



Dual Credit

Online Registration Worksheet

Summer 2017		Fall 2017		Spring 2018	
Current/Former	Apr 3, 2017	Current/Former	May 15, 2017	Current/Former	Oct 16, 2017
New Students	Apr 17, 2017	New	May 29, 2017	New	Oct 30, 2017

Classes fill fast, so register for classes as soon as you are eligible!

ACC Online Course Schedule: www.austincc.edu/schedule

Steps to Register Online

Step 1	Go to: www.austincc.edu/onlineservices , then select " Student Login. "
Step 2	Select Log In , enter your ACCeID and password and <u>submit</u> .
Step 3	Select Self Service Student Planning (under Registration Section).
Step 4	Select "Student Planning"
Step 5	Select "Go to Plan & Schedule"
Step 6	Click on the "+" button and pick your CREDIT term from the drop down menu (ex: Credit Summer 2017), click <u>add term</u> .
Step 7	On top right search bar, type ACC course abbreviation and number (ex: ENGL-1301 or HIST-1302). You can enter multiple classes by separating with a comma.
Step 8	Go to "Filter Results" section on left hand side & select on: <ul style="list-style-type: none"> • Location (select one campus or high school, listed in alphabetical order) • Terms (select semester you want to enroll)
Step 9	Select View Available Sections & once you find your preferred meeting days and times, select Add Section to Schedule . Once the course is added to your plan, enter the next course title in the search box and repeat steps 7-9. If section is full, chose an alternative.
Step 10	Go to the top left & select Back to Plan & Schedule and view your "planned" course selection(s) in yellow. If there are no conflicts flagged, then select Register Now at the top right of the screen. Close your student planning window and return to ACC online services.
Step 11	Balance Due and Payment. Select Manage My Student Account (Payments/Payment Plan/View Acct) . Balance amount displayed or \$0.00 displayed. Select Make a Payment or Payment Plan tab.

If you have a tuition and fees balance, you MUST make payment by the listed payment deadlines or you will be DROPPED from your classes. If you believe your balance due is incorrect, please contact the dual credit office immediately or visit an ACC campus cashier's by the payment deadline.

Things to Know

www.austincc.edu/ecs



- **ACCeID:** Prior to registration, claim your ACCeID and set your password and security questions. From the ACC homepage (www.austincc.edu) select “ACCeID” from the row of links on the top of the page. Follow the three steps to obtain, activate, and set your security questions. Your ACCeID will give you full access to your ACC records using your ACC online services account. For assistance, contact the ACC Help Desk at (512) 223-4636 or www.austincc.edu/help.
- **ACC EMAIL:** After activating your ACCeID, you can activate your permanent ACC secure student email. All ACC notifications are delivered to students via ACC email address. Activate your ACC email at www.austincc.edu/accmail and click “Activation + Login Assistance” on the left hand side, then click “Activate ACCmail” and follow prompts. You must have your ACCeID to activate your ACC email. For assistance, contact the ACC Help Desk.
- **REGISTRATION:** All ACC students (dual and traditional) must register for ACC classes using ACC Online Services. **Advising** is NOT registration. Students **MUST** be enrolled in at least one ACC class by the last day of registration for each semester to be eligible to make schedule changes during add/drop period. Online registration instructions on reverse.
- **ACC STUDENT CLASS SCHEDULE:** Confirm that you are officially registered with ACC by logging onto your ACC online services account and selecting “My Class Schedule” under Academic Profile. Select the college credit semester for which you have registered.
- **DROPS/WITHDRAWALS:** If you drop a class before it starts, it will not show on your ACC transcript. If you drop a class after add/drop period, the class will count toward the 12 course tuition/fees waiver limit. Courses dropped after the official state reporting date will also record as a “W” on official ACC transcripts. Not attending class does not officially withdraw you from a class and may result in an “F”. If you cannot complete a class, you must officially withdraw from the course with ACC via the “student withdraw/drop” link in your online services account. If you need assistance, please contact the Dual Credit office.
- **PAYMENT:** Pay your tuition and fees by the payment deadline, if applicable. If payment is not made, you will be dropped from your course(s). If you receive a balance due at the time of registration and you believe it’s an error, you **MUST** contact the Dual Credit office immediately or you will be dropped for non-payment.
- **TEXTBOOKS** are **NOT** included in tuition and fees. Textbooks can be purchased at an ACC Bookstore or other book retailers (average price per class is \$100). ACC campus bookstores: www.austin.bnccollege.com
- **SATISFACTORY ACADEMIC PROGRESS (SAP):** College records are permanent; therefore, it’s important to maintain satisfactory academic progress while enrolled at ACC, even while in high school. Failure to do so may affect future college financial aid eligibility. The elements of SAP are grade point average, completion rate, and maximum time frame. If you have questions about your SAP status, contact the dual credit office or visit with a dual credit specialist.
- **DUAL WAIVER:** Dual credit students are eligible for up to 12 course tuition and fees waivers. ACC courses that are a part of the ACC core curriculum, a workforce education, and foreign language are eligible for the dual credit tuition and fees waiver. All other ACC courses will be assessed regular tuition and fees according to student’s residency.