Using the Self Service Student Center

As a student you can:

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1. Log Into the System

To login go to [https://nvcc.my.vccs.edu](https://nvcc.my.vccs.edu)
Enter your Username and password.
Click [Log In](#)

If you do not know your username, you can click the words Look up your username. If you are new to your college you can look up your username and set your password at the same time by clicking Look up your username and set your password.

If you have problems with your username or password, contact the IT Help Desk.

2. Navigate

Click VCCS SIS: Student Information System.
You should see this page after clicking the link above.

To navigate in this system you should click **Self Service**.

You can click **Student Center** and have access to everything listed here, or you can click on any category or link under that category to go directly to a desired page.

3. **Add to Favorites**

You can add pages to your favorites for faster navigation. In this example the student clicked Self Service, then Student Center, then My Class Schedule. You can click My Favorites and then **Add to Favorites** to save this page for faster access in the future.
If the Description of the favorite is acceptable, just click **OK**.

In this example, a description of My Class Schedule might be better, so it will be changed before clicking **OK**.

Note: My Class Schedule is now listed under My Favorites and you can reach that page by clicking My Favorites and then clicking My Class Schedule.
4. Add, Drop, or Swap Classes

To Add, drop or Swap a Class Click Enroll.

From here you can search for the class(es) in which you wish to enroll by clicking the search button. If you already know the class number of the class you are interested in it can be entered here and the enter button should be clicked.

Here is an example of searching for an ITE class that meets in a Dynamic session.

This screen should return. You can now choose the class.
Here is an example of searching for an ITE class that meets in a Dynamic session.

This screen should return. You can now choose the class that best fits your needs by clicking the **select class** button.

This screen should return. Now you should click if this is the class chosen; if not you should click **CANCEL**.
This screen should return, you can continue to add classes by repeating the above steps, or you can click 

**PROCEED TO STEP 2 OF 3**

...to complete the addition of the class.

This screen should return when you choose the Proceed button. Check to make sure that this is the class you want to add and if it is click 

**FINISH ENROLLING**

You should see a status of which indicates a successful addition of a class. If you see an error occurred and you will probably need to request assistance to add the class.

Once you have successfully added a class, or classes you should click 

**MAKE A PAYMENT**

to pay your tuition if you will be paying by credit or debit card.

3/9/2012
To drop a class click the drop tab, and you should see a screen similar to this. To drop a class click the empty box beside the class in the Select column, and then choose the **DROP SELECTED CLASSES** button.

This screen should return. Confirm that this information is correct and click **FINISH DROPPING** if it is. If the information is not correct click either **CANCEL** to cancel the drop action, or click **PREVIOUS** to go back to the previous screen to choose the correct class to drop.

This screen should return, and you should again check the status to insure that it reads **✓**, if it does not you will probably need assistance to drop the class(es).

To Swap a class click the Swap tab. On this page, either
search for a class to swap with, or enter the class number (as shown here). Click enter.

Verify that this is the class you wish to switch to and then click NEXT.

Confirm again, that this is the action you wish to take and click FINISH SWAPPING. You should receive a page verifying success with the green check indicating success, if you receive a red X indicating an error, you will probably need assistance to swap the classes.

This screen should return, and you should again check the status to insure that it reads ✓, if it does not you will probably need assistance to swap the class(es).
5. View Your Class Schedule
To view your class schedule, click the tab marked **My Class Schedule**. You can also choose which classes you want to see under My Class Schedule by checking or un-checking the Class Schedule Filter Options and clicking the **filter** button. The List View Option is seen here, but you can also choose to display your schedule in a weekly calendar view by clicking the radio button **Weekly Calendar View**.
Weekly Calendar View

You can view past, present, or future weeks. You can choose the date and times and click **Refresh Calendar** to view a different week, or specific time frame.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Jan 9</th>
<th>Tuesday Jan 10</th>
<th>Wednesday Jan 11</th>
<th>Thursday Jan 12</th>
<th>Friday Jan 13</th>
<th>Saturday Jan 14</th>
<th>Sunday Jan 15</th>
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<tr>
<td>8:00AM</td>
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<td>1:00PM</td>
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<td>6:00PM</td>
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</tr>
</tbody>
</table>
6. View Grades

To view your grades click on Enroll Tab, Term Information and View my grades.

You should see this page. You can also see grades from past terms by clicking change term, select the term you want to view, and then clicking CONTINUE.

Your grades can be printed by clicking the Printer Friendly Version Button, then click File and choose Print from the menu.

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7. Degree Progress

You can view what progress you are making toward the degree you are seeking, by running the Advisement Report.

Choose the College you are attending from the drop down list, by clicking the down arrow beside the Academic Institution field.

Choose the type of report you would like to see - Academic Advisement; this report will display the requirements for the plan you are studying and, if those requirements have not been met you will see the words Requirement Not Met.

This report can be printed by Clicking File and choosing Print.

