

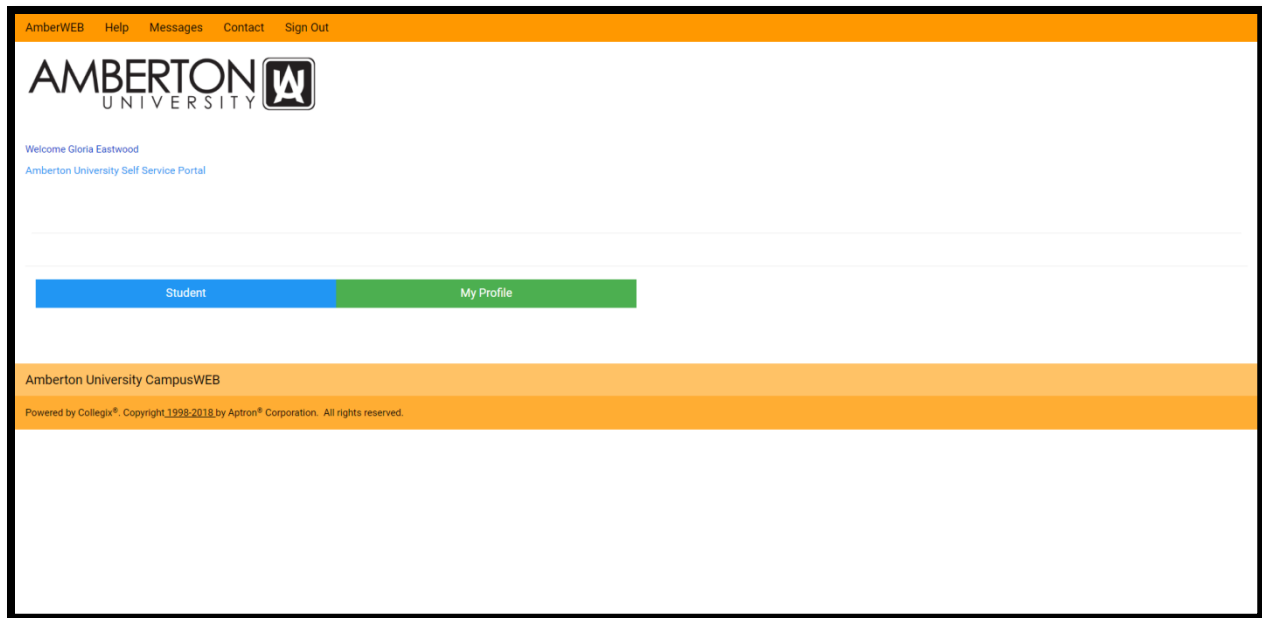


### Instructions on Accessing CampusWeb Portal and Online Registration

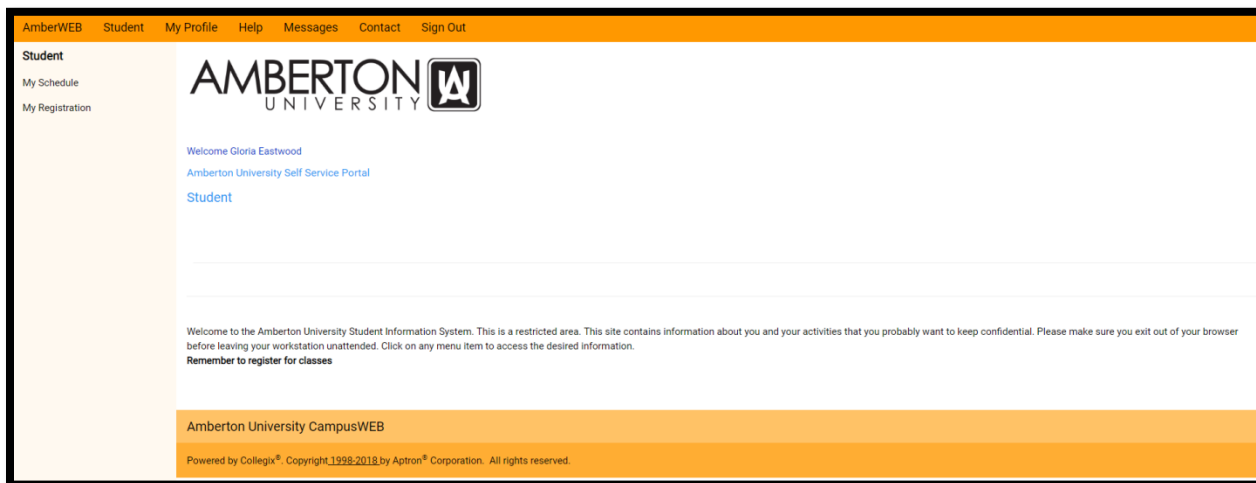
1. Open your web browser and enter the following URL in the web address bar and press ENTER to load the site:  
<https://sis.amberton.edu/campusweb/web.php?web=LOGIN>

