YOUR SUCCESS GUIDE TO

Austin Community College

Did you apply?
Financial Aid Facts

Inside: A guide to Registration

who are these men?

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Welcome
We’re glad you’re here!

Austin Community College Mission
The ACC District promotes student success and improves communities by providing affordable access to higher education and workforce training in its eight-county service area. To fulfill its mission, the college will provide, within its available resources, the mission elements prescribed by the State of Texas:

- Vocational and technical programs of varying lengths leading to certificates or degrees.
- Freshman- and sophomore-level academic courses leading to an associate degree or serving as the base of a baccalaureate degree program at a four-year institution.
- Continuing adult education for academic, occupational, professional, and cultural enhancement.
- Special instructional programs and tutorial service to assist under-prepared students and others who wish special assistance to achieve their educational goals.
- A continuing program of counseling and advising designed to assist students in achieving their individual educational and occupational goals.
- A program of technology, library, media, and testing services to support instruction.
- Contracted instructional programs and services for area employers that promote economic development.

Protect Your Records
Family Education Rights and Privacy Act of 1974
The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, and name of most previous educational institution attended, student classification, and enrollment status.

Any student objecting to the release of all or any portion of such information must notify the Office of Admissions in writing within the first 12 class days of the semester, and the restriction will remain in effect until revoked by the student.

Student Right to Know
In compliance with the Department of Education’s Student Right-to-Know Act, ACC, along with all other colleges and universities receiving Federal Title IV funds, are required to report various points of information to students, employees, and prospective students. ACC has posted links at austincc.edu/police/right_to_know.htm.

- Campus crime statistics
- Safety tips from the ACC Police Department
- Financial assistance availability and eligibility
- About ACC
- Graduation and transfer rates
- Cost of attendance
- Current academic programs
- Services for students with disabilities
- Drug and alcohol policy
- Requirements and procedures for withdrawing from the institution
- Title IV Refund Policy
- Name of agency accrediting the institution
- Important information about bacterial meningitis

Discrimination Prohibited
Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or disability. ACC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act Amendment Act (ADAAA). Inquiries regarding ACC’s compliance with ADAAA, or requests for accommodations for persons with disabilities can be directed to:

EEO/ADAAA/Affirmative Action Coordinator, 5930 Middle Fiskville Rd., Austin, TX 78752-4390 • 512.223.7572 (voice) • 711 (Relay Texas)
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### connect with acc

- austincc.edu/newsroom
- facebook.com/accdistrict
- flickr.com/photos/accdistrict
- twitter.com/accdistrict
- youtube.com/accdistrict
CURRENT STUDENTS
Meet with an academic advisor or counselor
Complete ACC101 at austincc.edu/acc101
Activate your ACCmail email address
Attend orientation austincc.edu/orientation
Submit official transcripts or GED certificate
Get your ACCeID
Register for classes
Pay tuition and fees
Print out your schedule
Buy books
Go to class!
You’re on your way to success!
Meet with your advisor at mid-term to start planning your next semester
Register for next semester’s classes

FORMER STUDENTS
Clear any registration holds
Register for classes
Submit assessment test scores
Get your ACCeID
Submit residency form
Apply for financial aid
Submit official transcripts or GED certificate
Submit residency form
Apply at austincc.edu/apply
Complete ACC101 at austincc.edu/acc101
Get your Student ID card
Attend orientation austincc.edu/orientation

NEW STUDENTS
Submit assessment test scores
Apply for financial aid
Get your ACCeID
Submit official transcripts or GED certificate
Submit residency form
Apply at austincc.edu/apply
Complete ACC101 at austincc.edu/acc101
Get your Student ID card
Attend orientation austincc.edu/orientation

LEGEND
NEW STUDENTS
You have never taken a college credit course at ACC.
CURRENT STUDENTS
You are currently enrolled or have taken classes within the last year.
FORMER STUDENTS
You are returning to ACC after a year or more.
COMPUTERS
Are available in the Learning Lab at any ACC campus, and in the Mobile Go centers.

These steps are explained on the next few pages.
start here!
follow the map and begin taking credit classes at acc

Complete ACC 101 at austincc.edu/acc101
ACC 101 is our online instruction manual that will guide you through the Austin Community College process to become an ACC student. You’ll learn about residency forms, assessment requirements, how to read the course schedule, and other information. You need access to the Internet and a computer and printer to complete ACC 101.

What to do:
• Read all the information at austincc.edu/acc101—no skipping!
• Answer each question you’re asked.
• At the end, print the advising checklist, personalized with your information.

Apply for admission at austincc.edu/apply
ACC is an open door institution. That means we don’t admit students based on class rank and SAT scores. All eligible students are accepted. Do you have a high school diploma or GED? Then you can enroll at ACC.

Complete the online application, which will be entered into ACC’s computer system within 24 hours of submission. Call (512) 223.7701 to make an appointment with a recruiter if you need help or don’t have access to a computer. Your application is activated for registration when you meet with an ACC advisor.

Submit residency form
After you have completed the application, you will be directed to the Residency Information Form.

Download the form, complete it, and either mail, fax or deliver it in person to a campus Admissions Office with your Photo ID (copy if faxing or mailing). If you have not completed and submitted the residency form, you will not be able to register for ACC courses. This is the most common cause for registration delay.

Don’t forget to submit your residency form!
It determines how much tuition you will pay.

Note: Steps vary for International, Early College Start, and GED students.
Students with specific needs should contact the Office for Students with Disabilities. Active duty military and veterans should contact Veterans Affairs.
Submit official transcripts

Order school transcripts and have them submitted to ACC Admissions and Records.

If this is your first time attending college, you will need to request an official copy of either your high school transcript or GED certificate. Keep an unofficial copy for yourself.

If you have previously attended college, you will need an official copy of transcripts from each college that you have attended. You need an unofficial copy of each transcript in your advising folder. You do not need to submit a high school transcript or GED proof of completion.

Get your ACCeID

Your ACCeID will provide you with one ID and password to access most ACC applications, including ACC Online Services, Blackboard, ACC Library Services, and wireless Internet access on campus.

Online Services is a web-based student information system. This system provides secure access to manage virtually every aspect of your college career. You will log in to your Online Services account to register for classes, accept your financial aid, print your class schedule, and much more.

Log in to Online Services from a link on the ACC homepage. Go there and set up your ACCeID. It can take 24 hours for it to be activated once you have set up the account. Be sure and save your user ID and password so you can return to the system when you want.

