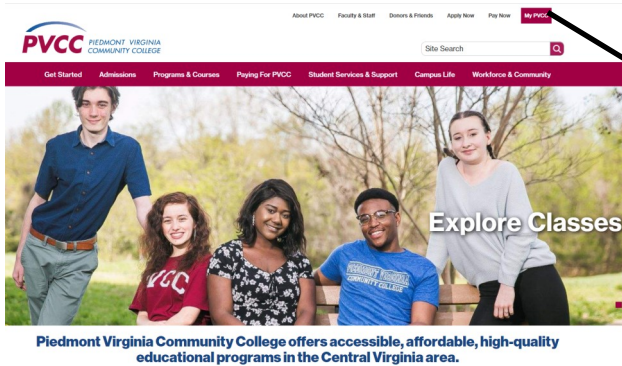


# Register for a Class!

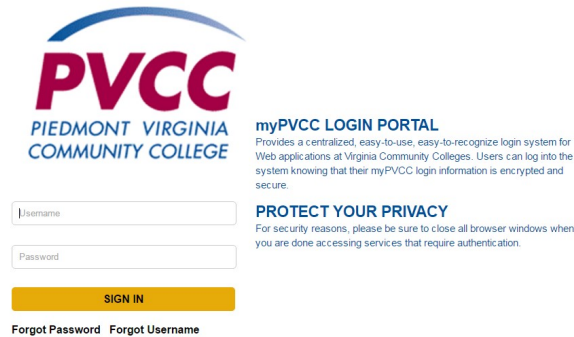
## STEP 1: Click MyPVCC

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



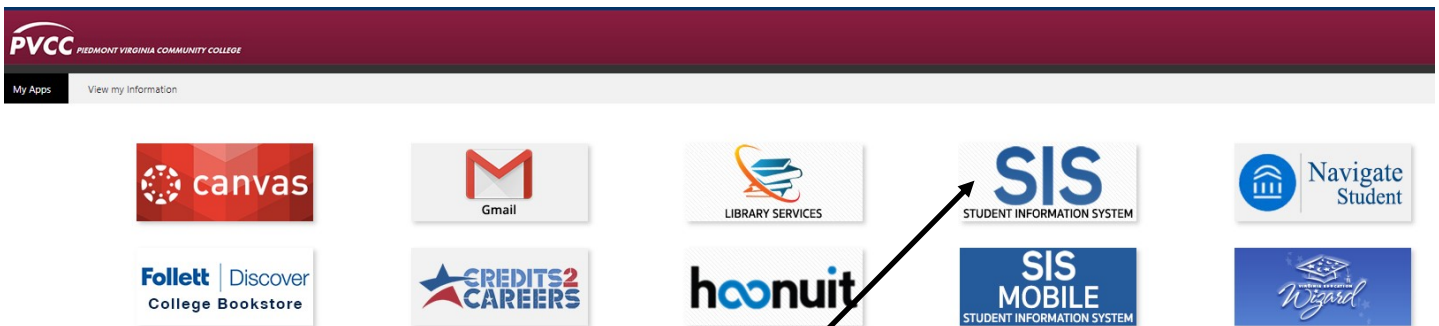
## STEP 2: Log in using your MyPVCC Username & Password

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.



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

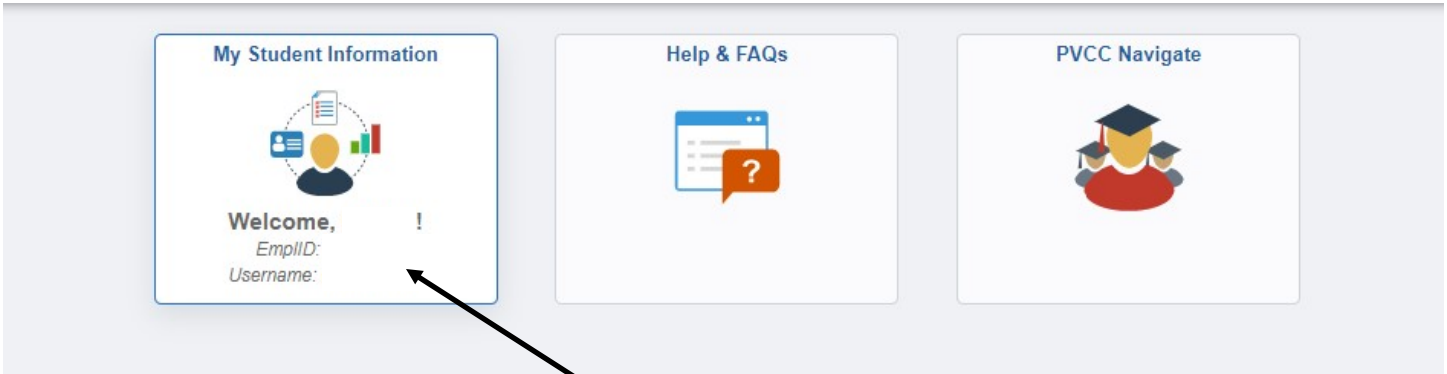
When you log in, you will be directed to a screen similar to the image below. **SIS (Student Information System)** houses all information related to your academic record and student account.



