

YOUR QUICK **REGISTRATION** GUIDE

Finding Your Advisor

Log in to [Watermark: Student Success and Engagement](#) to view your academic advisor's contact information.

You can also find your assigned advisor and their contact information in Self-Service by [following these steps](#):

- Log in to Self-Service
- Select "Student Planning"
- Select "Go To Plan & Schedule"
- Click on the Advising tab. This will list your advisor's name and email contact information.

Additionally, you may search for full-time staff and faculty contact information in the ACC Employee Directory on the main website.

Search for Classes

To search for classes, access the Course Catalog through the ACC website or Self-Service.

In Self-Service, navigate to your Home menu. Click on "Course Catalog".

You can search for courses by subject (e.g. BIO, HIS, etc.). Filter by semester on the left-hand side of the screen (e.g. 2026 Fall Semester).

Or, use the Advanced Search tool to search by Day/Time, course section, or course type.

To plan courses:

- Click "Add Section to Schedule". This will PLAN the course in the selected term.
- Planned courses will appear in dark gray.
- Choosing "Add Section to Schedule" DOES NOT register you for the course.

Register for Classes

To register for courses in Self-Service after planning them, navigate to the "Course Plan" tab and select the corresponding term (e.g. 2026 Fall Semester).

If there is a red banner in the upper right-hand corner, contact your Advisor to be registered.

Check to see if there are any Flags corresponding to your planned courses. Flags will be in a yellow box and may appear as "This course has pre- or co-requisites", which will be listed.

If you are unsure whether or not you have satisfied the pre- or co-requisites, CONTACT YOUR ADVISOR. Registering for a course you are not approved to take may result in your being dropped from the course.

When you are ready to register:

- Navigate to the "Course Plan" tab and choose the correct term.
- Click the blue "Register Now" button in the upper right-hand corner.

If you are offered a seat in a waitlisted course, you may register through Self-Service during the 24-hour period stated in the email you received. Ensure the course says "Waitlisted with permission to register", check the box beside the course, and click "Register Now".

To view your schedule in Self-Service, go to "Course Plan", and choose "List" or "Calendar" view.

YOUR QUICK **REGISTRATION** GUIDE

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)

Paying for Classes

To pay for classes, you can:

- Come in person to Main Campus, Student Services “S” Building, and visit the Business Office window.
- In Self-Service, go to “Student Finance”, “Make a Payment”, and choose the blue button that says “Continue to Payment Center”.
- If you are expecting Financial Aid, but have not yet received an award, you **MUST** make a payment or set up a payment arrangement to secure your classes **BEFORE** the beginning of the term.
- Please contact our Financial Aid Office if you have any questions or concerns about eligibility and/award status.



Self-Service Course Catalog

Use the QR Code to the left to search the Course Catalog in Self-Service. Course search instructions are located on the front of this page under “Search for Classes”.



ACADEMIC ADVISING SYLLABUS

Name: _____ **Student ID#:** _____

Advisor: _____ **Username:** _____

My Program: Associate in Arts
 Associate in Science
 Associate in Engineering

ACC Email: _____

LEARNING OUTCOMES: Through my work with my Academic Advisor, I will:

- 1) Establish clear education and career goals, and design a strategic plan to achieve them.
- 2) Explore campus resources and opportunities to thrive in college.
- 3) Maintain progress toward graduation through early planning, regular evaluation, and self-advocacy.

Student Commitments: I Will:

- 1) Prepare for appointments by knowing my program and questions.
- 2) Develop and share my goals.
- 3) Collaborate with my Advisor on an Academic Plan for my chosen 4-year institution.
- 4) Maintain school/work/life balance.
- 5) Communicate regularly with my Advisor via email, phone, or in person meetings.
- 6) Track progress using Self Service or my program checklist.
- 7) Research transfer school options for informed decisions.

Advisor Commitments: I Will:

- 1) Engage supportively, recognizing your strengths, and building trust.
- 2) Align your program with your intended major's Transfer Guide.
- 3) Explore courses that match your interests.
- 4) Create an academic plan for your goals and schedule in Self Service.
- 5) Connect you with ACC resources, clubs, and opportunities.
- 6) Reach out at least once per semester.
- 7) Provide timely information about college.
- 8) Discuss transfer and career options.

