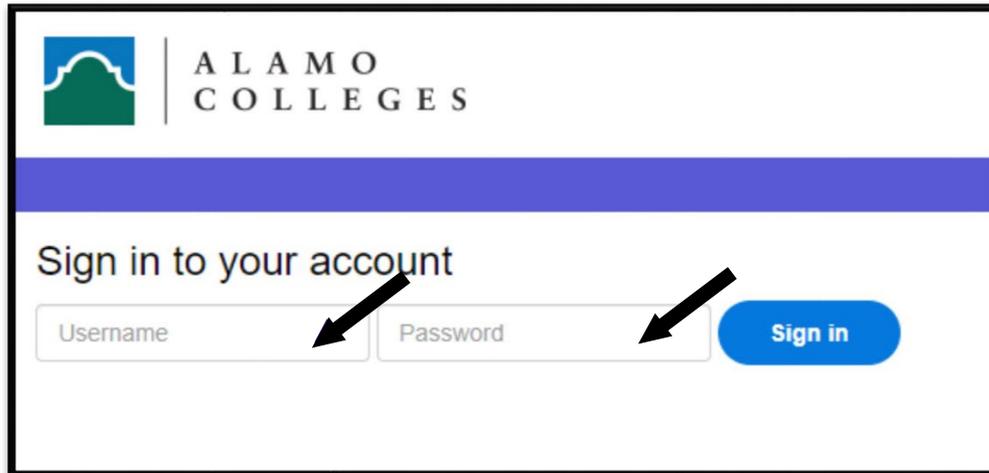# ACES Registration Guide
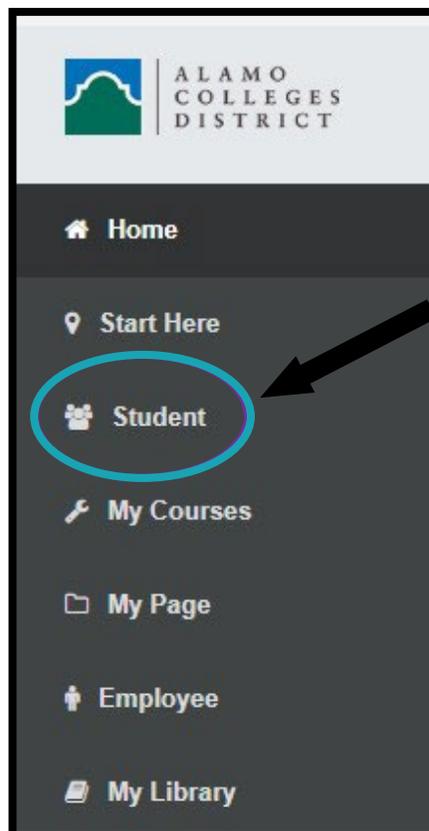## HOW TO REGISTER FOR CLASSES ON THE WEB
Note: Highly recommend registration via desktop/laptop for easier navigation.

- Log into the ACES portal with your User Name and Password

- Select *Student*

- Select *Register Here*

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.

📅 **Register for Classes**
Search and register for your classes. You can also view and manage your schedule.

📊 **Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

🔍 **Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.

📁 **View Registration Information**
View your past schedules and your ungraded classes.

📙 **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...

summer 🔍

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.

- 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 - 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
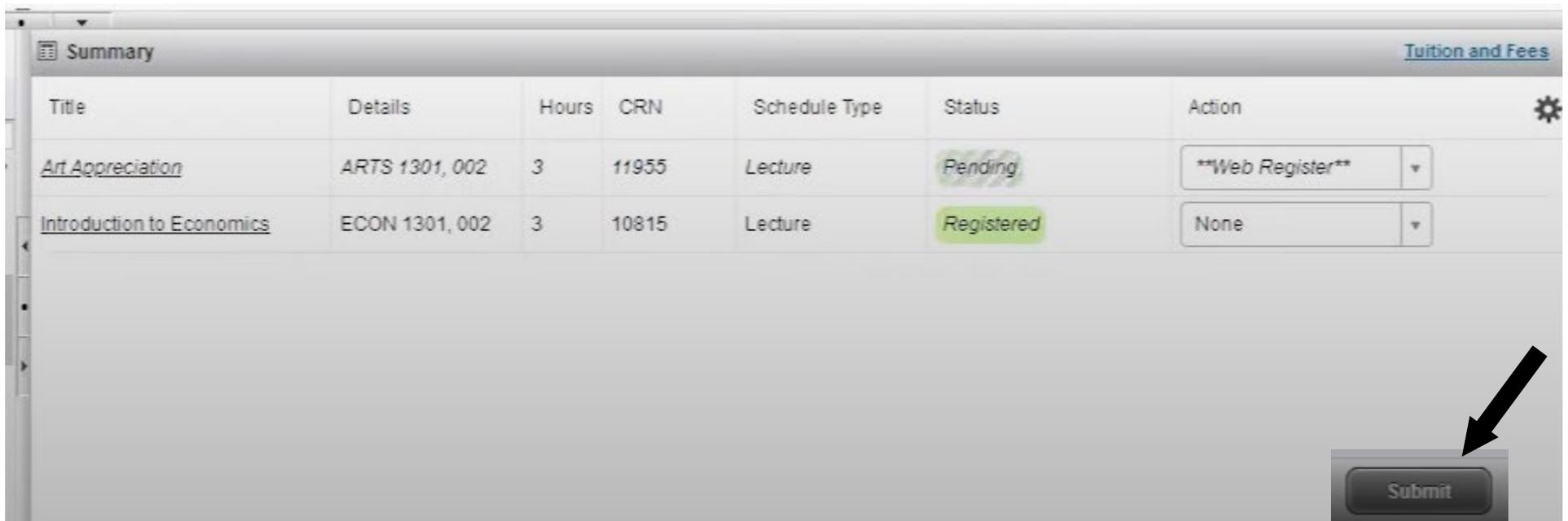**Term: Fall 2021   Subject and Course Number: ENGL1301 ENGL-English   Campus: Palo Alto College**

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 **Star**	PAC	10 of 10 seats re...	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**	PAC	6 of 26 seats re...	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 Da**	PAC	10 of 10 seats re... 🔗 LINKED	Communication (Chart I) / 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 Da**	PAC	10 of 10 seats re...	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**	PAC	5 of 26 seats re...	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**	PAC	6 of 26 seats re...	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 Da**	PAC	10 of 10 seats re... 🔗 LINKED	Communication (Chart I) / 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 Da**	PAC	10 of 10 seats re... 🔗 LINKED	Communication (Chart I) / 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 Da**	PAC	10 of 10 seats re... 🔗 LINKED	Communication (Chart I) / Dev Ed/College-Level Paired / DE Co-req College Level Sect	🔍 View Linked

Search Again

- Once you have identified the desired course, click on the "**Add**" button.

| 10722 | PAC | ARTS | 1301 | Art Appreciation Lecture | 005 | Sum... | S M T W T F S - Type: Internet Building: None | 32 of 32 seats r... | Fully Distance Education Cours | | Add |

- Once you've added the desired course, it will appear as **"Pending"** under the **Status** column. To complete the registration, click the "**Submit**" button.

Summary

Tuition and Fees

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	▼

Submit

- 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.

- 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.