



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

## To Log In Through MyPVCC

1. Go to [www.pvcc.edu](http://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](http://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](http://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 e-mail [help@pvcc.edu](mailto:help@pvcc.edu).**

## GENERAL INFORMATION

### Setting User Preferences

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

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

### Viewing Your Financial Aid Awards

1. Click **Self Service**.
2. Click **Student Center**.
3. Click **View Financial Aid** located under **Finances**.
4. Select an **Aid Year**.

### Viewing Your To-Do List, Holds and Academic Advisor

1. Click **Self Service**.
2. Click **Student Center**.
3. 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.

## ADD, DROP AND PAY FOR CLASSES

### Search for a Class

1. Click **Self Service**.
2. Click **Enrollment**.
3. Click **Class Search/Browse Catalog**.
4. Select **Piedmont Virginia Community College**.
5. Click **Go**.
6. Enter at least one search criteria: **Course Subject (ENG) Course Number (111)**.
7. Click **Search**.

### Add Classes

1. Click **Self Service**.
2. Click **Enrollment**.
3. Click **Enrollment: Add Classes**.
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 **Enter**.
7. Click **Enter** again.
8. Click **Proceed to Step 2 of 3**.
9. Click **Finish Enrolling**. A green check indicates you successfully enrolled. A red X indicates you are unable to add this class.
10. Click **My Class Schedule** to view your class schedule.
11. Click on the print icon to print a copy.

### Drop Classes

1. Click **Self Service**.
  2. Click **Enrollment: Drop a Class**.
  3. Select class to be dropped.
  4. Click **Drop Selected Classes**.
  5. Click **Finish Dropping**.
  6. 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 Class Schedule

1. Click **Self Service**.
2. Click **Enrollment: View My Class Schedule**. You may have to choose the appropriate term if user preferences were not set.
3. Print class schedule.

### Make Credit/Debit Card Payment

1. Click **Self Service**.
2. Click **Campus Finances**.
3. Click **Make a Payment**.
4. Complete payment information.
5. Click **Next**.
6. View **Payment Summary** to confirm payment.
7. Click **Submit**.
8. Click **View Confirmed Payment** button to view and print payment confirmation. Retain as documentation.

**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 on the back of this brochure.

**Remember to pay your tuition. Be sure to make yourself aware of payment deadlines at [www.pvcc.edu/academiccalendar](http://www.pvcc.edu/academiccalendar).**

## Updating Your Address

### Correct My Mailing Address

1. Click **Self Service**.
2. Click **Campus Personal Information**.
3. Click **Addresses**.
4. Click **Edit** or **Add a New Address**.
5. Enter new address.
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.

## View Grades & Transcripts

### View My Grades

1. Click **Self Service**.
2. Click **Student Center**.
3. Click **Grades**.
4. Select **Term**.
5. Click **Continue**.
6. Click the **Printer Friendly Version** button to print a copy.

### View Degree Progress Report

1. Click **Self Service**.
2. Click **Student Center**.
3. Click **Degree Progress**.
4. Select **Piedmont Virginia Community College**.
5. Select **Advisement Transcript-ADVSR** for report type.
6. Click **Go**.

**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 **Self Service**.
2. Click **View Unofficial Transcript** located under academic records.
3. Select **Piedmont Virginia Community College**.
4. In the **Report Type** dropdown box select **Unofficial Transcript**.
5. Click **Go**.
6. Click on the print icon to print a copy.

### Request Official Transcript

1. Click **Self Service**.
2. Click **Request Official Transcript**.
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!**

**PIEDMONT VIRGINIA COMMUNITY COLLEGE**

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