

Building and Changing Your Class Schedule

To Access MyPVCC > SIS

- 1. Go to www.pvcc.edu
- 2. Click My PVCC
- 3. Enter username and password
- 4. Click Sign In
- 5. Click on SIS Student Information System

View Your Class Schedule

- 1. Click Student Center
- 2. Click **Enroll**. You may have to choose the term you wish to view.
- 3. Click My Class Schedule. You may have to choose the term you wish to view.

Enroll in a Class

- 1. Click Student Center
- 2. Click Search
- 3. Enter the Subject (PSY, BUS, etc.)
- 4. Enter the Course Number (230, 100, etc.)
- 5. Click Search
- 6. Select the desired schedule option
- 7. Click Next
- 8. Click Proceed to Step 2 of 3
- 9. Click Finish Enrolling
- 10. Check for the green check next to your class
 - a. You can confirm by checking Your Class Schedule

Drop a Class

- 1. Click Student Center
- 2. Click Enroll
- 3. Click Drop
- 4. Select class to drop
- 5. Click Drop Selected Classes
- 6. Click Finish Dropping
 - a. You can confirm by checking Your Class Schedule