First-time user

After you set up your ACCeID, check back after 24 hours to log in. You should see your personal information. Please take a few moments to confirm the information, check for any registration holds, and add your emergency notification information. This will keep you informed in the event of a campus emergency.

After you activate your Online Services account, you can register for upcoming semester classes any time after your registration access date. Remember, the previous steps can be done weeks in advance of registration so you don't get caught in a long line!

Begin the ACCeID process at https://acceid.austincc.edu/idm/user

Note: Steps vary for International, Early College Start, and GED students.
The whole financial aid process can take six weeks or more to complete. Don’t delay!

Apply for financial aid (optional, but recommended)

The Financial Aid Office administers four types of student assistance: grants, loans, work-study, and scholarships. Award amounts depend on your eligibility and the availability of funds.

If you wish to apply for financial assistance, you must complete the federal (FAFSA) and ACC financial aid forms to find out if you’re eligible. This process can take six weeks or longer, so don’t delay.

Complete the following:

• Do your FAFSA online: fafsa.gov. List ACC’s school code—012015.
• Fill out a copy of the ACC Financial Aid Institutional Application and send to the ACC Financial Aid Office.
• Check for ACC student scholarships at the ACC Foundation website at austincc.edu/foundation.

If you don’t receive an award by the time your registration payment is due, you must pay tuition and fees with your own money or set up an ACC installment payment plan. See the Tuition and Fees section for information.

If you receive an ACC award letter, you must accept or reject the offer with your ACCEiD account. To receive your funds, you must log on to Online Services—look for “Accept or Reject my Financial Aid Awards” and choose accept in order to receive it. If you received a grant, the Financial Aid Office will pay your tuition and fees before the first day of class. If you received a loan, you will need to follow the loan procedures included in your award letter.

Many of these steps can be done in advance. Don’t wait until the last minute to finish the application process.

Students with specific needs should contact the Office for Students with Disabilities. Active duty military and veterans should contact Veterans Affairs.
Determine your placement testing needs

Most programs offered at ACC require students to take all or part of a series of placement tests. The purpose of this testing is to determine the level at which you begin your college coursework.

Your scores will help your advisor or counselor recommend classes you can take. They also will determine whether you need to take developmental education classes to raise your reading, writing, or math skill levels to meet college requirements.

If your scores show you have a weakness in any of these areas, your advisor/counselor will set up a developmental education plan to help you improve these skills. Students needing developmental classes can still register for other ACC classes. However, you also must enroll in a developmental class until you achieve the required skill level.

ACC’s placement test is given in two formats.

- **COMPASS**: Computerized version, not timed, calculator allowed with all math portions. Preferred format.
- **ASSET**: Paper and pencil version, timed—25 minutes per section. Calculator allowed with algebra sections only.

Are your test skills rusty? Visit the assessment office website at austincc.edu/support/assessment for study guides, online tutorials, and testing advice.

**Testing is by appointment**

1. Make sure you have submitted your college application before scheduling a testing appointment.
2. Determine if you need to take placement test by visiting the campus Advising Office.
3. Obtain a referral slip from the Advising Office and pay any testing fee at the Cashier Office.
4. Check in at the Assessment Center at least 30 minutes before test time.
5. Present a photo ID and testing fee receipt.
6. Allow 2–3 hours to complete the testing process.
7. Receive your test results at the conclusion of the test.
8. Meet with an advisor to determine appropriate courses.

*Note: Steps vary for International, Early College Start, and GED students.*
**Special test accommodations**
Test accommodations are available to students with documented disabilities. Please contact the Office for Students with Disabilities at least 48 hours in advance of your test date if you require special test accommodations.

**Improve scores with test preparation**
Most students can score higher on the placement testing if they practice their math and English skills beforehand. Practice tests and review materials are available from the Assessment Office website.

**Placement testing exemption**
If you already have a college degree: Students holding an associate degree or higher may be exempt from ACC placement testing. You also may be exempt if you:

- Earned a C or higher in a core curriculum course at an accredited out-of-state or private institution;
- Have a transcript from an in-state public institution that shows you met Texas Success Initiative requirements; or
- Successfully completed ACC’s developmental course sequence.

If you have taken a college assessment: Students who recently took an ACC-approved college assessment test may be exempt from part or all of ACC’s placement tests. (ACC accepts approved tests taken within five years.) You must bring a copy of your test scores and a photo ID to your advising session to receive exemption.

<table>
<thead>
<tr>
<th>Your Minimum Scores must be</th>
<th>To Be Exempt From</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reading</td>
</tr>
<tr>
<td>SAT</td>
<td>1070 Composite, 500+ Critical Reading</td>
</tr>
<tr>
<td>ACT</td>
<td>23 Composite, 19+ Reading</td>
</tr>
<tr>
<td>TAKS</td>
<td>2200 Eng. Language Arts</td>
</tr>
<tr>
<td>COMPASS</td>
<td>81 Reading</td>
</tr>
<tr>
<td>ASSET</td>
<td>41 Reading</td>
</tr>
</tbody>
</table>

* These scores make you eligible to take College Math (MATH 1332). You will need to take the COMPASS Math Test to qualify for algebra any other math class.
it’s time for academic advising. are you ready?

Do you have:

If your answer is yes, then you’re ready!

Meet with an advisor
See an advisor or counselor to prepare for registration in the student services area at any campus. Your advisor will help you determine which programs and courses are right for you, then will activate your application, allowing you to register. Individual academic advising is available on a first-come, first-served basis—no appointment is necessary.

Visit early! At peak periods in the semester, there may be a significant wait time.

Your application is activated for registration when you meet with an ACC advisor.

Activate your ACCmail address
24 hours after registering you will be able to claim and activate your new student email address, called ACCmail. ACCmail is the official required form of electronic communication for ACC students. All ACC email communication (grade notifications, financial aid information, etc.) will be sent solely to your ACCmail account. There is no advertising, and you can keep the address for life.

Clear any registration holds
Use your ACCEID to log in to Online Services and check for any holds that could prevent you from registering.

Register for classes
You are eligible to register for classes following your advising session. You must know your ACCEID and password to register online or register by phone. Refer to the instructions in this guide.

Note: Steps vary for International, Early College Start, and GED students.
Pay tuition and fees

The last thing you must do to complete the registration process is pay your tuition and fees. Students who register for classes and do not pay the tuition by the stated deadline are dropped from their classes, so make sure you are aware of your payment deadlines. See the Tuition Payment Deadlines in this guide or online at austincc.edu/howtoreg/paying.htm

Print out a copy of your schedule and keep it with you.

