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

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| Students Menu | Main Menu | Log Out |

Students Menu

Spring Interim Billing is Due April 30, 2018.
The following links may display confidential information.

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

Academic Profile

My class schedule
Class Schedule Grid
Grades
Unofficial Transcript
Test Summary and Placement Information
Student Summary
Keyword Matrix

Advising and Registration

Course Scheduler
Advising Comments
Class Schedule Grid
Registration
Registration Anomaly Report
Accommodation Preferences

Student Life

Student Athlete Permission

| Students Menu | Main Menu | Log Out |

Welcome to
AC Data

Click On Registration
to get started!

Registration Menu

Registration

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 approve

Report bugs and other problems here

SUBMIT

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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 A

Please read the information at this link and click the box below indicating that you have received and rea

[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 requ

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](#)

☐

#3 * Honor Code

Requesting Instructor Permissions

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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. Thi

Choose	Class	Instructor(s)	Class Status	Reason	Remarks to Instructor
☐	ECON-498-01 Senior Honors Seminar	J. Reyes	Open	Prereq is not met	

Requests already submitted

Class	Request Status	Instructor(s)	Class Status	Remarks
No permissions requested.	None			

Return to the Registration menu page

SUBMIT

Help	Students Menu	Main Menu	Log Out

Go to Step #3

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

Hit submit.

Instructor Permission Granted.

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 con

***No open requests for instructor permissions.

Requests already submitted

Class	Request Status	Instructor(s)	Class Status	Remarks
ECON-498-01 Senior Honors Seminar	Permission requested. Faculty hasn't yet responded.	J. Reyes	Open	I'm working on my thesis.

Return to the Registration menu page

SUBMIT

| Students Menu | Main Menu | Log Out |

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

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

Registration Time Slot for the **Fall 2018** semester

Your **Pre-Registration** time slot has passed.

The **Add/Drop** period will be posted soon.

All times are Eastern U.S.

Advisor Approval to Register

Your advisor(s) must grant you registration approval in ACDATA before you can Pre-Register, and again before you can add or dro

Advisor	Approved?
Sean Redding	Yes

Return to the Registration menu page

Holds

If you have any active holds, you will not be able to add or drop courses during Add/Drop (holds are not enforced during Pre-Regis

You have no holds affecting registration

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)

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Help | Students Menu | Main Menu | Log Out

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Registration Menu

Click on Step #7 Register

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.

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.

Register/Add	Semester	Course	Meeting Information	Faculty	Available/ Capacity
☐	Fall 2018	UM-CRS_DBL-01 Double Credit (0/-)		TBD	N/A

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

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.

Drop	Semester	Course	Meeting Information	Faculty
☐	Fall 2018	POSC-208-01 Contemporary China (18/25)	09/04/2018-12/20/2018 L/D Tue, Thu 10:00AM - 11:20AM, Room TBD	K. Ratigan
☐	Fall 2018	POSC-330-01 The Politics of Protest (8/18)	09/04/2018-12/21/2018 L/D Thu 1:00PM - 03:30PM, Room TBD	K. Ratigan
☐	Fall 2018	RELI-166-01 Beginning the Bible (37/-)	09/05/2018-12/21/2018 L/D Mon, Wed, Fri 11:00AM - 11:50AM, Room TBD	S. Niditch

SUBMIT

Frequently Asked Questions

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

    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.