

## 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.

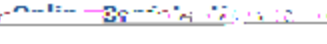
After you have met with your advisor(s) the following steps should be taken to register online.

Open AMOS

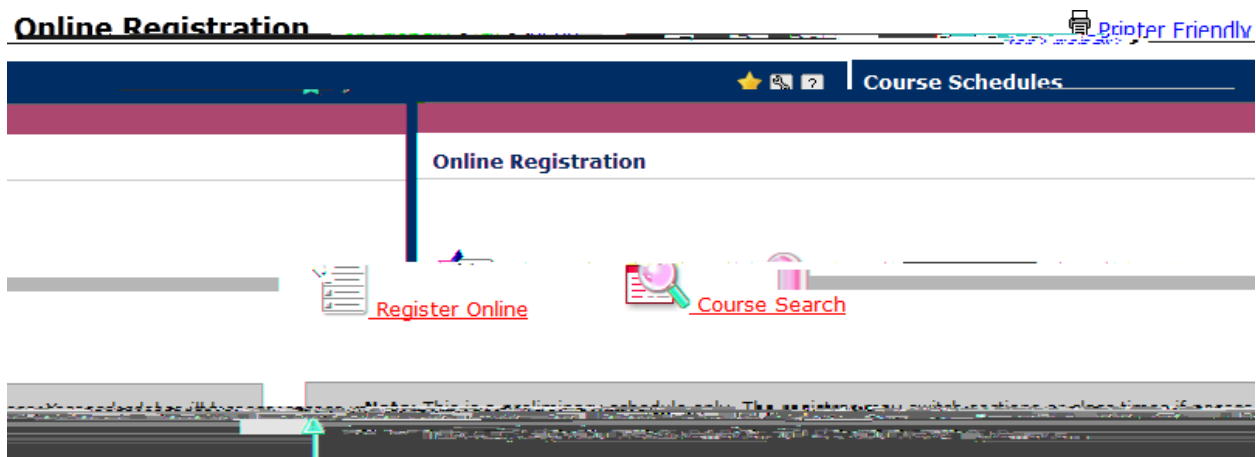


Login using your ID and password

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

Click on the Online Registration tab  located on the left side of the screen

There are 2 options to Register Online.



## 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.

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 menu, select the course code you wish to add to your O

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**

Course Code:  Course Code:

1.  2.

3.  4.

5.  6.

**Add Course(s)**

**Your Schedule (Registered)**

Credits	Drop	Code	Title	Schedule	Location
0.00	<input type="checkbox"/>	<a href="#">BIOL 100 LB</a>	PRINCIPLES OF BIO LAB	R 12:45 PM - 3:45	Main Street Campus Hall of Science 300
1.00	<input type="checkbox"/>	<a href="#">HIST 112 A</a>	EUROPEAN CIV SINCE 1500	TR 10:20 - 11:30 AM	Main Street Campus Comenius Hall 305
ter TBA	0.25	<input type="checkbox"/>	<a href="#">MUS 100 1</a>	PERFORMANCE	Priscilla Payne Hurd (South) Campus Music Cent
1.00	<input type="checkbox"/>	<a href="#">REL 126</a>	JUDAISM	MW 1:10 PM - 2:20	Main Street Campus Comenius Hall 114

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.

