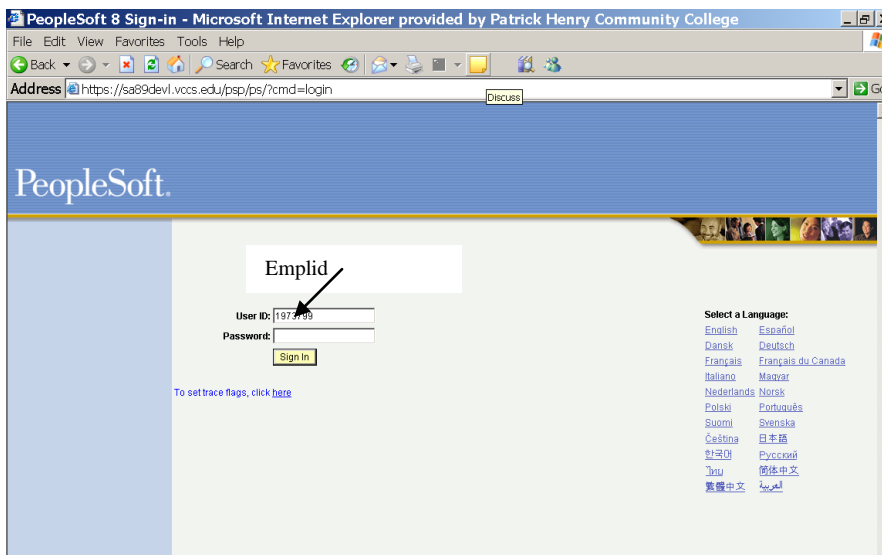
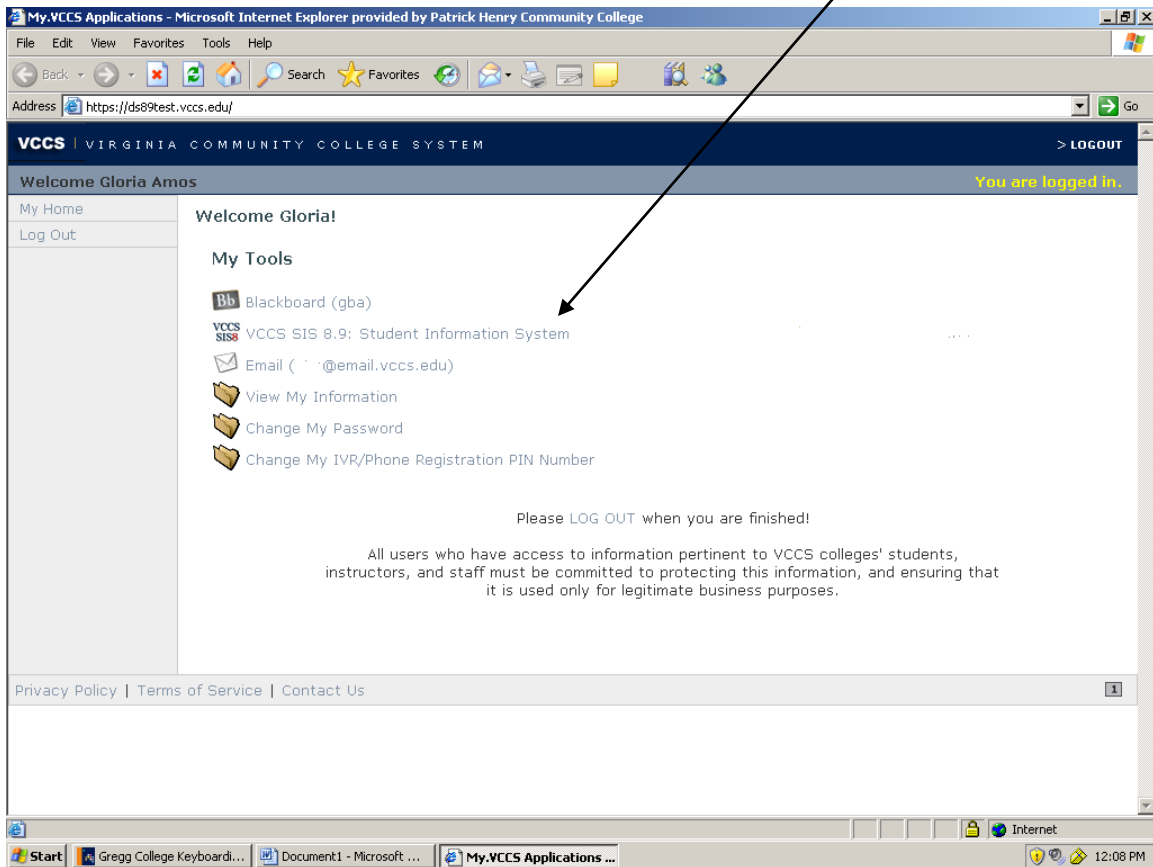
