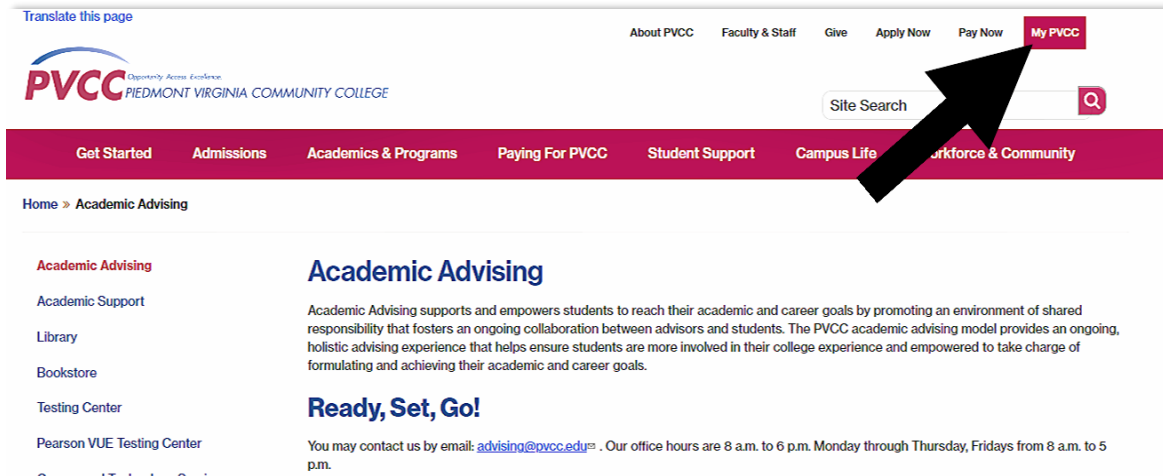


How To Register (Classic View)

Step 1: Go to pvcc.edu & Click on MYPVCC Icon (Upper-Right Hand Corner)

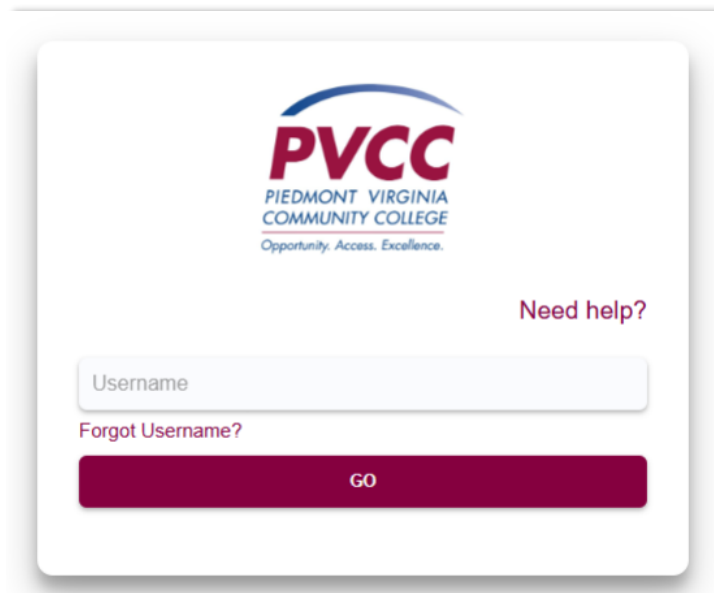


The screenshot shows the PVCC website homepage. At the top right, there is a navigation bar with links: About PVCC, Faculty & Staff, Give, Apply Now, Pay Now, and My PVCC. A black arrow points to the 'My PVCC' link. Below the navigation bar is a search bar labeled 'Site Search'. The main content area is titled 'Academic Advising' and includes a sidebar with links: Academic Advising, Academic Support, Library, Bookstore, Testing Center, Pearson VUE Testing Center, and Career and Technology Services. The main content area also features a section titled 'Academic Advising' with a description and a 'Ready, Set, Go!' section with contact information.

