

ONLINE REGISTRATION INSTRUCTIONS

Students must be cleared by the primary advisor through AMOS before their assigned online registration period.

Students can be cleared for online registration **ONLY** after they have met with their advisor(s) and the advisor(s) has approved their schedule.

If you have more than one advisor you are still required to meet with all of them but only the primary advisor can grant online registration clearance.

After you have met with your advisor(s) the following steps should be taken to register online.

Open AMOS



Login using your ID and password

Click on the College Students tab located at the top of the page

Click on the Online Registration tab [Online Registration](#) located on the left side of the screen

There are 2 options to Register Online.

Online Registration

[Printer Friendly](#)

Course Schedules

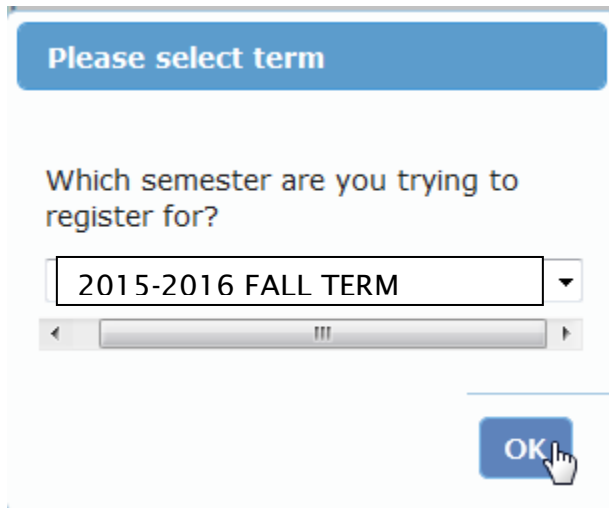
Online Registration

[Register Online](#) [Course Search](#)

Note: This is a preliminary schedule only. The registrar may switch sections or class times if necessary. Your schedule will be finalized by Aug. 1 for the fall semester, or Dec. 1 for the spring semester.

Online Registration using Option 1, Register Online

Click on the Register Online link. A box will appear allowing you to select the registration year and term.



Please select term

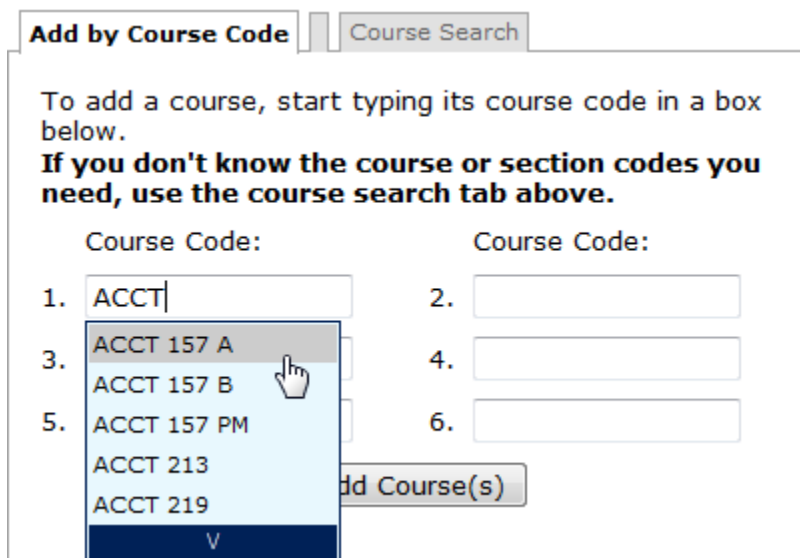
Which semester are you trying to register for?

2015-2016 FALL TERM

OK

Click the OK button.

If you already know the days and times of courses you wish to take, key in the course code, for example, ACCT. From the dropdown box select the course for which you wish to register.



Add by Course Code | Course Search

To add a course, start typing its course code in a box below.
If you don't know the course or section codes you need, use the course search tab above.

Course Code: Course Code:

1. ACCT 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

ACCT 157 A
ACCT 157 B
ACCT 157 PM
ACCT 213
ACCT 219

Add Course(s)

You may fill up to 6 slots with courses, labs, or problem sessions. Click on the Add Course(s) button. If you need to fill more than 6 slots, after clicking on the Add Course(s) button the screen will refresh. You will be able to see your schedule and, if necessary, continue to select courses, labs, or problem sessions.

Add by Course Code |

To add a course, start typing its course code in a box below.
If you don't know the course or section codes you need, use the course search tab above.

Course Code: Course Code:

1. 2.

3. 4.

5. 6.

