HOW TO USE MYPVCC AND THE STUDENT INFORMATION SYSTEM (SIS)

To Access MyPVCC SIS
1. Go to **www.pvcc.edu**.
2. Click **MyPVCC**.
3. Enter username and password. (You must have applied to PVCC to receive a username and password.)
4. Click **Log In.**
5. Click on **VCCS SIS.**

NOTE: Your username and password are found on the PVCC application if you are a first-time user. **You are required to change your default password the first time you log in**.

To Find Your PVCC Username or EMPLID
1. Go to **www.pvcc.edu**.
2. Click **MyPVCC.**
3. Click **I cannot access my account.**
4. Click **What is my Username?**
5. Click **Look up your username here.**
6. Enter the information requested.

To Change/Reset Your Password
1. Go to **www.pvcc.edu**.
2. Click **MyPVCC.**
3. Click **Look up your username and set your password.**
4. Enter the information requested.

Need technical support? Call the Help Desk at 434.961.5261 or email help@pvcc.edu.

General Information & Financial Aid

Setting User Preferences
Setting your user preferences will improve speed with which MyPVCC is able to retrieve your information.

1. Click **Student Center.** Scroll down to **Personal Information.**
2. Click **User Preferences.** If the current preferences are OK, click **Save.** To make changes, continue to next step.
3. Select **Piedmont Virginia Community College.**
4. Select your **Career** (Credit, CEU, Noncredit).
5. Enter the 4-digit **Term Code.** If you are unsure of the code, click the magnifying glass for options.
6. Enter the **Aid Year.** If you are unsure of the year, click the magnifying glass for options.
7. Click **Save**.

Viewing Your Financial Aid Awards
1. Click **Student Center.**
2. Click **View Financial Aid** located under **Finances.**
3. Select an **Aid Year.**

Viewing Your To-Do List, Holds and Academic Advisor
1. Click **Student Center.**
2. Select the drop down arrow to view your **To-Do List, Holds** or **Academic Advisor**.

NOTE: To-Do List is a list of steps that must be completed before your financial aid may be awarded. **Holds** may be placed on your student account that may interrupt services. These may be addressed in the Admissions and Advising Center located in the Main Building, room M144.

Adding, Dropping & Paying for Classes

Search for a Class
1. Click **Student Center.**
2. Click **Search.**
3. Click **Class Search/Browse Catalog.**
4. Select **Piedmont Virginia Community College.**
5. Select the appropriate term.
6. Enter at least one search criteria: **Course Subject (ENG) Course Number (111).**
7. Click **Search.**

Add Classes
1. Click **Student Center.**
2. Click **Enrollment.**
3. Click **Add.**
4. Select the appropriate term.
5. Enter the 5-digit **course number** for each course or select **Class Search** to find it. Repeat until you have added all classes.
6. Click **Proceed to Step 2 of 3.**
7. Click **Finish Enrolling.** A green check indicates you successfully enrolled. A red X indicates you are unable to add this class.
8. Click **My Class Schedule** to view your class schedule.
9. Print a copy.

Drop Classes
1. Click **Student Center.**
2. Click **Enroll.**
3. Click **Drop.**
4. Select class to be dropped.
5. Click **Drop Selected Classes.**
6. Click **Finish Dropping.**
7. View your results.

- If a class is dropped after the last date to withdraw, you will receive a grade of F.
- If a class is dropped after the last date to add but before the last date to withdraw, you will receive a grade of W.
- Be sure to verify whether your grade is W or F and refer questions to the Admissions and Advising Center located in the Main Building, room M144.

NOTE: If dropped by the appropriate deadline, a refund request will be issued by the Cashier's Office. For questions about refunds, please contact the Cashier's Office at 434.961.5213.

View Schedule
1. Click **Student Center.**
2. Click **Enroll.** You may have to choose the appropriate term if user preferences were not set.
3. Click **My Class Schedule.** You may have to choose the appropriate term if user preferences were not set.
4. Print class schedule.

Make Credit/Debit Card Payment
1. Click **Student Center.**
2. Click **Go to QuikPAY under Finances.**
3. Follow QuikPAY instructions to complete payment.
4. Print payment confirmation and retain this documentation for your records.

NOTE: To make a payment by check or cash, you may visit the Cashier's Office located in the Main Building, room M237. A check can also be mailed to the PVCC Cashier's Office at the College address displayed at the bottom of this brochure.

Remember to pay your tuition. Be sure to make yourself aware of payment deadlines at www.pvcc.edu/academiccalendar.

Viewing Program of Study

View Your Program of Study
1. Click **Student Center.**
2. Click **My Academics.**

NOTE: To change your program of study, come to the Admissions and Advising Center located in the Main Building, room M144.

Correct My Mailing Address
1. Click **Student Center.**
2. Go to **Contact Information** under **Personal Information.**
3. Click **Mailing/Billing Address.**
4. Click **Edit** or **Add a New Address.**
5. Enter new address; make sure to include the Residence/Juris code. If you are unsure of the code, click the magnifying glass for options.
6. Click **OK.**
7. Enter the date changes will take effect.
8. Click **Save.**
9. Click **OK** to confirm.

NOTE: To change other personal information such as name, social security number, date of birth, please visit the Admissions and Advising Center in the Main Building, room M144.

Viewing Grades & Transcripts

View My Grades
1. Click **Student Center.**
2. Click **Grades** from the dropdown box under **Academics**. Click the arrow button.
3. Select term.
4. Click **Continue**.
5. Click the **Printer Friendly Version** button to print a copy.

View Degree Progress Report
2. Click **Student Center.**
3. Click **My Academics.**
4. Click **View My Advisement Report.**
5. Select **Create New Report.**
6. Click **Submit Request.**

NOTE: There is also a **What If** report that you can run to see how your coursework may apply to a different plan.

Unofficial Grade Transcript
1. Click **Student Center.**
2. Select **Transcript: View Unofficial Transcript** in the dropdown box under Academics. Click the arrow button.
3. Select **Piedmont Virginia Community College.**
4. In the **Report Type** dropdown box select **Unofficial Transcript - UNOFF.**
5. Click **Go**.
6. Print a copy for your records.

Request Official Transcript
1. Click **Student Center.**
2. Select **Transcript: Request Official** in the dropdown box under **Academics**. Click the arrow button.
3. Select **Piedmont Virginia Community College.**
4. Choose appropriate **Select Option** indicating when to issue transcript.
5. Enter quantity of transcripts requested.
6. Complete **Recipient Address Information**. If transcript is to be mailed to your address, select **Send to My Address.**
7. Click **Edit Address** to enter address information. If you would like to pick up your transcript at the Admissions and Advising Center, click **Edit Address** and enter your **full name** in **Address 1** and **Student Pick Up** in **Address 2**.
8. Click **OK.**
9. Click **Submit**.

Sign Out - Always click *Sign Out* to log out of the system when you're finished!

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