



Self Service
Student Guide
(as of 02/04/2022)

Alamance Community College
Student Success Division
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1247 Jimmie Kerr Rd
Graham, NC 27253
(336) 506 – 4270
www.alamancecc.edu

**Alamance Community College
Self Service Student Guide**

Table of Contents

	<u>Pages</u>
Getting Started with Self Service	4 - 6
What is Self Service and how to access it.	
Self Service Landing Page	7
Finance	8 - 9
How to view your account information (charges, payments, etc) and statements	
How to make a tuition payment	10-11
Tax Information	12 - 13
How to designate format for receipt of tax information	
Financial Aid	14 - 26
Information on navigating financial aid section	
Academics	27
Course Catalog	28 - 29
How to view and search for courses.	
Creating an Academic Course Plan	30
Registering for Classes	31 - 34
How to register for classes	
Program Evaluation	35
How to evaluate progress in your program	
Official Transcript Requests	36
How to request an official transcript.	
Grades	37
How to view grades.	
Unofficial Transcript	38 - 39
How to view an unofficial transcript.	
Finding my Advisor	40
How to find and contact your advisor.	
Current Schedule	41

How to view & print current schedule.	
Required Documents Status	42
How to find out status of required documents.	
Student Forms	43 - 44
How to access student forms	
Graduation Overview	45 - 46
How to submit a graduation application.	
User Profile	47 - 53
How to view and update demographic information in our database.	
Log Out	54

Getting Started with Self Service

What is Self-Service?

Self-Service is our new student portal that allows students to plan out the courses in their academic programs, register for classes, request transcripts, check grades and many more functions.

How do I log in to Self-Service?

Logging in is easy. You will use your common username and password (school e-mail, Moodle) to log in.

What is my username?

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

Name: Smokey The Bear

ID: 1000123

Example: stbear123

Note: If you can't remember your password, you can follow the steps below to reset it.

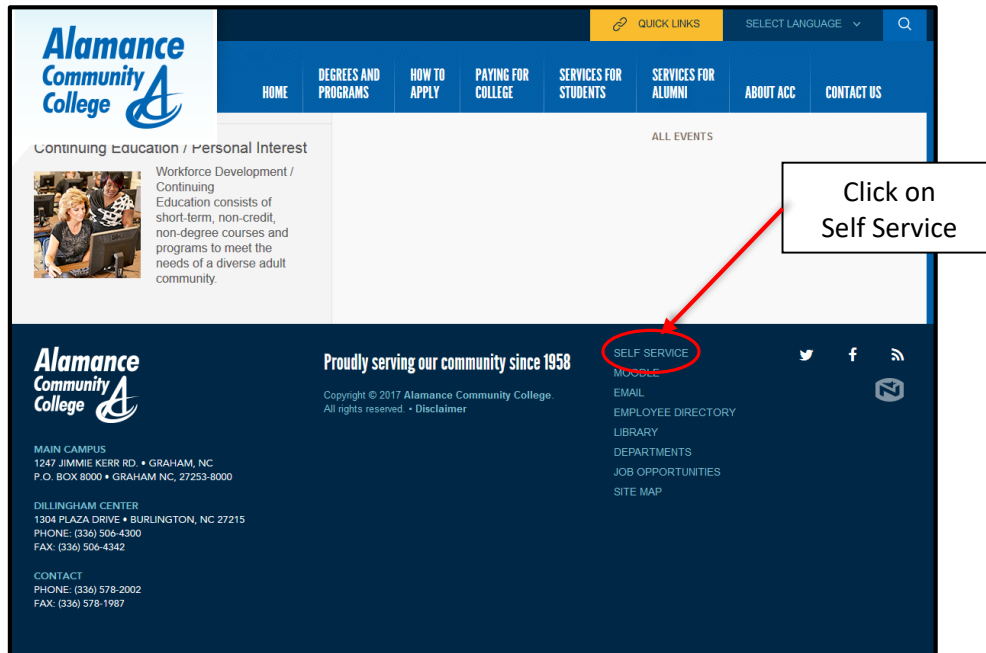
What if I forget my password?

If you forget your password, go to this link to reset it: <https://reset.alamancecc.edu/PasswordReset>

IMPORTANT: Changing your Self-Service password automatically changes your Moodle and School Email (if applicable) passwords, too.

There are two ways to access Self Service from our homepage (www.alamancecc.edu)

Scroll to the bottom and click on “Self Service” or at top click on “Quick Links” and then select “Self Service Login.”



Note that there is a Self Service Student Guide available on the landing page.

Click on “Self-Service Login” to login.

Self Service Login

Self-Service @alamancecc

name
st789
ord
.....

Sign In

Download the Self Service Student Guide (PDF)

Alamance Community College

Self Service Student Guide (as of 02/15/2021)

Search for Courses and Course Sections

Search for courses...
Advanced Search
Search for a course/subject:
Type a course/subject:
ACA-Academic Release
ACC-Accounting
ACM-Animal Care & Management
Advanced Medical Coding

(No login re

Click on Self Service Login to Login

Click Here to download latest Self Service Student Guide

Password Services

Passwords are valid for 90 days. 14 days prior to password expiration, reminder notifications will be sent via email.

New Password Setup

Expired Password or NEW Password Setup

Please enter your user name (the first 12):
Username:

Change Password

Active Accounts: Change Password

QUESTIONS? ASK HAW THE OTTER

AlamanceCC Self-Service

User name
[input field]

Password
[input field]

Sign In

Sign-in with your User Name and Password

Self Service Landing Page

When you first log in to Self Service, the following landing screen will appear:

The screenshot shows the Alameda Community College Self-Service landing page. At the top left is the Alameda Community College logo. To the right of the logo is a user profile icon, a "Sign out" button, and a "Help" button. Below the header, a welcome message reads "Hello, Welcome to Colleague Self-Service!" followed by the instruction "Choose a category to get started." The main content area features ten service tiles arranged in two columns. Each tile includes an icon, a title, and a brief description of the service. The tiles are: Student Finance, Financial Aid, Tax Information, Student Planning, Course Catalog, Grades, Graduation Overview, and Transcript Requests. At the bottom of the page, a copyright notice states "© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

Alameda Community College

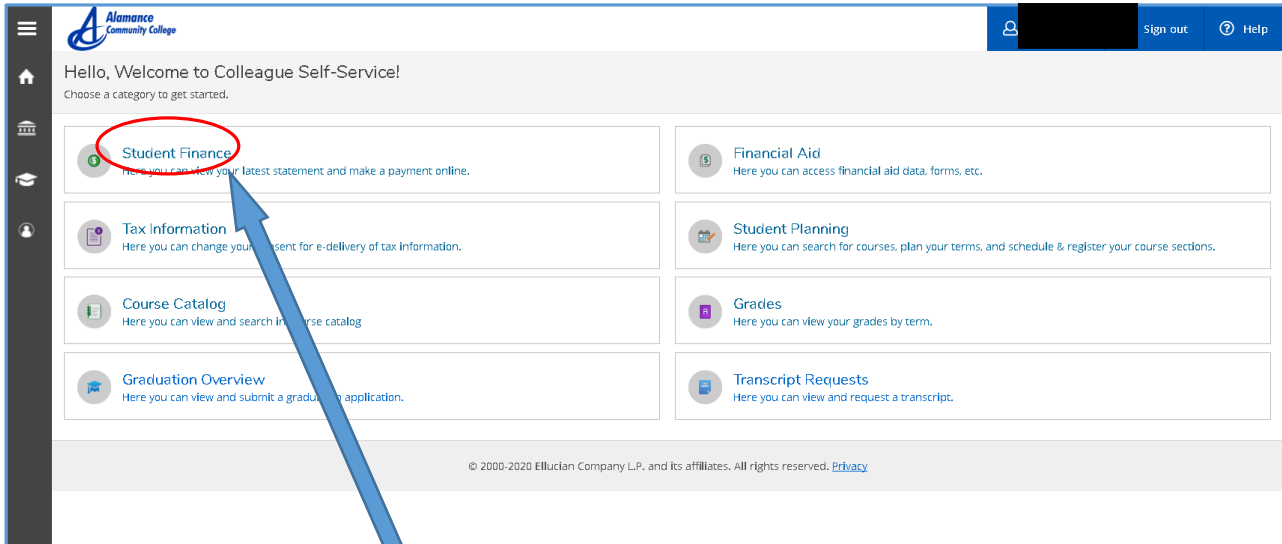
Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

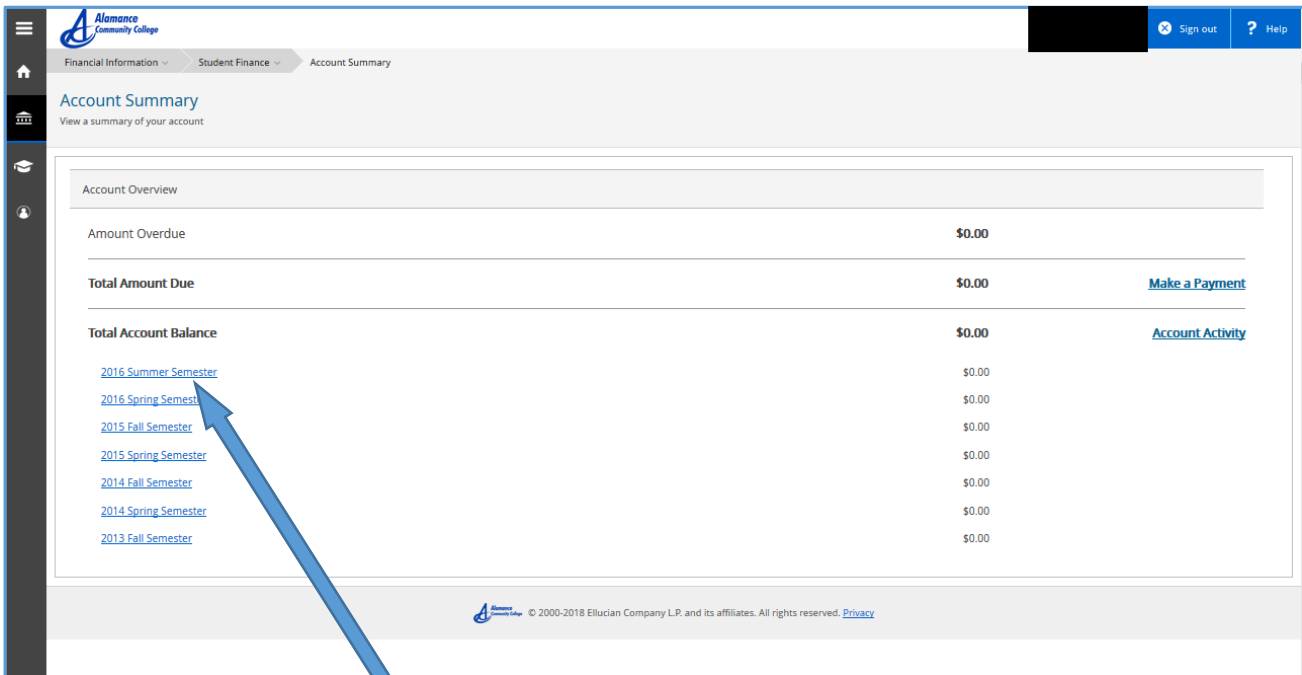
- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**
Here you can view and search in course catalog
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Transcript Requests**
Here you can view and request a transcript.

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Student Finance



Click on **Student Finance** and the following screen will appear



Click on any **semester** and the account activity for that semester will appear

Example shown below:

The screenshot shows the 'Account Activity' page for the 2016 Summer Semester. At the top, there are navigation links for 'Financial Information', 'Student Finance', and 'Account Activity'. The page title is 'Account Activity' with the subtitle 'View your Financial Activity'. Below the title, there is a summary section showing 'Charges \$385.00', 'Payments \$385.00', and 'Balance \$0.00'. An 'Expand All' button is located below this summary. To the right, there is a 'View Statement' link. Below the summary, there are three rows: 'Charges' with a value of \$385.00, 'Payments' with a value of \$385.00, and 'Balance' with a value of \$0.00. At the bottom of the page, there is a footer with the Alameda Community College logo and the text '© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

This shows Charges, Payments, & Balance

Click here to expand and get more account details

Click to view statement

Below is an example of what a statement for a semester looks like
 Note that student information has been blacked out

The document is a 'Student Statement' from Alameda Community College. It includes the college's name and address: 'Alameda Community College, PO Box 8000, Graham, NC 27253-8000'. The student's name and ID are redacted with black boxes. The statement shows a 'Total Balance' of \$0.00 and a 'Total Amount Due' of \$0.00. Below this, there is a section for 'Account Activity Summary - 2016 Summer Semester' which lists 'Charges' (Tuition by Total: \$380.00, Fees: \$5.00, Total Charges: \$385.00) and 'Student Payments' (\$385.00), resulting in a '2016 Summer Semester Balance' of \$0.00 and a 'Total Amount Due' of \$0.00. The final 'Total Balance' is also \$0.00. A section for 'Account Activity Details - 2016 Summer Semester' shows a table of 'Tuition by Total' with columns for Section, Course Title, Billing Credits, CEUs, and Status. The table lists two courses: 'CIS-111-01H Basic PC Literacy' (2.00 credits, Withdrawn) and 'ENG-111-03W Writing and Inquiry' (3.00 credits, Withdrawn), with a total of \$380.00.

Student Statement

Alameda Community College
 PO Box 8000
 Graham, NC 27253-8000

Name [Redacted]
 Student ID [Redacted]
 Total Balance \$0.00
 Total Amount Due \$0.00
 Amount Enclosed

Please return this portion of the statement to the institution, along with your payment.
 Date Generated: 3/1/2018

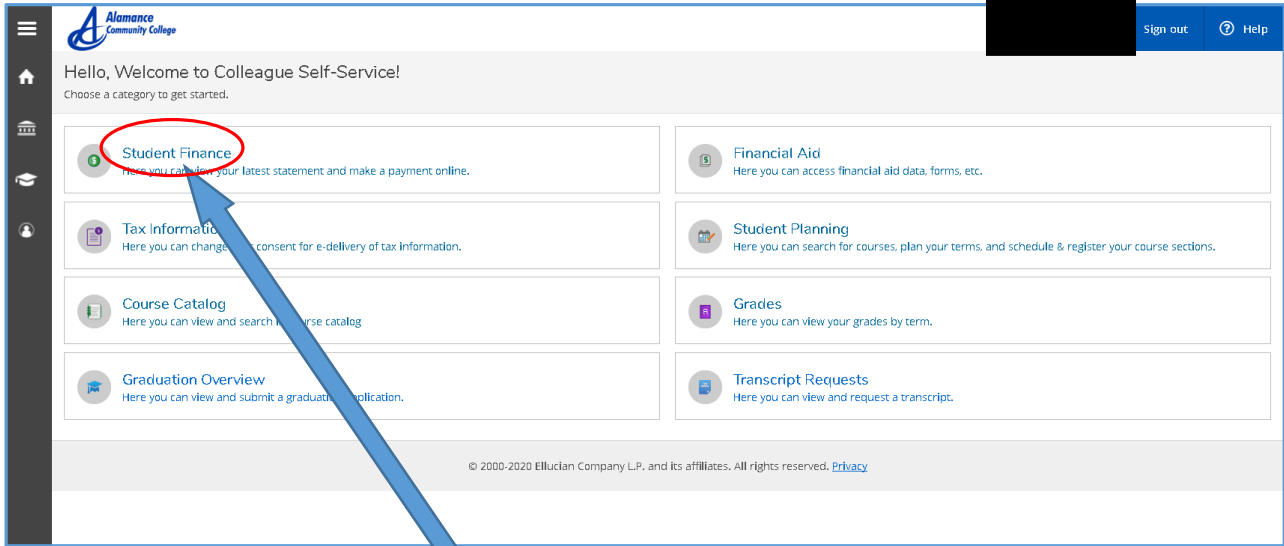
Account Activity Summary - 2016 Summer Semester

Charges		
Tuition by Total		\$380.00
Fees		\$5.00
+ Total Charges		\$385.00
- Student Payments		\$385.00
= 2016 Summer Semester Balance		\$0.00
= Total Amount Due		\$0.00
Total Balance		\$0.00

