



# CVCC Online Quick Tips for Registration

## Step 1

Go to the CVCC Website at <http://www.cvcc.vccs.edu>. In the top right-hand corner, you'll see a key icon. Click on the **myCVCC** link beside it.



## Step 2

The Login Screen will appear. If you don't know your Username and Password, you may look it up using the (Look up your Username) link or the (Password Help) link.



## Step 3

A My Tools page will appear. Click on the link labeled **VCCS SIS 8.9: Student Information System**.



## Step 4

Click **Self Service**



## Step 5

This is the **Student Navigation Panel**. Click on **Enrollment**.



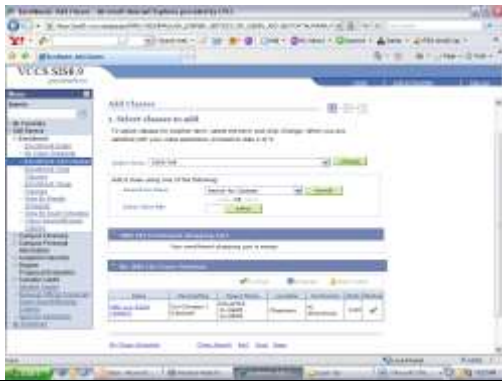
## Step 6

Click on **Enrollment: Add Classes**



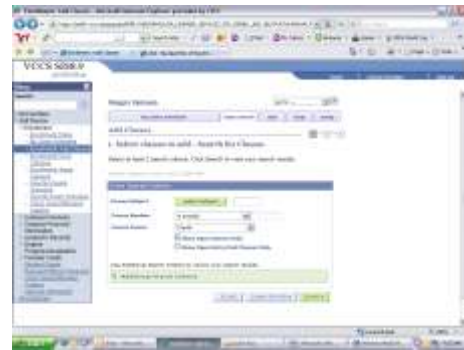
### Step 7

Select the term for which you wish to enroll. If you know the 7-digit class number, you may enter it now. If not, select **Search For Classes** and click **Search**.



### Step 8

Enter all known information. You may look up subject codes if you don't know them. The more information you enter, the faster you will get results. Then click **Search**.



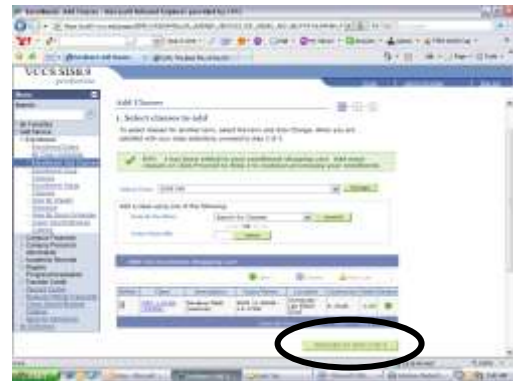
### Step 9

You will now see all of the classes offered that correspond to the information you entered. Find the appropriate class and click the **Select Class** button beside it. Then Verify that the class information is correct and click **Next**.



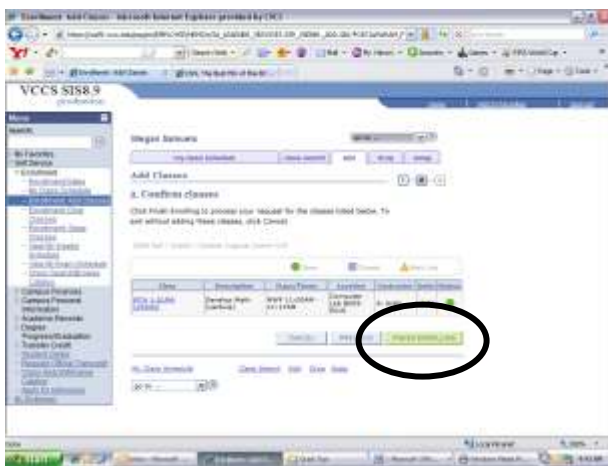
### Step 10

Now you may repeat the previous steps to add another class. When you have finished selecting classes, click **Proceed to Step 2 of 3**.



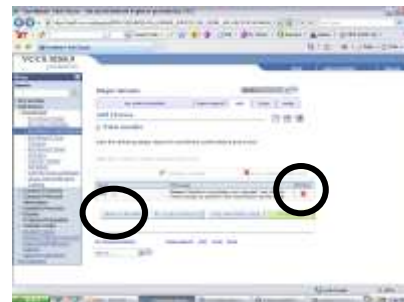
### Step 11

Verify that the classes listed are correct and then click **Finish Enrolling**.



### Step 12

Ensure that your class transaction was successful (indicated by a green check mark to the right of the class information). If a red X is shown, the class was not added. Try your transaction again or contact Admissions and Records. Once you have successfully added your classes, click **Make Payment** to pay for them.



**If you have any enrollment questions, please contact the Office of Admissions and Records at (434)832-7633.**

**Any payment related questions should be directed to the Accounting Department at (434)832-7638.**