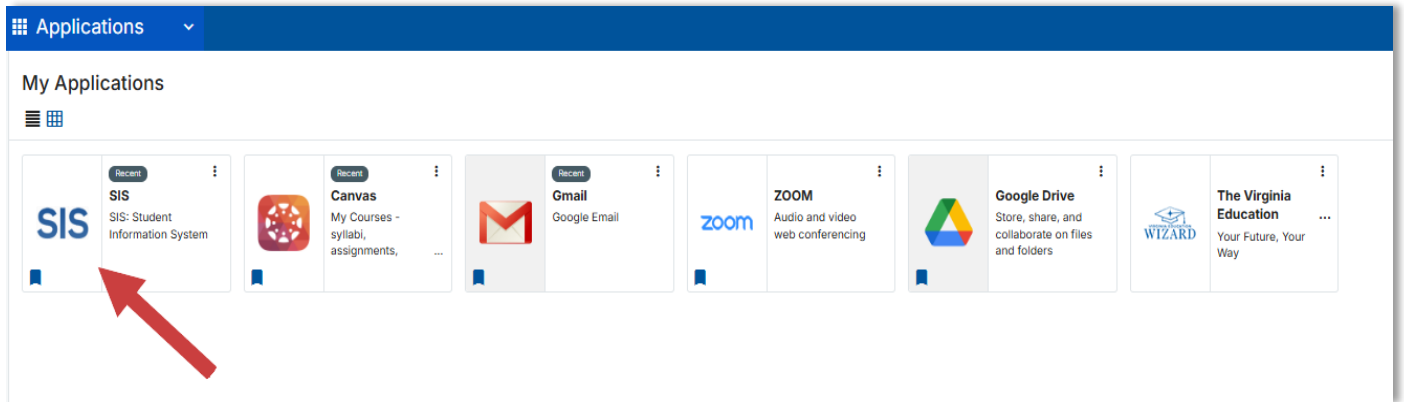
Step 2: Put Your Username and Sign-Into Portal

THEN click the SIS tile

If you have trouble signing in, please [contact the IT Help Desk](#) (434.961.5261/help@pvcc.edu)



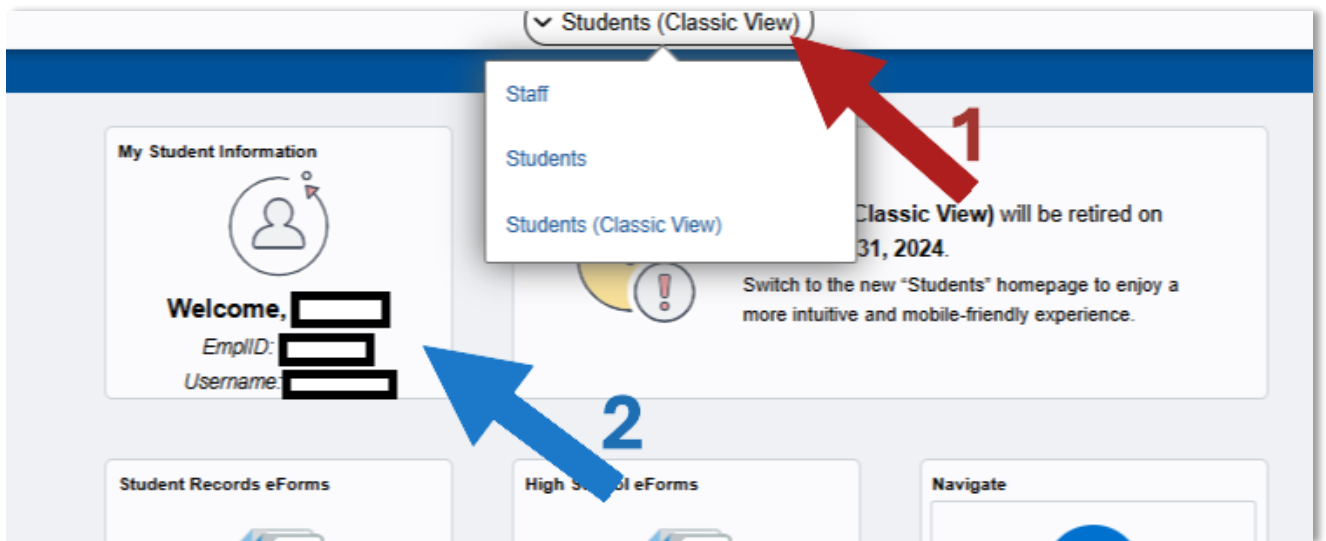
The screenshot shows the PVCC sign-in portal. It features the PVCC logo at the top, followed by the text 'Need help?'. Below this is a text input field labeled 'Username'. Underneath the input field is a link that says 'Forgot Username?'. At the bottom of the form is a large red button labeled 'GO'.



