



## INSTRUCTIONS FOR ONLINE REGISTRATION

AIMC Student Portal- <https://secure.webconnectgradpro.com/aimc>

### Preparing to Register-

Wondering what courses you have left to complete? View these resources to get prepared:

- View the Curriculum Map for the curriculum you are enrolled in.
  - [MSOM Fall 2014](#)
  - [MSOM Winter 2017](#)
- Request a Degree Audit from the [Registrar](#).
- [Class Offerings Guide](#)- This guide states which terms and how often a class is generally offered.

**1. Fill out the Registration Form.** This form must be completed and signed in order for you to be enrolled for the Spring 2019 term.

**2. Go online and register for didactic courses** using the [AIMC Student Portal](#)

- Hover over the Classes Tab, click Course Registration from the drop down menu.
- Read the Terms and Conditions and check the box.

### How to request Didactic Classes-

1. To add a class, click the “Find + Select Course” button in the “Existing Student Requests” column.
2. Find the class you want to add and select “Add Course” link in the Options column.  
Repeat this for each class you want to add.
  - a. Pre/co-requisites issues and time conflicts will appear in red.

### Notifications:

- You will receive an email notification confirming the Registration Requests you have made. If you do not receive an email, check your Spam/Junk folder. If it's not there, check the email address you have on file with the Registrar.
- You will receive a separate email after your Registration Requests have been approved, confirming that you are officially registered in the class.

## **FAQ'S**

### **I can't log-in to my account.**

The Student Portal requires four unique identifiers to access your information: First name, Last name, Student ID and last four numbers of your SS. The name fields are not case sensitive but do require the name which is in our system- do not put in your nickname. Please contact the Registrar if you do not know your Student ID. If you still have trouble accessing your account, please contact the Registrar.

### **How do I cancel a request?**

You may cancel your request anytime before it is accepted by the Administration. If available, use the Cancel Request button next to the class you want to remove.

After the request has been accepted by the Administration, the course will appear under the Current Courses column and you will need to use the Drop Class link instead.

### **Can I Add a class which I am missing pre/co-requisites?**

Yes, the Portal will allow you to Add a class for which you are missing a pre/co-requisite. However, your request could be denied by the Academic Advisor.

### **What does "Cancelled by School" in Status Column mean?**

This means that your request was rejected by the Administration.

### **How do I know if I am officially registered for a class?**

Approved classes will show up under the Current Courses column.

### **Can I pay for my tuition online?**

Yes, you can pay any outstanding balances through the [AIMC Student Portal](#) - Account Info/Account Balance