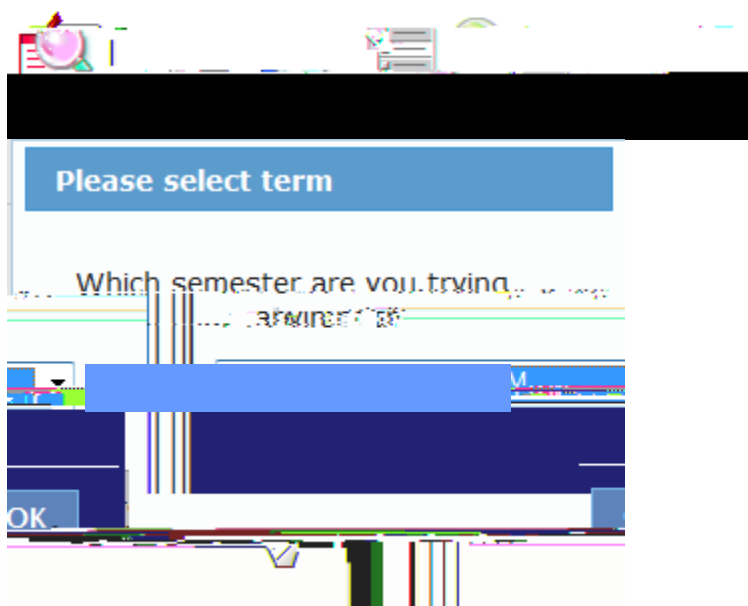
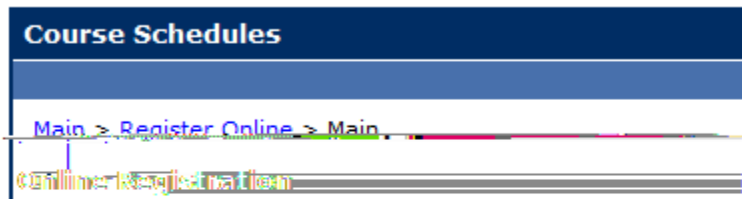
An email will be sent to you and to you advisor showing the courses you have submitted.



## 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



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: 2015-2016 FALL TERM ▼

Department: All ▼

Title: Contains ▼

Course Code: Begins With ▼ ACCT

Linc Req: All ▼

Time: ▼ To: ▼

Faculty: All ▼

Campus: All

Building: All ▼

Section Status: Open or Full ▼

Search Reset

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

**Search Results**

2015-2016 FALL TERM

Other previously

Search

ts	Status	Schedule	Credits/Units	LinC	Add	Course Code	Name	Faculty	Sea
W 8:15 AM-9:45 AM			1.00		<input type="checkbox"/>	ACCT 157.A	FINANCIAL	Vinciguerra	10/30 O
					<input type="checkbox"/>	ACCT 157.B	FINANCIAL		
					<input type="checkbox"/>	ACCT 157 PM	FINANCIAL ACCOUNTING		
					<input type="checkbox"/>	ACCT 213	COST ACCOUNTING		
					<input type="checkbox"/>	ACCT 219	INTERMEDIATE	Rossi, John	9/20 O

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

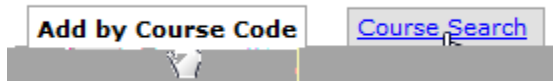


At the bottom of the next screen you'll see the course, lab, or problem session added to your schedule.

**Your Schedule (Registered)**

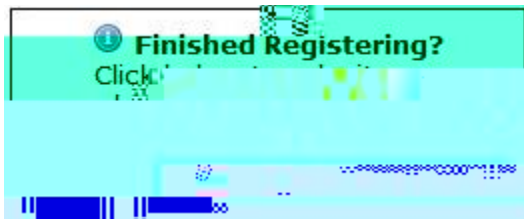
Drop	Code	Title	Schedule	Location	Credits/Units
	ACCT 157.A	FINANCIAL			

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

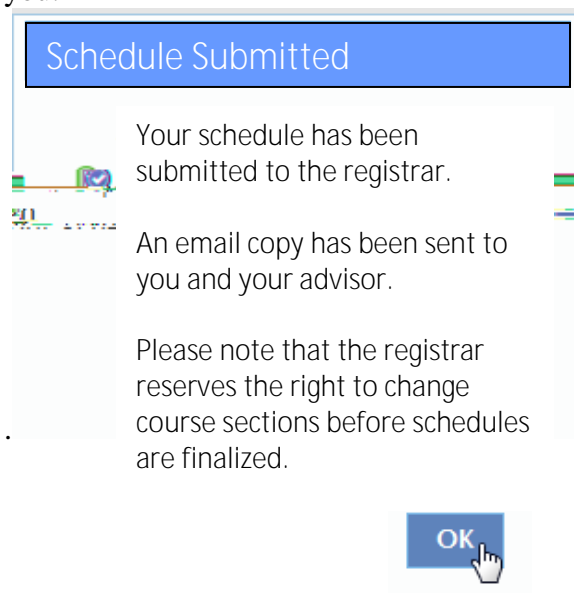


When you have added **ALL** courses, labs, and problem sessions click on the Finish Registration button to finish your schedule. No changes may be made once you click on the link to submit your schedule.

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.