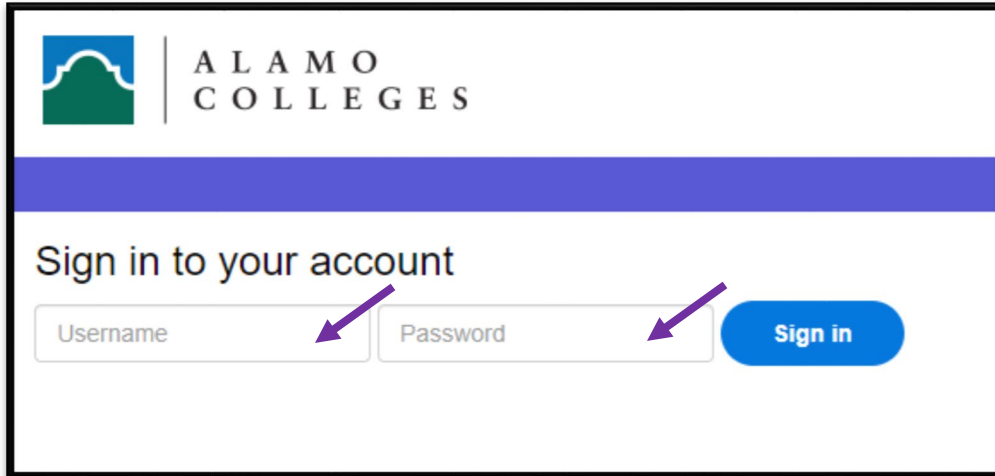


ACES Registration Guide

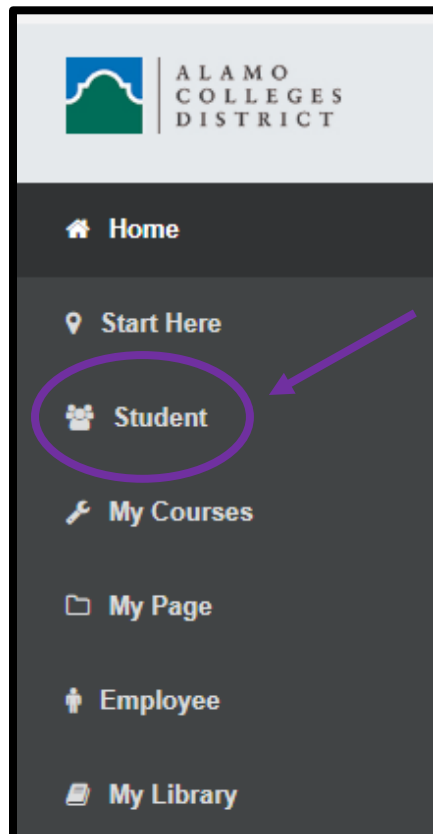
HOW TO REGISTER/DROP CLASSES ON THE WEB

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

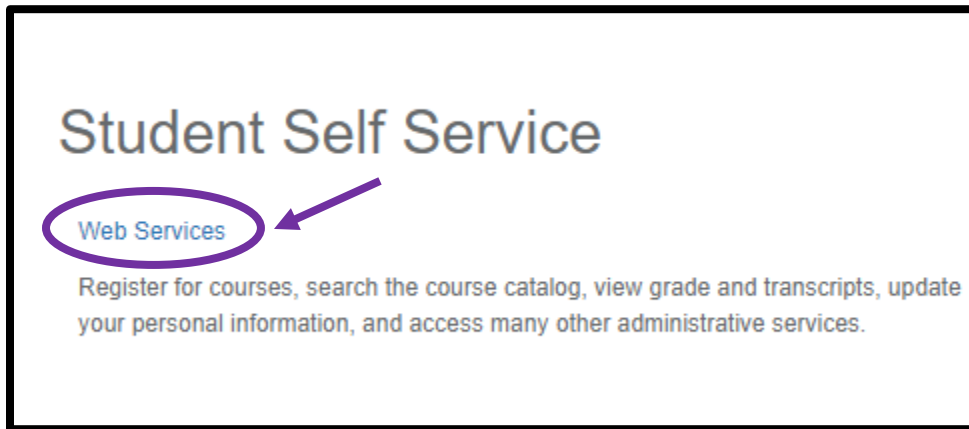


The screenshot shows the Alamo Colleges login interface. At the top left is the Alamo Colleges logo, which consists of a green square with a white archway and the text "ALAMO COLLEGES" to its right. Below the logo is a blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. Below this text are two input fields: "Username" and "Password". A blue "Sign in" button is located to the right of the "Password" field. Two purple arrows point to the "Username" and "Password" fields respectively.

