New ACES Registration Guide

Beginning April 2021
Log in to ACES and Click My Page
Click the “Register Here” icon
If you watched the video or looked over this guide, click Proceed to Registration.

Check out the How To Video. https://youtu.be/F6QL4isD1q4
A Survey may pop up. Complete the survey.

*If you fall into a loop, close your browser and try a new one. Chrome or Firefox preferred.

• Example pending
Descriptions:

“Prepare for Registration” to check for holds and when you can register.
“Plan Ahead” to see what we mapped out in the AlamoGPS.
“View Registration Information” shows your past schedules.
“Browse Classes” will allow you to look up classes without registering.
“Register for Classes” to actually register for courses.
Click or type Term

It’s important that you DO NOT select “CE” or “COM” terms. You will get a readmit error.
### Prepare for Registration Screen

#### Registration Status

**Term: Fall 2021**

- Your Student Status permits registration.
- Your academic status Good Standing permits registration.
- You have holds which prevent registration. Please note that some holds are sensitive and may not display on this page.

**Time tickets do not allow registration at this time. Please register within these times**

- 08/21/2021 02:01 PM - 08/22/2021 12:01 AM - 08/28/2021 02:01 PM - 09/03/2021 12:01 AM - 09/05/2021 02:01 PM - 09/09/2021 12:01 AM - 09/18/2021 02:01 PM - 09/19/2021 12:01 AM - 10/02/2021 02:01 PM
- 10/03/2021 12:01 AM - 10/16/2021 02:01 PM - 10/17/2021 12:01 AM - 10/23/2021 12:01 AM - 10/24/2021 02:01 PM - 10/25/2021 12:01 AM - 11/12/2021 02:01 PM

**Earned Hours**

- You have Earned Hours for Level: Undergraduate, Institution Hours: 10, Transfer Hours: 51
- Your class standing for registration purposes is Sophomore

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- You may get a readmission error if you selected the wrong term or have not been enrolled in classes for more than 3 semesters.
- Let’s you know that you have a hold.
- The first date & time tells you when you can register.
- Shows how many earned hours you have.
- Alamo Colleges only has Freshman or Sophomore level. You may show “unclassified” if you have more than the sophomore level.
Descriptions:
“Prepare for Registration” to check for holds and when you can register.
“Plan Ahead” to see what we mapped out in the AlamoGPS.
“View Registration Information” shows your past schedules.
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It’s important **that you DO NOT select CE or COM terms. You will get a readmit error.**
Holds

1. If you have a hold, you will get a screen like this. Unfortunately, you will need to click ok the number of times it mentions in the top right corner.
2. Once you click “OK”, the screen will stay grayed out. You must click the number in the top right to continue clicking ok until all are gone.
3. Go back to “Registration” and select “Browse Classes” if you want to look at the classes until you can register.

Please contact me if you have questions about a hold.

Next page will show you how to register (if you have no holds).
You can click on plans to view suggested courses in your AlamoGPS.

When registered, you can view your registered classes in Schedule and Options.

Begin typing or click to scroll through subject options

Type in Course #, if known

If you know the combo, type both subject and course # instead of separate.

To filter by college or Flex terms, click Advanced Search

When you register, you will be able to see how the classes line up here.

Click here to adjust panel layouts.

When you click register, you will be able to see which classes you registered for here. You can also drop classes before they begin here.

Click here to adjust panel layouts.

Your hours will be tracked here.
Example Of Filled In Search Criteria With College Selected.
READING THE REGISTRATION SCREEN

- **CRN**: Course Reference Number
- **CAMPUS**: Campus Location
- **Course Title**: Title of the course
- **Course Type**: Type of course (Lecture, Recitation, etc.)
- **Days and Time**: Days and times the course is offered
- **Click the line to expand and see location of class.**
- **Course Type**: Type of course

Some courses may be linked. Click "view Linked" to find out what class is linked to it before registering.

You’ll be notified of a time conflict.
HOW TO ADD A CLASS

Click on the Title for more details and notes about the course. Also has book info.

When ready to add class, click add.

For Linked Classes, click View Linked to add both classes at the same time.

You can remove a pending class.

After you click “Add”, it will show pending. You are NOT registered yet.
HOW TO REGISTER FOR CLASSES

You can view how your schedule will look here.

When ready to add all the classes, click “Submit”. They should show a green “registered” if done.

This new way to register allows you to “Search Again” and register for all your courses at once. It also helps with time conflicts and more!
NEED TO SWITCH CLASSES AROUND? (BEFORE CLASSES BEGIN)

Search for the new class like before and click “Add” the new class.

Again, you can view how your schedule will look with the update.

Select “Web Drop Prior to Term” next to the course you are switching out of. Then hit Submit to switch into the new pending one you added.
When You Click “Tuition and Fees”
Check your Schedule

You can click here to view the "Detailed" schedule.

Click "Schedule and Options" to view this page.
Click Title to open Class Details
Set Up Payment

Log in to ACES, click “My Page” to check your Account Balance, Financial Aid, and Pay your bill.

• Scroll down to “My Bill” and click “Pay My Bill” to set up payment plan or pay in full in the virtual payment system.
  • Only select the green “Make Payment” if you are paying in full.
  • Click “Enroll in Payment Plan” to set up the payment plan.
  • **DO NOT MAKE YOUR OWN HALF/PARTIAL PAYMENT. Your classes will be dropped. It must be through the payment plan button.**
Check Your Financial Aid

• Don’t assume financial aid is set. Always check your Status.
  • Summer 2021 = 2020-2021 Aid Year
  • Fall/Spring/Summer 2021 = 2021-2022 Aid Year
  • https://www.alamo.edu/admission--aid/paying-for-college/financial-aid/
  • Financial aid office can be reached at 210-212-5266 and ask for financial aid.

• You can find payment deadlines and start dates here:
  • https://www.alamo.edu/academics/academic-resources/academic-calendar/