For the duration of my time at ACC, I will continuously work with my Advisor to:

- Ask for help when needed.
- Celebrate my successes and address challenges.
- Use Self Service for early registration.
- Use Watermark messages, email, or phone for communication.
- Discuss engagement with my program, classes, campus organizations, events, and resources.
- Follow my Academic Plan and evaluate progress in Self Service and adjust as needed.

During my First 15 Credits at ACC, I will :

- Work with my Advisor to ensure my program aligns with career/transfer goals and is declared correctly.
- Identify schools for degree transfer and related majors.
- Set a graduation goal date.
- Create an Academic Plan for all semesters using Student Planning in Self Service.
- Learn to stay connected, find resources, and build “college knowledge.”
- Prioritize my education by registering early for next semester.

At 16 - 30 Credits:

- Confirm my program is correct; work with my Advisor if updates are needed.

At 31 - 45 Credits:

- Continue exploring career and educational opportunities.
- Explore transfer schools and majors, schedule visits, meet application requirements, and attend the Transfer Fair.

At 46 - 60 Credits:

- Discuss applications to transfer schools, ensure I meet requirements, learn to connect with my transfer school Advisor, and attend the Transfer Fair.
- Confirm 100% program completion.
- Apply for Graduation and register for the Commencement Ceremony.

*** If you are completing your program in a format other than 15 credits over 4 semesters, please be assured that we will distribute these actions evenly throughout the program.*

20_____ Fall / Spring / Summer

Course & Section	Credit Hours	Transfer Guide for Major

20_____ Fall / Spring / Summer

Course & Section	Credit Hours	Transfer Guide for Major

20_____ Fall / Spring / Summer

Course & Section	Credit Hours	Transfer Guide for Major

****NOTE: Please refer to your Quick Registration Guide to reference the section number coding legend***

Notes:

ASSOCIATE IN ARTS

Program of Study Checklist

In order to complete the Associate in Arts degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete at least 31 hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete one Academic Transitions course, two English composition courses, one literature course, one general education history course, one math course, and one general education science course. The literature course should be chosen from ENG 231, ENG 232, ENG 241, ENG 242, or ENG 273. Students may not take both BIO 110 and BIO 111 or CHM 131/131A and CHM 151 for credit toward this degree. The Academic Transitions Course, ACA 122, should be completed during the first semester.

Universal General Education Transfer Component (UGETC)	Credits	Semester Completed
ENGLISH COMPOSITION (6 semester hours required)		
ENG 111 Writing and Inquiry	3	
ENG 112 Writing/Research in the Disciplines	3	
ENGLISH LITERATURE (3 semester hours required)		
ENG 231 American Literature I	3	
ENG 232 American Literature II	3	
ENG 241 British Literature I	3	
ENG 242 British Literature II	3	
HUMANITIES/FINE ARTS (6 semester hours required from at least 2 different subjects)		
Communications		
COM 120 Interpersonal Communication or COM 231 Public Speaking	3	
Humanities/Fine Arts		
ART 111 Art Appreciation	3	
ART 114 Art History I	3	
ART 115 Art History II	3	
DRA 111 Theater Appreciation	3	
MUS 110 Music Appreciation	3	
MUS 112 Introduction to Jazz	3	
PHI 215 Philosophical Issues	3	
PHI 240 Introduction to Ethics	3	
HISTORY (3 semester hours required)		
HIS 111 World Civilizations I	3	
HIS 112 World Civilizations II	3	
HIS 131 American History I	3	
HIS 132 American History II	3	

**This list is comprehensive and every effort has been made to ensure its accuracy.
Meet with your advisor to plan your program of study.**

SOCIAL/BEHAVIORAL SCIENCES (6 semester hours required from at least 2 subject areas)		
ECO 251 Prin of Microeconomics	3	
ECO 252 Prin of Macroeconomics	3	
POL 120 American Government	3	
PSY 150 General Psychology	3	
SOC 210 Introduction to Sociology	3	
NATURAL SCIENCES (4 semester hours required)		
BIO 110 Principles of Biology	4	
BIO 111 General Biology I	4	
CHM 151 General Chemistry	4	
GEL 111 Introduction Geology	4	
PHY 110/110A Conceptual Physics and Lab	4	
MATHEMATICS (3-4 semesters hours required)		
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods I	4	
MAT 171 Precalculus Algebra	4	
TOTAL UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT	31-32	

