

Self-Service at Alamance Community College Registering for Classes in Self-Service



Log In to Self-Service: <https://www.alamancecc.edu/selfservice>

1. Your user name is the same user name you use for E-mail, Moodle, and WebAdvisor.

First initial of your first name+ middle initial+ full last name+ the last 3 digits of your student ID.

Name: Wade Winston Wilson

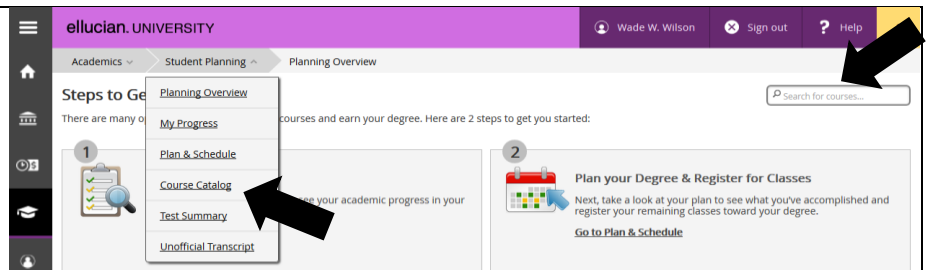
ID: 1000124

Example: *wwwilson124*

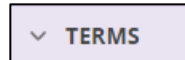
2. Your password is the same password you use for E-mail, Moodle, and WebAdvisor

Registering for Classes from the Course Catalog

1. Search for your course through the Course Catalog Tab or through the Search for courses tool.



2. Type in the course prefix (e.g. BIO for Biology) in the Course Catalog, or type in prefix-course number (e.g. BIO-111) in the course search box. Then select the term from the menu on the left:



3. Select the course you are looking for (e.g. BIO 111: General Biology I) and view the available sections.

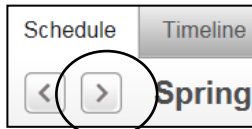


General Biology I 01W			
Seats	Times	Locations	Instructors
24	M/W/F 8:00 AM - 8:55 AM 8/19/2017 - 12/14/2017	Graham Campus, H Bldg 126 Classroom Hours	Guest, G
	F 12:45 PM - 3:45 PM 8/19/2017 - 12/14/2017	Graham Campus, H Bldg 302 Lab/Shop Hours	

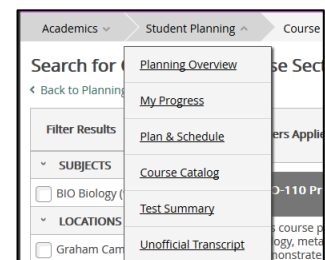
Available Class and Lab meeting times Class Location(s) Instructor
Seats

4. If the class works well with your schedule, select "Add Section to Schedule".

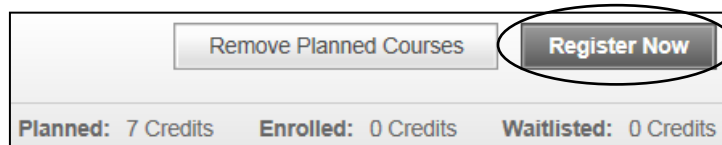
5. Select **Plan and Schedule** under the **Student Planning** tab to view the course in your course plan.



