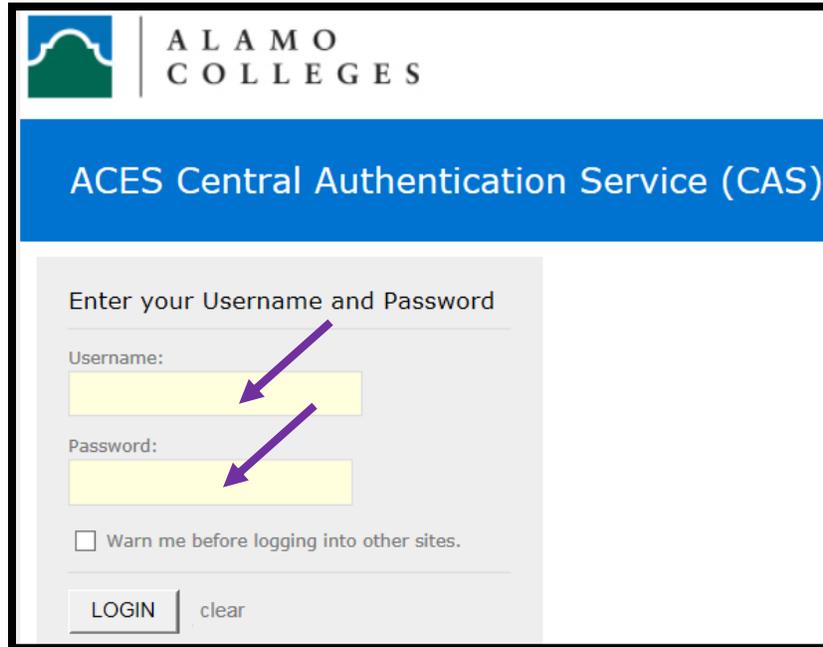


# ACES Registration Guide

## HOW TO REGISTER/DROP CLASSES ON THE WEB

1. Log into the ACES portal with your User Name and Password



ALAMO COLLEGES

ACES Central Authentication Service (CAS)

Enter your Username and Password

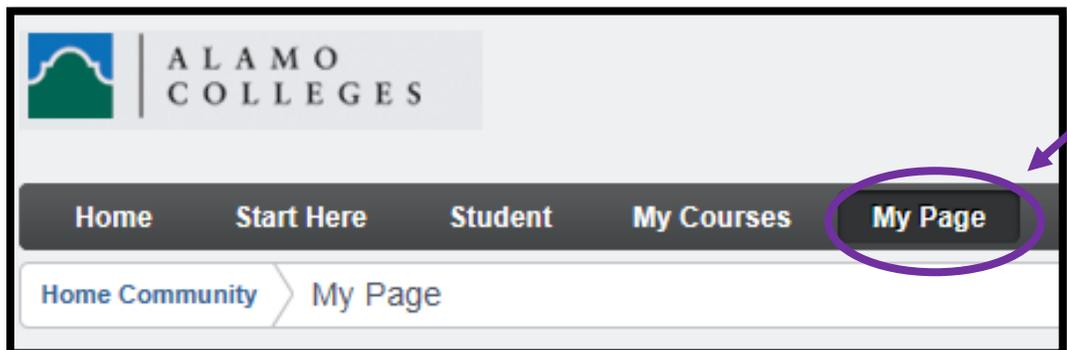
Username:

Password:

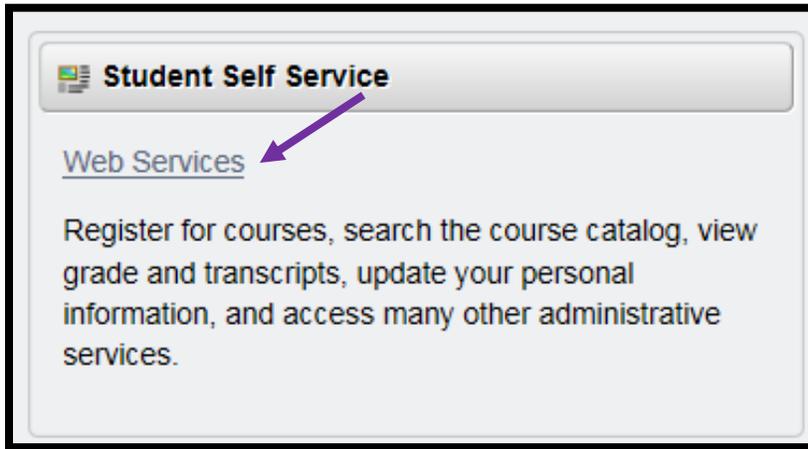
Warn me before logging into other sites.

