SUMMER 2020
IMPORTANT DATES & DEADLINES

SESSION OPTIONS:

	10 WEEK June 1–Aug. 9	1st 5 WEEK June 1–July 5	9 WEEK June 1–Aug. 2	2nd 5 WEEK July 6–Aug. 9
	10 Week	**1st 5 Week**	**9 Week**	**2nd 5 Week**
Classes Begin	June 1	June 1	June 1	July 6
Current & Former Student Registration	April 6–May 31	April 6–May 31	April 6–May 31	April 6–July 5
NEW, Current, & Former Student Registration	April 20–May 31	April 20–May 31	April 20–May 31	April 20–July 5
Schedule Changes — Add/Drop	June 1–June 2	June 1–June 2	June 1–June 2	July 6–July 7
Senior Citizen Registration	June 1–June 2	June 1–June 2	June 1–June 2	July 6–July 7
Audit Status Registration *To audit a class, call 512-223-7507*	June 2	June 2	June 2	July 7
Payment Plan Set Up Deadline	June 12	June 12	June 12	June 12
Residency Status Updates Deadline *(Last day to receive in-district tuition rates)*	June 16	June 4	June 9	July 9
100% Tuition Refund Deadline	May 31	May 31	May 31	July 5
70% Tuition Refund Deadline	June 11	June 5	June 11	July 10
25% Tuition Refund Deadline	June 16	June 8	June 15	July 13
Census/Official Reporting Date *(Last day to drop without a grade or "W")*	June 16	June 4	June 9	July 9
Graduation Applications Due	July 10	July 10	July 10	July 10
Last Day To Withdraw	July 27	June 26	July 20	Aug. 3
Session Ends	Aug. 9	July 5	Aug. 2	Aug. 9

Students can register for courses in any session that has not started. Your tuition deadline depends on when you register — see the table below for details. To hold your classes, you must pay the full amount due or set up a payment plan by your tuition deadline. Students who register on a weekend or college holiday must pay by the next business day.

Payment Deadlines

If you registered:	Your tuition or the first installment of your payment plan is due:
April 6–May 18	May 18
On or after May 19	The same day you register at 11:59 p.m.

BREAK IT UP!
Payment plans allow you to pay your tuition in two interest-free installments. **Visit austincc.edu/payplan**

See the full calendar of important dates and deadlines on the ACC website.

austincc.edu

ENROLLMENT STEPS & CHECKLIST

NEED HELP? Contact the College Destination Center any time.
512-223-7747 • startnow@austincc.edu • austincc.edu/startnow

AUSTIN Community COLLEGE DISTRICT

1 FIRST STEP

☐ Watch our quick **First Step video** to prepare for the application process. First Step introduces you to academic pathways and explains the next steps to becoming an ACC student. **austincc.edu/firststep**

2 APPLICATION

☐ **Click Apply Now on the ACC website to create an application account.** Setting up an application account starts the enrollment process and allows you to revisit your application. **austincc.edu/apply**

☐ **Submit required documents:** All documents must be received before your application is considered complete.

● **Transcripts: New students must submit all official transcripts within 30 days** of application to the ACC Admissions and Records Office. Transcripts will be received the most quickly if sent electronically from your previous institution(s). For additional methods of submission, please visit **austincc.edu/transcripts**.

- **First-time college students:** Please request an official copy of your high school transcript or HSE/GED.

- **New ACC students with previous college credit:** To best serve you while we wait for your official transcripts to arrive, upload an unofficial transcript from your most recent college/university attended to the Supplemental Documents section of your application account.

● **Official test score reports or exemptions:** In most cases, students must take the Texas Success Initiative (TSI) assessment test in math, reading, and writing or demonstrate that they are TSI exempt or waived. Scores or exemptions will determine the level at which you start college coursework. Level 1 certificate programs do not require TSI scores. **austincc.edu/tsi**

- **If you do not have scores or exemptions,** arrange to take the TSI Assessment test at ACC by appointment or by posted walk-in times. **austincc.edu/tsiprep**

- **If you need accommodations for the TSI test,** please contact Student Accessibility Services at SASApplication@austincc.edu before scheduling your test. **austincc.edu/sasapply**

- **If you have taken the TSI Assessment test, SAT, ACT, or STAAR English III or Algebra II** at an institution other than ACC in the last five years, upload an unofficial copy of your scores into the Supplemental Documents section of your application account and arrange for official scores to be sent to ACC.

- **College credit or military service may provide an exemption to TSI requirements.** Upload an unofficial copy of your transcript or DD-214 into the Supplemental Documents section of your application account.