6. Use the forward arrow to advance to the current semester.



7. To register for your selected classes, select the "Register Now" option

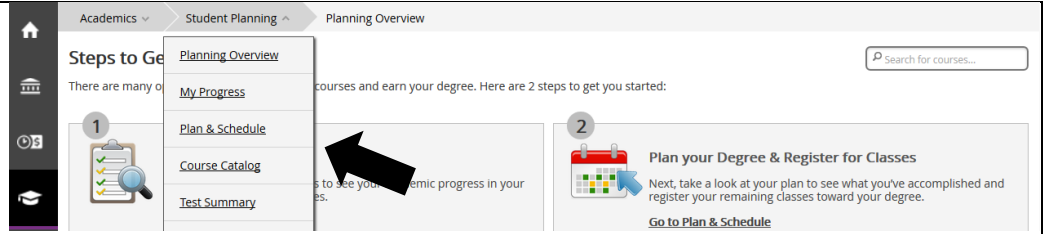


Filtering courses from the Course Catalog

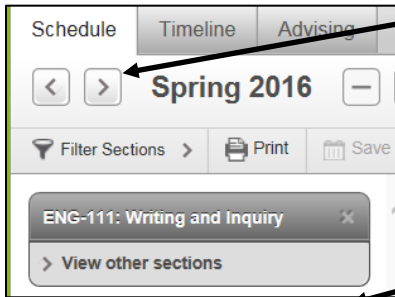
<p>Search for a course subject: <input type="text" value="BIO"/></p> <p>Filter Results</p> <p>▼ SUBJECTS</p> <p><input checked="" type="checkbox"/> BIO - Biology (11)</p> <p>▼ LOCATIONS</p> <p><input type="checkbox"/> Internet/Distance Learning (2) <input type="checkbox"/> Main Campus (10) <input type="checkbox"/> Orange County Campus (5)</p> <p>▼ TERMS</p> <p><input checked="" type="checkbox"/> Spring 2016 (11)</p> <p>▼ DAYS OF WEEK</p> <p><input type="checkbox"/> Monday (9) <input type="checkbox"/> Tuesday (6) <input type="checkbox"/> Wednesday (8) <input type="checkbox"/> Thursday (6) <input type="checkbox"/> Friday (1)</p> <p>▼ TIME OF DAY</p> <p>Select time range... ▼</p> <p>▼ INSTRUCTORS</p> <p>▼ ACADEMIC LEVELS</p> <p><input type="checkbox"/> Curriculum (11)</p> <p>▼ COURSE LEVELS</p> <p><input type="checkbox"/> Certificate (11) <input type="checkbox"/> Comp. Articulation Agree. (11) <input type="checkbox"/> Diploma (11) <input type="checkbox"/> Non-Transfer Associate (11)</p> <p>▼ COURSE TYPES</p> <p><input type="checkbox"/> AAS Natural Science (9) <input type="checkbox"/> CER Natural Science (9) <input type="checkbox"/> DIP Natural Science (9) <input type="checkbox"/> AGE Natural Science (7) <input type="checkbox"/> Virtual Learn'g Community (5) <input checked="" type="checkbox"/> Show All Course Types</p> <p>▼ TOPICS</p> <p>▼ INSTRUCTION TYPE</p> <p><input type="checkbox"/> Not Online (11)</p>	<p>Search for the classes by subject.</p> <p>If you are looking for multiple classes you can select additional subjects or un-check your course subject box to display all available courses.</p> <p>You can filter your options by location including online courses.</p> <p>You will need to select the appropriate semester.</p> <p>You can filter by specific days of the week...</p> <p>...or look for classes held during specific times.</p> <p>You can filter for both continuing education (non-credit) and curriculum (credit) options.</p> <p>You can look for specific levels of classes. For example, selecting "Comp. Articulation Agree." displays only courses that meet the Comprehensive Articulation Agreement (CAA) designation as transferrable to a four-year university within the UNC system.</p> <p>You can also filter for specific course type, for example, by selecting AGE Natural Science, you narrow your search to only classes that meet the Natural Science requirements for an Associate in General Education degree.*</p> <p>*Consult with your advisor to ensure that you are taking classes that meet your specific program requirements.</p>
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Registering for Planned Classes