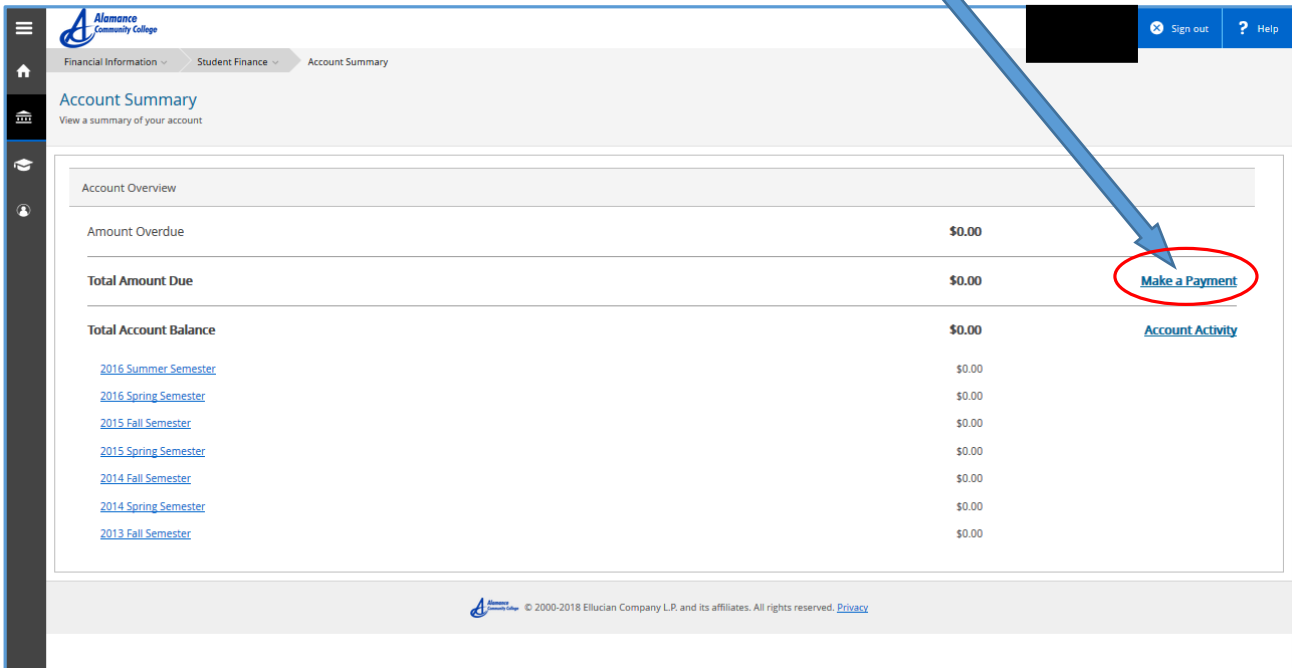
Account Activity Details - 2016 Summer Semester

Tuition by Total				
Section	Course Title	Billing Credits	CEUs	Status
CIS-111-01H	Basic PC Literacy	2.00		Withdrawn
ENG-111-03W	Writing and Inquiry	3.00		Withdrawn
Total				\$380.00

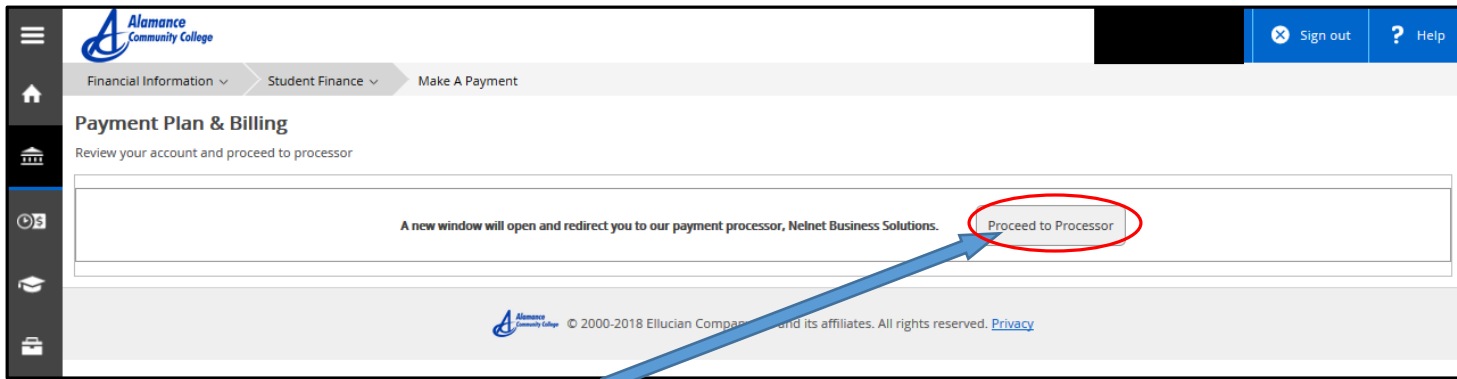
How to Make a Payment



Click "Student Finance" and then "Make a Payment"



and the following screen appears:

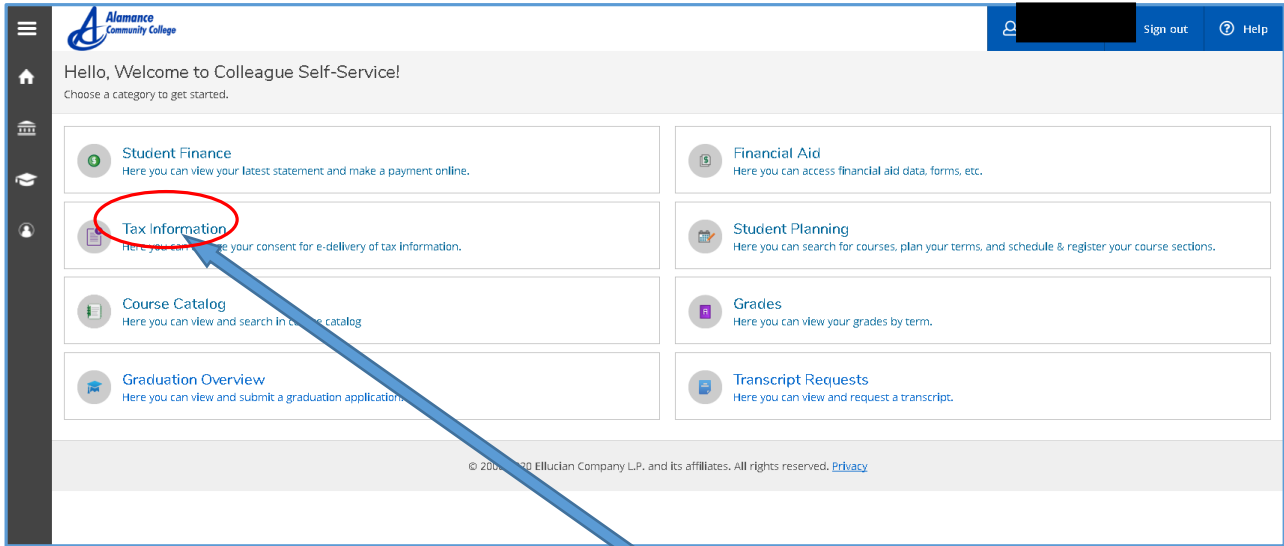


Click “Proceed to Processor”, then

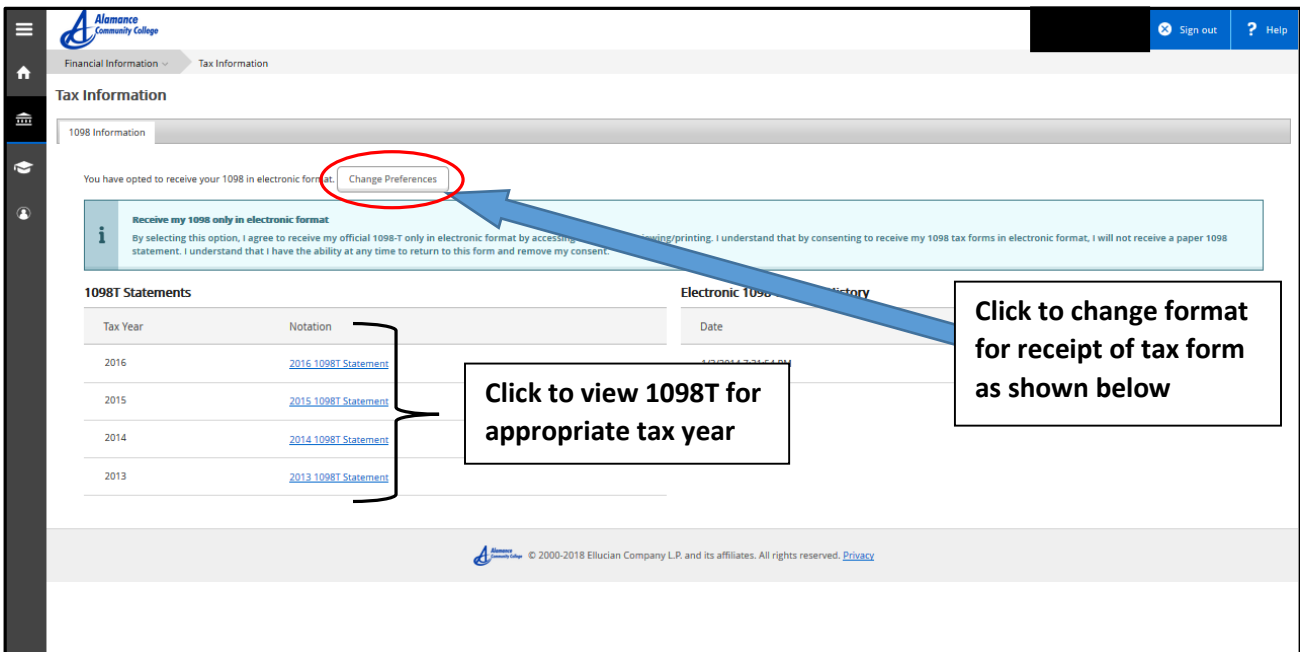
- Verify personal information
- Amount of tuition due
- You will have the option to Pay in Full or Monthly Installments
- Enter Bank Information (credit/debit card or ACH Bank account)
- Go through the remaining steps to complete the payment plan

*****PLEASE NOTE THAT YOUR PAYMENT WILL NOT REFLECT IN SELF SERVICE FOR 5-7 BUSINESS DAYS, IT WILL STILL SHOW THE ENTIRE TUITION BALANCE IN SELF SERVICE. AS LONG AS YOU GET A CONFIRMATION NUMBER YOU ARE GOOD AND YOUR CLASSES ARE HELD.**

TAX Information



Click Tax Information and the following screen will appear



Alamance Community College

Financial Information Tax Information

Tax Information

1098 Information

Select an option below to set your preferences for receiving your electronic 1098:

Receive my 1098 only in electronic format

Withhold my consent

By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receiving my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.

I choose to withhold my consent and understand by doing so that I will receive my official 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my 1098-T in electronic format only.

Cancel Save

1098T Statements

Tax Year	Notation
2016	2016 1098T Statement
2015	2015 1098T Statement
2014	2014 1098T Statement
2013	2013 1098T Statement

Electronic 1098 Consent History

Date	Consent Status
1/3/2014 7:31:54 PM	Consent Given

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**Choose a format
(Electronic or Paper)
Then click Save**

FINANCIAL AID

Once logged in you will see the Financial Aid tab on the right.

The screenshot shows the Alamance Community College Colleague Self-Service portal. At the top left is the Alamance Community College logo. At the top right, there is a search bar, a 'Sign out' button, a 'Help' button, and a user ID '1'. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service!' with a sub-message 'Choose a category to get started.' A 'Notifications' section contains a message: 'Must See Advisor to Register' with the text 'You can send a email to your advisor from WebAdvisor under Communication'. Below this are several category tiles: 'Student Finance' (view latest statement and make a payment online), 'Financial Aid' (access financial aid data, forms, etc.), 'Tax Information' (change consent for e-delivery of tax information), 'Employee' (view tax form consents, earnings statements, banking information, and timecards), 'Student Planning' (search for courses, plan your terms, and schedule & register your course sections), 'Grades' (view your grades by term), 'Graduation Overview' (view and submit a graduation application), and 'Transcript Requests' (view and request a transcript). The 'Financial Aid' tile is circled in black, and an arrow points to it from the text above. At the bottom, there is a footer with the Alamance Community College logo and copyright information: '© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Once you enter the Self-Service Financial Aid page you will see a checklist at the bottom with the status of you FAFSA Application for the selected award year.

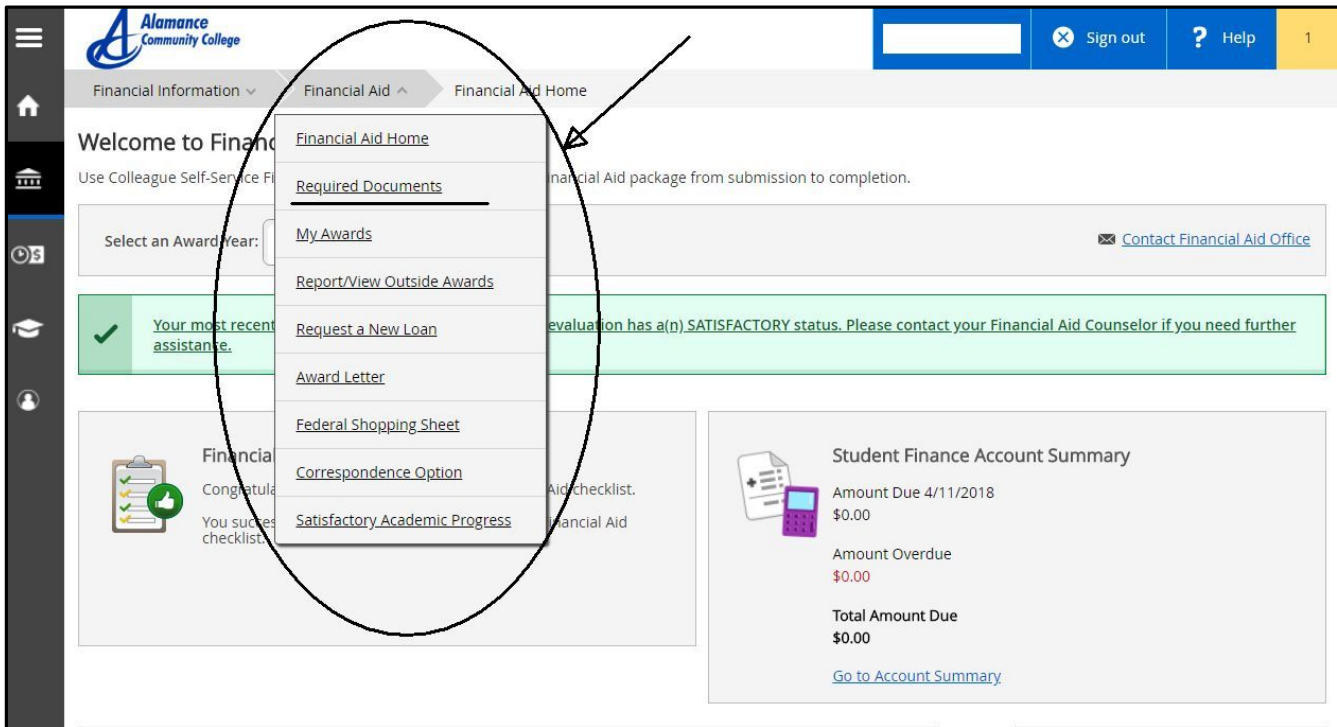
The screenshot shows the Alamance Community College Financial Aid Self-Service interface. At the top, there is a navigation bar with the college logo, "Financial Information", "Financial Aid", and "Financial Aid Home" links. A "Sign out" and "Help" button are in the top right. Below the navigation, a "Welcome to Financial Aid!" message is followed by a "Select an Award Year:" dropdown menu set to "2020/2021 Academic Year". A green notification banner states: "Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) SATISFACTORY status. Please contact your Financial Aid Counselor if you need further assistance." Below this, there are two main sections: "Financial Aid Checklist Complete!" with a checklist icon and a congratulatory message, and "Student Finance Account Summary" showing a balance of \$0.00. A "Checklist" section on the left lists three completed items: "Submit a Free Application for Federal Student Aid (FAFSA)", "Your application is being reviewed by the Financial Aid Office", and "Review and accept your Financial Aid Award Package". A "Resources" section on the right lists "Form Links" (CARES Application, Financial Aid E Forms, ACC Scholarship Application) and "Helpful Links" (FAFSA Application, NSLDS Information, FAFSA4Caster, Make an Appointment, College Foundation of NC). At the bottom, there is a copyright notice: "© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

You can change your award year at the top of the screen to the school year you want to check on.

