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Getting started

Go to your institutions homepage and click “Student Pirate Web” at the top left.

Enter your User ID and password, Your User Id will be your email address. All new student e-mails are constructed as follows: First Initial, Last Name, Last 4 digits of your student number or “A” number.

Note: If you were a student prior to Summer Term 2020 then you will use the last 4 or your original student number.

Your password will be set to the following by default: !CVCC + (Date of Birth with a two digit year)

Example: If my name is John Doe and my “A” number is A01004999 then my email address will be jdoe4999@piratemail.cv.edu
If my date of birth is February 21st 1995 then my password will be !CVCC022195
Below is the main **Student Menu** in Self Service Banner (SSB). This guide will demonstrate a few of the more commonly used tools available to you through SSB. There are multiple ways to retrieve the same information or perform the same tasks. Following are examples of how to use these tools. Please explore the menu to discover the techniques that best fit your individual needs.

**Student**

- **Admissions**
  - Apply for Admission or Review Existing Applications

- **Registration**
  - Check your registration status, class schedule and add or drop classes

- **Student Records**
  - View your grades and transcripts

- **Student Account**
  - View your account summaries, statement/payment history and tax information

- **Student Profile**
  - View Holds, Student Information, Advisor, Program of Study

- **Degree Works**
  - Track academic progress and check plan

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The **Registration** menu.

**Registration**

- **Select Term**
- **Add or Drop Classes**
- **Look Up Classes**
- **Student Detail Schedule**
- **Registration Status**
- **Active Registration**
- **Concise Student Schedule**

**Release: 8.9.1**
The **Student Records** menu.

**Student Records**

- Midterm Grades
- Final Grades
- Unofficial Transcript
- Course Catalog
- Class Schedule
- Request Enrollment Verification
- View Status of Enrollment Verification Requests
- Apply to Graduate
- View Application To Graduate
- Order Official Transcript

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Adding and Dropping Classes
Clicking on **Registration** gives you the following menu choices. Click on **Add or Drop Classes**.

This is the Add Classes Worksheet. Enter Course Reference Numbers (CRN) in the highlighted area to add classes to your schedule (register for the semester).

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

If you would like to complete a full withdrawal from ALL courses, please click here.
If you have not already found your CRN's, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. Scroll down and highlight the subject you wish to find. Click on **Course Search** if you wish to search by subject. Below is an example of a course search by subject.

**Look Up Classes**

[Use the selection options to search the class schedule]

**Subject:** Accounting Technology  
Advanced Manufacturing  
Aerospace Technology  
Air Cond/Refrigeration Tech  
Anthropology  
Art  
Astronomy  
Automotive Technology  
Biology  
Business

[Course Search | Advanced Search]

If you wish to perform an advanced search, click **Advanced Search** to bring back the following search options. You can now search for classes by using several criteria.

**Advanced Search**

[Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must...]

**Subject:** Accounting Technology  
Advanced Manufacturing  
Aerospace Technology  
Air Cond/Refrigeration Tech  
Anthropology  
Art  
Astronomy  
Automotive Technology  
Biology  
Business

**Course Number:**  
**Title:**  
**Schedule Type:** Clinical, Distant Learning  
**Instructional Method:**  
**Credit Range:**  
**Campus:**  
**Part of Term:** First Mini Term, Full Term  
**Instructor:** Abduljab, Nazar Mahmud, Adams, Andrew Wilson  
**Session:** Day, Evening  
**Start Time:**  
**End Time:**  
**Days:** Mon, Tue, Wed, Thu, Fri, Sat, Sun

[Section Search | Reset]

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In this example, English is selected as the subject. The search brought back a listing of all English courses that are offered this semester. Scroll through the list to locate the course number you wish to view in the schedule. Click on View Sections to find the CRN’s for the courses offered this semester.

