Please note: It is not the intent of Acadia Senior College to close anyone out of the course registration process. Please contact the office if you need help! We can tell you the schedule of help-desks at local libraries, and will help you in any way we can. Please ask!

Quick Guide to Sign up/ Join:
1. *Receive your email invitation with a link to set up your account*
2. *Follow the link. Enter the username and password of your choice.*
   (For details see below.)

How to Register for an Online Account

1. If you are a current member or have been a member in the last three years you will receive an email with instructions on how to "claim your account".
2. Click the link in the email and enter a username and password of your choice. If you have already completed 1 and 2, simply click the LOGIN button at the top of the page to sign in.
3. If you have not been a member in the last three years, click the JOIN button at the top of the page, fill in the form, make note of your user name and password, and click the Register button. You will receive a confirmation email with a link to confirm your registration. Click the link in the email to complete your registration.
4. Once you have registered, check that your membership expiration is accurate. It will always show at the top right of the page when you are signed in.

How to Register for a Class

To sign up for a class (within the dates of a given term)
1. If you are not currently a member follow steps 3 and 4 in 'How to Register for an Online Account.'
2. Click COURSES to read about and choose a course. Click the Details link in the course box to read the full description.
3. **Once course registrations are open**: On the Course offerings page each course box will have a 'register' button at the bottom. You will also see the number of seats and how many are still available. Click 'register' to select that class.
4. When finished choosing courses, go to the cart and add more time to your membership if you wish. Make your choice for payment. Pay online using Visa or Mastercard. Or you may click on "Pay with a check" on the cart page. This will hold your place in a class. You then have one week from this date to mail a check and have it received by the ASC office.

Answers to Your Questions

Registering / Joining
We have migrated all contact information of current and recent members into our website database, and those included will need the link in the email mentioned above to register for an online account. Once you have registered, you may change your user name or password by clicking MY ACCOUNT at the top of the page. **Note:** In order to do business via this website, each member must have her/his own unique email address.

If you share a Gmail account with someone, we have created separate email addresses for each of you – mail to these new addresses will still come to your original Gmail inbox automatically. For example: jimdottie@gmail.com is turned into jimdottie+dottie@gmail.com and jimdottie+jim@gmail.com, and you will receive two emails at jimdottie@gmail.com. You can update these email addresses as well as your username and password. Just remember, only one email address per account. (See online explanation of this process here: https://gmail.googleblog.com/2008/03/2-hidden-ways-to-get-more-from-your.html)

If you share an email address other than a Gmail address with someone, you will need to set up separate email addresses in order for both of you to sign in and register for courses. Contact your email account provider to do that or consider creating a Gmail account.

Membership
We are now able to do rolling memberships. These will expire one (or three) years after the date received, instead of at the end of the fiscal year. (Check that yours is correct!) Your user name and membership expiration will show at the top right of each page on the website.

Registering for classes
You must have a current membership and be logged in to register for a class. You can pay for or extend your membership at the same time you pay for classes.

Opening Registration dates
Courses and descriptions for each term will be listed at least two weeks ahead of the opening of registration. Course registrations will open on the date and time posted on the web site. Registration will be on a first come, first served basis. The number of available seats will be shown on the course description/listing for each class.

Wait List
If a course is filled you can click Add to Wait List to be added to the wait list. You will be notified and receive course information if there is space available.

Cancelling a Registration
If you need to cancel a course registration please call the office so we can free the space for anyone on the wait list.

Registering by postal mail / paying by check
We hope everyone will feel comfortable registering for classes online. You can still register by mail using the registration forms in the course booklet, **but please note that registrations received by postal mail will be processed one week after online registrations open.**

If you need help registering online, please call the office.

Help desks/ libraries
We are making plans to have 'help desks' available at several of the town libraries on the island. The schedule will be available soon and will be posted on the website and in our newsletter.

Auto-email replies and course information
You will receive automatic email responses from the website, including confirmation of your class signup, membership payments and donations. And you will receive course information once the class reaches its minimum. No more waiting for the end of the registration period to know IF you are in a class as you will receive all the class information soon after you register.

Other Web Pages

Student feedback form
The **Student Feedback Form** is now available on the website, under 'Courses' on the menu bar. Take a look. It is fast, easy, and even fun! No excuses for not telling us how you liked your class!

Instructor Page
The **Course Proposal Form** and **Instructor's Feedback Form** may be filled out and submitted online. And the **Instructor's Manual** is on the Instructor pages as a PDF.

Events
Coming events are shown on the home page. Click on an event to read the full description. You can also click "All Events" on the menu bar to go directly to the Events page. To view a monthly calendar of events click "Switch to Calendar View."

News
The News menu lets you view the ASC President's Column, find links to ASC Newsletters, and see articles and photos of recent events.

About ASC
On the About ASC menu you will find links to the History of Acadia Senior College, the mission statement and organization, a list of committees and committee members, board members, and the bylaws.