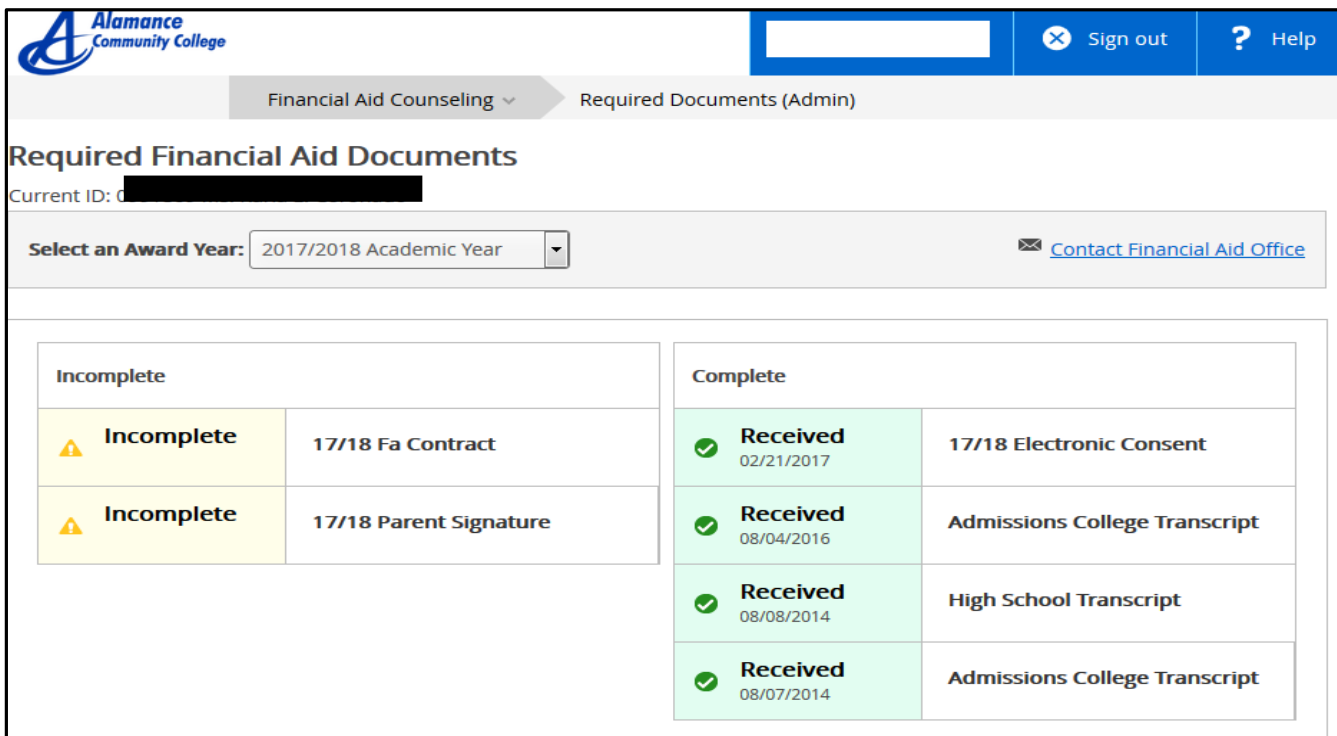
This screenshot is similar to the one above but highlights the "Select an Award Year:" dropdown menu. The dropdown is open, showing three options: "2017/2018 Academic Year" (highlighted in blue), "2017/2021 Academic Year", and "2016/2017 Academic Year". A black circle and an arrow point to the dropdown menu. The rest of the page content, including the welcome message, notification banner, and navigation elements, is visible in the background.

To navigate the Financial Aid Self-Service, you can use the drop down arrow at the top next to Financial Aid link.

Click on the Required Documents link to see what items are needed to move forward.



When you click on Required Documents Self-Service will generate a complete/incomplete list.

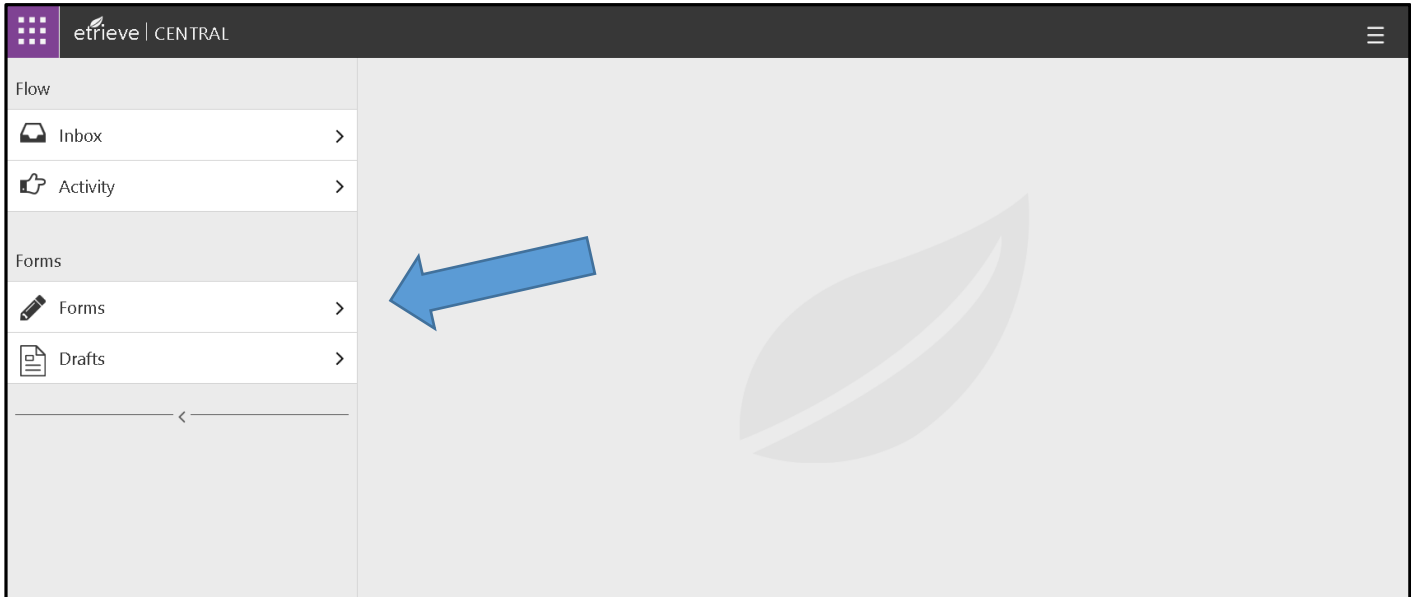


To access the needed electronic documents, click on link **Financial Aid E-Forms** located on the main **Financial Aid Self Service** page on the right side under **Resources/Form links**.

It will open ACC Softdocs page.

To log in use the same username and password for Self-Service EXCEPT add acc\ before the user name.
For example: acc\mmouse123

Once logged in you will need to click on the Forms Link. Only the forms you need will allow you to complete them. Make sure you choose the correct year for the form. Once a document is completed and successfully submitted it will take up 24 hours to update on your self-service account.



If you have a number showing on the Inbox, then you have been sent a particular form that you should also complete.

Once all required documents have been completed and turned in you will see this screen with green check marks next to each document name.

Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Select an Award Year:

[✉ Contact Financial Aid Office](#)

Complete	
Received 12/04/2017	Admissions College Transcript
Received 04/03/2017	17/18 FWS Interest
Received 01/13/2017	17/18 Electronic Consent Electronic Consent
Received 01/13/2017	17/18 Fa Contract FA Contract
Received 04/08/2016	High School Transcript
Received 04/08/2016	Admissions College Transcript

Once all documents have been received your FAFSA application will enter the review stage and you can see this update on the main Financial Aid Self-Service page

Alamance Community College

Financial Information | Financial Aid | Financial Aid Home

Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017/2018 Academic Year [Contact Financial Aid Office](#)

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) SATISFACTORY status. Please contact your Financial Aid Counselor if you need further assistance.

Financial Aid Checklist Complete!

Congratulations! You've completed your Financial Aid checklist. You successfully completed all the items on your Financial Aid checklist.

Student Finance Account Summary

Amount Due 4/11/2018
\$0.00

Amount Overdue
\$0.00

Total Amount Due
\$0.00

[Go to Account Summary](#)

Checklist	
✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓ Completed	Your application is being reviewed by the Financial Aid Office
✓ Completed	Review and accept your Financial Aid Award Package

Resources

Form Links

[Financial Aid E Forms](#)

[ACC Scholarship Application](#)

Helpful Links

You can check your eligibility status on the Satisfactory Academic Progress page.

Please see ACC Title IV Satisfactory Academic Progress Standards for details.

Alamance Community College

Financial Information > Financial Aid > Satisfactory Academic Progress

Satisfactory Academic Progress

You can view your Satisfactory Academic Progress for an evaluation period.

You are currently making satisfactory academic progress. Please contact your Financial Aid Counselor if you need further assistance.

SAP Status	Date Reviewed: 12/15/2017	SAP Details
Evaluation Period:	Ending 2017FA	∨ Cumulative Attempted Hours 70.00
Program:	Associate in Science	∨ Cumulative Completed Hours 61.00
SAP Status:	SATISFACTORY	∨ Cumulative GPA 2.933
∨ What does SATISFACTORY Academic Progress mean?		∨ Cumulative Percentage 87.14%

Financial Aid Counselor

Financial Aid Office 336-506-4340 [Contact Financial Aid Office](#)

Contact

[Contact Financial Aid Office](#)

Helpful Links

[SAP Policy](#)

Once you have been reviewed and awarded you can view the details of your awards on the [My Awards](#) page.

☰

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

33%

Scholarships and Grants

Money you don't have to pay back

\$1,754.50

Award	Status	Total Awarded Amount	2016 Fall	2017 Spring	2017 Summer
NCCCG View award	ACCEPTED	\$1,600.00	\$700.00	\$900.00	\$0.00
Foundation Scholarship View award	DENIED	\$0.00	\$0.00	\$0.00	\$0.00
VETERANS ADMINISTRATION GI BILL BENEFITS View award	Veterans Award	\$0.00	\$0.00	\$0.00	\$0.00
Robert Lee Pate VFW Post 10607 View award	ACCEPTED	\$154.50	\$0.00	\$0.00	\$154.50

67%

Work

Money you work for

\$3,643.13

Award	Status	Total Awarded Amount	2016 Fall	2017 Spring	2017 Summer
FEDERAL WORK STUDY View award	ACCEPTED	\$3,643.13	\$902.63	\$2,637.00	\$103.50

Award Total

At the beginning of the tax year when you need tax information for your status as a student
you can access you 1098-T in the Tax Information page.

The screenshot shows the Alamosa Community College website interface. At the top, there is a navigation bar with 'Financial Information' and 'Tax Information' tabs. A dropdown menu is open under 'Tax Information', showing options for 'Student Finance', 'Financial Aid', and 'Tax Information'. Below this, there is a notification: 'You have opted to receive your 1098 in electronic format. Change Preferences'. A light blue box contains a message: 'Receive my 1098 only in electronic format. By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.'

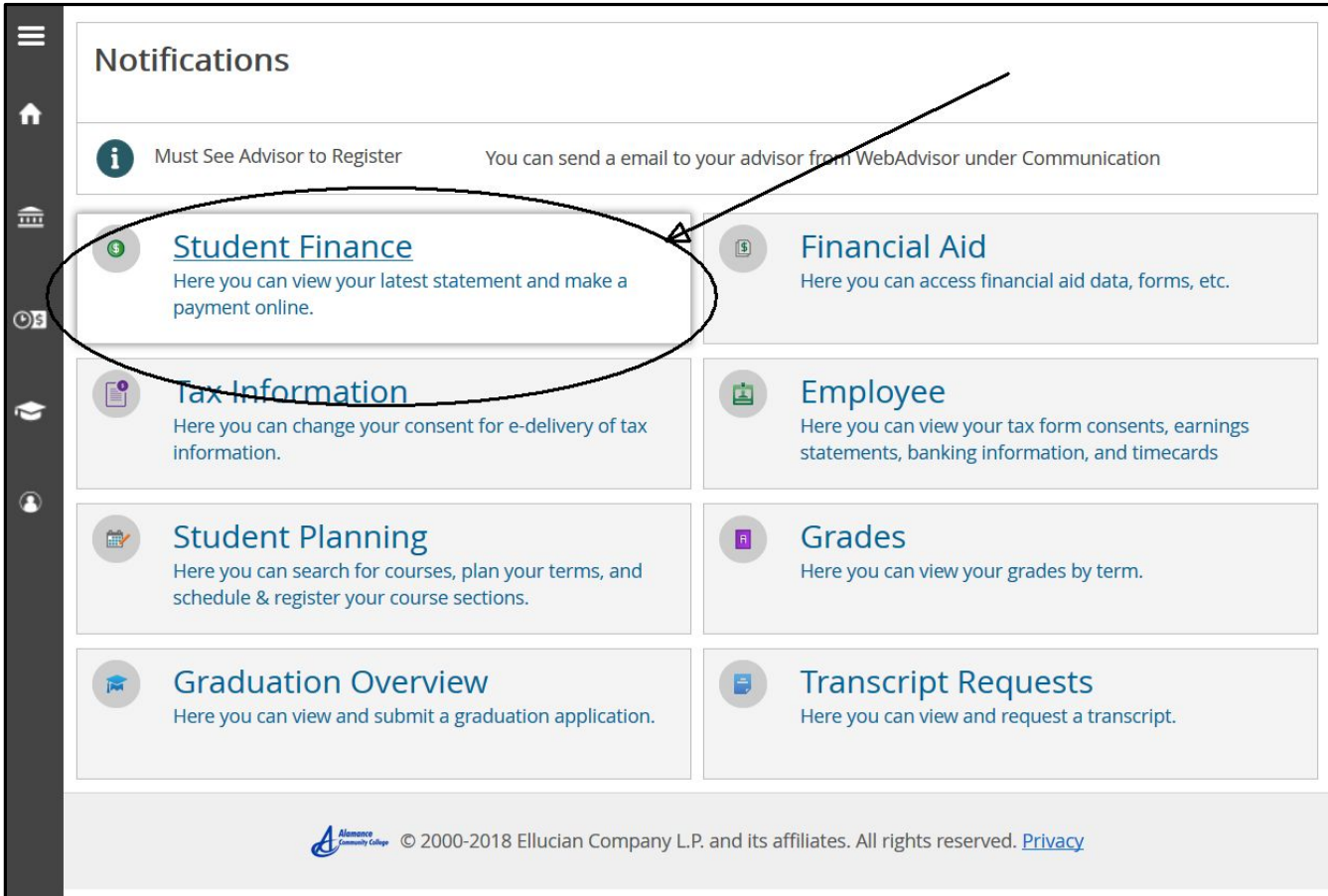
Below the notification, there are two tables:

1098T Statements	
Tax Year	Notation
2017	2017 1098T Statement
2016	2016 1098T Statement

Electronic 1098 Consent History	
Date	Consent Status
1/23/2017 2:18:01 PM	Consent Given

At the bottom of the page, there is a footer with the Alamosa Community College logo and copyright information: '© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

To see your **Billing Statement/Account Summary** and make a payment online go to **Student Finance**.




The screenshot shows a web portal interface with a dark sidebar on the left containing navigation icons for home, a building, a clock, a graduation cap, and a person. The main content area is titled "Notifications" and features a grid of service tiles. The "Student Finance" tile is circled in black, and a black arrow points from the top right towards it. The tiles include:

- Must See Advisor to Register**: You can send a email to your advisor from WebAdvisor under Communication
- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, and timecards
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application.
- Transcript Requests**: Here you can view and request a transcript.

At the bottom of the page, the Alameda Community College logo is visible next to the copyright notice: © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Account Summary to see your most recent bill.

[Search Box]Sign outHelp1


Financial Information Student Finance Account Summary

Account Summary

View a summary of your account

Account Overview

Amount Overdue	\$0.00	
Total Amount Due	\$0.00	Make a Payment
Total Account Balance	\$0.00	Account Activity
2018 Spring Semester	\$0.00	
2017 Fall Semester	\$0.00	
2017 Summer Semester	\$0.00	
2017 Spring Semester	\$0.00	
2016 Fall Semester	\$0.00	
2014 CE Spring	\$0.00	

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Account Activity breaks down your charges and payments to ACC and shows your refund amount after your tuition has been paid.

Not everyone will receive a refund.