LOGIN clear

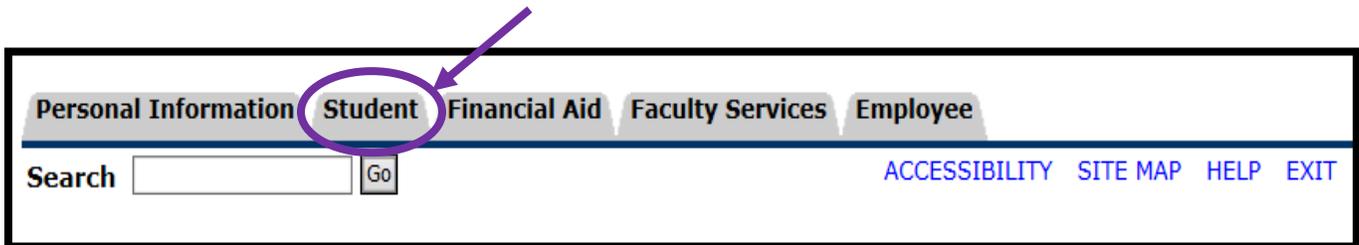
2. Select **My Page**



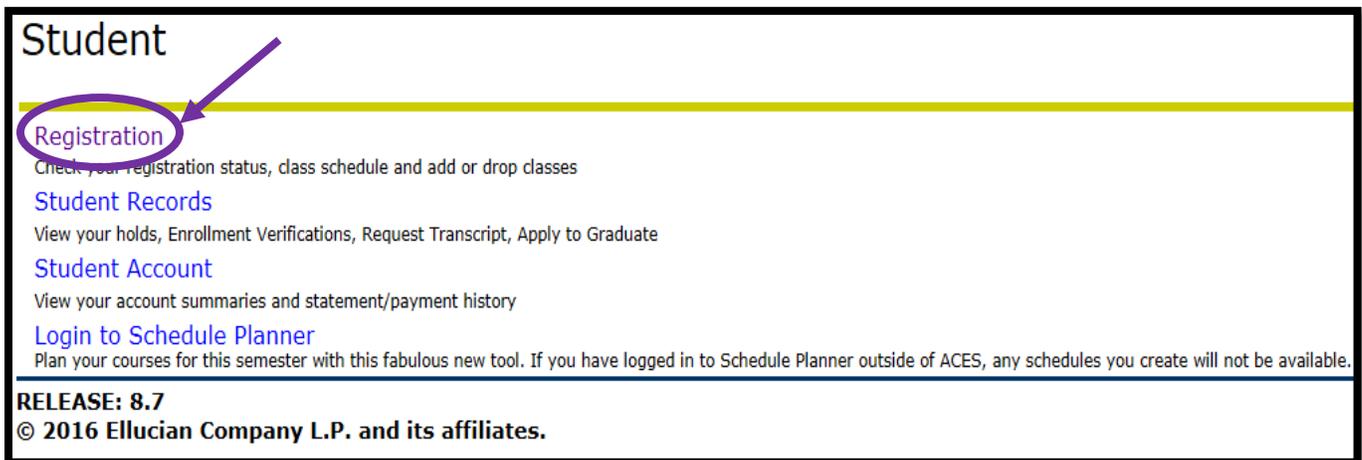
3. Select **Web Services**



4. Select **Student**



5. Select **Registration**



## 6. Select *Look Up Classes*

### Registration

---

**Summer & Fall Registration for Each Part of Term Ends on the Following Dates:**

Maymester	May 8
Summer I	May 29
Summer 8 Week	May 29
Summer II	July 3
Fall 16 Week	August 14
Fall Flex I	August 14
Fall Start II	August 28
Fall Flex II	October 9

\*\*\*Students are not allowed to enroll in more credit hours than there are weeks in shortened sessions/parts of term within a semester. Example: Students are not allowed to enroll in more than 8 credit hours in an 8 week session/part of term.

[Select Term](#)  
[Add or Drop Classes](#)  
a. A Registration Splashpage will pop-up and must be completed before classes can be added or dropped.. The Registration Splashpage will not pop-up for Continuing Education students, because they are NOT required to complete it. Internet Explorer 9 and above is required with "Compatibility View" turned off. Mozilla Firefox, Google Chrome, and Safari are also compatible browsers.

**Look Up Classes**  
[Week at a Glance](#)  
[Student Detail Schedule](#)  
[Registration Fee Assessment](#)  
[Registration Status](#)  
[Active Registration](#)  
[Concise Student Schedule](#)  
[Look Up classes - Detail View](#)  
[BookNow - Order your books](#)  
By clicking the link above, you will be redirected to an eBookstore managed by the Follett Higher Education Group. Sec. 51.9705 of the Texas Education Code requires that we inform you that as a student of the Alamo Colleges' you are not under any obligation to purchase a textbook from the college's-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.  
[Login to Schedule Planner](#)

## 7. Select the *Term* that you will enroll in today and **Submit**. (i.e. Fall, Spring or Summer)

Personal Information **Student** Financial Aid Faculty Services Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Select Term or Date Range

---

**Summer & Fall Registration for Each Part of Term Ends on the Following Dates:**

Maymester	May 12
Summer I	June 2
Summer 8 Week	June 2
Summer II	July 7
Fall 16 Week	August 18
Fall Flex I	August 18
Fall Start II	September 2
Fall Flex II	October 13

When selecting a Term **DO NOT** select the CE\* Terms.

