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.

New Students

- Academic Interests
- Address, Telephone and Mass Notification
- Parent/Guardian Information
- Family Communication Preferences
- Name Preferences
- Accessibility Services and Accommodations
- Residential Life

Financial Information

- AC Dollar Account
- Student Account Statement
- Make a Payment
- Gallagher Health Insurance Waiver
- Dewar Tuition Insurance Waiver
- Deposit Funds to AC Dollar
- Financial Aid Portal
- Verify Social Security Number
- Tax Information

Communication

- My Documents
- Family Communication Preferences
- Address, Telephone and Mass Notification
- Annual Checklist
- Name Preferences
This form must be completed each year.

Please read all of the information carefully.

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#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.

[Annual Notification of Your Rights Under FERPA](#)

☐

#2 * Hazing

Hazing is a criminal activity punishable by a fine and imprisonment in the state of Massachusetts. The state requires you to read the information at this link and indicate that you have read it.

[An Act Prohibiting the Practice of HAZING](#)

☐

#3 * Honor Code
Requesting Instructor Permissions

Go to Step #3

Check the box next to the course and add a note.

Hit submit.
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)
Please complete each of the following steps:

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Step #4. Notifications and Communications
   Verify the information on these forms before you can register.
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   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 by the advisor.

Report bugs and other problems here
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.

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**Your Preferred Courses**

To pre-register for a course, or to register for a course during Add/Drop, check the box next to the course, then click the SUBMIT button below. If successful, you’ll see the change reflected on the Registration Results page. When you return to this page, you’ll see that the course will have moved from your Preferred Courses list to your Fall 2018 course list. If unsuccessful, you will receive an error message indicating the problem.

Note: Numbers in parenthesis are (enrolled/cap). A dash(-) means there is no cap.

<table>
<thead>
<tr>
<th>Register/Add</th>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2018</td>
<td>UM-CRS_DEL-01 Double Credit (0/-)</td>
</tr>
</tbody>
</table>

It is recommended that you register for one course at a time. For courses that have multiple components (such as a science course with lecture, lab, and discussion), you must check and submit all the components at the same time, otherwise you will receive a co-requisite error.

Note that if you are already registered for four courses—and you are not authorized to take more—you will have to drop a course before you can add one.

[Return to the Registration menu page](#)

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**Current Schedule**

You have already enrolled in the following 3.0 classes. To drop one, mark the check-box, then click SUBMIT. Your action will be confirmed on the Registration Results page.

Note: Numbers in parenthesis are (enrolled/cap). A dash(-) means there is no cap.

<table>
<thead>
<tr>
<th>Drop</th>
<th>Semester</th>
<th>Course</th>
<th>Meeting Information</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2018</td>
<td>FOSC-208-01 Contemporary China (19/26)</td>
<td>09/04/2018-12/20/2018 L/D Tue, Thu 10:00AM - 11:20AM, Room TBD</td>
<td>K. Ratigan</td>
</tr>
<tr>
<td></td>
<td>Fall 2018</td>
<td>FOSC-330-01 The Politics of Protest (8/13)</td>
<td>09/04/2018-12/21/2018 L/D Thu 1:00PM - 03:30PM, Room TBD</td>
<td>K. Ratigan</td>
</tr>
<tr>
<td></td>
<td>Fall 2018</td>
<td>RELI-108-01 Beginning the Bible (37/-)</td>
<td>09/05/2018-12/21/2018 L/D Mon, Wed, Fri 11:00AM - 11:50AM, Room TBD</td>
<td>S. Niditch</td>
</tr>
</tbody>
</table>

[SUBMIT](#)
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. 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: Stephen Cartier (scartier@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.