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.
  - If you get prompted to enter an Alternate PIN, review your ACES email first to check if advisor sent communication.

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**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 desired **Term (Ex. Summer 2022 or Fall 2022) – DO NOT SELECT CE or COM!**

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.
- Review Attribute for additional important information.
- A course that has a ![LINKED](image) notation means that it has an additional course attached to it that is required. To view the linked course information, click on ![View Linked](image) 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.

### Browse Classes

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject Description</th>
<th>CRN</th>
<th>Section</th>
<th>Hours</th>
<th>Instructor (Primary)</th>
<th>Meeting Times</th>
<th>Campus</th>
<th>Status</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL-English 1301 Lecture</td>
<td>ENGL-English</td>
<td>026</td>
<td>3</td>
<td>15919</td>
<td>Martinez Christopher</td>
<td>M T W F S 08:00 AM - 10:00 AM</td>
<td>00</td>
<td>Start Date: 06/06/2022</td>
<td>Communication (Chart II)</td>
</tr>
<tr>
<td>ENGL-English 1301 Lecture</td>
<td>ENGL-English</td>
<td>027</td>
<td>3</td>
<td>15820</td>
<td>McGhee Bens (Primary)</td>
<td>M T W F S 08:00 AM - 10:00 AM</td>
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<td>Start Date: 06/06/2022</td>
<td>Communication (Chart II)</td>
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<td>ENGL-English 1301 Lecture</td>
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<td>Communication (Chart II)</td>
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<td>ENGL-English 1301 Lecture</td>
<td>ENGL-English</td>
<td>057</td>
<td>3</td>
<td>15821</td>
<td>Torres Carmen (Primary)</td>
<td>M T W F S 08:00 AM - 10:00 AM</td>
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<td>Start Date: 06/06/2022</td>
<td>Communication (Chart II)</td>
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<td>ENGL-English</td>
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<td>3</td>
<td>15822</td>
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<td>Communication (Chart II)</td>
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<td>ENGL-English 1301 Lecture</td>
<td>ENGL-English</td>
<td>13</td>
<td>3</td>
<td>15823</td>
<td>Flores Christa (Primary)</td>
<td>M T W F S 08:00 AM - 10:00 AM</td>
<td>00</td>
<td>Start Date: 06/06/2022</td>
<td>Communication (Chart II)</td>
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<td>ENGL-English 1301 Lecture</td>
<td>ENGL-English</td>
<td>060</td>
<td>3</td>
<td>15901</td>
<td>Cozza Antonio (Primary)</td>
<td>M T W F S 08:00 AM - 10:00 AM</td>
<td>00</td>
<td>Start Date: 06/06/2022</td>
<td>Communication (Chart II)</td>
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<td>061</td>
<td>3</td>
<td>31435</td>
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<td>Communication (Chart II)</td>
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<td>36509</td>
<td>Staudt Matthew (Primary)</td>
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<td>00</td>
<td>Start Date: 06/06/2022</td>
<td>Communication (Chart II)</td>
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</tbody>
</table>
• 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"

![Registration Image]

• 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.