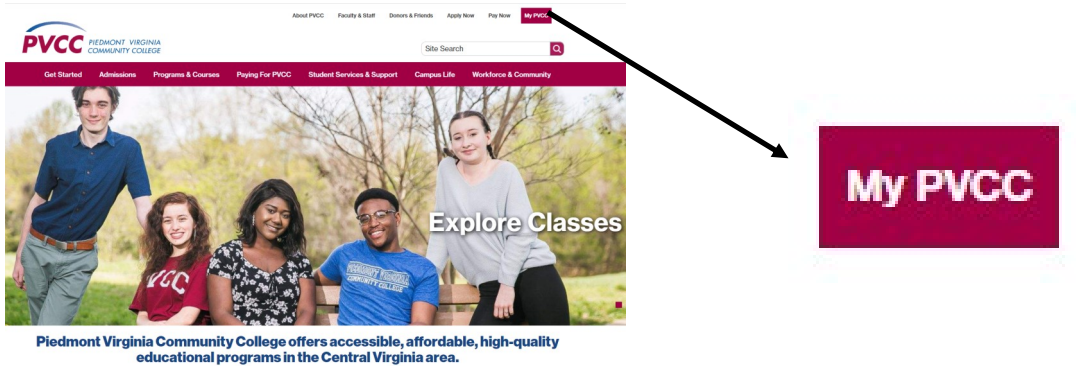# Register for a Class!

STEP 1: Click MyPVCC

The **MyPVCC** link is found on the PVCC website home page (www.pvcc.edu) in the top right-hand corner.
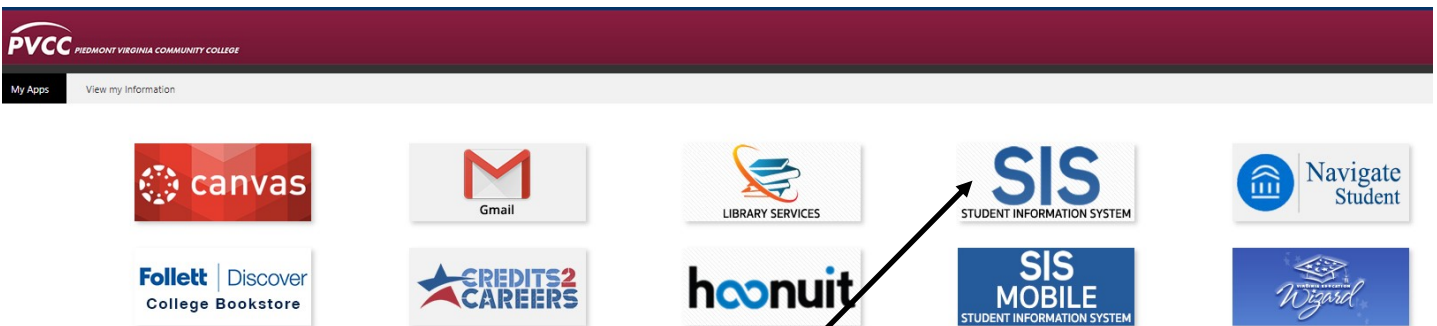

STEP 2: Log in using your MyPVCC Username & Password

When you click the "**MyPVCC**" icon, you will be taken to the log-in page below. Your username and password will be provided to you.

myPVCC LOGIN PORTAL
Provides a centralized, easy-to-use, easy-to-recognize login system for Web applications at Virginia Community Colleges. Users can log into the system knowing that their myPVCC login information is encrypted and secure.

PROTECT YOUR PRIVACY
For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication.

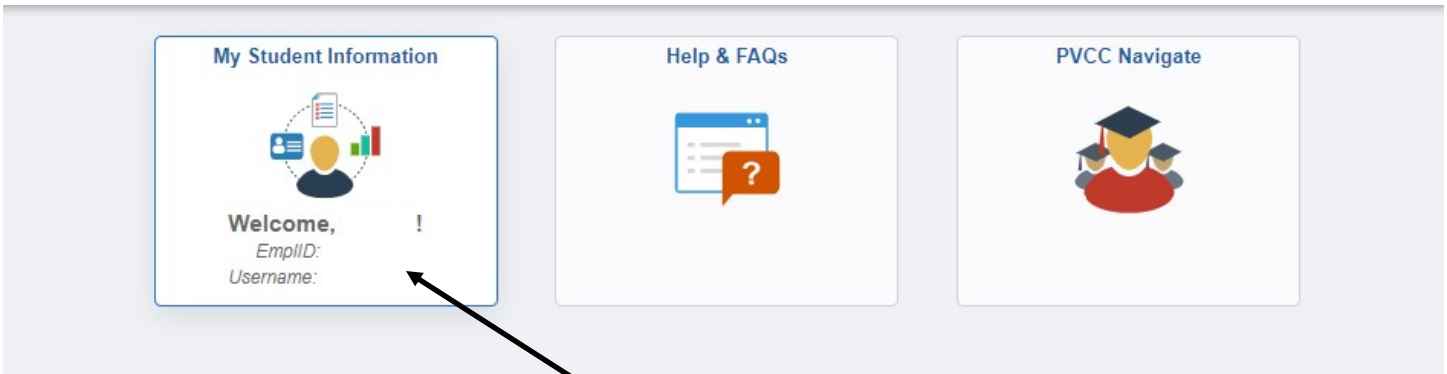## STEP 3: Click SIS (Student Information System)

