

## FAQ - Advisors – Online Registration for Fall 2009

### 2009FA UGR DAY REGISTRATION:

#### **Please register your students in one of the following ways:**

Web login (new process) is the suggested method-(either by the student in your office, or by the student at a different location (dorm room, library etc).

You register them as you have done in the past (old process).

Instructions are located below in this document and the new process is controlled by the number of **credits EARNED**.

Please have your students print their schedules after they have registered to insure that they have a schedule in place.

**\*\*\* All students need to read the following Student Responsibility agreement before they register.**

See disclaimer: **STUDENT NOTICE: By entering your PIN number you hereby agree to the following:**

I accept responsibility for ensuring that all courses for which I register are appropriate to my degree program and class standing. I am responsible for the accuracy of all information I submit online to the College. I agree to notify the Office of the Registrar in writing of any withdrawal, or other change that affects my enrollment status in any class after on-line registration.

I understand that I am responsible for all charges incurred due to my online registration selection of courses unless I notify the Registrar's Office in writing of my complete withdrawal from the college prior to the closing of drop/add. If charges are incurred while attending and it should be necessary for Anna Maria College to use a collection agency, which is subject to the Fair Debt Collection Practices Act, I agree to pay all collection costs and attorney's fees.

I also understand that due to federal regulations, my Fall 2009 financial aid package is based upon a minimum number of hours of enrollment and if I fail to meet that minimum requirement after drop/add period, I will not be eligible for certain aid programs and will be responsible to pay any balance in full prior to participating in future registration periods or the release of transcripts. Charges for Fall enrollment are due **July 1, 2009** and are available for viewing on the Empower Web. If I fail to meet payment deadlines, I will experience delays in finalizing my Fall 2009 registration, **may be dropped from my courses**, and if applicable, may be removed from campus housing and have my meal plan canceled.

#### **How do advisors give the PINs to the students?**

In Empower, go to Student Records, Student Maintenance, and SR/SM option (see attachment of screen shots [View Advisor Pin.pdf](#)).

Please do not give out the PINs before they are scheduled to register (juniors first, etc). **Pin numbers are case sensitive (09FA-----) Log in link is <https://webamc.annamaria.edu>**

#### **1. Do advisors still need to meet with their advisees?**

Yes, the advising time is still a significant step in the process. Please make sure the students have backup or alternative courses in case a course is full.

#### **2. What if a student has a business hold or financial aid hold [can they still register?](#)**

No, students will not be able to register with a hold on their account. All students with holds have been notified through their AMCAT emails. Please encourage students to read their amcat email and remind them they can forward their email to their other accounts.

#### **3. What if a student does not meet the pre-requisite?**

For ex., the student is currently enrolled in SPN102 and wishes to register for SPN103 where SPN102 is the pre-requisite for SPN103. The student will receive a warning and the registration will be pending. Students will then select Reprocess Pending to successfully register for the course. Students will be notified via their amcat email about any errors in registration prior to the start of the fall semester.

**4. Can students register for summer courses themselves?**

Yes, please advise, and or register (encourage) students to register for summer courses. Summer I 2009-U1 and Summer II term 2009U2.

**5. Can students register for a sixth course?**

Yes, if they meet the guidelines for eligibility for a sixth course. Please note a change in billing policy: no additional charge for 17 or fewer credits but students will be charged for each additional credit (about \$650 per additional credit) above 17 credits.

**6. Can students register for a class that is full?**

No, only Division Chairs can do overrides. Core courses will not have overrides.

**7. Can students register for a fifth-year option graduate course?**

Yes, assuming the students meet the eligibility for a fifth-year option and approval from the graduate program director.

Instructions for web on-line registration:

1. Student will need to login into our AMC Web module via the student login link our on our home web page **OR** at <https://webamc.annamaria.edu> and enter their student id# and password.
2. Select Student records, and then course registration, enter the pin number (CASE SENSITIVE) assigned to the student, then select term 2009FA for the Fall term, (2009U1 for Summer 1 term, 2009U2 etc) and select register. Course can be searched by department name, by instructor and by the time, once courses appear on the screen, check of which class you were advised to take **OR** if you select search, all of the courses being offered will appear in alphabetical order.
3. Click on the select box for each of the classes you were advised to register for, and then select register, and if all of your courses are in the Successful Registration area, your registration process is now complete. (after you select the see detail button, please print your schedule) If you have any classes that are under the Pending Registration, please read what the message states, and if you agree, select the reprocessing button.
4. If by chance you have registered for a class that you do not have permission to take, you will be removed from this class by your advisor, so be very careful in your course selections.

