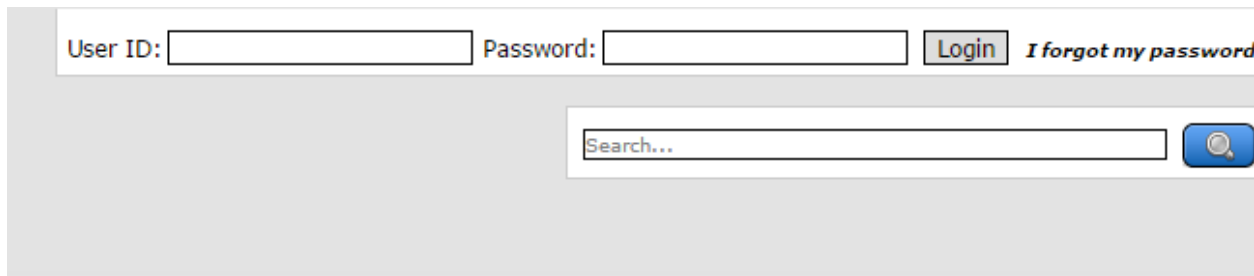




MORAVIAN  
COLLEGE

# AMOS Online Registration

- ▶ Open AMOS
- ▶ Login using your user ID and password that was provided to you



A screenshot of the AMOS login interface. It features a light gray background. At the top, there is a white rectangular box containing the login fields. On the left, it says "User ID:" followed by a text input field. To the right of this is "Password:" followed by another text input field. To the right of the password field is a "Login" button with a gray border. Further to the right is a link that says "I forgot my password" in a smaller, italicized font. Below the login fields, there is a search bar with the placeholder text "Search..." and a blue magnifying glass icon to its right.

- ▶ Click on the Continuing Ed tab located at the top of the page

# **NOTE:**

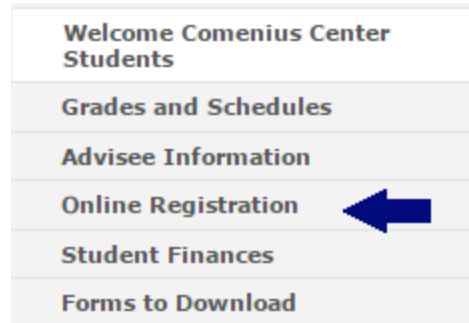
- ▶ If you have a HOLD on your student account you will receive the following message. All student information is unavailable until the HOLD has been satisfied.
- ▶ Contact the Bursar's Office at 610-861-1588 for additional information



## **STUDENT HOLD**

Your student information is unavailable due to a hold on your student account. At right, you will see a list of the holds that are preventing you from seeing your personal information.

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



- ▶ There are 2 options to register online: Register Online or Course Search

#### Online Registration



[Register Online](#)

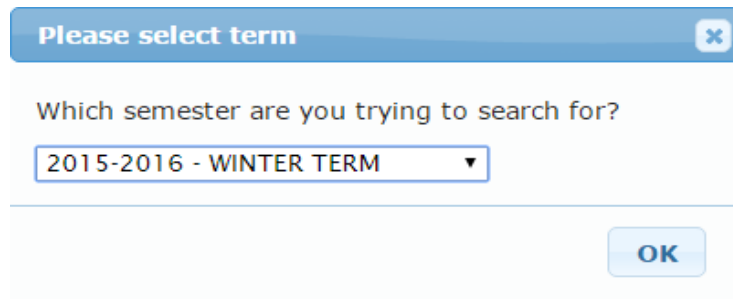


[Course Search](#)

# **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

A screenshot of a web-based dialog box titled "Please select term" with a close button (X) in the top right corner. The text inside the box asks, "Which semester are you trying to search for?". Below this text is a dropdown menu that currently displays "2015-2016 - WINTER TERM" with a downward-pointing arrow on the right. At the bottom right of the dialog box is an "OK" button.

Please select term

Which semester are you trying to search for?

2015-2016 - WINTER TERM ▼

OK

- ▶ Click the OK button

- ▶ If you already know the days and times of courses you wish to take, key in the course code (example: NURS, SPAN)
- ▶ From the dropdown box select the course for which you wish to register

Add by Course Code

Course Search

To add a course, start typing its course code in a box below.  
**If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. <input type="text" value="ACCT"/>	2. <input type="text"/>
3. <input type="text" value="ACCT 157 Z"/>	4. <input type="text"/>
5. <input type="text" value="ACCT 258 Z"/>	6. <input type="text"/>

Add Course(s)

- ▶ You may fill up to 6 slots with courses, labs, or problem sessions
- ▶ Click on the Add Course(s) button

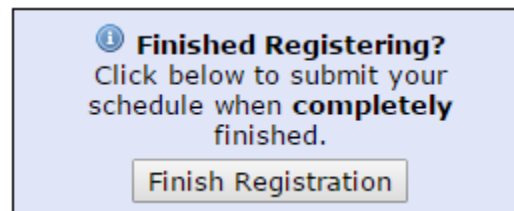
Add Course(s)