Get your free Student ID card

Smile! Visit any campus Admissions & Records Office one business day after you have registered for classes to have a Student ID card issued. Bring with you a photo ID like a driver license or passport. Each semester, after you register and pay for classes, your Student ID card becomes valid for that semester.

The many benefits and uses for your ACC card include the following:
• Source of identification.
• Proof of enrollment at Austin Community College.
• To get credit for completing The Orientation Program requirement.
• To use the ACC testing center, library, learning lab, student computer center, campus fitness centers, and Rio Grande parking garage.
• ID at local businesses that participate in the Student Discount Program.
• Paired with a Green Pass card to obtain free, unrestricted and unlimited ridership on all Capital Metro bus and rail line routes and schedules.

Attend orientation

All students new to ACC with ZERO credit hours are required to complete The Orientation Program (TOP) prior to attending their first day of class.

TOP in-person, on campus
Live orientation is the best way to get your questions answered about starting classes at ACC. It gives you a chance to meet other students, talk one-on-one with staff, and win prizes. You’ll leave with a student planner and be entered into a drawing for a FREE SEMESTER of books. Only students who attend TOP in person before the first day of class are eligible to win a free semester of books. You will need your Student ID card to complete TOP.

Visit the TOP website at austincc.edu/orientation to sign up for a TOP session or learn about the online alternative.

Important: TOP is mandatory for new college students! You will be unable to register for future semesters until you complete your TOP requirement. Once you complete TOP, it may take up to 24 hours to remove the hold from your records.
Buy books

You will need to purchase textbooks and supplies for your classes.

The cost varies from semester to semester and from one program of study to another. The average cost of books and supplies for a typical full-time student is $550 per semester.

Books and supplies are available from the ACC Bookstore as well as other outlets. Generally the ACC Library does not carry textbooks.

Workforce degree and certificate students may be eligible to borrow textbooks from a limited supply for some developmental and applied science courses. Contact a campus Support Center for more information.

A link to the books you need is provided in the online course schedule next to each of your classes. ACC Bookstore personnel can help you find your books if you provide them with a copy of your schedule.

Purchase a parking permit

If you drive a car to campus, you must purchase a parking permit. The cost is $15 per academic year.

When you have registered and paid for classes, visit any campus Cashier Office to purchase your parking permit. You’ll need to show a photo ID.

- **Disabled veterans**: With proper documentation, ACC will waive parking permit fees for disabled veterans. Visit austincc.edu/police/services/ParkingRegs.

- **Green Car sticker**: If you drive a fuel-efficient, low-emission vehicle, you may be eligible to park in a limited number of preferred spots. You must also purchase an ACC parking permit. Visit austincc.edu/sustainability/greencar for instructions and application form.

- **Green Pass**: Ride CapMetro free! Green Passes are available at ACC Cashier Offices. Your Student ID is required. Visit austincc.edu/sustainability/greenpass.

Go to class!

Attending class regularly and completing assignments on time will help you succeed.

Come back next semester

Earning your college degree takes commitment and effort for more than a semester. Follow the degree plan in the catalog, or make your own that matches your timeframe. Also, get connected. Join Student Life to meet people who share your experiences and enjoy a fun, engaging, and rich college experience.

Great job, you’re on the track to success!
Registration

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# Fall 2011 Dates to Remember

<table>
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<tr>
<th>Application Priority Date</th>
<th>Current/Former Students</th>
<th>New Students</th>
<th>16-Week Session</th>
<th>8-Week Session</th>
<th>12-Week/Short Session*</th>
<th>2nd 8-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>New students who complete the admissions process no later than two weeks prior to the start of registration have the best selection of advising, assessment, and course availability. Admissions applications are continuously accepted at Austin Community College.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Registration and Payment:
Students may register for courses offered in any session during any open eligible registration time (dates shown below) as long as the session has not yet started. See the “Payments and Refunds” section for payment deadline information.

<table>
<thead>
<tr>
<th>Open Registration</th>
<th>Begins May 16</th>
<th>June 13</th>
<th>May 16- Aug 17</th>
<th>May 16- Aug 17</th>
<th>May 16- Sept 14</th>
<th>May 16- Oct 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Day to Request 100% Refund</td>
<td>On the final day to request a 100% refund you must complete a form at a campus Admissions Office.</td>
<td>Aug 19</td>
<td>Aug 19</td>
<td>Sept 16</td>
<td>Oct 14</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 22</td>
<td>Aug 22</td>
<td>Sept 19</td>
<td>Oct 17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Dropping and Withdrawing:
During canceled class changes and schedule changes (add/drop) students can access the web or the telephone registration system to drop classes. After add/drop they must complete a refund or withdrawal form in Admissions and Records. Students who withdraw from courses after the official reporting date receive a grade of “W” on student academic records. For withdrawal information visit a campus A&R office.

<table>
<thead>
<tr>
<th>Schedule Changes (Add/Drop)</th>
<th>Courses added after classes begin are not eligible for 100% refund.</th>
<th>Aug 22-23</th>
<th>Aug 22-23</th>
<th>Sept 19-20</th>
<th>Oct 17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Reporting Date</td>
<td>Drops made through a course’s official reporting date will not appear on an official transcript; courses dropped after the reporting date will appear as a withdrawal (W) on a transcript.</td>
<td>Sept 7</td>
<td>Aug 29</td>
<td>Sept 29</td>
<td>Oct 24</td>
</tr>
<tr>
<td>Final Day to Request 70% Refund</td>
<td>After add/drop, you must complete a form at a campus Admissions Office.</td>
<td>Sept 12</td>
<td>Aug 31</td>
<td>Oct 4</td>
<td>Oct 26</td>
</tr>
<tr>
<td>Final Day to Request 25% Refund</td>
<td>Sept 19</td>
<td>Sept 2</td>
<td>Oct 7</td>
<td>Oct 28</td>
<td></td>
</tr>
<tr>
<td>Final Withdrawal Date</td>
<td>Nov 17</td>
<td>Oct 10</td>
<td>Nov 17</td>
<td>Dec 5</td>
<td></td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 11</td>
<td>Oct 16</td>
<td>Dec 11</td>
<td>Dec 11</td>
<td></td>
</tr>
</tbody>
</table>

*All Other Short Sessions:
Reporting dates vary for all other course sessions; please see austincc.edu/support/admissions/f11census.php for all additional dates.
FALL SEMESTER 2011

