ANTELOPE VALLEY COLLEGE

LANCASTER/PALMDALE CENTER
AVC Counseling Registration Checklist

Apply Online @ www.avc.edu
Student ID #, username, and password will be emailed. Student ID # can also be obtained from Admissions & Records.

First time college student?
Complete online orientation
Log into myAVC >Student Success Tab> Online Orientation
Self-report your High School GPA & receive your Math and English placement through your AVC email account.

Attended college elsewhere?
1) Send official transcripts to AVC
2) Schedule "transcript evaluation" appointment with Counselor

View Class Availability
www.avc.edu> click Class Schedule

Verify Completion of Matriculation Steps
Log into myAVC>click Student Success tab

Receive Initial/Abbreviated Education Plan
Check your AVC email account

Attend Student Success Workshop
Sign up @ Welcome Center

Apply for Financial AId
www.fafsa.ed.gov
Apply for California Promise Grant
Log into myAVC> click Financial Aid tab> click California College Promise Grant hyperlink OR visit Financial AId Office

Check Registration Appointment
Log into myAVC> click Register & Pay Tab> click View Registration Appointment hyperlink

REGISTER FOR CLASSES

How to Register for Classes
You may add/drop a course on the web using your **myAVC** account:

- ➤ **Log in to myAVC.**
- ➤ Click the Menu button and select **Register & Pay** or select the tab**.**
- ➤ Click on **View Registration Appointment** to find you exact time to enroll.
- ➤ Click the **Register/Add/Drop** link.
- ➤ **Select a Term** and submit.
- ➤ Enter the CRN (or CRNs) and
- ➤ click the **Submit Changes** button.
- ➤ Arrangement for payment of classes by clicking on "**Setup a Payment Plan**" under the Payment section.

After Registration
- ☐ Pay for your courses by the deadline and <u>avoid being dropped</u>. Verify deadlines @ http://www.avc.edu/studentservices/adminrec/registrationdates. Arrangement for payment of classes can be completed online using your myAVC account>Register & Pay tab
- ☐ Buy books and supplies [Bookstore]

LANCASTER Campus
- ☐ For Office of Students w/Disabilities, go to T-100 (1st door)
- ☐ Buy Parking Pass at Cashier's Office at SSV
- ☐ Admissions & Records, Counseling, Financial Aid, CalWORKs, STAR, EOP&S, Welcome Center & Veterans Office are all located at SSV
- ☐ Arrange for child care at Child Development Center CDC (not guaranteed)

Palmdale Center
Go to the Student Services-Administration building for the following services:
- Counseling
- Assessment
- Financial Aid
- EOP&S
- Office of Students w/Disabilities
- CalWORKs
- Student ID card
- Parking Pass

SEE BACK FOR IMPORTANT POLICY INFORMATION>

You are financially and academically responsible for all courses for which you have registered. You must drop courses you do not wish to attend during the drop / add period. Refer to website for upcoming and important dates (http://www.avc.edu/studentservices/adminrec/registrationdates)

Waitlisted

If you are waitlisted for a course, be sure to check your AVC email. When there is an opening, and you are next on the waitlist, you will be emailed. You have 48 hours from the day the email was sent to successfully enroll into the course. If this time passes, you are left to "crash" the course.

Crashing Courses

You may "CRASH" the course…What is CRASHING? You show up to class on the first day and if there is room the instructor will give you the ACC (which is a 4 digit code). For an online course, you may email the instructor. After a course starts, you may add online using an Add Authorization Code given by the instructor until the last date to add (the add code is good for only 3 days). For more information on AACs, visit the link https://www.avc.edu/studentservices/adminrec/aac

For specific add dates for a course, go to "Lookup Classes," search for your course, and click the BLUE CRN link.

Attendance Policy

A college student is expected to attend all sessions of the classes in which he/she is enrolled. Failure to attend class can result in a drop or dismissal from class. If a student does not show up to the first class meeting, he/she will be dropped from the class to add a "crasher." If you are absent for more than the course meets in a week, you could be dropped from the course.

Good Standing

Students are considered to be in good standing if they have a cumulative grade point average of 2.0 or higher and at least 51% completion rate for all course work attempted. The student will enter into Probationary Status and would no longer be able to enroll full-time .

How to login to CANVAS (for online courses)

- Go to www.avc.edu
- Under "ACADEMICS click on "CANVAS"
- Use your same username and password that you use to login to myAVC
- Click on the link for you course (right hand side)