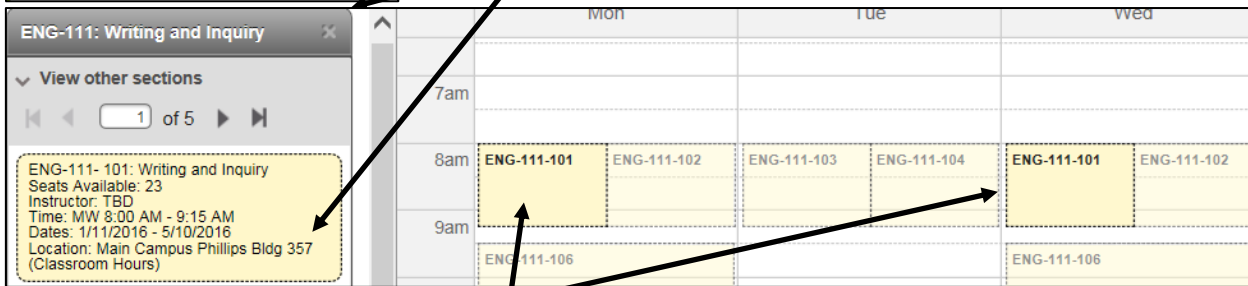
1. Select **Plan and Schedule** under **Student Planning**.



2. Select the "Schedule" tab and use the forward arrow to progress to the appropriate semester.

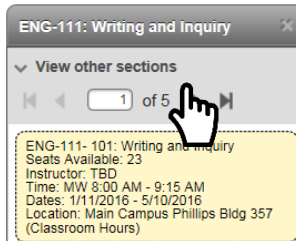


Selecting "View other sections" will display course options.

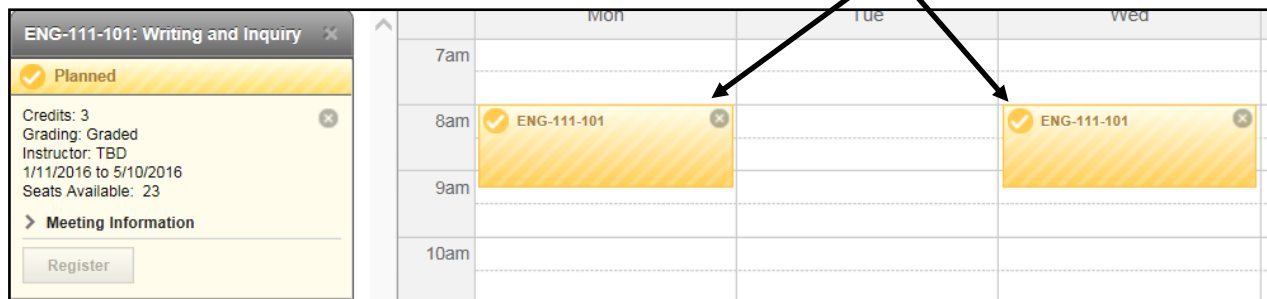


Hovering your mouse over each section in the menu will display the course and lab meeting times on your weekly schedule.

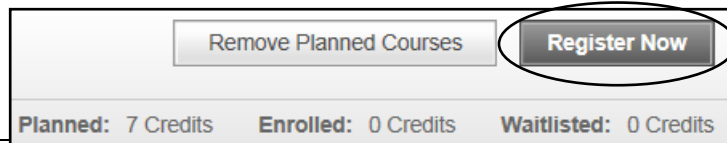
3. To add the class to your planned schedule, simply left-click on the section within the menu.



Your selected course will appear on your schedule as a bright yellow "planned" course and the other options will disappear.

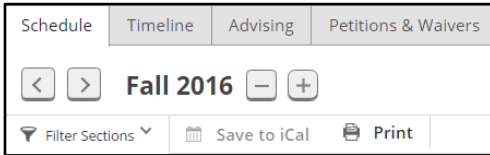
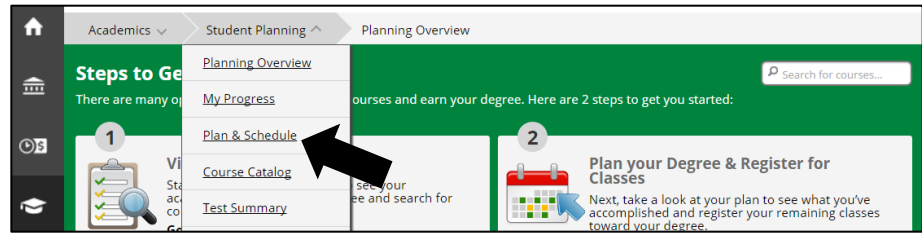


