

Student Registration Steps:

STEP 1: Locate your credentials to log into Self-Service - you received your username in your acceptance letter and your Buccaneer email (buccaneer.atlantic.edu)

STEP 2: Log into Self-Service!

Having issues? Visit the next two slides for troubleshooting solutions!


To access course schedules, click [Course Catalog](#)

Sign In

User name

Password

Forgot your [user name](#) or [password](#) ?

I'm not a robot  reCAPTCHA
Privacy - Terms

Sign In

Troubleshooting Steps 1 & 2

Troubleshooting:

- Your login is your first name, middle initial (if you have one) and last name up to a total of 23 characters. For example: William Harry Robertson would have a WebAdvisor login of "williamhrobertson"
- When logging in for the **first time**, the student will need to **create a password**. They will click the "Forgot Password" link to be authenticated by our system and receive an email that will allow them to create a personal password.
- If a student does not receive an email, they are most likely either: a) using an email address that we do not have on file, or b) using their high school email address that does not allow communication outside of their district.

Troubleshooting Steps 1 & 2

Troubleshooting:

- To reset your password, select "Forgot Password" on the [Self Service site](#). Enter your username and an email address that is associated with your record. You will then receive a second email allowing you to create a new password.
- If a student is still having trouble, students are encouraged to reach out to us at hsenrollment@atlanticcape.edu to confirm their login information if they continue to experience difficulties.

Student Registration Steps:

Do we have your courses pre-planned?

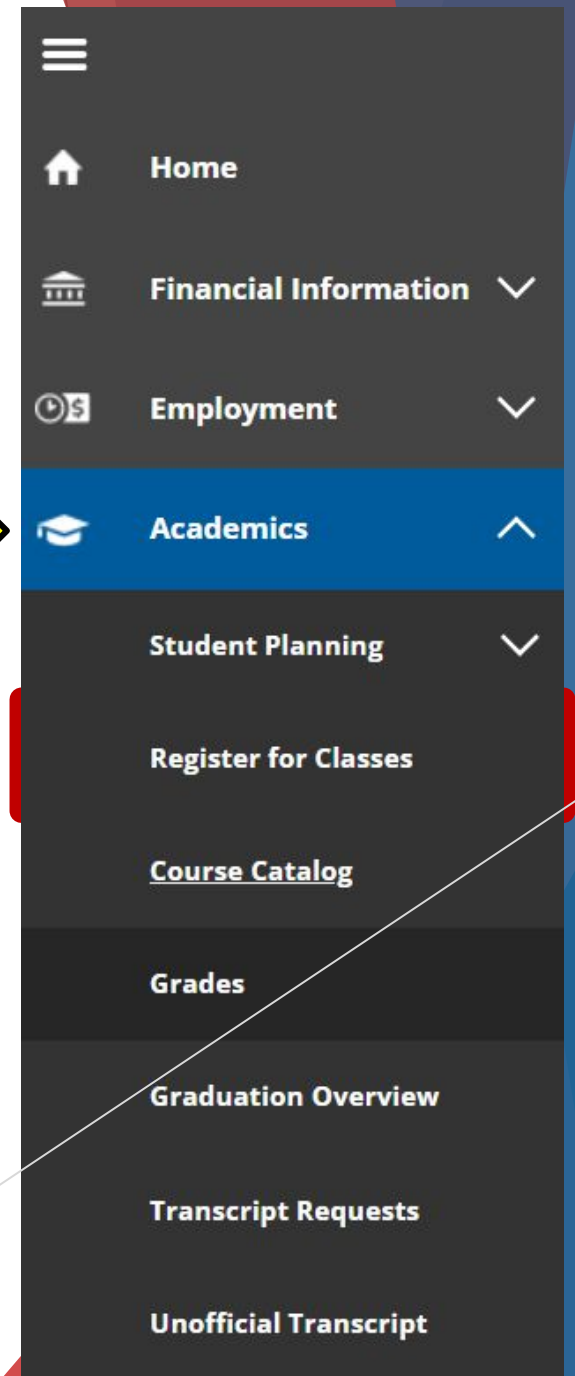
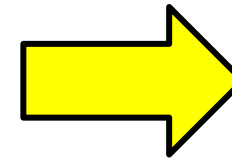
- Your high school guidance may have sent us your schedule/transcript
- If you are not pre-planned for your eligible courses, please send a copy of your current school schedule or transcript to hsenrollment@atlanticcape.edu for assistance.
- If you have not been pre-planned, **you will not be able to register** until Atlantic Cape receives your required documents from the student or the high school.

Student Registration Steps:

STEP 3: When the student logs in, navigate to the “Academics” graduation cap on the toolbar on the left hand side.

Select “Register for Classes” in the drop-down menu.

Disregard any messages about required documentation/testing/placement



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STEP 4: A calendar will appear. Use the arrows to toggle to 2024 Spring High School. Pre-planned courses will appear indicating what the student has been pre-planned for.

STEP 5: Select the courses you would like to register for using the blue buttons under each course. **To select all courses** select the blue “**Register Now**” button in the top right corner.

The screenshot displays the Atlantic Cape Community College Self Service portal. At the top, the user is logged in as 'robyniberenato'. The navigation menu includes 'Academics', 'Student Planning', and 'Plan & Schedule'. A prominent red banner indicates 'IMPORTANT COVID-19 INFORMATION' with a sub-message: 'Spring/Winter 2022 Payment is due Tuesday, December 14, 2021.' Below this, the main heading is 'Plan your Degree and Schedule your courses'. A red warning box states: 'You must make payment or payment arrangements by the published payment due date or you could be voided from your classes.' The interface features tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a calendar for '2022 Spring - 2nd 8 Week'. A blue 'Register Now' button is visible in the top right corner of the course details. Below the calendar, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The course details for 'HESC-110-OL022: Comprehensive Med Terminology' are shown, including a green checkmark indicating 'Registered, but not started', and a blue 'Drop' button. The calendar grid shows the course is scheduled for Tuesday, Wednesday, and Thursday from 6am to 11am. Summary statistics show 'Planned: 0 Credits' and 'Enrolled: 3 Credits'.

Student Registration Steps:

STEP 6: Check with your school if you are responsible for payment. If you are, select “Pay for Registration.” If you are not responsible, do not click.

The screenshot shows the Atlantic Cape Community College Self Service portal. At the top, the user is logged in as 'robyniberenato'. The navigation menu includes 'Academics', 'Student Planning', and 'Plan & Schedule'. A prominent red banner displays 'IMPORTANT COVID-19 INFORMATION' and states 'Spring/Winter 2022 Payment is due Tuesday, December 14, 2021.' Below this, a red warning box reads: 'You must make payment or payment arrangements by the published payment due date or you could be voided from your classes.' The main content area is titled 'Plan your Degree and Schedule your courses' and features a 'Schedule' tab. The current session is '2022 Spring - 2nd 8 Week'. A course card for 'HESC-110-OL022: Comprehensive Med Terminology' is shown, with a green checkmark indicating it is 'Registered, but not started'. The course details include 3 credits, graded grading, and an instructor TBD. A 'Drop' button is visible at the bottom of the course card. To the right, a calendar grid shows the course is scheduled for Sunday through Thursday from 6am to 11am. The page also shows 'Planned: 0 Credits' and 'Enrolled: 3 Credits'.

Questions?

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