ACES REGISTRATION GUIDE

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

1. Access the ACES Portal:

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

Sign in to your ac	count		
Username			
Password			

2. Navigate to Registration:

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

:	■ ALAMO COLLEGES DISTRICT			É 4 N
	Canvas : 🔳	Security Questions :	Report ACES Feedback & Issues :	Register for Classes :
	💓 CANVAS	recovery security questions to ensure you always have access when you need it.	Submit Feedback on new ACES	HERE
	Access course content, engage in discussions, submit assignments, and take exams with the learning management system, Carvas. Access Canvas Dashboard View All Courses	Set_up_Security_Questions	View New ACES AlamoSHARE	Manage your registration from start to finish in registration portal. Search for and entry that fit your degree plan and easily classes as needed. • Visit Registration Portal • Plan your Schedule • Yatch a Registration Tutorial • Reg. ter for the Full Academia tear

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 <u>Alternate PIN</u>, review your ACES email first to check if advisor sent communication.

Stadent Services	
	REGISTER FOR CLASSES CLICK HERE TO ACCESS THE REGISTRATION PORTAL REGISTER NOW

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.

R	egistrat	ion		
Ī	What woul	id you like to do?		
l		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
l		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.
l	<u></u>	<u>View Registration Information</u> View your past schedules and your ungraded classes.	L.	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 • Selec	t 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	When selecting a Term <u>DO NOT</u> select
Summer 2025: Undergrad degree/credential Spring 2025: Undergrad degree/credential	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*' <u>first</u>. This will allow you to enter a more defined search.

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 Fiex I)
Search Clear Advanced Search

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 1 Term: Summer 2025	
Subject (ex. ENGL)	
Course Number (ex. 1301)	
Subj&Course# (ex. ENGL1301)	
Keyword	
College	× Palo Alto College
PartOfTerm (ex.8 Weeks Flex I)	
Keyword (With All Words)	
Keyword (With Any Words)	
Attribute	
Level	
Instructional Methods	
Schedule Type	
Sessions	Search Clear + Advanced Search

Submit

- **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.

<u>St</u>	itudent Registration Select a Term Register for Classes																
Re	Register for Classes																
F	ind Classe Search R erm: Sum	esults — 2 mer 2025	er CRNs 2 Classes Subject	Plans (ex. ENGL):	Schedule and Options	mber (ex. 1	301): 1301	College: Pelo Alto Colleg	ge PartOfferm (ex.8 Weeks Flex I): Summer -	First 5 Week Sessio	n 06/0	0/2025 Instruction	al Methods: Face to Face			Search Aga	aîn
	CRN 🌣	College	Subject (Coursê N	i Title ≎	Section	Term 🗘	Instructor	Meeting Times	Status	Schedule Type	Instructional Method	Attribute	PartOfTerm	Linked Sections	Add	¢.
	18512	PAC	ENGL	1301	Composition I	008	Sum	Espinoza, Leonila (P	SMTWTFS 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 1	013	Sum	<u>Vukmirovic, Ivana</u> (P	ร <u>พ.ศ. พ.ศ</u> ค.ร. 10:10 AM - 12:10 PM Type	12 of 22 seats C 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	Q View Linked	Add	

- Review Attribute for additional important information.
- A course that has a *PLINKED* notation means that it has an additional course attached to it that is required.
- To view the linked course information, click on Q 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.

Regist	er for	Classes	5													
Find Cla	sses E	nter CRNs	Plans	Schedule and Options												
Search Term: Se	Results - Immer 2025	- 2 Classes Subject	(ex. ENGL)	: ENGL-English Course Nu	mber (ex. 1	301): 1301	College: Palo Alto Colle	ge PartOfTerm (ex.8 Weeks Flex I): Summer -	First 5 Week Sessio	on 06/09/2025 - 07	/10/2025 Instructio	nal Methods: Face to Face			Search Aga	ain
CRN ³	College	Subject	Coursê	√ Title ≎	Section	Term ≎	Instructor	Meeting Times	Status	Schedule Type	Instructional Method	Attribute	PartOfTerm	Linked Sections	Add	☆.
18512	PAC	ENGL	1301	Composition I	008	Sum	Espinoza, Leonila (P	S X T W T 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 rε tion, click the **"Submit"** button.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	÷.
Composition I	ENGL 1301, 008	3	18512	Lecture	Pending	**Web Registered**	¥

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

St	udent - Registration - Sele	<u>ect a Term</u> 🔹 Registe	r for Classes	5								
R	gister for Classes											
F	nd Classes Enter CRNs Plans	edule and Options										
Summary Term: Summer 2025												
	Title *	Details	Hours	CRN	¢	Schedule Type	Grade Mode	Level	Date	Status	Message	ф.
	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	
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69												
ff) Class	chedula Të <mark>Galadon Datalla</mark> Schedule for Summer 2025			_								
Clas	chedua F Ghudde Detalls Schedule for Summer 2025 TABORISATION ARTS-Art and Studio Art 1301 Sect	on 043 Class Begin: 07/14/2025	Class End: 09/15/20	125						Registered		
Class Class Mes 07/11 Instr CRN	chedus TR Ochados Datalis Schedule for Summer 2025 TAngressition ARTS-Art and Studio Art 1301 Sect ges: "Web Registered" Hours: 3 Level: Undergr 2025 – 0815022; But TWI T B - Type Coto: <u>Mathyr, Katen</u> (Prenary) 1233	on 0(3) (Lass Begin: 07/14/2025 (dialate (Campus: Palo Alfo College : Internet Location: None Building:	Class End: 08/15/2 Lisss End: 08/15/2 Schedule Type: La None Room: None	125 Licture Instruct	tional I	Method: Fully Distance Educ	Course Grade Mode: Standard Let	ter Grade Wattist Position: 0		Registered		

Another way to access your schedule is to:

click on 'Registration'

View 'Registration Information'

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.	Ecosing 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.

iew Registration Informat	lon										
ok up a Schedule Active Registrations		_	1								
erm: Summer 2025	• 4		1								0
Title *	Details	Hours ⁰	CRN	C Schedule Type C	Grade Mode 0	Level 0	Part Of Term 0	Date 0	Status 0	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 M	lin: 0 Max: 17									R	ecords: 2
Total Hours Registened: 6 Billing: 6 CEU: 0 M	lin: 0 Max: 17									R	ecords: 2
Total Hours Regintered: 6 Billing: 6 CEU: 9 M	le: 0 Max: 17									R	ecords: 2
Ital Hours Regulatered: 6 Billing: 6 CEU: 0 M Schedula Bill Octoodus Databil Sata Schedula for Saumari 2025	lie: 0 Max: 17					-				R	ecords: 2
Inter Hours Regenered; 6 Billing; 6 CEU 9 M Consequence Billing; 6 CEU 9 M CEU 9 M	ier: 0 Max; 17	n: 07/14/2025 Class	end: 08/15/2022	const Mathor Edit Printere	Ener Prozes I Garla Mode Ster	T	~ 0		Repatered	R	ecords: 2
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	Inc 0 Max: 17 1301 Section 043 (Classe Beggi D. Undergradskutte) (Campoor, Pr. - Type: Internet Location: Incl 1305 Section 091 (Classe	n: 07/14/2025 Class CC Schedule Type: L None Building: None Begin: 05/19/2025 C	End: 08/15/2021 ecture Instruc Room: None ass End: 07/10	ional Method: Fuly Distance	Educ Course Grade Mode: Stan		set 0		(Argutered	R	ecords: 2

12. To make schedule changes **<u>BEFORE</u>** 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 <u>NOT</u> 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.