myACC Student Helpful Hints

**How do I register for classes?**
In the Student tab, select “Look Up Classes” in the Registration Tools channel. You may search for available classes by selecting “Class Search,” and entering the Subject and 3-digit Course Number, and then selecting “Class Search”. When you find the class, check the class you want and select “Register” to register. To search and register for more classes, select “Class Search” and repeat the process above.

**How do I authorize my College Opportunity Fund (COF)?**
In the Student tab, select “Authorize COF” in the College Opportunity Fund (COF) channel. Select the Student Authorization Response and hit Submit.

**How do I view/pay my tuition bill?**
Your current account balance is in the My Account channel on the Student Finance tab. To pay online, select the credit card icon next to your account balance. You will find other payment options (and contact information) in the Payment Options channel.

**How do I view my financial aid status?**
The Student Finance tab provides several channels related to financial aid – Financial Aid Requirements, Finance Aid Awards and Work Study Balance. Other channels provide information on scholarships and loans.

**How do I view/print my schedule?**
On the Student tab, select “Detailed Student Schedule” in the Registration Tools channel. Select term (if needed). You may print this schedule. You may also view your schedule and location of classes in the Student Schedule channel (on the Student tab).

**How do I access my student e-mail account?**
Select the Student E-mail Icon at the top. The first time you access your email, a Windows Live ID web page will open. Enter the default password, your birthday spelled out. For example: June041985. Be sure to use a capitol letter.

**How do I access my online class?**
On the Student tab, go to Student Schedule. Click on class link. You’ll be re-directed to D2L to access your class.

**How do I find a form?**
The Student Forms and Publications channel (on the Resources tab) houses all the student-related forms. Search for forms based on specific categories.

**How do I order a transcript?**
On the Student tab, select “Order Official Transcript” in the Registration Tools channel. Follow the prompts to complete the request.

**How do I view my grades?**
The Student Grades channel (on the Student tab) will show you current grades. Use the drop down menu to select the appropriate term.

**How do I find important dates and deadlines?**
The Important Dates and Deadlines channel (on the Student tab) will show upcoming important dates. You will also find links to the academic calendar and future term deadlines.
Register for Classes

1. Go to [www.arapahoe.edu](http://www.arapahoe.edu) and click on myACC.
2. Enter your User ID (S#) and your password.
3. In the Student tab, select Look Up Classes in the Registration Tools channel.
4. You may search for available classes by selecting Class Search. Check the class you want and select Register.
5. In the Student tab, select “Authorize COF” in the College Opportunity Fund (COF) channel.
6. Select the Student Authorization Response and hit Submit.

Drop or Withdraw Classes

Drop=Refund; Withdraw=no refund
Check your Detailed Student Schedule for drop and withdraw dates

1. Go to [www.arapahoe.edu](http://www.arapahoe.edu). Click on the myACC logo.
2. Enter your UserID (S#) and your password.
3. Go to the Student Tab and then from the Registration Tools channel select the Add or Drop Classes link.
4. Select the term for which you wish to adjust your schedule.
5. Next to the correct class, use the drop down to select Drop Web or Withdraw Web.
6. Select Submit Changes at the bottom of the screen.

Print your Schedule

1. Go to [www.arapahoe.edu](http://www.arapahoe.edu). Click on myACC.
2. Enter your UserID (S#) and your password.
3. Go to the Student Tab and from the Registration Tools channel select the Detailed Student Schedule link.

View Final Grades & Unofficial Transcript

1. Go to [www.arapahoe.edu](http://www.arapahoe.edu). Click on the myACC logo.
2. Enter your UserID (S#) and your password.
3. Go to the Student Tab and then from the Student Grades channel select the term to view your semester grades.
4. To view an Unofficial Transcript, select the Unofficial Transcript link in the Advising channel.