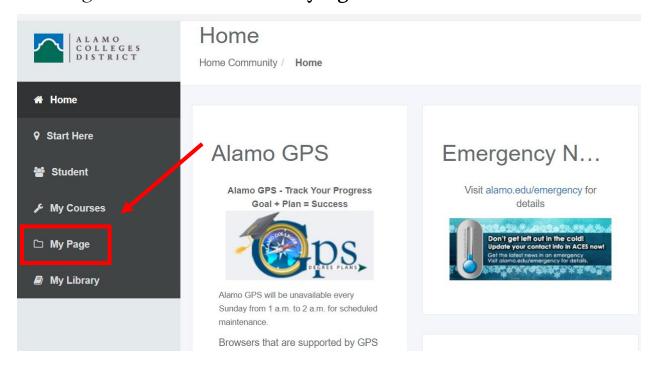
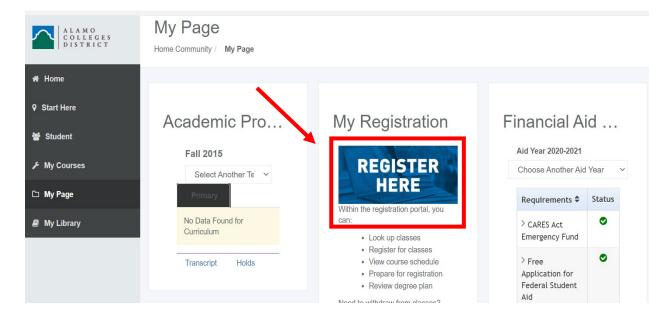
#### Looking Up Classes

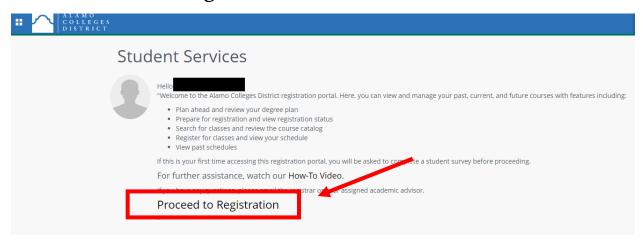
1. Log in to ACES & click on the My Page tab.



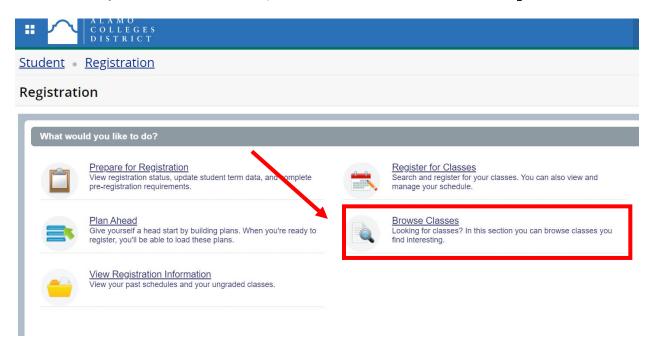
2. Click on "Register Here" icon under My Registration.



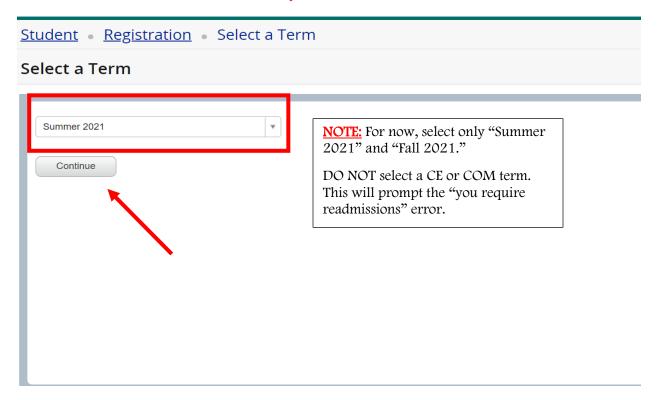
3. Click Proceed to Registration.



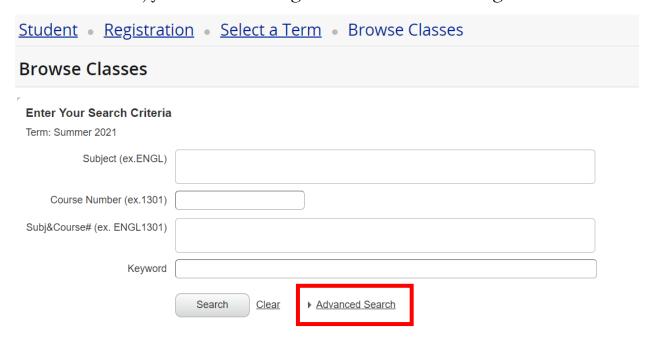
4. Once you're on this screen, click Browse Classes to "Look Up Classes."



