



**AUBURN UNIVERSITY  
AT MONTGOMERY**

## How to Add or Drop a Course

### Student Access Login

- Log into MyAUM
- In the MyApps menu, click on Warhawk Self-Service
- Select Registration and Planning
- Select Register for Classes

### To Add a Course(s)

- Select Register for Classes
  - Select your desired term
  - Enter Alternate PIN (provided by your advisor)
  - Select Continue
- Enter Subject
- Enter Course Number (You may also enter a Keyword and choose Open Sections Only)
- Select Search
- Select Add next to course you wish to choose
- Select Search Again to add more courses to the Summary (*This is the way to add labs and other co-requisite courses.*)
- Select Submit in the Summary block to register for courses

**OR**

- Select Enter CRNs tab
- Enter CRN #
- Select +Add Another CRN to add additional CRN #s
- Select Add to Summary
- Select Submit in the Summary block to register for courses

### To Drop a Course(s)

- Choose Drop/Delete Course from the drop-down menu next to the course to be dropped in the Action column in the Summary block
- Select Submit in the Summary block to delete selected courses

### Return to Main Menu

- Select Student on the top left to return to the main menu



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## How to View Schedule & Registration Status

### To View Schedule

- Select View Registration Information on the main menu
- Select Term from drop-down menu
- To print, select printer icon on top right

### To View Registration Status

- Select Prepare for Registration on the main menu
- Select Term from drop-down menu
- Time tickets for registration can be viewed here

### **Important notes:**

1. Your **student ID number** is the 9-digit number beginning with “S0” that was in your admission letter from the Admissions Office. Be sure to use a capital “S” and zeros, not the letter “O”.
2. Students are **required** to meet with an advisor **each semester** to receive the new alternate PIN.
3. **BEFORE** registration begins, choose Prepare for Registration from the main menu of Warhawk Self-Service to view time tickets for registration time and any holds on your account. It’s also important to meet with your advisor prior to registration beginning.
4. If you contemplate dropping a course, **FIRST** check to see how your student account will be affected: financial aid (334) 244-3571, scholarships, athletic eligibility, insurance, etc. You may be required to **pay back** funds that were paid for that course if you drop it. ALWAYS check first!
5. Choose courses and set up a desired schedule **before** registration begins. If you do so, on the day of registration you will be able to enter the CRN numbers of your chosen courses and register for them all at once.



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6. If you wish to drop a course to replace it with another, it is strongly recommended that you first check to see if there is a seat available in the section you wish to add **before** dropping a course you already have a seat in. If the course you are dropping has been boosted (over capacity), you will not be able to regain the seat you have lost.
7. If you drop a course, it is strongly advised that you print a copy of the screen which shows the date you dropped so that you have a record of the drop date if there are any questions.