

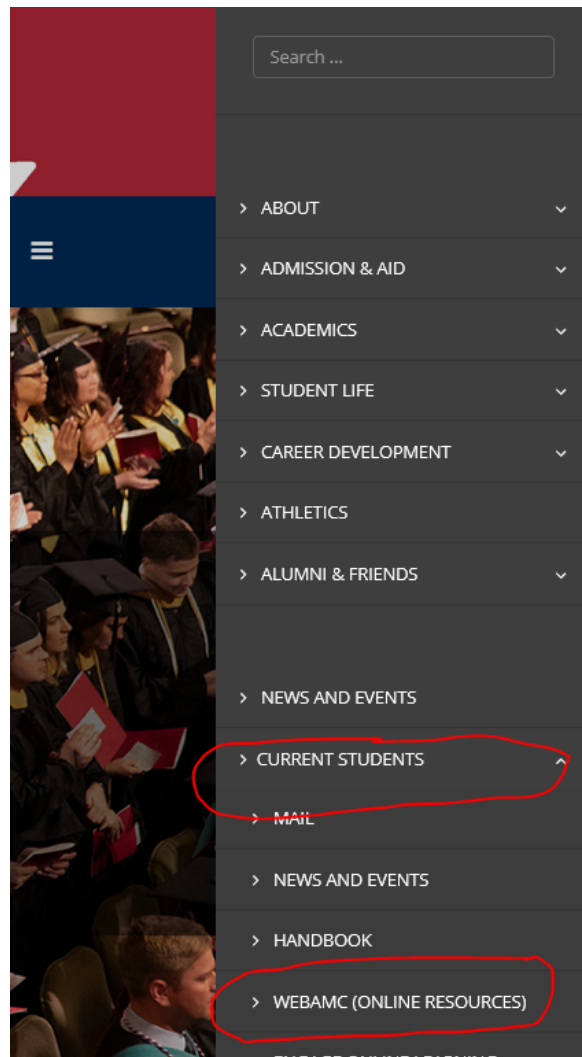
How to Register for Courses Using WebAMC (Online Resources)

Step 1: Go to the Anna Maria College website: www.annamaria.edu

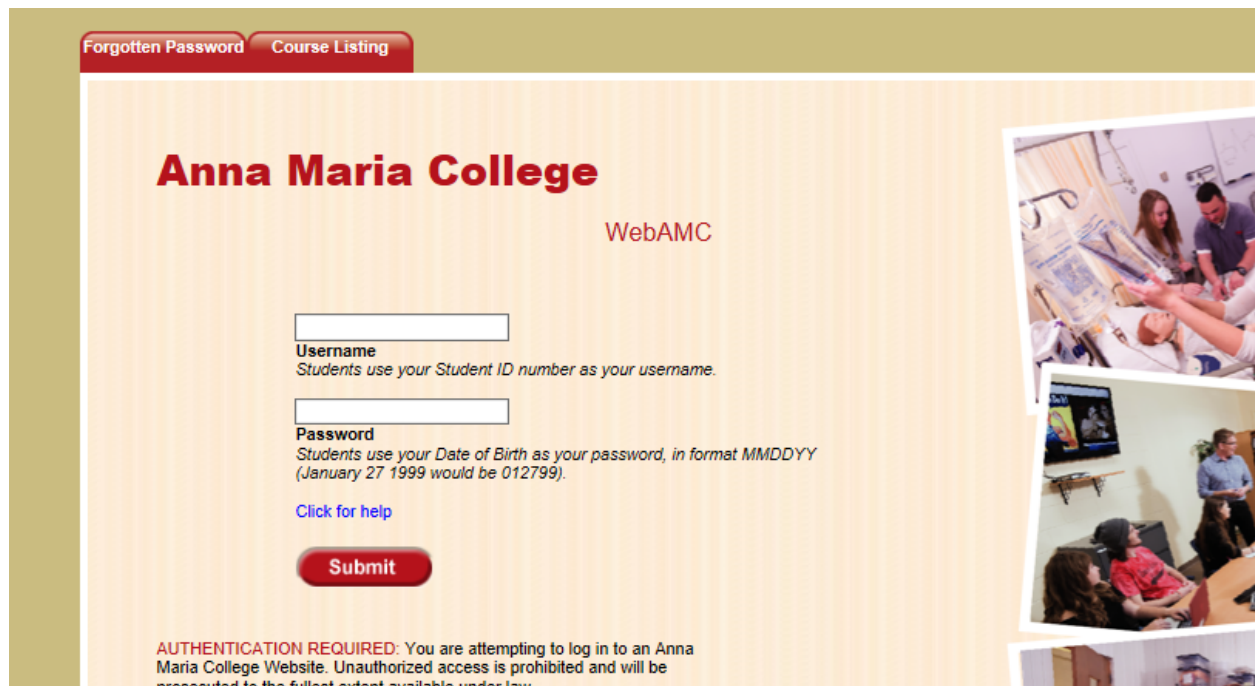
Step 2: Click the menu bar that has three lines on the top right of the page:



Step 3: Once you click on the menu bar, the side menu pops up and displays many options. You need to click on where it says 'Current Students' and then click on 'WEBAMC (ONLINE RESOURCES)' :



Step 4: 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)



Forgotten Password Course Listing

Anna Maria College

WebAMC

Username
Students use your Student ID number as your username.

