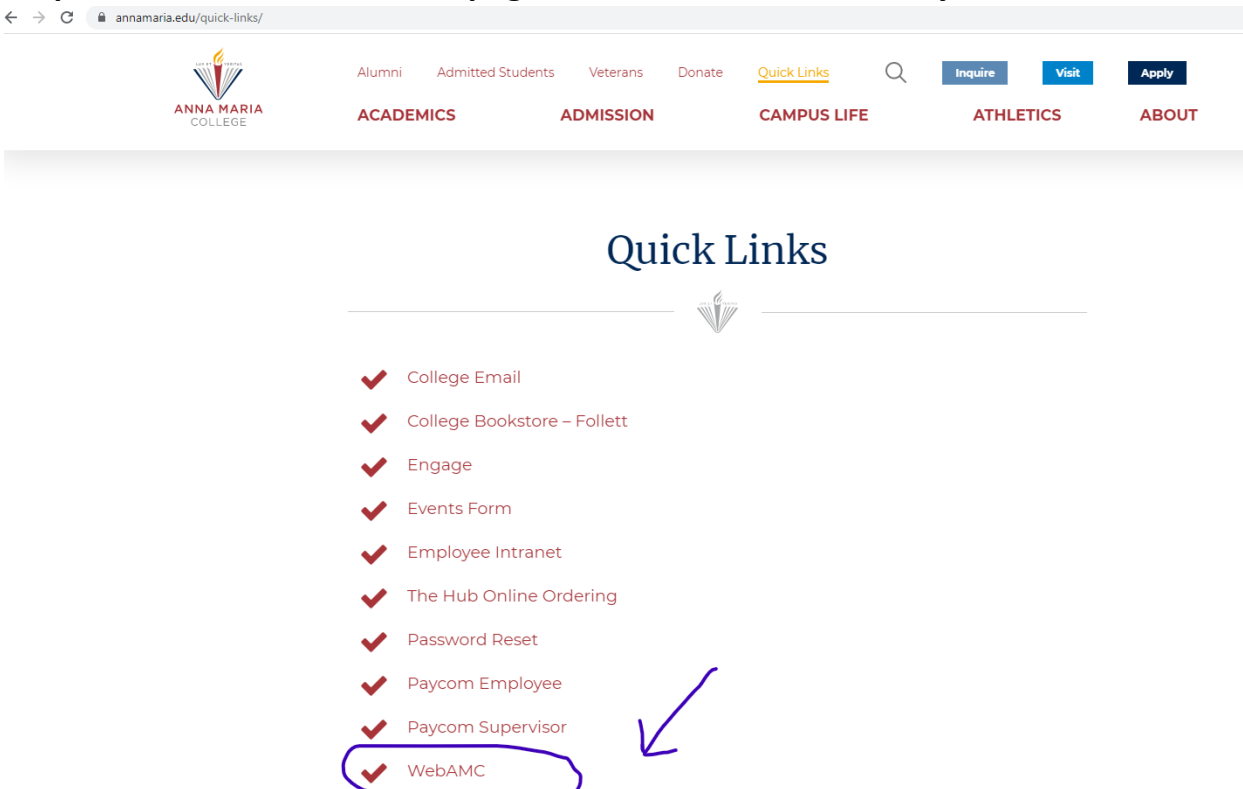
Step 1: Go to the Anna Maria College website www.annamaria.edu and select quick links :
https://annamaria.edu/quick-links/

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

Quick Links

- College Email
- College Bookstore – Follett
- Engage
- Events Form
- Employee Intranet
- The Hub Online Ordering
- Password Reset
- Paycom Employee
- Paycom Supervisor
- WebAMC

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)