5. See below snapshot.

The screenshot shows a Windows Internet Explorer browser window displaying a registration application. The address bar shows the URL: <https://192.168.19.19/empower/fusebox.cfm?fuseaction=WEB5RG50RegAdd>. The browser title is "Registration - ANM Play 3.57.0.57".

The application interface includes a navigation menu with tabs: Admissions, General, Fin Aid, Billing, and Records. The "General" tab is active.

At the top right of the application area, there is a "LOG OUT (100100100)" link. Below it, the user information is displayed: "Currently Set User: Mr. Sean P Ryder Term: 2009FA Dept: Crse: Sect:". A message states: "You are logged in as Sean Ryder with Students permissions. Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users."

The main form area contains several fields for registration details:

- Location:** (Select A Location) dropdown menu.
- Department:** (Select A Department) dropdown menu.
- Session:** (Select A Session) dropdown menu.
- Course:** text input field.
- Instructor:** (Select An Instructor) dropdown menu.
- Days:** checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun.
- Starts After (24HH:MM):** text input field.
- Ends Before (24HH:MM):** text input field.

A "Search" button is located at the bottom right of the form area.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 12:15 PM Monday 3/30/2009.

Registration - ANM Play 3.57.0.57 - Windows Internet Explorer

https://192.168.19.19/empower/fusebox.cfm?fuseaction=WEBSRG50RegList

File Edit View Favorites Tools Help

Google G Go Bookmarks 17 blocked Check AutoLink AutoFill Send to Settings

Registration - ANM Play 3.57.0.57

**LOG OUT (100100100)**

**Currently Set** User: Mr. Sean P Ryder Term: 2009FA Dept: Crse: Sect:

**Course Registration** You are logged in as **Sean Ryder** with **Students** permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

Admissions General Fin Aid Billing Records

Register

Enroll Set	Cr	Type	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Avail
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<input type="checkbox"/>	Credit	ART	100	1	1	DRAWING FOR NON-MAJO	3	ARTCTR	122	09/02/2009	W	16:00/18:55	CAOQUETTER	14 <a href="#">DETAIL</a>
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<input type="checkbox"/>	Credit	ART	101	1	1	DRAWING I	3	ARTCTR	119	08/31/2009	M W	13:00/15:50	LAMBERTA	14 <a href="#">DETAIL</a>
<input type="checkbox"/>	Credit	ART	200	1	1	THEORY OF COLOR AND	3	ARTCTR	116	08/31/2009	M	13:00/16:00	KELLNERT	15 <a href="#">DETAIL</a>
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<input type="checkbox"/>	Credit	ART	205	1	1	DESIGN & LETTERING	3	ARTCTR	122	09/01/2009	T R	09:25/10:40	LAMBERTA	15 <a href="#">DETAIL</a>
<input type="checkbox"/>	Credit	ART	242	1	1	PHOTOGRAPHY I	3	ARTCTR	122	08/31/2009	M	16:00/18:55	LEBEAUR	5 <a href="#">DETAIL</a>
<input type="checkbox"/>	Credit	ART	242	2	2	PHOTOGRAPHY I	3	ARTCTR	122	08/31/2009	M	13:00/16:00	LEBEAUR	6 <a href="#">DETAIL</a>
<input type="checkbox"/>	Credit	ART	303	1	1	OIL PAINTING I	3	ARTCTR	122	09/01/2009	T R	13:40/14:55	TORIBES	14 <a href="#">DETAIL</a>
<input type="checkbox"/>	Credit	ART	315	1	1	PRINTMAKING I	3	ARTCTR	116	08/31/2009	M	18:00/21:00	WACKELLD	15 <a href="#">DETAIL</a>
<input type="checkbox"/>	Credit	ART	351	1	1	ART HISTORY I	3	ARTCTR	122	08/31/2009	M W	14:00/15:15	SCHOFIELDD	20 <a href="#">DETAIL</a>

Done Internet 100%

start

EMPOWER - ... Desktop FAQ - adviso... Inbox - Micro... VIEW ADVIS... Registration ... Desktop

12:25 PM Monday 3/30/2009