



Fall 2020 Registration

Early Registration Ends August 7
 Open Registration: August 8-24
 Central Registration: August 25-30
 Fall Semester Dates: August 31-December 17

www.alpenacc.edu

TUITION Tuition charge per contact hour.

Fall 2020 – (2019-20 rates/Subject to Change)
 In-District: \$137
 Out-of-District: \$217

 300-400 level bachelor degree courses: \$325

FEES

Registration Fee (nonrefundable): \$30 per semester
 Student Service Fee: \$6 per contact hour
 Facilities Maintenance Fee: \$6 per contact hour
 Online Course Fee (per course): \$30 per contact hour
 Technology Fee: \$4 per contact hour
 Art Course Fee: \$75 per course
 Late Fee: \$10 per contact hour

RETURNING STUDENT OPEN REGISTRATION

Open Registration – August 8-24 during normal hours. Tuition is due at time of registration.

NEW STUDENT ORIENTATION & EARLY REGISTRATION –FALL 2020

Tuition is due Friday, August 7, 2020 for ALL early registrations.

Go to www.alpenacc.edu and select Orientation Registration under the Admissions tab to register for a specific time on one of the following dates. *You must register at least 2 days prior to the actual orientation date.*

Alpena Campus: July 8-9 – 10am & noon; August 25 – noon & 2pm; August 26 – 10am, 1pm & 4pm; August 27 – 10am & 2pm
 ACC Oscoda Campus: TENTATIVE face-to-face dates: August 25, 26 & 27 at 1pm

CENTRAL REGISTRATION - FALL 2020

Tuition is due at the time of registration.

NEW STUDENTS must register through the Orientation process. Dates & times will be posted on the website under

https://discover.alpenacc.edu/admissions/current_students/register_for_classes.php

Central Registration	August 25	9am - 4:30pm
Central Registration	August 26-27	9am - 6:pm

Central Registration via Self-Service remains open through midnight August 30

LATE REGISTRATION/ADD with INSTRUCTOR APPROVAL - FALL 2020

Tuition is due at the time of registration.

Late Registration/Add	August 31, September 1	8am - 6pm
Late Registration/Add	September 2-4	8am - 4:30pm

Students may register for classes this week only with the authorized signature of approval by the course instructor (department chairs may sign on behalf of their adjunct instructors).

No registrations of in-session courses will be allowed during the second week of classes (September 8-11) except for course level changes (example: MTH113 TO MTH102) or lateral changes (example: ENG111 to a different section of ENG111) with the signature of approval by the course instructor.

REFUND PERIOD - FALL 2020

The refund period ends Friday, September 11, 4:30pm. (100% through this date, 0% thereafter)

The refund and enrollment period for courses that run less than a full semester (less than 16 weeks) is **much shorter**. Contact the Registrar's Office - VLH 108 for enrollment and refund deadlines for these courses.

MID PROGRAM ACADEMIC ADVISING – NEW SUMMER/FALL 2020

Beginning with Summer/Fall 2020 admitted students, academic advising is required at the time of enrollment in the 3rd semester of their academic program.

WAITLIST

ACC now offers the WaitList feature for closed/filled sections. If you are interested in a section that is already filled, utilize the new WaitList feature through Self-Service registration. Once on a waitlist, you will be notified through your ACC email when a seat becomes available. The offer is available for two days before the offer is closed and extended to the next student on the WaitList. Questions, please contact the Registrar's Office.

SELF-SERVICE:

Colleague Self-Service is a modern and robust online tool for Alpena Community College students to perform the majority of their essential college tasks all in one place, such as registering for classes, viewing grades or the course catalog, applying for graduation, retrieving financial aid data and more. Access your account at <https://selfservice.alpenacc.edu>

ACCURATE STUDENT RECORDS:

Keep your records up-to-date. Review your student information through Self-Service. Corrections to addresses & phone numbers can be changed through this service or in the Registrar's Office, 108 Van Lare Hall. Other changes such as programs, advisors, etc., can be changed in the Registrar's Office.

SCHOOL MESSENGER:

Get class cancellation alerts by texting OPTIN to the number 68453. **

@myacc.alpenacc.edu

– All ACC students receive a college email address and official communication will be sent to this account. Get yours set up now and check it regularly. Your enrollment at ACC includes access to Microsoft® Office 365.