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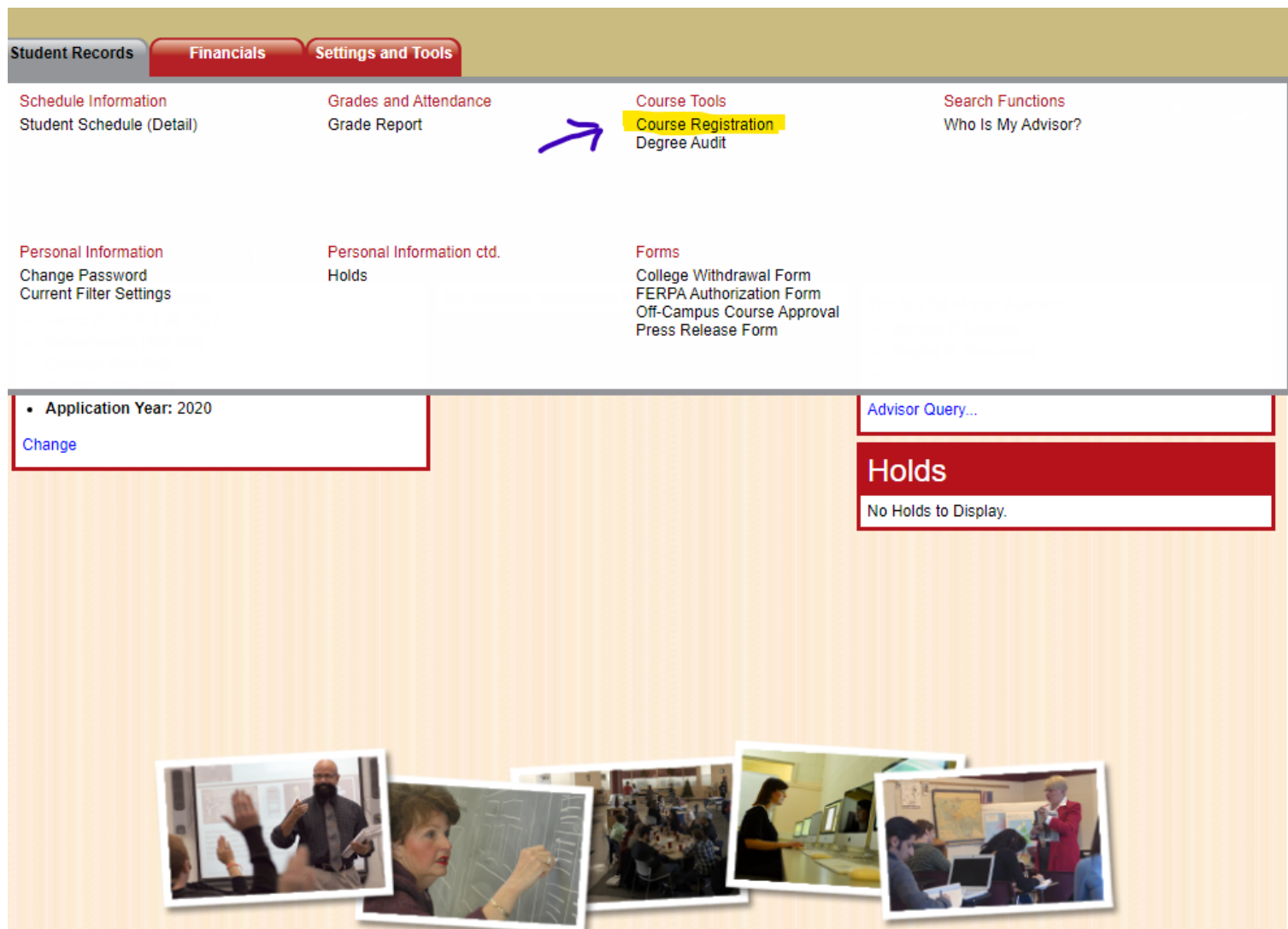
Step 5: Next click on the 'Course Registration' selection

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.

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.

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!

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

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:

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 Schedule (Detail)

Change Current filter settings: **Person:** ▇▇▇▇▇▇ **Term:** 2021FA: Fall 2021 **Dept: Crse: Sect: App. Year:** 2020

Name
▇▇▇▇▇▇

Mailing Address
▇▇▇▇▇▇

Campus Mail Box

Phone Numbers
CELL: ▇▇▇▇▇▇

(Current Information)

Major	Minor	Specialize1	Specialize2	Track
Business Administration		International Student		

(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	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	ONLINE	MCCREERY	START: 09/02/2021				
Term Totals										0	0	0	0

Undergraduate Institutional Totals	Cr Ernl	Cr Att	Cr Ern	Qual Pts	GPA
	16	0	0	0	0

Overall Undergraduate Totals	Cr Ernl	Cr Att	Cr Ern	Qual Pts	GPA
	16	0	0	0	0

(Graduate Classes)

Overall Totals	Cr Enrl	Cr Att	Cr Ern	Qual Pts	GPA

(Waiting List)

Not on the Wait List for any future courses.