

# WEB REGISTRATION

REGISTER EARLY TO GET THE CLASSES YOU WANT!

To register online, complete CCV's admissions process if you are new to CCV. See [www.ccv.edu/admissions](http://www.ccv.edu/admissions).

## STEP 1 - CHOOSE YOUR CLASSES.

- Use CCV's web schedule at [www.ccv.edu](http://www.ccv.edu) to search for classes.
- Discuss your choices with an advisor at your local CCV office.
- To register online you will need the information in the sample below.

### Express Registration *SAMPLE*

Synonym <i>(5 digit)</i>	Subject <i>(3 letters)</i>	Course Number <i>(4 digits)</i>	Section Number <i>(2 letters, 2 digits)</i>	Term
12345	CIS	1234	VU01	CCV-current semester

## STEP 2 - LOGIN TO CCV'S BLACKBOARD PORTAL AT [HTTPS://BLACKBOARD.VSC.EDU](https://blackboard.vsc.edu)

- If you have not already activated your account, click on **New User** to do so.
- Follow the online instructions for logging in.
- If you need help logging in, click on Help Desk for assistance.

## STEP 3 - REGISTER FOR CLASSES.

- Go to the **VSC Web Services** module.
- Click on **Student Menu**.
- Click on **Register for Sections**.
- Read and accept the registration agreement.
- Choose a registration method. Fill out the form depending on the method you choose.
- Click **Submit** to complete your registration.
- Return to the **Student Menu** to see your Class Schedule.
- **Need help?** Return to Blackboard and click on the Web Registration Advising Guide or Web Registration-FAQ, or speak with a staff member at any CCV location.

## STEP 4 - PAY YOUR BILL.

- To pay your bill: choose Account Summary/Make a Payment. Be sure to check the posted payment due dates to avoid being deregistered 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.

YOU MAY ALSO REGISTER IN PERSON BY APPOINTMENT AT YOUR LOCAL CCV OFFICE.