● **Meningitis immunization:** Proof of meningitis immunization is required if you are under age 22. Check for exemptions and waivers. **austincc.edu/meningitis**

☐ **Activate ACC online tools:** Set up your ACCeID and activate your ACCmail account. (See the next page for instructions)

☐ **Apply for Financial Aid:** Once your application is complete, submit your FAFSA to be considered for financial aid. **studentaid.gov**

✓ **CONFIRMATION OF COMPLETED APPLICATION:**
An enrollment advisor will notify you when your application requirements are complete and you are ready to begin Step #3.

3 INFO SESSION

What you do in step 3 depends on how many college credits you have earned and if you are considered college-ready by TSI standards. If you're unsure, call 512-223-7747 or visit the College Destination Center.

FEWER THAN 12 COLLEGE CREDITS EARNED

TSI COMPLETE:

☐ **Attend an online Area of Study Information Session.** This required session will help you to review your degree and certificate options. After the session, you'll be ready to register for classes. **austincc.edu/session**

NOT TSI COMPLETE:

☐ **Attend an online Area of Study Information Session.** This required session will help you to review your degree and certificate options. **austincc.edu/session**

☐ **After your online Area of Study Information Session, schedule an appointment with an Area of Study Advisor** to plan your classes. Then, you'll be ready to register. **austincc.edu/advising**

12 OR MORE COLLEGE CREDITS EARNED

TSI COMPLETE:

☐ **You're ready to register!** Go to Step 4

Unsure about which classes to take? You have options!

- Explore your degree plan with Degree Map: **austincc.edu/degree-map**
- Make an Area of Study Advisor appointment: **austincc.edu/advising**
- Schedule an online Area of Study Information Session: **austincc.edu/session**

NOT TSI COMPLETE:

☐ **Make an appointment with an Area of Study Advisor** to plan your classes. Then, you'll be ready to register. **austincc.edu/advising**

4 PLAN & REGISTER

☐ It is now time to plan your classes for the upcoming semester! Then, register and pay by the posted deadlines. See the How to Plan, Register, and Pay section in this handout. **austincc.edu/register**

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HOW TO:

Set Up Your ACCeID

1. Your ACCeID will be sent to the email you shared on your application account. Make note of your ACCeID, then visit **austincc.edu/acceid**.

2. If you have **not received your ACCeID** through email, under **First-time Users**, click on **Find ACCeID** to look it up.
   - Enter last four digits of your Social Security number, your official last name, and your birth date. Click Lookup.
   - If your account is not found, wait 24 hours and try again. If still not found after 24 hours, call 512-223-INFO (4636).

3. Once you have your ACCeID, click **Activate ACCeID under First-time Users**.

4. Enter your ACCeID. Click **Find**.

5. Enter the last four digits of your Social Security number and your birth date. Click **Continue**.

6. Review the privacy policy and check the box once you read and understand the terms. Click **Continue**.

7. Create your ACCeID password. Click **Continue**.

8. For account security, follow the steps to choose answers to the authentication questions by clicking on the link provided.

9. Your setup is complete once you have your ACCeID, password, and answers to authentication questions.

> **TIP:** You will use your ACCeID and password frequently. Commit them to memory and make a note of them somewhere safe.

Activate Your ACCmail Account

1. Go to **austincc.edu/activatemail**. Click **Activate ACCmail**.

2. Enter your ACCeID and password where indicated. Click **Login**.

3. Confirm your ACCmail account in the dropdown window. Click **Submit**.

   Note: If your account is not found, check back after 24 hours. If after 24 hours it is still unavailable, call 512-223-INFO (4636) for assistance.

4. You will be directed to a page to set and confirm your ACCmail password. (It must contain at least 8 characters including 1 numeral.)

5. After setting and confirming your password, click **Submit**. You now may log in to your ACCmail account powered by Google.

> **TIP:** Check your ACCmail regularly for updates from your advisor, registration status, financial aid, special events, and more.

Plan, Register & Pay

PLAN

1. Visit **austincc.edu/selfservice**.

2. Enter your **ACCeID and password** and click **Sign In**.

3. Click **Student Planning** to search for courses, plan, and register.

4. Click **Go to My Progress** or click the appropriate program. *Note: If you have more than one academic program, click the directional arrow to view the appropriate program.*

5. To plan a course, click a course you have not yet started or a course recommended by your advisor.

6. Using the menu on the left, you can filter the course section by availability, location, term, day of week, etc.

7. Click **View Available Sections**.

8. Locate the course section that fits your schedule. Click **Add Section to Schedule**.

9. **Read section details**, then click **Add Course to Schedule**. *Note: At the top of your screen, you'll see a brief message indicating your course has been added.*