ADDITIONAL GENERAL EDUCATION HOURS–Take 13-14 additional hours from the UGETC list or from the following general education courses.	Credits	Semester Completed
ENGLISH		
ENG 113 Literature-Based Research	3	
ENG 114 Professional Research and Reporting	3	
HUMANITIES		
ASL 111 American Sign Language I	3	
ASL 112 American Sign Language II	3	
ASL 211 Intermediate ASL I	3	
ASL 212 Intermediate ASL II	3	
COM 110 Introduction to Communication	3	
HUM 115 Critical Thinking	3	
HUM 122 Southern Culture	3	
HUM 130 Myth in Culture	3	
HUM 150 American Women's Studies	3	
HUM 160 Introduction to Film	3	
REL 110 World Religions	3	
REL 211 Old Testament	3	
REL 212 New Testament	3	
SPA 111 Elementary Spanish I	3	
SPA 112 Elementary Spanish II	3	
SPA 211 Intermediate Spanish I	3	
SPA 212 Intermediate Spanish II	3	

SOCIAL AND BEHAVIORAL SCIENCES		
PSY 241 Developmental Psychology	3	
PSY 281 Abnormal Psychology	3	
SOC 213 Sociology of the Family	3	
SOC 220 Social Problems	3	
SOC 225 Social Diversity	3	
NATURAL SCIENCES		
BIO 112 General Biology II	4	
BIO 140/140A Environmental Bio/Lab	4	
CHM 131/131A Intro to Chemistry/Lab	4	
CHM 132 Organic/BioChemistry	4	
CHM 152 General Chemistry II	4	
PHY 151 College Physics I	4	
PHY 152 College Physics II	4	
COMPUTER SCIENCES		
CIS 110 Introduction to Computers	3	
CIS 115 Introduction to Programming and Logic	3	
MATHEMATICS		
MAT 172 Precalculus Trigonometry	4	
MAT 263 Brief Calculus	4	
MAT 271 Calculus I	4	
TOTAL ADDITIONAL GENERAL EDUCATION HOURS	13-14	
ACADEMIC TRANSITION – ACA 122 College Transfer Success (Required)	1	

ELECTIVES: Choose any of the General Education courses listed previously or elective courses from this list.	Credits	Semester Completed
ACC 120 Principles of Accounting I	4	
ACC 121 Principles of Managerial Accounting	4	
ART 121 Two-Dimensional Design	3	
ART 122 Three-Dimensional Design	3	
ART 131 Drawing I	3	
ART 132 Drawing II	3	
ART 135 Figure Drawing I	3	
ART 235 Figure Drawing II	3	
ART 240 Painting I	3	
ART 241 Painting II	3	
ART 244 Watercolor	3	
BIO 155 Nutrition	3	
BIO 163 Basic Anatomy & Phys	5	
BIO 168 Anatomy & Phys I	4	
BIO 169 Anatomy and Phys II	4	
BIO 250 Genetics	4	




BIO 271 Pathophysiology	3	
BIO 280 Biotechnology	3	
BIO 275 Microbiology	4	
BUS 110 Introduction to Business	3	
BUS 115 Business Law I	3	
BUS 137 Principles of Business Management	3	
CHM 251 Organic Chemistry I	4	
CJC 111 Introduction to Criminal Justice	3	
CJC 113 Juvenile Justice	3	
CJC 121 Law Enforcement Operations	3	
CJC 141 Corrections	3	
CJC 212 Ethics & Comm Relations	3	
COM 150 Intro. to Mass Communication	3	
COM 251 Debate I	3	
CSC 134 C++ Programming	3	
CSC 151 JAVA Programming	3	
CTS 115 Info Sys Business Concepts	3	
EDU 131 Child, Family and Community	3	
EDU 144 Child Dev I	3	
EDU 145 Child Dev II	3	
EDU 216 Foundations of Education	3	
EDU 221 Children with Exceptionalities	3	
EGR 150 Introduction to Engineering	2	
ENG 125 Creative Writing I	3	
ENG 126 Creative Writing II	3	
ENG 134 Introduction to Poetry	3	
ENG 273 African American Literature	3	
GIS 111 Intro to Geographic Information Systems	3	
HEA 110 Personal Health and Wellness	3	
HIS 163 The World Since 1945	3	
HIS 211 Ancient History	3	
HIS 212 Medieval History	3	
HIS 221 African American History	3	
HIS 236 North Carolina History	3	
HUM 121 The Nature of America	3	
HUM 211 Humanities I	3	
HUM 212 Humanities II	3	
HUM 230 Leadership Development	3	
JOU 110 Intro to Journalism	3	
JOU 216 Writing for Mass Media	3	
JOU 217 Feature/Editorial Writing	3	
MUS 111 Fundamentals of Music	3	
MUS 121 Music Theory I	3	
MUS 122 Music Theory II	3	
MUS 125 Aural Skills I	1	

