myAllen Course Enrollment
FIRST—Contact an advisor for registration clearance.

You can complete your enrollment through your MyAllen portal. Your login is your ID# and the password is the first four letters of your last name (lower case) and the last four numbers of your social security number. **if you did not provide Allen Community College your social security number, your password is the first 4 letters of your last name.

When you login, select the Enrollment tab. In the Course Registration section, select Add/Drop Courses, and select the appropriate term (semester).

To add a course, enter the course code and section number. You can add up to six courses at a time using this feature. **If you don’t know the course or section codes you need, use the course search tab.**

Please be aware of the following when choosing your classes. The course section, for example - C2, indicates the location of the course. If you are unsure, please check the course schedule at www.allencc.edu.

**Remember to check class meeting start and end dates and locations.**
- Courses held on the Burlingame campus begin with “C*”
- Course sections of CB, CC, CW, CX, CY, and CZ – check the course dates, locations, and any special arrangements
- Online courses begin with “Z*”
- Courses are held on the Iola campus begin with “0*”
- Courses sections such as “IH” are for High School students only and will be indicated as such on the schedule

Remember, if you are receiving an academic scholarship, the spring classes you choose must start at the beginning of the semester to qualify for your scholarship. Scholarships are not available for summer classes. Financial Aid questions should be directed to the Financial Aid office in Iola or to Teresa Rice in Burlingame.

If you are unsure whether the classes you select meet the requirements for your degree, please contact any advisor. General transfer equivalency guides are available through our website for several Kansas universities under the Current Students/Resources link.

When you have completed your enrollment, select the Finances tab to view your Course and Fee Statement. If your statement does not look right, or has the wrong totals on it, it may be set for the wrong semester. Scroll down the statement page. Click the Set Options button and verify that the semester and year are set correctly.