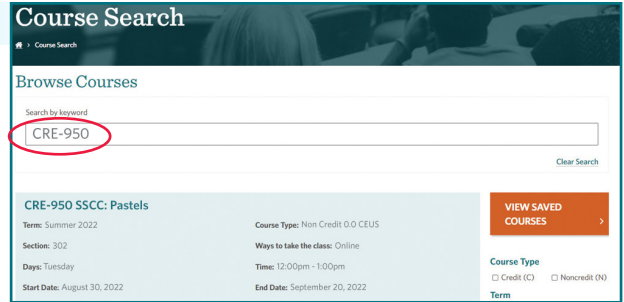


COURSE REGISTRATION STEPS

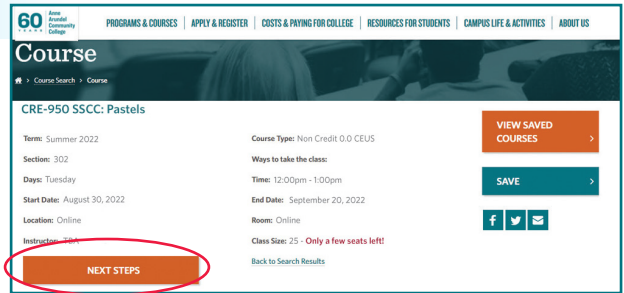
STEP 1

Search for the course you would like to register for using the **COURSE SEARCH** on aacc.edu. Enter the course ID, **CRE-950**, then select **SEARCH**. Be sure to include a dash, "-" and do not enter a section number.



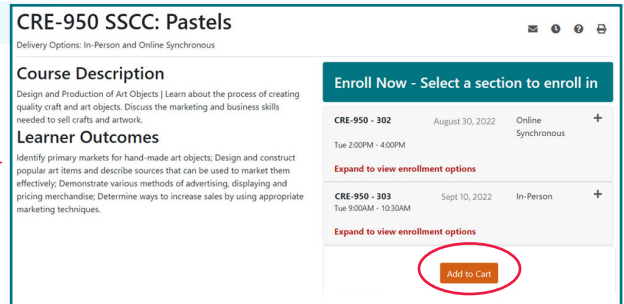
STEP 2

Click on **NEXT STEPS** on the section in course search. Be sure to make note of the section number that you want.



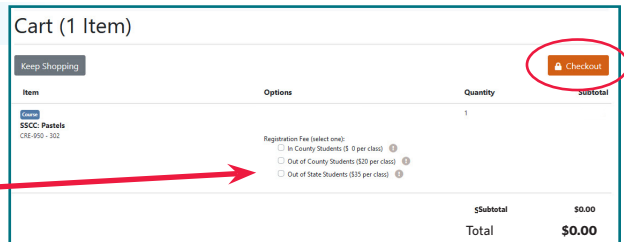
STEP 3

Select the section you wish to enroll in. Then select **ADD TO CART**. This page will list all available sections, a course description, and the learner outcomes for the class.



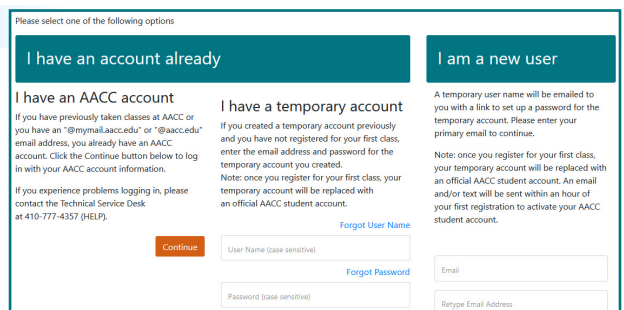
STEP 4

To add another class select **KEEP SHOPPING**. When finished, select **CHECKOUT**. Be sure to select your registration fee, "In County", "Out of County" or "Out of State".