MUS 126 Aural Skills II	1	
MUS 131 Chorus I	1	
MUS 132 Chorus II	1	
MUS 151 Class Music I	1	
MUS 152 Class Music II	1	
MUS 161 Applied Music I	2	
MUS 162 Applied Music II	2	
MUS 181 Show Choir	4	
MUS 231 Chorus III	1	
MUS 232 Chorus IV	1	
PED 110 Fit and Well for Life	2	
PED 113 Aerobics I	1	
PED 120 Walking for Fitness	1	
PED 122 Yoga I	1	
PED 123 Yoga II	1	
PED 142 Lifetime Sports	1	
PED 145 Basketball - Beginning	1	
PED 146 Basketball - Intermediate	1	
PED 232 Aikido	1	
PED 240 Advanced PE Skills	1	
POL 130 State & Local Government	3	
SOC 240 Social Psychology	3	
SOC 242 Sociology of Deviance	3	
SPA 141 Spanish Culture and Civilization	3	
SPA 221 Spanish Conversation	3	
SPA 231 Spanish Reading and Composition (Prerequisite SPA 212)	3	
TOTAL ADDITIONAL HOURS OF ELECTIVES	14	
TOTAL HOURS NEEDED FOR ASSOCIATE IN ARTS DEGREE	60	
ENGLISH LITERATURE COURSE COMPLETED: ENG 231, ENG 232, ENG 241, ENG 242, ENG 273	Circle one	




THE WRITING LAB

The Writing Lab provides feedback and guidance for any part of the writing process. The Lab is open to all students in any program at ACC.

Services

-  Individual sessions, in person or online, with a writing consultant who will read your work and ask questions to help you revise for development, organization, grammar, and mechanics.
-  Computer space where you can write and ask questions as they arise.
-  Worksheets on writing skills.





To make an appointment:

-  Login @ thinkingstorm.com/alamance **or**
-  Come by the Writing Lab. Walk-in appointments are often available.
-  Call 336-506-4167





THE STEM LAB

The STEM Lab provides an open space for all students. All ACC students, faculty, and staff are welcome to utilize the STEM Lab.

Services

-  Help with coursework and studying
-  Help with homework problems
-  Computer lab for doing MyMathLab homework
-  Provides a location where MAT 171 and MAT 152 students can attend required supplemental instruction

To make an appointment:

-  Visit: Room 351, Main Building
-  Call: 336-506-4167
-  Email: academicsupport@alamancecc.edu
-  No appointments are necessary. Come see us anytime.

ASSOCIATE IN SCIENCE

Program of Study Checklist

In order to complete the Associate in Science degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete at least 34 hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete an academic transitions course* and 32 credit hours of math, science or computer courses in the categories listed in the table.

