# Early College Start

## Online Registration Worksheet

<table>
<thead>
<tr>
<th>Summer 2015</th>
<th>Fall 2015</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>30+ hours</td>
<td>30+ hours</td>
<td>30+ hours</td>
</tr>
<tr>
<td>1-29 hours</td>
<td>1-29 hours</td>
<td>1-29 hours</td>
</tr>
<tr>
<td>New Students</td>
<td>New Students</td>
<td>New Students</td>
</tr>
<tr>
<td>May 4, 2015</td>
<td>June 8, 2015</td>
<td>Nov. 16, 2015</td>
</tr>
</tbody>
</table>

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

**ACC Online Course Schedule:** [www.austincc.edu/schedule](http://www.austincc.edu/schedule)

## Steps to Register Online

**Step 1**  
Go to: [www.austincc.edu/onlineservices](http://www.austincc.edu/onlineservices), then select “Student Login.”

**Step 2**  
Select Log In, enter your secured ACCeID and password and submit.

**Step 3**  
Select Express Register (under Registration Section).

**Step 4**  
From the dropdown box, select the college credit semester for which you are registering (EXAMPLE: 215S000 CREDIT Spring 2015 – DO NOT choose “CE” semesters), submit.

**Step 5**  
Reverse Transcript Question: Yes or No, submit OR go to next step.

**Step 6**  
ACC Emergency Alert Information, follow prompts, submit or go to next step.

**Step 7**  
Primary Reason for Attending? Select from drop down menu, submit or go to next step.

**Step 8**  
Using information from the online schedule, enter all **SYNONYMS ONLY** (5-digits) for the ACC classes you want in the synonym column in the EXPRESS REGISTRATION table; click submit.  
*Do NOT enter any other information, such as subject, course number, or section number

**Step 9**  
Under Preferred Sections, the list of classes you entered will be displayed.

**Step 10**  
Next to each class you want to register for, use the drop down menu under “Action” and select Register. Click submit at the bottom, or registration will NOT be saved.

**Step 11**  
Your schedule displays on the “Registration Results”. This confirms your registration and displays your tuition balance due in **RED**, if any. *Print this page as confirmation*. If you have a balance, you MUST pay by the next payment deadline OR you will be withdrawn. If you believe the balance is an error, please contact the ECS Office immediately. Select “OK” to go to the main menu.

**Step 12**  
To pay your tuition online, click the “Manage My Student Account” link under the “Financial Information” section; click continue. A new window will open, select “Make a payment” and follow the prompts.
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 notification 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 (ECS 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 the 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 the add/drop period, the class will count toward your 2 course per semester limit AND your overall 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.

- **PAYMENT**: If applicable, pay your tuition and fees by the payment deadline. 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 ECS office immediately or risk being 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.bncollege.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 ECS office or visit with an ACC advisor or counselor at any ACC campus.

- **ECS WAIVER**: ACC courses that are a part of the Core Curriculum, a workforce education course, foreign languages, or KINE 1304/1305 are eligible for the ECS tuition and fees waiver. All other ACC courses will be assessed regular tuition and fees according to student’s residency.