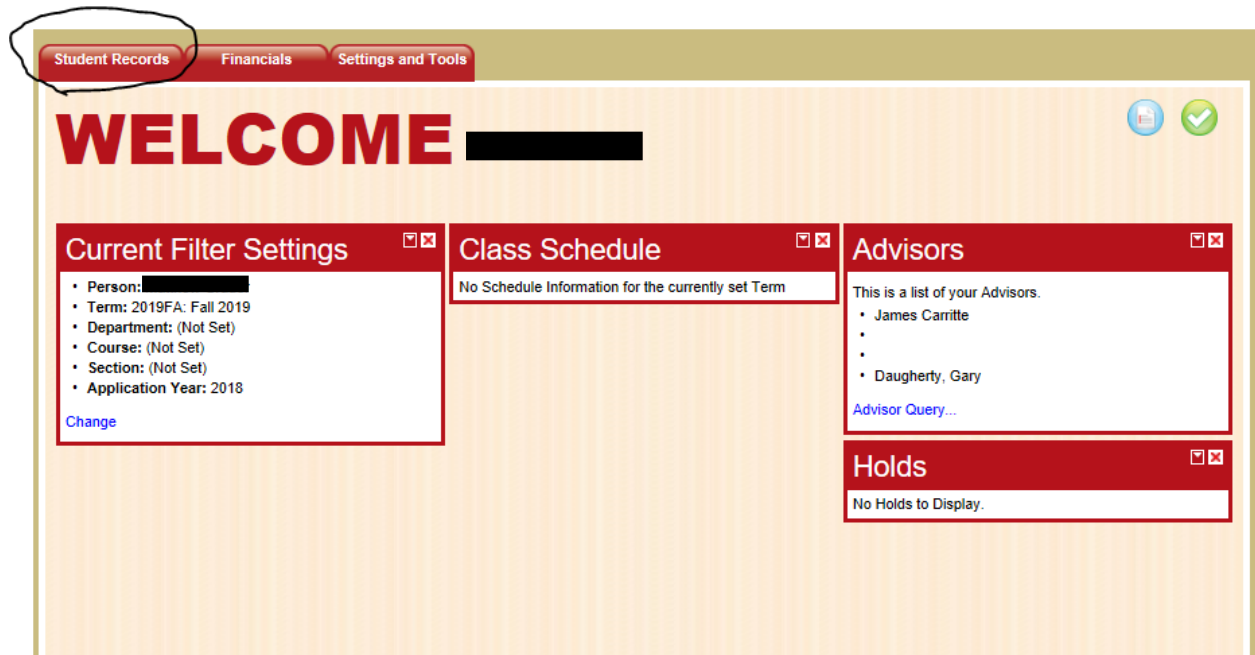
Password
Students use your Date of Birth as your password, in format MMDDYY (January 27 1999 would be 012799).

[Click for help](#)

Submit

AUTHENTICATION REQUIRED: You are attempting to log in to an Anna Maria College Website. Unauthorized access is prohibited and will be prosecuted to the fullest extent available under law.

Step 5: 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: 2019FA: Fall 2019
- Department: (Not Set)
- Course: (Not Set)
- Section: (Not Set)
- Application Year: 2018

[Change](#)

Class Schedule

No Schedule Information for the currently set Term

Advisors

This is a list of your Advisors.