10. To plan a course not listed in **My Progress** or on your degree plan, use the **Search for Courses** box. Enter the **ACC course ID**. For multiple courses, separate each course by a comma (ex: EDUC-1300, ENGL-1301, MATH-1314), then hit **Enter**. *Note: To add more classes, repeat Steps #8–#11.*

11. Go to Student Planning tab (Mobile users: On the upper left drop down menu, choose **Academics**, then **Student Planning**) and select **Plan & Schedule**. The planned courses will be listed in **yellow**. *Note: Use directional arrows to ensure that you are planning for the correct semester.*

REGISTER

12. Click **Register** for each course individually or **Register Now** to register for all courses at once. *Note: Courses you have successfully registered into will be highlighted in green and will state "Registered, but not started.".*

13. If you are unable to click **Register**, **check your registration date** or review the **Notifications** at the top right of your screen. Follow instructions to remove holds. Your selected courses will remain on your plan until you register or remove the courses from the plan.

PAY

14. Visit **austincc.edu/selfservice** to pay your tuition by check, credit card, or debit card. If you are already **logged into Self-Service**, on the home screen, click the tile **Pay For Classes**. You can then **select Payment Plan**, to pay by installments, or **Make A Payment**, to pay in full. Payment can also be made in person at any campus Cashier Office.

15. Pay your tuition and complete the meningitis immunization requirement by the tuition deadline or you will be dropped from classes.

See important dates and deadlines on back.

DON'T FORGET

☐ Financial Aid

From Self-Service, you can view your financial aid status and accept or reject your award offers. If your financial aid award is not sufficient to cover tuition and fees, you will need to pay the difference or set up a payment plan, at an ACC Cashier Office or Financial Aid Office, prior to the next tuition deadline. Be sure to pay your balance in full or you will be dropped from your classes.

TIPS:
- You may apply for financial aid at any time. However, following financial aid priority dates gives you the greatest chance to receive your financial aid award on time.
- You can only receive financial aid for courses that are on your declared ACC major/degree plan. There are some exceptions.
- You will need to reapply for financial aid every year. Questions? Call 512-223-INFO (4636).
- The first step to receive financial aid is completing the Free Application for Federal Student Aid (FAFSA).

Visit **austincc.edu/financialaid** for more helpful tips.

> ## ACC'S FEDERAL CODE: 012015

☐ ACC Student ID Card

Obtain your free ACC Student ID card in person at any campus Admissions & Records Office at least one business day after registering for classes. Bring an official photo ID for identification. You will need your ID card to access on-campus services. Bonus, you can receive student discounts at local businesses.

☐ ACC Parking & Transportation

Permits – Go online to order your Parking Permit, apply for Green Car Sticker and Carpool Tag. After completing an order for one or all types of permits, they will be available for pick up during business hours at all Campus Management or Cashier Offices. If you order a permit and select the "Cash" payment option, your permit will only be available at one of the Cashier Offices located at HLC, RRC, RVS campuses. All Permits are valid for the current academic year, lasting September 1 through August 31. You must be a registered student to access the Transportation portal and order permits at **austincc.edu/transportation**.

ACC waives the fee for one parking permit each academic year for qualifying veterans. For more information, please visit **austincc.edu/parking**.

Green Pass – ACC's Green Pass program provides unlimited rides on Capital Metro services. After you register (for credit courses) and pay for classes, visit austincc.edu/transportation. Log in using your ACCeID to request your free Green Pass either Physical or Digital. For a physical pass, visit an ACC Cashier Office or Campus Administration Office. Digital passes will be processed online. You must show your ACC Student ID card when boarding bus or rail. **austincc.edu/greenpass**

QUESTIONS?

THE COLLEGE DESTINATION CENTER

We know when you apply for college, you'll have questions. That's why ACC created the College Destination Center. There, you'll find enrollment advisors who are ready to help you explore your options and assist you every step of the way. For information about the enrollment process, financial aid, and more, contact the College Destination Center.

CENTER HOURS:

Monday–Thursday
8:00 a.m.–7:00 p.m.

Friday
8:00 a.m.–5:00 p.m.

Saturday
10:00 a.m.–4:00 p.m.

Sunday
CLOSED

CONTACT US:

512-223-7747
startnow@austincc.edu

austincc.edu/startnow

ACC Highland Business Center
5930 Middle Fiskville Rd.
Austin, TX 78752

Student Accessibility Services (SAS)

If you need accommodations during the enrollment process, please contact SAS intake, SASApplication@austincc.edu

Accommodations and assistive technology are provided to students with documented disabilities. **austincc.edu/sasapply**