A screenshot of the Amberton University CampusWEB login page. The page has an orange header bar with links for Home, Help, and Contact. Below the header is the Amberton University logo. The main content area is white and contains instructions for logging in. It includes a login form with fields for Login ID and PIN, and buttons for Login! and Show Hint. There are also links for Email PIN and a link to user ID. The footer is orange and contains the text "Amberton University CampusWEB" and "Powered by Collegis®. Copyright 1998-2018 by Aption® Corporation. All rights reserved."

2. Enter your 'Login ID'; this is the same as your current Student Portal and email username
  - a. Example – John Smith, 123-45-6789
  - b. Login ID – JSmith789
3. Enter your 'PIN'. The system is case sensitive and the first 2 characters of the temporary PIN are capitalized.
  - a. If this is your first time to access this portal, your temporary PIN is the following:
    - i. First initial of first name + first 4 letters of last name + \* (an asterisk) + last 3 of SSN
      1. Adam Smith ASmit\*678
  - b. The system will require you to change the PIN when you first access the CampusWeb Portal
  - c. Keep this PIN secure and do not share it with anyone. If your account becomes compromised, please change your PIN and contact the University.
4. Once logged in, you will see the following screen. Click on the blue 'Student' button.



5. After clicking the 'Student' button, you will see the following screen. On the left hand side of the screen is a menu of available options. You will see 'My Schedule' and 'My Registration'
  - a. 'My Schedule' - allows you to view your current enrollment and enrollment in the upcoming session once it has been entered/processed.
  - b. 'My Registration' - allows you to enroll in the upcoming session once the registration period has been opened by the University.



## Online Registration Instructions

Once the University opens the registration period for the session, you can enroll online through the CampusWeb Portal. Enrollment will be limited to courses that apply towards your degree and that you have not previously completed at the University.

During the registration process, you will select a payment method for this enrollment. If you select 'Payment in Full', you will need to make payment by either the Online Payment link in the current Student Portal or by

sending in your payment. The deadline to make this payment is 2 days prior to the first day of the session or your enrollment will be cancelled. If you select a deferred payment method, your enrollment will be finalized. You will still be required to submit any company tuition assistance documents or financial aid worksheets/documents.

1. To begin the enrollment process, click on the 'My Registration' link and you will be taken to the following Student Enrollment Agreement Screen. After reading the entire agreement, you will be required to click the 'I Agree/Register' button to proceed. Once you agree, then you will be taken to the registration system where you can select your courses and payment method.

**Spring 2018 Registration**  
**Student Enrollment Agreement**

All Amberton University students are responsible for reading the information contained in this Agreement. Please read carefully before accepting the terms herein and enrolling in courses. If you have any questions concerning this agreement, please contact the Student Services Office at (922) 272-5511, option #4 or advisor@amberton.edu. In addition to all Amberton University academic standards and policies, I hereby agree to comply with the terms and conditions specified in the Student Enrollment Agreement in order to enroll in courses at Amberton University. If I am a financial aid recipient, I understand I am responsible for adhering to all terms and conditions set forth by the financial aid administering agency/agencies. If I am attending school on a F-1 student visa, I understand I am responsible for maintaining a full course of study each session in order to maintain my legal status.