Financial Information ▾ Student Finance ▾ Account Activity

Account Activity

View your Financial Activity

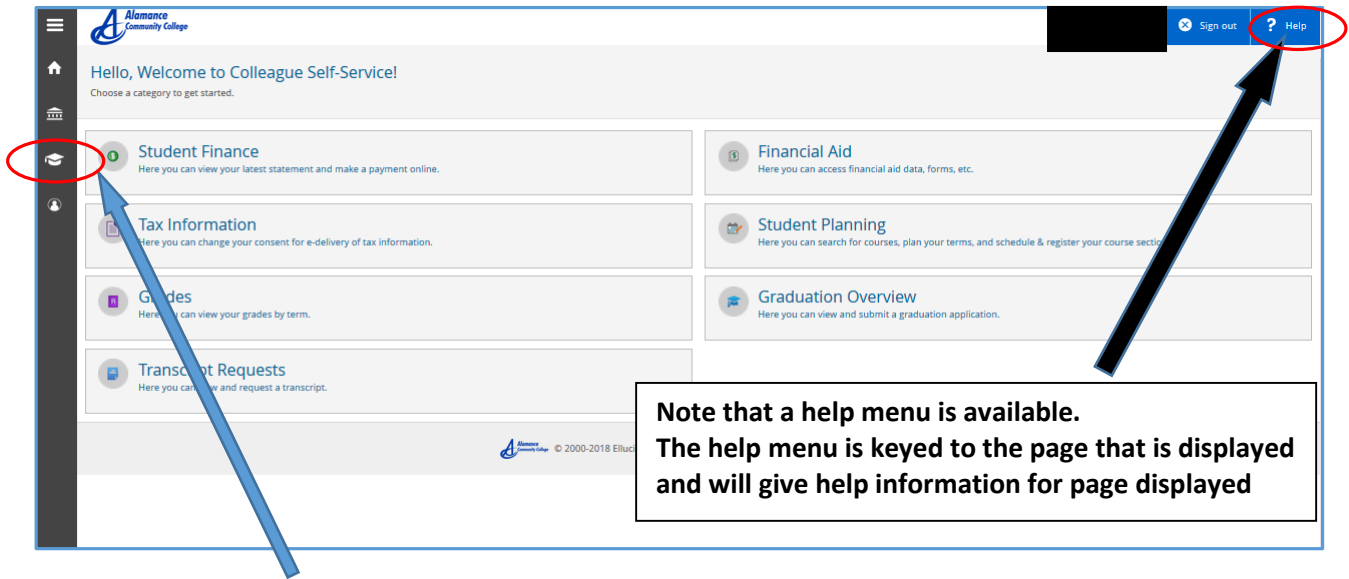
Term: 2018 Spring Semester - Balance: \$0.00 [View Statement](#)

Charges \$618.00	-	Payments \$226.00	-	Financial Aid \$392.00	-	Sponsorships \$309.00	+	Refunds \$309.00	=	Balance \$0.00
---------------------	---	----------------------	---	---------------------------	---	--------------------------	---	---------------------	---	-------------------

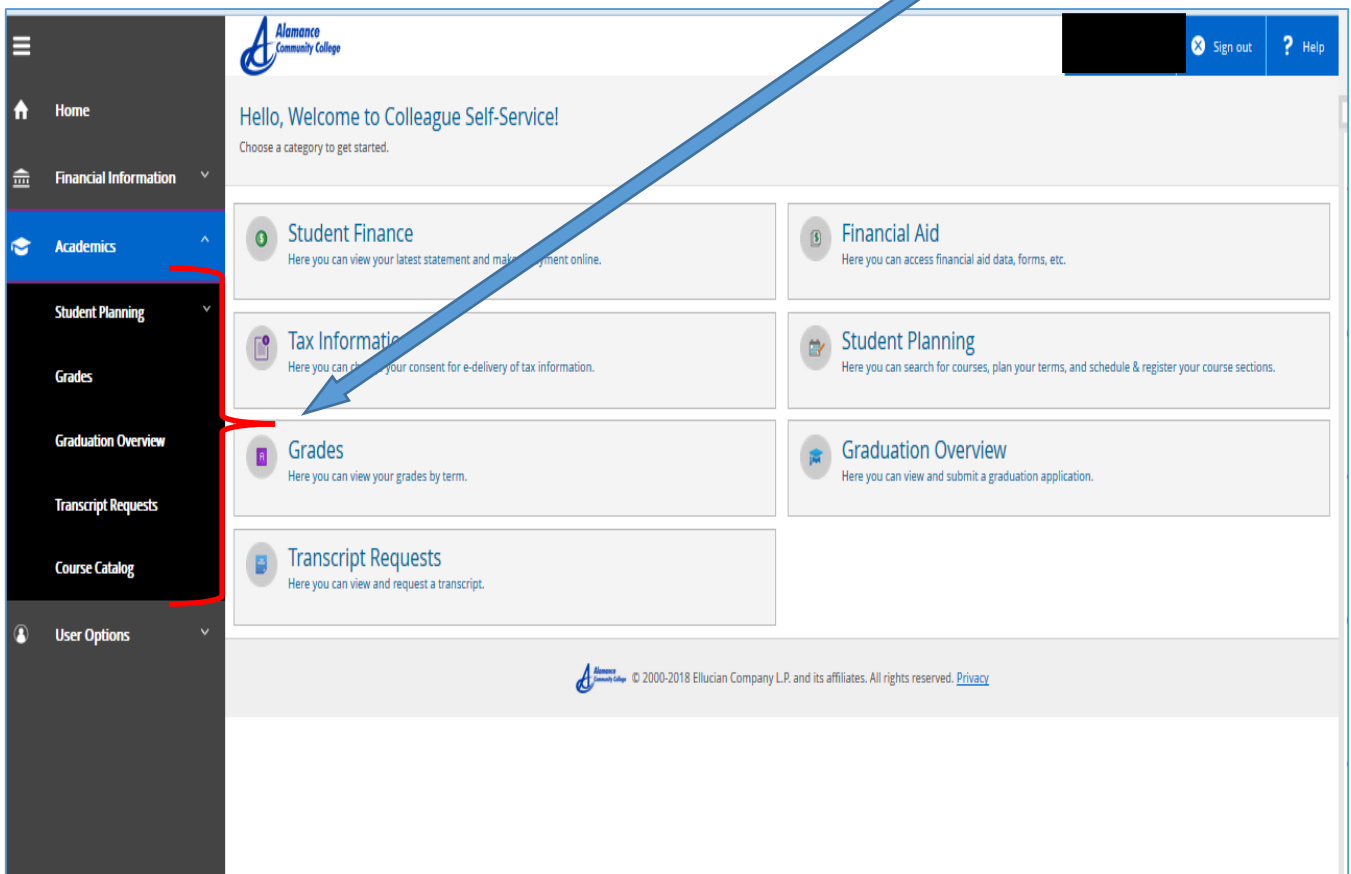
[Expand All](#)

Charges	\$618.00
Payments	\$226.00
Financial Aid	\$392.00
Sponsorships	\$309.00

Academics

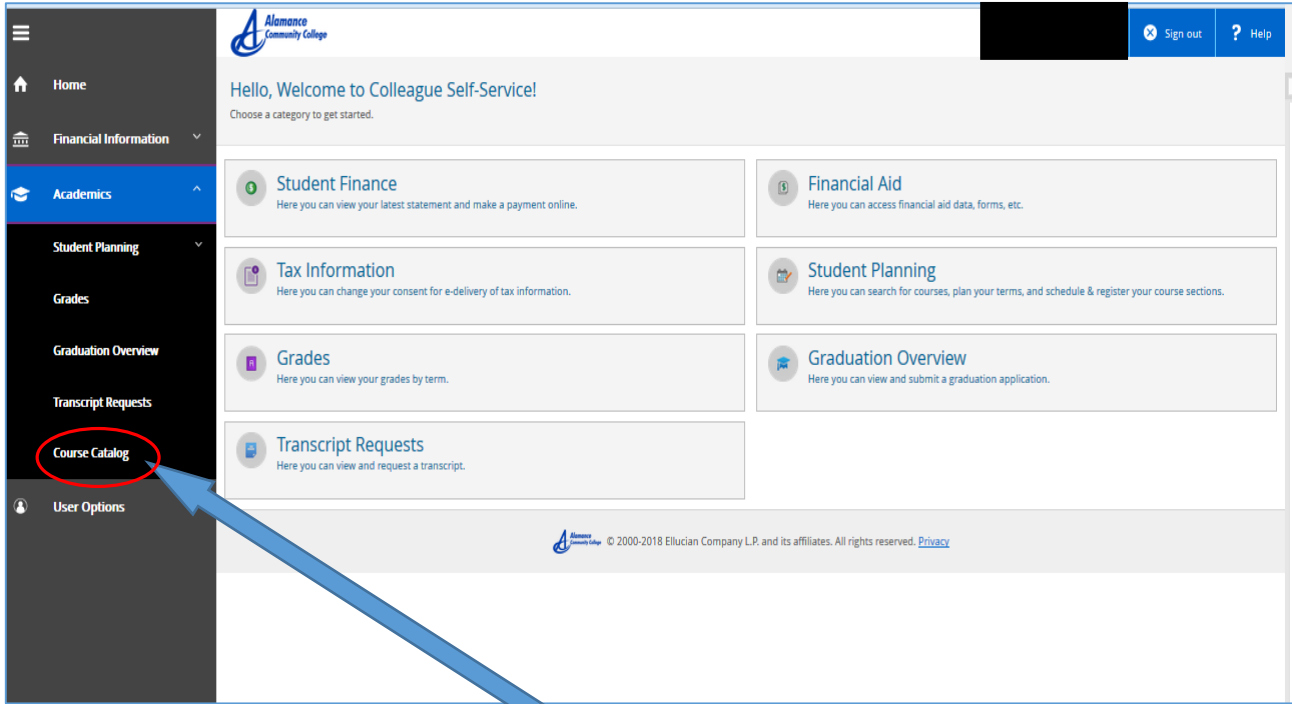


Click on "**Academics**" (academic cap icon) and all of the following **submenus** will appear

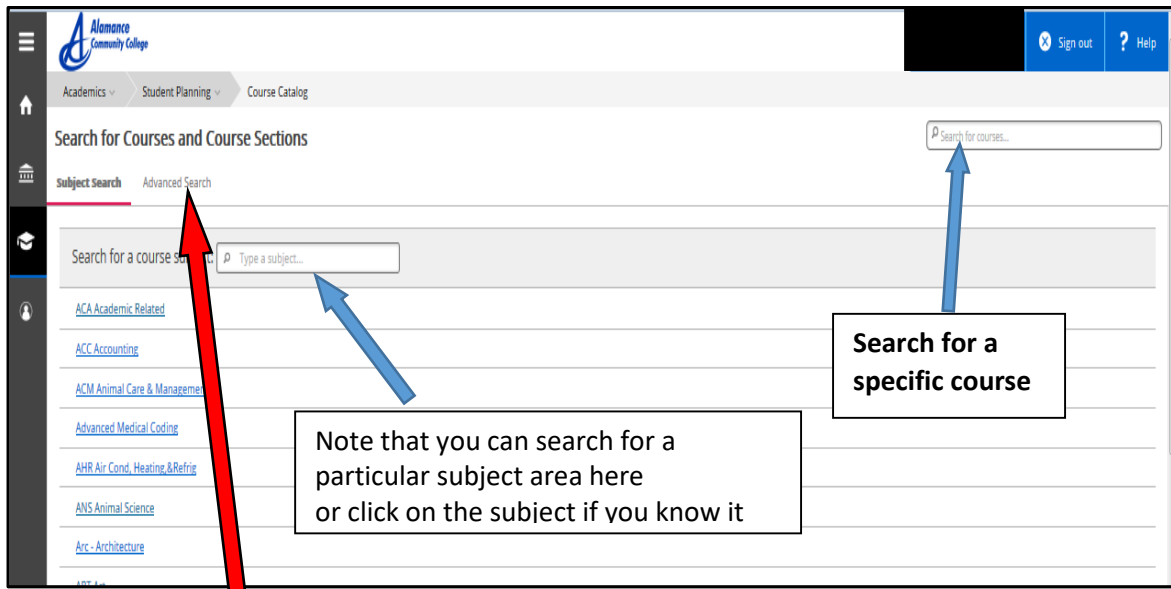


Course Catalog

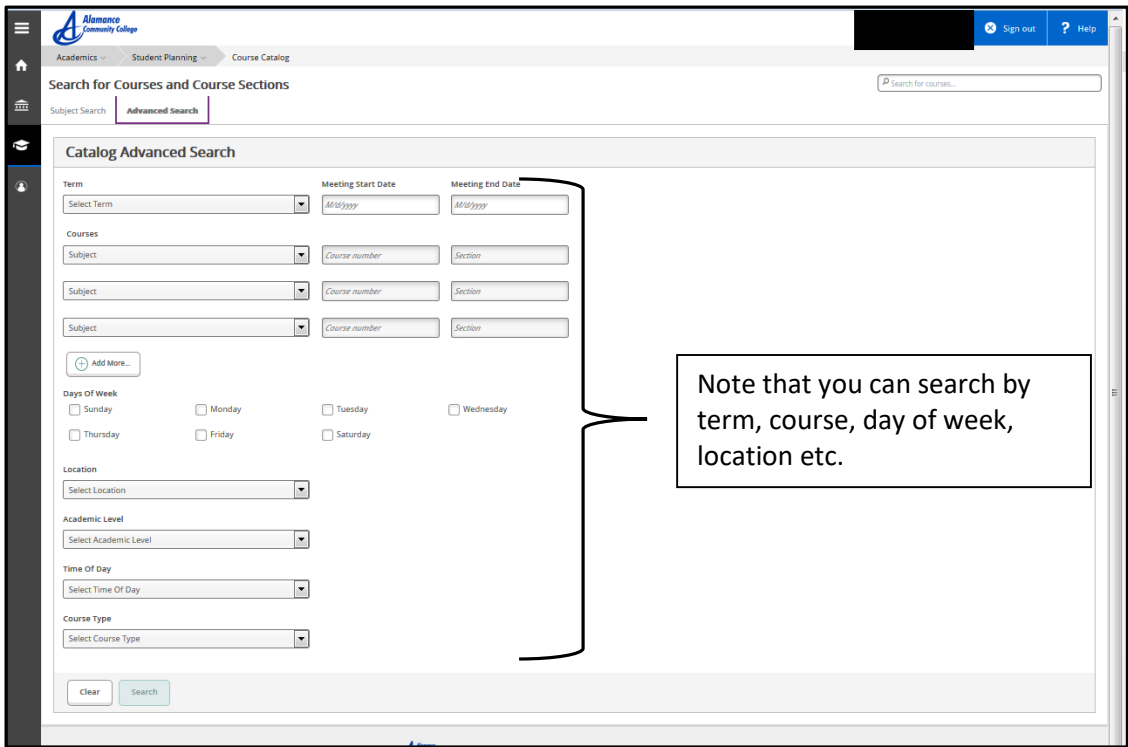
Course Catalog only shows courses for the “active term” i.e. future terms that have been created. Also the Course Catalog can be searched from the Self Service landing page (no login required) or from inside your Self Service Account. Same procedures apply. Below is how to search from inside Self Service:



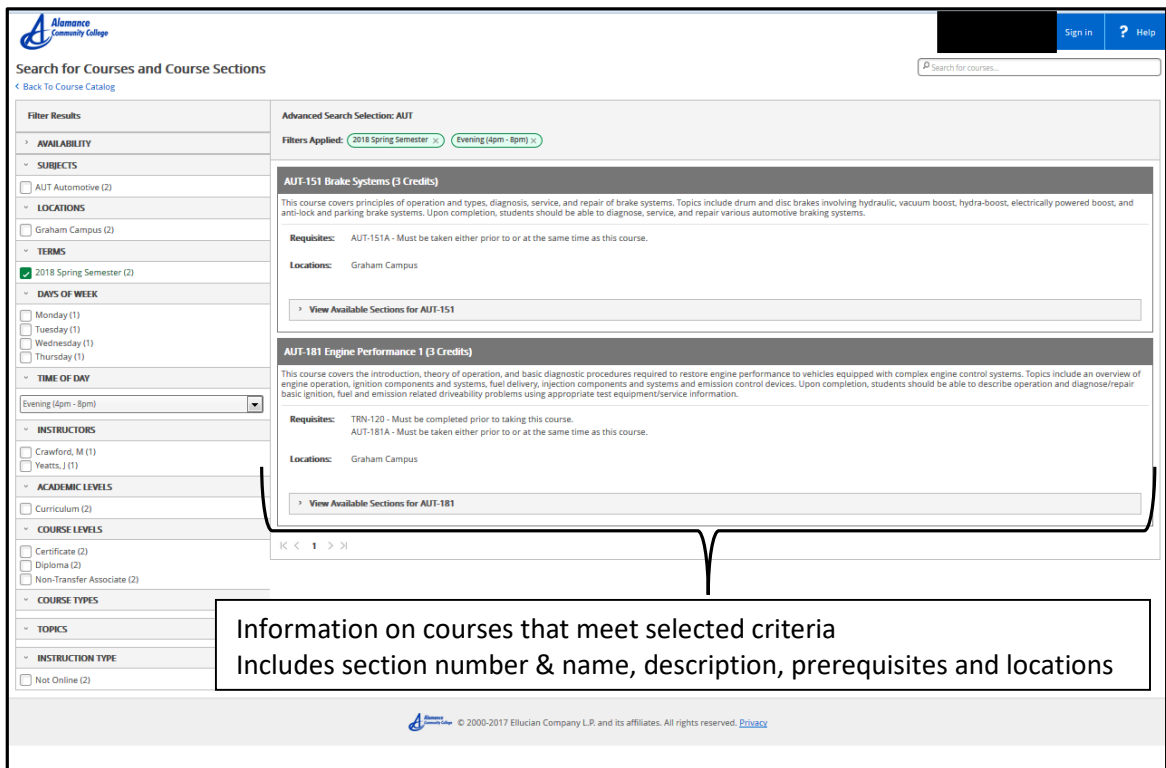
To check on courses offered Click on “Course Catalog” and the following will appear



Click on Advanced Search for more searching options and the following screen appears.