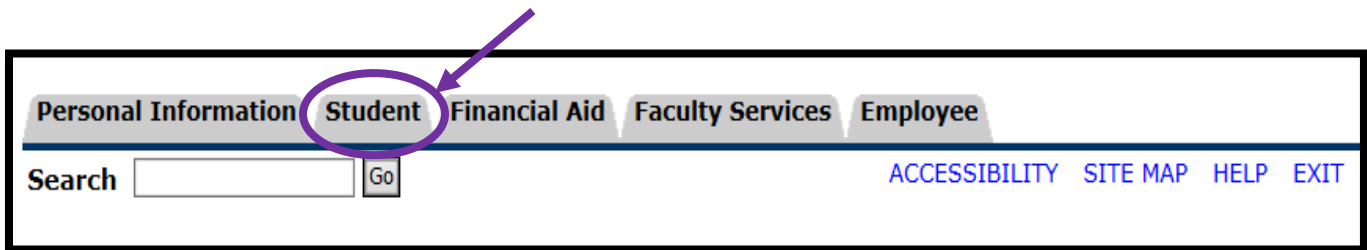
2. Select **Student**



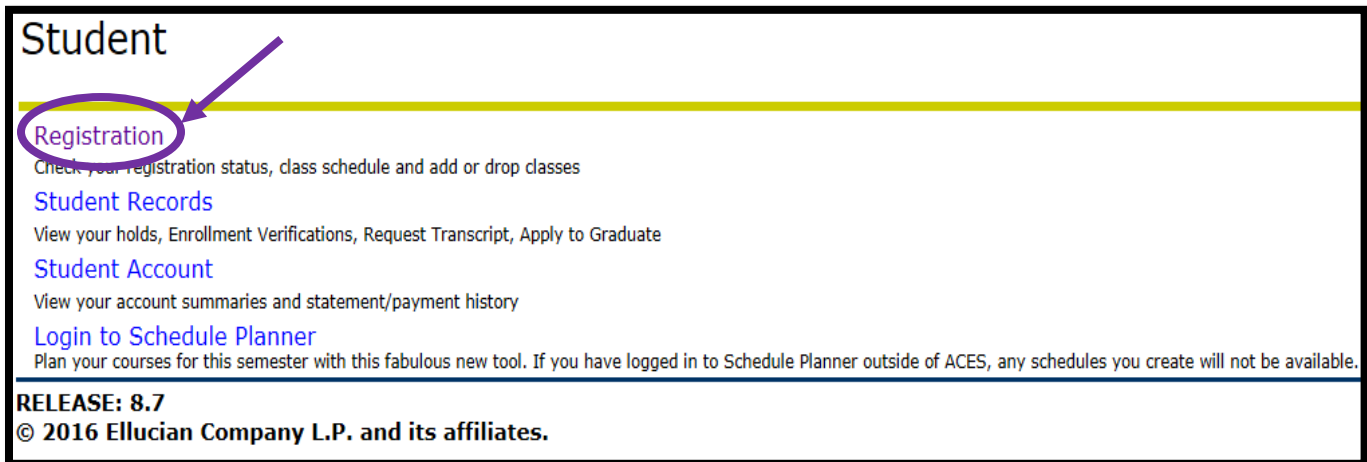
3. Select **Web Services**



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 7, 2017
Summer I	May 28, 2017
Summer 8 Week	May 28, 2017
Summer II	June 28, 2017
Fall 16 Week	August 20, 2017
Fall Flex I	August 20, 2017
Fall Start II	September 3, 2017
Fall Flex II	October 16, 2017

***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](#)
[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](#)
[AlamoSCHEDULER New!!!](#)
[Course Withdrawal](#)

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.