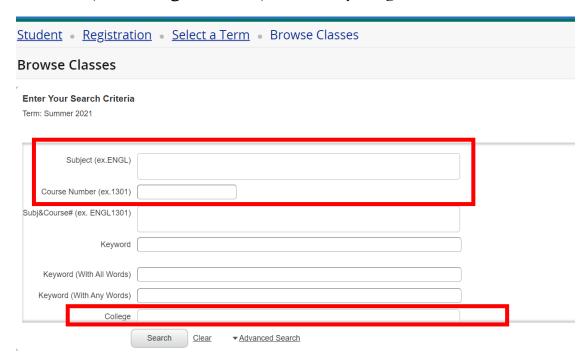
5. On the next page, select your term. Then, click **Continue**. **Remember:** Do NOT select any CE or COM terms.



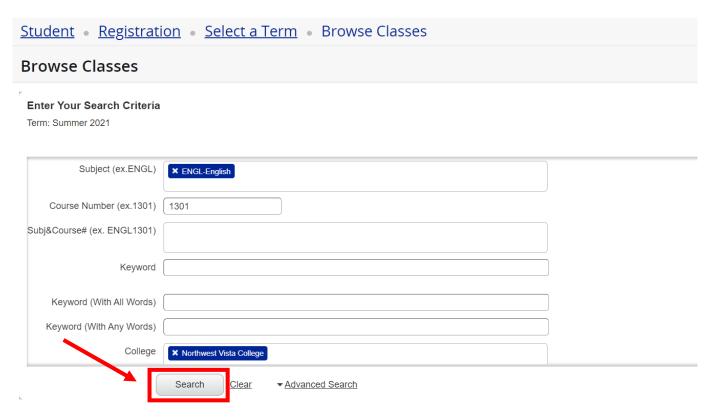
6. If you prefer to look at NVC courses only, click **Advanced Search**. Otherwise, you will be viewing courses from ALL 5 colleges.



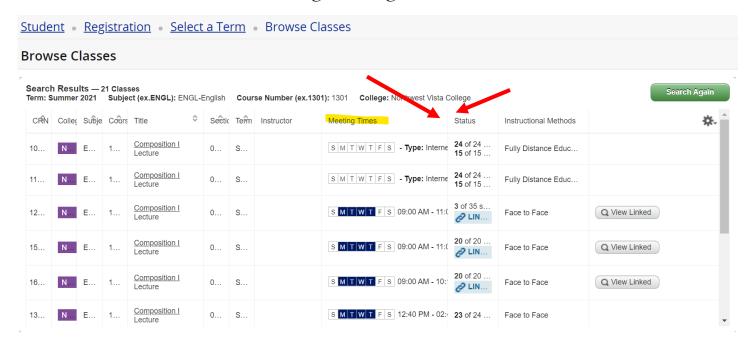
7. On the **Advanced Search** page, you can start entering your **subject**, **course number**, and **college**. For now, leave everything else as is.

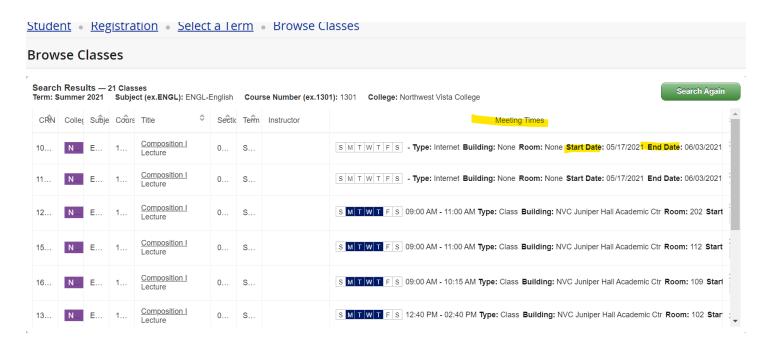


8. Click Search.

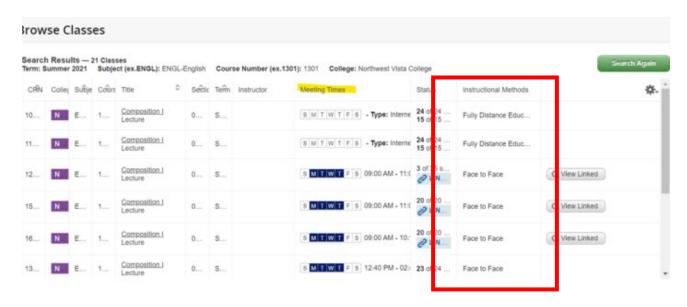


- 9. There's a few things you'll need to look for on the search page.
  - a. Maximize the **Meeting Times** section so you can see the start & end dates. Hover your mouse over the line between **Meeting Times** and **Status**. Click and drag to the right.