May 16—August 17
Fall registration for current and former ACC students

June 13—August 17
Fall registration for new, current, and former ACC students

AUGUST 2011

Aug 22 16-week and first 8-week session classes begin

SEPTEMBER 2011

Sept 5 Labor Day Holiday (college closed)
Sept 19 12-week session classes begin

OCTOBER 2011

Oct 7 December graduation application deadline

October 10–January 11
Spring 2012 registration for current and former ACC students

Oct 15 Priority filing date for Spring 2012 financial aid application

Oct 17 Second 8-week session classes begin

NOVEMBER 2011

November 7–January 11
Spring 2012 registration for new, current and former ACC students

November 24–27
Thanksgiving Holiday (college closed)

DECEMBER 2011

Dec 11 Fall semester ends

Dec 20 Offices close at 5 p.m. for Winter Break

December 27
Eastview Campus student services are open 11 a.m.–7 p.m. for spring semester registration assistance
registration information

The registration system offers phone and online registration. You will be able to access the registration system beginning at midnight on your first registration access date through August 17. You can add or remove classes from your schedule any time during that period.

This system is open 24 hours a day except during scheduled downtime. Extended downtimes include 5 p.m. Fridays to 9 a.m. Saturdays, and 5 p.m. June 10 to midnight June 13.

Exception: Telephone registration lines and web registration closes at the following times on these dates:

- August 17–5 p.m.
- August 23–6:30 p.m.
- September 14–5 p.m.
- September 20–6:30 p.m.
- October 12–5 p.m.
- October 18–6:30 p.m.

Registration Access & Tuition Payment Deadlines

You can begin registering for classes depending on your registration access date. You can determine your registration access date by adding the number of credit hours you’ve earned at ACC to your current hours in progress. You can register any time between your access date and August 17.

Your required payment is the full amount listed on your Online Services account under “Manage My Account.” You will not receive a bill. Payment is due from the time you register until the deadlines listed below. Students who have not paid by the deadline are dropped from their classes.

Fall 2011 registration eligibility and payment dates

Current and Former Students can begin

<table>
<thead>
<tr>
<th>If you have*</th>
<th>You can start to register on:</th>
<th>And you must pay by 5 p.m. on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>60+ credit hours</td>
<td>May 16</td>
<td>June 10</td>
</tr>
<tr>
<td>45+ credit hours</td>
<td>May 19</td>
<td></td>
</tr>
<tr>
<td>30+ credit hours</td>
<td>May 25</td>
<td></td>
</tr>
<tr>
<td>15+ credit hours</td>
<td>June 1</td>
<td></td>
</tr>
<tr>
<td>1–14 credit hours</td>
<td>June 7</td>
<td></td>
</tr>
</tbody>
</table>

* Includes hours of credit at ACC, plus hours in progress

New Students can begin, and Current and Former students can continue

New student registration begins June 13 and continues through August 17.

<table>
<thead>
<tr>
<th>If you register between:</th>
<th>Then you must pay by 5 p.m. on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13–July 8</td>
<td>July 8</td>
</tr>
<tr>
<td>July 9–August 5</td>
<td>August 5</td>
</tr>
<tr>
<td>August 6–17</td>
<td>August 17</td>
</tr>
</tbody>
</table>

Canceled Class Notification

ACC reserves the right to change or cancel any class. In the unfortunate event that a class must be changed or canceled, you will be notified by phone and/or ACCmail. The decision to cancel a class due to insufficient enrollment will be made approximately one to two days prior to the class start date. In the event that a class for which you have registered is canceled, you may choose another class or receive a refund.

You can access the registration system during the following dates to add classes if your class has been canceled:

- August 20 at 9 a.m. until August 23 at 6:30 p.m., (16- and first 8-week sessions)
- September 17 at 9 a.m. until September 20 at 6:30 p.m., (12-week session)
- October 15 at 9 a.m. until October 18 at 6:30 p.m., (second 8-week session)

Fall 2011 semester begins August 22.

Schedule Changes (Add/Drop)

You can add or drop classes during the following schedule change periods:

- August 22–August 23 at 6:30 p.m., (16- and first 8-week sessions)
- September 19–September 20 at 6:30 p.m., (12-week session)
- October 17–October 18 at 6:30 p.m., (second 8-week session)

Schedule Changes Payment Deadlines

<table>
<thead>
<tr>
<th>For schedule changes between</th>
<th>You must pay by 6:30 p.m. on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22–23</td>
<td>August 23</td>
</tr>
<tr>
<td>September 19–20</td>
<td>September 20</td>
</tr>
<tr>
<td>October 17–18</td>
<td>October 18</td>
</tr>
</tbody>
</table>
schedule planning guide

Avoid disappointment. Plan ahead.
It takes time and planning to build a class schedule. Here are some tips to make sure you get the most out of the classes you take:

• Study the course schedule on the web.
• The online course schedule is updated frequently before and during registration. It lists each class being offered, its time, location, instructor (if available), and its synonym—which you must know in order to register. Printed course schedules are no longer offered, but each online schedule includes a printable version.

• Have an instructional advising session.
• Contact your department for valuable assistance and information unique to your degree plan.
• Take classes in the right sequence.
• Check the course descriptions for any prerequisite courses or other important information. If you are allowed to register for a class with prerequisites, you will need to bring proof of prerequisites the first day of class.
• Remove registration holds.
• Log in to your Online Services account to check for registration holds that will prevent you from registering for your classes. Be sure to clear these before your registration access date.
• Create an alternative schedule.
• During registration, classes fill on a first-come, first-served basis. Have some alternative classes in case your first choices are full.
• Follow your university degree plan if you plan to transfer. Students who plan to transfer to a four-year university should follow the degree plan from their expected university. That means contacting them now for advice on what courses will transfer toward your degree, and becoming familiar with any transfer equivalency guides, articulation agreements, and ACC’s core curriculum guide.

How Many Credits Should I Take?
Use this chart to help you develop a reasonable schedule. Workload is based on a 16-week semester. Shorter sessions require more concentrated workloads.

