Registration for courses through Web Services

1. Log in to ACES

2. Select Student tab

3. Select Web Services **(located in the Student Self Service box)**

4. Select Student **(located under Main Menu)**

5. Select Registration

6. Select Look up classes

7. Select a Term and then click submit **(CE terms are for Continuing Education students only)**

8. Select Search by College
    a. do not select course search as this will give you all courses at all colleges

9. Select the Subject you are looking for
    a. Use the selection options proceeding as they apply to your registration needs.
    b. You may choose any combination of fields to narrow your search.

10. Select Section Search when your selection is complete.

11. The college code information for the returned sections will be highlighted in the college color.
   **SAC at NLC sections will be coded as SAC but highlighted in the NLC color.**

SAC	SPC	PAC	NVC	NLC

12. Select the course you wish to register for by checking the box to the left
    a. If there is a letter [**C**]. This means the course is closed for registration
    b. If there is a [**NR**] then you must see an advisor or the department to get into this course.

13. Select Register
    a. This screen should show the course you just registered for
    b. If there was a time-conflict or other restriction, a message will appear as to the reason for the restriction
    c. If you decide you don't want to take the course you just registered for
        i. Select the drop down menu located next to the course you wish to drop and select   [**Webdrop**]
        ii. Then click [**Submit Changes**] button.

14. To register for another course. You can either press the back button to go back to Step 9, where you can select your course on the advanced search.
    a. You can also repeat Step 4 through 13 again
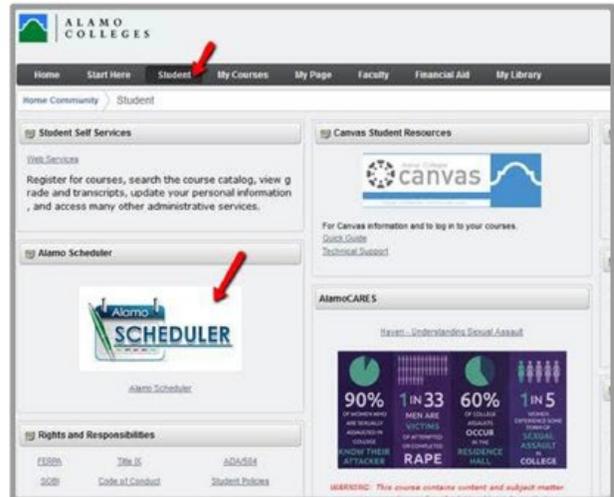
STUDENT SCHEDULE PLANNER

1 LOG IN
Go to alamoaces.alamo.edu
Log In
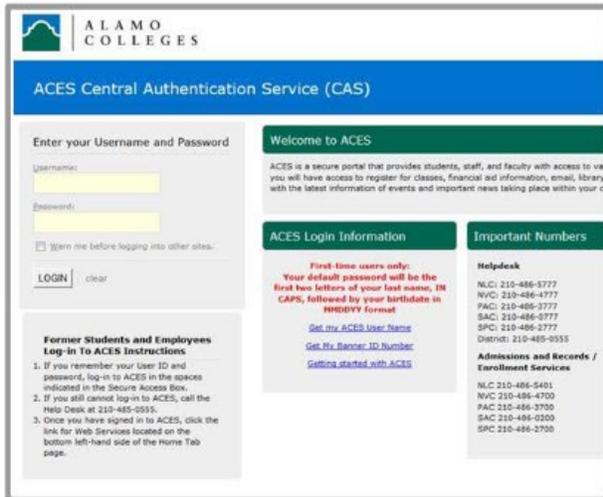
2 CLICK "ALAMO SCHEDULER"
Within the Student area Click
Alamo Scheduler

3 ADD COURSES
To Take Next Term

4 ADD BREAKS
To Block Off Times
For No Class

5 GENERATE
All Possible Schedules

6 VIEW
To See Each Schedule

7 SEND TO SHOPPING CART
From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!