

Registration Guidelines

Online & STARS registration are best options as registrations are processed immediately

(instructions available at each senior center)

- **Early registration** is strongly encouraged. Classes fill up quickly and cancellation decisions for low enrollment classes are made one week before start date of class.
- **Register only for classes** that you can commit to attending.
- **Class confirmations** –review as soon as received to ensure every class you chose is listed. If a confirmation notice is not received, you can log into your MyAACC account or use STARS to verify registration(s).
- **Waitlists** – once a class begins waitlist is closed. All class drops need to be completed before start date of class in order for waitlist to be activated.
- **College policy** - states all students must be registered in each class they attend. Registration in one class does not entitle student to attend other classes.
- **Refunds** - Once a class has met the start date, refunds are not automatic. Students need to submit a written request with justification for a refund.
- **Registration period** – is approximately six weeks long – register before start date of class. Instructional Support Center (ISC) 410-777-2325 can provide information regarding registration, however no phone registrations accepted, including add/drops at anytime. Course #'s, STARS #'s are not given out prior to registration date over the phone. Registration forms can be turned in at senior centers up until cutoff date. Check over registration form before turning in to ensure correct classes have been selected. After cutoff date to turn forms into senior centers, registration forms are still available at senior centers to register, add or drop classes, using one of the following options:
 - Online (up until day before class start date)
 - STARS (up until day before class start date)
 - In person at one of AACC's three campus locations
 - Arnold Campus, 101 College Pkwy., Arnold, MD 21012;
 - Glen Burnie Town Center, 101 Crain Hwy N, Glen Burnie, MD 21061;
 - AACC at Arundel Mills, 7009 Arundel Mills Circle, Hanover, MD 21076.
 - FAX to 410-777-4325 credit card only.
 - Mail to: AACC, Continuing Education & Workforce Development, 101 College Pkwy., Arnold, MD 21012, Attn: ISC, CALT 115.

Instructions for AACC Online Registration

Important note before you register: Please register only for classes you plan to attend. Also, registration is only possible for classes that do not have overlapping dates or times. Credit card required for payment.

1. Go to <http://myaacc.aacc.edu>

2. Access Your MyAACC account

Note: If you are having problems logging into your MyAACC account you may need a new password. Please call AACC's **HELP** desk at **410-777-4357**.

a. Previously enrolled students

1. Enter user name-First initial, middle initial, last name up to 14 letters
2. Enter your password-first four letters of your last name and last four numbers of your Social security number

b. New students who have never registered for any AACC classes before

Under "Help Topics" select link for "How do I get a user name and password". Under "MyAACC Help", follow instructions given under "New to AACC?".

3. To register, select: **Self Services** tab at the top of the page.

- a. Select the colored box labeled, "**Students- registered for class for this or previous term**".
- b. On the "**Students- registered for class for this or previous term**" page, go to the "Registration" category at the bottom of the page and click into the link, "**Register and pay for continuing education senior classes**".
- c. On the "**Register and pay for continuing education senior classes**" page, go to the "Senior Center Location" drop down box and select which site you would like to find your classes. Click "**Submit**".
- d. On the "**Select classes**" page, in the "Select" column, indicate which class (es) you would like to register for by clicking your mouse inside the appropriate box. Click "**Submit**".
- e. On the "**Additional registration info**" page, complete "Your Reason for Taking" and "How you learned of this class". Click "Submit".
- f. On the "**Pay for classes**" page, click the drop down box for "**Choose one of the following**" and select accordingly. Then click the drop down box for "**Payment type**" and select accordingly. Click "**Submit**".

Note: Before you complete your registration, you can remove a class from this list by checking the "**Remove**" box on the right and selecting "**Recalculate total amount**" in the **Choose one of the following** drop down box, and click "**Submit**".

- g. On the "**Electronic Card Entry**" page. Complete information required. Click "**Submit**".
- h. On the "**Class/Payment Confirmation**" page, you will find a list of courses you have been successfully registered in. At the bottom of the page it will list any **UNSUCCESSFUL** courses requested. Please read this page thoroughly.
- i. On the "**Students- registered for class for this or previous term**" page, Go to the "Registration" category at the bottom of the page and click into the link, "**Register and pay for continuing education senior classes**".

****General registration questions call 410-777-2325****



STARS REGISTRATION WORKSHEET



SOCIAL SECURITY NUMBER

-OR-

AACC ID NUMBER

-AND-

PIN (Personal Identification Number)

Changed PIN (After Entering First PIN)

- ★ The PIN number is your birth month and the day (example: May 5= 0505)
- ★ You will be asked if you have moved since your last registration.
- ★ You will be asked for the five- digit STARS number, found on the registration form or course schedule. The system will verify the course location code, number, and section you selected.
- ★ Have your credit card ready. (Visa, American Express, Master Card, Discover)

STARS NUMBER	TITLE	DATE	DAY	TIME
★ _____ ★	_____	_____	_____	_____
★ _____ ★	_____	_____	_____	_____
★ _____ ★	_____	_____	_____	_____
★ _____ ★	_____	_____	_____	_____



STARS DIRECTIONS



CALL 410-777-2241

Listen Carefully. You will be prompted at each step to key in a number using your touch- tone phone.

1. At the prompt for continuing education students, PRESS 2.
2. To use your Social Security number, PRESS 1
-OR-
To use your seven-digit AACC Student ID Number (not your SSN), PRESS 2
3. Key in the number. It will be repeated. If it is correct, PRESS 1.
-OR-
If it is INCORRECT, PRESS any number except 1.
4. Key in your Personal Identification Number (PIN) This is your birth month and day (Example: May 5= 0505). You will be prompted to SELECT a NEW PIN.
5. If you have changed you address since your last registration, PRESS 1
-OR-
If you have NOT changed your address, PRESS 2
6. Select the term you wish to register for: Fall, Winter, Spring, or Summer
7. Select your option:
 - a. To register/add a class, PRESS 1
 - b. To drop/withdrawal from classes, PRESS 2
 - c. To verify your class schedule, PRESS 3
 - d. To hear you account balance and/or pay by credit card, PRESS 4
8. When you have entered your course selections, you MUST PRESS 4 to complete payment process. You will be asked to enter the credit card number and expiration date.