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 give Allen your Social Security Number your myAllen password will be the first four letters of your last name (i.e. smit).**

When you login, select the Enrollment tab. In the Course Registration section, select Add/Drop courses and select the appropriate term. Term options are as follows:

- Fall 2011-FA 2011
- Fall second 8 weeks-FA FM 2011
- Spring 2012-SP 2012
- Spring second 8 weeks-SP SM 2012
- Summer 2012-SU 2012

To add a course, start typing its course code in the Course Code box. A dropdown menu of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you do not know the course or section codes, 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.

- C1, C2, C3, etc., are courses held on the Burlingame campus
- CA, CB, CW CY, etc., are weekend courses held on the Burlingame campus with various start dates
- 01, 50, 90, etc., courses are held on the Iola campus
- Z1, Z2, Z3, etc., are full semester online courses
- Z8 courses are 8-week online course beginning mid-semester and are offered only in the Fall and Spring.
- Courses sections such as “IH” are for High Schools students only and will be indicated as such on the schedule

Remember, if you are receiving an academic scholarship, the fall classes you choose must begin by September 14 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.

If you have any questions, please contact an advisor.