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	ACCT 157 A	FINANCIAL ACCOUNTING	MW 8:15 - 9:45 AM	Main Street Campus Comenius Hall 213	1.00
<input type="checkbox"/>	BIOL 100	PRINCIPLES OF BIOLOGY	MWF 11:45 - 12:35	Main Street Campus Hall of Science 202	1.00
<input type="checkbox"/>	BIOL 100 LB	PRINCIPLES OF BIO LAB	R 12:45 PM - 3:45	Main Street Campus Hall of Science 300	0.00
<input type="checkbox"/>	HIST 112 A	EUROPEAN CIV SINCE 1500	TR 10:20 - 11:30 AM	Main Street Campus Comenius Hall 305	1.00
<input type="checkbox"/>	MUS 100 1	PERFORMANCE		Priscilla Payne Hurd (South) Campus Music Center TBA	0.25
<input type="checkbox"/>	REL 126	JUDAISM	MW 1:10 PM - 2:20	Main Street Campus Comenius Hall 114	1.00

When you have added **ALL** courses, labs, and problem sessions click on the Finish Registration button to finish your schedule. No changes may be made once you click on the link to submit your schedule.

An email will be sent to you and to you advisor showing the courses you have submitted.

Finished Registering?
 Click below to submit your schedule when **completely** finished.

Register Online using Option 2, Course Search



Click on the Course Search link. A box will appear allowing you to select the registration year and term.

Online Registration

Course Schedules

[Main](#) > [Register Online](#) > Main

Online Registration

 [Register Online](#)  [Course Search](#)

Please select term

Which semester are you trying to searchfor?

2015-2016 FALL TERM

OK

On the screen you can search for a course, lab, or problem session using a variety of dropdown menus. After making your selection, click on the Search button.

Course Search

Term: ▼

Department: ▼

Title: ▼

Course Code: ▼ ▼

Linc Req: ▼

Time: ▼ To: ▼

Meets on any day(s)

Meets only on the selected days

Monday Friday

Tuesday Saturday

Wednesday Sunday

Thursday

Faculty: ▼


Campus: ▼

Building: ▼

Section Status: ▼

On the next screen, click to add a checkmark next to the course, lab, or problem session you wish to add.

Search Results

 **Tip:** If there is no "Add" checkbox next to the class you want to add, click on its course code for details.

[Search Again](#)

Term: 2015-2016 FALL TERM

Division: DAY UNDERGRADUATE

Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits/Units	LinC
<input checked="" type="checkbox"/>	ACCT 157 A	FINANCIAL ACCOUNTING	Vinciguerra, Barbara	10/30	O	MW 8:15 AM-9:45 AM; Main Street Campus, Comenius Hall, Accounting Classroom	1.00	
<input type="checkbox"/>	ACCT 157 B	FINANCIAL ACCOUNTING	Vinciguerra, Barbara	24/30	O	MW 12:15 PM-1:45 PM;	1.00	
<input type="checkbox"/>	ACCT 157 PM	FINANCIAL ACCOUNTING	Klatchak, Michael J.	14/20	O	M 6:30 PM-9:30 PM;	1.00	
<input type="checkbox"/>	ACCT 213	COST ACCOUNTING	Vinciguerra, Barbara	4/30	O	TR 10:20 AM-11:30 AM;	1.00	
<input type="checkbox"/>	ACCT 219	INTERMEDIATE ACCOUNTING II	Rossi, John D. III	9/30	O	MW 9:20 AM-10:50 AM;	1.00	

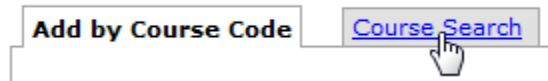
At the bottom of this screen click on the Add Courses button

At the bottom of the next screen you'll see the course, lab, or problem session added to your schedule.

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits/Units
<input type="checkbox"/>	ACCT 157 A	FINANCIAL ACCOUNTING	MW 8:15 - 9:45 AM	Main Street Campus Comenius Hall 213	1.00

To continue adding courses, labs, or problem sessions click on the Course Search tab located next to Add by Course Code tab

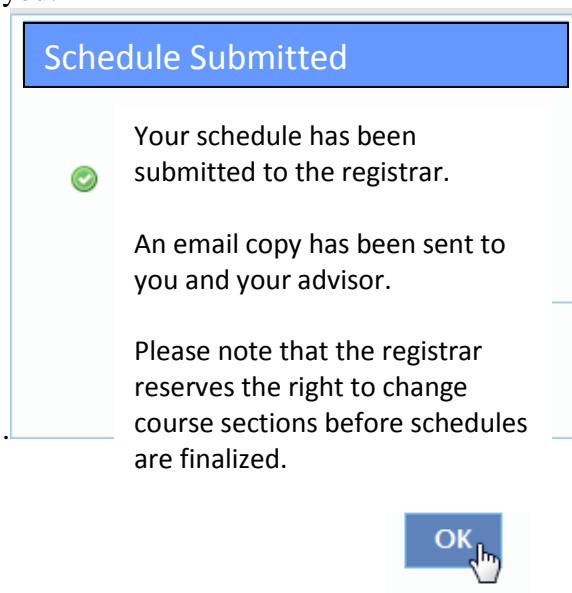


When you have added **ALL** courses, labs, and problem sessions click on the Finish Registration button to finish your schedule. No changes may be made once you click on the link to submit your schedule.

An email will be sent to you and to you advisor showing the courses you have submitted.



A window will pop up indicating your schedule has been submitted and an email will be sent to you.



Click the OK button.