**The academic transitions course, ACA 122, should be completed in the first semester.*

Universal General Education Transfer Component (UGETC)	Credits	Semester Completed
ENGLISH COMPOSITION (6 semester hours required)		
ENG 111 Writing and Inquiry	3	
ENG 112 Writing/Research in the Disciplines	3	
HUMANITIES/FINE ARTS (6 semester hours from two different disciplines required)		
Communications		
COM 120 Interpersonal Communication or COM 231 Public Speaking	3	
Humanities/Fine Arts		
ART 111 Art Appreciation	3	
ART 114 Art History I	3	
ART 115 Art History II	3	
DRA 111 Theater Appreciation	3	
ENG 231 American Literature I	3	
ENG 232 American Literature II	3	
ENG 241 British Literature I	3	
ENG 242 British Literature II	3	
MUS 110 Music Appreciation	3	
MUS 112 Introduction to Jazz	3	
PHI 215 Philosophical Issues	3	
PHI 240 Introduction to Ethics	3	
SOCIAL/BEHAVIORAL SCIENCES (6 semester hours from two different disciplines required)		
ECO 251 Prin of Microeconomics	3	
ECO 252 Prin of Macroeconomics	3	
HIS 111 World Civilizations I	3	
HIS 112 World Civilizations II	3	
HIS 131 American History I	3	
HIS 132 American History II	3	
POL 120 American Government	3	
PSY 150 General Psychology	3	
SOC 210 Introduction to Sociology	3	

This list is comprehensive and every effort has been made to ensure accuracy. Meet with your advisor to plan your program of study.

NATURAL SCIENCES (8 semester hours of sequenced courses required)		
BIO 111 General Biology I BIO 112 General Biology II	8	
CHM 151 General Chemistry I CHM 152 General Chemistry II	8	
PHY 151 College Physics I PHY 152 College Physics II	8	
PHY 251 General Physics I PHY 252 General Physics II	8	
MATHEMATICS (8 semesters hours required)		
MAT 171 Pre-calculus Algebra	4	
MAT 172 Precalculus Trigonometry	4	
MAT 263 Brief Calculus	4	
MAT 271 Calculus I	4	
MAT 272 Calculus II	4	
TOTAL UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT	34	

ADDITIONAL GENERAL EDUCATION HOURS: Take additional hours from the UGETC list or from the following General Education courses. At least 8 hours must be science, math or computer courses.	Credits	Semester Completed
GENERAL EDUCATION: SCIENCE/MATH REQUIREMENT (8 hours) Choose courses from the UGETC list or from the following courses.		
BIO 140/140A Environmental Bio/Lab	4	
GEL 111 Introductory Geology	4	
PHY 110/110A Conceptual Physics and Lab	4	
MAT 152 Statistical Methods I	4	
MAT 272 Calculus II	4	
MAT 273 Calculus III	4	
ADDITIONAL GENERAL EDUCATION HOURS (3 hours) Choose a course from the UGETC list or from the following courses.		
COMPUTER SCIENCES		
CIS 110 Introduction to Computers	3	
CIS 115 Introduction to Programming and Logic	3	
ENGLISH		
ENG 113 Literature-Based Research	3	
ENG 114 Professional Research and Reporting	3	
HUMANITIES		
COM 110 Introduction to Communication	3	
HUM 115 Critical Thinking	3	
HUM 122 Southern Culture	3	
HUM 130 Myth in Culture	3	
HUM 150 American Women's Studies	3	
HUM 160 Introduction to Film	3	
REL 110 World Religions	3	
REL 211 Old Testament	3	

REL 212 New Testament	3	
SPA 111 Elementary Spanish I	3	
SPA 112 Elementary Spanish II	3	
SPA 211 Intermediate Spanish I	3	
SPA 212 Intermediate Spanish II	3	
SOCIAL AND BEHAVIORAL SCIENCES		
PSY 241 Developmental Psychology	3	
PSY 281 Abnormal Psychology	3	
SOC 213 Sociology of the Family	3	
SOC 220 Social Problems	3	
SOC 225 Social Diversity	3	
TOTAL ADDITIONAL GENERAL EDUCATION HOURS REQUIRED		
	11	

ADDITIONAL ELECTIVES (14 hours required): Choose any of the General Education courses listed previously or elective courses from this list.	Credits	Semester Completed
BIO 155 Nutrition	3	
BIO 163 Basic Anatomy & Phys	5	
BIO 168 Anatomy & Phys I	4	
BIO 169 Anatomy & Phys II	4	
BIO 250 Genetics	4	
BIO 271 Pathophysiology	3	
BIO 275 Microbiology	4	
BIO 280 Biotechnology	3	
COM 251 Debate I	3	
CSC 134 C++ Programming	3	
CSC 151 JAVA Programming	3	
CSC 251 Advanced JAVA Programming	3	
CTS 115 Info Sys Business	3	
DFT 170 Engineering Graphics	3	
EGR 150 Introduction to Engineering	2	
ENG 273 African American Literature	3	
GIS 111 Intro to Geographic Information Systems	3	
HEA 110 Personal Health and Wellness	3	
HIS 163 The World Since 1945	3	
HIS 221 African American History	3	
HIS 236 North Carolina History	3	
HUM 211 Humanities I	3	
HUM 212 Humanities II	3	
HUM 230 Leadership Development	3	
JOU 110 Intro to Journalism	3	
JOU 216 Writing for Mass Media	3	
JOU 217 Feature/Editorial Writing	3	