- ▶ 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

Your Schedule (Registered)				
Drop	Code	Title	Schedule	Location
	<a href="#">BIOL 205</a>	PATHOPHYSIOLOGY	MW 1:10 PM - 2:20	Main Street Campus Priscilla Payne Hurd Academic Complex 102
	<a href="#">NURS 212</a>	HOLISTIC ASSESSMENT	MW 7:30 - 8:40 AM	Main Street Campus Memorial Hall 302
	<a href="#">NURS 212 LB</a>	HOLISTIC ASSESS PRACTICUM	R 7:00 - 3:30	Main Street Campus No Building-No Room Assignment TBA
	<a href="#">NURS 212 PS</a>	HOLISTIC ASSESS PS	F 7:30 - 8:40 AM	Main Street Campus Memorial Hall 302
	<a href="#">PSYC 207</a>	LIFESPAN DEVELOPMENT	MW 8:55 - 10:05 AM	Main Street Campus Comenius Hall 005
	<a href="#">SOC 115 C</a>	INTRODUCTORY SOCIOLOGY	WF 2:35 PM - 3:45	Main Street Campus Priscilla Payne Hurd Academic Complex 330

- ▶ When you have added ALL courses, labs, and problem sessions click on the Finish Registration button to finish your schedule



- ▶ An email will be sent to you and to you advisor showing the courses you have registered for



# **Online Registration - Option #2**

## **Course Search**

- ▶ Click on the Course Search link

Online Registration



[Register Online](#)



[Course Search](#)

- ▶ A box will appear allowing you to select the registration year and term

**Please select term** ✕

Which semester are you trying to search for?

2015-2016 - WINTER TERM ▼

OK

- ▶ On the screen you can search for a course, lab, or problem session using a variety of dropdown menus

Term: 2015-2016 - WINTER TERM ▼

Department: All Comenius Center Courses ▼

Title: Contains ▼

Course Code: Contains ▼

Linc Req: All ▼

Division: All ▼

Time:  ▼ To:  ▼

☒ Meets on any day(s)

☐ Meets only on the selected days

☐ Monday ☐ Friday

☐ Tuesday ☐ Saturday

☐ Wednesday ☐ Sunday

☐ Thursday

Faculty: All ▼

Campus: All ▼

Building: All ▼

Section Status: Open or Full ▼

- ▶ After making your selection, click on the Search button
- ▶ On the next screen, click to add a checkmark next to the course, lab, or problem session you wish to add

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits/Units	Begin Date	End Date	LinC	Notes <a href="#">View Legend</a>
<input checked="" type="checkbox"/>	<a href="#">ACCT 157 Z</a>	FINANCIAL ACCOUNTING	Klatchak, Michael J.	3/25	Open	M 6:30 PM-9:30 PM	1.00	8/31/2015	12/18/2015		
<input type="checkbox"/>	<a href="#">ACCT 258 Z</a>	COMP & ACCT INFO SYSTEMS	Klatchak, Michael J.	15/25	Open	T 6:30 PM-9:30 PM	1.00	8/31/2015	12/18/2015		
<input type="checkbox"/>	<a href="#">ACCT 351 2 Z</a>	NOT-FOR-PROFIT ACCT	Basile, Christopher S.	16/31	Open	T 6:30 PM-8:00 PM	0.50	8/31/2015	12/18/2015		
<input type="checkbox"/>	<a href="#">ART 131 Z</a>	INTRO TO GRAPHIC DESIGN	Krenos, Elizabeth H.	8/13	Open	TR 6:30 PM-9:00 PM	1.00	8/31/2015	12/18/2015		<a href="#">1,4, ff</a>
<input checked="" type="checkbox"/>	<a href="#">ART 142 Z</a>	VISUAL FOUND:COMP,COLOR,DES	Staff	4/18	Open	MW 6:30 PM-9:00 PM	1.00	8/31/2015	12/18/2015		<a href="#">1,8</a>

- ▶ 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
	<a href="#">BIOL 205</a>	PATHOPHYSIOLOGY	MW 1:10 PM - 2:20	Main Street Campus Priscilla Payne Hurd Academic Complex 102
	<a href="#">NURS 212</a>	HOLISTIC ASSESSMENT	MW 7:30 - 8:40 AM	Main Street Campus Memorial Hall 302
	<a href="#">NURS 212 LB</a>	HOLISTIC ASSESS PRACTICUM	R 7:00 - 3:30	Main Street Campus No Building-No Room Assignment TBA
	<a href="#">NURS 212 PS</a>	HOLISTIC ASSESS PS	F 7:30 - 8:40 AM	Main Street Campus Memorial Hall 302
	<a href="#">PSYC 207</a>	LIFESPAN DEVELOPMENT	MW 8:55 - 10:05 AM	Main Street Campus Comenius Hall 005
	<a href="#">SOC 115 C</a>	INTRODUCTORY SOCIOLOGY	WF 2:35 PM - 3:45	Main Street Campus Priscilla Payne Hurd Academic Complex 330

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

Add by Course Code

Course Search

To add a course, start typing its course code in a box below.

**If you don't know the course or section codes you need, use the course search tab above.**

Course Code:

Course Code:

1.

2.

3.

4.

5.

6.

Add Course(s)

- ▶ When you have added ALL courses, labs, and problem sessions click on the Finish Registration button to finish your schedule



- ▶ An email will be sent to you and to you advisor showing the courses you have registered for