Registration Procedures

Semester-Credit Registration

Registration is permitted only on the days listed in the official college calendar. However, ACC reserves the right to change registration dates. Registration procedures are published in the course schedule each semester and listed on the web. Students who apply and register early will have a better selection of courses. All non-U.S. citizens who plan to enroll at ACC must see a counselor or an International Student Advisor prior to every registration. Students must complete all the steps in the registration process. In order to be officially registered, student must pay tuition and fees on or before the published payment date. Students may attend only the classes for which they have officially registered and paid.

Short Semester Registration

ACC offers instruction in a variety of formats including 6-, 8-, 12-, and 16-week classes during the academic year. Summer sessions may include 5½-, 9-, and 11-week sessions.

Short Semester registration makes it possible for students to enroll in courses after registration for the 12- and 16-week sessions has ended. These normally occur in September and February. For short semester registration dates, consult the current college calendar. A limited number of on-campus and Distance Learning telecommunications-based courses are offered during these special registrations.

A complete list of Distance Learning courses may be obtained at any ACC Admissions Office, from the Distance Learning Campus Office or on the ACC web site: *www.austincc.edu/schedule* one week prior to each registration. Short semester courses carry the same tuition charges and credit as those offered during the 16-week term. ACC reserves the right to cancel a short semester registration in the event there are not enough available courses to warrant separate registrations. Call (512) 223-8026 or toll-free 1-888-223-8026 for more information.

Registration Processes

www3.austincc.edu/evpcss/rss/admiss/howto/worksheet.htm

ACC offers registration online and by telephone for eligible college credit students who have completed the application, orientation, and advising processes. Qualified current or former students in good standing also may register online or by telephone. Phone registration is available for Continuing Education students who pay with credit cards. Consult the course schedule for information on how to register and pay online or by telephone.

Tuition and Fees

Residence Requirements – Semester-Credit Programs

The State of Texas requires new students to sign an affidavit certifying their legal residence at the time of enrollment. Returning ACC students who have not attended ACC in a year or more must recertify residency status prior to re-enrollment.

Students must prove to the satisfaction of the Admissions and Records Office that they are entitled to be classified as a resident of Texas.

The responsibility for registering under the proper residence classification is that of the student. Questions concerning his or her right to classification as a resident of Texas must be clarified with the Admissions and Records Office prior to enrollment at Austin Community College.

Please consult the course schedule for residency change deadlines for each registration period. Changes made after established deadlines will not be in effect until subsequent registration periods.

When registering by phone or online, all deadlines for payment set forth in the current Fall, Spring, Summer, or short semester course schedule must be observed. All tuition and fees must be paid at the time of enrollment. No partial payments will be accepted unless a contract for payment of tuition in installments has been signed. A student is not officially registered until payment is made in full. Until all financial obligations to the College have been satisfied, a student cannot register, graduate, or have a transcript issued.

All tuition and fees are subject to change without notice.

Tuition – Semester-Credit Courses

Legal resident of the State of Texas residing in Austin Community College District:

$34 per semester hour.

Legal resident of the State of Texas not residing in Austin Community College District:

Fall 2004	$92 per semester hour
Spring 2005	$92 per semester hour
Summer 2005	$92 per semester hour

Legal resident of another state:

Fall 2004	$179 per semester hour with a minimum of $200 per semester