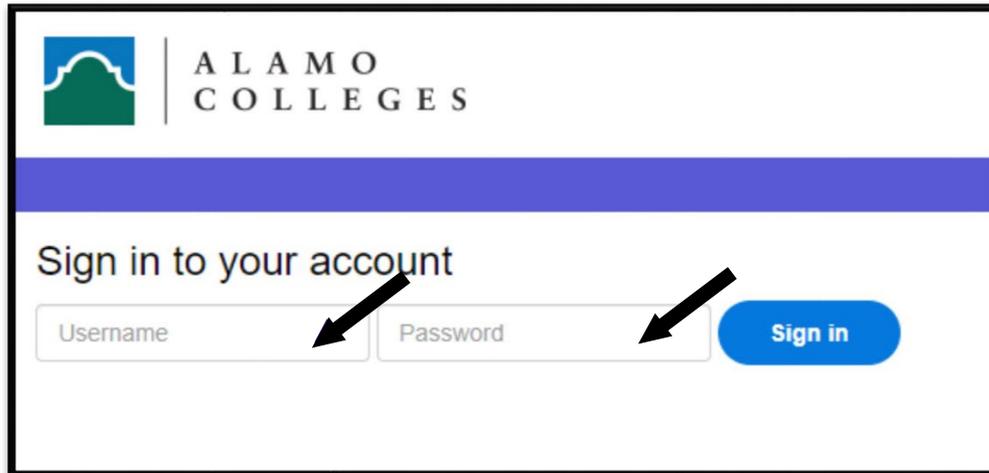


ACES Registration Guide

HOW TO REGISTER FOR CLASSES ON THE WEB

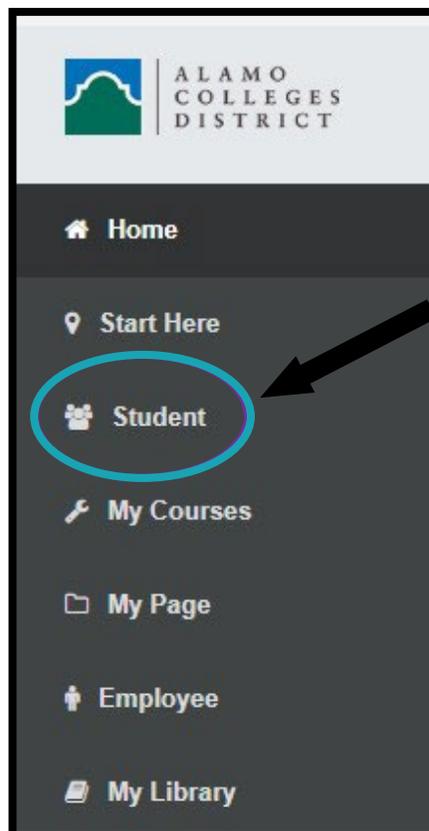
Note: Highly recommend registration via desktop/laptop for easier navigation.

- 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 top right towards the "Username" and "Password" fields respectively.

- Select **Student**



- Select **Register Here**

Registration



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



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

COLLEGES DISTRICT

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

Select a Term

Terms Open for Registration

Select a term...

~~CE Summer (Jun-Aug 2023)~~

~~COM Summer 2022~~

~~CE Summer (Jun-Aug 2022)~~

Summer 2022

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**.

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 is 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 - 10:00 AM Type: Class Building: Remote Learning Room: 00 Start Date: 06/06/2022 End Date: 07/07/2022 PAC