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.

Create the perfect class schedule.

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

Personal Information **Student** Financial Aid Employee

Search

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

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

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

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.

None
CE Summer (Jun-Aug 2019)
CE Spring (Mar-May 2019)
Fall 2019
Summer 2019
Spring 2019
Fall 2018 (View only)
Summer 2018 (View only)
Spring 2018 (View only)
Fall 2017 (View only)
None

8. Select **Search by College**

The screenshot shows a search interface with a 'Subject:' dropdown menu. The menu is open, displaying a list of subjects: 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, and ARTS-Art and Studio Art. Below the dropdown are two buttons: 'Course Search' and 'Search By College'. The 'Search By College' button is circled in purple, and a purple arrow points to it from the right.

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.

The screenshot shows a search interface with various filters. The 'Subject:' dropdown menu is open, showing a list of subjects: EDUC-Education or Teacher Educ, EECT-Electr & Telecomm Tech, ELMT-Electromechanical Tech, ELPT-Electrical Systems, EMSP-Emergency Medical Tech, ENER-Energy Technician, ENGL-English for Academic Purpose, ENGL-English, ENGR-Engineering, and EPCT-Environmental Engr Tech. The 'ENGL-English' option is highlighted in blue. Below the dropdown are several input fields and dropdown menus: 'Course Number:' with '1301' entered; 'Title:' with an empty text box; 'Credit Range:' with two empty text boxes and 'hours to' in between; 'College:' with a dropdown menu showing 'All', 'Northwest Lakeview College', and 'Northwest Vista College', with 'Northwest Vista College' highlighted in blue; 'Part of Term:' with a dropdown menu showing 'All', '8 Weeks Flex I', and '8 Weeks Flex II', with 'All' highlighted in blue; 'Duration:' with an empty text box and a 'Days' dropdown menu; 'Session:' with a dropdown menu showing 'All', 'Afternoon', and 'Blended/Hybrid', with 'All' highlighted in blue; 'Location/Attribute:' with a dropdown menu showing 'All', 'Advanced Technology Center', and 'CTTC New Braunfels', with 'All' highlighted in blue; 'Start Time:' with 'Hour' and 'Minute' dropdown menus set to '00' and 'am/pm' set to 'am'; 'End Time:' with 'Hour' and 'Minute' dropdown menus set to '00' and 'am/pm' set to 'am'; 'Days:' with checkboxes for 'Mon', 'Tue', 'Wed', 'Thur', 'Fri', 'Sat', and 'Sun'. At the bottom, there are two buttons: 'Section Search' and 'Reset'. The 'Section Search' button is circled in purple, and a purple arrow points to it from the left.

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

Register	Add to WorkSheet	New Search
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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 April 24, 2019	None	13694	ENGL	1301	048	Undergraduate	3.000	Standard Letter Grade	Composition I

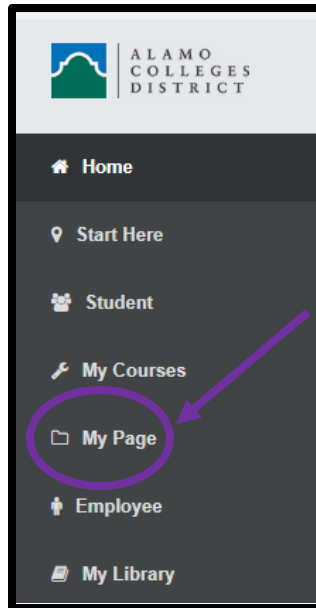
Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: April 24, 2019 10:51 am

Add Classes Worksheet

CRNs

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

