

**REGISTRATION PROCEDURES  
FOR AC DUAL CREDIT  
Spring 2020**

Call AC at 371-5941  
or 371-5214 if you  
need assistance.

1. Go to [www.actx.edu](http://www.actx.edu)
2. Login to "AC Connect"
  - a. If you don't know ID or password click the red "Help" box.
  - b. Enter Last Name, Birthday and SSN. Your ID will be at the top.
  - c. Set your password and record your id and password information.
  - d. Close that tab and login to "AC Connect."
3. Select "Current Student" on the right side in Self Service Menu
4. Select "Registration"
5. Select "Dual Credit Register for Sections"
6. You will be taken to Student Planning. Click on the "Go to Plan & Schedule" on the right side of the page.
7. Select the semester you will be registering for by using the arrows next to the semester displayed. **Make sure you are in the correct semester in which you are registering.**
8. Click on the Search Box "Search for Classes" magnifying glass.
9. Enter ONLY in the search for classes box the Course Offering (Ex. HIST-1302-DC001). Hit ENTER. **See course offering sheet attached or given to your counselor**
10. The appropriate course will be displayed. Verify that on the left side that locations has "High School Dual Credit". Click on "View Available Section for..."
11. Verify this is the correct course and correct semester or the course you are registering for, and click "Add Section to Schedule". Click "Add Section".
12. Click on the Student Planning tab on the top left. Click on the option "Plan & Schedule" Verify that you are in the correct semester you are registering for using the arrows.
13. Click on the blue "Register Now" button on the top right of the page. You are registered!

**PAYMENT: Due for Spring 2020 by January 10, 2020**

- Follow steps 1-13 above.
- In Student Planning click on the Home button the left hand menu (there is a home icon)
- Click on Student Finance to make a payment online.
- Or, you can call 371-5000 or 371-5001 to pay by phone, or in person at the Washington St. Campus.
- There are payment plans for a \$20 fee where you may pay in 5, 4, or 3 installments.  
[www.actx.edu/bus/student-alternative-payment-plan](http://www.actx.edu/bus/student-alternative-payment-plan) Click on "Spring 2020 Payment Plan."

**New to Dual Credit:**

- Make sure you have applied to AC [www.actx.edu/admission/application](http://www.actx.edu/admission/application). You cannot register until your application has been processed (1-3 business days).
- Use the AC Online Application not Apply Texas for Dual Credit. (step-by step video found on our website, [www.actx.edu/dualcredit](http://www.actx.edu/dualcredit) )
- Campus Dual Credit Coordinator needs to send qualifying test scores to [jason@actx.edu](mailto:jason@actx.edu)

\* **ERRORS?** Call Amarillo College at 371-5941 or 371-5214 to resolve errors. If the error says:

- Anything about pre-requisites, you have probably not met TSI testing requirements or AC does not have your score on file. See your counselor or school's Dual Credit Coordinator, with your AC ID, and they will send your score.
- You may get a message stating you need to be green lighted. This means you are not coded as dual credit, and you can call 371-5941 or 371-5214 to get that resolved. You can also email [jason@actx.edu](mailto:jason@actx.edu), and it can be taken care of quickly as well.
- If the system cannot uniquely identify you, either you do not have an application in the system, or, some of the information does not match; i.e., social security number or date of birth. Call the Registrar's Office at 371-5036.