

Spring 2022 Early Registration



Early Registration Begins October 25, Ends December 3
 Open Registration Begins December 4, Ends January 10
 Central Registration – January 11-16
 Spring Semester Begins January 17, Ends May 11

www.alpenacc.edu

TUITION Tuition charge per contact hour.

Spring 2022 – (2021-22 rates)
 In-District: \$141
 Out-of-District: \$224

 300-400 level bachelor degree courses: \$325

FEES

Registration Fee (nonrefundable): \$30 per semester
 Student Service Fee: \$6 per contact hour
 Facilities Maintenance Fee: \$6 per contact hour
 Online Course Fee (per course): \$30 per contact hour
 Technology Fee: \$6 per contact hour
 Art Course Fee: \$75 per course
 Late Fee: \$10 per contact hour

RETURNING STUDENT EARLY REGISTRATION/OPEN REGISTRATION

Early Registration October 25 – December 3 normal business hours

Tuition is due by 4:30pm on December 3

Open Registration December 4 – January 10 normal business hours

College offices are closed December 24 through January 3.

NEW STUDENT ORIENTATION & REGISTRATION – SPRING 2022

Tuition is due by 4:30pm on December 3

Go to www.alpenacc.edu and select Orientation Registration under the Admissions Tab to register for a specific time on one of the following dates. *You must register at least 2 days prior to the actual orientation date.*

Alpena Campus: Face-to-face orientations – November 2 – 10am; November 9 – 1pm; November 18 – 1pm
 Online orientations – November 2 - 1pm; November 22 – 10am
 ACC Oscoda Campus: Face-to-face orientation – November 2 – 1pm; November 22 – 5pm

CENTRAL REGISTRATION & ORIENTATION – SPRING 2022

Tuition is due at the time of registration

Registration January 11 1pm – 4:30pm
 Registration January 12-13 9am - 6pm

Central Registration via Self-Service remains open through midnight January 16.

Go to www.alpenacc.edu and select Orientation Registration under the Admissions Tab to register for a specific time on one of the following dates. *You must register at least 2 days prior to the actual orientation date.*

Alpena Campus TBD
 ACC Oscoda Campus TBD

LATE REGISTRATION/ADD with INSTRUCTOR APPROVAL – SPRING 2022

Tuition is due at the time of registration

Late Registration/Add January 17-18 8am - 6pm
 Late Registration/Add January 19-21 8am - 4:30pm

Students may register for classes the first week of the semester (January 17-21) with the authorized signature of approval by the course instructor (department chairs may sign on behalf of their adjunct instructors).

No registrations of in-session courses will be allowed during the second week of classes (January 24-28) except for course level changes (example: MTH113 TO MTH102) or lateral changes (example: ENG111 to a different section of ENG111) with the signature of approval by the course instructor.

REFUND PERIOD – SPRING 2022

The refund period ends Friday, January 28 at 4:30pm (100% through this date, 0% thereafter)

The refund and enrollment period for courses that run less than a full semester (less than 16 weeks) is much shorter. Contact the Registrar's Office – VLH 108 for enrollment and refund deadlines for these courses.

MID PROGRAM ACADEMIC ADVISING

Beginning with Summer/Fall 2020 admitted students, academic advising is required at the time of enrollment in the 3rd semester of their academic program.

WAITLIST – SPRING 2022

ACC offers the Waitlist feature for most closed/filled sections. If you are interested in a section that is already filled, utilize the Waitlist feature through Self-Service registration. Once on a waitlist, you will be notified through your ACC email when a seat becomes available. The offer is available for two days before the offer is closed and extended to the next student on the Waitlist. Questions, please contact the Registrar's Office at 989-358-7353.

SELF-SERVICE: Colleague Self-Service is a modern and robust online tool for Alpena Community College students to perform the majority of their essential college tasks all in one place, such as registering for classes, viewing grades or the course catalog, applying for graduation, retrieving financial aid data and more. Access your account at <https://selfservice.alpenacc.edu>.

ACCURATE STUDENT RECORDS: Keep your records up-to-date. Review your student information through Self-Service. Corrections to addresses & phone numbers can be changed through this service or in the Registrar's Office, 108 Van Lare Hall. Other changes such as programs, advisors, etc., can be changed in the Registrar's Office.