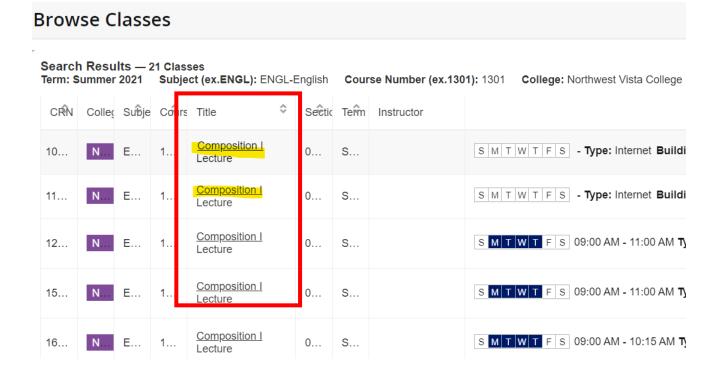


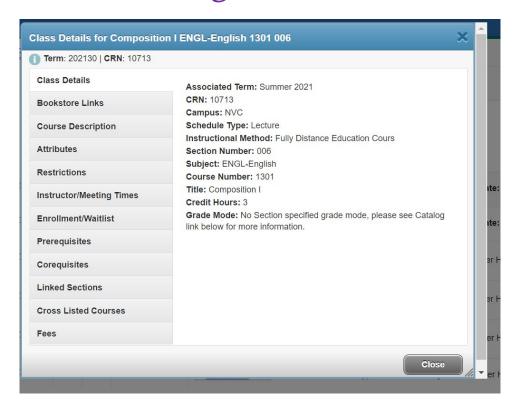


b. Maximize **Instructional Methods**. This will give you an "idea" if the course is fully online/**Distance Education** (no zoom or on campus lectures) or if it's **Face to Face** (zoom lecture or on campus).

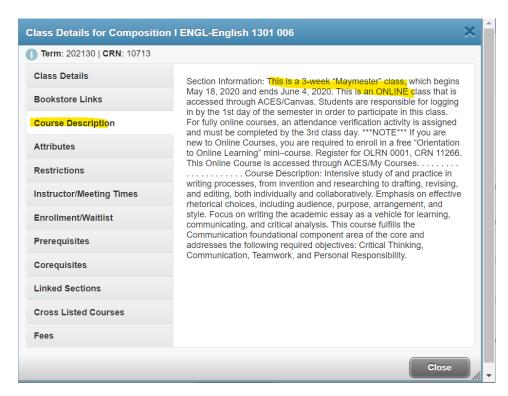


c. To learn more about the course, click on the **underlined title** of the course on the left side under the **Title** column.

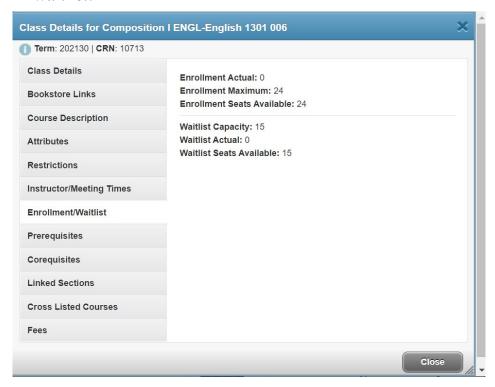




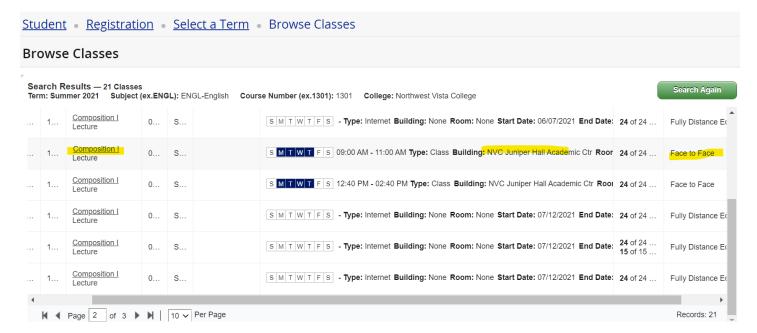
d. Make sure to click through all the sections in the left column, especially **Course Description**. This is where it will state if the course is "remote" (zoom lecture), on campus, hybrid, or 100% online (no zoom lecture or on campus meeting).

