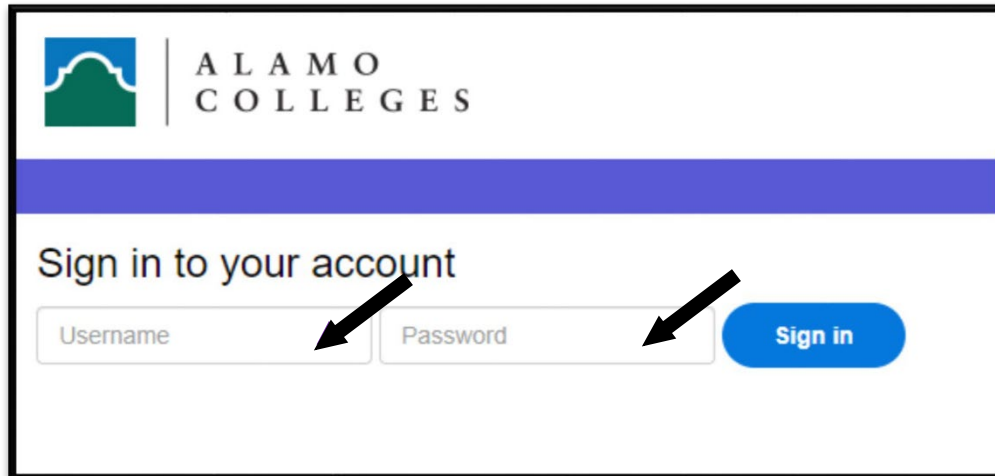


ACES Registration Guide

HOW TO REGISTER FOR CLASSES ON THE WEB

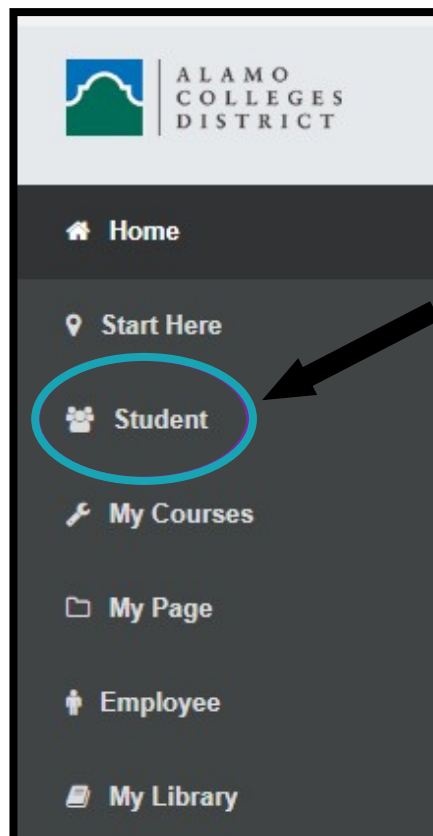
Note: Highly recommend registration via desktop/laptop for easier navigation.