<table>
<thead>
<tr>
<th>How many hours you work at a job</th>
<th>Suggested credits</th>
<th>Approximate hours of study</th>
<th>Total work and study hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–15</td>
<td>Up to 16 credits</td>
<td>32 hours</td>
<td>48–63 hours per week</td>
</tr>
<tr>
<td>16–20</td>
<td>Up to 12 credits</td>
<td>24 hours</td>
<td>52–56 hours per week</td>
</tr>
<tr>
<td>21–30</td>
<td>Up to 9 credits</td>
<td>18 hours</td>
<td>48–58 hours per week</td>
</tr>
<tr>
<td>31–40</td>
<td>Up to 6 credits</td>
<td>12 hours</td>
<td>49–58 hours per week</td>
</tr>
<tr>
<td>40 or more</td>
<td>Up to 3 credits</td>
<td>6 hours</td>
<td>49+ hours per week</td>
</tr>
</tbody>
</table>

so many courses!
The college catalog is the perfect place to browse and compare the courses offered, and to confirm what courses are needed to complete your degree or transfer plan.

You can pick one up at the bookstore, or access one at the library or advising office on your campus.
reading a course description

Course descriptions contain important information. You need to read these descriptions to see if you are eligible to take certain classes or whether that class is likely to transfer or count toward a degree.

Find the course descriptions

Course descriptions appear in the college catalog. You also can view these course descriptions in the online course schedule at austincc.edu/schedule. Click on the name of the class to access its description.

Read the course description BEFORE you enroll in a class. The following illustration may help you interpret course descriptions.

Subject prefix
Indicates course subject (BIOL = Biology). Check the catalog for a list of all subject prefixes.

Course number

- **First digit in course number**: Indicates academic level of the course. Courses designed for freshmen begin with 1. Courses designed for sophomores begin with 2. Developmental courses begin with 0. The course here is an example of a freshman-level course.
- **Second digit in course number**: Indicates the semester credit hour of the course. BIOL 1406 is a four-credit class.
- **Last two digits of course number**: The distinguishing numbers of the class.

Numbers in parentheses
Represents, in this order, hours of semester credit earned, hours of classroom lecture per week, and hours of lab work per week. For example, BIOL 1406 (4-3-3) is a four-credit class, with three lecture hours and three lab hours per week.

Course description
Gives a brief description of the class and includes any important information you need to consider before enrolling in the class.

Fees
Additional costs of the class, in addition to tuition and general fees.

reading the online schedule

Online Course Schedule

Use the online course schedule at austincc.edu/schedule to find classes and plan your semester. The online schedule page prominently displays classes for the current or upcoming semester. The far left side of the page gives you links to other semesters. You can filter classes by discipline, campus, instructor, or other categories such as Distance Learning, Weekend College, etc.
Indicates the college-readiness skills you need before you can enroll in the class. See which skills are required using the codes below:

- A: Reading and Special Approval
- B: Reading and Math
- D: Reading, Math, and Special Approval
- E: Reading and Writing
- G: Reading, Writing, and Math
- I: Reading, Writing, and Special Approval
- J: Writing and Math
- K: Writing and Special Approval
- N: Math, Writing, and Special Approval
- O: Reading, Writing, Math, and Special Approval
- P: Special Approval
- R: Reading
- S: Math
- Y: Math and Special Approval
- Z: Writing
- #: Capstone

Prerequisite
Any class that must be completed before you can enroll in this class.

Co-requisite
Any class you must take during the same semester as this class.

Course Type
There are four types:

- T: Transfer/academic classes are those general education courses designed for university transfer.
- W: Workforce classes aren’t designed for university transfer. Instead, they fulfill Associate of Applied Science degree or technical certificate requirements.
- D: Developmental classes that help you reach college readiness skills. However, they don’t count toward graduation or fulfill degree requirements.
- C: Certificate-only classes that teach a marketable skill but don’t count toward a degree.
# build your schedule

## Planning Worksheet

Choose your courses and alternates before logging on to online registration.

1. Go to the online course schedule and have this schedule planning worksheet handy.
2. Select the classes you want to take in the online course schedule. Also select a second or third choice in case you cannot get the class you want.
3. Write the information about each class on this worksheet.
4. Use the bottom of this worksheet to make sure your classes don’t overlap, and that you have plenty of time between classes.
5. Use this worksheet when you are eligible to register.

<table>
<thead>
<tr>
<th>Course #1</th>
<th>Prefix &amp; Number</th>
<th>Syonym</th>
<th>Section #</th>
<th>Day</th>
<th>Time</th>
<th>Campus</th>
<th>Instructor</th>
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</thead>
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<tr>
<td>Alternate</td>
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<table>
<thead>
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<th>Syonym</th>
<th>Section #</th>
<th>Day</th>
<th>Time</th>
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<th>Instructor</th>
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<th>Time</th>
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<th>Instructor</th>
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<table>
<thead>
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<th>Syonym</th>
<th>Section #</th>
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<th>Time</th>
<th>Campus</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
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<table>
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td></td>
<td>8:00 a.m.</td>
<td>9:00 a.m.</td>
<td>10:00 a.m.</td>
<td>11:00 a.m.</td>
<td>12:00 a.m.</td>
<td>1:00 p.m.</td>
<td>2:00 p.m.</td>
</tr>
</tbody>
</table>
register for classes

You cannot register before your eligible time. See the table in Registration Information for more details.

Steps to Register Online

Registering for classes online is the preferred method of registration. If you do not have access to a computer, you also can register by telephone at (512) 454.3774. (Long-distance users call 888.891.2444.)

To register online:

1. Go to the Online Services link on the right side of the ACC homepage.
2. Log in to the Current Students section of Online Services using your ACCeID. If you do not recall your ACCeID username and password, you will need to go to the Online Services “Main Menu” and click on the link for “First time ACCeID activation or password change.”
3. Go to the “Registration” section and select either “Express Register” or “Register and Add Classes.”
4. Select the semester for which you are registering.
5. Using the information on your schedule planning worksheet, select the classes you want and click submit. The classes your selections will be displayed under “Preferred Sections.”
6. After you confirm the classes listed, select “Register” from the “Action for ALL Preferred Sections” dropdown box and click submit.
7. Your new schedule will be displayed on the “Registration Results” page. This will confirm your registration and display your balance due. Print this page for your records.
8. To pay your tuition online, receive an account summary, add or drop a course, or review your class schedule, click on the appropriate link on the “Main Menu” page.

Waitlist option:
If your class is already closed, there may be a waitlist option in Online Services. It allows up to eight students to add themselves to a waitlist. If a seat becomes available, you will receive an ACCmail offering a seat in the class. You have approximately 48 hours to register for the class. If you do not take action before the deadline, the next person on the list is offered the seat and you are permanently removed from the waitlist. Not all classes have waitlists, and students are limited to one waitlist selection per course.