4. To register for your selected classes, select the "Register Now" option.

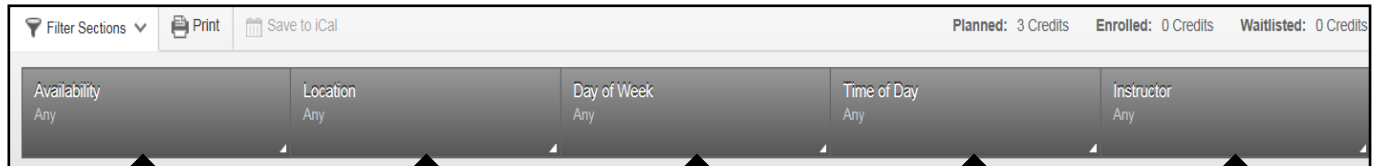


Filtering courses from your course plan

Select **Plan and Schedule** under **Student Planning**.



Selecting the **Filter Sections** option will allow you to filter your course options by several different criteria.



Filter only open courses.

Search by location (campus and online options)

Find classes held on specific days of the week.

Find classes held at specific times.

Find classes taught by a particular instructor.

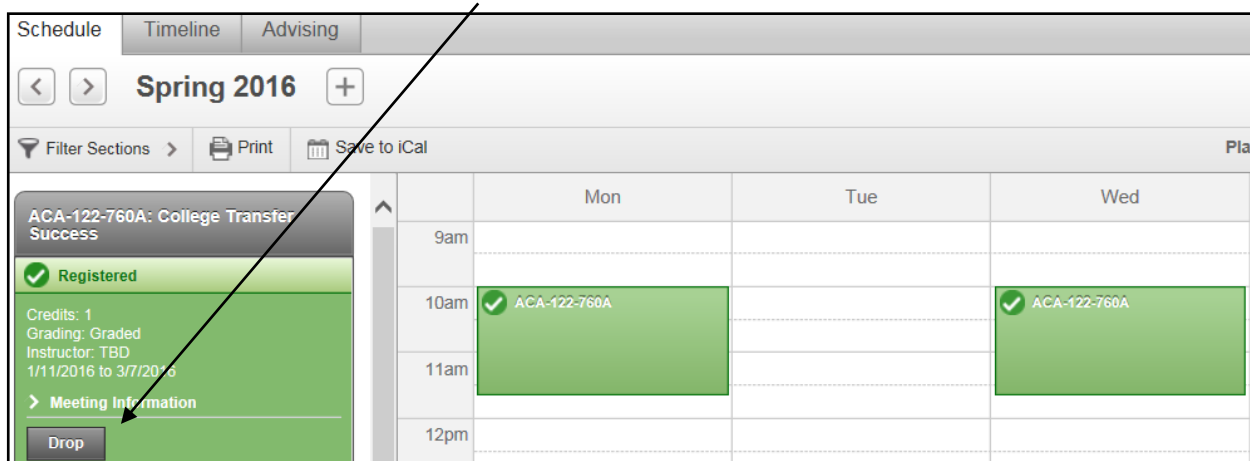
How do I know that my registration was successful?

There are several ways that you can confirm that your registration was processed.

You will receive a notification in the upper right-hand corner of the page notifying you either that you are successfully registered, or that your registration was not processed. If you were not registered, the notification alert will indicate the reason(s) why.

Currently registered courses will appear in green on your schedule.

You will also have the option to Drop the classes.



Please Note: You must pay for classes by the tuition deadline to avoid being dropped for non-payment. For more information about the tuition and fees payment schedule, go to: <https://www.alamancecc.edu/>