- Log into the ACES portal with your User Name and Password

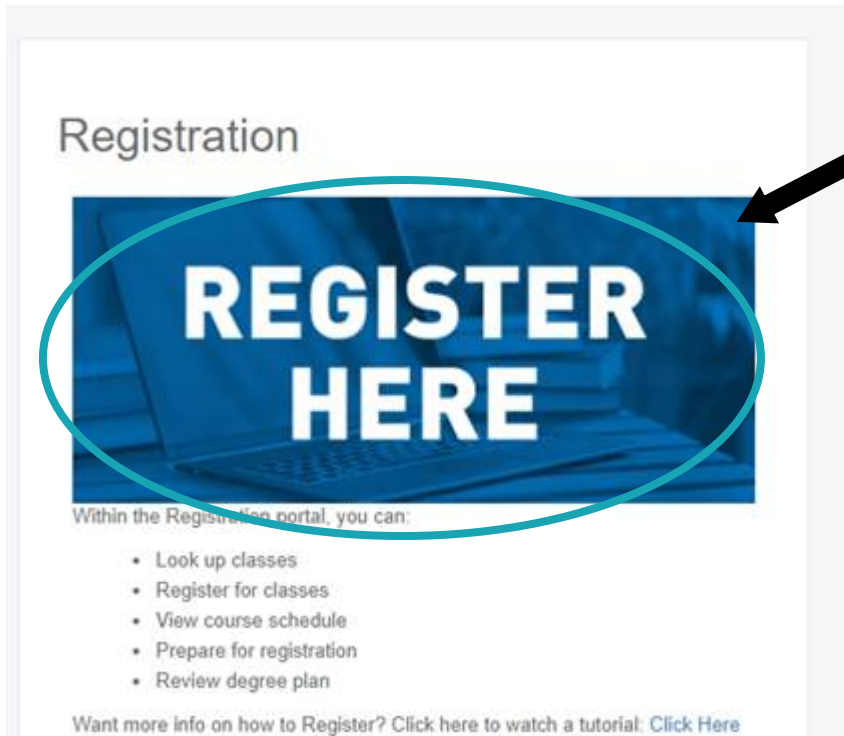


The screenshot shows the Alamo Colleges login interface. At the top left is the Alamo Colleges logo, consisting of a green mountain icon and the text "ALAMO COLLEGES". Below the logo is a blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. Below this text are two input fields: "Username" and "Password". A blue "Sign in" button is positioned to the right of the "Password" field. Two black arrows point from the text above to the "Username" and "Password" input fields respectively.

- Select **Student**



- Select **Register Here**



Registration

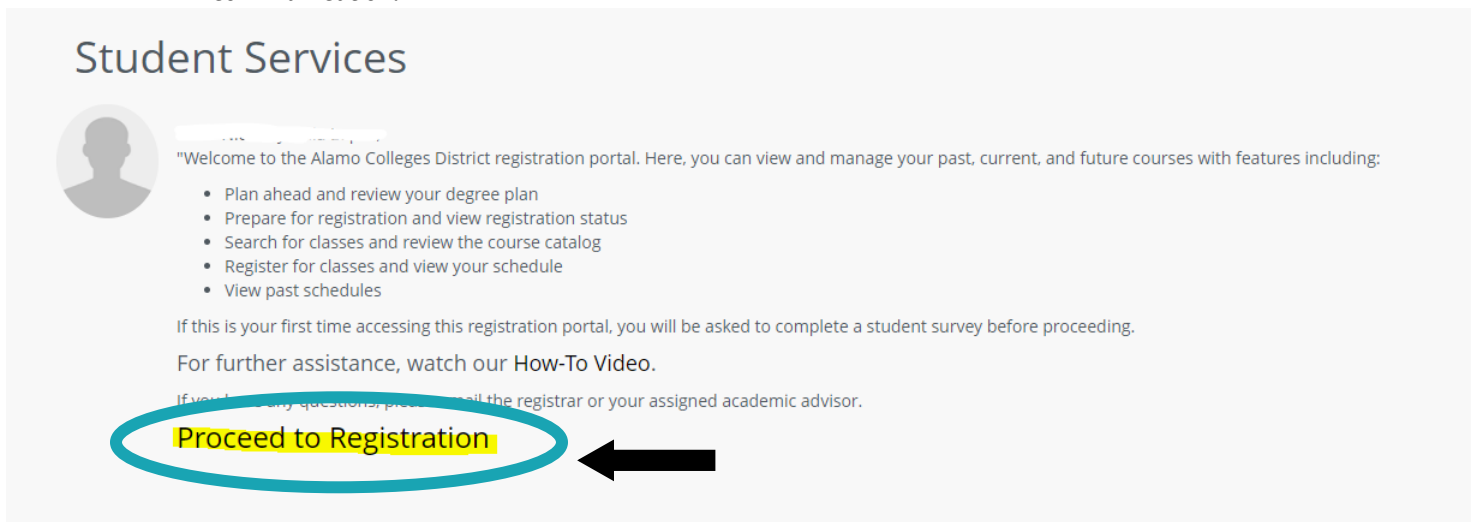
**REGISTER
HERE**

Within the Registration portal, you can:


- Look up classes
- Register for classes
- View course schedule
- Prepare for registration
- Review degree plan

Want more info on how to Register? Click here to watch a tutorial: [Click Here](#)

- Select **Proceed to Registration if NOT prompted to complete a survey.**
 - *If prompted to complete a Survey, please complete first or you will not be able to proceed to register.*
 - *If you get prompted to enter an Alternate PIN, review your ACES email first to check if advisor sent communication.*



Student Services

 **[Redacted Name]**

"Welcome to the Alamo Colleges District registration portal. Here, you can view and manage your past, current, and future courses with features including:

- Plan ahead and review your degree plan
- Prepare for registration and view registration status
- Search for classes and review the course catalog
- Register for classes and view your schedule
- View past schedules

If this is your first time accessing this registration portal, you will be asked to complete a student survey before proceeding.

For further assistance, watch our [How-To Video](#).

If you have any questions, please email the registrar or your assigned academic advisor.

Proceed to Registration

- Select **Register for Classes**

**Note: to check if you have any holds or are eligible to register, click on the “View Registration Information” first.*

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

View Registration Information
View your past schedules and your ungraded classes.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

Browse Course Catalog
Look up basic course information like subject, course and description.

- Select **Term Spring 2022 – DO NOT SELECT CE or COM!**

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Select a Term for Class Search

Spring 2022

~~CE Fall (Sep-Nov 2021)~~

~~CE Summer (Jun-Aug 2021) (View Only)~~

~~First Quarter 2009-10 (View Only)~~

Spring 2022

~~Fall 2021~~

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

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

- To enter your search criteria, click on **'Advanced Search'** first.

Student • Registration • Select a Term • Browse Classes

Browse Classes

Enter Your Search Criteria
Term: Fall 2021

Subject

Course Number

Keyword

- Enter the **Subject** and **Course Number** of the desired course. (Ex. ENGL 1301) and select desired **Campus** (Ex. Palo Alto College) and then click **Search**.

Student • Registration • Select a Term • Browse Classes

Browse Classes

Enter Your Search Criteria
Term: Fall 2021

Subject

Course Number

Keyword

Instructor

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings


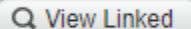
College

Departments

• **Browse course options and keep in mind the important information below before registering for a class:**

- Review Meeting Times to ensure you can attend during the designated timeframe. The blue highlighted days indicate the class meeting days.
- Review if course in On Campus, Remote Learning (Zoom) or Online as well as the Start Date of class and End Date of class.




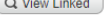

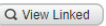


S M T W T F S 08:00 AM - 09:15 AM Type: Class Building: PAC San Jacinto Hall Room: 130 Start Date: 08/23/2021 End Date: 12/11/2021

- Review Attribute for additional important information.
- A course that has a  LINKED notation means that it has an additional course attached to it that is required. To view the linked course information, click on  for additional information.

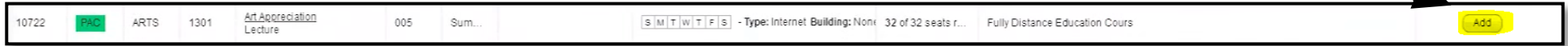
- Note: to view the Start and End Dates under “Meeting Times”, you can expand the table by clicking and dragging to the right. See arrow below. **All tables are expandable.**