Step 3: Switch To Student Classic View

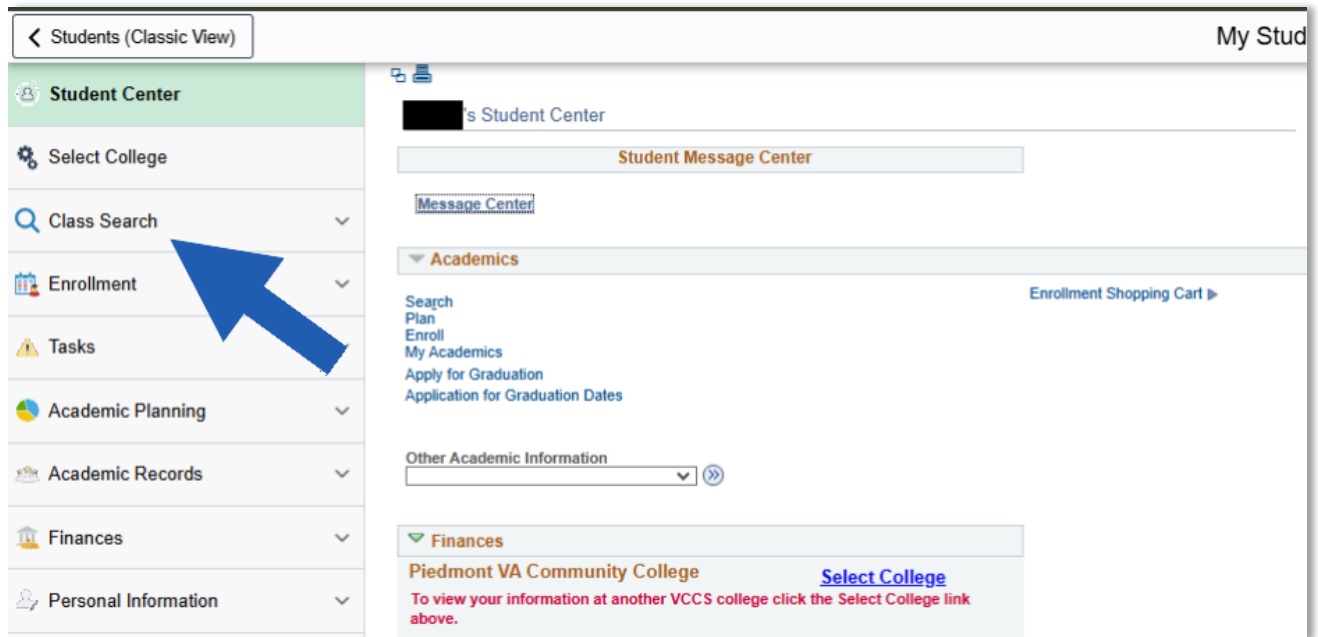
THEN Click **My Student Information**

Note: This will not be available after December 31st and you will need to use the SIS Fluid portal (step-by-step to come)

