WEB REGISTRATION GUIDE

For assistance with any step, contact your local CCV Academic Center

SEE WHICH COURSES YOU NEED

portal.ccv.edu
> Web Services (top left)
> Student Academic Planning
> Program Evaluation

SEE WHICH COURSES ARE OFFERED

catalog.ccv.edu
> Courses

REGISTER & PAY FOR CLASSES

portal.ccv.edu
> Web Services (top left)
> Student Registration
> Make a Payment/View Your Bill

OR

ccv.edu
> Course Schedule
> Course Planning by Program

Look for Completed & Needed Courses

Click on a course title for details and current day/time options.

View anticipated course offerings.

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# See Which Courses You Need
- portal.ccv.edu
- After you log in, visit Web Services on the top left of the page.
- Click on **Student Academic Planning**.
- Click on **Program Evaluation**.
- Select your program. If you are undeclared, you can choose a program to evaluate. Be sure to select a CCV program (starts with V) out of the list.

# See Which Courses Are Offered
- catalog.ccv.edu
- Choose the appropriate Catalog Year from the drop-down menu.
- Click on **Associate Degrees**.
- Select your degree and scroll down to view your General Education and Program Requirement courses.
- Look for courses with an asterisk (*) to see if any of your Program Requirements also fulfill General Education Requirements.
- Click on the **courses** to check availability.

# Check Year-Long Planning
- To see when and where courses will be offered throughout the year, use the Course Planning by Program to map out your degree.
- Click on **Course Schedule** at the top left of the website.
- Click on the year under **Course Planning by Program**.
- Filter by Program Requirement or General Education Requirement and Semester/Year.
- Plan future semesters based on course availability to ensure timely completion of your degree.

# Register for Classes
- Visit Web Services on your Portal page.
- Click on **Student Registration** and then **Register for Sections**.
- On the next page, verify your school and program information, then read and accept the registration agreement.
- Click on **Register for Sections**, select the upcoming CCV term, and search for your classes by filling in at least 2 fields.
- Choose your course(s), click **Submit**.
- Using the drop down action list, choose **Register** and click **Submit** to complete your registration.
- Return to the **Student Academic Profile** to verify your **Class Schedule**.
- Need help? Contact your local CCV Academic Center for assistance.

# Pay Your Bill
- In Web Services, choose Student Billing/Financials.
- Click **Make a Payment/View Your Bill**.
- Be sure to check the payment due dates to avoid being removed from your classes.
- If you are paying with financial aid, view your Account Summary and contact your financial aid counselor to be sure you have completed the application process for the current academic year.