To add yourself to the waitlist, select “WL-Waitlist” from the “Action” drop down box and click submit. You will be added if waitlisting is an option and the maximum has not been met.

To register for the class after you have been offered a seat, click “Manage My Waitlist” on the Register section. Then select “Register” from the “Action” drop down box and submit. If you are registered for a duplicate course, you may need to drop that course in order to register for the waitlisted class.

Telephone Registration

Telephone registration gives you the ability to add or drop classes if you do not have access to a computer. Please have your credit card ready if you want to pay by credit card after registering. You will need your schedule planning worksheet in order to input the synonyms for the classes you want to add or drop.

1. Call (512) 454.3774. If calling long-distance, use the toll-free number, (888) 891.2444.
2. Enter your Social Security number and press the # key.
3. Enter your PIN, personal ID number, which is your birth month and year in MMYY format. Press the # key.
4. Answer any additional questions you may hear.
5. When you are prompted to add or drop classes, enter either of the following:
   » Add a class: Press 2#, enter the five-digit synonym, and press the # key.
   » Drop a class: Press 3#, enter the five-digit synonym, and press the # key.
6. When you are finished adding and dropping classes, press either of the following:
   » #9#: Hear a list of the classes you selected.
   » #5#: Exit the registration system.

Pay your tuition: Your tuition is due by the published payment deadlines in order to keep your registration.

• To pay immediately by phone: Press 1# and follow the instructions. Do not hang up until you receive verification that your card has been accepted or rejected. If you receive no response, contact your credit card company before trying again.
• To pay later by phone: Call (512) 454.3774. When prompted to enter a registration code, press #3#, and follow the instructions.
**tuition and fees**

Tuition and fees are established by the ACC Board of Trustees. Tuition is charged on a per-credit basis.

**Bills are not mailed.** To verify what you owe, log in to your Online Services account and select “Manage My Student Account.” In addition to tuition and fees, you are responsible for purchasing your books and supplies for classes.

- Tuition and fees are subject to change at any time.
- Tuition is due at the time you register and must be paid by the payment deadline to avoid being dropped from your classes.
- The costs in the table do not include special course and lab fees.

**Residency Form and Your Tuition**

You must submit a residency form to the Admissions Office when you apply at ACC and each time you change your address. Your address determines what you pay in tuition. To claim in-district status and get the lowest tuition rate, you must show proof of your in-district address when you turn in the residency form. There are four types of residency: in-district, out-of-district, out-of-state, and international.

**Residents of Texas:**
- In-District: You are a resident of the ACC taxing district. Communities in the taxing district are the Austin, Del Valle, Elgin, Hays, Leander, Manor, and Round Rock school districts and the city of Austin.
- Out-of-District: You are a Texas resident but live outside the ACC taxing district.

**Non-Residents of Texas:**
- Out-of-State: You have not been a Texas resident for at least one year.
- International: You are not a U.S. citizen or permanent resident.

**Fees**

Additional fees may apply. See course descriptions for details.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-of-District fee</td>
<td>$142 per credit hour</td>
</tr>
<tr>
<td>General fee</td>
<td>$13 per credit</td>
</tr>
<tr>
<td>Student activity fee</td>
<td>$2 per credit hour</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>$3 per year</td>
</tr>
<tr>
<td>Sustainability fee</td>
<td>$1 per credit hour</td>
</tr>
<tr>
<td>Student Parking fee</td>
<td>$15 per year (optional)</td>
</tr>
<tr>
<td>Course fee (selected courses)</td>
<td>$50 per course</td>
</tr>
<tr>
<td>Health Professions Insurance</td>
<td>$10 per course</td>
</tr>
<tr>
<td>Site fee</td>
<td>Varies; see course description</td>
</tr>
<tr>
<td>Out-of-District ECS</td>
<td>$40 per course</td>
</tr>
<tr>
<td>Third Course Attempt</td>
<td>$60 per credit hour</td>
</tr>
</tbody>
</table>

For more information about the Out-of-District ECS and Third Courses Attempt fees, visit austincc.edu/support/admissions/tuitionchart.

---

**Calculate Your Costs**

Tuition and fees are subject to change without notice by the Board of Trustees.

### In-District Resident (pays ACC tax)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>General</th>
<th>Student</th>
<th>Sustainability</th>
<th>Total</th>
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<td>$2</td>
<td>$1</td>
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<td>$156</td>
<td>$39</td>
<td>$6</td>
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### Out-of-District Resident (does not pay ACC tax)

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<th>General</th>
<th>Student</th>
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### Out-of-State & International Non-Resident

<table>
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Payment

Payment Methods and Locations
ACC accepts cash, checks, electronic bank drafts/ACH, money orders, and the following credit cards: MasterCard, Visa, Discover, and American Express. Payments returned unpaid can result in enrollment withdrawal and additional penalties.

- **Online**: Log in to Online Services. Select “Manage My Student Account.” You will be directed to a secure website where you may choose to pay in full or set up a payment plan.
- **Telephone**: Credit card payments can be made through the college’s automated telephone system by calling (512) 454.3774. Note: The full amount of tuition and fees will be charged to the credit card.
- **In Person**: Pay at any campus Cashier Office. Visit the ACC website for Cashier Office locations and office hours.
- **By Mail**: Payments must be RECEIVED in the Service Center Cashier Office before the payment deadline. Mail check or money order for the full amount to: ACC/SVC Cashier Office, 9101 Tuscany Way, Austin, TX 78754. Write your phone number, a valid Texas driver’s license number, and the Student ID number on the check or money order.
- **By sponsor**: All sponsors must be approved by ACC. Prior to registering students should contact the sponsor to verify that all required documentation has been submitted to ACC. For more information contact the Student Accounting Office at 9101 Tuscany Way, Austin, TX 78754 or call (512) 223.1093.

Payment Plan Option
The tuition payment plan option is available to students. Log in to Online Services. Select “Manage My Student Account” and follow the instructions. Successful enrollment in a payment plan requires you make the required down payment and complete all steps of the payment plan enrollment process. Confirmation is sent to your ACCmail.

Payment Plan Enrollment Dates
Students may set up payment plans May 16–August 23, 2011.

Installment dates are as follows:
- Down payment due when the plan is set up
- First payment is due by September 9, 2011 (if late add $20)
- Second payment is due by October 7, 2011 (if late add $20)
- Third payment is due by November 4, 2011 (if late add $20)

Tuition Exemptions and Waivers
Exemptions are provided at ACC. Tuition exemptions are not retroactive to a paid enrollment. For more information about tuition exemptions and waivers visit The Texas Higher Education Coordinating Board website “College for Texans” at www.collegefortexas.org.