<table>
<thead>
<tr>
<th>Spring 2020</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>099 Intro. to College Writing</td>
<td>View Sections</td>
</tr>
<tr>
<td>101 English Composition I</td>
<td>View Sections</td>
</tr>
<tr>
<td>102 English Composition II</td>
<td>View Sections</td>
</tr>
<tr>
<td>102H English Composition II</td>
<td>View Sections</td>
</tr>
<tr>
<td>251 American Literature I</td>
<td>View Sections</td>
</tr>
</tbody>
</table>

This is a list of the sections that are available. Select the CRN you want to add to your worksheet.

**Sections Found**

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>Cre</th>
<th>Sec</th>
<th>Cap/Creed</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap Act</th>
<th>Wl</th>
<th>Cap Wl</th>
<th>Act Wl</th>
<th>Cap Xl</th>
<th>Act Xl</th>
<th>Date (MM/DD)</th>
<th>Lr</th>
</tr>
</thead>
<tbody>
<tr>
<td>22760 ENG 101 100 DEC 3000 English Composition I</td>
<td>MW</td>
<td>08:10 am-09:15 am</td>
<td>13</td>
<td>3</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>01/13-05/09</td>
<td>H</td>
</tr>
<tr>
<td>22762 ENG 101 101 DEC 3000 English Composition I</td>
<td>MW</td>
<td>08:10 am-09:15 am</td>
<td>25</td>
<td>0</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>01/13-05/09</td>
<td>H</td>
</tr>
<tr>
<td>22764 ENG 101 102 DEC 3000 English Composition I</td>
<td>MW</td>
<td>09:10 am-10:45 am</td>
<td>13</td>
<td>2</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>01/13-05/09</td>
<td>H</td>
</tr>
</tbody>
</table>

RELEASE: 8.7.2.4

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Click **Add to Work Sheet.**

Repeat this process until you have listed all of the CRN's in which you wish to enroll and click **Submit Changes** when finished.

Add Casses Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>22780</td>
<td>23327</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is no need to save your schedule before you exit. Once you successfully submit your schedule with no errors, your schedule is saved.
Closed Classes

When you have searched for a class and it is closed, a C will be displayed under the Select heading for that course.

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23410</td>
<td>CIS</td>
<td>146</td>
<td>100</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>MW</td>
<td>08:00 am-09:15 am</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>23411</td>
<td>CIS</td>
<td>146</td>
<td>101</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>MW</td>
<td>11:00 am-12:15 pm</td>
<td>26</td>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>23412</td>
<td>CIS</td>
<td>146</td>
<td>102</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>MW</td>
<td>12:30 pm-01:45 pm</td>
<td>26</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>23413</td>
<td>CIS</td>
<td>146</td>
<td>103</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>TR</td>
<td>09:30 am-10:45 am</td>
<td>26</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>23414</td>
<td>CIS</td>
<td>146</td>
<td>104</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>TR</td>
<td>11:00 am-12:15 pm</td>
<td>26</td>
<td>3</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>23415</td>
<td>CIS</td>
<td>146</td>
<td>105</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>TR</td>
<td>12:30 pm-01:45 pm</td>
<td>26</td>
<td>3</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>23416</td>
<td>CIS</td>
<td>146</td>
<td>300</td>
<td>HSV</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>MW</td>
<td>08:00 am-09:15 am</td>
<td>28</td>
<td>3</td>
<td>25</td>
</tr>
</tbody>
</table>
Other Registration Messages

You may receive other registration messages when attempting to enroll in courses. Below are possible examples of registration errors:

❖ You do not meet the prerequisite or corequisite. This could be a course, GPA, test score or program requirement. Check the catalog course description to see what the requirements are for the course.

❖ The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid the conflict.
Dropping a Class

Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop down box in the Action column. Click in the drop down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a course before school starts, the “Web Drop” will be the option you see to drop the course (you will not be charged for the course).

