Name: _____

SonisID: _____

PIN: _____

Online Registration

Go to https://aacsonisweb.com

1.   Click on "students" from the login menu.
2.   Enter your student ID and PIN and click login.
3.   If this is your first time logging on, you may need to change your PIN, then login again.
4.   When you are logged on, the registration page will appear. If not, click on "Academics" and then "Registration".
5.   Choose the appropriate term and year.
6.   To select a course, you click on the <u>course number</u>. This adds the course to a pending list of courses you want. It will be highlighted in red.
7.   If you have already taken a course, the underlined word "taken" will appear at the end of the row. Click on it and you will see your previous grade.
8.   If you do not have the pre-requisites for a class, you need to fill out a form with your advisor during advising week to be allowed to enroll. Please see important notes below.
9.   The column marked "spaces" indicates how many spaces are left in the class. If a course is full, the spaces will show "0" and the course number will be highlighted in red.
10.   To add your name to the waiting list, click on the number in the column titled "Wait".
11.   If you have entered a wrong course, click on that course in the pending list to remove. Confirm removal.
12.   Finish adding any remaining courses that you would like to register for by repeating steps 6 and 7.
13.   **When you are finished entering all courses, click the "Complete Registration" button.**
14.   **You will see a message in red that states "You have successfully completed registration".**

Important Notes:

1. You may make changes to your schedule online until the first day of the semester. Please watch e-mail for notification of dates. Once online registration closes, you will need to fill out a drop/add form with all signatures to make changes to your schedule. Submit the form to the registrar's office.

2. If a class is full, place yourself on the waitlist for the class, by clicking on the number in the "Waitlist" column. This is not a guarantee that you will get into the class, but only holds your place in line. Select a backup class to enroll in. If you do not have a backup class in mind, contact your advisor.

3. **<u>Pre-requisites.</u>** If you do not have the pre-requisites for a class, you will not be able to register online for that class. You should register online for all your other courses. For the class that you do not have the pre-requisites for, you must fill out a form with your advisor and get the instructor's signature. You will submit that form to the registrar's office. The registrar will add you to that class after you register. Students who have the pre-requisites have priority registration. Therefore, if a class fills before you are added, you will be closed out of the class, but you can be placed on the waiting list.

4. Students within a particular major have priority registration within that major. What this means is if a student who **registered on time** gets closed out of a class required for a major and it is necessary to take it within the next semester, the registrar may bump a student in the class who is taking it as a studio elective. So once your registration is complete, in a rare occasion, you may be bumped out of that class. If this happens, you will be notified and asked to meet with your advisor to pick another studio elective.

5. If you have forgotten your PIN, follow the link below the "Login" button on the student web portal and enter in your school email. Your login credentials will be emailed to you.