**SIS: Student Information System**

## STEP 4: Click My Student Information

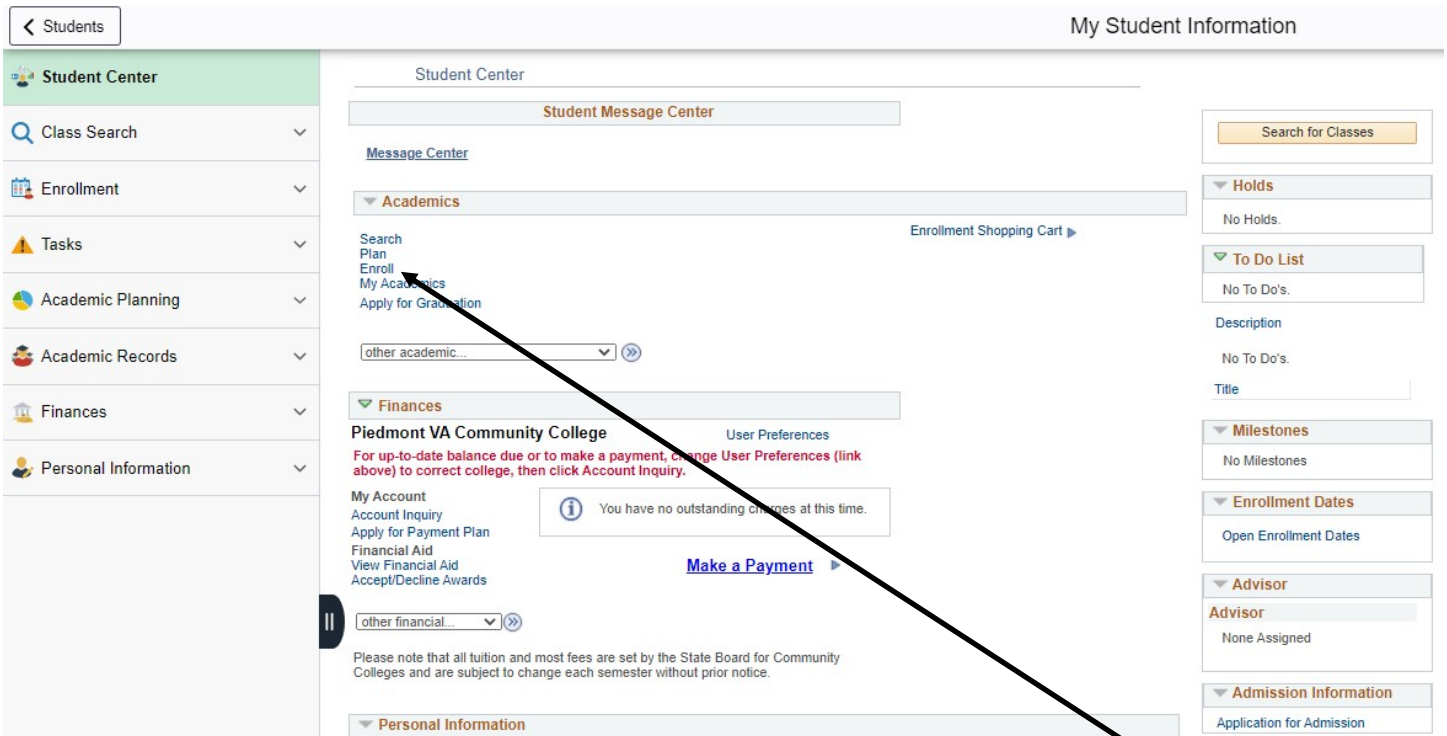
When you click **SIS (Student Information System)**, you will be directed to a screen similar to the image below.



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

Search for Classes

Holds

To Do List

Finances

**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.

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Change Term

Open Closed Wait List

Add to Cart:

Enter Class Nbr

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 Subject SOC Sociology

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

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	●
15113	40-LEC 10 Week	TBA	Online Anytime	Kimberly Hoosier	05/24/2021 - 08/04/2021	●
15133	41-LEC 10 Week	TBA	Online Anytime	Helene Bruno	05/24/2021 - 08/04/2021	●
15136	43-LEC 7 Week	TBA	Online Anytime	Kimberly Hoosier	06/14/2021 - 08/04/2021	●
15156	44-LEC Five Wk. 2	TBA	Online Anytime	Samuel Richardson	06/29/2021 - 08/04/2021	●

Select

**STEP 9:  
Click NEXT**

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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

Permission Nbr

Grading    Graded

Units    3.00

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

**STEP 10:  
Click PROCEED TO  
STEP 2 OF 3**

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● Open        ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

- Class Search
- My Requirements
- My Planner

2021 Summer Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="X"/>	SOC 200-43 (15130)		Online Anytime	K. Hoosier	3.00	<span style="color: green;">●</span>

**STEP 11:  
Click FINISH ENROLLING**

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● Open        ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 200-43 (15136)	Introduction to Sociology (Lecture)		Online Anytime	K. Hoosier	3.00	<span style="color: green;">●</span>

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.

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✔ Success: enrolled    ✘ Error: unable to add class

Class	Message
SOC 200	Success: This class has been added to your schedule. <span style="color: green;">✔</span>