When you log in, you will be directed to a screen similar to the image below. **SIS (Student Information System)** houses all information related to your academic record and student account.

SIS: Student Information System

STEP 4: Click My Student Information

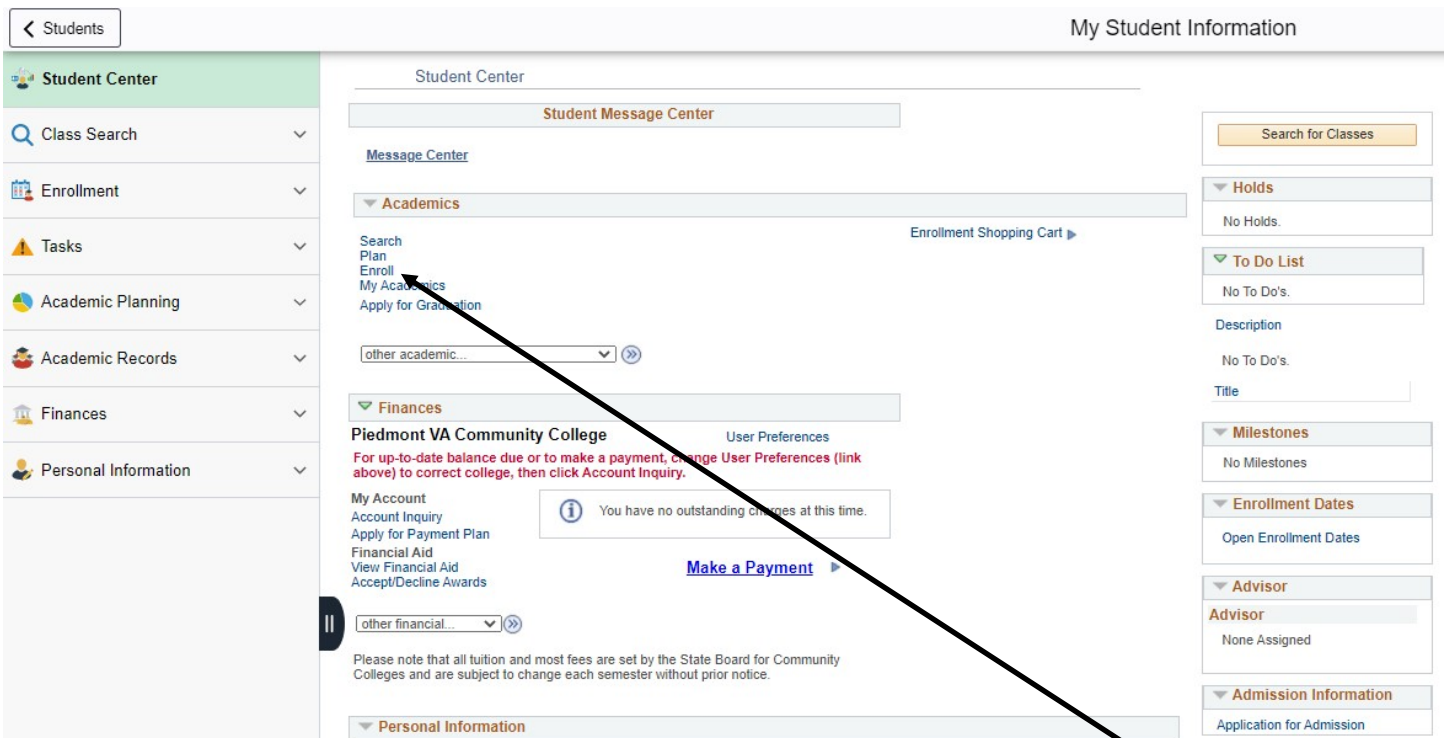When you click **SIS (Student Information System)**, you will be directed to a screen similar to the image below.

Click My Student Information

STEP 5: Click Enroll

The image below shows your **Student Center** in SIS (Student Information System).

Click Enroll

How to Register for Classes

Starting from STEP 5:

Click *ENROLL* in Student Center

Student Center

Student Message Center

Message Center

▼ Academics

Search
Plan
Enroll ←
My Academics
Apply for Graduation

Enrollment Shopping Cart ▶

other academic... ▼ ≫

▼ Finances

Search for Classes

▼ Holds
No Holds.

