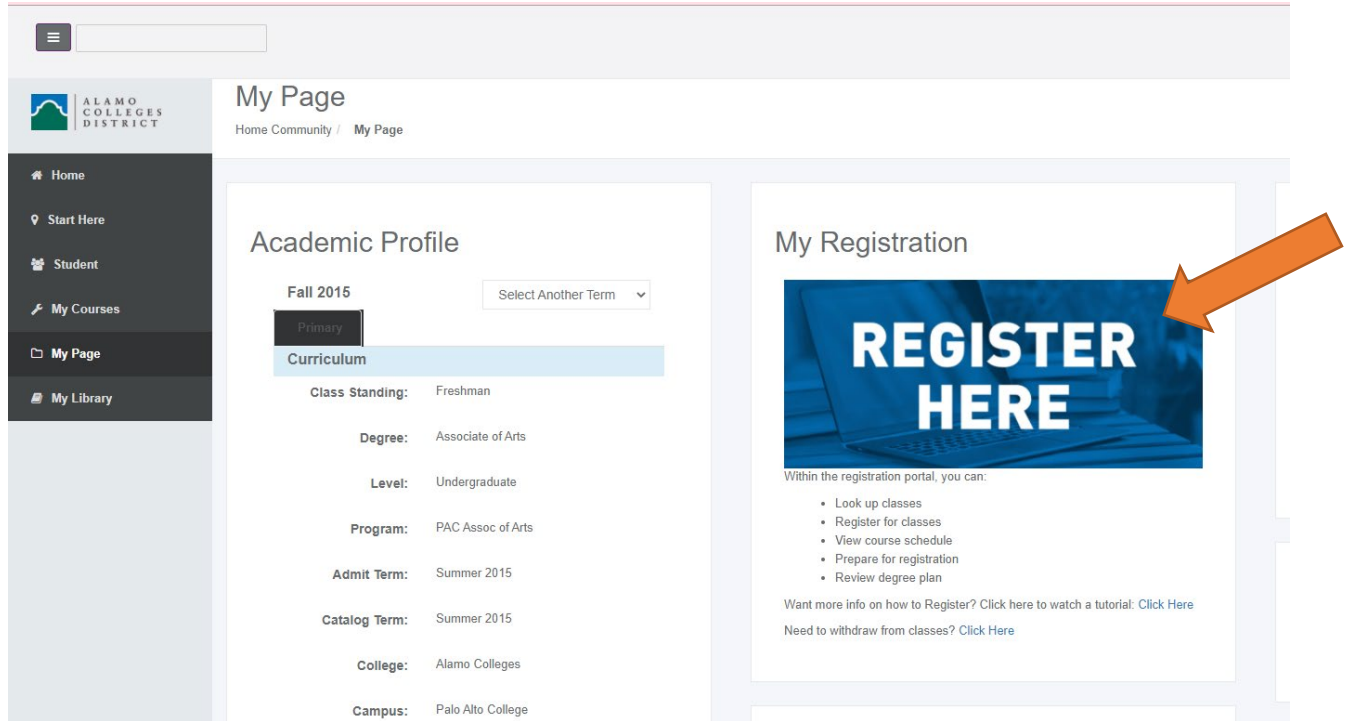


HOW TO DROP BEFORE CENSUS

STEP 1: Log into ACES

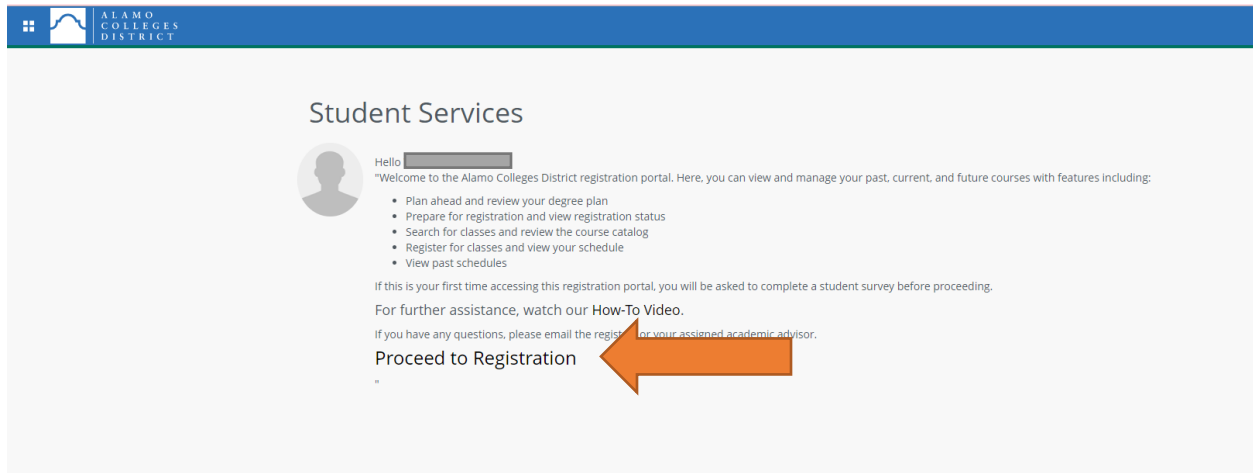
STEP 2: Click on 'My Page' Tab

STEP 3: Click on 'Register Here'



The screenshot shows the 'My Page' interface for the Alamo Colleges District. On the left is a navigation menu with options: Home, Start Here, Student, My Courses, My Page (highlighted), and My Library. The main content area is titled 'My Page' and includes a search bar and a 'Home Community / My Page' breadcrumb. Below this is the 'Academic Profile' section for 'Fall 2015', with a 'Select Another Term' dropdown. The profile lists: Class Standing: Freshman, Degree: Associate of Arts, Level: Undergraduate, Program: PAC Assoc of Arts, Admit Term: Summer 2015, Catalog Term: Summer 2015, College: Alamo Colleges, and Campus: Palo Alto College. To the right is the 'My Registration' section, which features a large blue button labeled 'REGISTER HERE' with an orange arrow pointing to it. Below the button, it lists actions available in the registration portal: Look up classes, Register for classes, View course schedule, Prepare for registration, and Review degree plan. It also includes links for a registration tutorial and withdrawing from classes.

STEP 4: Click on 'Proceed to Registration'



The screenshot shows the 'Student Services' page for the Alamo Colleges District. It features a user profile icon and a greeting: 'Hello [redacted]'. Below the greeting is a welcome message: 'Welcome to the Alamo Colleges District registration portal. Here, you can view and manage your past, current, and future courses with features including:'. A list of features follows: Plan ahead and review your degree plan, Prepare for registration and view registration status, Search for classes and review the course catalog, Register for classes and view your schedule, and View past schedules. A note states: 