



Summer & Fall 2019 Early Registration

Summer:

12-Week Classes: May 20 - August 9

1st 6-Week Session: May 20 - June 28

2nd 6-Week Session: July 1 - August 9

Fall: August 26 - December 12

Early Registration Begins March 25, Ends August 2

www.alpenacc.edu

TUITION Tuition charge per contact hour.

Summer/Fall 2019 – (2018-19 rates/Subject to Change)

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

IMPORTANT DATES - SUMMER 2019

Registration Dates: March 25 until the beginning of the course

12-week classes: Start May 20 Tuition due May 3

Refund period ends May 29

1st 6-week session: Start May 20 Tuition due May 3

Refund period ends May 24

2nd 6-week session: Start July 1 Tuition due June 28

Refund period ends July 5

Summer Refunds: Enrollment and refund dates vary for courses that end before or extend past the regularly-scheduled periods. Contact the Registrar's Office for enrollment and refund deadlines.

NEW STUDENT ORIENTATION & EARLY REGISTRATION –FALL 2019

Tuition is due Friday, August 2, 2019 for ALL early registrations.

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: May 16 – 1pm

ACC Oscoda Campus: April 11 – 3pm; May 13 – 3pm

RETURNING STUDENT EARLY REGISTRATION - FALL 2019

Tuition is due Friday, August 2, 2019 for ALL early registrations.

Early Registration March 25 - August 2 normal business hours

Mid-Summer Registration June 11 11am - 4pm

Mid-Summer Registration June 12 2pm - 5pm

Mid-Summer Registration - Alpena Campus July 10-11 11am - 3pm

Mid-Summer Registration – ACC Oscoda Campus June 13 – 11am; July 9 – 1pm

CENTRAL REGISTRATION - FALL 2019

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 the My ACC banner.

Central Registration August 20 9am - 4:30pm

Central Registration August 21 & 22 9am - 6:pm

Central Registration via WebAdvisor remains open through midnight August 25

LATE REGISTRATION/ADD with INSTRUCTOR APPROVAL - FALL 2019

Tuition is due at the time of registration.

Late Registration/Add August 26 & 27 8am - 6pm

Late Registration/Add August 28 - 30 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 3-6) 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 2019

The refund period ends Friday, September 6, 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 2019

Beginning with Summer/Fall 2019 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 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 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 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 the week of May 13 (for summer) and August 19 (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 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 May 31 for summer or October 4 for fall. 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: Jaime LaBrecque 989-358-7281, Cashier Window, Van Lare Hall

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

ALPENNA
COMMUNITY COLLEGE

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