Shown below is an example advanced search result for the following criteria: Term - 2018 Spring Semester, Course - Auto (Automotive), & Time of Day – Evening.



Creating an Academic Course Plan

Select **Student Planning**

Select **Go to Plan & Schedule**

Add classes to your plan in one of three ways:

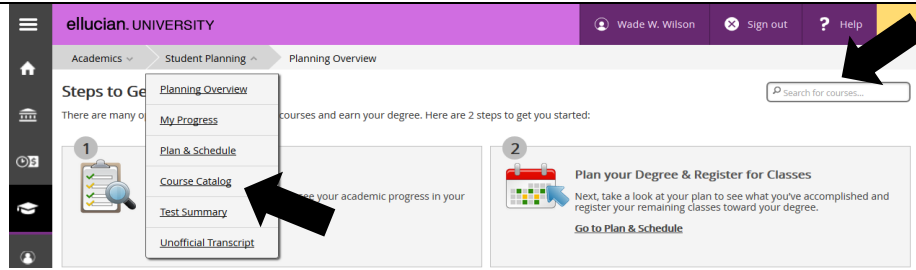
Course Search Tool	The Course Catalog	My Progress						
<ul style="list-style-type: none"> ➤ Look for the “Search for courses tool on the right-hand side of the page. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input type="text" value="Search for courses..."/> </div> <ul style="list-style-type: none"> ➤ Type in either the course prefix (e.g. ENG for English) or the course prefix and course number (e.g. ENG-111). You must include the hyphen. <ul style="list-style-type: none"> ➤ Click, “Add Course to Plan” <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0; text-align: center;"> Add Course to Plan </div> <ul style="list-style-type: none"> ➤ Select the semester in which you plan to take the class. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Select a Term... ▾ </div>	<ul style="list-style-type: none"> ➤ Hover over Student Planning and select Course Catalog at the top of the screen <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #eee; padding: 2px 5px; border-bottom: 1px solid #ccc;">Student Planning ^</div> <div style="padding: 2px 5px; border-bottom: 1px solid #ccc;">Planning Overview</div> <div style="padding: 2px 5px; border-bottom: 1px solid #ccc;">My Progress</div> <div style="padding: 2px 5px; border-bottom: 1px solid #ccc;">Plan & Schedule</div> <div style="padding: 2px 5px; border-bottom: 1px solid #ccc;">Course Catalog</div> <div style="padding: 2px 5px; border-bottom: 1px solid #ccc;">Test Summary</div> <div style="padding: 2px 5px;">Unofficial Transcript</div> </div> <ul style="list-style-type: none"> ➤ Either scroll down the page to find the course prefix (e.g. ENG for English) or type in the course prefix in the search for a course subject box <ul style="list-style-type: none"> ➤ Select the course you are looking for (e.g. ENG 111) <ul style="list-style-type: none"> ➤ Click “Add Course to Plan” <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0; text-align: center;"> Add Course to Plan </div> <ul style="list-style-type: none"> ➤ Select the semester in which you plan to take the class <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Select a Term... ▾ </div>	<ul style="list-style-type: none"> ➤ Hover over Student Planning and select My Progress at the top of the screen <ul style="list-style-type: none"> ➤ My Progress is a degree audit tool that displays the courses you still need to complete for your program <ul style="list-style-type: none"> ➤ To add classes to your plan, click on the option you want to add (e.g. ENG 231) <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>2. Complete 3 credits. Choose f</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Status</th> <th>Course</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">❗ Not Started</td> <td>ENG-231</td> </tr> <tr> <td style="text-align: center;">❗ Not Started</td> <td>ENG-232</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click “Add Course to Plan” <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0; text-align: center;"> Add Course to Plan </div> <ul style="list-style-type: none"> ➤ Select the semester in which you plan to take the class <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Select a Term... ▾ </div>	Status	Course	❗ Not Started	ENG-231	❗ Not Started	ENG-232
Status	Course							
❗ Not Started	ENG-231							
❗ Not Started	ENG-232							

You can view your planned courses and future semesters by selecting “Plan and Schedule” and then clicking the Timeline Tab

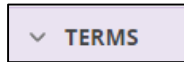
Registering for Classes

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:



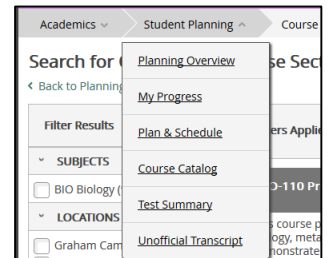
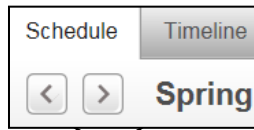
3. Select the course you are looking for (e.g. BIO 111: General Biology I) and view the available sections.



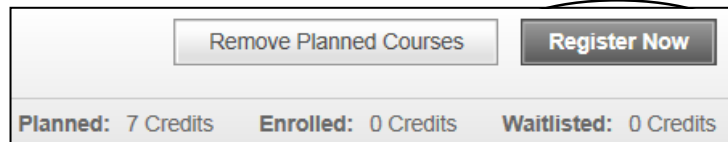
<u>General Biology I 01W</u>			
Seats	Times	Locations	Instructors
24	M/W/F 8:00 AM - 8:55 AM 8/19/2017 - 12/14/2017	Graham Campus, H Bldg 126 Classroom Hours	Guest, G
	F 12:45 PM - 3:45 PM 8/19/2017 - 12/14/2017	Graham Campus, H Bldg 302 Lab/Shop Hours	

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.



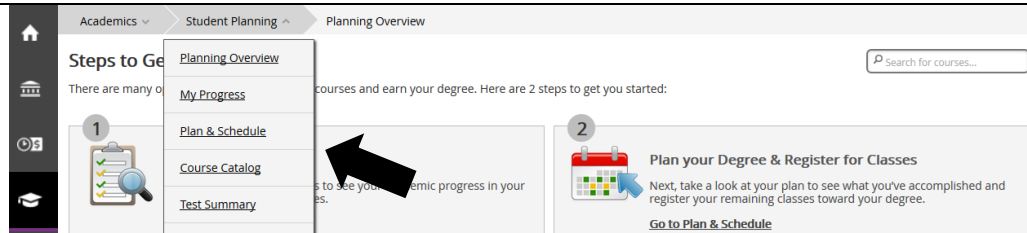
6. Use the forward arrow to advance to the current semester.
7. To register for your selected classes, select the "Register Now" option



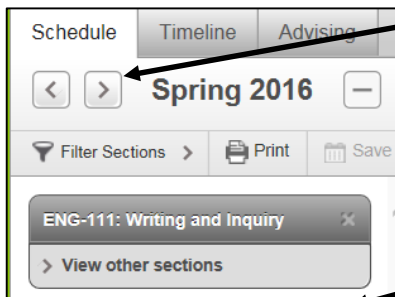
<p>Search for a course subject: <input type="text" value="BIO"/></p>	<p>Search for the classes by subject.</p>
<p>Filter Results</p> <p>▼ SUBJECTS</p> <p><input checked="" type="checkbox"/> BIO - Biology (11)</p>	<p>If you are looking for multiple classes you can select additional subjects or un-check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

Registering for Planned Classes

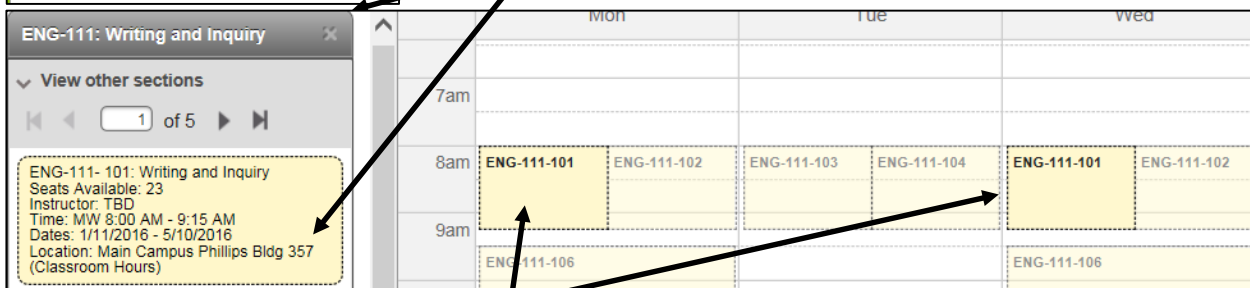
1. Select **Plan and Schedule** under **Student Planning**.



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

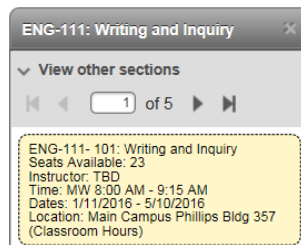


Selecting "View other sections" will display course options.

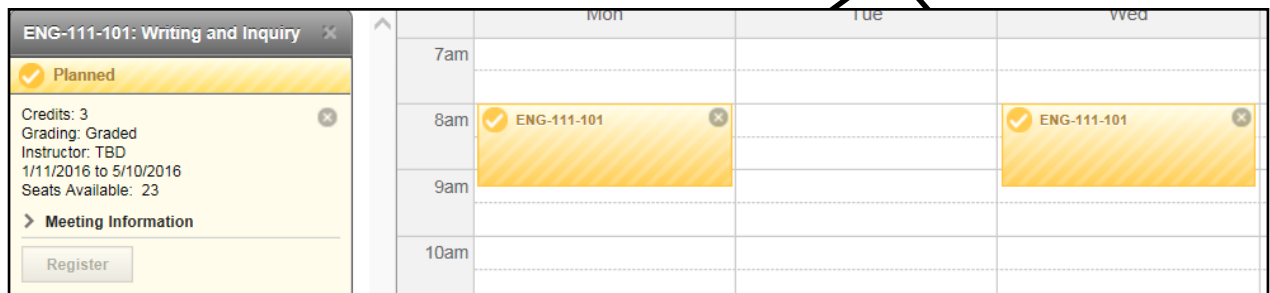


Hovering your mouse over each section in the menu will display the course and lab meeting times on your weekly schedule.

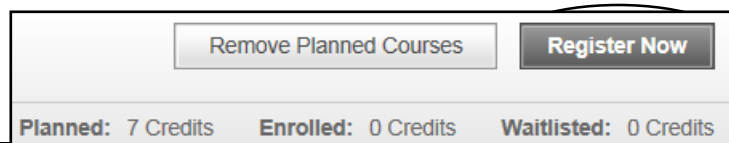
3. To add the class to your planned schedule, simply left-click on the section within the menu.



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

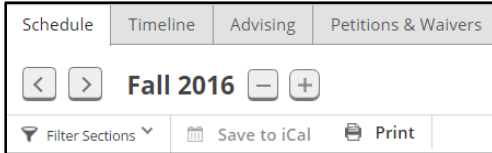
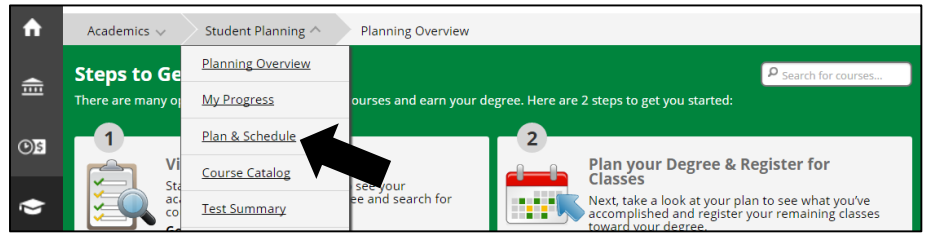


4. To register for your selected classes, select the "Register Now" option.



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.

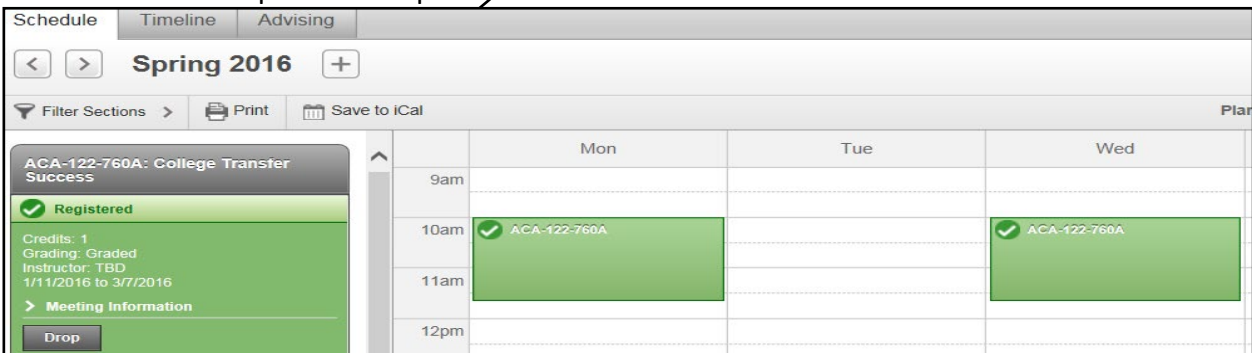
How do I know that my registration was successful?

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.

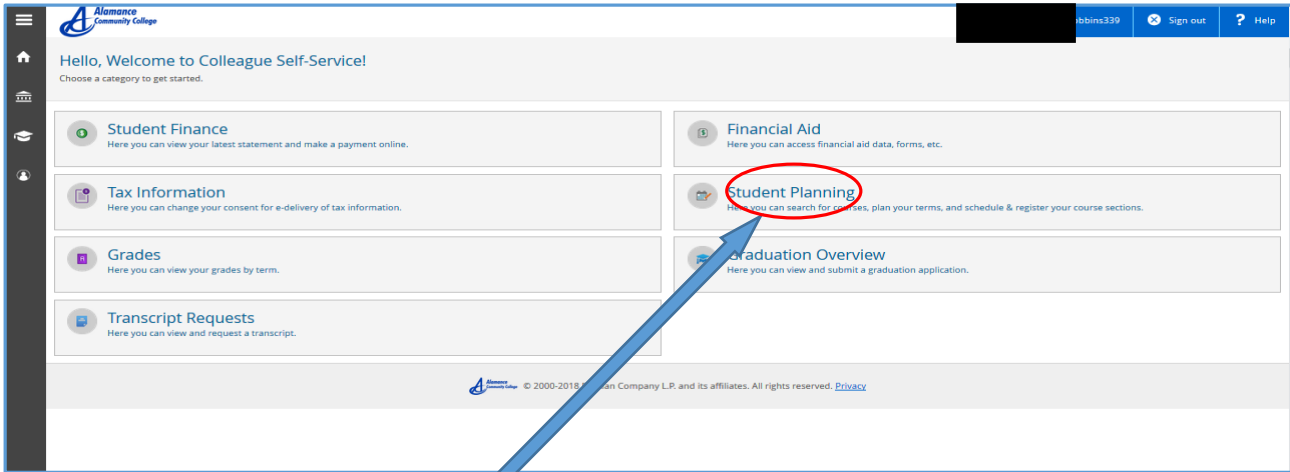
You will also have the option to Drop the classes.



