Registration Information

Registrar's Office

Introduction to Online Registration using AC Data
Answers to Frequently Asked Questions
What does the Registrar's office do?

Record, maintain and protect all academic records

Course registration (Five College)

Process requests for transcripts and certification

Address, name, and citizenship changes

Major declaration or drop

Theses

FERPA forms (Release or Restrict access to your record)

Commencement/Graduation Processes
Welcome to AC Data
Click On Registration to get started!
Please complete each of the following steps:

**Step #1. Course Scheduler**
Build your schedule.

**Step #2. Preferred Courses**
Import your schedule into ACdata.

**Step #3. Instructor Permissions**
Electronically request permission into a restricted class.

**Step #4. Notifications and Communications**
Verify the information on these forms before you can register.
- Family Communication Preferences
- Address, Telephone and Mass Notification
- Annual Checklist

**Step #5. Registration Requirements**
Check approval statuses and holds that affect your ability to register.

**Step #6. Meet with your advisor**
Get advisor approval to register.

**Step #7. Register**
You MUST complete this step to register for your classes.

Note: Following pre-registration and throughout add/drop, advisors will be notified of those students who registered for courses that differ from those approved.

**Report bugs and other problems here**
Annual Checklist

You may see a red notice at the top of the Registration Screen that asks you to complete the Annual Checklist.
This form must be updated annually, and will block you from registering until you do.
This form was last updated on: 11/07/2017
This form is up-to-date and will expire on 11/07/2018. You may fill out and resubmit the form or come back later.

#1 * FERPA
Amherst College is required to annually notify you of your rights under the Family Educational Rights & Privacy Act (FERPA). Please read the information at this link and click the box below indicating that you have received and read the Annual Notification of Your Rights Under FERPA.

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#2 * Hazing
Hazing is a criminal activity punishable by a fine and imprisonment in the state of Massachusetts. The state requires the school to annually notify you of your rights under the Act Prohibiting the Practice of HAZING. Please read the information at this link and click the box indicating that you have received and read the An Act Prohibiting the Practice of HAZING.

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#3 * Honor Code
Please complete each of the following steps:

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**Step #3. Instructor Permissions**
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**Step #4 Notifications and Communications**
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**Instructor Permissions**

**Required Requests for Instructor Permission**

Any course in your Preferred Courses list that requires consent of the instructor is listed here. Before requesting permission using this page, you should contact the instructor directly. The table below shows the current status of each course.

<table>
<thead>
<tr>
<th>Choose</th>
<th>Class</th>
<th>Instructor(s)</th>
<th>Class Status</th>
<th>Reason</th>
<th>Remarks to Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>ECON-498 01 Senior Honors Seminar</td>
<td>J. Reyes</td>
<td>Open</td>
<td>Prereq is not met</td>
<td></td>
</tr>
</tbody>
</table>

**Requests already submitted**

- No permissions requested. | None

Return to the Registration menu page

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Go to Step #3
Check the box next to the course and add a note.
Hit submit.
Instructor Permission Granted.

You can check the status of your request on the same page.

When instructor permission is granted, you will then be able to register for the course.

You must still register for the course on Step #7.
Registration Requirements

At the top of Step #5 you will find your registration window for either pre-registration or add/drop.

Below this is the indication of your advisor's approval. All advisors must approve your registration before you can register.

Finally, you can see any holds on your account. Both 'negative' and 'positive' holds are displayed here. (i.e. Accounts Receivable Balance, Five Courses Okay)
Registration

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Verify the information on those forms before you can register.
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Register

Click on the box next to the course at the top of the screen that you wish to register for.

ADD COURSES ONE AT A TIME.

COURSES WITH LECTURE, DISCUSSION AND/OR LAB MUST BE ENTERED TOGETHER.

Hit the Submit button at the bottom of the page.
Frequently Asked Questions

There is red text on the top of the screen. I don't understand the message.

The text should tell you what the problem is. If you are confused, ask a member of the Registrar's Staff for help.

This course requires permission. What do I do?

You can request permission on Step 3. Please select another course in case you are not given permission. If you are given permission you will be able to add the course at that time. You may also email the instructor directly but you should first request permission via AC Data.

This course says it's closed. Can I still get in?

There is always movement during Add/Drop. Go to the first class and see if there will be room. However, you should select another course for now.

Who can I speak to about a placement?

Chemistry: David Hansen (dehansen@amherst.edu)
Economics: Amy Johnson (ahjohnson@amherst.edu)
Mathematics: Danielle Benedetto (dbenedetto@amherst.edu)
How do I initiate a conversation with an instructor? Is it too early to talk to an instructor?

Email is the easiest way to communicate with instructors. Most instructors have begun checking email at this time.

How do I place into a class? Does Amherst use AP/IB and other test scores?

Each department has a placement page which explains how and if they allow the use of AP/IB and other test scores. You can find a link to those pages on the Registrar's website.

How can I contact the Registrar's office with further questions?

You can email the Registrar's office at any time at registrar@amherst.edu. The office, located in 101 Converse Hall, is open 8:30-5:00 Monday-Friday during the school year. You can also call the office at 542-2226.