Browse Classes

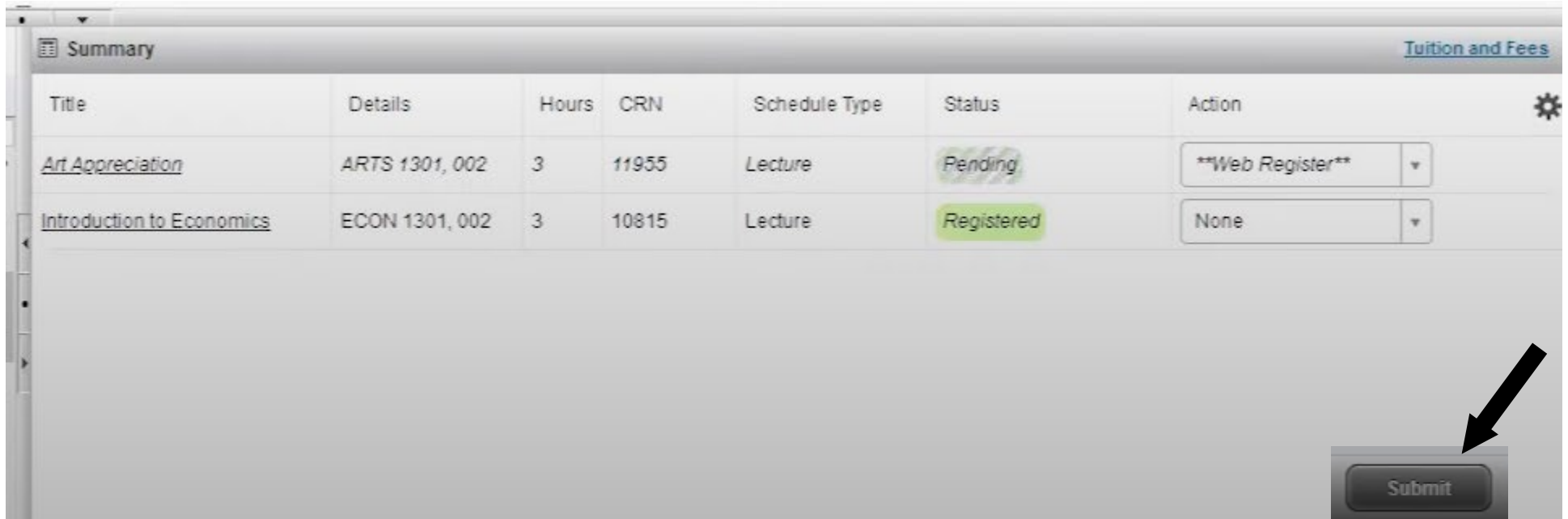
Search Results — 72 Classes
Term: Fall 2021 Subject and Course Number: ENGL1301 ENGL-English Campus: Palo Alto College Search Again

Title	Subject Description	Course#	Section#	Hours	CRN	Instructor	Meeting Times	Campus	Status	Attribute
Composition I Lecture	ENGL-English	1301	026	3	15819	F Martinez, Christopher (Primary)	S M T W T F S 08:00 AM - 09:15 AM Type: Class Building: PAC San Jacinto Hall Room: 130 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	10 of 10 seats reserved	Communication (Chart I)
Composition I Lecture	ENGL-English	1301	027	3	15820	F McGehee, Alexis (Primary)	S M T W T F S 08:00 AM - 09:15 AM Type: Class Building: Remote Learning Room: 00 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	6 of 26 seats reserved	Communication (Chart I)
Composition I Lecture	ENGL-English	1301	033	3	34556	F	S M T W T F S 08:00 AM - 09:15 AM Type: Class Building: PAC Nueces Hall Room: 118 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	10 of 10 seats reserved 	Dev Ed/College-Level Paired DE Co-req College Level Sect 
Composition I Lecture	ENGL-English	1301	057	3	15821	F Torres, Carmen (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Class Building: PAC Brazos Hall Room: 202 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	10 of 10 seats reserved	Communication (Chart I)
Composition I Lecture	ENGL-English	1301	058	3	15822	F Hatch, Sheila (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Class Building: Remote Learning Room: 00 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	5 of 26 seats reserved	Communication (Chart I)
Composition I Lecture	ENGL-English	13		3	15823	F Flores, Christina (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Class Building: Remote Learning Room: 00 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	6 of 26 seats reserved	Communication (Chart I)
Composition I Lecture	ENGL-English	1301	060	3	15861	F Garza, Anthony (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Class Building: PAC Nueces Hall Room: 112 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	10 of 10 seats reserved 	Dev Ed/College-Level Paired DE Co-req College Level Sect Learning Community 
Composition I Lecture	ENGL-English	1301	061	3	31435	F Joyce, Andrew (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Class Building: PAC Nueces Hall Room: 102 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	10 of 10 seats reserved 	Dev Ed/College-Level Paired DE Co-req College Level Sect 
Composition I Lecture	ENGL-English	1301	062	3	36509	F Staudt, Matilda (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Class Building: PAC Nueces Hall Room: 106 Start Date: 08/23/2021 End Date: 12/11/2021	PAC	10 of 10 seats reserved 	Dev Ed/College-Level Paired DE Co-req College Level Sect 