STEP 5

If you have an AACC user ID and Account select the first option **I HAVE AN ACCOUNT ALREADY**. If you have a temporary account, enter your temporary sign in information in **I HAVE A TEMPORARY ACCOUNT**. If you are a new user, and do not have an AACC account or temporary account, enter your email under the **I AM A NEW USER** area.



IF YOU NEED ASSISTANCE WITH YOUR USERNAME OR PASSWORD, PLEASE CONTACT THE TECHNICAL CALL CENTER AT 410-777-4357

SENIOR CYCLE REGISTRATION STEPS ON PAGE 3

STEPS 6-9 ON NEXT PAGE

COURSE REGISTRATION STEPS

STEP 6

Enter your information, Name, Address, Email, Phone, etc.

Complete the following information to proceed with your request.

Legal Name, Email and Date of Birth

Address, Residency and Telephone

Demographic Information

Interests

Contact

Preferences for Promotional Communications

Account Creation Acknowledgements

Legal Name, Email and Date of Birth

Salutation

First Name* Emily Middle Name

Last Name* Barnettsixtythree Suffix

Preferred email for contact*

barnetttest@test.com

Date of Birth* May/10/1945

STEP 7

Read the **ACCOUNT CREATION ACKNOWLEDGMENTS** and check the boxes.

Account Creation Acknowledgements

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law which concerns the confidentiality of student education records. The policy of the college is to protect and distribute a student's educational records, including, but not limited to, any personally identifiable information, in accordance with the federal Family Educational Rights and Privacy Act. The college does not disclose information from a student's education record without the student's written consent, unless an exception to FERPA applies, including but not limited to, health and safety emergencies, other college officials with legitimate educational interests, response to lawfully issued subpoenas, and directory information, as defined by the college. Students have the right to opt-out of the disclosure of their directory information by notifying the college's registrar in writing.

I understand that if I choose to affiliate a course registration with my company or other third party by one of the following:

- Requesting they be billed directly for the class, OR
- Registering in a class sponsored by the company or third party

Anne Arundel Community College will release to the affiliated company or third party only my academic information related to that registration.*

I hereby certify that the information that I have provided on this form is accurate and complete. I understand that if I have provided information in this form that is determined to be false, I may be disciplined, up to and including suspension or expulsion.*

STEP 8

Review your **PROFILE SUMMARY** and make any changes if necessary.

Then, select **CREDIT CARD** for your payment method, and review and check the **ACKNOWLEDGMENTS**.

My Profile / Payment / Receipt

Payment

Profile Summary

Name: emily.barnettsixtythree
 Preferred Address: Home: 101 college parkway, arnold, MD, 21012, USA
 Preferred Phone: Mobile: 1 (410) 7772325
 Number:
 Preferred Email: barnetttest@test.com
 Employer:

Select a payment method*

Credit Card Other methods (requires document upload or you will be dropped from these classes)

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Acknowledgements

Accuracy: I hereby certify that the information that I have provided on this registration form is accurate and complete. I understand that if I have provided information in this registration form that is determined to be false, I may be disciplined, up to and including suspension or expulsion.

By checking this box, you are giving your express written consent:

- I attest that
 - I am age 18 or older, OR
 - I am the parent or legal guardian of the student who is registering for the course(s) in this registration form and authorize the student to enroll in the course(s).

STEP 9

Enter your **CREDIT CARD** information.

Then you will be shown a receipt, that you can choose to print or email.

Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete.

Pay with credit or debit card

Card number

Expiration date

emily.barnettsixtythree
 101 college parkway
 arnold, MD 21012
 USA
 barnetttest@test.com
 (410) 7772325
 Student Number: X038266 Personnel Number:

Basket No: 875
 Date: Aug 24, 2022

The transaction was successfully completed. Please print this page for your records.

Purchased

Item	Selected Options	Quantity	Subtotal
SACC: Plates CRE-955 - 302	Fee: \$0.00 Senior (05-): \$0.00 Registration Fee (last year): In-State Students (\$0 per day): \$0.00	1	\$0.00
Senior Cycle Fee - Summer Senior Cycle Fee - Summer - \$0005	Fee: \$0.00	1	\$0.00
Subtotal			\$80.00
Total			\$80.00

IF YOU NEED HELP!!

