Webster Registration Instructions

1. AFTER your **My AUM** Student Account has been activated, login at <u>***My.AUM.edu***</u>. Under the *LaunchPad* menu on the upper left, click on *Webster Registration System.*

2. Click on *Student Services*.

3. Click on *Registration*.

4. <u>SCROLL DOWN</u> and click on *Select Term*; then *submit* the chosen term.

5. <u>SCROLL DOWN</u> and click on *Register for and/or Drop Classes*.

6. Carefully read the Acceptance of Financial Responsibility.

7. Type in your *Alternate PIN* (from your pink advising sheet) at the prompt and click *Submit*.

8. Scroll to the bottom of the *Add/Drop Classes* screen, and click on *Class Search*.

9. Click on the chosen subject, then click *Course Search.*

10. Scroll through the options until you find the appropriate course, then click *View Sections.*

11. Click on the box to the left of your chosen course then SCROLL DOWN, and click on *Register*. (If the letter "C" appears instead of a box, the course is full and you cannot register into it.)

12. **How to register for a course with a lab:** choose the desired class, click the box next to it, scroll down and click *Add to worksheet*. On the next screen click on *Class Search*, enter the subject again, then *Course Search*. Scroll through the options and find the appropriate lab. Click *View Sections*, choose the desired lab, click the box next to it, scroll down and click *Add to worksheet*. On the next screen (**after** the CRN numbers of BOTH the class AND the lab have been entered into the worksheet) click on *submit changes.*

13. **To drop a course**, on the *Add/Drop Classes* screen under **Action**, click the drop down menu next to the course you want to drop, click *Drop Course*, then SCROLL DOWN to the bottom of the page and click *Submit Changes.*

14. Click *Return to Menu* at the top of the page to return to the registration page.

15. View and print your schedule by choosing *Student Schedule by Day and Time* OR *Student Detail Schedule* at the bottom of the page. Print your schedule by clicking the printer icon at the top of your screen.

16. To logoff the system, click on *Exit* in the upper right corner of the page.

See important notes on reverse

Key to Webster terms and abbreviations:

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

BIOL = Biology	**POLS** = Political Science	**M** = Monday	**BUSBLD** = Clement Hall
ENGL = English	**PSCI** = Physical Science	**T** = Tuesday	**Business Bldg**. = Clement Hall
HIST = History	**PSYC** = Psychology	**W**= Wednesday	**EDUCBL** = Education Building
MATH = Mathematics	**SOCI** = Sociology	**R** = Thursday	**Goodyn** = Goodwyn Hall
MUSI = Music	**THEA** = Theater	**F** = Friday	**LATECH** = Liberal Arts Building
NURS = Nursing	**VISU** = Visual Arts	**S** = Saturday	**LIBART** = Liberal Arts Building
PHIL = Philosophy		**U** = Sunday	**NURSNG** = Moore Hall (Nursing Building)
		TBA = online class	**Science building** = Goodwyn Hall
			UNICTR = Taylor Center

Important notes:

1. Your **student ID number** is the 9 digit number beginning with "S0" that was in your admission letter from the Admissions Office. Be sure to use a capital "S" and zeroes, not the letter "O."

2. During September and February, the pre-nursing advisor will send out emails with information about the next registration dates and alternate PIN numbers. Pre-nursing students are **required** to meet with an advisor **each semester** to receive the new alternate PIN.

3. Class schedules are usually available on the AUM website (www.aum.edu) at least a couple of weeks before registration begins.

4. Register for lab science courses *first* and then work other courses into your schedule.

5. **BEFORE** registration begins, check your "Registration Status" in Webster. Click on "Student Services," then "Registration," then scroll to the bottom of the page and click on "Check your Registration Status." On this page you can view any holds on your account, your academic standing, and your student status (e.g. freshman, sophomore, junior or senior).

6. Choose courses and set up a desired schedule *before* registration begins. Then on the day of registration you can just enter the CRN numbers (CRN = the 4-digit number **in blue** to the left of the subject on the "View Sections" screen) of your chosen courses and register for all of them at once.

7. If you contemplate dropping a course, **FIRST** check to see how your student account will be affected: financial aid (334)244-3571, scholarships, athletic eligibility, insurance, etc. You may be required to **pay back** funds that were paid for that course if you drop it. ALWAYS check first!!!!

8. If you wish to drop a course to replace it with another one, it is *strongly* recommended you first check to see if there is a seat available in the section you wish to add before dropping a course you already have a seat in. If the course you are dropping has been boosted (over capacity), you will **NOT** be able to regain the seat you have lost.

9. Please read the messages on the Webster homepage about schedule changes and resultant fees. If you drop a course, it is *strongly* advised that you print a copy of the screen which shows the date you dropped, so that you have a record of the drop date if it ever comes into question.