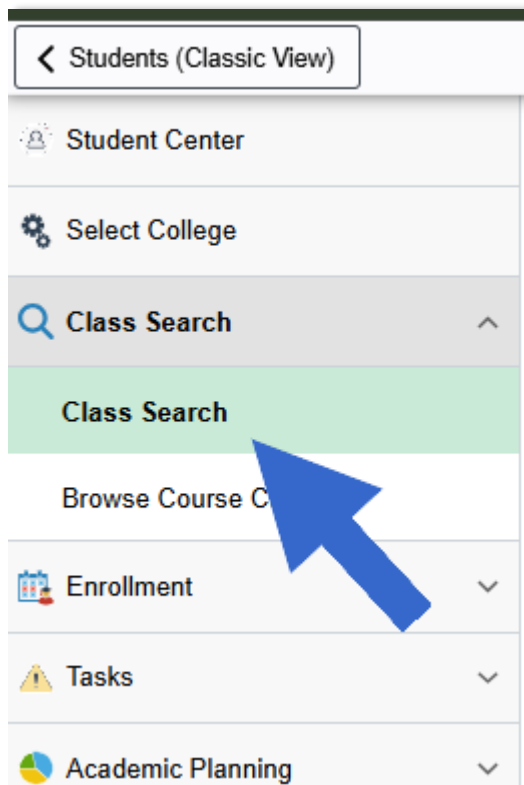


Step 4: Click on Class Search

THEN Click **Class Search** (Left Hand Panel)



This screenshot shows the 'Students (Classic View)' dashboard. The left-hand navigation panel is expanded, and a blue arrow points to the 'Class Search' menu item. The main content area displays the student's profile information, including the 'Student Message Center', 'Academics' section with links for 'Search', 'Plan', 'Enroll', 'My Academics', 'Apply for Graduation', and 'Application for Graduation Dates', and the 'Finances' section showing 'Piedmont VA Community College' and a 'Select College' link.



This is a close-up view of the navigation menu. The 'Class Search' menu item is highlighted in green, and a blue arrow points to it. Below it, the 'Browse Course Catalog' link is visible. Other menu items include 'Student Center', 'Select College', 'Enrollment', 'Tasks', and 'Academic Planning'.

Step 5: Choose Enrollment Semester and College
THEN Input Subject Code & Course Number
THEN Press **Search**

The screenshot shows the 'Search for Classes' interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for 'Search for Classes' and 'Browse Course Catalog'. The main heading is 'Search for Classes' followed by 'Enter Search Criteria'. The form includes several dropdown menus: 'Institution' (set to Piedmont VA Community College), 'Term' (set to 2025 Spring), 'Course Number' (set to 'is exactly'), 'Course Career' (set to 'Credit'), 'Campus', 'Mode of Instruction', and 'Course Attribute'. A 'Class Search' section contains a 'select subject' button, a 'Subject' dropdown (set to 'BIO' with 'Biology' displayed), and a text input field containing '141'. At the bottom, there are checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked), and an 'Additional Search Criteria' section. A 'Clear' button and a 'Search' button are at the bottom right. Four red arrows with numbers 1, 2, 3, and 4 point to the Term dropdown, the Subject dropdown, the Course Number input, and the Search button, respectively.

If you are/have been a student at other VCCS schools, then you might see multiple options.

If nothing shows after pressing “Search” double check, you have the right course code/number. If you do, repeat steps and uncheck “**Show Open Classes Only**”. This will show you if the course is being taught but if sections are full. If nothing shows, it is possible it is not being taught.

Step 6: Look For the Section That Best Matches Your Schedule/Need

Please pay close attention to the time/date/location of the courses. It will show if the course is Regular (15 Week Course), 12 Week, 7 Week 1, 7 Week 2.

All courses teach the same amount of content so a shorter course will teach all that content at a faster pace!

