

ACES REGISTRATION GUIDE

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

1. Access the ACES Portal:

- Go to the ACES portal at <https://aces.alamo.edu/>
- Log in using your Alamo Colleges District ID and password.

2. Navigate to Registration:

- Once logged in, click on the 'Register Here' icon.
- Click the 'Visit Registration Portal'

3. Select **Register Now**

- *If it's your first time, you may be asked to complete a survey; submit it once finished*
- *If you get prompted to enter an Alternate PIN, review your ACES email first to check if advisor sent communication.*

Student Services



4. Register for Classes

- Click on '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.

5. Select desired Term (Ex. Fall 2025) – DO NOT SELECT CE or COM

ALAMO COLLEGES DISTRICT

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

- Select a term...
- FALL 2025: Undergrad degree/credential**
- COM Summer 2025: COM Ed Sk trn
- CE Summer (Jun-Aug25): Cont Ed Sk
- CE Spring (Mar-May25): Cont Ed Sk
- Summer 2025: Undergrad degree/credential
- Spring 2025: Undergrad degree/credential

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.*

6. To enter your search criteria, click on **'Advanced Search' first**. This will allow you to enter a more defined search.

ALAMO COLLEGES DISTRICT

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Summer 2025

Subject (ex. ENGL)

Course Number (ex. 1301)

Subj&Course# (ex. ENGL1301)

Keyword

College

PartOfTerm (ex.8 Weeks Flex I)

7. Enter the **Subject and Course Number** of the desired course. (Ex. ENGL 1301) and select desired Campus (Ex. Palo Alto College), Part of Term, Instructional Method, and select Open Sections only and then click Search

ALAMO COLLEGES DISTRICT

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Summer 2025

Subject (ex. ENGL)

Course Number (ex. 1301)

Subj&Course# (ex. ENGL1301)

Keyword

College

PartOfTerm (ex.8 Weeks Flex I)

Keyword (With All Words)

Keyword (With Any Words)

Attribute

Level

Instructional Methods

Schedule Type

Sessions

8. 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 Face to Face, Remote Learning (Zoom) or Online as well as the Start Date of class and End Date of class.

Student • Registration • Select a Term • Register for Classes

Register for Classes

CRN	College	Subject	Course N	Title	Section	Term	Instructor	Meeting Times	Status	Schedule Type	Instructional Method	Attribute	PartOfTerm	Linked Sections	Add
18512	PAC	ENGL	1301	Composition I	008	Sum...	Ereinoza, Leonila (P...	M T W F S 08:00 AM - 10:00 AM Type	15 of 26 seats...	Lecture	Face to Face	Communication (Chart I) *SELECT Title link for details	SU1		Add
17116	PAC	ENGL	1301	Composition I	013	Sum...	Vukmirovic, Ivana (P...	M T W F S 10:10 AM - 12:10 PM Type	12 of 22 seats... LINKED	Lecture	Face to Face	Communication (Chart I) Dev Ed/College-Level Paired DE Co-req College Level Sect *SELECT Title link for details	SU1	View Linked	Add

- 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.

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

Register for Classes

CRN	College	Subject	Course N	Title	Section	Term	Instructor	Meeting Times	Status	Schedule Type	Instructional Method	Attribute	PartOfTerm	Linked Sections	Add
18512	PAC	ENGL	1301	Composition I	008	Sum...	Ereinoza, Leonila (P...	M T W F S 08:00 AM - 10:00 AM Type	15 of 26 seats...	Lecture	Face to Face	Communication (Chart I) *SELECT Title link for details	SU1		Add

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

Title	Details	Hours	CRN	Schedule Type	Status	Action
Composition I	ENGL 1301, 008	3	18512	Lecture	Pending	**Web Registered**

Submit

11. To View Schedule, click on "Schedule and Options"

- Select **Schedule Details** to view **ALL** course information
- Select **Schedule tab** to view week at-a-glance
- To **Print** your schedule, click on the **printer icon** to the top right

Student | Registration | Select a Term | Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary

Term: Summer 2025

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
Art Appreciation	ARTS 1301, 043	3	11293	Lecture	Standard Letter Grade	Undergraduate	07/15/2024	Registered	**Web Registered**07/1...
Introductory Physics I Lecture	PHYS 1305, 001	3	21205	Lecture	Standard Letter Grade	Undergraduate	07/15/2024	Registered	**Web Registered**07/1...