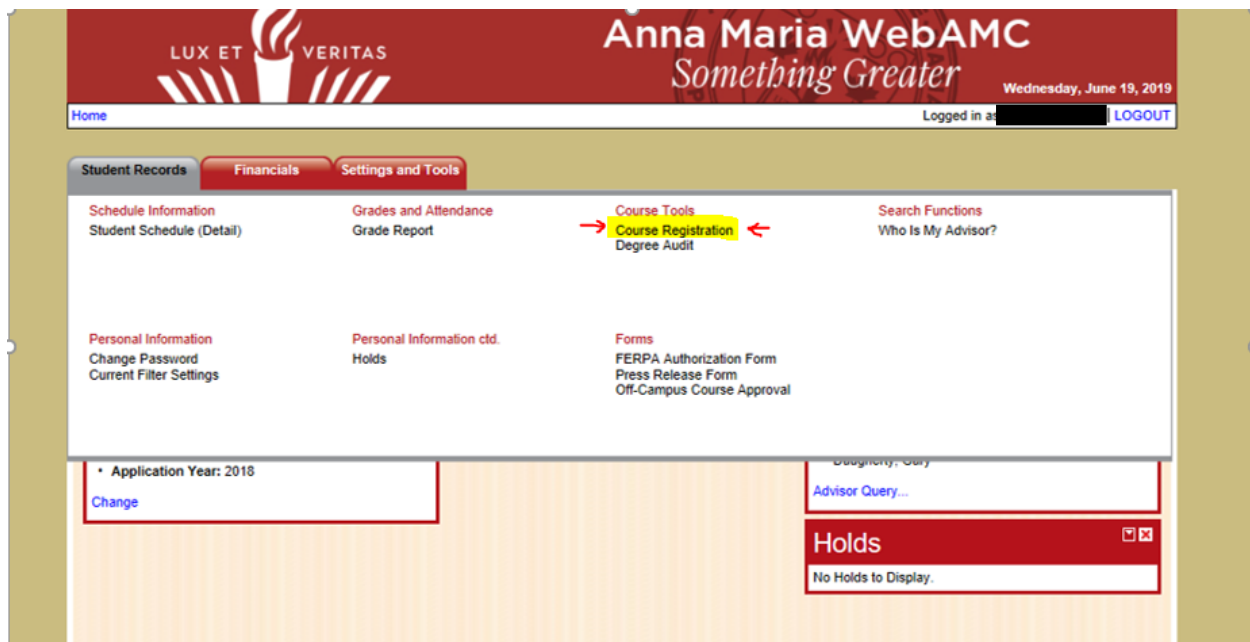
- James Carritte
- Daugherty, Gary

[Advisor Query...](#)

Holds

No Holds to Display.

Step 6: Next click on the 'Course Registration' selection



Step 7: 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 2019). 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 8: 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.

Course Registration

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered	15	
Pending		

Fall 2019

Classes Successfully Registered for Listed Below

[Add Courses](#) 

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
Drop	AMC	100	4	CR	FYS: MY STORY	3	M W F	10:00 AM/10:50 AM	FOURNIER N
Drop	ENG	103	2	CR	FRESHMAN COMPOSITION	3	M W F	08:00 AM/08:50 AM	FLANAGANED
Drop	FRS	104	1	CR	PRINCIPLES OF EMERGE	3	T R	09:25 AM/10:50 AM	DAUGHERTYG
Drop	FRS	107	1	CR	FUNDAMENTAL OF FIRE	3	M W F	09:00 AM/09:50 AM	BOGARTT
Drop	PHL	110	3	CR	INTRO TO PHILOSOPHY	3	T R	12:15 PM/01:30 PM	OPANASETSN

Credits: 15

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 9: 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 <input type="text"/>	Instructor (Select An Instructor) ▾
Days Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>	Ends Before (24HH:MM) <input type="text"/>
Starts After (24HH:MM) <input type="text"/>	

[Search](#)

Step 10: 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:

Enroll	SetClr	Type	Dept	Crse	Sect	Description	Cr	Loca	Bldg	Room	Start	Days	Time	Instructor	Avail
<input type="checkbox"/>		Credit	AMC	100	1	FYS: US FOREGIN POL	3	Paxton Campus	FOUNDR	207	09/04/2019	M W	03:00 PM/04:16 PM	RACUSENSE	18 Detail

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 11: 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:

Pending

Fall 2019

Classes Successfully Registered for Listed Below

Add Courses	Drop	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<input type="button" value="Drop"/>	<input type="button" value="Drop"/>	ENG	103	2	CR	FRESHMAN COMPOSITION	3	M W F	08:00 AM/08:50 AM	FLANAGANED
<input type="button" value="Drop"/>	<input type="button" value="Drop"/>	FRS	104	1	CR	PRINCIPLES OF EMERGE	3	T R	09:25 AM/10:50 AM	DAUGHERTYG
<input type="button" value="Drop"/>	<input type="button" value="Drop"/>	FRS	107	1	CR	FUNDAMENTAL OF FIRE	3	M W F	09:00 AM/09:50 AM	BOGARTT
<input type="button" value="Drop"/>	<input type="button" value="Drop"/>	PHL	110	3	CR	INTRO TO PHILOSOPHY	3	T R	12:15 PM/01:30 PM	OPANASETSN
Credits:							12			

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 12: 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 call the Registrar's office at 508-849-3475.