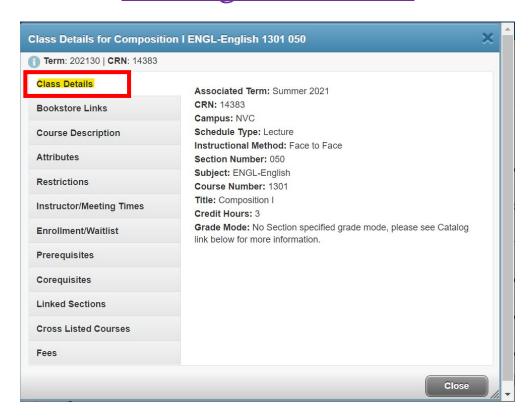


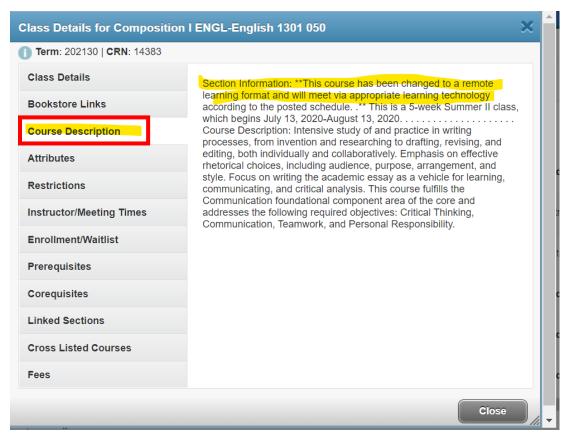
e. **Enrollment Waitlist** will show how many seats are in the class, how many have registered, how many seats are left, and if there's a waitlist.



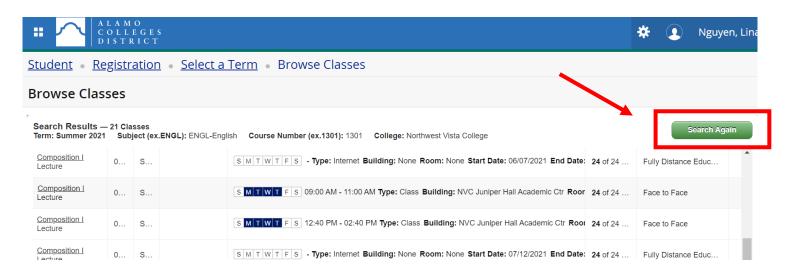
f. Here is an example of a course that shows "Face to Face" under Instructional Methods but is really a "remote class" (zoom lecture).