**Course Add/Drop and Withdrawal Procedures**

I understand that I must be officially registered by the start date of the session in order to participate in and receive academic credit for the course(s). I understand that I am required to attend my lecture course(s) and participate in online course(s). I am responsible for knowing and complying with any and all registration deadlines. I understand that no class changes/withdrawals will be accepted and processed verbally. I understand that notifying my professor does not constitute a withdrawal.

I understand that withdrawals may affect my Satisfactory Academic Progress (SAP) standing as set forth by the U.S. government. My tuition will be refunded to my Amberton University student account according to the refund schedule posted on the University's website and in the session's Schedule of Classes. If I am a financial aid recipient, I will be subject to the Return to Title IV calculation regulations.

**Financial Responsibility Statement**

I hereby agree to pay all University charges (tuition and fees) in a timely manner. I understand the University is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay all institutional costs when those charges become due. It is my responsibility to review all charges applied to my account through monthly statements and an online review of my account. Payment of all session charges are due by the last day of the given session. I understand that if charges are not paid in full prior to the session start date and I am allowed to defer payment, I will incur additional charges of a \$ 5.00 Note fee and monthly finance charges equal to 3/4 of 1% of my outstanding balance. I agree to pay all charges by one of the following options which I will select during the registration process:

1. Payment in full at the time of enrollment and prior to classes beginning.
2. Applied and approved for a Private Education Loan through an approved provider - I understand it is my responsibility to contact the private education loan provider and receive approval prior to selecting this option and that I must submit the University Private Education Loan worksheet to the Financial Aid Office in order for my loan to be certified and payments to be disbursed. Account balance must be paid in full by the last day of the session.
3. Personal payments throughout the session - I understand it is my responsibility to pay the entire balance due by the last day of the session. Payments can be made throughout the session or at the end of the session.
4. Company reimbursement - I understand it is my responsibility to submit third party letters of credit, tuition assistance vouchers, and authorizations to invoice to the Business Office prior to the start of the session. I understand the University will generate invoices once the 100% tuition refund period has concluded and my enrollment is verified.
5. Title IV Financial Aid - Award information must be on file with the Financial Aid Office. I understand it is my responsibility to pay in full my balance not covered by financial aid award by the end of the session for which this agreement is completed. I also understand I must adhere to the requirements and regulations of the financial aid agency/agencies.

I understand that a past due balance will result in a financial hold, which will prevent future registration and access to my academic records, being placed on my student account and records. I understand that Amberton University will withhold transcripts, diplomas, and other services if I fail to pay all tuition and other institutional charges. Delinquent account balances may be reported to a credit bureau and/or referred to a collection agency.

I understand this restriction will remain on my student account and records until the balance is paid in full. I also understand that once this restriction has been removed, that I will not be permitted to defer payment of any tuition and fee charges. I will be required to pay all charges up front and immediately.

**Communication**

I understand that the University assigned email address is one of the official methods of communication by all Amberton University offices. I acknowledge that it is my responsibility to check my student email account and to read all the information sent out by the University. I understand that this Student Enrollment Agreement authorizes the University to utilize any and all addresses, electronic addresses, and telephone numbers available when attempting to contact students in regards to registration and student financial information.

**Acknowledgement**

I acknowledge by clicking the 'I Agree/Register' button that I have read this agreement in its entirety and agree to all provisions contained therein.

