**ACES Registration Guide**

**Looking Up Classes**

1. Log in to ACES & click on the **My Page** tab.

2. Click on **“Register Here”** icon under **My Registration**.

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1. Log in to ACES & click on the **My Page** tab.

2. Click on **“Register Here”** icon under **My Registration**.
3. Click **Proceed to Registration**.

4. Once you’re on this screen, click **Browse Classes** to “Look Up Classes.”
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5. On the next page, select your term. Then, click **Continue**.  
   **Remember:** Do NOT select any CE or COM terms.

   ![Select a Term]

   **NOTE:** For now, select only “Summer 2021” and “Fall 2021.”

   DO NOT select a CE or COM term. This will prompt the “you require readmissions” error.

6. If you prefer to look at NVC courses only, click **Advanced Search**. Otherwise, you will be viewing courses from ALL 5 colleges.
7. On the Advanced Search page, you can start entering your subject, course number, and college. For now, leave everything else as is.

8. Click Search.
9. There’s a few things you’ll need to look for on the search page.
   a. Maximize the **Meeting Times** section so you can see the start & end dates. Hover your mouse over the line between **Meeting Times** and **Status**. Click and drag to the right.
b. Maximize **Instructional Methods**. This will give you an “idea” if the course is fully online/Distance Education (no zoom or on campus lectures) or if it’s **Face to Face** (zoom lecture or on campus).

c. To learn more about the course, click on the underlined title of the course on the left side under the **Title** column.
d. Make sure to click through all the sections in the left column, especially **Course Description**. This is where it will state if the course is “remote” (zoom lecture), on campus, hybrid, or 100% online (no zoom lecture or on campus meeting).
e. **Enrollment Waitlist** will show how many seats are in the class, how many have registered, how many seats are left, and if there’s a waitlist.

![Enrollment Waitlist Image](image)

f. Here is an example of a course that shows “**Face to Face**” under **Instructional Methods** but is really a “**remote class**” (zoom lecture).
Section Information: **This course has been changed to a remote learning format and will meet via appropriate learning technology according to the posted schedule.** This is a 5-week Summer II class, which begins July 13, 2020-August 13, 2020. **Course Description:** Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. This course fulfills the Communication foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.
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10. To look for a new class, click **Search Again**. Proceed with steps 6-9.

11. Clear out the initial subject by clicking the “X.” Don’t forget to change your course number as well!
Registering for Classes

1. Log in to ACES & click on the My Page tab.

2. Click on “Register Here” icon under My Registration.
3. Click on **Proceed to Registration**.

![Proceed to Registration](image)

4. Once on this screen, click **Register for Classes**.

![Register for Classes](image)

**NOTE:** After clicking “Register for Classes,” you might be taken to the **Student Survey**. If you encounter errors with the survey (it won’t let you pass), send me screenshots so I can forward them to our District Offices.
5. On the next page, select your term. Then, click **Continue**.

**Remember:** Do NOT select any CE or COM terms.

6. Click **Advanced Search** if you want to look at courses by a college. You may have to make the top section bigger by hovering your mouse over the bottom of the box, then clicking and dragging down.

NOTE: For now, select only “Summer 2021” and “Fall 2021.”

DO NOT select a CE or COM term. This will prompt the “you require readmissions” error.

If you’re already registered for courses (for summer as an example), they will reflect here. The left is a calendar view of your schedule and the right is where you can add/drop courses.
7. Enter your **subject**, **course number**, and **college**. For now, leave everything else as is. Then click **Search**.
8. On the next page, maximize the **Meeting Times** and **Instructional Method** columns.

9. Before adding the course, make sure to click on the **Course Title**.
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a. Review **Course Description** to determine if the class is online, remote, on campus, or hybrid.

Don’t forget to check out “**Prerequisites**” to see what prerequisite courses are required.

“**Corequisites**” will show if the class is linked to another class. EX: MATH 1314+MATH 0114, ENGL 1301+INRW 0100, or BIOL 2401 Flex I and BIOL 2402 Flex II.

10. Once you find a course you’d like to register for, click **Add** to the far right of the class.
11. In the **Summary** box, make sure the course has “**Web Registered**” under action. Then click **Submit**. **If you don’t click Submit, the course will not add.**

12. To add your next course, click **Search Again** and proceed with steps 7-11.

**Note:** Dropping courses will stay the same. Select “**Web Dropped Prior to Term**” under the **Action** drop-down feature. Then, click **Submit**. The courses may be grayed out in the Summary box until you **Add** another class.
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Adding Linked Course

1. Let's look at MATH 1314 + MATH 0114 as an example. Enter MATH as your subject, 1314 for course number, and NVC for college. Click Search.

2. Look for a linked MATH 1314. Before registering for the class, click the course title to make sure it’s linked to the co-requisite that you need. Example: MATH 1314 + MATH 0114.
3. Close the description box and click **View Linked** on the right.

4. Click **Add All** to add both CRN’s (both courses).
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5. Make sure both courses populate in your Summary box as “Pending” under Status, and “Web Registered” under Action. Then, click Submit.

6. All courses in Summary box should reflect as “Registered.”
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7. To add another course, click **Search Again** or in this case, **Back to Search Results** and then **Search Again**.