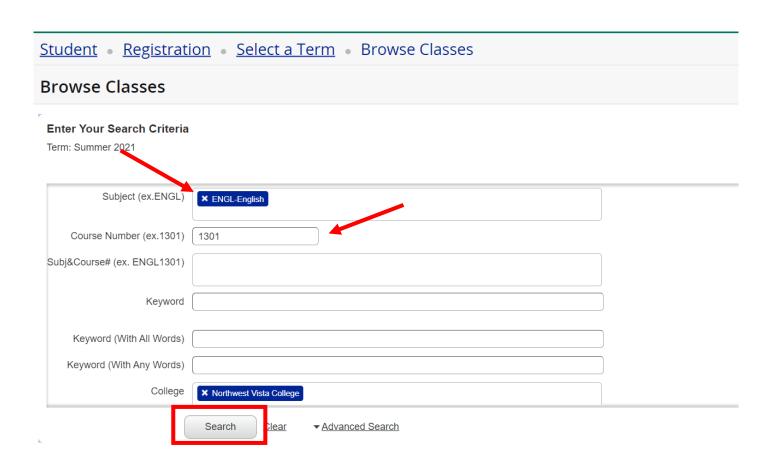




10. To look for a new class, click **Search Again**. Proceed with steps 6-9.

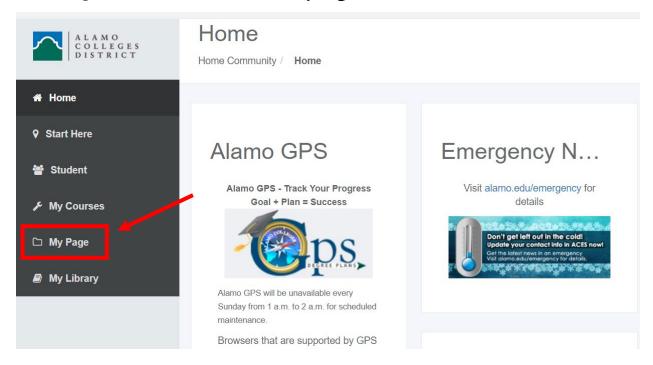


11. Clear out the initial subject by clicking the "X." Don't forget to change your course number as well!

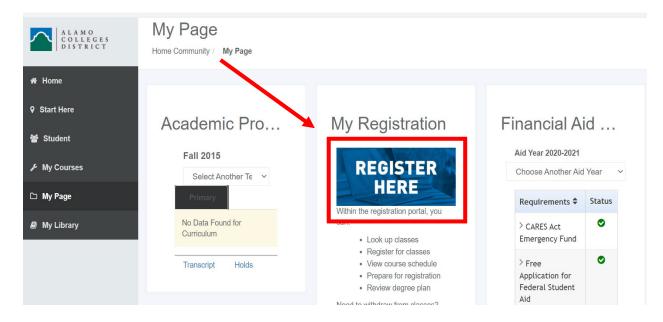


#### Registering for Classes

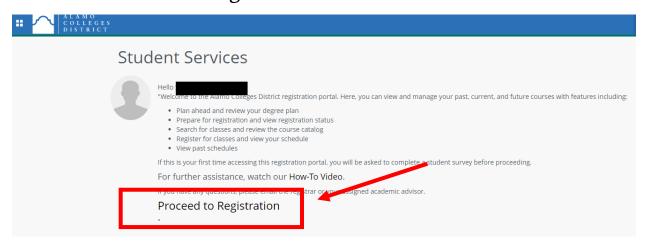
1. Log in to ACES & click on the My Page tab.



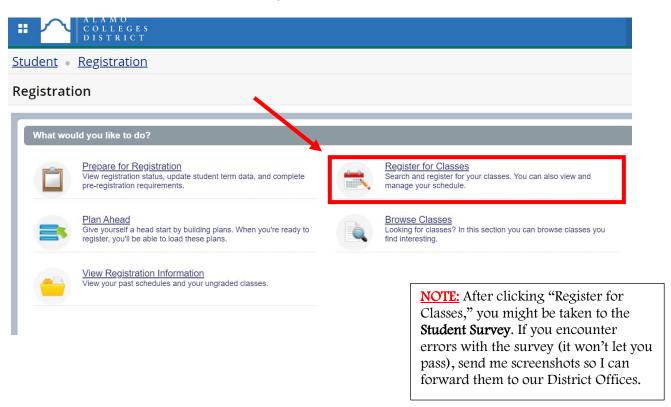
2. Click on "Register Here" icon under My Registration.



3. Click on Proceed to Registration.



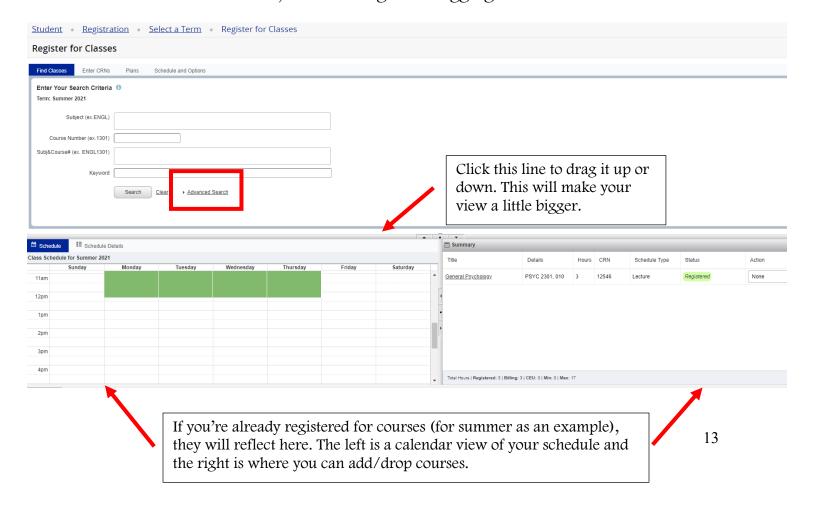
4. Once on this screen, click Register for Classes.