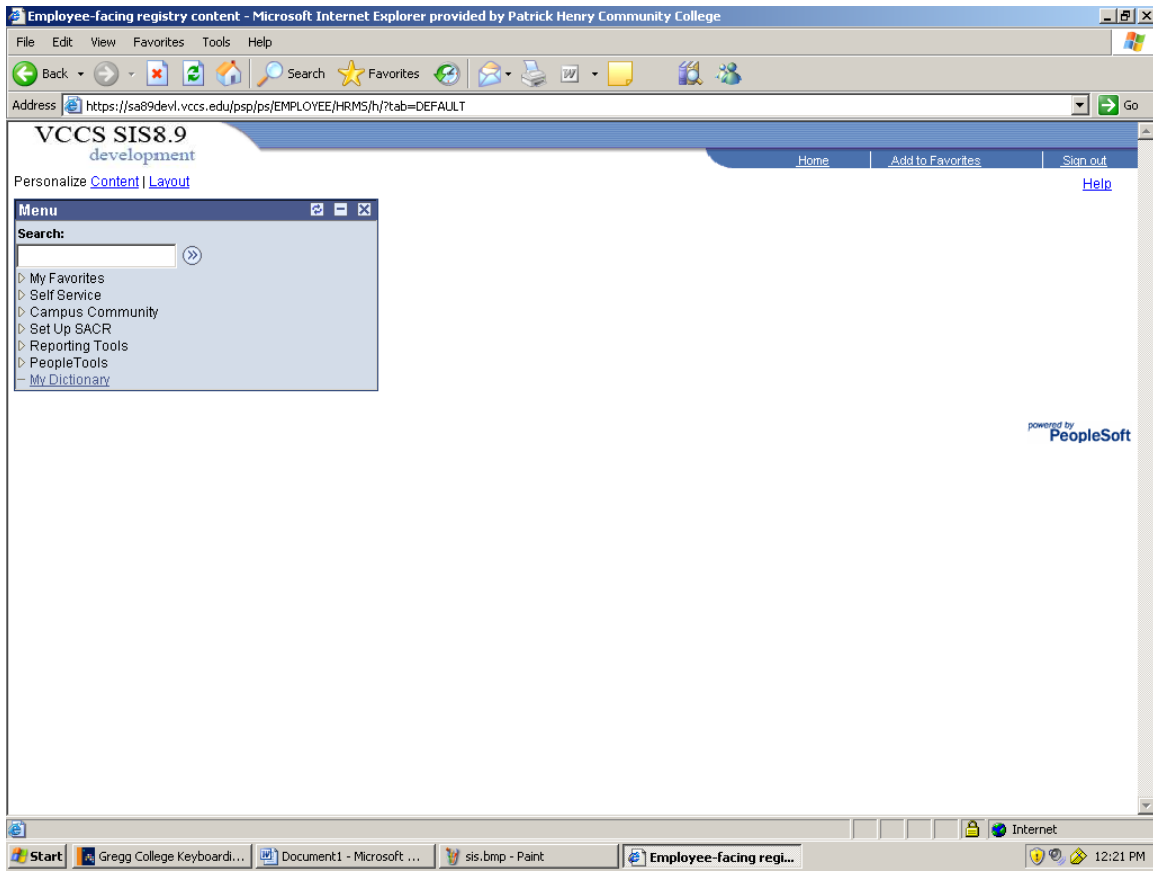


