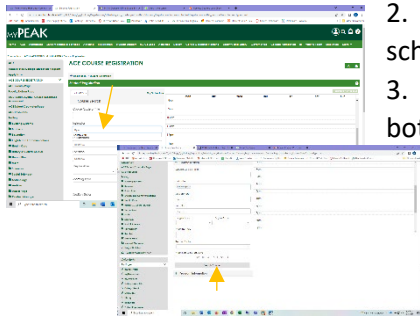


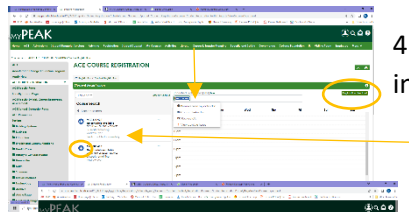
## ACE Course Registration Instructions – 2022



1. Click on **ACE COURSE REGISTRATION** and then click on **Register** from the Add/Drop Courses Portal. Make sure to select the correct term at the top of the window (either Fall 2022 or Spring 2023).

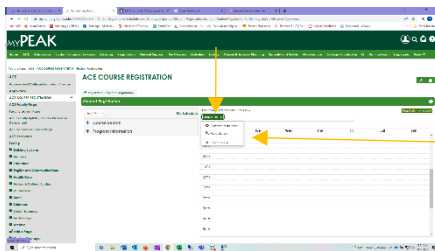
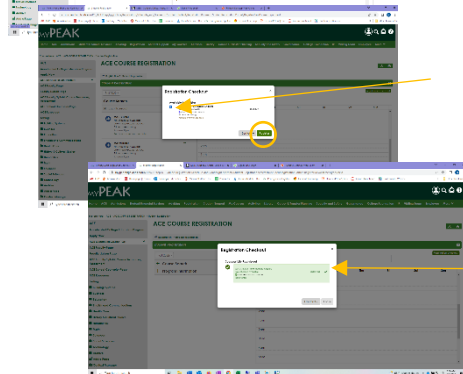


2. Click on the **+ sign** next to Course Search to begin searching for classes at your high school. Enter the name of your teacher in the instructor field (last name only will work).  
3. Once you've entered your teacher's name in the field, click the **Search** button at the bottom of the screen to begin the search.

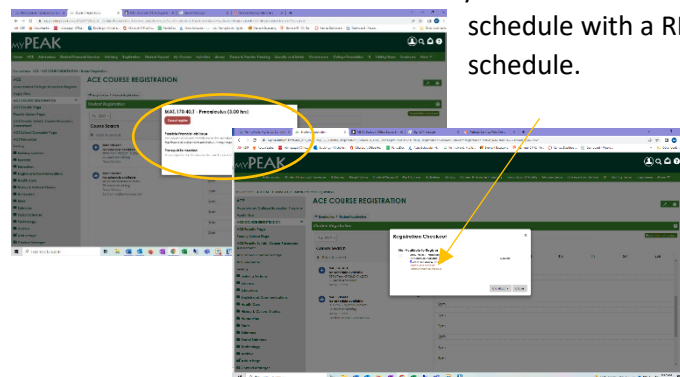


4. Classes taught at your school by that teacher that are approved ACE classes will appear in your search results.

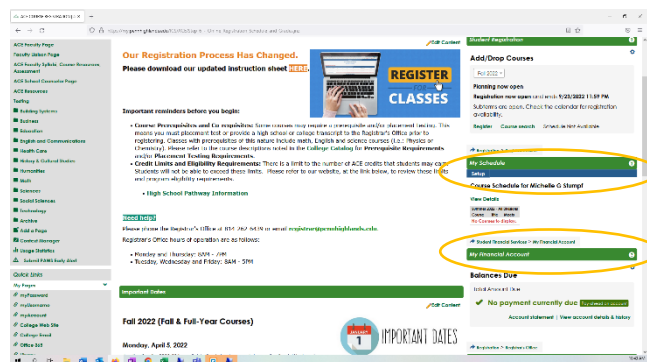
- Click on the **+ sign** next to the class you'd like to add to your schedule. You will see the class added to your calendar at the top of the window.
- If you wish to remove a class from your calendar, click on it and choose 'remove class'.
- Repeat this process for each class you wish to add to your schedule.
- When you are done adding classes **YOU MUST CLICK ON THE GREEN REGISTRATION CHECK OUT TO FORMALLY REGISTER**. Check the box next to the class you wish to register for and then click the green **Register** button.



5. To **drop classes**, click on the class you wish to drop and then select Drop Class. The class will be dropped from your schedule **if** you are within the add/drop period of your semester.



6. If you try to register for a class that has a prerequisite that you **HAVE NOT MET**, you will receive an error message with a notification. The class will appear on your schedule with a **RED LINE**, and you will not be able to add the class formally to your schedule.



7. You can view your class schedule by returning to the **ACE COURSE REGISTRATION** page (look for the link to the right side of the page) by clicking on **My Schedule**. You can also pay your tuition from this page under **My Financial Account**.

## Need Help? Here is a list of offices and numbers that can assist you:

- Having trouble with your myPEAK account?
  - IT Help Desk: [helpdesk@pennhighlands.edu](mailto:helpdesk@pennhighlands.edu) or 814-262-6470
- Having trouble navigating the Registration portal or finding your class?
  - Registrar's Office: [registrar@pennhighlands.edu](mailto:registrar@pennhighlands.edu) or 814-262-6439
- Having trouble with our ACE Application?
  - Admissions Office: [admissions@pennhighlands.edu](mailto:admissions@pennhighlands.edu) or 814-262-6400
- Do not see a class you thought was offered?
  - School Partnerships Office: 814-262-3859 or [kmalzi@pennhighlands.edu](mailto:kmalzi@pennhighlands.edu)