Class Schedule

Term: _____

Start Date: _____

16 Week Courses

End Date: _____

Course	Mode of Instruction	Day/Time	Credit Hours

Start: _____

First 8 Week Courses

End: _____

Course	Mode of Instruction	Day/Time	Credit Hours

Start: _____

Second 8 Week Courses

End: _____

Course	Mode of Instruction	Day/Time	Credit Hours

Total Credit Hours: _____



Financial Aid Process Checklist

1. Complete **ACC College application** for admission at: www.alamancecc.edu/admissions
 - Applications are for all new students or returning students who have missed attending classes for at least one semester. Be sure to include your **social security number**, your **mailing address**, and **current email address**.
2. Complete **FAFSA Application (Free Application for Federal Student Aid)** either:
 - **Online:** www.studentaid.gov
 - **On the phone** with FAFSA Representative: **1-800-433-3243** (Press 1 for English or Press 2 for Spanish)
 - Completing a FAFSA by phone takes about 9 weeks
 - Say **'Website Assistance'**
 - Say **'Español Por Favor'**
 - Spanish Interpreter will come on line
 - **Attend a FAFSA Workshop** (by yourself or with parent if needed):
 - Call for a workshop appointment time at (336)-506-4340 or sign up for a workshop online at: www.https://www.alamancecc.edu/financial-aid/site/make-an-appointment/

***The FAFSA application is the first step to financial aid. Additional paperwork may still be required.**
(A new FAFSA **must** be completed for each academic year.)
3. Turn in **ALL official transcripts** to the **ACC Admissions office** or mail to:
Alamance Community College
P.O. Box 8000
Graham, NC 27253
*Request **ALL** of your **OFFICIAL** transcripts in **sealed envelopes** to be sent to **ACC Admissions**. This includes **high school and/or GED**, and **ALL colleges** ever attended.
4. Set up your **ACCess Email Account** and **Self Service** after you receive your **ACC Admissions Welcome Email**.
 - **ALL financial aid communication will come through your ACCess email address and Self Service.** Be sure your account is activated and you have ACCess email and Self Service working.
5. **Check email and Self Service regularly** for updates on your financial aid.
 - It will take **one to two weeks** before ACC receives your FAFSA after submission. Your email and Self Service will alert you to additional documents you may need to submit to complete your application.
6. Be prepared to **gather additional paperwork required by the Federal Government** to process your Financial Aid.
 - Once ACC receives your FAFSA (usually in 1 to 2 weeks), you will receive an email and a letter from the ACC Financial Aid office listing any additional documentation required. **TURN IN THE DOCUMENTATION AS SOON AS POSSIBLE!!!** Your financial aid cannot be processed without this documentation. The documents will also be listed on your Self-Service account for you to verify they have been received by the Financial Aid office. **To access:** Click the **drop list** (horizontal lines icon) in the **upper left corner**, Click **Financial Information**, Click **Financial Aid**, Click **Required Documents**.
7. Check your **award amount** on Self Service.
 - Once all documents are received, the Financial Aid office will send an email that will prompt you to check your Self Service for your award amount. **The Financial Aid office is not allowed to give out your award amounts over the phone or at the office window.**
8. **Pre-register** or **Register for Classes**
 - If you are not able to attend a class or school at all, please be sure to drop any classes you've registered for – **BEFORE THE SEMESTER BEGINS!** Once classes begin, and you are registered for classes and are receiving Financial Aid, **do not drop any class until you visit the financial aid office and speak with a counselor.** They will explain how dropping classes affects your completion rate, GPA, and the possibility of you owing money back to ACC.