[I Agree/Register](#)

2. The system will allow you to enroll in courses being offered at your current education level (undergraduate or graduate) and that are related to your degree choice of record. The system will not permit enrollment in a course that you have received a grade of A or B, or have transferred into the University. If you have withdrawn from and course or received a grade of C or below, the system will allow you to enroll and repeat the course.
3. There are two methods for enrolling in a course. These steps can be repeated for each course you would like to enroll in. ***You will be limited to 4 Undergraduate courses or 3 Graduate courses. Course loads above these limits require approval by Academic Services and must be requested in writing.***
  - a. If you know the course and section number you can enter that information and click the 'Add' button.
  - b. If you are not sure about the course information, in the lower box you can select the Department (Business, Counseling, Management, etc.) and then click the 'Search' button. A list of courses that meet the Department requirement will be displayed on the screen. You will be able to click the 'Add' button to enroll in one of the courses.

AmberWEB Student My Profile Help Messages Contact Sign Out

**Student**

My Schedule

My Registration

**Winter 2019**  
This is your current registration. Use the Drop, Add & Remove buttons to make any changes.  
No current registration

If you know the class you want to add, enter it here and click 'Add'.

Department	Choose Department ▼	
Course Number		
Section		
Mode	Normal	

Add

To search for a class to add, enter part or all of the search information and click 'Search'.

Department	Economics (ECO) ▼
Day	Choose Day ▼

Search

Amberton University CampusWEB

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4. After clicking the 'Add' button for your course, you will be taken to the following screen where you can either 'Submit' your registration or enroll in additional courses.

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**Student**

My Schedule

My Registration

**Winter 2019**  
**Remember to submit your registration to have the changes take effect!**

This is your current registration. Use the Drop, Add & Remove buttons to make any changes.

Department	Course	Section	Title	Campus	Mode	Credits	Day/Time	Status	Change?
ACC	2111	E1	PRINCIPLES OF ACCT I	Online Courses	3.0	Online	Add pending	Drop	

Total Credits: 3.0

Click on the 'Submit' button to post this registration.

Submit

If you know the class you want to add, enter it here and click 'Add'.

Department	Choose Department ▼	
Course Number		
Section		
Mode	Normal	

Add

To search for a class to add, enter part or all of the search information and click 'Search'.

Department	Choose Department ▼
Day	Choose Day ▼

Search

Amberton University CampusWEB

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- a. If you want to enroll in additional course(s), follow the same steps from when you selected your first course. You can use the panels on this screen to enroll in additional course(s).
  - b. To submit your enrollment for processing, press the 'Submit' button.**
5. After selecting courses and submitting for processing, you are required to select financial options for your registration. Depending on your status with the University, the following options may be available:
  - i. Payment in Full
  - ii. Private Education loan (Sallie Mae or Discover Card)
  - iii. Personal Payments
  - iv. Company Reimbursement
  - v. Title IV Financial Aid (Pell Grant)

AmberWEB Student My Profile Help Messages Contact Sign Out

Student

My Schedule  
My Registration

## Student Payment Selection

Before you can submit your registration, please select one of the following payment methods.

- 1. PAYMENT IN FULL:** payment of all tuition and fees must be received **at least two (2) days before** the first day of the session. If payment in full is not received by the deadline, your registration will be cancelled and removed from the system.
- 2. PRIVATE EDUCATION LOAN:** Approval from private education loan lender must have been received by student. Once loan is certified by the University, a distribution date will be established for the current session.
- 3. PERSONAL PAYMENTS:** Payments will be made during the session and student's account will be paid in full by the end of the session for which this agreement is completed.
- 4. COMPANY REIMBURSEMENT:** Student is responsible for timely payment of account whether or not tuition assistance is received. Written verification, indicating approval, is required by the University.
- 5. FEDERAL FINANCIAL AID (PELL GRANT):** Award information must be on file with the Financial Aid Office. Any balance not covered by financial aid award must be paid in full by the end of the session for which this agreement is completed.

A \$5.00 processing fee will be charged when option 2-5 is selected. A finance charge of 3/4 of 1% will be calculated on all unpaid balances as of the last business day of each month once all payments and charges have been posted for the month.

If the payment options are not listed in the drop-down list below, your account has been restricted from deferring payment. If you have questions concerning this restriction, please contact the Business Office at (972) 279-6511 ext. 140.

