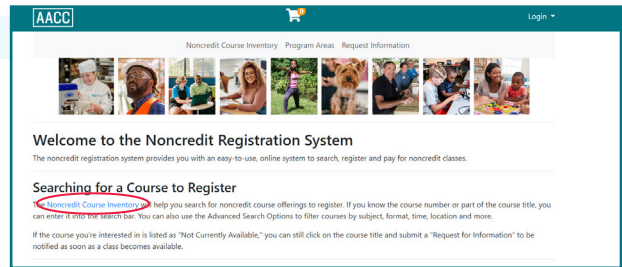# COURSE REGISTRATION STEPS

STEP 1

Type **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.
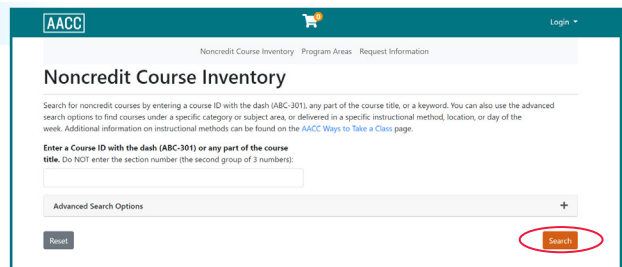
STEP 2

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

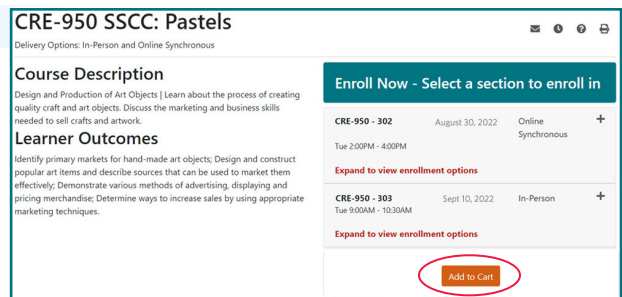Be sure to include a dash, "-", and do not enter a section number.

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.
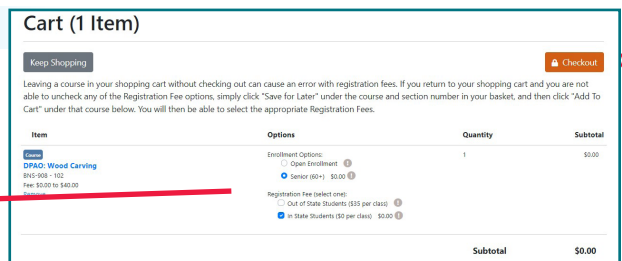
STEP 4

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+)".
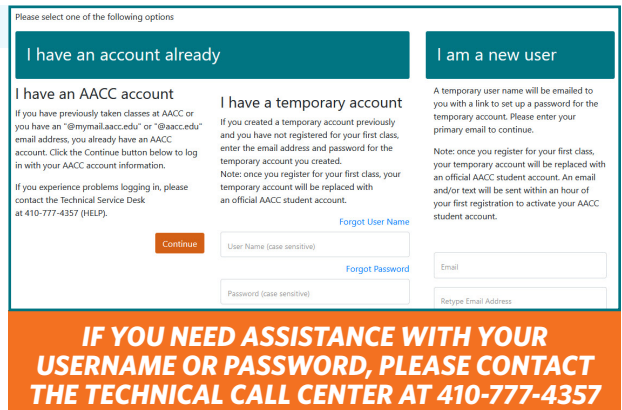
STEP 5

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.

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

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

STEPS 6-9 ON NEXT PAGE

STEP 6

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

STEP 7

NEW STUDENTS read the **ACCOUNT CREATION ACKNOWLEDGMENTS** and check the boxes.

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.

STEP 9

Enter your **CREDIT CARD** information.

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

IF YOU NEED HELP!!

ASSISTANCE WITH REGISTRATION
Call **410-777-2325** or email **NONCREDIT@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.

STEP 2

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

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.

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.