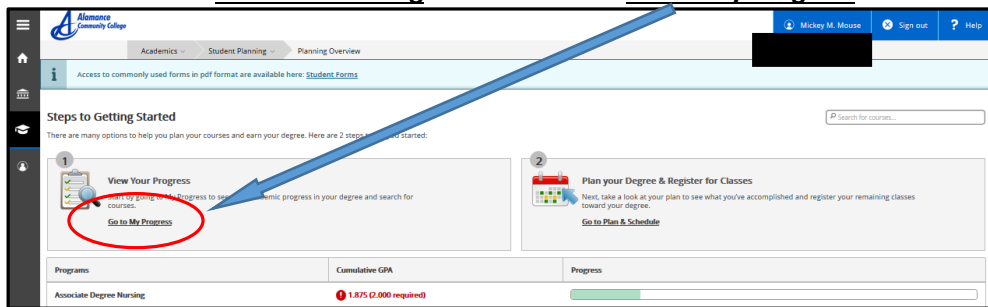
Please Note: You must pay for classes by the tuition deadline to avoid being dropped for non-payment. For more information about the tuition and fees payment schedule, go to: <https://www.alamancecc.edu/>

Program Evaluation

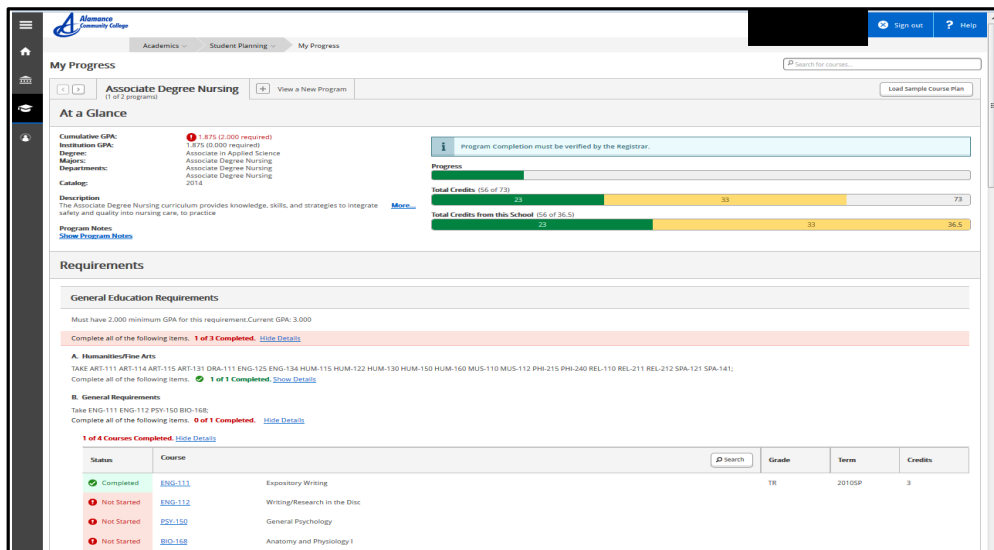
My Progress - This page shows the requirement courses that you need to complete your academic program. It also shows those classes that you have taken and those that you will need for your degree etc...



Click **“Student Planning”** and then click **“Go To My Progress”**



My progress page will show your progress in your program along with status of all requirements for your program. Sample screenshot below:



If you have questions on your progress check with your advisor

Official Transcript Request

The screenshot shows the Alamance Community College website. The top navigation bar includes the college logo, a search bar, and links for 'Sign out' and 'Help'. The breadcrumb trail reads 'Academics > Transcript Requests'. A blue information banner states: 'All transcript requests are fulfilled by the National Student Clearinghouse - Please use this link: [National Student Clearinghouse](#)'. Below this, the page title is 'Transcript Requests'. A sidebar on the left contains navigation icons, with 'Transcript Requests' highlighted. A blue arrow originates from the 'Transcript Requests' link in the sidebar and points to the 'National Student Clearinghouse' link in the banner.

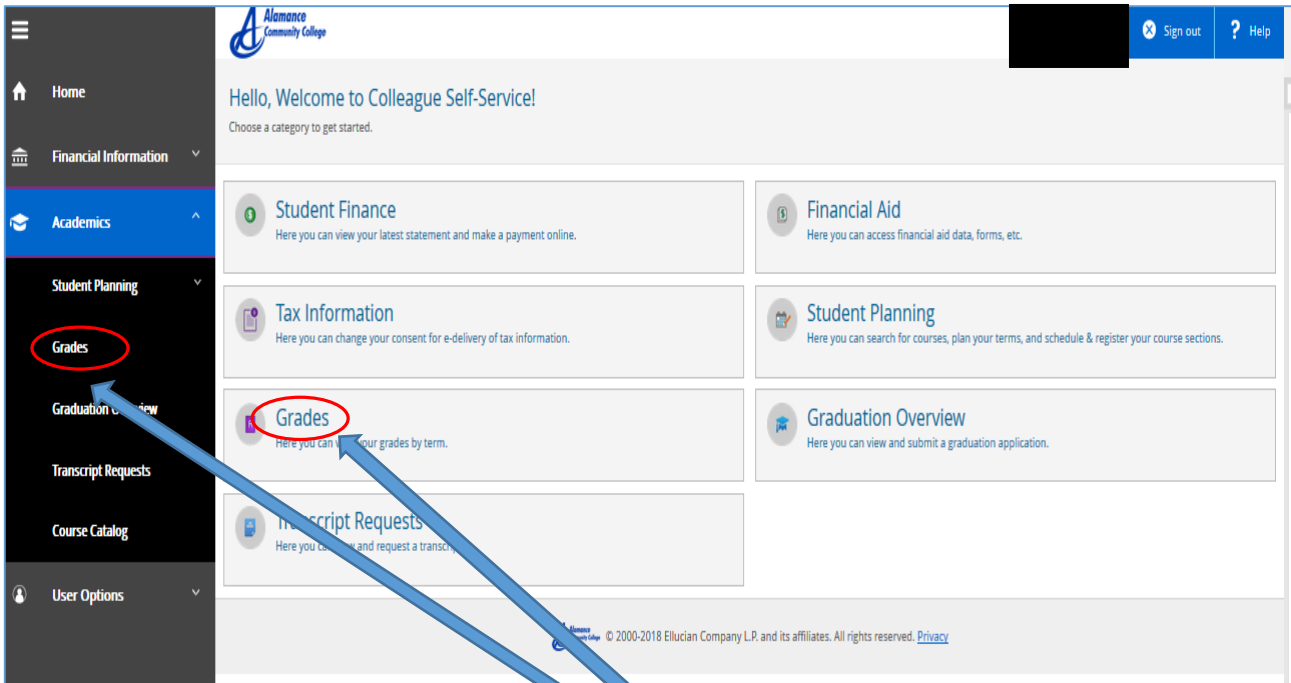
Click on the **"National Student Clearinghouse"** link. This will take you directly to the transcript ordering page. The following will appear:

The screenshot shows the 'Transcript Ordering Center' page. The top navigation bar includes the college logo and a 'Help' link. A red 'System Messages' banner contains two messages: 'Important Information: AUG. 8-9 DOWNTIME...' and 'Important Information: Please be advised there may be delays or disruptions...'. Below this is a 'Clearinghouse Notifications' section with a message about payment. A green button labeled 'ORDER TRANSCRIPT(S) >' is prominently displayed. A blue arrow points from a text box to this button. Below the button is a link for 'View Transcript Order Status'. The footer includes the National Student Clearinghouse logo, address (2300 Dulles Station Blvd, Suite 220, Herndon, VA 20171), and links for 'Contact Us', 'Privacy Policy', and 'Terms & Conditions of Use'. Copyright information for 2020 is also present.

Click here to begin your order
And complete the request

Transcript can be sent either electronically to an email address or mailed. Note that there is a small processing fee charged by National Student Clearinghouse for this service. You are not charged until the transcript is sent. You also receive confirmation emails at every step of the process (ie request received, consent received, transcript sent, transcript retrieved, etc).

Grades



Click on "**Grades** (either link)
and you can view your grades, by term, for every class taken at ACC

Academics ▾ Grades

Grades

Course Section	Title	Final Grade	Midterm 1	Credits
2016 Spring Semester Term GPA: 3.000				
OST-243-02E 1/11/2016 - 5/12/2016	Med Office Simulation	B	A	3
2015 Fall Semester Term GPA: 2.000				
2015 Summer Semester Term GPA: 2.000				
2015 Spring Semester Term GPA: 1.375				
2014 Fall Semester Term GPA: 2.500				
2014 Summer Semester Term GPA: 4.000				

Course Section & Title & Final Grade & Midterm Grade & Credits are listed for each course by term

Click on arrow to expand or collapse term grades

Unofficial Transcript

Your unofficial transcript will show all courses taken at our college, grades for each, along with term and cumulative GPAs, and any degrees awarded by our college. In addition, any credits transferred in from other institutions (with institution's name) will also show on the transcript

The screenshot shows the Alamo Community College self-service portal. The left sidebar contains a navigation menu with the following items: Home, Financial Information, Employment, Academics, and Student Planning. The 'Student Planning' item is circled in red. A blue arrow points from a text box to this item. The text box contains the instruction: "1st - Click on Arrow to expand Student Planning". Below the 'Student Planning' item, a sub-menu is visible with the following items: Planning Overview, My Progress, Plan & Schedule, Course Catalog, Test Summary, and Unofficial Transcript. The 'Unofficial Transcript' item is also circled in red. A second blue arrow points from a text box to this item. The text box contains the instruction: "2nd - Click on Unofficial Transcript". The main content area of the portal displays a grid of service tiles, including Student Finance, Financial Aid, Employee, Grades, and Transcript Requests.

The screenshot shows the 'Unofficial Transcript' page in the Alamo Community College self-service portal. The breadcrumb navigation at the top reads: Academics > Student Planning > Unofficial Transcript. A yellow warning banner at the top of the page contains a warning icon and the text: "These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar." Below the warning banner, there is a link labeled "Curriculum Transcript Transcript" which is circled in red. A blue arrow points from a text box to this link. The text box contains the instruction: "Click on Curriculum Transcript and then open as a PDF." Another blue arrow points from a text box to the warning banner. The text box contains the instruction: "This is reminder that you are viewing an unofficial transcript". The footer of the page includes the Alamo Community College logo and the text: "© 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

An Example is shown below
 Heading information on student has been excluded

Course & Title of Course & Final Grade & Hours Attempted and Completed & Dates & Academic Standing are listed by term

Curriculum:

Course	Title/Comments	Grd	Repeat	Hrs Att	Hrs Cmpl	Grade Points	Course Dates
2013 Summer Semester							
MAT-060	Essential Mathematics	PB		4.00	4.00	0.00	05/16/13-07/12/13
OST-148	Med Coding Billing & Insu	C		3.00	3.00	6.00	05/16/13-07/12/13
				Term Totals:	7.00	7.00	GPA = 2.000
				Cumulative Totals:	7.00	7.00	GPA = 2.000
Academic Standing: Good Standing							
2013 Fall Semester							
DMA-040	Express/Lin Equat/Inequal	P		1.00	1.00	0.00	08/15/13-09/11/13
DMA-050	Graphs/Equations of Lines	R		1.00	0.00	0.00	09/12/13-10/08/13
MED-110	Orientation to Med Assist	B		1.00	1.00	3.00	08/15/13-10/08/13
ACA-111	College Student Success	A		1.00	1.00	4.00	08/15/13-12/16/13
CIS-111	Basic PC Literacy	C		2.00	2.00	4.00	08/15/13-12/16/13
ENG-090	Composition Strategies	PC		3.00	3.00	0.00	08/15/13-12/16/13
ENG-115	Oral Communication	A		3.00	3.00	12.00	08/15/13-12/16/13
RED-090	Improved College Reading	PB		4.00	4.00	0.00	08/15/13-12/16/13
				Term Totals:	16.00	15.00	GPA = 3.286
				Cumulative Totals:	23.00	22.00	GPA = 2.900
Academic Standing: Good Standing							
2014 Spring Semester							
ENG-111**	Expository Writing	B		3.00	3.00	9.00	01/09/14-05/12/14
MAT-110	Mathematical Measurement	C		3.00	3.00	6.00	01/09/14-05/12/14
MED-116	Introduction to A & P	C		4.00	4.00	8.00	01/09/14-05/12/14
MED-118	Medical Law and Ethics	B		2.00	2.00	6.00	01/09/14-05/12/14
MED-121	Medical Terminology I	C		3.00	3.00	6.00	01/09/14-05/12/14
				Term Totals:	15.00	15.00	GPA = 2.333
				Cumulative Totals:	38.00	37.00	GPA = 2.560
Academic Standing: Good Standing							
2014 Summer Semester							
HUM-115**	Critical Thinking	A		3.00	3.00	12.00	05/16/14-07/11/14
				Term Totals:	3.00	3.00	GPA = 4.000
				Cumulative Totals:	41.00	40.00	GPA = 2.714
Academic Standing: Part Time Honors							

How to Find Your Advisor

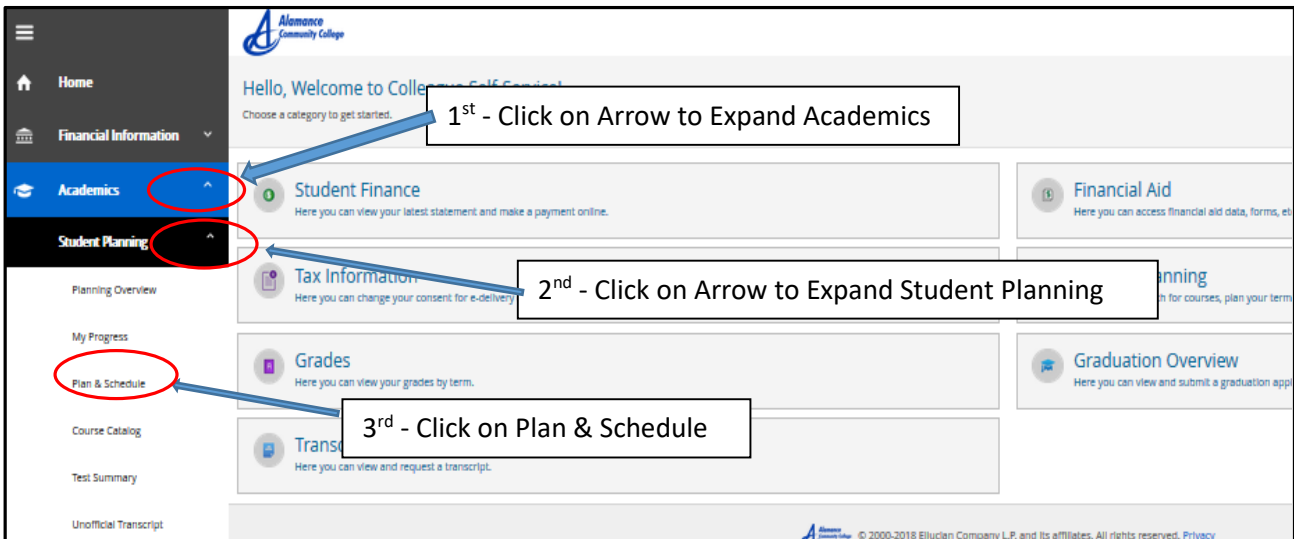
1st - Click on Arrow to expand Student Planning

2nd - Click on Plan & Schedule

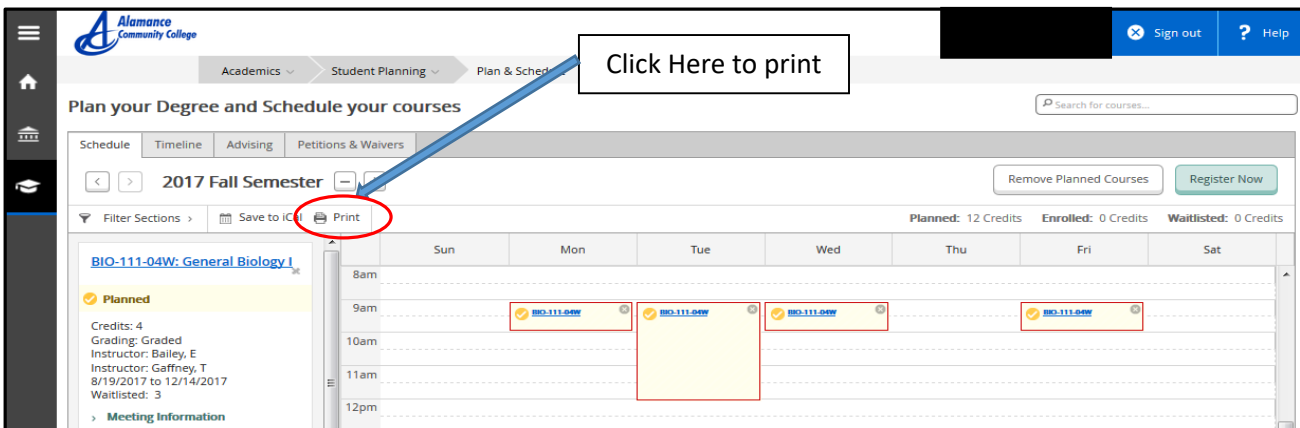
3rd - Click on Advising Tab

Advisor name is listed along with a section to compose a message and a history of emails sent and received