- Once you have identified the desired course, click on the “Add” button.



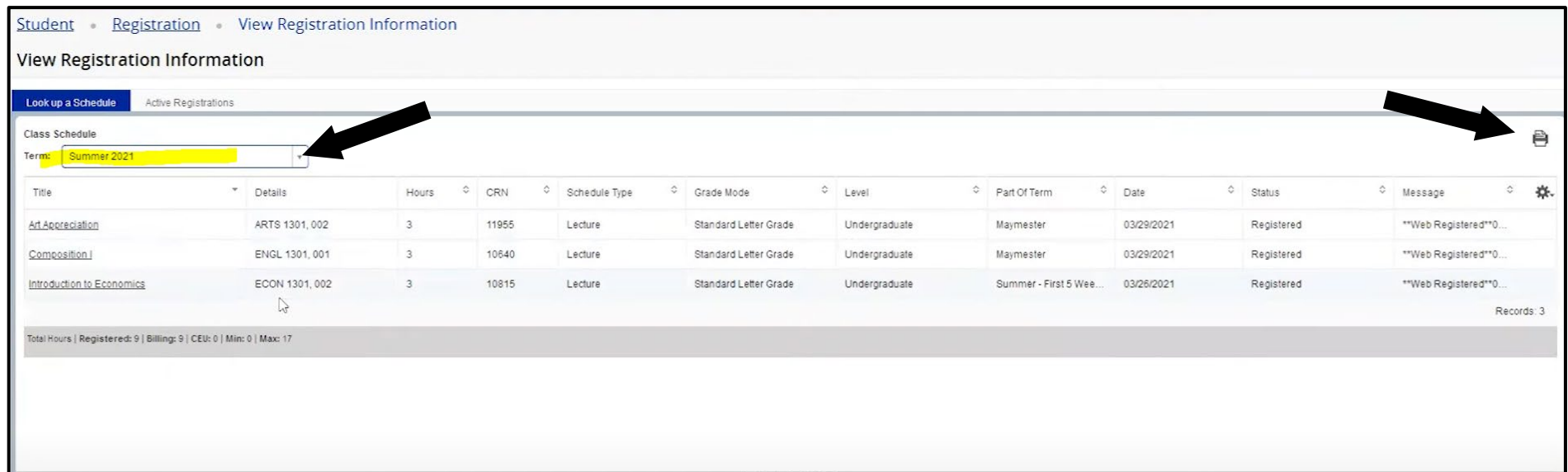
- Once you’ve added the desired course, it will appear as “Pending” under the **Status** column. To complete the registration, click the “Submit” button.



- To View Schedule, click on “Registration”



- Click on the current “Term” to view the current schedule. Review for accuracy and then select the “Printer” icon to the right to save to PDF or Print for your records.



To make schedule changes **BEFORE** classes begin (DROP & ADD COURSES):

- Click on **My Page Tab** on left side tool bar.
- Click on **REGISTER HERE** icon.
- Click on **Proceed to Registration**.
- Click on **Register for Classes**.
- Select desired term (ex: Fall 2021) from the drop-down menu, then click Continue. (Do NOT select CE or COM)
- Review schedule of registered classes in **Summary box** located in lower right-hand corner.
- Click on the drop-down menu beside the course you wish to drop and select ****Web Dropped Prior to Term****.
- Click **Submit** at the bottom of page and the course will be removed from your schedule.