

Spring 2019 Early Registration



Early Registration Begins October 29, Ends December 7
 Open Registration Begins December 8, Ends January 7
 Central Registration – January 8-13
 Spring Semester Begins January 14, Ends May 8

www.alpenacc.edu

TUITION Tuition charge per contact hour.

Spring 2019 – (2018-19 rates)
 In-District: \$133
 Out-of-District: \$210

 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 EARLY REGISTRATION/OPEN REGISTRATION

Early Registration

October 29 – December 7

Tuition is due by 4:30pm December 7

normal business hours

Open Registration

December 8 – January 7

Tuition is due at the time of registration.

normal business hours

College offices are closed December 24 through January 1.

NEW STUDENT ORIENTATION & REGISTRATION – SPRING 2019

Tuition is due by 4:30pm December 7.

Go to www.alpenacc.edu and select Orientation Registration under the MY ACC banner 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: October 31 – 10am & 1pm; November 8 – 4pm; November 27 – 1pm
 ACC Oscoda Campus: November 5 – 2pm; November 28 – 2pm

CENTRAL REGISTRATION & ORIENTATION – SPRING 2019

Tuition is due at the time of registration.

Registration January 8 1pm – 4:30pm
 Registration January 9-10 9am – 6pm

Central Registration via WebAdvisor remains open through midnight January 13.

Go to www.alpenacc.edu and select Orientation Registration under the MY ACC banner 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 January 8 – 12:00 (noon) & 2pm; January 9 – 10am, 1pm & 4pm; January 10 – 10am & 2pm
 ACC Oscoda Campus January 8 – 1pm; January 9 – 1pm; January 10 – 1pm

LATE REGISTRATION/ADD with INSTRUCTOR APPROVAL – SPRING 2019

Tuition is due at the time of registration.

Students may register for classes the first week of the semester (January 14-18) 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 (January 21-25) 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 – SPRING 2019

The refund period ends Friday, January 25 at 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.

WAITLIST – SPRING 2019

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 WebAdvisor 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.

WEBADVISOR: WebAdvisor gives students access to the ACC information system. Set up (or reset) your account at www.alpenacc.edu/webadvisor by clicking on the "I'm New to WebAdvisor" link.

ACCURATE STUDENT RECORDS: Keep your records up-to-date. Review your student information through WebAdvisor. 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 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

WebAdvisor 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.

WebAdvisor Registration: Returning students actively using WebAdvisor may register through the web. Please see the Registration portion of WebAdvisor Student 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 WebAdvisor. 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 WebAdvisor.**

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 January 8. ACC Oscoda Campus students, please see the Campus 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 Search Current Class Schedule in the Student Resources section under MY ACC banner at the top right of the home page.

GRADUATION

Are you completing your degree this semester? Be sure to submit a graduation application by October 29 for Spring early review. The deadline for Spring semester graduation is February 1. Apply via your WebAdvisor 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: Marlene Vanderwyst 989-358-7286 or Amanda Belusar 989-358-7205, 107 Van Lare Hall, Financial Aid

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

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

WebAdvisor: Web Support helpdesk@alpenacc.edu

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

Website: www.alpenacc.edu

WebAdvisor: www.alpenacc.edu/webadvisor

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DATES AND TIMES SUBJECT TO CHANGE

ALPENA
COMMUNITY COLLEGE

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989-356-9021 or 888-468-6222