Current Schedule



The following screen appears showing student schedule



Below is an example of a printed student schedule

Mickey M. Mouse

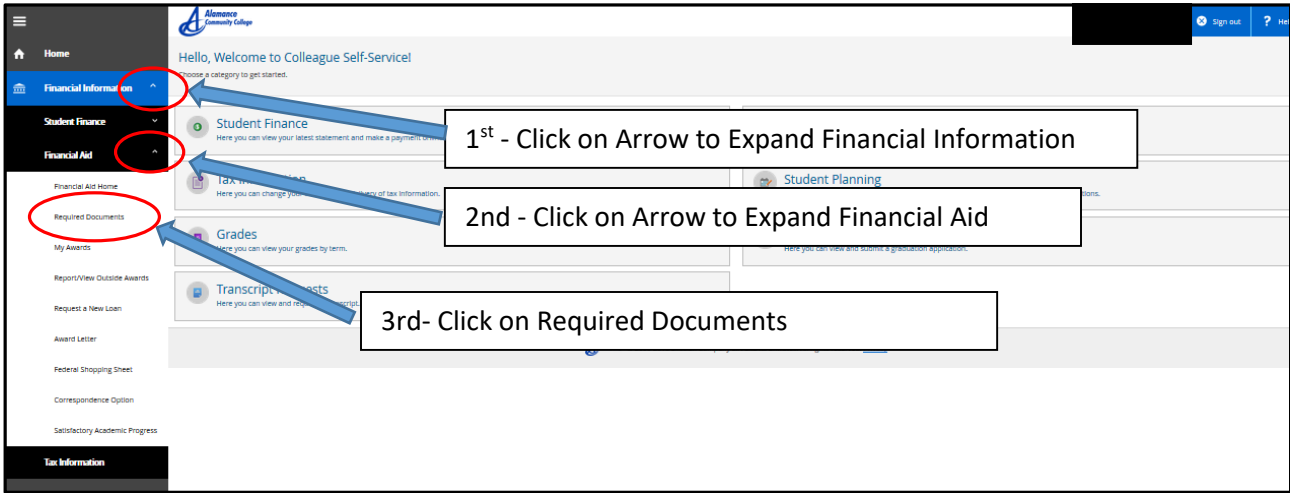
Status & Course Title & Date/Time & Location & Instructor for each class is shown

2017 Fall Semester Planned: 12 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

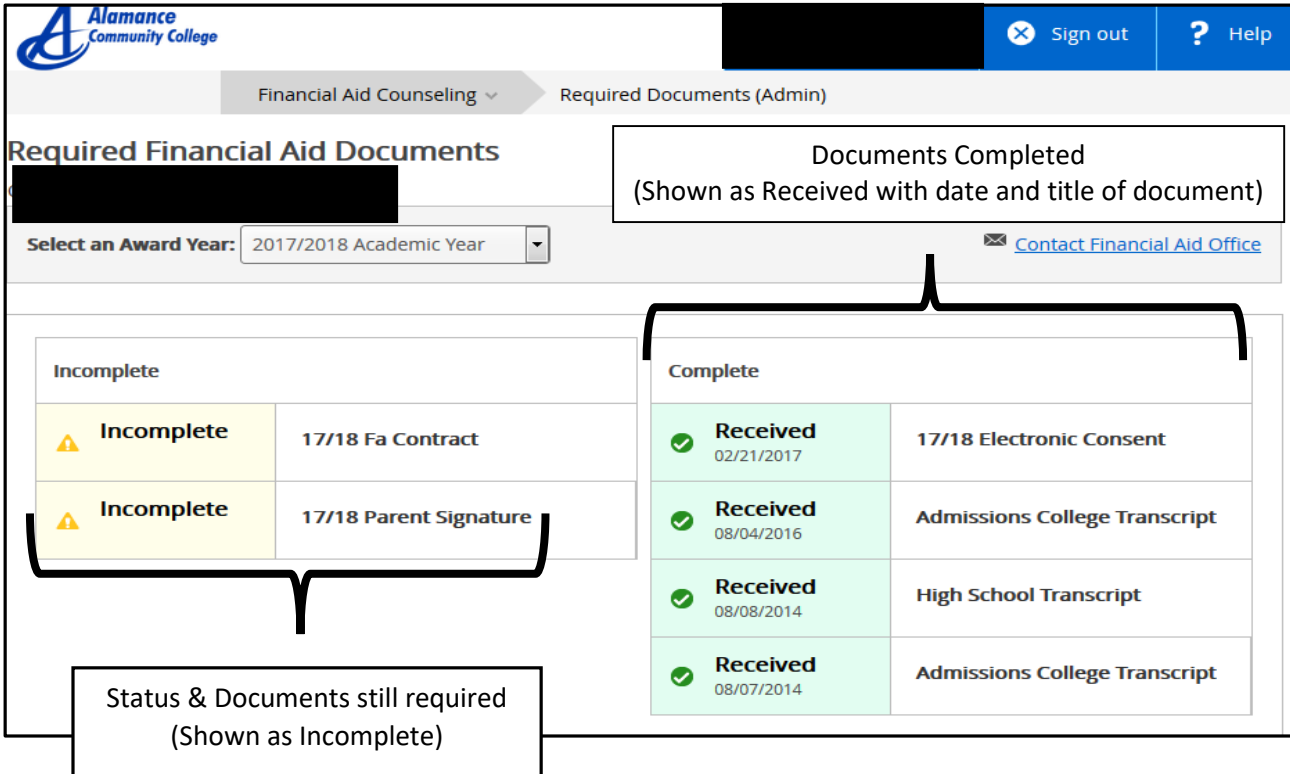
Status	Course Title	Time	Location	Instructor
Planned	BIO-111-04W General Biology I	MWF 9:05 AM - 10:00 AM 8/19/2017 - 12/14/2017 T 9:05 AM - 12:05 PM 8/19/2017 - 12/14/2017	H Bldg, 126 H Bldg, 302	Bailey, E Gaffney, T
Planned	BIO-163-01W Basic Anat & Physiology	Th 6:00 PM - 9:00 PM 8/19/2017 - 12/14/2017 T 6:00 PM - 9:00 PM 8/19/2017 - 12/14/2017	H Bldg, 126 H Bldg, 305	Pulley, J
Planned	CIS-110-01E Introduction to Computers	TBD 8/19/2017 - 12/14/2017 TBD 8/19/2017 - 12/14/2017	Distant Education/Online, ONLNE Distant Education/Online, ONLNE	Schnell, K

Required Documents Status

This will show the status of all documents that are required
(ie Transcripts, FA documents, etc)

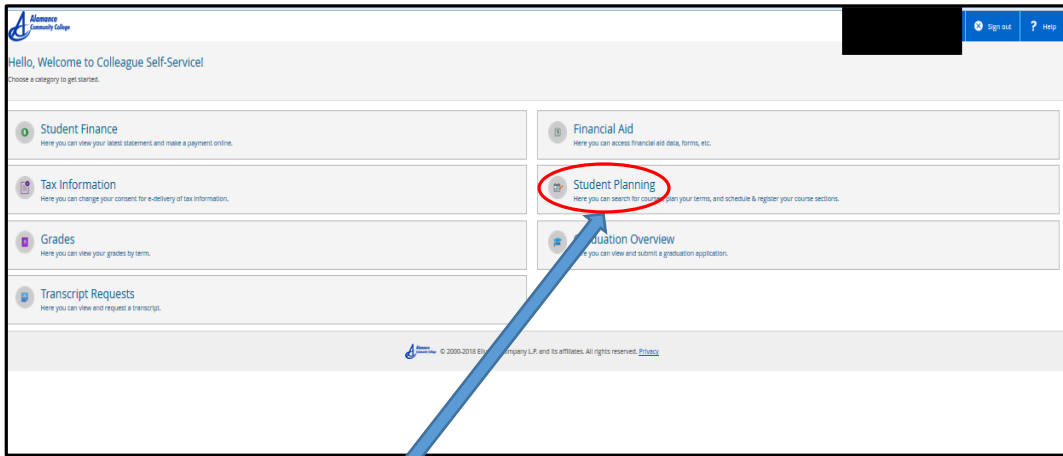


Example shown below:

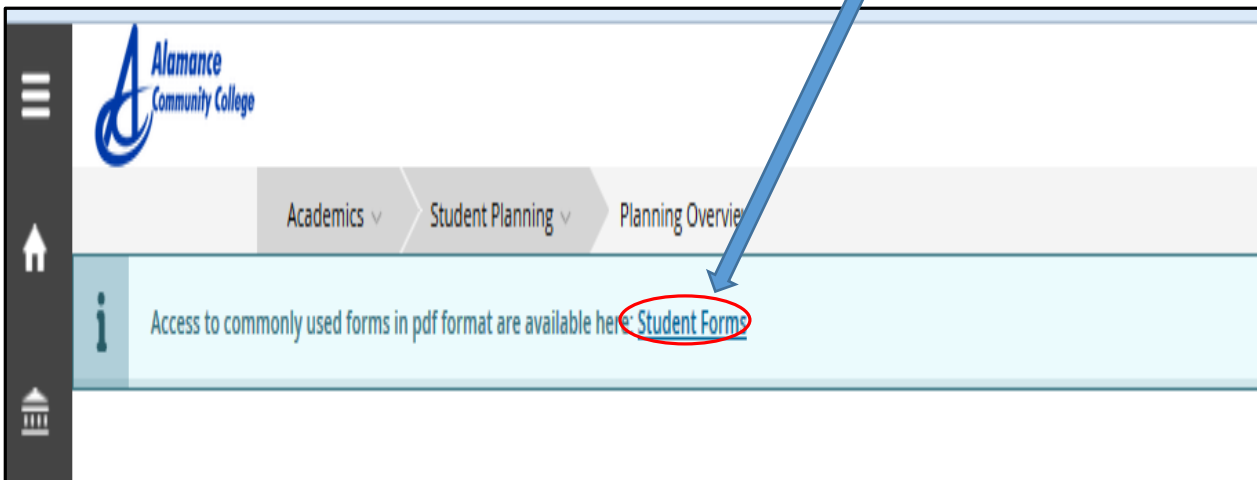


Student forms

Access to ACC forms



Click on **“Student Planning”** and then on **“Student Forms”**



A page with links to Alamo Community College student forms will appear.

Note that selected form will need to be printed out, completed, and then submitted.

- **Change of Student Information Form** is used to change your information in our database (name, mailing address, email address, etc). Address/Email/Telephone changes can now be made by the student themselves in the User Profile section of Self Service (pages 47 – 53 of this guide explains how). **Note that SSN change or Name change requires additional documentation.**

- **Drop/Add Form** – Form used to drop or add a course after the end of the semester drop/add period. **Note that form will need to be submitted to your instructor/department head.**

- **FERPA Release Form** – Form authorizing the college to release your non-directory information to specified individual(s) upon their request.

- **Placement Test Retest** – Form to authorize placement test retest. **Note that request must be approved by ACC Faculty/Staff member.**

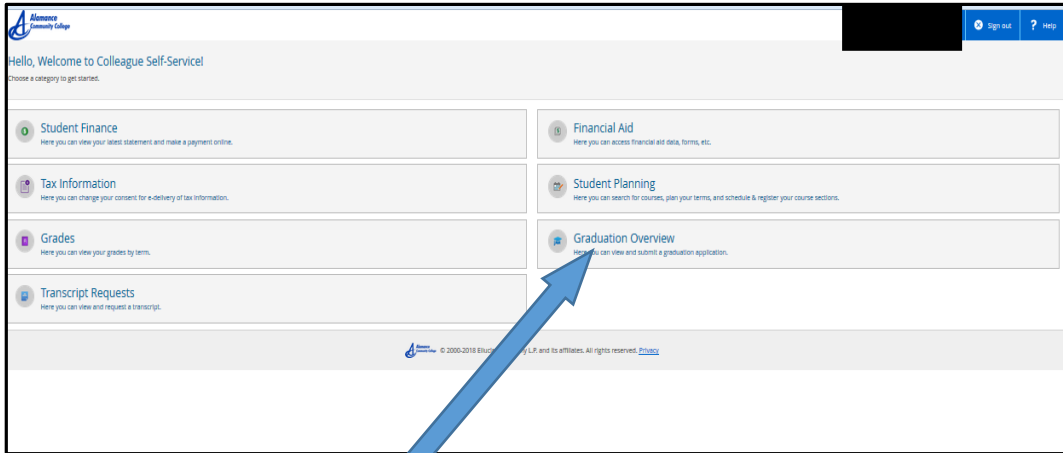
- **Placement Test Score Request** – Form authorizing ACC to release your placement test scores.

- **Tuition Refund Request** – Form for a tuition refund. **Note that form is submitted to the Academic Dean for approval/disapproval.**

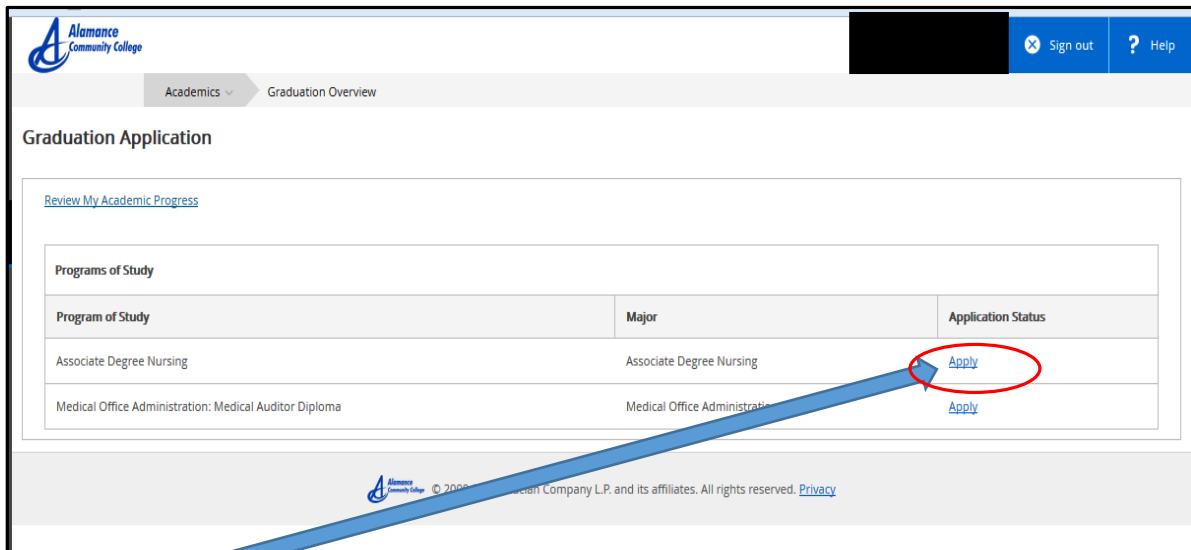
- **Degree Certification Reprint Request** – Request for an additional copy of ACC degree/certificate. **Note that there is a fee involved that must be paid before release of degree/certificate.**

- **Application for Graduation** – Paper copy of application for graduation.

Graduation Overview



Click on **“Graduation Overview”** to begin process to electronically submit a graduation application.
Note that you must submit a graduation application if you wish to graduate and have your degree listed on your transcript – it is not an automatic process



Click on **“Apply”** button next to the program of study that you wish to submit a graduation application for and the following screen will appear.

Alamance Community College

Academics > Graduation Overview

< Back to Programs of Study

Graduation Application

Full Name: Mickey M Mouse

GraduationTerm *: Please Select

Preferred Name on Diploma *: Mickey M Mouse

Medical Office Administration: Medical Auditor Diploma

Major: Medical Office Administration

CCD: Diploma

Commencement Details

Diploma Mailing: Ship to preferred mailing address

Address: 2603 Holly Hill St, Burlington, NC 27215

Ship to a new address

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Name and address will auto-populate from our database

If you want your name listed differently on your diploma update it here

If you want it shipped to a different address click here and complete new address

Alamance Community College

Academics > Graduation Overview

< Back to Programs of Study

Graduation Application

Full Name: Mickey M Mouse

GraduationTerm *: 2017 Fall Semester

Preferred Name on Diploma *: Mickey M Mouse

Medical Office Administration: Medical Auditor Diploma

Major: Medical Office Administration

CCD: Diploma

Commencement Details

Diploma Mailing: Ship to preferred mailing address

Address: 2603 Holly Hill St, Burlington, NC 27215

Ship to a new address

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Click on arrow button and select the term you are applying for

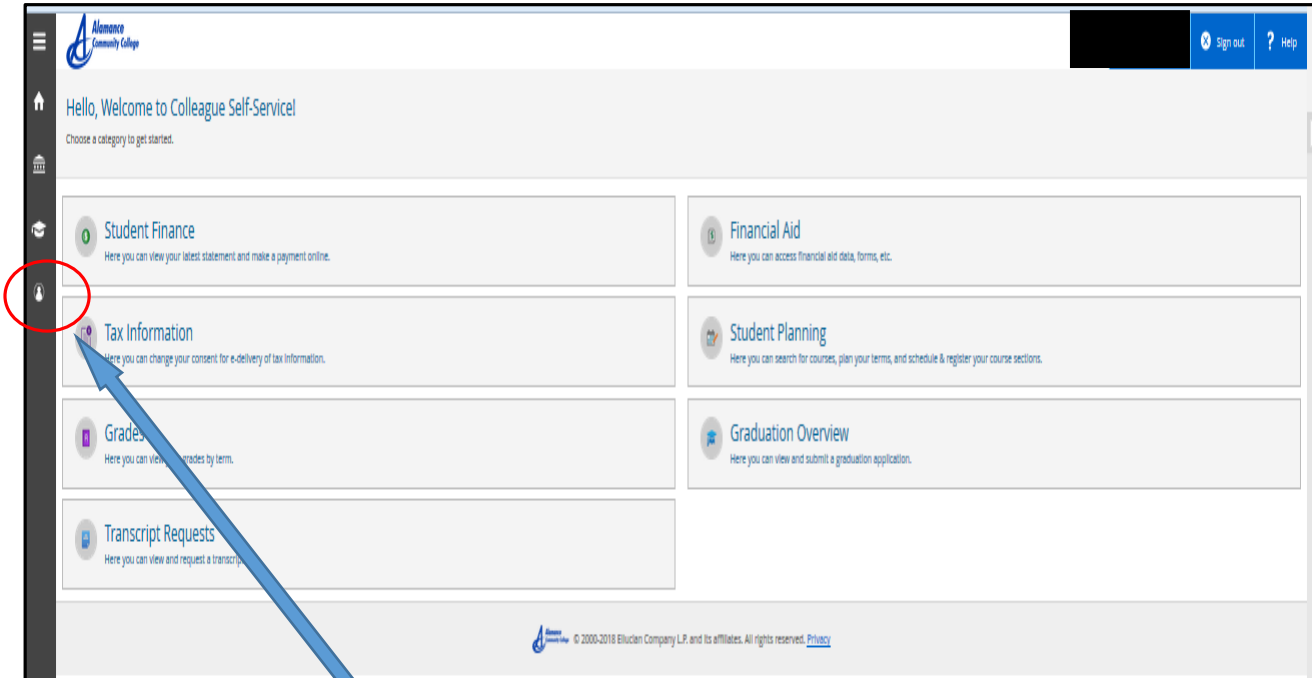
Click on submit button

Once you click on **Submit** button you will receive an email confirming that we have received your graduation application along with other planning information that you will need for graduation.

