How to Register for Courses Using WebAMC (Online Resources)

Step 1: Go to the Anna Maria College website: [www.annamaria.edu](http://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)’: 

![Menu Bar Screenshot]
Step 4: Next you will need to log in. You will do so using your Student ID # (100xxxxxxx) as your username, and your default password is your date of birth in a 6 digit format. Example: April 08, 2000 (040800)

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
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]

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!

![Course Registration]
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:

- 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 Founders 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:
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.