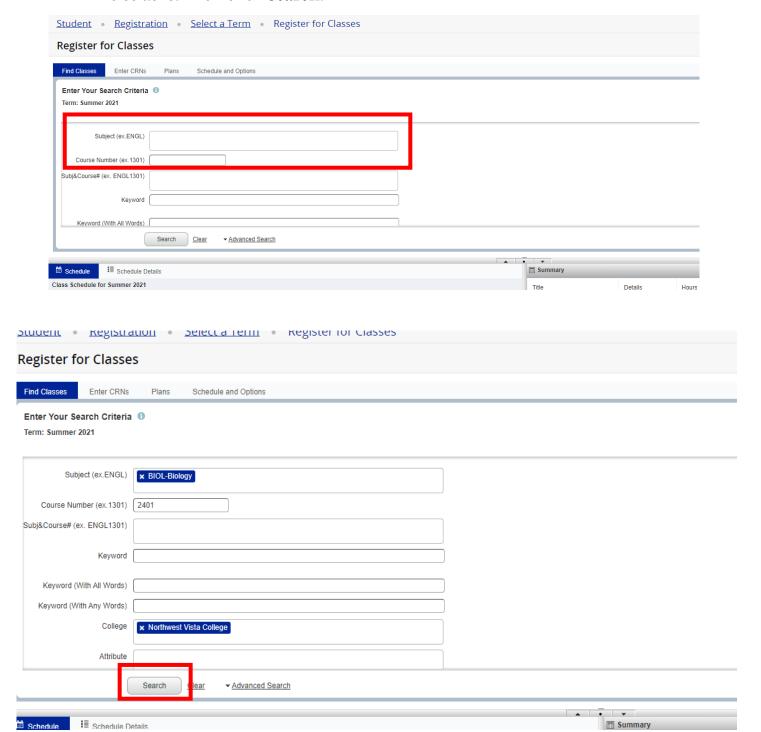
5. On the next page, select your term. Then, click **Continue**. **Remember:** Do NOT select any CE or COM terms.



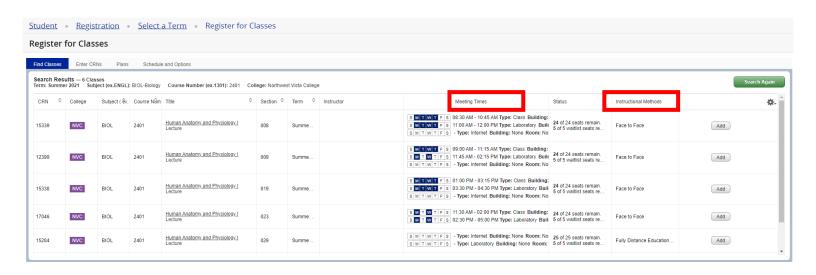
6. Click **Advanced Search** if you want to look at courses by a college. You may have to make the top section bigger by hovering your mouse over the bottom of the box, then clicking and dragging down.



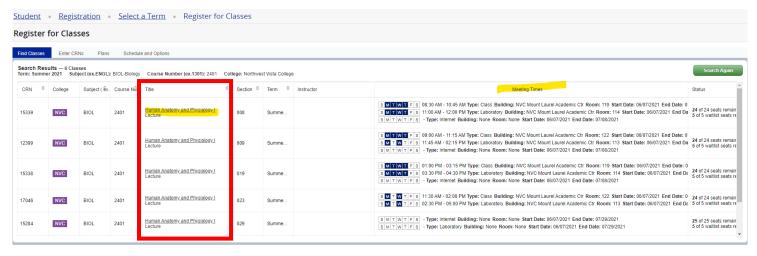
7. Enter your **subject**, **course number**, and **college**. For now, leave everything else as is. Then click **Search**.

