

# HOW DO I . . .

(Note to new students: If you perform the first four sections in the order that they are listed, you should have less trouble enrolling.)

## Obtain a student ID number

To maintain privacy and security, Alabama A&M University has issued all AAMU students an ID number that is different than their social security number.

- Access the AAMU home page at [www.aamu.edu](http://www.aamu.edu)
- Click "Current Students"
- Click "Student Number"
- Enter:
  - the last four digits of your social security number
  - your birth date
  - your last name
- Click "Get my new ID number"
- Write down your new ID number and store it in a secure location. (Note: Some students program their ID number into the phone book of their cellular phone for quick access.)

## Obtain an Email address

- Visit one of the EITS computer labs at:
  - West Campus, 1<sup>st</sup> floor
  - Student Center, Room 210, 2<sup>nd</sup> floor
  - Carter Hall, Room 213, 2<sup>nd</sup> floor
  - School of Business, Room 304, 3<sup>rd</sup> floor
  - Hopkins Hall, 1<sup>st</sup> floor

with your Bulldog Student ID (or Driver's License if you are a new student) and ask the lab assistant on duty to add your name to the database.
- Sit at one of the computers in the lab and access the AAMU home page at [www.aamu.edu](http://www.aamu.edu)
- Under "Featured Links" on the left, click "Register ASAP account"
- Enter your social security number (Note: Do not use dashes)
- Check the "I agree with..." box
- Click "Submit"
- If you see:
  - "You are already registered..." you don't need to do so again. The standard format for addresses at AAMU is:
    - john.doe@aamu.edu for students
  - "Invalid or not exist" your name is not in the database or is problematic – see the lab assistant on duty.
- If the next dialog box assigning your new Email address comes up, then
  - Create and type a password
  - Type the password again to confirm
  - Select a security question
  - Type your answer to the question
  - Click "Register and Activate..."
  - A dialog box should come up that says, "Your account is registered. Your account will be activated within 15 minutes."
  - Click "OK" to proceed.

## Find my advisor

For students in the School of Business, come by the Dean's Office, Room 309, third floor, School of Business. Explain that you need an advisor assignment and you will be helped by Ms. Catharine Strother, Coordinator of Academic Advising. Once you know who your advisor is, you must meet with him/her so

that they can advise you on which classes to register for, sign your Course Selection Form, and assign a PIN code to you. You will need this PIN code to register on-line. By registering on-line, students can print their schedule of classes and see a listing of their semester fees. (Note: A new PIN must be assigned to you each semester. When you see your advisor, bring a print-out of your unofficial transcript so that your advisor can update your Graduation Check Sheet.)

## Register for classes

- Access the AAMU home page at [www.aamu.edu](http://www.aamu.edu)
- Click "Current Students"
- Click "Course Registration"
- Select semester and year
- Enter your student ID number, Email user ID and password that you created above
- Read the "Read Me First" page and click "Proceed" to access the mainframe. (Note: It may take a few seconds for establishment of the connection)
- When the new screen comes up, click "Register"
- Enter all of the call numbers (4 digits) of the courses you want to take in the upcoming semester. (Note: This is the 1st four digits listed with each class in the Class Schedule book)
- Click "Validate"
- You will see "OK" in the "Flag" column if everything is OK. If not, you will see error flag messages in that column such as: "Filled," "Conflict," "Invalid," "Lab Required," etc. You must address these before proceeding further.
- Be very sure that these are the courses that you want before proceeding because once you lock-in the courses (the next step) you must make the changes during the official Adjustment Period (listed in the Class Schedule book). If you miss the Adjustment Period (which is free of charge), then you will have to make the changes during the official Drop/Add Period (which does have a charge).
- Click the "Schedule" button to register your courses and view a summary statement.
- Print the statement for your files.

(Note: If a dialog box pops up stating that you have encumbrances, you must contact that department and clear the encumbrance before you will be allowed to register.) Below is a list of the more common encumbrances and where you need to go to clear them.

Encumbrance	Go To	Location	Or Call
Academic	University College	300 Buchanan Hall	372-5750
Financial	Collections	105 Patton Hall	372-5195
Business Office	Business Office	105 Patton Hall	372-5200
Univ College	University College	300 Buchanan Hall	372-5750
Expulsion	Student Affairs	205 Patton Hall	372-5233
Athletic	Academic Enhancement	5 Elmore Building	372-8316
Disciplinary Suspension	Student Affairs	205 Patton Hall	372-5233
Academic Suspension	Registrar's Office	204 Patton Hall	372-5254
Admission Undergraduate	Admissions Office	111 Patton Hall	372-5245
Admission Graduate	Graduate Studies Office	300 Patton Hall	372-5266

## Drop/Add Courses

- Obtain a Drop/Add slip from the Dean's Office, Room 309, School of Business or Department.
- Fill out the form. Be sure to include the call numbers of the classes to be dropped or added.
- Adding Classes (if the class is filled):
  - Obtain the instructor's signature.
  - Obtain your advisor's signature. Give the dark yellow copy to your advisor.
  - Obtain the 'Open Class Memo' from the Department of the class you wish to add. The memo will need the Chair's signature.

- Obtain signature on the 'Open Class Memo' from the Dean's Office of the class you wish to add.
- Take the Drop/Add Slip and Memo to the Registrar's Office where they will add your name to the system.
- Adding Classes (if the class is not filled):
  - Obtain your advisor's signature. Give the dark yellow copy to your advisor.
  - Take the Drop/Add Slip to the School of Business Library (2<sup>nd</sup> floor, NSB) for inputting into the system.
- Dropping Classes:
  - Obtain your advisor's signature. Give the dark yellow copy to your advisor.
  - Take the Drop/Add Slip to the School of Business Library (2<sup>nd</sup> floor, NSB) for inputting into the system.
- Take the yellow copy of the slip to the Cashier's Office at 109 Patton Hall to pay the Drop/Add fee of \$25.00.
  - The fee for drop/add may be waived for the following reasons:
    - A course has been canceled by AAMU.
    - A course has been rescheduled for a different time by AAMU.
    - Other justifiable causes for changes made by AAMU.
  - The Dean's Office of your school must approve the administrative waiver.
- The pink copy of the Drop/Add Slip is for your files. This copy (with the signatures) is your proof that you officially dropped the course.

## Access the Student Information System

The student information system provides students with information pertinent to successful matriculation as an AAMU student.

- Access the AAMU home page at [www.aamu.edu](http://www.aamu.edu)
- Click "Current Students"
- Click "Student Information System"
- Enter your:
  - Student ID number
  - Your Email user ID (Note: The user ID is always the portion of your Email address before the @ symbol)
  - Your Email password
- Click "Login"

## Ensure that transfer courses have been accepted at AAMU

If you have credits from another institution, they have to be officially transferred. A transcript from the institution granting the credits must be sent to the Office of Admission. After evaluating the credits, the Admissions Office will give you a Summary of Transfer Credits form (SoTC). As soon as you are assigned to your major advisor, give him/her a copy of this form. Also provide course descriptions to the advisor for each course that you want to transfer. The easiest place to get the course descriptions is usually from the web site of the institution that granted the credit. The advisor will review the credits and determine which ones are acceptable toward your degree. The advisor will then complete a Course Substitution form and forward the form and the course descriptions for approval by the Department Chair, the Dean of the School, and the Registrar, in this order. Only after the Registrar has approved the course substitutions are they officially accepted as credit toward graduation.