My Class Schedule [Show All](#)

SOC 211 TBA
Online Anytime

Shopping Cart [Show All](#)

BIO 141 MoWe 9:35AM - 10:55AM
M835 Main Bldg

The following classes match your search criteria Course Subject: **Sociology**, Course Number is exactly '200', Course Career: **Credit**, Show Open Classes Only: **Yes**

Open Closed Wait List

[New Search](#) [Modify Search](#)

9 class section(s) found

▼ SOC 200 - Introduction to Sociology

SOC 200 - Introduction to Sociology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
35848	01-LEC Regular	MoWe 9:35AM - 10:55AM	M822 Main Bldg	Kimberly Hoosier	01/21/2025 - 05/12/2025	●	Select

SOC 200 - Introduction to Sociology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
35849	02-LEC Regular	MoWe 11:10AM - 12:30PM	M822 Main Bldg	Kimberly Hoosier	01/21/2025 - 05/12/2025	●	Select

“My Class Schedule” shows courses you are currently enrolled in
“Shopping Cart” shows the courses you searched for, added to cart, and are pending for enrollment. Below you can either press “New Search” to pick another class or “Modify Search” to edit your current search

Piedmont VA Community College | 2025 Spring

My Class Schedule [Show All](#)


ART 100 TuTh 9:35AM - 10:55AM
D334 Dickinson

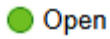
Shopping Cart

Your shopping cart is empty.

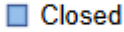
The following classes match your search criteria Course Subject: **Biology**, Course Number is exactly '141', Course Career: **Credit**, Show Open Classes Only: **Yes**

Open Closed Wait List

[New Search](#) [Modify Search](#) 

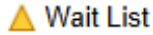


The course has space and can be enrolled in



There is no space in the course, and you will need to check back periodically if you need this section.

PRO TIP: Add another section that works/Alternative class while you wait.



Not a feature used at PVCC

Step 7: Press Select for the Section(s) To Add To Shopping Cart


Adding General Courses

Press “**Select**” for the LEC (lecture) section you are wanting


9 class section(s) found

▼ SOC 200 - Introduction to Sociology

SOC 200 - Introduction to Sociology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
35848	01-LEC Regular	MoWe 9:35AM - 10:55AM	M822 Main Bldg	Kimberly Hoosier	01/21/2025 - 05/12/2025	●	Select 
35849	02-LEC Regular	MoWe 11:10AM - 12:30PM	M822 Main Bldg	Kimberly Hoosier	01/21/2025 - 05/12/2025	●	Select
35850	03-LEC Regular	MoWe 2:20PM - 3:40PM	M161 Main Bld	Todd Platts	01/21/2025 - 05/12/2025	●	Select
35851	04-LEC Regular	TuTh 12:45PM - 2:05PM	M158 Main Bld	Todd Platts	01/21/2025 - 05/12/2025	●	Select

Then press “**Next**” to add both to your Shopping cart.


Cancel Next 

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	MoWe 9:35AM - 10:55AM	M835 Main Bldg	Teresa Wulster	01/21/2025 - 05/12/2025

Adding Science with Lab

Press “**Select**” for the LEC (lecture) section you are wanting

8 class section(s) found

▼ BIO 141 - Human Anatomy & Physiology I							
BIO 141 - Human Anatomy & Physiology I							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
48668	02-LEC Regular	MoWe 9:35AM - 10:55AM	M835 Main Bldg	Teresa Wulster	01/21/2025 - 05/12/2025	●	<input type="button" value="Select"/> 
BIO 141 - Human Anatomy & Physiology I							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
48669	03-LEC Regular	TuTh 11:10AM - 12:30PM	M835 Main Bldg	Donna Hoefner	01/21/2025 - 05/12/2025	●	<input type="button" value="Select"/>
BIO 141 - Human Anatomy & Physiology I							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
48674	11L-LAB Regular	Mo 9:35AM - 12:15PM	K202 Keats Science Building	Donna Hoefner	01/21/2025 - 05/12/2025	●	<input type="button" value="Select"/>

You will then click “**View All**” to see all LAB (Laboratory) sections, pick your preference, Then press “**Next**”

