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

- Select Student
Select **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.

**Student Services**

"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 contact 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.*

• Select **Term (Ex. Fall 20XX, Spring 20XX or Summer 20XX)**

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.

• 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.
• 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 View Linked for additional information.

• For Course Description & other important information, click on the title of the course.

• 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.
• 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.