I will use the following payment method and accept full financial responsibility:

Submit

Amberton University CampusWEB

- If you selected Payment in Full, payment is due at least 2 days prior to the session start date. If not received, your registration will be cancelled. Payment can be mailed, faxed, submitted in person or submitted online through the Online Payment link in Student Portal.
  - If you selected one of the other payment options, your enrollment has been finalized. You will still need to submit any tuition assistance paperwork or financial aid forms/papers.
- Once you select your Payment Option from the drop down box, click the 'Submit' button. This will submit your registration for processing. You will receive an email confirming your registration request was received and has been processed.**
  - You can review your schedule under the 'My Schedule' menu option on the left side of the screen.
    - If your registration is showing 'Pending', you need to go back and click the 'Submit' button.



### Steps to Change Schedule or Classes

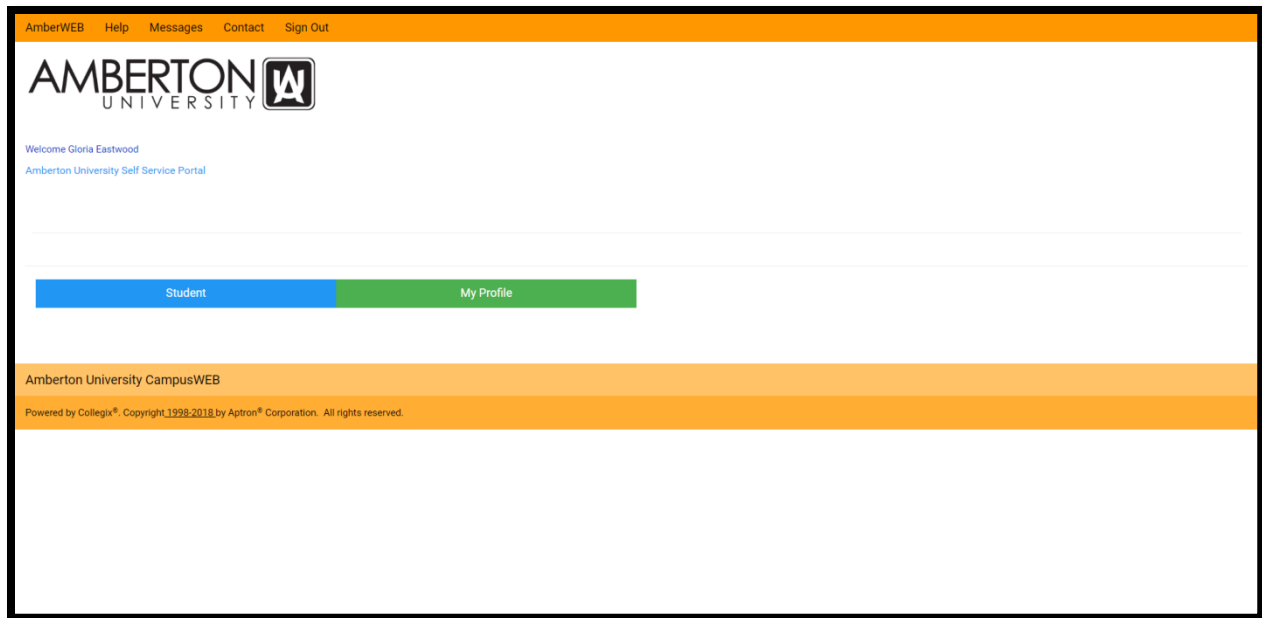
During the registration period, course withdrawals can be processed through the CampusWeb registration portal. However, complete withdrawals cannot be submitted online. If you will be withdrawing from all courses, you will need to submit a written request to withdraw from all courses (Request for Change of Schedule form available on University website) and contact a Student Advisor if you are receiving any form of financial aid.

Any course withdrawals after the registration period for a session must be submitted in writing to the University using the Request for Change of Schedule form located on the University's website.

