

# ACC Registration Steps

*Classes fill fast, so register as soon as you are eligible!*

[ACC Registration Dates & Deadlines](#)

[ACC Online Course Schedule](#)

## Get started

1. Go to [austincc.edu](http://austincc.edu)
2. Click on “Students” at the very top of the page (navy blue banner)
3. Click “[Self-Service](#)” link in the purple drop-down menu on the right
4. Enter your ACCeID and password and click “Sign In”
5. Click “Student Planning” to search for courses, plan, and register
6. NEW students will need to ADD a term; Returning students will need to click the plus sign to add a new semester. NOTE: always choose “Credit” and then the semester, not CE (ex: Credit Summer)

## Plan your schedule (in advance of registration...)

1. *Be sure to use the + sign to add the correct semester*, or the arrow to toggle forward to the semester you are planning.
2. To plan a course, enter into the search box at the top right of the page the course you wish to register for (ex: HIST 1302, ENGL 1301, GOVT 2305)
3. Using the menu on the left, you can filter the course section by availability, location (i.e. select Tom Glenn High School or Distance Learning) and term (i.e. Credit Fall 2025)
4. Location/Modality codes for classes are listed as:
  - a. DLS = synchronous with specified virtual meeting times
  - b. DIL = asynchronous so you work on weekly material at your own pace
  - c. ALL LISD specific summer distance learning sections are tied to Rouse High School, so you can search for ROH if you want LISD Dual Credit specified course
  - d. Lec = Lecture style in-person; locations vary (ex. CYP = Cypress Creek Campus)
5. Click “View Available Sections”
6. Locate the course section that fits your schedule, paying close attention to start/end dates
7. Click “Add Section to Schedule”; review the course description to ensure there are no restrictions or information regarding textbook requirements/fees. Then click “Add section”.
8. At the top of your screen, you’ll see a brief message indicating your course has been added
9. To add more classes, repeat Steps 5 - 10
10. Once you have planned all of your courses, go to the 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 **BEIGE** & classroom-based courses along with DLS-synchronous courses will show in your weekly schedule. Use directional arrows to ensure that you are planning for the correct semester.

## Register for classes (when your registration window opens)

1. Click “Register” for each course individually or “Register Now” to register for all courses at once. Courses you have successfully registered into will be highlighted in **GREEN** and say “Registered, but not started”.

2. If you are unable to click Register, check your [registration date](#) or review the Notifications at the top 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.
3. Go back to the home screen of Self-Service and click on **"Pay for Classes"** to check to be sure A) you are not being charged tuition and B) if there is an automatic textbook fee that you need to cover. (This fee will be listed as "First Day Fee" and must be paid or you will be dropped from the course. The fee will pay for the book provided to you in the class.)