Registration Eligibility – AccuPlacer Assessment, Mandatory Orientation for New Students & Advising

Registration is open to all admitted students who have completed registration requirements such as AccuPlacer (formerly COMPASS) testing, the mandatory new student orientation, and academic advising. Students who have not been actively enrolled for the past two years must complete a new admission application. **Academic advising is required for all first-time students and students enrolling in the 3rd term of their degree program. Advising is recommended for all students to ensure successful completion of ACC requirements and transferability of courses.** Advising for returning students will be required if prerequisites are not completed. Meet with your academic advisor to arrange your schedule of classes. Obtain your advisor's signature on the completed registration form.

Students with a financial obligation cannot register until the obligation is cleared.

Register for Classes

Advisor Web Registration: Your advisor may participate in Web registration and enroll you during your advising session. **Go to Van Lare Hall for completion of your registration** (course enrollment and/or tuition payment).

Van Lare Hall Registration: If your advisor is not participating in Web registration, please bring your completed registration form to the Registrar's Office, 108 Van Lare Hall.

Web Registration: Returning students actively using Self-Service may register through the web. Please see the Registration portion of the Self-Service Academic Menu. Be aware that course prerequisites cannot be overridden through student web registration. These registrations must be completed by Advisor Web Registration or in the Registrar's Office. Enrollments for 20 credits hours or more cannot be completed through Self-Service. Approval for this load must be received from the Vice President of Instruction. **Restricted programs (Registered and Practical Nursing, Utility Technician, Automotive, Concrete Technology) cannot be registered through Self-Service.**

Online Courses

Online classes will use your new ACC Office 365 email address. A few days before the course begins, you will receive an email entitled "Alpena Community College – Get Ready for your Online Classes" providing all the directions you need for logging on to Blackboard.

Financial Aid

Submit the Free Application for Federal Student Aid (FAFSA) online as soon as possible. Apply online at www.fafsa.gov and authorize electronic release of the results (called the Student Aid Report, or SAR) to Alpena Community College by including our code number 002237.

Be in contact with the Financial Aid Office to be sure all is finalized by the tuition due date. The contact information is included below.

Parking Permits – FREE

Students must register vehicles used on campus with the Parking Control Office located in the Facilities Management Office, 101 Besser Technical Center, which is open 8am – 4:30pm. Parking permits are good for three years.

ACC Picture ID Card

Obtain your free ACC ID card in the Student Services Center, VLH 101 – bring picture identification.

ACC Bookstore

Purchase books for your courses at the ACC Bookstore located in 104 Besser Technical Center. You will need your Student Identification number and class schedule. Books can be charged to financial aid beginning the week of May 11 (for summer) and August 24 (for fall). ACC Oscoda students, please see the Oscoda Office for bookstore arrangements.

The **current college catalog** is available on our website, just select College Catalog from the "Popular Links" section at the bottom of the home page. **Class schedules** can be found by selecting Class Schedule from the "Popular Links" section at the bottom of the home page. Both the Catalog and Class Schedules can also be found on Self-Service

Graduation

Are you completing your degree this semester? Be sure to submit a graduation application by June 5 for summer or October 9 for fall. Apply via Self-Service or in the Registrar's Office, VLH 108.

QUESTIONS? Please contact the appropriate individual below

Registration: Kathy Vought 989-358-7228 or Patti Fontaine 989-358-7282, 108 Van Lare Hall, Registrar's Office, accreg@alpenacc.edu

Financial Aid: Connie Kaczorowski 989-358-7286 or Amanda Belusar 989-358-7205, 107 Van Lare Hall, Financial Aid

Payment, Sponsorship, Third Party Billing: Lexi Young 989-358-7281, Cashier Window, Van Lare Hall

ACC Oscoda Campus: Chris Young 989-739-1445, Oscoda Campus

Help Desk: Web Support helpdesk@alpenacc.edu

Bookstore: 989-358-7274, 104 Besser Technical Center

Website: www.alpenacc.edu

Self-Service: <https://selfservice.alpenacc.edu>

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DATES AND TIMES SUBJECT TO CHANGE

ALPENA
COMMUNITY COLLEGE

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