Items Needed to Complete Your FAFSA:

- Yours and your parents (**if you are dependent and are 24 years old or younger**) FSA ID#s – if you do not have one, go to: StudentAid.gov and click “create account”
 - Keep track of your FSA ID information!
- Your social security numbers
- Parents’ social security number(s) (if you are dependent and are 24 years old or younger) – **Note:** Parents without social security number(s) **will** be able to create an FSA ID, with a **valid and verifiable email address(es)**
- Parents’ date(s) of birth (if you are dependent and are 24 years old or younger)
- Driver’s license number (if you have one)
- Alien registration number (if you are not a US citizen)
- Federal tax information or tax returns – including W-2 information for yourself, your spouse (if married), and your parents (if you are dependent and are 24 years old or younger)
- Information on savings, investments, and business and farm assets for yourself and for your parents (if you are dependent and are 24 years old or younger)
- **ACC school code: 005463**
- **FAFSA Hotline** if you have questions: **1-800-433-3243**

Financial Aid Office (“S” Student Services Building)

Phone: 336-506-4340 Main Line Fax: 336-506-4264

Email: financialaid@alamancecc.edu

**For more information about Financial Aid,
visit us on the web:**

www.alamancecc.edu/financial-aid-site

Carrington-Scott Campus
PO Box 8000 • Graham, NC 27253-8000



Student Name: _____

Student ID #: _____

FERPA Release Form

It is the policy of Alamance Community College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information, such as enrollment, academic honors and degrees, may be disclosed to the public. However, private information, such as address, phone number, grades, class schedules, the student's account, and financial aid awards may not be released without express consent from the student.

Signing this form provides such consent, according to the information designated for release and to whom it is to be released.

I, _____, Student ID Number _____, authorize Alamance Community College to release the following educational records, upon request, to the persons listed below, for the purpose of keeping them informed regarding my education at Alamance Community College.

Please select all that apply:

- _____ All academic records. _____ All contact information
- _____ All Financial Aid Information. _____ All Student Conduct/Disciplinary Records
- _____ Other _____

Persons to whom information may be released:

Name: _____

Name: _____

Name: _____

Note that student must appear in person at Alamance Community College Admissions Office to verify his/her identify by presenting a valid government issued photo identification (ID), such as, but not limited to, a driver's license, other state issued ID, or passport. If the student cannot appear in person then this form either needs to be verified by an appropriate school official or notarized by a Notary Public (See page 2) and then sent to Alamance Community College. Once signature is verified or notarized return completed form to: Alamance Community College, Attn: Student Success, P.O. Box 8000, Graham, NC, 27253.

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the designated information to the above named person(s). I understand that this release will remain in effect until revoked in writing (& received and processed by Alamance Community College) and must be renewed annually each school year.

Signature: _____ Date: _____

Verified by (Name/Signature): _____ Position: _____ Date: _____

Processed by: _____ Date: _____

Legal Name: _____

Preferred Name / Pronouns: _____

Preferred Phone #: _____ **Type:** _____

Personal Email: _____

Home / Mailing Address: _____

Name Pronunciation: _____

Legal Name: _____

Preferred Name / Pronouns: _____

Preferred Phone #: _____ **Type:** _____

Personal Email: _____

Home / Mailing Address: _____

Name Pronunciation: _____



ACADEMIC ADVISING RESOURCE GUIDE

Department	Email	Phone
ACC Tutoring (Academic Support Center)	academicsupport@alamancecc.edu	(336) 506-4176
Accessibility Services (Kirsten Garrison)	accessibilityservices@alamancecc.edu	(336) 506-4130
Bookstore	campusstore.acc@bibliu.com	(336) 506-4156
Cashier		(336) 506-4141
Child Care Center	childcarecenter@alamancecc.edu	(336) 506-4123
Community Resources (Danielle Woodall)	adwoodall513@alamancecc.edu	(336) 506-4039
Counseling Services	studentsupport@alamancecc.edu	(336) 506-4362
Financial Aid	financialaid@alamancecc.edu	(336) 506-4340
Library	lrc@alamancecc.edu	(336) 506-4116
NC Boost (Matt Eckhoff)	mceckhoff131@alamancecc.edu	(336) 506-5031
Public Safety	publicsafety@alamancecc.edu	(336) 506-4286
Veterans Services (Brian Barringer)	brian.barringer@alamancecc.edu	(336) 506-4398

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NORTH CAROLINA'S ACCELERATED COLLEGE TO CAREER PROGRAM

CRAFTING PROFESSIONAL EMAILS

The following guideline is a list of suggestions that can help you craft an effective email to instructors and staff. The examples used cater more towards students interested in becoming involved with undergraduate research. These guidelines, however, can be molded to suit a variety of applications such as job opportunities, internships, or appointments.

