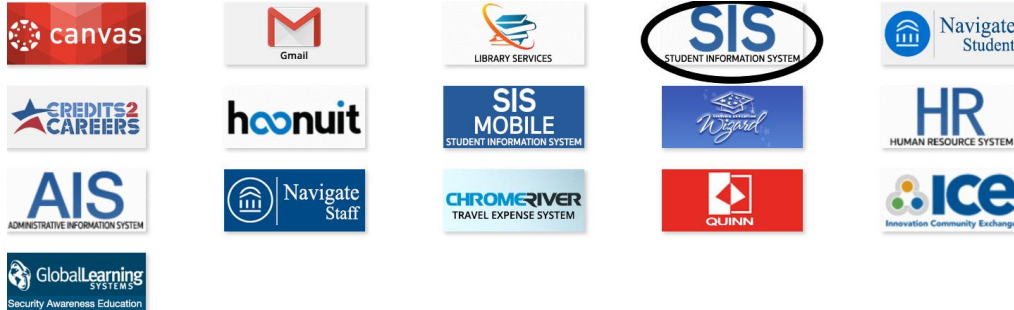
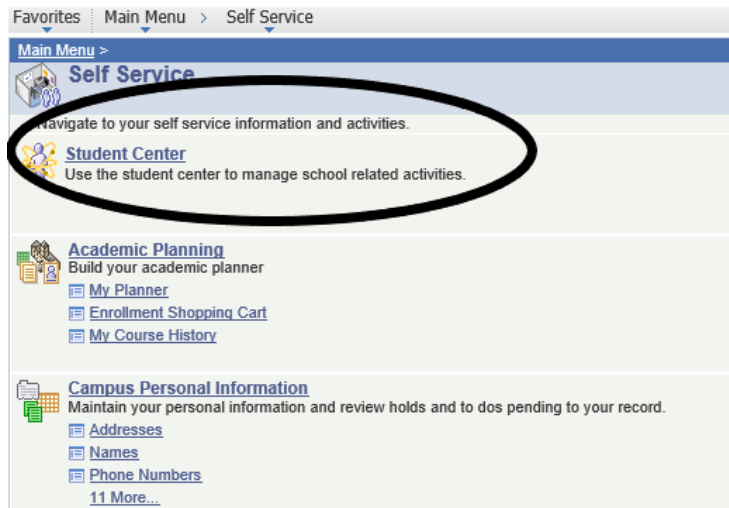


# Instructions for Student Information System (SIS)

After you log into MyCVCC from the CVCC Homepage, click on Student Information System:



To view your student information, go to Student Center:



Once you are in your Student Center, you can enroll

- Under Academics with the Enroll link or
- Under the other academics drop down menu with Enrollment: Add and Enrollment: Drop.

Under the Other Academic drop down menu, you can do the following: (please click the double arrow to the right to get you to the selected item you are choosing)

- Request your Official Transcripts or print your Unofficial Transcripts
- View your Academic Requirements and run a "What-If Report" on a different program

Under the Finances section, you can pay your tuition through:

- QuickPay or
- Applying for Payment Plan

The Student Center is where you will view your official grades (not through Canvas).

The screenshot displays the 'Student Message Center' interface. At the top, there is a blue header with the text 'Student Message Center'. Below this is a 'Message Center' link. A dark blue bar contains a dropdown menu for 'Academics' and a link for 'enrollment shopping cart'. Under the 'Academics' dropdown, several links are listed: 'Search', 'Plan', 'Enroll', 'My Academics', and 'Apply for Graduation'. A red arrow points to the 'Enroll' link. Below the 'Academics' section is a search box with the text 'other academic...' and a magnifying glass icon. A dropdown menu is open, showing various options: 'Academic Planner', 'Academic Requirements', 'Class Schedule', 'Course History', 'Enrollment: Add', 'Enrollment: Drop', 'Enrollment: Edit', 'Enrollment: Swap', 'Exam Schedule', 'Grades', 'Transcript: Request Official', 'Transcript: View Unofficial', and 'What-if Report'. A red box highlights 'Enrollment: Add' and 'Enrollment: Drop', and another red arrow points to 'Transcript: Request Official'. To the right of the 'Academics' section is the 'Finances' section, which includes a 'User Preferences' link and a 'Payment Coll' link. Below this is an 'Account Summary' box with the following text: 'You owe', 'Due Now', 'Future Due', and '\*\* You have a past due balance of'. At the bottom of the 'Account Summary' box, it says 'Charges due may not reflect all financial aid, payment plan or third party payments.' A red circle highlights the 'Go to QuikPAY' link at the bottom of the page.

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.