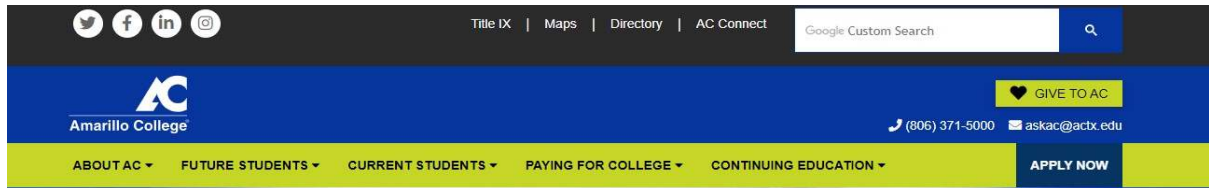


Student Planning Registration Clearance Guide

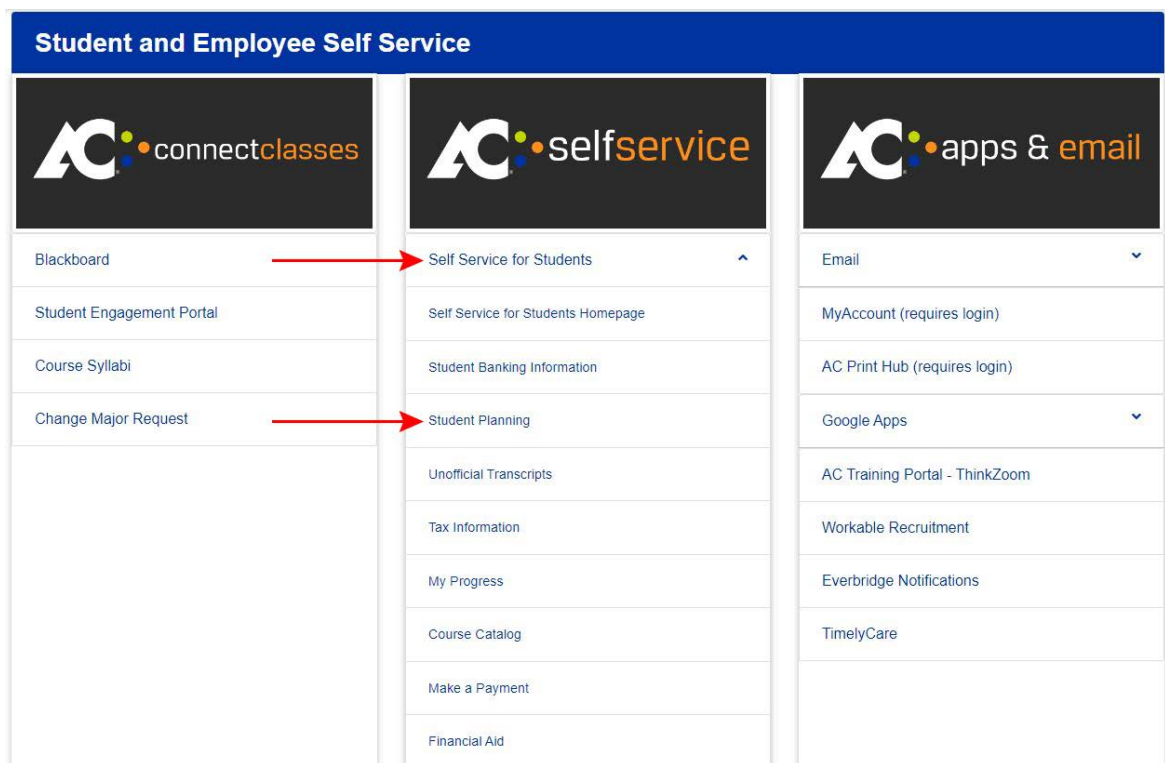
- 1) Go to AC's homepage at www.actx.edu.
- 2) On the top of the homepage click on the AC Connect link.



- 3) Log-in with your credentials.



- 4) Under the AC Self Service Menu, click on "Self Service for Students" and then click on "Student Planning."



- 5) Under the Schedule tab, you will see the semester and year that you have courses planned out for, ex. Spring 2018, Summer 2018, etc. You can move to future or past semesters by hitting the “<” and “>” arrows. If the course has a Green thumbs-up, that means you have been approved for registration clearance and can register once registration opens. Registration Clearance is specific to the semesters and the courses that you and your advisor have planned out. Any changes in your plan may affect registration clearance.