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 17

Records: 2

Schedule | **Schedule Details**

Class Schedule for Summer 2025

Art Appreciation | ARTS-Art and Studio Art 1301 Section 043 | Class Begin: 07/14/2025 | Class End: 08/15/2025 | Registered

07/14/2025 - 08/15/2025 | Hours: 3 | Level: Undergraduate | Campus: Palo Alto College | Schedule Type: Lecture | Instructional Method: Fully Distance Educ Course | Grade Mode: Standard Letter Grade | Waitlist Position: 0
 Instructor: Mahesh_Karan (Primary) | Type: Internet Location: None Building: None Room: None
 CRN: 11293

Introductory Physics I Lecture | PHYS-Physics 1305 Section 001 | Class Begin: 05/19/2025 | Class End: 07/10/2025 | Registered

05/19/2025 - 07/10/2025 | Hours: 3 | Level: Undergraduate | Campus: Palo Alto College | Schedule Type: Lecture | Instructional Method: Fully Distance Educ Course | Grade Mode: Standard Letter Grade | Waitlist Position: 0
 Instructor: Gururajap_Usha (Primary) | Type: Internet Location: None Building: None Room: None
 CRN: 21205

- Another way to access your schedule is to:

- click on 'Registration'
- View 'Registration Information'

ALAMO COLLEGES DISTRICT

Student | Registration

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.

- 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.

ALAMO COLLEGES DISTRICT

Student | Registration | View Registration Information

View Registration Information

Look up a Schedule | Active Registrations

Class Schedule

Term: Summer 2025

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
Art Appreciation	ARTS 1301, 043	3	11293	Lecture	Standard Letter Grade	Undergraduate	Summer - Second 5 W...	07/15/2024	Registered	**Web Registered**07/...
Introductory Physics I Lecture	PHYS 1305, 001	3	21205	Lecture	Standard Letter Grade	Undergraduate	Summer I - 8 Week	07/15/2024	Registered	**Web Registered**07/...

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 17

Records: 2

Schedule | **Schedule Details**

Class Schedule for Summer 2025

Art Appreciation | ARTS-Art and Studio Art 1301 Section 043 | Class Begin: 07/14/2025 | Class End: 08/15/2025 | Registered

07/14/2025 - 08/15/2025 | Hours: 3 | Level: Undergraduate | Campus: PAC | Schedule Type: Lecture | Instructional Method: Fully Distance Educ Course | Grade Mode: Standard Letter Grade | Waitlist Position: 0
 Instructor: Mahesh_Karan (Primary) | Type: Internet Location: None Building: None Room: None
 CRN: 11293

Introductory Physics I Lecture | PHYS-Physics 1305 Section 001 | Class Begin: 05/19/2025 | Class End: 07/10/2025 | Registered

05/19/2025 - 07/10/2025 | Hours: 3 | Level: Undergraduate | Campus: Palo Alto College | Schedule Type: Lecture | Instructional Method: Fully Distance Educ Course | Grade Mode: Standard Letter Grade | Waitlist Position: 0
 Instructor: Gururajap_Usha (Primary) | Type: Internet Location: None Building: None Room: None
 CRN: 21205

12. To make schedule changes BEFORE classes begin (DROP & ADD COURSES):

- Click on **REGISTER HERE** icon.
- Click on **Register for Classes**.
- Select **desired term** (ex: Summer 2025 or Fall 2025) 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.