\*CE is for our Continuing Education Program and will state that you require re-

\*\*\*Students are not allowed to enroll in more credit hours than there are weeks in shortened sessions/parts of term within a semester. Example: Students are not allowed to enroll in more than 8 credit hours in an 8 week session/part of term.

**Search by Term:**

- None
- CE Winter (Dec-Feb 2016-17) (View only)
- CE Fall (Sep-Nov 2016)
- CE Summer (Jun-Aug 2016)
- CE Spring (Mar-May 2016)
- Fall 2016**
- Spring 2016 (View only)
- Fall 2015 (View only)
- Summer 2015 (View only)
- Spring 2015 (View only)

iates.

8. Select **Search by College**

**Subject:** ABDR-Automotive Body Repair  
ACCT-Accounting  
ACNT-Accounting Technology  
AERM-Aircraft Technology  
AGRI-Agriculture  
AIRP-Professional Pilot  
ANTH-Anthropology  
ARCH-Architecture  
ARTC-Graphic or Commercial Art  
ARTS-Art and Studio Art

Course Search    Search By College

9. Select the **Subject** you are looking for (i.e.- **ENGL**) and the course number (i.e.-**1301**). Under **College**, select the institution you wish to attend (i.e. – **NVC**).

Enter your information then select **Section Search** at the bottom. A list of all courses meeting the criteria you entered will appear.

**Subject:** EDUC-Education or Teacher Educ  
EECT-Electr & Telecomm Tech  
ELMT-Electromechanical Tech  
ELPT-Electrical Systems  
EMSP-Emergency Medical Tech  
ENER-Energy Technician  
ENCA-Engr for Academic Purpose  
**ENGL-English**  
ENSR-Engineering  
EPCT-Environmental Engr Tech

**Course Number:** 1301

**Title:** \_\_\_\_\_

**Credit Range:** \_\_\_\_\_ hours to \_\_\_\_\_ hours

**College:** All  
Northwest Vista College  
**Northwest Vista College**

**Part of Term:** All  
Non-date based courses only  
8 Weeks Flex I  
8 Weeks Flex II

**Duration:** \_\_\_\_\_ Days

**Session:** All  
Afternoon  
Blended/Hybrid

**Location/Attribute:** All  
Advanced Technology Center  
CTTC New Braunfels

**Start Time:** Hour: 00 Minute: 00 am/pm am

**End Time:** Hour: 00 Minute: 00 am/pm am

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Section Search    Reset

10. Courses that are open for registration for will have a check box available.

Select the course you want by checking the box next to that section.

- “C” indicates section is **closed**.
- “SR” indicates student restriction and that you have a hold on your account that needs to be resolved before you can register.
- “NR” is a non-registration period.

**Sections Found**  
There may be more information to the right of your screen >

ENGL-English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	13694	ENGL	1301	048	NVC	3.000	Composition I	MW	08:00 am-09:15 am	24	15	9	Holly A Zaldivar (P)	08/22-12/10	JH 205	
C	13700	ENGL	1301	100	NVC	3.000	Composition I	MW	11:00 am-12:15 pm	24	24	0	Suzanne Bravo (P)	08/22-12/10	JH 203	
<input type="checkbox"/>	13702	ENGL	1301	101	NVC	3.000	Composition I	MW	11:00 am-12:15 pm	24	2	22	Kristina Anne Mc Kinney (P)	08/22-12/10	JH 208	
NR	17361	ENGL	1301	031	NVC	3.000	Composition I	MW	08:00 am-10:45 am	24	21	3	Anthony C Montalbano (P)	01/19-03/12	JH 217	

This is a Flex I class.

11. Check the check box next to the desired course.

<input type="checkbox"/>	13694	ENGL	1301	048	NVC	3.000	Composition I	MW	08:00 am-09:15 am	24	15	9	Holly A Zaldivar (P)	08/22-12/10	JH 205	
--------------------------	-------	------	------	-----	-----	-------	---------------	----	-------------------	----	----	---	----------------------	-------------	--------	--

12. Scroll to the bottom and select **Register**.

<input type="button" value="Register"/>	<input type="button" value="Add to WorkSheet"/>	<input type="button" value="New Search"/>
---	---	---

13. If registration was successful, “**Web Registered**” will show next to the course. If there were any errors or holds (pre-requisite, co-requisite, other restrictions), the error/hold would display with your schedule and the course will not be added.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on May 16,2016	None	13694	ENGL	1301	048 Undergraduate	3.000	Standard Letter Grade	Composition I

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: May 16,2016 11:08 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

14. To add additional courses click [**Class Search**] and repeat steps 8-13.

Submit Changes **Class Search** Reset

15. Once course registration is complete you may access your tuition balance information by returning to your ACES My Page tab.

ALAMO COLLEGES

Home Start Here Student My Courses **My Page**

Home Community My Page

**Note:** Once you finish registering for your classes be aware of the payment deadline, and make payment arrangements to ensure that your classes are not dropped for non-payment. Students receiving financial aid or VA Benefits need to verify that all documentation required has been received by respective departments.

CONGRATULATIONS  
 & WELCOME to  
 Northwest Vista College

