

# YOUR QUICK **REGISTRATION** GUIDE

## Finding Your Advisor

Log in to [Watermark: Student Success and Engagement](#) to view your academic advisor's contact information.

You can also find your assigned advisor and their contact information in Self-Service by [following these steps](#):

- Log in to Self-Service
- Select "Student Planning"
- Select "Go To Plan & Schedule"
- Click on the Advising tab. This will list your advisor's name and email contact information.

Additionally, you may search for full-time staff and faculty contact information in the ACC Employee Directory.

## Search for Classes

To search for classes, access the Course Catalog through the ACC website or Self-Service.

In Self-Service, navigate to your Home menu. Click on "Course Catalog".

You can search for courses by subject (e.g. BIO, HIS, etc.). Filter by semester on the left-hand side of the screen (e.g. 2025 Fall Semester).

Or, use the Advanced Search to search by Day/Time, course section, or course type.

### To plan courses:

- Click "Add Section to Schedule". This will PLAN the course in the selected term.
- Planned courses will appear in gray.
- Choosing "Add Section to Schedule" DOES NOT register you for the course.

## Register for Classes

To register for courses in Self-Service after planning them, navigate to the "Course Plan" tab and select the corresponding term (e.g. 2025 Fall Semester).

If there is a red banner in the upper right-hand corner, contact your Advisor to be registered.

Check to see if there are any Flags corresponding to your planned courses. Flags will be in a yellow box and may appear as "This course has pre- or co-requisites", which will be listed.

If you are unsure whether or not you have satisfied the pre- or co-requisites, CONTACT YOUR ADVISOR. Registering for a course you are not approved to take will result in your being dropped from the course.

### When you are ready to register:

- Navigate to the "Course Plan" tab and choose the correct term.
- Click the blue "Register Now" button in the upper right-hand corner.

If you are offered a seat in a waitlisted course, you may register through Self-Service during the 24-hour period stated in the email you received. Ensure the course says "Waitlisted with permission to register", check the box beside the course, and click "Register Now".

To view your schedule in Self-Service, go to "Course Plan", and choose "List" or "Calendar" view.

# YOUR QUICK REGISTRATION GUIDE

## Course Suffix Legend

When looking at course options, keep in mind that the section code can tell you about the format of the course:

- 01-39 – 16-week course
- 41 - 1st 8-week course
- 51 - 2nd 8-week course
- 60-69 – 6-week course (Summer Semester)
- No letter – In person course
- H – Hybrid course (partially in person and partially online)
- E – Online course
- C - Sections linked with a co-requisite section (Applies to English 111)
- L - Hyflex course (In person and/or synchronous or asynchronous Zoom - student preference)
- M - Online course (Synchronous)
- N - Evening in person or hybrid section
- Q - Off campus section
- Y - CCP/Early College Section (Curriculum students cannot register for these sections)

## Paying for Classes

To pay for classes, you can:

- Come in person to Main Campus, Student Services “S” Building, and visit the Business Office window.
- In Self-Service, go to “Student Finance”, “Make a Payment”, and choose the blue button that says “Continue to Payment Center”.
- If you are expecting Financial Aid, but have not yet received an award, you MUST make a payment or set up a payment arrangement to secure your classes.
- Please contact our Financial Aid Office if you have any questions or concerns about eligibility and/award status.



## Self-Service Course Catalog

Use the QR Code below to search the Course Catalog in Self-Service. Course search instructions are located on the front of this page under “Search for Classes”.