Schedule | Timeline | Advising | Petitions & Waivers

Spring 2018 [←] [→]

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm		GOVT-2305-012	GOVT-2305-012	GOVT-2305-012	GOVT-2305-012		
3pm							
4pm							
5pm							
6pm			BCIS-1305-020		BCIS-1305-020		
7pm							
8pm							
9pm							
10pm							
11pm							

BCIS-1305-020: Business Computer Applications

Approved

Planned

Credits: 3
Grading: Graded
Instructor: Seal, L
3/19/2018 to 5/11/2018
Seats Available: 0

Meeting Information

This section is full

Waitlist

View other sections

GOVT-2305-012: United States Government

Approved

Planned

- 6) If you have a Red thumbs-down, courses were denied and you must meet with your advisor to get approval.

Schedule | Timeline | Advising | Petitions & Waivers

Summer 2018 [←] [→] [+

Filter Sections Save to iCal Print

	Sun	Mon	Tue
8am	ENGL-1301: Composition I		
9am			
10am			
11am			
12pm			
1pm		MATH-1314: College Algebra	
2pm			
3pm			
4pm			

ENGL-1301: Composition I

Protected

Approved

View other sections

MATH-1314: College Algebra

Protected

Denied

View other sections

- 7) If you don't have anything by the course, ex. SPCH 1315, then the course hasn't been approved and you will not be able to register for that course until you get the Green thumbs-up. You can see that some courses are **"Protected."** That means that you and your advisor have agreed that you will take those courses in that planned semester. You cannot move the courses to a different semester until you visit with your advisor.

Screenshot of a course schedule for Fall 2018. The interface shows tabs for Schedule, Timeline, Advising, and Petitions & Waivers. The semester is set to Fall 2018. The planned credits are 12. Three courses are listed:

- ECON-2301: Principles of Macroeconomics**: Protected (yellow triangle), Approved (green checkmark). A link to "View other sections" is present.
- HUMA-1301: Intro to the Humanities I**: Protected (yellow triangle), Approved (green checkmark). A link to "View other sections" is present.
- SPCH-1315: Public Speaking**: No status indicators. A link to "View other sections" is present.

The schedule grid shows time slots from 8am to 8pm for Sun through Thu.

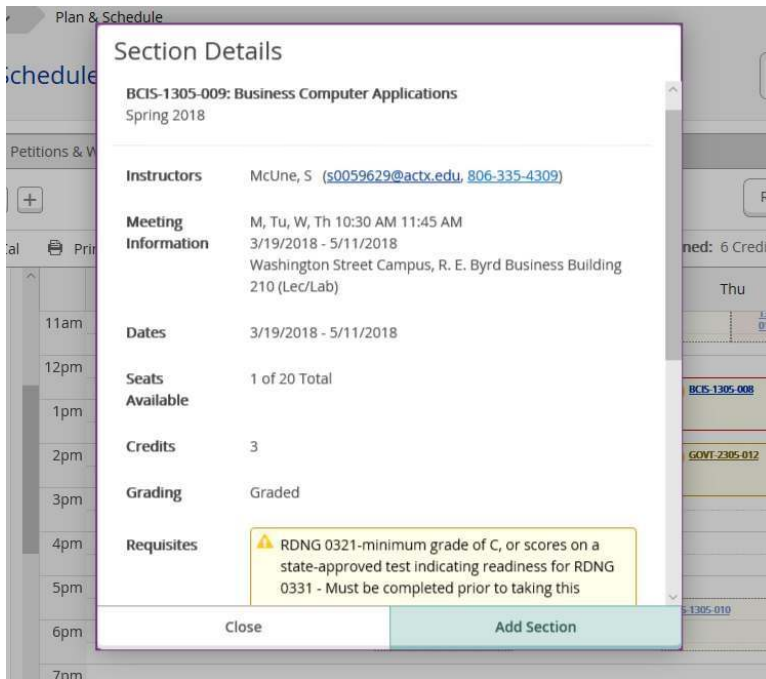
- 8) You can select sections for each course approved by clicking on **"View other sections."** You will need to pay attention to the dates to distinguish between 1st and 2nd 8 week course offerings. Under View other sections, you can move to see more section offerings by clicking the arrows "<" and ">". It will then say 2 of 3, 3 of 3, etc. Once you've selected the sections for each course, you will see the Register button highlighted in Green.

