WEB REGISTRATION GUIDE

SEE WHICH COURSES YOU NEED
portal.ccv.edu
> Web Services (top left)
  > Student Planning
  > Go To My Progress
  > Look for “Not Started”

SEE WHICH COURSES ARE OFFERED
catalog.ccv.edu
> Courses

REGISTER & PAY FOR CLASSES
portal.ccv.edu
> Self Service (top left)
  > Student Planning to register

OR
ccv.edu/schedule
> Course Planning by Program

NOTE:
Complete the following item: 1 of 1 Completed. Show Details
GENERAL EDUCATION CORE COMPETENCIES
Complete all of the following items: 1 of 1 Completed. Hide Details
A. 1st Semester Seminar
  Take INT-1050 or INT-1060.
  Complete all of the following items: 1 of 1 Completed. Hide Details
  0 of 1 Courses Comleted. Hide Details
  Status Course
    0 Not Started
B. Test Literacy
  Take one course (three credits) in Technological Literacy.
  Complete all of the following items: 1 of 1 Completed. Hide Details
  0 of 1 Courses Comleted. Hide Details
  Status Course
    0 Not Started
C. Continuing Ed

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

View anticipated course offerings.

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

OR
SEE WHICH COURSES YOU NEED
SEE WHICH COURSES ARE OFFERED
REGISTER & PAY FOR CLASSES
<table>
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| 1    | **SEE WHICH COURSES YOU NEED**  
> portal.ccv.edu  
> After you log in, visit **Self Services** on the top left of the page.  
> Click on **Student Planning**.  
> Click on **Go To My Progress**.  
> Your program evaluation will display. Courses or requirements you need to take will show in red. |
| 2    | **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. |
| 3    | **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. |
| 4    | **REGISTER FOR CLASSES**  
> Visit Self Service on your Portal page.  
> Click on **Student Registration** and then **Register for Sections**.  
> Choose your course(s) using the Search for Courses... window in the upper right hand corner.  
> Click **Add Section to Schedule**, then **Add Section**.  
> Return to the **Planning Overview**.  
> Click on the course in your Schedule.  
> Click **Register**.  
> Need help? Contact your local CCV Academic Center for assistance. |
| 5    | **PAY YOUR BILL**  
> In Self Service, choose the **Student Finance** tile.  
> Click **Payments/Authorized Users** under Helpful Links to pay your bill.  
> Be sure to check the payment due dates to avoid being removed from your courses.  
> If you are paying with financial aid, go to the ‘Financial Aid’ tile in Self-Service to review your award information, apply for aid, or contact your local financial aid counselor. |