WEBSTER Web Registration Instructions:

STEP 1: Type the address www.my.aum.edu and enter your User ID (S NUMBER) and PIN number (usually your 6 digit birth date), and then click "login".

STEP 2: Click on "Webster Registration System" to the left of your screen.

STEP 3: Click on "Student Services".

STEP 4: Click on "Registration" to register.

STEP 5: Review the Refund Policy then click on "Select Term".

STEP 6: Choose the term for which you wish to register and click "Submit".

STEP 7: Click on "Register and/or Add/Drop Classes".

STEP 8: Type in your registration code (also called "alternate pin"), it is on the advising sheet provided by your Advisor.

STEP 9: Scroll down to Add Classes Worksheet – you will see 10-slots, for CRNs, on your screen. This allows you to add classes (if you have already searched classes and decided on ones to register for), enter their CRN (course reference number) in the space provided. The CRNs are found in the schedule of classes printed each term. CRN – number assigned to a specific class in a specific semester, there are no two CRN numbers the same in one semester.

STEP 11: To see if you have successfully registered, click on the "Return to menu" button located at the top of the screen. This button returns you to the registration page.

STEP 13: Click on "Student Schedule by Date & Time" or "Student Detail Schedule" and you will see your current schedule.

STEP 14: Print your schedule. You can do this by clicking on the printer icon at the top of your screen.

STEP 15: To logoff the system, click on the small "X" in the upper right corner of the window.

Below are some important points to make note of:

1. After 15 minutes of inactivity, the system will log you off and you will have to login again. Touching any key on keyboard keeps you “active” and prevents logoffs.
2. If a security screen appears, click on "continue" (This interruption may happen often).
3. To go back, click on “menu” at the top of the page, NOT the back button on the browser.
Error Messages:

Corequisite: if that class has a lab (Science), you must register for both class and lab at the same time. See hint 2 of step 9 on page 1.

Prerequisite: there is a required course you must take before you are able to take that course. Be advised if you registered for a course in an upcoming semester and you did not pass the prereq course in the current semester, you must drop the upcoming course. You should also re-register for the course you were not successful in.

Class Restriction: that class is restricted to a certain classification. Most times you will see this for upper level junior and senior courses that have a greater workload.

As of now, there is not an official waitlist function in Webster but for high demand courses we try to accommodate students if possible.

Dropping Classes:

**STEP 1:** Type the address www.my.aum.edu and enter your User ID (S NUMBER) and password (usually your 6 digit birth date), and then click "login".

**STEP 2:** Click on “Webster Registration System” to the left of your screen.

**STEP 3:** Click on “Student Services”

**STEP 4:** Click on “Registration For And/Or Drop Classes” to register.

**STEP 5:** Entry your alternate pin number.

**STEP 6:** Under Current Schedule click on pull down arrow (under Action) on the course you wish to drop.

**STEP 7:** Choose the appropriate action (drop/withdraw).

**STEP 8:** Click on “Submit Changes” at the bottom.

Important Terms and Abbreviations:

- **C** = closed (no seats are available)
- **CRN** = course reference number (4 digit number – in blue – for a particular section of a course)
- **WI** = writing intensive course (includes one extra hour of credit)

Most courses are two days a week but on occasion, you will see a one-day a week course. Labs are usually one day a week but sometimes can be two days a week.

- **M** = Monday
- **T** = Tuesday
- **W** = Wednesday
- **R** = Thursday
- **F** = Friday
- **S** = Saturday
- **U** = Sunday

- **TBA/Online** = online class
- **Hybrid** = course is a combination of campus and online, contact professor for specific details. Also, please contact the professor if you have special scheduling circumstance and need the course.

- **BUSBLD/B/ Business Bldg./CH = Clement Hall**
- **EDUCBL = Education Building**
- **Goodwyn or GH= Goodwyn Hall**
- **LATECH/TW = Liberal Arts Building (right half of the Education Bldg., front section of the building)**
- **LIBART/A = Liberal Arts Building (right half of the Education Bldg., back section of building)**
- **LIBARX SCULP = Liberal Arts Annex Sculpture Studio (past the Baseball Fields on Oliver Rd.)**
- **LIBARX PHOTO = Goodwyn Hall basement (to the right of elevator)**
- **LIBTOW = Library Tower**
- **NURSNG = Moore Hall (Nursing Building)**
- **UNICTR = Taylor Center**

Core – general studies component as defined by the State Articulation Committee includes course work in English composition, literature, history, sciences, fine arts, social sciences and mathematics to be taken during the lower-division years, primarily at the freshman level.

Sequence = two courses in series (example: HIST 1010 & 1020, SPAN 1010 & 1020).

Staff = Instructor listed as “Staff” simply means one has not currently been assigned to the course.

Transient = a fully admitted student taking courses at another institution for the sole purpose of transferring.