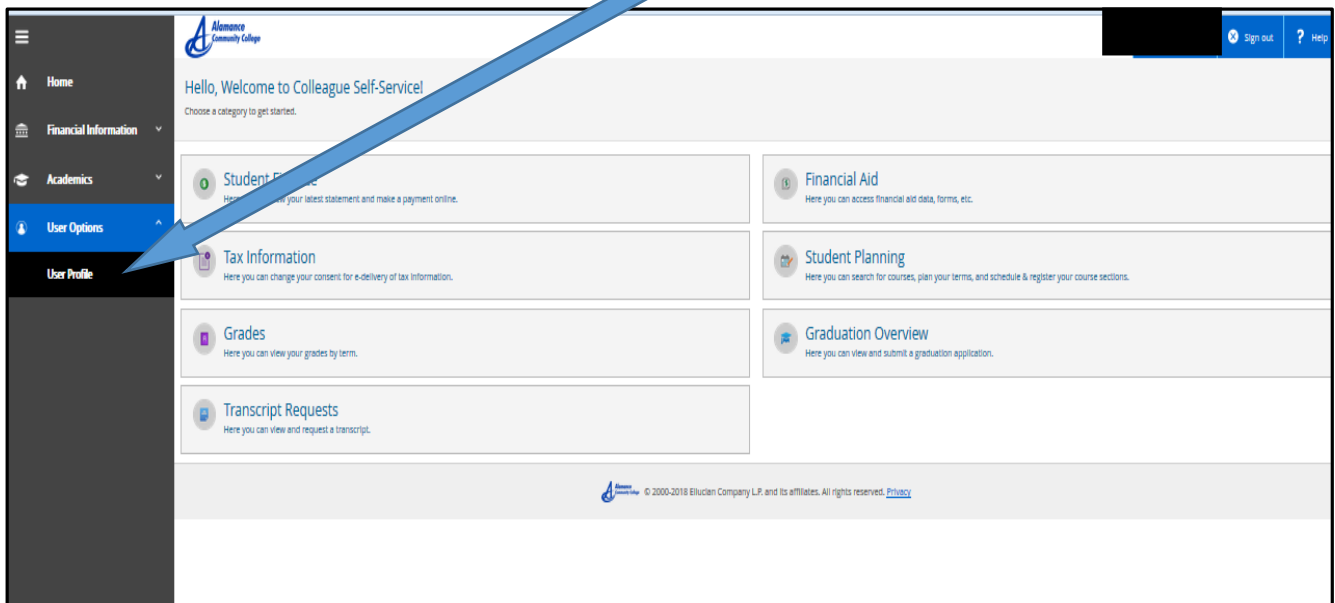
Note that if Graduation Application is not submitted by the deadline date then a paper copy must be submitted to Academic Dean.

User Profile

View and update your demographic information in college database



Click [here](#) to expand and then [here](#) to access your profile



The following screen will appear

The screenshot shows the 'About You' section of a user profile. It includes a profile card for 'Mickey Mouse' with fields for name, ID#, date of birth, and primary email. Below this are three sections: 'Addresses', 'Email Addresses', and 'Phone Numbers', each with a table of user information and a 'Confirm' button. Blue arrows point from callout boxes to the corresponding data fields in the profile.

Callout 1: Your name, ID#, DOB, & Primary Email will be shown here

Callout 2: Your current address and type of address will be shown here

Callout 3: Your primary email will be shown here

Callout 4: All phone numbers & types will be shown here

Address	Type	Preferred
2603 Holly Hill St, Burlington, NC 27215	Business	<input checked="" type="checkbox"/>

Email	Type	Preferred
elizabeth.brehler@alamancecc.edu	Primary - Groupwise	<input checked="" type="checkbox"/>

Phone Number	Type
336-000-1235	Home

How to Update User Profile (address, email, & telephone)

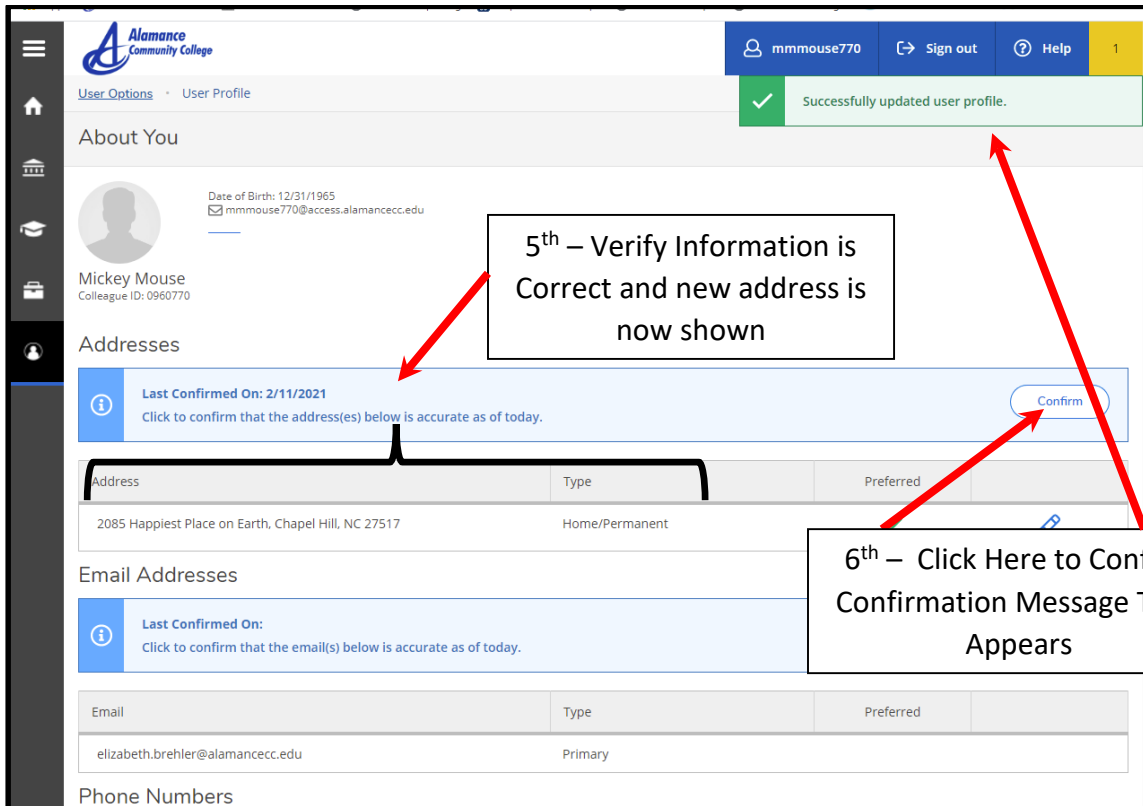
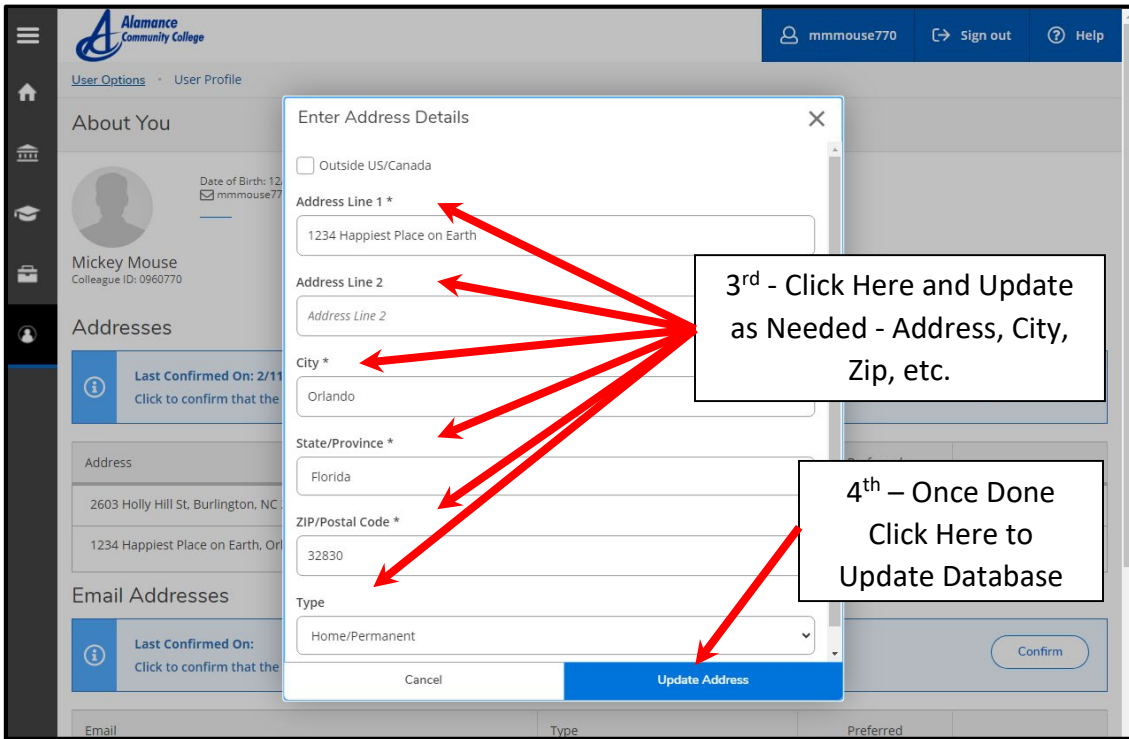
The screenshot shows the user profile page for Mickey Mouse. The left sidebar has 'User Options' selected, and 'User Profile' is highlighted. A red arrow points from the 'User Options' menu to the 'Addresses' section. Another red arrow points from the 'User Profile' menu to the 'Addresses' section. A callout box points to the 'User Options' menu with the text '1st - Click Here (User Options)'. Another callout box points to the 'User Profile' menu with the text '2nd Then Click Here (User Profile)'. The 'Addresses' section shows a table with one address: '2085 Happiest Place on Earth, Chapel Hill, NC 27514'. The table has columns for 'Address', 'Type', and 'Preferred'. The 'Preferred' column has a green checkmark. There is an edit icon (pencil) in the rightmost column of the row.

Address	Type	Preferred	
2085 Happiest Place on Earth, Chapel Hill, NC 27514	Home/Permanent	✓	

Update Address

The screenshot shows the user profile page for Mickey Mouse, focusing on the 'Addresses' section. A red arrow points from a callout box to the edit icon (pencil) in the rightmost column of the address row. The callout box contains the text '3rd - Click Here (Edit Icon)'. The 'Addresses' section shows a table with one address: '2085 Happiest Place on Earth, Chapel Hill, NC 27514'. The table has columns for 'Address', 'Type', and 'Preferred'. The 'Preferred' column has a green checkmark. There is an edit icon (pencil) in the rightmost column of the row.

Address	Type	Preferred	
2085 Happiest Place on Earth, Chapel Hill, NC 27514	Home/Permanent	✓	



Update Email Address(s)

Note that your preferred email address will always be your ACC email address

Colleague ID: 0960770

Addresses

Last Confirmed On: 2/11/2021
Click to confirm that the address(es) below is accurate as of today. Confirm

Address	Type	Preferred	
The Happiest Place on Earth, Walt Disney World, Orlando, FL 32830	Home/Permanent	✓	

Email Addresses

Last Confirmed On: 2/11/2021
Click to confirm that the email(s) below is accurate as of today. Confirm

+ Add New Email

Email	Type	Preferred	
mmmhouse770@access.alamancecc.edu	Primary	✓	

Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

Phone Number	Type
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Colleague ID: 0960770

Addresses

Last Confirmed On: 2/11/2021
Click to confirm that the address(es) below is accurate as of today. Confirm

Address	Type	Preferred	
The Happiest Place on Earth, Walt Disney World, Orlando, FL 32830	Home/Permanent		

Email Addresses

Last Confirmed On: 2/11/2021
Click to confirm that the email(s) below is accurate as of today. Confirm

+ Add New Email

Email	Type	Preferred	
mmmhouse770@access.alamancecc.edu	Primary	✓	

Enter Email Details

Email Address

Type

- Secondary (Info Only)
- Secondary (Info Only)**
- Continuing Education

Cancel Add Email

1st - Click Here (Edit Icon)

2nd - Insert (New Email Address)

3rd - Select Type

4th - Click (Add Email)

Colleague ID: 0960770

Addresses

Last Confirmed On: 2/11/2021
Click to confirm that the address(es) below is accurate as of today. Confirm

Address	Type	Preferred	Actions
The Happiest Place on Earth, Walt Disney World, Orlando, FL 32830	Home	<input checked="" type="checkbox"/>	

Email Addresses

Last Confirmed On: 2/11/2021
Click to confirm that the email(s) below is accurate as of today. Confirm

[+ Add New Email](#)

Email	Type	Preferred	Actions
mmmou770@access.alamancecc.edu	Primary	<input checked="" type="checkbox"/>	
mickey.mouse1965@yahoo.com	Secondary (info Only)	<input type="checkbox"/>	

Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

[+ Add New Phone](#)

Update/Add Telephone Number(s)

Address	Type	Preferred	Actions
The Happiest Place on Earth, Walt Disney World, Orlando, FL 32830	Home/Permanent	<input checked="" type="checkbox"/>	

Email Addresses

Last Confirmed On: 2/11/2021
Click to confirm that the email(s) below is accurate as of today. Confirm

[+ Add New Email](#)

Email	Type	Preferred	Actions
mmmou770@access.alamancecc.edu	Primary	<input checked="" type="checkbox"/>	
mickey.mouse1965@yahoo.com	Secondary (info Only)	<input type="checkbox"/>	

Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

[+ Add New Phone](#)

Phone Number	Type	Actions
336-000-1238	Home	

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The screenshot shows a user profile page with a modal window titled "Enter Phone Details". The modal contains the following fields:

- Phone Number * (with a placeholder "Phone Number")
- Extension (with a placeholder "Extension")
- Type (dropdown menu showing "Cell phone")

At the bottom of the modal are "Cancel" and "Add Phone" buttons. A callout box on the right says "2nd – Add Information Here" with three red arrows pointing to the Phone Number, Extension, and Type fields. Another callout box below it says "3rd – Click Here (Add Phone)" with a red arrow pointing to the "Add Phone" button.

The screenshot shows the "Phone Numbers" section of the user profile page. It includes a "Last Confirmed On:" message and a "Confirm" button. Below this is a table of phone numbers:

Phone Number	Type	Actions
336-000-1238	Home	[Edit] [Delete]
123-456-7890	Cell phone	[Edit] [Delete]

A callout box says "4th Verify Here That Correct Information was Added and Click Confirm" with a red arrow pointing to the "Confirm" button. Another red arrow points from the "Confirm" button to the "336-000-1238" phone number in the table.

LOG OUT

The screenshot shows the Alamo Community College Colleague Self-Service portal. The top navigation bar includes the Alamo Community College logo on the left and a 'Sign out' button with a user icon on the right. Below the navigation bar, a welcome message reads 'Hello, Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' The main content area is a grid of service tiles: 'Student Finance', 'Financial Aid', 'Tax Information', 'Student Planning', 'Grades', and 'Graduation Overview'. A blue arrow points from a text box to the 'Sign out' button. The text box contains the instruction: 'Click on "Sign out" to log out of program'. The footer contains the Alamo Community College logo and copyright information: '© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.