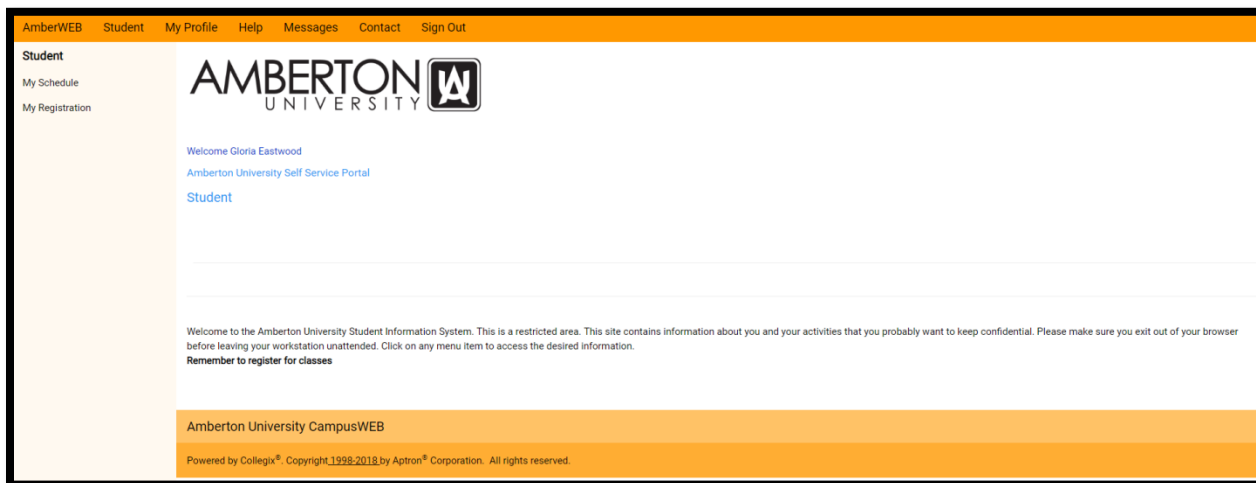
1. Open your web browser and enter the following URL in the web address bar and press ENTER to load the site: <https://sis.amberton.edu/campusweb/web.php?web=LOGIN>

A screenshot of the Amberton University CampusWEB login page. The page has an orange header bar with links for "Home", "Help", and "Contact". Below the header is the Amberton University logo. The main content area is white and contains instructions for logging in: "You may access the CampusWEB System by entering your Login ID and Personal Identification Number (PIN). When finished, click the Login button. If you have forgotten your PIN, then enter your Login Id and click the Show Hint button." There are two input fields, one for "Login ID" and one for "PIN", with "Login!" and "Show Hint" buttons below them. Below these fields, there is a link for "Email PIN" and a link for "Click here if you forgot your user ID." The footer of the page is orange and contains the text "Amberton University CampusWEB" and "Powered by Collegis®. Copyright 1998-2018 by Aption® Corporation. All rights reserved."

2. Enter your 'Login ID'; this is the same as your current Student Portal and email username
3. Enter your 'PIN'; this was emailed to your my.Amberton.edu email account.
  - a. The system will require you to change the PIN when you first access the CampusWeb Portal
4. Once logged in, you will see the following screen. Click on the blue 'Student' button.



5. After clicking the 'Student' button, you will see the following screen. On the left hand side of the screen is a menu of available options. You will see 'My Schedule' and 'My Registration'
- 'My Schedule' - allows you to view your current enrollment and enrollment in the upcoming session once it has been entered/processed.
  - 'My Registration' - allows you to enroll and/or change courses in the upcoming session once the registration period has been opened by the University.



- Click on the 'My Registration' link and accept the Enrollment Agreement. After acceptance, you will see a screen that lists your current enrollment and registration options.

AmberWEB Student My Profile Help Messages Contact Sign Out

**Student**

My Schedule

My Registration

Winter 2019  
Remember to submit your registration to have the changes take effect!

