

# QUICK STEPS

## To Plan and Register for Courses in Student Planning



### Getting Started

1. Log into the POD by clicking the “POD” link from the top of the ACC homepage.
2. On the right side of the screen, click *Students > Planning and Registration > Student Planning*

### Course Planning

1. Click “view your progress” to review courses completed, in progress, and not yet completed.
2. Select the course you would like to take and click “add course to plan”.
3. Select the semester you want the course planned for.
4. Continue this process until all your courses have been planned.
  - Review your planned courses by clicking “planned and schedule” and then “timeline”
  - You may make changes to your plan by using the “drag and drop” feature as well as the add/delete function.

### Course Registration

1. Once courses have been fully planned, click “plan and schedule” and use the directional arrows to scroll to the desired semester at which you intend to enroll.

2. Click “view other sections” to see all possible results. The calendar will populate with available sections in yellow. Choose your preferred section by clicking “add section”.
3. Once all selections have been made, click “register now” in the top right, or register for courses individually.
  - You may add or drop courses online up until the second class day of the semester.
  - Print fee statement by clicking the home icon > *Student Finance > Select Term > View Fee Statement*

### Additional Help

- If enrolling in an online class for the first time at ACC, you will be required to enroll in an orientation course.
- Search “ORNT 0100” to add this course to your schedule.
- If enrolling in a biology course during the day, you will be required to also enroll in a separate lab. Search for the course name followed by the letter “L” for lab. Ex: BIOL 2401L, BIOL 1406L.
- Green = Registered; Yellow = Planned; Red = Course full or conflicting with another course time.

