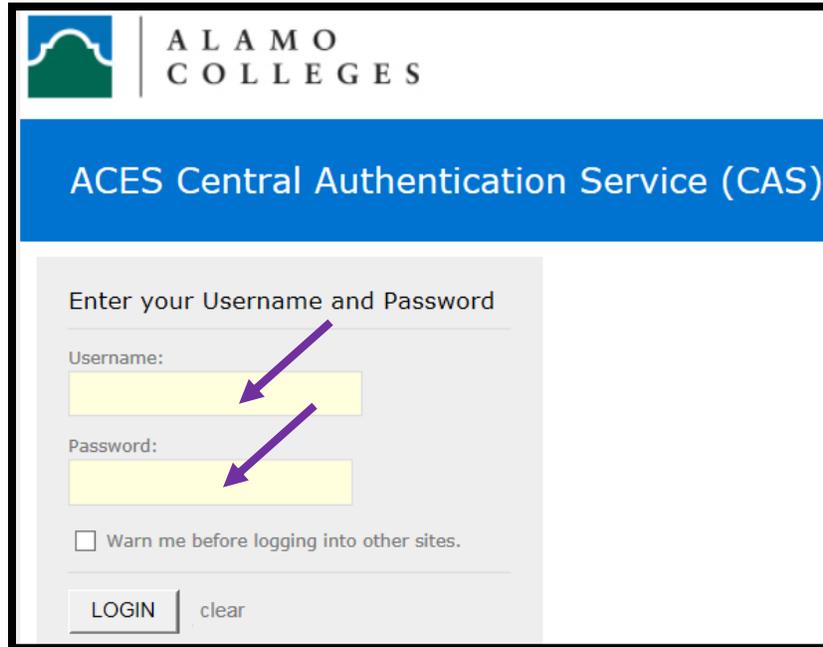# ACES Registration Guide
HOW TO REGISTER/DROP CLASSES ON THE WEB

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

2. Select *My Page*
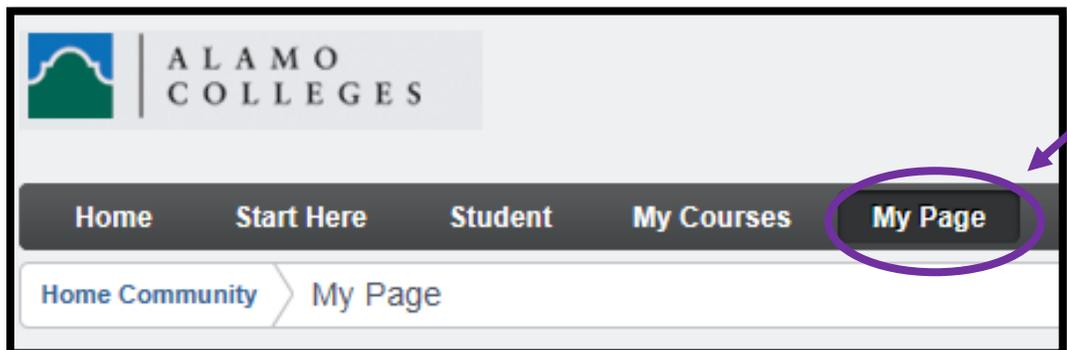
3. Select *Web Services*
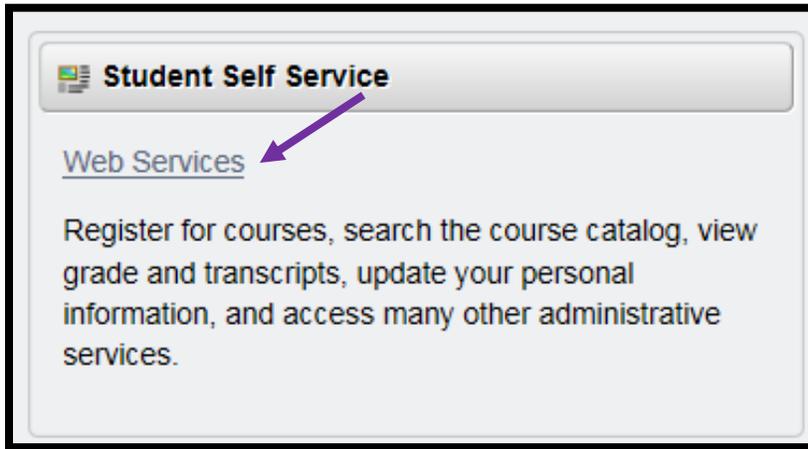
4. Select *Student*