Screenshot of a course schedule for Spring 2018. The interface shows tabs for Schedule, Timeline, Advising, and Petitions & Waivers. The semester is set to Spring 2018. The planned credits are 6, and enrolled credits are 0. The course **GOVT-2305-012: United States Government** is shown with the following details:

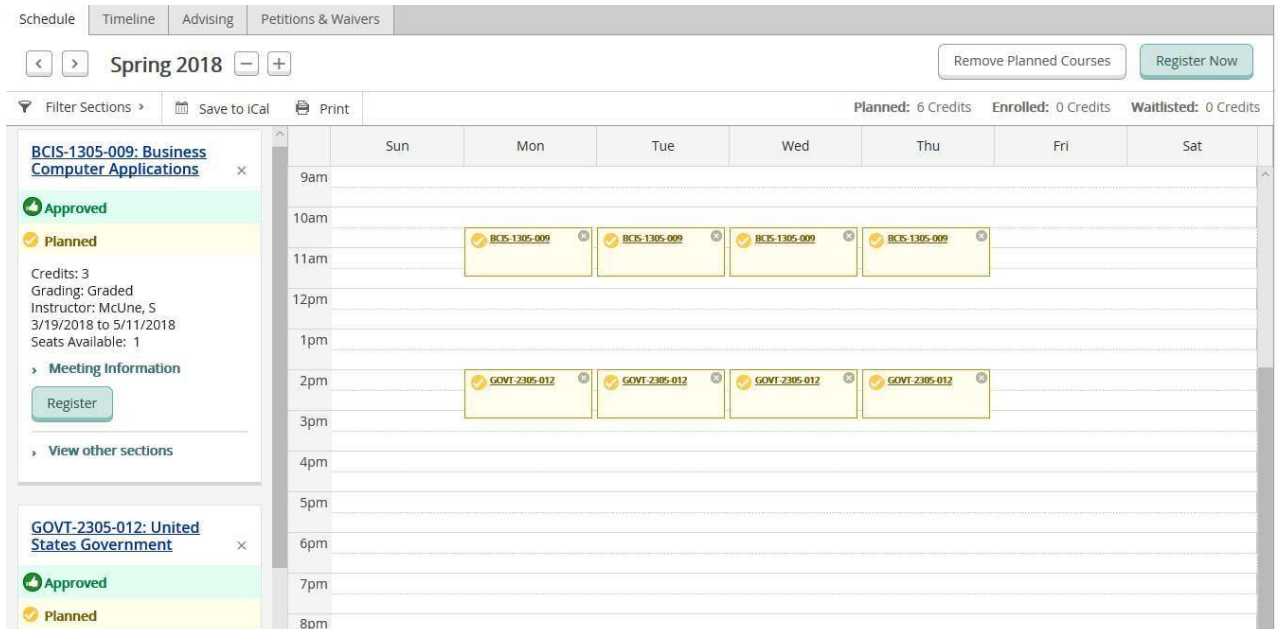
- Status: Approved (green checkmark), Planned (yellow checkmark).
- Credits: 3
- Grading: Graded
- Instructor: Farmer, B
- Dates: 3/19/2018 to 5/11/2018
- Seats Available: 5
- Meeting Information: A green **Register** button is visible.

The "View other sections" panel shows 1 of 3 sections selected. The schedule grid shows time slots from 11am to 11pm for Sun through Fri. Various section offerings are visible in the grid, including GOVT-2305-001, GOVT-2305-002, GOVT-2305-003, GOVT-2305-004, GOVT-2305-005, GOVT-2305-006, GOVT-2305-007, and GOVT-2305-008.

- 9) When you click on the desired section, a “**Section Details**” box will appear. If after reviewing the section information you decide to follow through with this selection, click on “**Add Section**” on the bottom right-hand corner. You will do the same for each course planned out for those semesters in which registration is open. **For example, you can register for summer and fall when registration opens in April, but you can’t register for Spring until registration for that semester opens in November.**



- 10) You can see how the courses appear on your calendar. You can register for courses individually by clicking on the “**Register**” button under each course or register for all courses simultaneously by clicking on the “**Register Now**” button at the top right-hand corner. Once registration is completed, you’ll get a notification that states you’ve been registered.



11) If you don't get that registration message, look at the top right-hand Notification icon to identify any issues that may have prevented registration. This could be a message that indicate courses have already started, you don't have Registration Clearance, you have a hold on your account, you don't meet prerequisites, there's a conflict in the schedule, etc. For assistance with these issue, contact the Advising Center at 806-371-5440.

12) Once you and your advisor have planned out your course sequence for future semesters, you can view this by click on the “**Timeline**” tab. You will always return to “**Course Plan**” for registration.