Advanced College Project (ACP)
Self-Service Registration System

The ACP (Advance College Project) Registration application will be available on the ACP website. [http://acp.indiana.edu/](http://acp.indiana.edu/)

Students must meet the following criteria to enroll:

- Enrolled at a high school offering ACP classes
- Apply to the program via eApp
- Be admitted to the program
- Be term activated for the specified term and institution
- Current date must be within registration period for the term and institution
- Have no current negative service indicators to prevent enrollment (A hold on your record)

Use this ACP Registration system only if you want to receive IU college credits for IU courses you are taking this semester. Enrollment in IU courses through ACP will result in a permanent and official IU grade transcript. You must be taking the high school dual credit course in order to enroll in the course for IU credit.

Steps

Initial Registration

1. Open a web browser and go to: [http://acp.indiana.edu/](http://acp.indiana.edu/)

   If you have a hold (service indicator) on your record which is preventing registration, it will appear immediately on the Welcome page. You must follow the instructions in the Long Description to resolve the issue before registering for classes.

   ![ACP Registration System](image)

   If you only have one high school listed in your application, you will be taken directly to the Welcome page. If you have more than one high school in your application history, you will be prompted to confirm your high school. This confirmation only occurs once and is stored for future visits to the site. If you have an approved ACP application on file at more than one campus, you will be prompted to select your campus. You will be able to select your campus each time you log in.
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2. Click **Confirm** if necessary, otherwise you will see the screen below.
3. Read this page carefully. It will list Important Information such as dates of when courses can be dropped, as well as the steps on how to enroll.

How to Enroll/Add Classes to Your Cart

1. Click Step 1: Find classes to add to my cart. You will only see active classes in the ACP session offered at your high school.

   **NOTE:** If your high school is not offering any ACP classes or none are currently active, a message will display.

2. You can click the View course descriptions link to view more details about the courses. This will link to the ACP website and open in a new window.
3. Click the checkbox next to the class or classes you’d like to add to your cart. If you are enrolling in a course with multiple instructors, take care to select the instructor who is teaching your course.

4. Click **Add to Cart**. The **My Cart** side bar will now show classes in your cart. You will not be able to add classes to your cart that are already in your cart or are scheduled.

5. Click **View or edit cart** to remove a class from your cart. This will display the **My Shopping Cart** page.
6. From here, you can select the checkbox next to the class you would like to drop and click **Remove**. Note that the **Remove** button will not be available until you select a checkbox. After clicking **Remove**, the class will be removed from your cart.

7. If you are ready to enroll, you can enroll from this page by clicking **Enroll**.

Otherwise, you have the following options:

Click **ACP Registration** at the top to return to the *Welcome* Page
Click **Find classes to add to your cart** or click **Find Classes** to search for other classes and add them to your cart.
Enroll Page

Once you click the Enroll button, you will be taken to the Enroll page.

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1. Review the information on this page, and if you agree to the conditions, click **Confirm** to finalize the registration. The *Enrollment Results* page will display.
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1. Print this page as a schedule confirmation.
2. Click **Logout**.

### Schedule Adjustment – Drop/Swap

You can use this system to adjust your schedule through the date specified by the Registrar's Office for the ACP session. This date is displayed on the **Welcome** page.

1. To drop or swap (drop and add at the same time) or to change your schedule, you should log in from the Welcome page: [http://acp.indiana.edu/](http://acp.indiana.edu/)
2. Click **See the classes I'm enrolled in** or (if Needed) **Drop a class I'm taking (or swap it for another one)** or **View or edit your schedule**. You will be taken to the **My Enrolled Classes** page.

3. Select a class from the **Drop a class** drop down list.

4. Click **Continue**.
If you click **Continue** before selecting a class to drop, you will get an error message.

Select **Return to schedule** to return to the *My Enrolled Classes* page.

5. The *Drop or Swap a Class* page will display.

6. Select one of the following options:

   - **Drop it without a swap**
   - **Swap it for a class in my cart**
   - **Swap it for a class I'll choose next** - If you select this option, the list of classes at your high school that are not already enrolled or are not in your cart will display. One class must be selected.
7. Click **Continue**. The Confirmation page will display.

8. Review the **Important Information** section, and click **Confirm**. The results of the transactions are displayed on the **Drop or Swap Results** page.
The new **Schedule** is at the top of the page. The **Dropped** classes are shown in the middle of the page, and any **Errors** received will display in red. Your total credits for the Term will be listed at the bottom of the page.

9. Print a copy for your records.

10. Click **Return home** to be taken to the *Welcome* page or click **Logout** (top right of screen) if you are finished using the system.
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Schedule Adjustment – Add (without Drop)

1. To add a new class, click **Find classes to add to my cart** or **Find Classes**. This will display the **Find Classes** page.

The **Find Classes** page shows the classes offered at your high school. The classes which you are already enrolled in or the classes in your cart will be identified and you will not able to select them. If you hover over the grayed out boxes, a pop up message says “You are already enrolled in this class” or “This class is already in your cart.”

2. Check the box/es next to the class/es to be added and click **Add to Cart**. The **My Shopping Cart** preview box now shows the classes that were added to your cart.
3. To enroll, click **Enroll** from the **My Shopping Cart** preview box. The **Enroll** page will display.
4. Review the information and click Confirm. The Enrollment Results page will display.
The new **Schedule** is at the top of the page. The **Dropped** classes are shown in the middle of the page, and any **Errors** received will display in red. Your total credits for the Term will be listed at the bottom of the page.

11. Print a copy for your records.

12. Click **Return home** to be taken to the **Welcome** page or click **Logout** (top right of screen) if you are finished using the system.