Search for Classes

Add to Shopping Cart - Related Class Sections

2025 Spring | Credit | Piedmont VA Community College

BIO 141 - Human Anatomy & Physiology I

Lecture selected Section 02

MoWe 9:35AM - 10:55AM M835 Main Bldg

Open Closed Wait List

Select Laboratory section (Required):

1-5 of 6 | View All

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	48674	11L	Mo 9:35AM - 12:15PM	K202 Keats Science Building	D. Hoefner	●
<input type="radio"/>	48677	12L	Mo 12:45PM - 3:25PM	K202 Keats Science Building	V. York	■
<input type="radio"/>	48697	13L	Tu 6:00PM - 8:40PM	K202 Keats Science Building	E. Rabelo	●
<input type="radio"/>	48700	14L	Th 9:35AM - 12:15PM	K202 Keats Science Building	T. Wulster	●
<input type="radio"/>	48701	15L	Th 12:45PM - 3:25PM	K202 Keats Science Building	D. Hoefner	■

Cancel

Next



Then press “Next” to add both to your Shopping cart.

Search for Classes | Browse Course Catalog

Search for Classes

Add to Shopping Cart - Enrollment Preferences

2025 Spring | Credit | Piedmont VA Community College
BIO 141 - Human Anatomy & Physiology I

Class Preferences

BIO 141-02 Lecture ● Open
BIO 141-14L Laboratory ● Open

Wait List Wait list if class is full

Session Regular Academic Session
Career Credit


Enrollment Information

- Prerequisite: Completion of NAS 2 with grade of "P" OR NAS 2 challenge exam with score of 70% or higher OR completion of college biology or college chemistry with grade of "C" within last 5 years AND placement into ENF 3/ENG 111, corequisite: BIO 141 lab

Permission Nbr

Grading Graded

Units 4.00



Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	MoWe 9:35AM - 10:55AM	M835 Main Bldg	Teresa Wulster	01/21/2025 - 05/12/2025
14L	Laboratory	Th 9:35AM - 12:15PM	K202 Keats Science Building	Teresa Wulster	01/21/2025 - 05/12/2025

Step 8: Click On *Enroll* Tab, Select Semester & College
Click *Proceed to Step 2 of 3*,
Click *Finish Enrolling*

NOTE: Courses in your cart are NOT held for you! You need to proceed with enrolling to officially enroll in the class. You can wait until all your desired courses are in your cart or do it one by one.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[Search for Classes](#) | [Browse Courses](#)

Search for Classes

Search Results

Piedmont VA Community College | 2025 Spring

My Class Schedule [Show All](#)

ART 100	TuTh 9:35AM - 10:55AM D334 Dickinson
---------	---

Shopping Cart

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Biology**, Course Number is exactly **'141'**, Course Career: **Credit**, Show Open Classes Only: **Yes**

● Open ■ Closed ▲ Wait List

[New Search](#)

[Modify Search](#)

Go to _____

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

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

Add Classes

1 2 3

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2024 Fall	Credit	Piedmont VA Community College
<input type="radio"/>	2025 Spring	Credit	Piedmont VA Community College

1

Continue 2

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.

2025 Spring | Credit | Piedmont VA Community College

Change Term

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Requirements

My Planner

2025 Spring Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIO 141-02 (48668)	MoWe 9:35AM - 10:55AM	M835 Main Bldg	T. Wulster	4.00	●
	BIO 141-14L (48700)	Th 9:35AM - 12:15PM	K202 Keats Science Building	T. Wulster		●
	BIO 141-44 (48671)	TBA	Online Anytime	T. Wulster	4.00	●
	BIO 141-13L (48697)	Tu 6:00PM - 8:40PM	K202 Keats Science Building	E. Rabelo		●
	PSY 230-01C (35839)	MoWe 9:35AM - 10:55AM	M158 Main Bld	M. Rahilly	3.00	●
	SOC 211-40 (33558)	TBA	Online Anytime	B. Robbins	3.00	●

