



Registration Quick Steps

Adding Courses via Self Service



Step 1: Go to www.alamancecc.edu, hover over "Login" at the top center, and select "Self-Service."
Log in using your Alamance email address and password.

Step 2: Upon login, you will be directed to your Self-Service portal homepage, where you can access your course plan, timeline, progress, and course catalog.

Step 3: To register, enter the course name and number in the "Search for Courses" tab in the top right corner. If unsure which course to take, return to the ACC homepage, select "Course Catalog" under Quick Links, then choose "ACC Programs" followed by "Curriculum Programs of Study A-Z" to locate your program and its required courses.

Step 4: Once you have identified your desired course, enter it into the "Search for Courses" tab (e.g., ECO 251).

Step 5: A list of available courses will appear. Use the "Filter Results" section on the left to select your preferred semester and delivery method (in-person or online).

Step 6: Select your desired term under the "Terms" filter (e.g., Fall 2026) to view only courses offered that semester.

Step 7: Click "View Available Sections" to see all days and times offered for that course during the selected semester.

Step 8: Review the section numbers: numbers greater than 1 indicate full 16-week courses (August–December); sections 41–49 represent the first 8-week accelerated term (August–October); sections 51–59 represent the second 8-week term (October–December).

Step 9: Note the section letters: "H" denotes hybrid, "E" denotes online, and a "C" indicates a co-requisite course must be taken concurrently.

Step 10: Check the waitlist number to determine seat availability; a number indicates how many students are currently waiting for that section.

Step 11: Click "Add Section to Schedule" on the right, review the section details (days, meeting times, and credits), then select "Add Section" at the bottom right.

Step 12: To finalize registration, navigate to "Course Plan" on the left, check the box next to your selected course, and click the "Approve" tab above. Your registration is now complete and will confirm as "Registered not started" until the first day of classes.



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Key Registration



Course Suffix Legend

When looking at course options, keep in mind that the section code can tell you about the format of the course:

- 01-39 – 16-week course
- 41-49 – 1st 8-week course
- 51-59 – 2nd 8-week course
- 60-69 – 6-week course (Summer Semester)
- No letter – In-person course
- H – Hybrid course (partially in person and partially online)
- E – Online course
- C – Sections linked with a co-requisite section (Applies to English 111)
- L – Hyflex course (In person and/or synchronous or asynchronous Zoom - student preference)
- M – Online course (Synchronous)
- N – Evening in person or hybrid section
- Q – Off campus section
- Y – CCP/Early College Section (Curriculum students cannot register for these sections)

Course Number (ex. ECO-251-41H).

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Learning Option Course Letter (ex. ECO-251-41H).

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