

REGISTER ONLINE & MORE WITH ASCC Online

ASCC ONLINE PUTS YOU IN CONTROL!

With ASCC Online it's easy to register online, view your degree plan, change your schedule and more – all from your home computer! Contact your advisor to have your PIN activated and get started with ASCC Online today. Enjoy the freedom and flexibility that web registration offers in selecting the class schedule that best suits your busy lifestyle.

- Returning students may contact their advisors by telephone to set-up an appointment for advising or work through an advising session on the phone. Please note that your assigned advisor is listed on your Degree Plan. See the list of advisors on pages 6-7.
- Once a student has completed an advising session advisors will activate students for online registration.
- Prepare for your advising session by obtaining a copy of your Degree Plan from ASCC Online. If you are planning to transfer to a four year college or university you should visit the STARS website to obtain a copy of your STARS agreement.

STEP 1 – GETTING STARTED

- You must see your advisor.
- You must complete an advising session.
- You must not be on academic suspension.
- You must not have any outstanding fees or “holds” on your account.
- Your advisor will activate your PIN.

STEP 2 – GO ONLINE

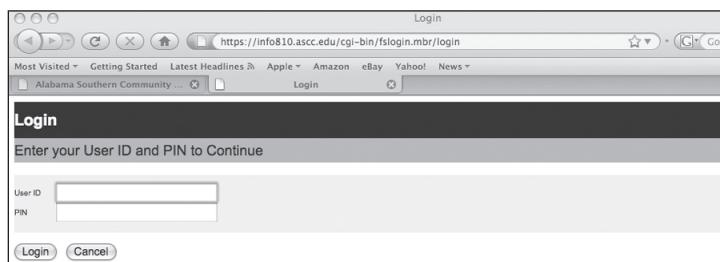
- Visit www.ascc.edu
- Click ASCC Online.
- Click the Student LOGIN button on the right side of the screen.

STEP 3 – LOGIN SCREEN

- Enter your student number (this is your social security number without the dashes).
- Enter your PIN. New students must see an advisor prior to online registration to have the PIN activated. Unless you have made changes, your PIN is your date of birth. Example: May 14, 1981 would be 051481.

STEP 4 – ASCC ONLINE MENU OPTIONS

- Display Courses – Allows you to view courses online.
- Pre-Registration – Allows you to Pre-Register, Drop/Add, and pay tuition for the upcoming semester. Click here to begin the registration process.
- Pay Outstanding Charges – Allows you to view outstanding fees or tuition.
- My Grades – Allows you to view/print your current semester grades.



- Degree Plan – Allows you to view/print your current degree plan.
- My Schedule – Allows you to view/print your current schedule.
- Unofficial Transcript – Allows you to view/print your unofficial transcript.
- View Receipts – Allows you to view/print payment receipts generated by ACCESS.
- Change Your PIN – Allows you to change your personal ID number.
- To begin the registration process, click on Pre-Registration.
- If you have outstanding fees or are on processing hold, you will not be allowed to register, check grades, or obtain a copy of your transcript.
- If your advisor has not activated your PIN, you must see your advisor.

STEP 5 – AT PRE-REGISTRATION PAGE/ TO ADD OR DROP A COURSE

- Type the course number as printed in the Alabama Southern schedule. If you do not want to type in the course number, use the SELECT COURSE button to search current course schedule. Once you find the course you need, search current course schedule. Once you find the course you need, click PUSH and it will automatically insert the call numbers for you.
- Click the ADD/DROP COURSE button to add the course to your listing.
- To view your schedule, scroll to the bottom of the page.
- To drop a course you have added, click the CLICK TO DROP button to the right of the course.
- Continue the process of dropping and adding until your schedule is complete.
- Once your schedule is complete, click the COMPLETE REGISTRATION button.
- You will now see a screen that provides information related to the tuition amounts that you are to pay for the schedule you have chosen. Available financial aid coverage will also be displayed on the screen.
- To complete the entire registration process, you must pay the amount in the CASH DUE column by the due dates published by Alabama Southern. Failure to do so will result in removal from the class.
- If you feel that the financial aid amount applied to your account is incorrect, please call the Financial Aid Office in Monroeville at (251) 575-8256 or in Thomasville at (334) 637-3168.

STEP 6 – PAYING YOUR TUITION

- If you plan to pay your tuition and fees by check, click the PRINT PRE-REGISTRATION MAILER button. This will print only if your PC is connected to a printer. This will print a copy of your schedule, plus all tuition and fees owed. Follow the directions on the mailer and send a check for the amount shown to Alabama Southern Community College.
- You may pay in person during regular business hours at the Alabama Southern Business Office by check, cash, VISA, or MasterCard. To ensure complete registration, full payment must be received by the posted payment deadlines.
- If you register AFTER the early registration payment deadline, you can pay your tuition using VISA or MasterCard at that time. If you do not settle your account at that time, your schedule will be dropped.

STILL HAVE QUESTIONS OR PROBLEMS?

- If you have a technical problem while trying to register or have a question about a hold on your account, please call the Admissions Office at (251) 575-8222 or (334) 637-3143.
- For questions about your tuition bill, please call the Business Office at (251) 575-8275 or (334) 637-3167.
- For questions about financial aid, please call the Financial Aid Office at (251) 575-8256 or (334) 637-3168.