←

Add Classes



2. Confirm classes

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

2025 Spring | Credit | Piedmont VA Community College

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIO 141-02 (48868)	Human Anatomy & Physiology I (Lecture)	MoWe 9:35AM - 10:55AM	M835 Main Bldg	T. Wulster	4.00	●
BIO 141-14L (48700)	Human Anatomy & Physiology I (Laboratory)	Th 9:35AM - 12:15PM	K202 Keats Science Building	T. Wulster		●
BIO 141-44 (48871)	Human Anatomy & Physiology I (Lecture)	TBA	Online Anytime	T. Wulster	4.00	●
BIO 141-13L (48897)	Human Anatomy & Physiology I (Laboratory)	Tu 6:00PM - 8:40PM	K202 Keats Science Building	E. Rabelo		●
PSY 230-01C (35839)	Developmental Psych (Lecture)	MoWe 9:35AM - 10:55AM	M158 Main Bld	M. Rahilly	3.00	●
SOC 211-40 (33558)	Cultural Anthropology (Lecture)	TBA	Online Anytime	B. Robbins	3.00	●

Cancel Previous Finish Enrolling

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

2025 Spring | Credit | Piedmont VA Community College

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
BIO 141	Error: You cannot add this class due to a time conflict with class 35848. Select another class.	✗
BIO 141	Error: Unable to add this class - prerequisites have not been met. Prerequisite: Completion of NAS 2 with grade of "P" OR NAS 2 challenge exam with score of 70% or higher OR completion of college biology or college chemistry with grade of "C" within last 5 years AND placement into ENF 3/ENG 111; corequisite: BIO 141 lab	✗
PSY 230	Error: You cannot add this class due to a time conflict with class 35848. Select another class.	✗
SOC 211	Success: This class has been added to your schedule.	✓

My Class Schedule & Book Info Add Another Class

You should see green checks ✓ for courses successfully enrolled in
 If see an X, you are not enrolled and there will be a message explaining why you cannot enroll.

If you are unable to troubleshoot the issue, please have your Student ID # ready and contact Advising (advising@pvcc.edu/434.961.6581).

Step 9: Check your My Class Schedule to make sure you have officially enrolled

All successfully enrolled courses should appear and show as “Enrolled”

My Class Schedule & Book Info **Add Another Class**

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

My Class Schedule

Select Display Option List View Weekly Calendar View

2025 Spring | Credit | Piedmont VA Community College [Change Term](#)

[Bookstore Textbook Information](#)

▼ **Class Schedule Filter Options**

- Show Enrolled Classes
- Show Dropped Classes
- Show Waitlisted Classes

[Filter](#)

SOC 211 - Cultural Anthropology

Status	Units	Grading	Grade	Deadlines	Class Notes
Enrolled	3.00	Graded			This section is internet based with no scheduled in-person or online meeting times. All instruction is provided through the college's learning management system, Canvas.


Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
33558	40	Lecture	TBA	Online Anytime	Brian Robbins	01/21/2025 - 05/12/2025

Calendar View


You can view your courses in Calander View as well.

Any “**Anytime Courses**” will show at the bottom, not on the calendar, as there is no set meeting time

My Class Schedule

Select Display Option List View Weekly Calendar View 

<< Previous Week Week of 1/20/2025 - 1/26/2025 Next Week >>

Show Week of 01/21/2025  Start Time 8:00AM End Time 6:00PM [Refresh Calendar](#)

Schedule

Time	Monday Jan 20	Tuesday Jan 21	Wednesday Jan 22	Thursday Jan 23	Friday Jan 24	Saturday Jan 25	Sunday Jan 26
8:00AM							
9:00AM							
10:00AM		ART 100 - 01 Lecture 9:35AM - 10:55AM Dickinson Building D334	SOC 200 - 01 Lecture 9:35AM - 10:55AM Main Building M822	ART 100 - 01 Lecture 9:35AM - 10:55AM Dickinson Building D334			
11:00AM							