Refunds
- The State of Texas sets the refund policy for ACC. Tuition refund amounts are based on the deadlines listed on the registration calendar, less any debt owed to ACC.
- Students enrolled in college credit classes will receive the ACC OneCard and will be able to choose how to receive their refund. The ACC OneCard is mailed to the address on file with Admissions and Records. NOTE: Students will be charged $10 for each replacement of an ACC OneCard.
- Log on to ACCOneCard.com to activate the ACC OneCard and choose a refund delivery method. Activation is required to obtain any financial aid refund or refund of any non-credit card tuition payment made to ACC. For more information about the ACC OneCard go to austincc.edu/onecard.
- Refunds for credit card payments will appear as a credit on your monthly statement. You are responsible for interest charged to the credit card account while the refund is processed.

Don’t Throw It Away!
Once you register at ACC for the first time, you will receive an ACC OneCard in the mail. Please be on the lookout for this piece of mail. It holds the card that you need in order to activate your refund preference. Do not throw this card away! In order to receive financial aid or other student refund, you will need this card to activate your refund preference online at acconecard.com. Replacement OneCards are $10.

Note: This card is the key to choosing your refund preference, but it is not an active debit MasterCard unless you open an account with Higher One.
Financial Aid Q&A
I probably don’t qualify for aid. Should I apply for aid anyway?
Yes. Many families fail to apply because they mistakenly think they do not qualify for aid. Also, some aid, such as Unsubsidized Stafford and PLUS loans, is available regardless of need.

When and how will I receive my financial aid?
Your tuition and fees will be paid before your first day of class if you received an ACC award letter, logged in to your Online Services account, and accepted a grant. If you are accepting a loan, your funds will not be available until you fill out a master promissory note and complete the entrance loan counseling session at studentloans.gov.

When will I get the remainder of my financial aid?
Your financial aid award funds will be used to pay your tuition and fees first. After all your tuition and fees are paid for the semester, the Financial Aid Office will transfer the remaining balance to you based on your ACC OneCard preferences. In the 16-week session, this typically occurs by the first week of the semester. In later sessions, this typically occurs three days before classes begin.

What happens if I have registered for classes without receiving an award letter from ACC?
You will be responsible for payment of your tuition and fees by the payment deadline. You can set up a tuition installment plan to cover your expenses until you receive a letter.

How many credits do I need in order to get financial aid?
You must take at least six credits during the semester in order to receive financial aid. Not all programs qualify for financial aid, however. Be sure to check with a financial aid specialist for more details.

What if I make changes during the add/drop period?
If you make changes to your schedule during the add/drop period it could affect your financial aid eligibility. Check with the Financial Aid Office.

What if I can’t attend my classes or I need to withdraw?
Remember, you must attend your classes to receive financial aid payment. Do not simply stop going to class without submitting an official withdrawal! You could be required to pay back the entire amount of your financial aid!

What happens if I withdraw from ALL my classes?
You must repay a portion of your financial aid if you completely withdraw from classes before the 60 percent point of the semester.

Do I have to earn good grades to receive my financial aid?
Yes. Be sure you are familiar with the rules for “Satisfactory Academic Progress for Financial Aid Recipients” published on the Financial Aid Office website. Meet with a financial aid specialist if you have any questions.

What are the federal standards on Financial Aid Satisfactory Academic Progress (SAP)?
1. Maintain a 2.0 Grade Point Average (GPA) on all hours attempted at ACC.
2. Complete 67 percent of all hours attempted at ACC.
3. Complete your program of study within a maximum time frame of 150 percent of the published length of the academic program or certificate.
Visit austincc.edu/support/financialaid for details.

Loan Procedures
austincc.edu/support/financialaid
If you have received an ACC award letter, you must complete a master promissory note and the entrance loan counseling session at studentloans.gov. Your loan funds will not be received by ACC unless this process is complete.

Foundation Scholarships
austincc.edu/foundation/scholarships
ACC has many scholarships available through the ACC Foundation. Scholarships offered are made possible by private donations.
ANATOMY & PHYSIOLOGY ASSESSMENT
Students registering for Human Anatomy (BIOL 2304/2101) or Human Physiology (BIOL 2305/2102) must first pass a course placement test for each course in the Assessment Office. Your passing score must be recorded in the system before you can register for either class. See information at austincc.edu/biology/humanind.

AUDITING CLASSES
You can audit a course if there is space available in the class. You must meet all admission requirements, with the exception of the Texas Success Initiative, in order to audit a class. If you wish to audit a class, call 223.7507 between 8 a.m. and 5 p.m. on the last day of schedule changes (add/drops) to register for a class that has space available. You cannot audit a class if you have registered for it before the final add/drops date. Full tuition and fees apply.

CONTINUING EDUCATION
For information about enrolling in ACC’s Continuing Education courses, please visit austincc.edu/ce to get started.

CORE CURRICULUM
The core curriculum for the Associate of Arts and the Associate of Science degrees at ACC represents a common academic foundation. Students who successfully complete ACC’s 42-credit core curriculum can transfer the entire block of courses to any state public college or university and substitute it for the transfer institution’s core curriculum requirements. Transfer students should follow the degree plan from their prospective university and meet with an advisor there to select ACC classes. Particular care should be taken with selecting math and science courses for transfer since many university degrees have specific requirements for these subjects. In addition, it is through core curriculum courses that students satisfy the general education requirements of not just Associate of Arts and Associate of Science degrees, but of Associate of Applied Science degrees as well. The list of core curriculum courses is available in the catalog and on the Articulation and Transfer website, austincc.edu/articulation.

DEPARTMENTAL APPROVAL
If a course is listed in the schedule with a note saying that departmental approval is required, you must call the department chair and request approval prior to registering.

DISTANCE LEARNING
Distance Learning provides students an opportunity to earn college credit by participating in a variety of non-classroom oriented courses. The content and transferability to four-year colleges is identical to the courses offered on campus. Students also follow the same admissions and registration procedures as on-campus students.

• Online courses complete instruction and assignments over the Internet and through email. Testing may be at a campus Testing Center.
• Hybrid courses use online instruction and traditional classroom instruction.

You’ve got options...

From Advanced Solar Photovoltaic Installer to Zumba fitness, ACC Continuing Education has a class for you.