1

CLEAR SUBJECT LINE

Having a clear, concise subject line is the first step to crafting an effective email. Use this line to capture your advisor/instructor's attention and describe why you are contacting them. Avoid subject lines in all caps, with URLs, or excessive exclamation points. This can be marked as Spam.

Examples:

- Advising Appointment Request
- Office Hours Inquiry

2

PROFESSIONAL GREETING & INTRODUCTION

This is your first impression, so be sure to respectfully introduce yourself. We recommend using formal language when addressing instructors or staff members.

If your instructor has a doctoral degree (MD, PhD, DrPH, etc.), please address them as "Dr.". If you are unsure of your instructor's educational degrees, use "Professor". Do not use jargon, slang, or shortcuts when addressing instructors or advisors (avoid "4 u" instead of "for you").

Provide your first name, last name, program or course number and section (if applicable), student ID#, and why you are emailing your advisor/instructor.

Examples:

- Hello Instructor Young,
My name is Lee and I am in your BIO 111 43H course. I am sorry that I have not been able to participate fully in class. Recently, I have been struggling to focus in the classroom. I have been overwhelmed by my classes and other personal things that are going on. I am currently working with the Student Support Center and Accessibility Services to help me better manage my time and stay present during class. I would also greatly appreciate the opportunity to work with you to create a plan for how I can make up those participation points.
- Good afternoon Mrs. Smith,
My name is Jane Doe and I would like help with setting up my classes for the Spring 2026 semester. I see that you are listed as my advisor in Self-Service. I am in the Associate in Arts program, and my student ID# is 1000000. Please contact me by email (hawtheotter@access.alamancecc.edu) or phone (336) 000-0000.

3

PURPOSE OF EMAIL

The purpose of your email's body is to outline why you are contacting your instructor/advisor. Instructors and staff receive numerous emails each day, so it is important to be clear and concise about your request. Many students will use emails to arrange a meeting with their instructor/advisor.

Try to find their office hours prior to emailing them to suggest times that may work for their availability. If they do not have specific office hours, try to provide a few options for times to meet. Advisors may also have scheduling links available to students. Check to see if you've received a Welcome Email from your advisor that may include the link.

Examples:

- I am reaching out to request an extension on the assignment due on October 12th, 2025. I have come down with the flu and will not be able to work on the assignment for the next few days. Please let me know if you would like to see my doctor's note.

4

CLOSING YOUR EMAIL

Thank your instructor/advisor for their time and willingness to meet with you. You can provide the best way to contact you (email, phone, etc.)

Examples:

- Thank you for your time, Mrs. Smith! I appreciate your help with figuring out my schedule, especially since I registered for classes at the last minute. Please contact me by email if you need anything else to complete my registration.

Best,
Michael

EMAIL TIPS

- Be professional! Use formal language at all times.
- Do not use text language (4 u, c u soon, thx, etc.)
- Send all emails from your ACC account. Sometimes, if you use your personal email, your instructor/advisor may not receive it. Use your email ending in "@access.alamancecc.edu".
- Keep your email short and concise. Only include necessary information. Do not yell in UPPERCASE LETTERS! or use excessive exclamation points! Avoid emotional emails.
- Do not email to express anger, reprimand, or gossip.
- Clearly name any attached file using your name, document title, and year if applicable.
- Use a respectful tone throughout your email and always address the recipient by their formal credentials.
- When using the CC or BCC, only include individuals that need to know the information in your email.
- Avoid sending emails at unusual times (midnight, 4:00 AM, etc.).
- PROOFREAD! PROOFREAD! PROOFREAD!
- Please respond in a timely manner once they respond to you. If you do not receive a response within 7 days, feel free to follow up.
- When in doubt, contact your **advisor** or the **Student Support Office** (studentsupport@alamancecc.edu). We are here to help you!