You also have access to What-If Reports which allow you to see how your present credits would apply to a different plan of study, or how other credits you may have taken in the past could apply to your present plan of study.

You can also view reports you requested previously by clicking View a Saved What-if Report Button. To view the previous report, just click on the Requested on date to the right for the report you want to view.
8. View Finances and Make Payments

To view your Account details click Account Inquiry.

Note: If you are attending more than one of the VCCS colleges, you may need to change your User Preferences.

To make a payment, click MAKE A PAYMENT

Here you will specify the payment amount. Fill in the amount in the field provided and
Enter your credit card information as well as phone number, email address, and verify your billing address. If the address is incorrect you can click Edit Address to correct the address. Once the information is correct and complete, click NEXT at the bottom of the page.

Verify that all of the information is correct, then click SUBMIT.

You should receive this message.
If you receive some type of error message, you should contact the Business Office.

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Payment Amount</th>
<th>Transaction Date</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>450001474247</td>
<td>$500.00</td>
<td>01/13/2012</td>
<td>Successfully Posted</td>
</tr>
</tbody>
</table>

Currency used is US Dollar

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.
9. View Financial Aid

To view your Financial Aid Information, click [View Financial Aid]

Click on the Aid Year you wish to view.

If you are receiving Aid you should see a screen similar to this one, with details about aid awards by term. If you are not receiving aid you should receive this message:

You have no financial aid awards available for viewing in this aid year.

If you have questions concerning Financial Aid please contact the Financial Aid Office.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.
10. View and Edit Bio Demo Data

To view or edit your Personal Information use the links at the bottom of the Student Center page. Demographic Data will allow you to view the following data:

- ID
- Gender
- Date of Birth
- Birth Country
- Birth State
- Marital Status
- Ethnic Group
- Military Status

As well as social security number, citizenship, and driver’s license information, if recorded in the system.

Names will give you access to edit your name in the system.

The information found under contact information can each be edited by clicking the link above the data.

11. Set User Preferences
To set User Preferences use the link at the bottom of the Student Center page. User Preferences will allow you to set the college you want to view as well as financial aid year and academic career.

You can use the drop down boxes to choose Institution and Academic Career.

You can use the lookup valid values for term and aid year.

Once you have these set to the values you want click Save.

You can change these preferences as you need.

12. Request Official Transcripts

To request official transcripts you can click on My Academics and then click Request Official Transcript.

Choose the Institution you need a transcript from and then choose an
option for when you want your transcript processed. You may choose from Immediate Processing, Degree Confer Date (after you receive your degree), or Grade Posting (after grades are posted). Enter how many copies you need in Quantity. You must either check the \textbf{Send To My Address} Box and choose the address type, or fill in the Send To information. You will need to click Edit Address to fill in the address for the send to information.

**Requests submitted with incomplete address information will not be processed.**

\textbf{Submit} \quad \textbf{Clear}

\section*{Request Official Transcript}

\section*{Transcript Request Confirmation}

\begin{itemize}
  \item Request \# \textbf{0123456789} \quad Request Date: 01/13/2012 \quad Official Transcript
  \item \textbf{Immediate Processing} Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.
  \item Quantity: \textbf{1}
\end{itemize}

Recipient Information

Once you have the information complete click the \textbf{Submit} You should receive a confirmation page. Any questions should be directed to the Admissions office of your college.
13. View Holds and To Do’s

To view holds (these either hold your records, or prevent you from doing something until you address the reason for the hold) or To Dos (these usually tell you of something you need to complete)

You can click on the link located in the boxes on the right of the Student Center page.

To view more information click the link located under the Item column.

You can do the same under your To Do List.

14. Browse the Catalog/ Search for Classes

Note: This is a Search option; enrollment functions are not allowed from this tab.

You can choose to search the schedule of classes or browse the catalog. Click Search then to search the schedule of classes, click Search for classes.
You will see this screen, you can choose the subject you want by clicking [select subject], or just type in the Subject prefix if you happen to know it. If you are interested in taking any open ART class for instance, you can type ART in the Subject field and click the [SEARCH] button.

You can also choose Additional Search Criteria, if you want to search for specific, days, times, locations or even instructors.

If you choose [Browse the Catalog] and click Browse course catalog, you will have this page returned. You can choose to show All Courses or Courses With Sections Offered. The catalog is listed in alphabetical order, but you can click on the letter of the alphabet that begins the subject you are interested in for faster searching. Click on the course links to view details of the course, such as credits, grading basis and a description of the course itself.
15. View Open Enrollment Dates

You can view the dates that enrollment in classes will be allowed for the term by clicking the Open Enrollment Dates Link found under Enrollment Dates on the right side of the Student Center page.

Beginning dates to enroll are included as well as the maximum number of credits you can enroll in without division approval.

16. View and Contact Advisor

You can view your advisor information by clicking on details found under Advisor on the right side of the Student Center page.

If contact information is included on this page. It should include email address and phone number.
17. Log Off

Don’t forget to logout by clicking [Sign out] located in the top right corner of the page.