ASSISTANCE WITH REGISTRATION

Call 410-777-2325 or email ISCENTER@AACC.EDU

TECHNICAL OR LOGIN ASSISTANCE

Call 410-777-HELP(4357) or email HELPDESK@AACC.EDU.

SENIOR CYCLE REGISTRATION STEPS

SENIOR CYCLE REGISTRATION

Some programs have a required membership fee that must be submitted before you can register in the class. AACC's Senior program requires students to pay a Senior Cycle Fee once per quarter. Below are the steps on completing this process.

STEP 1

To add the membership fee, click the **START** button. The next page will either show the form to be completed or the membership fee to be submitted to the visitor's shopping cart.

Note: The Senior Cycle fee will be attached to the first class that you register for during the term.

Cart (1 Item)

Keep Shopping Checkout

[Content block for shopping cart instructions] (PG0164)

Item	Options	Quantity	Subtotal
SSCC: Pastels C8E595-102	Fee: open enrollment \$13.00 Registration Fee (select one): In County Students (\$10 per class) \$10.00 Out of County Students (\$20 per class) Out of State Students (\$15 per class)	1	\$0.00
Senior Cycle Fee - Summer Senior Cycle Fee - Summer - SR0005	Fee: \$80.00	1	\$80.00
Subtotal			\$80.00

Select Form or Membership Fee

Notice

- Membership fee(s) were added to your shopping cart.

Thank you for submitting this form or membership application.

Form or Membership **Status**

Senior Cycle Membership: Summer 2022 Not Started

Start

STEP 2

Click the orange **SUBMIT** button shown at the bottom of the page.

Forms or Memberships

Please complete the following form or membership application. For memberships like Peer Learning Partnership and the Senior Cycle Fee, click the **Submit** button below to add the membership fee to your cart. For forms, complete all required fields and then click on **Submit** to continue with the Checkout Process.

Need to do: saved but incomplete Incomplete Complete status to be updated by AACC

Required For: Program of courses

Fee: Senior Cycle Fee - Summer - SR0005 \$80.00

Status: In Progress

- Not Started
- Not Submitted
- Decision Pending

Memberships must be submitted at the time of registration for their related classes. If you need more time to complete a form, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your Noncredit Student Portal. You may not be able to enroll in your selected course sections until the form is submitted though.

Submit

STEP 3

A yellow **NOTICE** banner will appear at the top of the page to indicate that the membership fee has been added to the shopping cart.

Then click the orange **CONTINUE CHECKOUT** button to proceed to the Payment page.

Checkout

My Profile / Payment / Receipt

Select Form or Membership Fee

Notice

- Membership fee(s) were added to your shopping cart.

Thank you for submitting this form or membership application.

Form or Membership **Status**

Senior Cycle Membership: Summer 2022 In Progress Pending Payment

Acknowledgement

Continue Checkout

STEP 4

After clicking on **CONTINUE CHECKOUT**, you will be taken directly to the **PAYMENT** page after signing into your AACC account or creating a temporary account.

From here proceed to **STEP 5** in the Registration Instructions.

Payment

Profile Summary

Name: emily barnettstestthree
Preferred Address: Home: 101 college parkway , arnold, MD , 21012, USA
Preferred Phone: Mobile: 1 (410) 7772325
Number:
Preferred Email: barnettstest@test.com
Employer:

[View My Profile or Make Changes](#)

Cart

Item	Selected Options	Quantity	Subtotal
SSCC: Pastels C8E595-102	Fee: Senior (0-1) \$0.00 Registration Fee (select one): In State Students (\$0 per class) \$0.00	1	\$0.00
Senior Cycle Fee - Summer Senior Cycle Fee - Summer - SR0005	Fee: \$80.00	1	\$80.00
Subtotal			\$80.00
Total			\$80.00