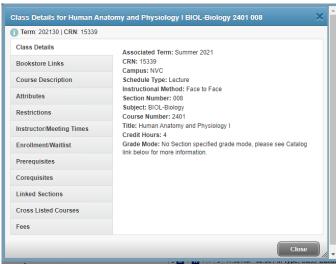


8. On the next page, maximize the **Meeting Times** and **Instructional Method** columns.

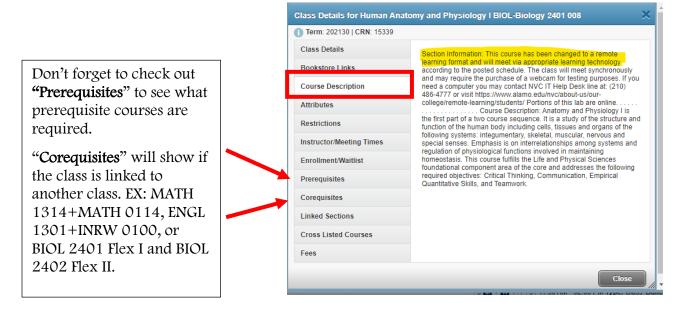


9. Before adding the course, make sure to click on the Course Title.

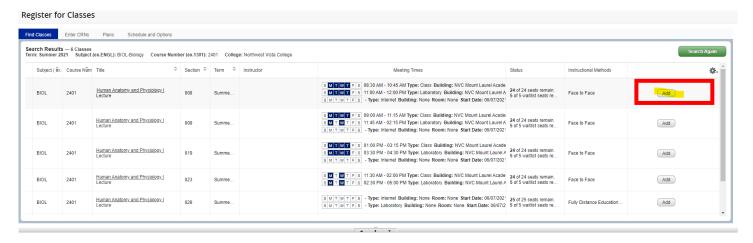




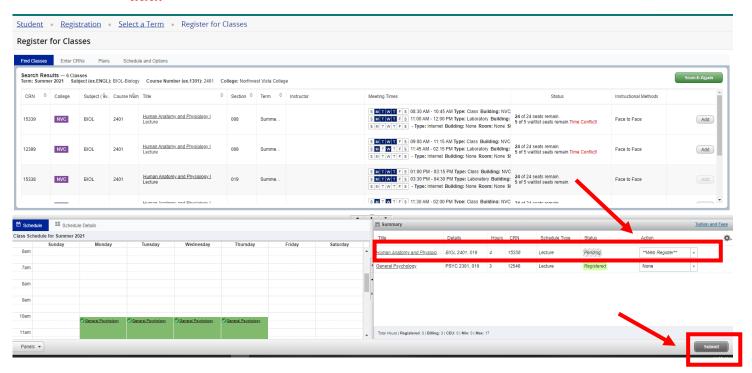
a. Review Course Description to determine if the class is online, remote, on campus, or hybrid.



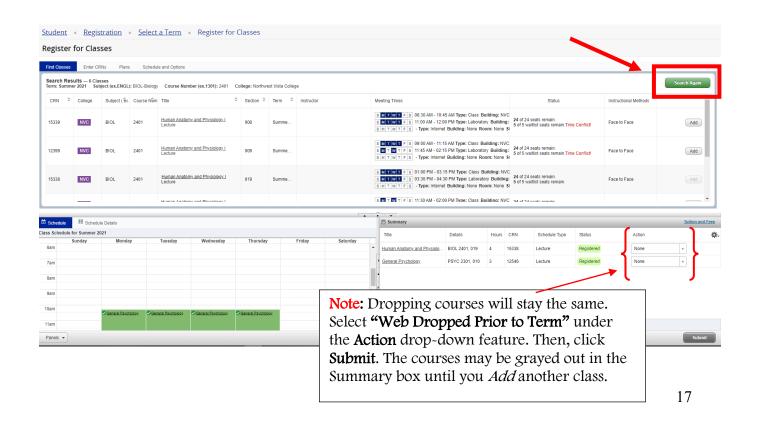
10. Once you find a course you'd like to register for, click **Add** to the far right of the class.



11. In the **Summary** box, make sure the course has "**Web Registered**" under action. Then click **Submit**. **If you don't click Submit**, the course will not add.