SCHOOL MESSENGER: Get class cancellation alerts by texting OPTIN to the number 68453. **

@myacc.alpenacc.edu – All ACC students receive a college email address and official communication will be sent to this account. Get yours set up now and check it regularly. Your enrollment at ACC includes access to Microsoft® Office 365.

REGISTRATION ELIGIBILITY – AccuPlacer Assessment, Mandatory Orientation for New Students & Advising

Registration is open to all admitted students who have completed registration requirements such as AccuPlacer (formerly COMPASS) testing, the mandatory new student orientation, and academic advising. Students who have not been actively enrolled for the past two years must complete a new admission application. **Academic advising is required for all first-time students and is recommended for all students to ensure successful completion of ACC requirements and transferability of courses.** Advising for returning students will be required if prerequisites are not completed. Meet with your academic advisor to arrange your schedule of classes. Obtain your advisor's signature on the completed registration form.
Students with a financial obligation cannot register until the obligation is cleared.

REGISTER FOR CLASSES

Self-Service Registration: Your advisor may participate in Web registration and enroll you during your advising session. **Go to Van Lare Hall for completion of your registration** (course enrollment and/or tuition payment).

Van Lare Hall Registration: If your advisor is not participating in Web registration, please bring your completed registration form to the Registrar's Office, 108 Van Lare Hall.

Self-Service Registration: Returning students actively using Self-Service may register through the web. Please see the Registration portion of Self-Service Student Menu. Be aware that course prerequisites cannot be overridden through student web registration. These registrations must be completed by Advisor Web Registration or in the Registrar's Office. Enrollments for 20 credits hours or more cannot be completed through Self-Service. Approval for this load must be received from the Vice President of Instruction. **Restricted programs (Registered and Practical Nursing, Utility Technician, Automotive, Concrete Technology) cannot be registered through Self-Service.**

ONLINE COURSES

Online classes will use your ACC Office 365 email address. A few days before the course begins, you will receive an email entitled "Alpena Community College – Get Ready for your Online Classes" providing all the directions you need for logging on to Blackboard.

FINANCIAL AID

Submit the Free Application for Federal Student Aid (FAFSA) online as soon as possible. Apply online at www.fafsa.gov and authorize electronic release of the results (called the Student Aid Report, or SAR) to Alpena Community College by including our code number 002237. Be in contact with the Financial Aid Office to be sure all is finalized by the tuition due date. The contact information is included below.

PARKING PERMITS - FREE

Students must register vehicles used on campus with the Parking Control Office located in the Facilities Management Office, 101 Besser Technical Center, which is open 8am – 4:30pm. Parking permits are good for three years.

ACC PICTURE ID CARD

Obtain your free ACC ID card in the Student Services Center, VLH 101 – bring picture identification.

ACC BOOKSTORE

Purchase books for your courses at the ACC Bookstore located in 104 Besser Technical Center. You will need your Student Identification number and class schedule. Books can be charged to financial aid beginning January 11. ACC Oscoda Campus students, please see the Campus Office for bookstore arrangements.

THE CURRENT COLLEGE CATALOG is available on our website, just select College Catalog from the "Popular Links" section at the bottom of the home page. **Class schedules** can be found by selecting Search for Courses under the Admissions Tab on the navigation bar on the ACC website.

GRADUATION

Are you completing your degree this semester? The deadline for Spring semester graduation is February 24. Apply via your Self-Service or in the Registrar's Office, VLH 108.

QUESTIONS? Please contact the appropriate individual below:

Registration: Kathy Vought 989-358-7228 or Patti Fontaine 989-358-7282, 108 Van Lare Hall, Registrar's Office, accreg@alpenacc.edu

Financial Aid: Connie Kaczorowski 989-358-7286 or Amanda Belusar 989-358-7205, 107 Van Lare Hall, Financial Aid, accfinaid@alpenacc.edu

Payment, Sponsorship, Third Party Billing: 989-358-7281, Lexi Young, Cashier Window, Van Lare Hall

ACC Oscoda Campus: Chris Young 989-739-1445, ACC Oscoda Campus

Bookstore: 989-358-7274, 104 Besser Technical Center

Website: www.alpenacc.edu

Self-Service: <https://selfservice.alpenacc.edu>

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DATES AND TIMES SUBJECT TO CHANGE

ALPENA
COMMUNITY COLLEGE

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