CONVENIENT • FLEXIBLE
NO FORMAL ADMISSION PROCESS
austincc.edu/ce

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stay informed with the
ACC Emergency Messenger System

Provide ACC with a contact number! In case of an emergency you’ll receive a voicemail or text in minutes with info about the emergency and what action to take.

It only takes five simple steps to sign up and ensure your safety:

1. Access ACC Online Services at austincc.edu and log in under Current Students.
2. Under Academic Profile, click Student Data Change Requests.
3. Select Designate Emergency Contact Information.
4. Update your information.
5. Click Submit—you’re done!

austincc.edu
Need money for school? Apply for an ACC Foundation scholarship today!

The ACC Foundation has hundreds of scholarships available for many different majors, and they’re just for ACC students!

It’s simple to apply:

• Complete one application for hundreds of scholarships
• Easily apply using the convenient online application
• Apply by June 1 for the 2011–12 academic year*

*Deadline for most scholarships

Visit [austincc.edu/foundation/scholarships](http://austincc.edu/foundation/scholarships) to see a list of scholarships and to apply today.
• Telecourses use recorded video programs, which may be viewed locally on cable, or on campus in the Media Centers. Some courses are streamed on the web.
• Print-based courses rely on textbooks and study guides as their primary mode of instruction.
• Directed studies courses have students spend time on location at a local facility such as a government, health, or social service institution as a major part of their coursework.

DROPPIING OR WITHDRAWING FROM A CLASS
You can use the registration system to drop a class during the registration and schedule change (add/drops) periods. If you decide later to drop a class, you must submit a withdrawal form to the Admissions Office. You have until the official reporting date to drop a class without having it appear on your transcript. It is important to check with an advisor or your instructor before dropping a class since it may affect financial aid, veterans’ benefits, international student status, or academic standing.

EDUCATION PLAN
Academic Advisors and Counselors assist each new student in completing an Education Plan, which includes educational goals, transfer intent, course placement information, review of the chosen degree plan, and course selection for at least the first semester. Access your Education Plan through Online Services and print a copy for further reference.

Be Book Smart... Tips on Textbooks

- Tempted to make do without the book? Resist. You’ve already invested your time and money in college; don’t scrimp on the required reading.
- Look for used textbooks, e-books, and rented books to save money.
- Plan to buy early for the best selection of used textbooks.
- Save your bookstore receipt. Full refunds are available only with a receipt during the first week of class.
- Look for your textbooks at college bookstores serving the campus where your class is located.
- Shop around, including online.
- Sell your textbooks when you finish the class. College bookstores pay a percentage of the retail price for current editions being used the next term.
- Get the best price for your used textbooks. Take care of them—books in good condition are worth the most—and sell them during finals week for the highest return value.

FORMER STUDENTS
Former students who are returning to ACC must clear any holds placed on their records before registering for classes. If you left ACC for a year or more, you will need to submit a new residency information form, update your address and major when applicable, and submit official transcripts from all colleges attended since last enrollment at ACC.

GED PROGRAM
For information about obtaining your GED, please visit austincc.edu/bact/ged.

MATH COURSE PLACEMENT
Be aware that no single math class counts toward all degrees, so you need to select carefully the math class you take at ACC. Consult your ACC degree plan or, if you are a transfer student, your university degree plan. If you need a class that teaches high school algebra, visit the Mathematics-Developmental section of the online schedule.

We use the COMPASS or ASSET math scores for placing most first-time college students in their first ACC math course. If you have not already taken the COMPASS or ASSET assessment, you can take the COMPASS math test at the Assessment Office. This math test is free of charge to ACC students.

PREREQUISITES
Some courses have prerequisites or other requirements included with the course description. Students may not register for the course until they have met all

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continued on page 28
From Humvee to ACC

How to take advantage of your veteran benefits

• All students eligible for veteran educational benefits but have not used them at Austin Community College should contact an ACC Veterans Affairs representative.

• All students, except Chapter 31 (Vocational Rehabilitation) and Chapter 33 (Post-9/11 GI Bill) must be prepared to pay their own tuition and fees.

• Chapter 31 students must have a valid VA Form 28-1905 from the Department of Veterans Affairs on file with the ACC VA offices at least five (5) business days prior to registering for any classes.

• Chapter 33 students must submit to the VA Office their Certificate of Eligibility (COE) before receiving a shelter for their classes. Enrolled students without COEs are responsible for their tuition payment.

• Failure to meet requirements could result in delay of payment of benefit and/or loss of your classes.

Hazlewood Students

The Hazlewood Exemption (Hazlewood Act) provides education benefits to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans.

To receive a Hazlewood waiver:

• At least five (5) workdays prior to the first class registration period, students must complete and submit to the appropriate campus VA office the entire Hazlewood application packet.

• You must pay any student service and parking fees. Payment of tuition and fees made by cash, check or credit card cannot be refunded.

Students are responsible for purchasing required textbooks and supplies. The cost varies from semester to semester and from one program of study to another. Books and supplies are available from the ACC bookstores and other outlets.

Veterans Affairs Office Locations and Contact Information

ACC Veterans Affairs offices are located at these addresses:

• Northridge Campus
  11928 Stonehollow Drive Bldg 1000, Room 1106
  Representative: Cynthia Mendez, 223.4360

• Round Rock Campus
  4400 College Park Drive
  Representative: Audrey Mahboubi-Tehrani, 223.0030

• Riverside Campus
  1020 Grove Blvd. Building G. Room 8102
  Representative: Terry Cotton, 223.6165

• Highland Business Center
  5930 Middle Fiskville Road, Room 301.1
  Representative: Robert Garza, 223.7569

Veterans Open House

ACC hosts open house events to help veteran students learn about ACC’s support services for veterans and their educational benefits. Visit the Veterans Affairs website to find out when the next open house will be held.

austincc.edu/support/veterans
Your On-Campus Go-To for Books

- Largest selection of used textbooks.
- Hassle-free returns with valid receipt through the first week of classes.
- Order online 24/7 at whywaitforbooks.com for home delivery.
- Digital textbooks cost less—check our website for available titles.
- Year-round buyback at 8 locations—highest prices during finals week.
- Flexible payment options—cash, check, all major credit cards and book vouchers.
- Supports your school by returning a percentage of all sales to ACC.
- Sponsors more than 12 scholarships a year.

Get the best price for your used textbooks. Take care of them—books in good condition are worth the most—and sell them during finals week for the highest return value.