'If this is your first time accessing this registration portal, you will be asked to complete a student survey before proceeding.' Below this is a link to a 'How-To Video' and a note: 'If you have any questions, please email the registrar or your assigned academic advisor.' At the bottom, there is a 'Proceed to Registration' button with an orange arrow pointing to it.

HOW TO DROP BEFORE CENSUS

STEP 5: Click on 'Register for Classes'

ALAMO COLLEGES DISTRICT

Student • Registration

Registration

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [View Registration Information](#)
View your past schedules and your ungraded classes.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

STEP 6: Select desired term (ex: Fall 2021) from the drop-down menu, then click Continue. (Do NOT select CE or COM).

ALAMO COLLEGES DISTRICT

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2021

Continue

HOW TO DROP BEFORE CENSUS

STEP 7: Review schedule of registered classes in Summary box located in lower right-hand corner.

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Fall 2021

Subject (ex. ENGL)

Course Number (ex. 1301)

Subj&Course# (ex. ENGL1301)

Keyword

College

Schedule | Schedule Details


Class Schedule for Fall 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Business Computer Applications	BCIS 1305, 026	3	10184	Lecture	Registered	None
Business Principles	BUSI 1301, 005	3	19919	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18



STEP 8: Identify the course you want to drop and under 'Action' drop-down menu, select "WEB DROPPED PRIOR TO TERM" and submit

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Business Computer Applications	BCIS 1305, 026	3	10184	Lecture	Registered	None
Business Principles	BUSI 1301, 005	3	19919	Lecture	Registered	None

Web Dropped Prior to Term

Total Hours | Registered: 6 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