- 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.**

Browse Classes

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

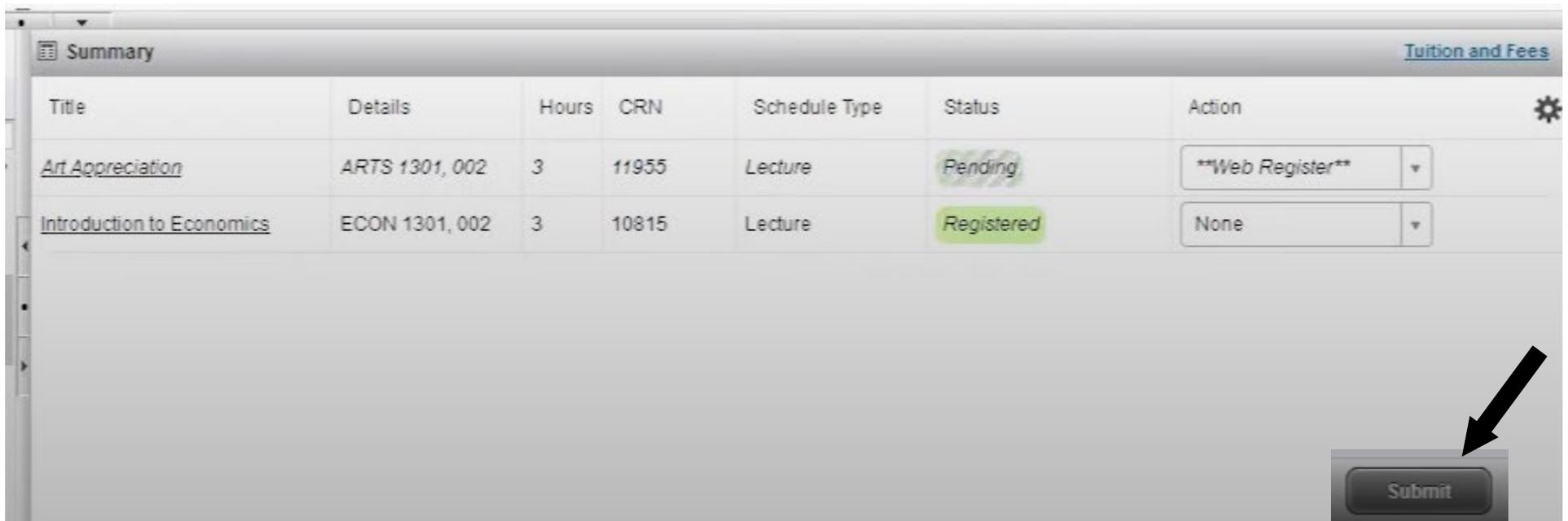
Title	Subject Description	Course N	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Attribute	
Composition I Lecture	ENGL-English	1301	026	3	15819	F. Martinez, Christopher (P...	S M T W T F S 08:00 AM - 09:15 AM Type: Class Building: PAC San Jacinto Hall Room: 130 Start Date: 06/06/2022 End Date: 07/07/2022	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: 06/06/2022 End Date: 07/07/2022	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: 06/06/2022 End Date: 07/07/2022	PAC	10 of 10 seats reserved LINKED	Dev Ed/College-Level Paired DE Co-req College Level Sect	View Linked
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: 06/06/2022 End Date: 07/07/2022	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: 06/06/2022 End Date: 07/07/2022	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: 06/06/2022 End Date: 07/07/2022	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: 06/06/2022 End Date: 07/07/2022	PAC	10 of 10 seats reserved LINKED	Dev Ed/College-Level Paired DE Co-req College Level Sect Learning Community	View Linked
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: 06/06/2022 End Date: 07/07/2022	PAC	10 of 10 seats reserved LINKED	Dev Ed/College-Level Paired DE Co-req College Level Sect	View Linked
Composition I Lecture	ENGL-English	1301	062	3	36589	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: 06/06/2022 End Date: 07/07/2022	PAC	10 of 10 seats reserved LINKED	Dev Ed/College-Level Paired DE Co-req College Level Sect	View Linked

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



A horizontal bar representing a course selection interface. It contains several columns of text: '10722', 'PAC', 'ARTS', '1301', 'Art Appreciation Lecture', '005', 'Sum...', a schedule indicator 'S M T W T F S', and course details including 'Type: Internet Building: Non...', '32 of 32 seats r...', and 'Fully Distance Education Cours'. On the far right, there is a yellow 'Add' button. A black arrow points from the top right towards this 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.



A screenshot of a 'Summary' page for course registration. The page has a header with 'Summary' on the left and 'Tuition and Fees' on the right. Below the header is a table with the following columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table contains two rows of course information. The first row is for 'Art Appreciation' with status 'Pending'. The second row is for 'Introduction to Economics' with status 'Registered'. Below the table, there is a 'Submit' button. A black arrow points from the top right towards this button.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Art Appreciation	ARTS 1301, 002	3	11955	Lecture	Pending	**Web Register**
Introduction to Economics	ECON 1301, 002	3	10815	Lecture	Registered	None

- To View Schedule, click on “**Registration**”

The screenshot shows the 'Registration' page with a breadcrumb trail 'Student > Registration'. Below the title is a section 'What would you like to do?' containing three options: 'Prepare for Registration', 'Plan Ahead', and 'View Registration Information'. The 'View Registration Information' option is circled in yellow, and a black arrow points to it from the right.

- 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.

The screenshot shows the 'View Registration Information' page. At the top, there are tabs for 'Look up a Schedule' and 'Active Registrations'. Below the tabs is a 'Class Schedule' section with a 'Terms' dropdown menu set to 'Summer 2021'. A black arrow points to this dropdown. Below the dropdown is a table with columns: Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Part Of Term, Date, Status, and Message. The table contains three rows of class information. A black arrow points to a printer icon in the top right corner of the page. At the bottom of the table, it says 'Records: 3'.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
Art Appreciation	ARTS 1301, 002	3	11955	Lecture	Standard Letter Grade	Undergraduate	Maymester	03/29/2021	Registered	**Web Registered**0...
Composition I	ENGL 1301, 001	3	10640	Lecture	Standard Letter Grade	Undergraduate	Maymester	03/29/2021	Registered	**Web Registered**0...
Introduction to Economics	ECON 1301, 002	3	10815	Lecture	Standard Letter Grade	Undergraduate	Summer - First 5 Wee...	03/26/2021	Registered	**Web Registered**0...

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 17

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.