ONLINE REGISTRATION
INSTRUCTIONS

Open AMOS

Login using your ID and password

Click on the College Students tab located at the top of the page

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

There are 2 options to Register Online.

Online Registration

Note: This is a preliminary schedule only. The registrar may switch sections or class times if necessary. Your schedule will be finalized by Aug. 1 for the fall semester, or Dec. 1 for the spring semester.
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.

Click the OK button.

If you already know the days and times of courses you wish to take, key in the course code, for example, ACCT. From the dropdown box select the course for which you wish to register.
You may fill up to 6 slots with courses, labs, or problem sessions.
Click on the Add Course(s) button. 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.

When you have added **ALL** courses, labs, and problem sessions click on the Finish Registration button to finish your schedule. No changes may be made once you click on the link to finalize your schedule.
An email will be sent to you and to you advisor showing the courses you have registered for.
Register Online using Option 2, Course Search

Click on the Course Search link. A box will appear allowing you to select the registration year and term.
On the screen you can search for a course, lab, or problem session using a variety of dropdown menus. After making your selection, click on the Search button.

**Course Search**

<table>
<thead>
<tr>
<th>Field</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>2012-2013 FALL TERM</td>
</tr>
<tr>
<td>Department</td>
<td>All</td>
</tr>
<tr>
<td>Title</td>
<td>Contains</td>
</tr>
<tr>
<td>Course Code</td>
<td>Begins With ▼ ACCT</td>
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<tr>
<td>Linc Req</td>
<td>All</td>
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<tr>
<td>Time</td>
<td>▼ ▼</td>
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<tr>
<td>Faculty</td>
<td>All</td>
</tr>
<tr>
<td>Campus</td>
<td>All</td>
</tr>
<tr>
<td>Building</td>
<td>All</td>
</tr>
<tr>
<td>Section Status</td>
<td>Open or Full ▼</td>
</tr>
</tbody>
</table>

[Search] [Reset]
On the next screen, click to add a checkmark next to the course, lab, or problem session you wish to add.

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

When you have added **ALL** courses, labs, and problem sessions click on the Finish Registration button to finish your schedule. No changes may be made once you click on the link to finalize your schedule. An email will be sent to you and to you advisor showing the courses you have registered for.

A window will pop up indicating your schedule has been finalized and an email will be sent to you.

Click the OK button.