This is your current registration. Use the Drop, Add & Remove buttons to make any changes.

Department	Course	Section	Title	Campus	Mode/Credits Day/Time	Status	Change?
ACC	2111	E1	PRINCIPLES OF ACCT I	Online Courses	3.0 Online	Add pending	Drop

Total Credits: 3.0

Click on the 'Submit' button to post this registration.

If you know the class you want to add, enter it here and click 'Add'.

Department	Choose Department
Course Number	
Section	
Mode	Normal

To search for a class to add, enter part or all of the search information and click 'Search'.

Department	Choose Department
Day	Choose Day

Amberton University CampusWEB

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- To add a course to your existing schedule, please follow the above Registration instructions.
- To withdraw from a course, click the 'Drop' button. Once you have selected all the courses to be withdrawn from, **click the 'Submit' button to confirm withdrawal.**
  - A complete withdrawal cannot be processed through this system. If you need to withdraw from all your courses, please contact a Student Advisor ([Advisor@Amberton.edu](mailto:Advisor@Amberton.edu) or 972/279-6511 option #4)
- Schedule changes will be reflected under the 'My Schedule' link after submission.





## FAQs

### **1. The course I want to enroll in is not appearing when I search for courses?**

- a. If a course is not appearing in the search results, it is either:
  - i. Not being offered
  - ii. Closed to additional enrollments
  - iii. Not a course for your current degree plan

### **2. When I log into the CampusWeb portal, it does not allow me to register?**

- a. The registration link is only available during the registration period.
- b. If you have an academic or financial hold on your account, you will not be able to access the registration link. You will need to contact Student Services at (972) 279-6511 option # 4 or [Advisor@Amberton.edu](mailto:Advisor@Amberton.edu)

### **3. I need to make a payment, but there is not a link.**

- a. Payments can be made by:
  - i. Submitting an online payment through the 'Online Payments' link in the Student Portal
  - ii. Submitting the Credit Card Payment Request form, available on University website by emailing ([BusOffice@Amberton.edu](mailto:BusOffice@Amberton.edu)), faxing (972/279-9773) or delivering in person in the Garland or Frisco Student Services Office.
  - iii. Checks or money orders can be mailed (13601 LBJ Fwy, Garland, TX 75041) or delivered in person in the Garland or Frisco Student Services Office.
  - iv. Cash payments can be made in person in the Garland or Frisco Student Services Office.

### **4. How do I know the total due for my registration?**

- a. The total due is based on the following tuition and fee rates:
  - i. Tuition                      \$ 900.00 per enrolled course
  - ii. Program Fee                \$ 10.00 each session
  - iii. Technology Fee            \$ 25.00 each session
  - iv. Deferral Fee                \$ 5.00 if payment deferred
  - v. Non-Citizen Fee            \$ 25.00 if non-U.S. Citizen
  - vi. Lab Fee                     \$ see Schedule of Classes for rate

### **5. I don't know what my username is, where can I get it?**

- a. Your username is the same as your username for the Student Portal and your email account name (ex: AJones123)

### **6. I forgot my PIN number, where can I get it?**

- a. Enter your Login ID and click on the 'Email PIN' button. The system will send you an email concerning your PIN.

**7. I want to change my degree program and I don't see an option to change?**

- a. You will need to speak with a Student Advisor if you want to change your degree program choice. They can be reached at (972) 279-6511 option # 4 or [Advisor@Amberton.edu](mailto:Advisor@Amberton.edu)

**8. I need to withdraw from all my courses.**

- a. You cannot withdraw from all courses through the online system. You will need to contact a Student Advisor and submit a written request to withdraw from all your courses. If you are on Financial Aid, you will need to speak with the Financial Aid Department.

**9. I am completing my undergraduate degree program this session and the system will not allow me to enroll in graduate courses.**

- a. Since you are currently classified as an undergraduate student, the system will not permit online enrollment for your first session as a graduate student. You are required to submit paper enrollment forms and request enrollment in graduate courses based on your impending graduation.