▽ To Do List
No To Do's.

Description
No To Do's.

Title

STEP 6:

Click *SEARCH*

Search | Plan | **Enroll** | My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2021 Summer | Credit | Piedmont VA Community College   Change Term

● Open   ◻ Closed   ⚠ Wait List

Add to Cart:
Enter Class Nbr
[   ] Enter

2021 Summer Shopping Cart

Your enrollment shopping cart is empty.

Find Classes
● Class Search
○ My Requirements
○ My Planner

Search ←

STEP 7:

Enter the *SUBJECT (e.g., SOC)* and *COURSE NUMBER (e.g., 200)* then click *SEARCH*

Search | Plan | **Enroll** | My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes

Enter Search Criteria

Search for Classes

Piedmont VA Community College | 2021 Summer
Select at least 2 search criteria. Select Search to view your search results.

▽ Class Search

select subject   SOC   Sociology ←
                             Subject
Course Number   is exactly ▼   200 ←
Course Career   Credit ▼
Campus   ▼
Mode of Instruction ▼
Course Attribute ▼
Course Attribute Value ▼
☑ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▷ Additional Search Criteria

Return to Add Classes   Clear   Search ←

STEP 8:

Click *SELECT* by the desired course

Return to Add Classes   New Search   Modify Search

5 class section(s) found

▼ SOC 200 - Introduction to Sociology

SOC 200 - Introduction to Sociology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15488	01-LEC 10 Week	TuTh 12:30PM - 2:35PM	Online Scheduled Time	Todd Platts	05/24/2021 - 08/04/2021	●	

SOC 200 - Introduction to Sociology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15113	40-LEC 10 Week	TBA	Online Anytime	Kimberly Hoosier	05/24/2021 - 08/04/2021	●	

SOC 200 - Introduction to Sociology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15133	41-LEC 10 Week	TBA	Online Anytime	Helene Bruno	05/24/2021 - 08/04/2021	●	

SOC 200 - Introduction to Sociology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15136	43-LEC 7 Week	TBA	Online Anytime	Kimberly Hoosier	06/14/2021 - 08/04/2021	●	Select ←

SOC 200 - Introduction to Sociology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15156	44-LEC Five Wk 2	TBA	Online Anytime	Samuel Richardson	06/29/2021 - 08/04/2021	●	Select

STEP 9:

Click *NEXT*

Search | Plan | **Enroll** | My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes   1 - 2 - 3

1. **Select classes to add - Enrollment Preferences**

2021 Summer | Credit | Piedmont VA Community College
SOC 200 - Introduction to Sociology

Class Preferences

SOC 200-43   Lecture   ● Open

Session   Seven Week
Career   Credit

Enrollment Information
- Delivered by Piedmont
- No Set Meeting Time

Wait List ☐ Wait list if class is full

Permission Nbr ▢

Grading   Graded

Units   3.00

Cancel | Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
43	Lecture		Online Anytime	Kimberly Hoosier	06/14/2021 - 08/04/2021

STEP 10:

Click *PROCEED TO STEP 2 OF 3*

Search | Plan | **Enroll** | My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes   1 - 2 - 3

1. **Select classes to add**

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ SOC 200 has been added to your Shopping Cart.

2021 Summer | Credit | Piedmont VA Community College   Change Term

● Open   ▪ Closed   ⚠ Wait List

Add to Cart:
Enter Class Nbr
▢ Enter

Find Classes
◉ Class Search
○ My Requirements
○ My Planner

Search

2021 Summer Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	SOC 200-43 (15136)		Online Anytime	K. Hoosier	3.00	●

Proceed to Step 2 of 3

STEP 11:

Click *FINISH ENROLLING*

Search | Plan | **Enroll** | My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes   1 - 2 - 3

2. **Confirm classes**

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2021 Summer | Credit | Piedmont VA Community College

● Open   ▪ Closed   ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 200-43 (15136)	Introduction to Sociology (Lecture)		Online Anytime	K. Hoosier	3.00	●

Cancel | Previous | Finish Enrolling

If you see a green check, you successfully enrolled.

If you see a red "X," you were not able to enroll in the class. This could be due to:

- Not meeting the prerequisites
- Course requires instructor or division approval
- Time conflict
- Course is full
- You are trying to enroll in more than 18 credits

If you need assistance, contact the Admissions & Advising Center.

Search | Plan | **Enroll** | My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes   1 - 2 - 3

3. **View results**

View the following status report for enrollment confirmations and errors:

2021 Summer | Credit | Piedmont VA Community College

✔ Success: enrolled   ✖ Error: unable to add class

Class	Message	
SOC 200	Success: This class has been added to your schedule.	✔

My Class Schedule | Add Another Class