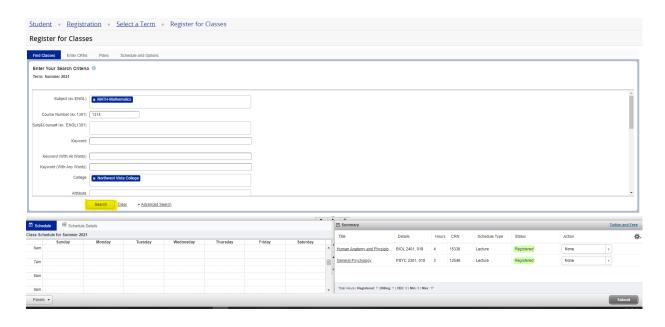


12. To add your next course, click Search Again and proceed with steps 7-11.

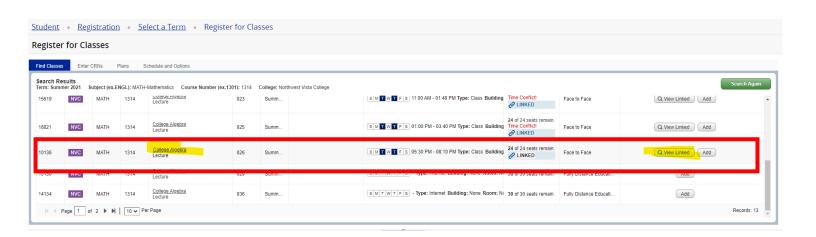


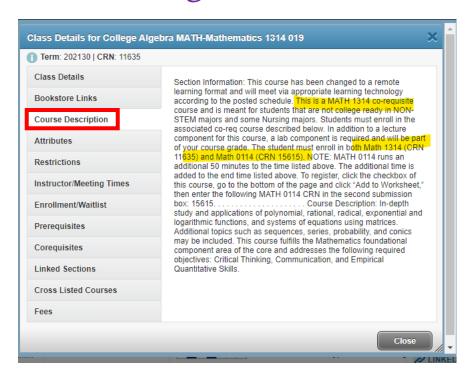
#### Adding Linked Course

1. Let's look at MATH 1314 + MATH 0114 as an example. Enter MATH as your subject, 1314 for course number, and NVC for college. Click Search.

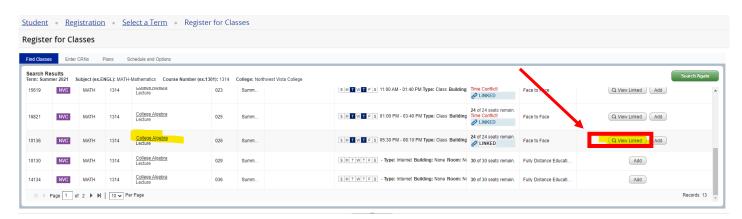


2. Look for a **linked** MATH 1314. Before registering for the class, click the course title to make sure it's linked to the co-requisite that you need. Example: MATH 1314 + MATH 0114.

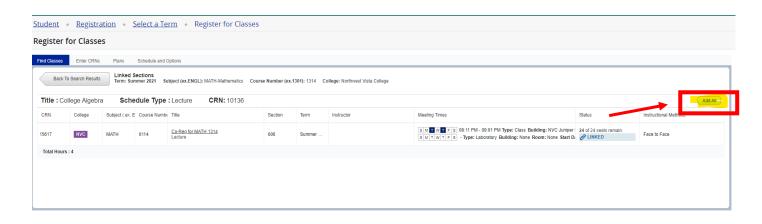




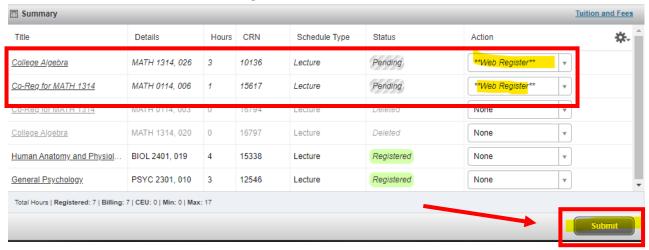
3. Close the description box and click View Linked on the right.



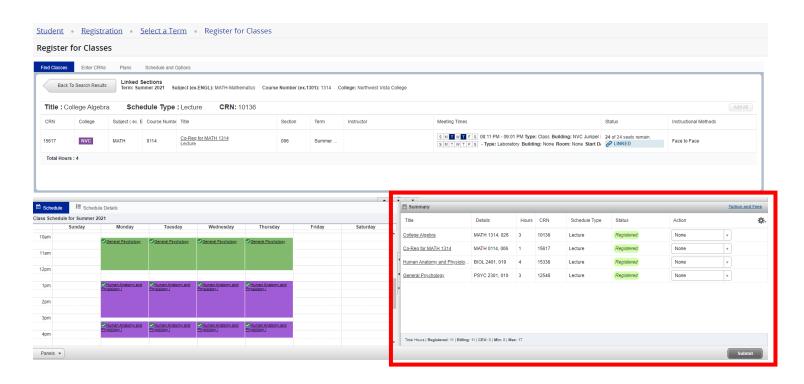
4. Click Add All to add both CRN's (both courses).



5. Make sure both courses populate in your **Summary** box as **"Pending"** under **Status**, and **"Web Registered"** under **Action**. Then, click **Submit**.



6. All courses in Summary box should reflect as "Registered."



7. To add another course, click **Search Again** or in this case, **Back to Search Results** and then **Search Again**.

