Orientation to Online Learning (OLRN-0001) Web Registration Guide

If you are new to online learning at Northeast Lakeview College (NLC) or any of the colleges in the Alamo Colleges District, you are required to complete the Orientation to Online Learning (OLRN-0001). OLRN-0001 is a no-fee and 0 credit “mini-course” developed to help students understand the skills and habits needed to be successful in online courses and in using online learning technologies. This orientation is beneficial for students in hybrid/blended courses as well.

The following guide will walk you through the web registration (or self-registration) process for OLRN-0001.

To self-register for OLRN-0001 via the web, start by logging into ACES and clicking on the Student tab [1] and selecting the Web Services link [2] within the Student Self Service box.

A new Internet browser tab or window will open; select the Student link [3] from the Student Web Services main menu.

Select the Registration link [4] in the Student Web Services menu.
Select the **Add or Drop Classes** link [5] in the Student Web Services menu.

Choose either the current or upcoming Academic term from the **Select a Term** drop down menu [6], then click on the **Submit** button.

**NOTE:** Select term options **without** “CE” in the title as these indicate Community Education courses only.

When the **Add Classes Worksheet** appears, place your cursor within the first **CRNs** entry field box [7] and type the CRN for the OLRN-0001 course you wish to register for. Click on the **Submit Changes** button when you are finished.
OLRN-0001 CRNs for Northeast Lakeview College:
Fall Session CRN: 35424    Spring Session CRN: 31194    Summer Session CRN: 14602

NLC’s sections of OLRN-0001 are open enrollment courses meaning you can register for it at any point in the session; therefore, you will need to specify a Registration Start Date.

Place your cursor in the Start Date entry field box [8] and type in the earliest Permitted Start Date using a MM/DD/YYYY format. Click on the Submit Changes button when you are finished.

**NOTE:** If it is after the earliest permitted start date, type in today’s date.

Finally, confirm the OLRN-0001 mini-course has been added to your schedule by verifying the correct CRN and course Title in your Class Schedule.

Most sections of OLRN-0001 will open by the first week of open registration.
To access the orientation, return to ACES and select the **My Courses** tab [9], then select the current or upcoming term from the drop down menu. Click on the **Home Page** (house) icon [10] next to the course title to get started in the course.

**NOTE:** If the course does not open in a new window or tab, make sure the pop-up blocker is disabled in your Internet browser. [See the Technical Information page in the Canvas Quick Guide if you are unsure how to disable your pop-up blocker.]

Students will only need to complete OLRN-0001 *once* while they attend classes at the Alamo Colleges. Online instructors will be checking class rosters to determine if you have successfully completed OLRN-0001, so please make sure that you have done so by the first week of class. If you feel that the information regarding your OLRN-0001 credit is incorrect, please contact your instructor and your home college's Distance Learning Center for assistance.

If you have questions or need assistance with web registration for OLRN-0001, please contact the **NLC Distance Learning Center** at (210) 486-5372 or email NLC-DLC@alamo.edu.