## **Registration for courses through Web Services**

- 1. Log in to ACES
- 2. Select Student tab
- 3. Select Web Services (located in the Student Self Service box)
- 4. Select Student (located under Main Menu)
- 5. Select Registration
- 6. Select Look up classes
- 7. Select a Term and then click submit (CE terms are for Continuing Education students only)
- 8. Select Search by College
  - a. do not select course search as this will give you all courses at all colleges
- 9. Select the Subject you are looking for
  - a. Use the selection options proceeding as they apply to your registration needs.
  - b. You may choose any combination of fields to narrow your search.
- 10. Select Section Search when your selection is complete.
- 11. The college code information for the returned sections will be highlighted in the college color. **SAC at NLC sections will be coded as SAC but highlighted in the NLC color.**

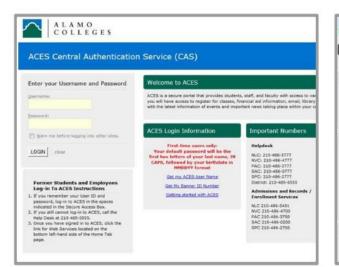
SAC SPC PAC NVC NLC

- 12. Select the course you wish to register for by checking the box to the left
  - a. If there is a letter [ C]. This means the course is closed for registration
  - b. If there is a [ NR ] then you must see an advisor or the department to get into this course.
- 13. Select Register
  - a. This screen should show the course you just registered for
  - b. If there was a time-conflict or other restriction, a message will appear as to the reason for the restriction
  - c. If you decide you don't want to take the course you just registered for
    - i. Select the drop down menu located next to the course you wish to drop and select [ Webdrop]
    - ii. Then click [ Submit Changes ] button.
- 14. To register for another course. You can either press the back button to go back to Step 9, where you can select your course on the advanced search.
  - a. You can also repeat Step 4 through 13 again

## STUDENT SCHEDULE PLANNER



2 CLICK "ALAMO SCHEDULER" Within the Student area Click Alamo Scheduler



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