

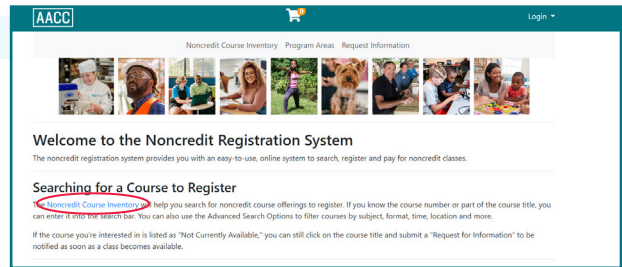
# COURSE REGISTRATION STEPS

## STEP 1

Type **[noncredit.aacc.edu](https://noncredit.aacc.edu)** into your browser search bar. Then hit Enter on your keyboard.

Once on the home page, select **Noncredit Course Inventory**.

*Tip: Returning students can login first to save items in their cart for later.*

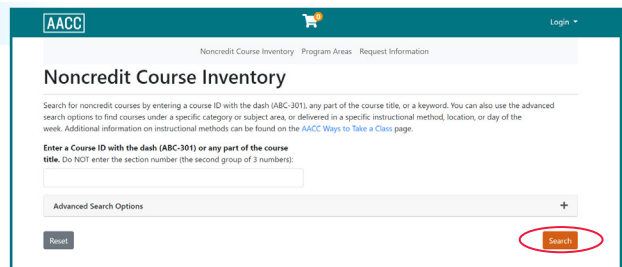


## STEP 2

Enter the course ID for example, **CRE-950**, then select **SEARCH**.

Be sure to include a dash, "-", and do not enter a section number.

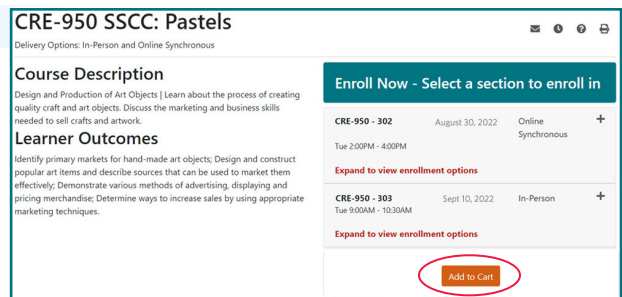
Click on the **Course Title** to see all sections.



## STEP 3

Select the section you wish to enroll in and click the "+" symbol to expand the section info. Then select **ADD TO CART**.

*This page will list all available sections, a course description, and the learner outcomes for the class.*



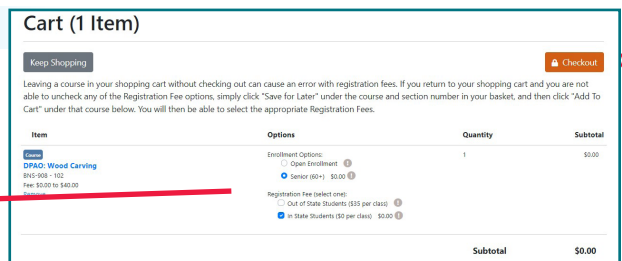
## STEP 4

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".

Select your enrollment option if applicable, "Open Enrollment" or "Seniors (60+)".

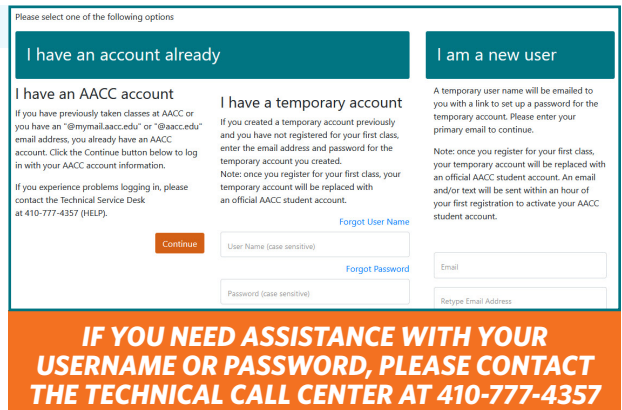


## STEP 5

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.



**SENIOR CYCLE REGISTRATION STEPS** - follow steps on page 3 when prompted to select form or membership fee.

**STEPS 6-9 ON NEXT PAGE**

# COURSE REGISTRATION STEPS

## STEP 6

**NEW STUDENTS** enter your information, Name, Address, Email, Phone, etc.

Legal Name, Email and Date of Birth

Salutation: ▼

First Name\* Emily Middle Name

Last Name\* Barnettstestthree Suffix: ▼

Preferred email for contact\*  
 j.barnettstest@myaacc.edu Edit Delete

Date of Birth\*  
 May/10/1945 📅

## STEP 7

**NEW STUDENTS** 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 **ACKNOWLEDGEMENTS**.

*Remember: You have 30 minutes to complete the transaction before it expires.*

Payment

Profile Summary

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

View My Profile or Make Changes

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.

Contact by Phone/Email: By submitting this form and providing your phone number and email address, you are giving your express written consent

☒ By checking this box

- I attest that
  - o I am age 18 or older, OR
  - o 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:

Pay Now

emily.barnettstestthree  
 101 college parkway  
 arnold, MD 21012  
 USA  
 barnettstest@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: Photos CSE-955 - 302 <a href="#">Add to Calendar</a>	Fee: 1 Senior (955) \$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 - \$80.00	Fee: \$80.00	1	\$80.00
		<b>Subtotal</b>	<b>\$80.00</b>
		<b>Total</b>	<b>\$80.00</b>

## IF YOU NEED HELP!!

### ASSISTANCE WITH REGISTRATION

Call 410-777-2325 or email [NONCREDIT@AACC.EDU](mailto:NONCREDIT@AACC.EDU)

### TECHNICAL OR LOGIN ASSISTANCE

Call 410-777-HELP(4357) or email [HELPDESK@AACC.EDU](mailto:HELPDESK@AACC.EDU).

**101 College Parkway | Arnold, MD 21012**  
**410-777-AACC (2222) | [www.aacc.edu](http://www.aacc.edu)**

**AACC**

# 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 CPE-950 - 302	Fee: open enrollment: \$19.00	1	\$21.00
Senior Cycle Fee - Summer Senior Cycle Fee - Summer - SR0005	Registration Fee (select one): <input checked="" type="radio"/> In County Students (\$10 per class) \$10.00 <input type="radio"/> Out of County Students (\$25 per class) <input type="radio"/> Out of State Students (\$35 per class)		

**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 <span>Pending Payment</span>

### 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 <span>Pending Payment</span>

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

[View My Profile or Make Changes](#)

**Cart**

Item	Selected Options	Quantity	Subtotal
SSCC: Pastels CPE-950 - 302	Fee: Senior (05+) \$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
<b>Subtotal</b>			<b>\$80.00</b>
<b>Total</b>			<b>\$80.00</b>