Students will login as usual using username and password

The menu item for the new SIS is VCCS SIS 8.9 Student Information System





Your new page will be similar to this one. This page may contain a few more options than the one that you see.

To access student information, click on Self Service

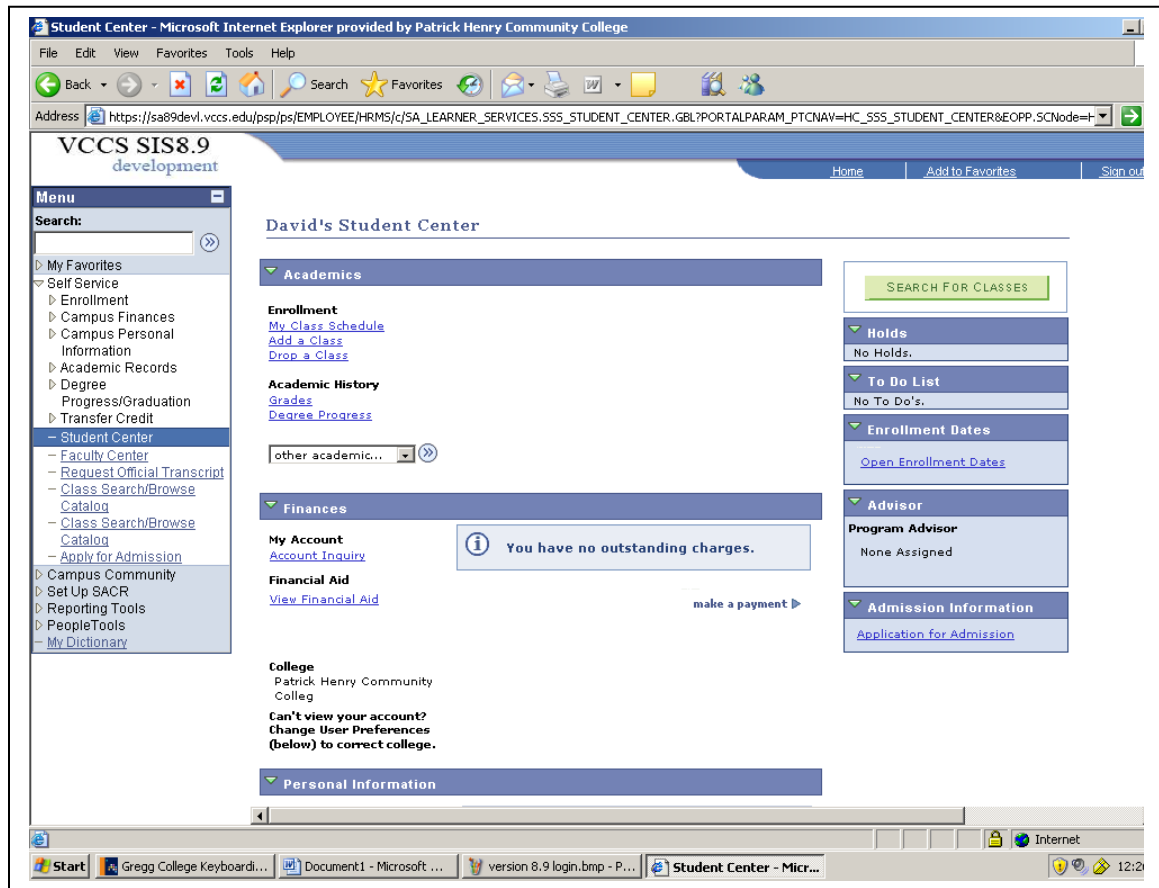
Then click on Student Center



[Student Center](#)

Use the student center to manage school related activities.

Student Center in Detail



Specific Tips

Add Classes

Click on Self Service>Student Center>Add a Class>select term.
Enter Class Nbr (example 22079) and click Enter, or Search for Class to view the Schedule of Classes.

After entering all Class Numbers, click Finish Enrolling.

View Results of all classes added; a 'green' check indicates you successfully enrolled, a 'red' "X" indicates you are unable to add this class.

Click My Class Schedule to view your class schedule

Print a copy by clicking the Print Icon in the toolbar of your browser.

Swap Classes

Click on Self Service>Student Center>Swap Classes>GO.

Select a class to swap from.

Enter Class Nbr of the class you want to swap to.

Click Enter button.

Click Next to Confirm your Selection.

Click Finish Swapping and then View Results.

Click My Class Schedule button to view and print a copy of your revised class schedule.

Drop Classes

Click Self Service>Student Center>Drop a Class.

If the desired term of classes is not listed, select another term and click Change.

Your enrolled classes will be listed.

Select R the classes or classes you wish to drop.

Click the Drop Selected Classes button.

Confirm your selection and then click Finish Dropping.

View your results.

Click My Class Schedule to view and print revised class schedule.

If you drop a class after the last date to withdraw, the grade automatically becomes an "F" grade.

If you drop 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 Registrar's Office.

View My Financial Aid Awards

Click Self Service>Student Center>View Financial Aid.

Click the desired Aid Year. For 2006-2007 academic year the Aid Year is 2007. You will see anticipated aid which assumes that you are enrolled full-time (12 credits). If you are enrolled less than full time, the anticipated aid will be decreased proportionally to actual aid after the second week of classes. If the actual amount is not enough to pay all tuition, you must pay the balance before the third week of classes.

Make Credit Card Payment

Click Self Service>Student Center>Campus Finances>Account Inquiry.

Click the Activity tab to view your account activity.

Click the Charges Due tab to view total charges due.

Click the Payment tab to view posted and pending payments applied to your account

Click the Pending Financial Aid tab to view financial aid you have been offered but not yet applied to your account. If you are enrolled less than full-time (12 credits) your offered financial aid may be prorated at a later date based on your level of enrollment. You may not receive the full amount of offered aid.

Click Make a Payment to pay with MasterCard or Visa credit or debit card. In the Credit Card Details First Name and Last Name boxes, type the name as it appears on the credit card.

Choose a Credit Card Type - Only VISA and MasterCard are currently accepted.

Enter credit card number and expiration date. Do not use dashes in the credit card number.

Click Next.

Click Pay Charges to pay the full amount due.

You have the option of making selective payments for a specific class(es).

Use the Calculate Grand Total button to total your selective payments.

Click Next.

View the Payment Summary to confirm payment.

Click Submit.

Click View Confirmed Payment button to view and print payment confirmation to retain as documentation.

To make a payment by check, instead of online with credit card, you may mail the check to Cashier at the college business office.