

Admitted Students Checklist for Dual Enrollment

Welcome to the *ACE Institute!* Students must complete the admissions process in-order to be cleared to register for classes and take these next steps.

☐ REGISTER FOR CLASSES

- To look up classes: Log in to myGadsdenstate
 - Click Banner SSB > Student> Registration> Look Up Classes> Select a Term
 - Find the class you want to take and note the CRN
 - Pay attention to abbreviations and course locations. Main Campus = Gadsden, R=Thursday, TR = Tuesday & Thursday
 - For additional detailed registration instructions, click “REGISTRATION” on our main webpage www.gadsdenstate.edu
- To register for classes: Log in to myGadsdenstate
 - Click Banner SSB > Student> Registration> Add or Drop Classes> Select a Term
 - Enter the CRN(s) and click Submit.
- If you follow the steps above and are unable to complete the registration process, there is likely a hold on your account in the admissions office. Contact your Enrollment Specialist or admissions@gadsdenstate.edu to identify the problem.
- Students taking classes on-site at their high school, will not be able to register themselves and must be manually registered by an Admissions office representative or Enrollment Specialist.
- Students receiving the ACE Institute Scholarship must see their Enrollment Specialist to register for classes.

☐ PAY FOR CLASSES

- Tuition payment is due at the time of registration – a student is not officially registered until payment has been made.
- Pay online, in-person, or sign up for a payment plan
 - To pay online: Log in to myGadsdenstate> Click Banner SSB > Click Student> Registration> Registration Fee Assessment> Submit under Current Term> Pay Account> Pay Now> Type in Amount to Pay> Enter Card Info> Continue> Submit
 - You may also sign up for a payment plan here: <http://mycollegepaymentplan.com/gadsden>. **July 18th** is the last day to sign up without a down payment. **August 18th** is the last day to sign up for any payment plan.
- Classes will be dropped for non-payment periodically before the semester begins. Drop for non-payment dates are:
 - July 27th @ 5pm
 - August 16th @ 5pm
 - August 22nd @ 5pm
 - August 28th @ 7am
- If your classes are dropped, this means you have lost your seat in that class. It is your responsibility to let your Enrollment Specialist or the Admissions Office know if you need to be re-registered for dropped classes.
- If you are an **ACE Scholarship recipient**, your scholarship will be automatically applied to your account before the drop for non-payment date.

PRINT CLASS SCHEDULE

- Your schedule can be found on myGadsdenState
 - MyGadsdenstate > Banner SSB > Student > Registration > Concise Student Schedule
 - Click Concise Student Schedule & Choose Term
- Make sure your high school counselor has your college class schedule
- If there are conflicts with your high school schedule, contact your Enrollment Specialist ASAP

GET STUDENT ID

- Student IDs are free
- Student's must show registered class schedule in-order to receive an ID
- IDs can be made at Cardinal Commit or anytime at one of these locations:
 - Gadsden Campus - One Stop Center (East Broad)
 - Ayers Campus-Learning Resource Center
 - McClellan Campus-Library
 - Cherokee Campus-Library

GET PARKING PERMIT

- Parking permits are free and cover each academic year
- Students must show registered class schedule in-order to receive a parking permit
- Parking permits will be available at Cardinal Commit or visit the business office or security office at any time to register for one.

PURCHASE BOOKS

- Books may be purchased on-campus or through the following link:
<http://gadsdenstcc.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=42573>
- ACE Scholarship recipients:
 - Do not purchase books or supplies; you cannot be reimbursed using scholarship funds.
 - When classes begin on August 23rd, pick up your books from your Enrollment Specialist and sign your book loan agreement.
 - Return all books and supplies to your Enrollment Specialist at the end of each semester (workbooks and articles of clothing may not have to be returned – confirm with ES).

FIRST DAY OF CLASS

- First day of class for Fall 2017 Monday/Wednesday classes is August 23
- First day of class for Fall 2017 Tuesday/Thursday classes is August 24
- If you are taking online classes, your courses will appear in the online course management system - Blackboard - on August 23. To access Blackboard, log in to myGadsdenstate and click the Blackboard icon.