5. Select *Registration*

6. Select *Look Up Classes*

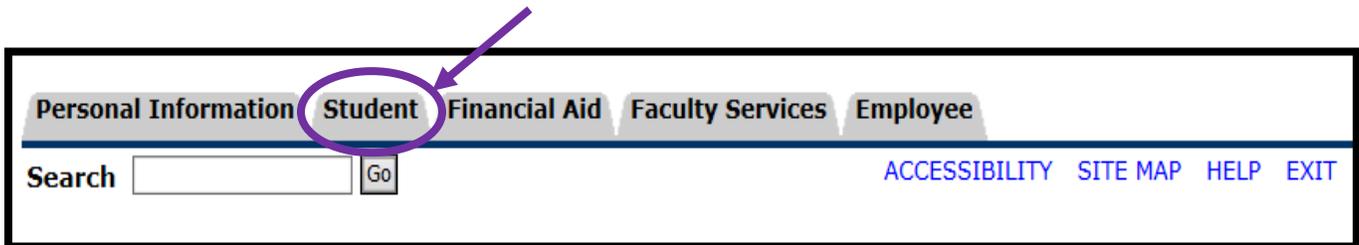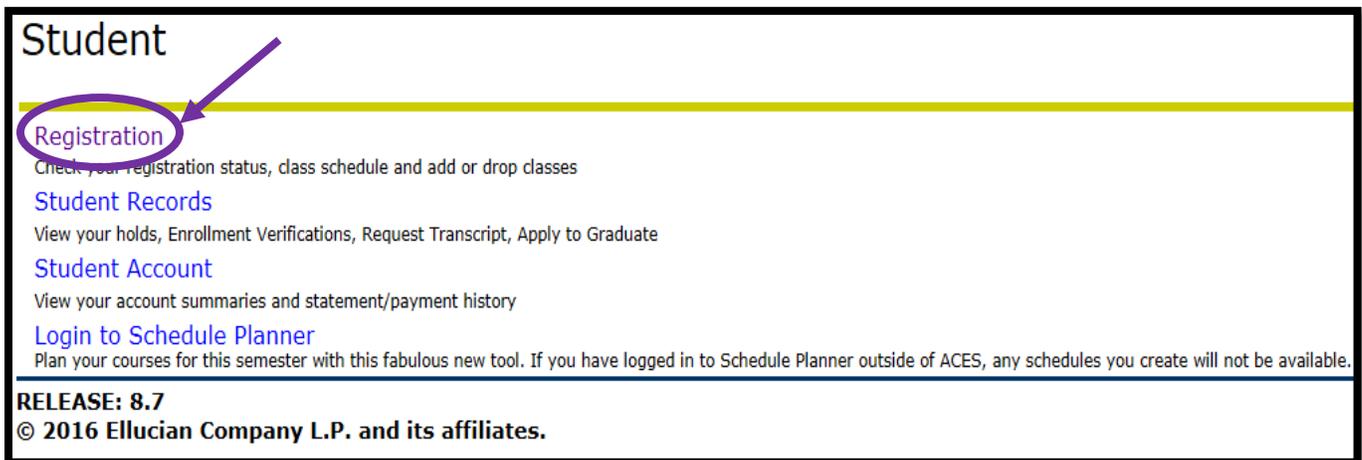## Registration

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*

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.

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
SR	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	
☐	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.

☐	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.*

Register	Add to WorkSheet	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.

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

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

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