If you are dropping a course after classes have started, the “Web Withdrawn Course” will be the option you see to drop the course. This means that you can drop the course but you forfeit the money you paid for it.

You will only be able to withdraw/drop from a course during the time period designated by your institution.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered on Mar 26, 2020</td>
<td>None</td>
<td>23411 CIS 146 101 Undergraduate 3.000 Standard Letter Microcomputer Applications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered on Mar 26, 2020</td>
<td>None</td>
<td>22760 ENG 101 100 Undergraduate 3.000 Standard Letter English Composition I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Student Profile

Click the Student Tab
Click Student Profile

This screen will provide you a complete view of your student record. You can view holds if you have any on your account, advisor information, program of study and class schedule.
Registration Status

Click the Student Tab
Click Registration
Click Registration Status.

Your Registration Status screen appears. It will tell you if you have Holds, your academic standing, if you can register and what classification you are.

Curriculum Information
Current Program
Associate in Applied Science
Level: Undergraduate
Program: AAS Business Administration
Admit Term: Fall 2019
Admit Type: Unconditional Admit
Catalog Term: Fall 2019
College: Academic Services (Transfer)
Major: Business Administration
Concise Student Schedule

Click the Student Tab
Click Registration
Click Concise Student Schedule

Registration

Select Term
Add or Drop Classes
Look Up Classes
Student Detail Schedule
Registration Status
Active Registration
Concise Student Schedule

Your Concise Student Schedule screen appears. This is the most efficient way to view your schedule.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Campus</th>
<th>Credits</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>22411</td>
<td>CIS 146 101</td>
<td>Microcomputer Applications</td>
<td>Decatur Campus</td>
<td>3.00</td>
<td>UG</td>
<td>Jan 13, 2020</td>
<td>May 09, 2020</td>
<td>MW</td>
<td>11:00 am - 12:15 pm</td>
</tr>
<tr>
<td>22760</td>
<td>ENG 101 100</td>
<td>English Composition 1</td>
<td>Decatur Campus</td>
<td>3.00</td>
<td>UG</td>
<td>Jan 13, 2020</td>
<td>May 09, 2020</td>
<td>MW</td>
<td>8:00 am - 9:15 am</td>
</tr>
</tbody>
</table>

Total Credits: 6.000
Final Grades

Click the **Student Tab**
Click **Student Records**
Click **Final Grades**

This screen shows the Final Grades given for attempted course work for a given semester. Grades are only available for viewing once the course is complete and the instructor has issued a grade (usually after finals have concluded for all courses).
Academic Transcript

Click the **Student Tab**
Click **Student Records**
Click **Unofficial Transcript**

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student</th>
<th>Faculty Services</th>
<th>Employee</th>
<th>Student Awards and Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Go</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Student Records

- Midterm Grades
- Final Grades
- **Unofficial Transcript**
- Course Catalog
- Class Schedule
- Request Enrollment Verification
- View Status of Enrollment Verification Requests
- Apply to Graduate
- View Application To Graduate
- Order Official Transcript

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Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level will be undergraduate and the default Transcript Type is Unofficial Web Transcript. This transcript shows all work from your current institution as well as specific transfer work.

Click **Submit**.

### Academic Transcript Options

- Select the transcript level and transcript type.

  **Transcript Level**: All Levels
  **Transcript Type**: Unofficial Web Transcript

  **Submit**

**RELEASE: 8.7.1**
A screen showing all course work and grades appears.

If you have Transfer work, it appears first and then current institutional work is displayed next. Transcript Totals and GPA’s are listed toward the bottom of the transcript along with any In-progress work. In-progress refers to the courses students are enrolled in for the semester but grades have not yet been assigned.
Request Official Transcript

Click the Student Tab
Click Student Records
Click Order Official Transcript

This will allow you to have an official transcript sent electronically to another school or business. Once you choose Order Official Transcript, you will be directed to another page to complete the request.
Class Schedule

Click the **Student Tab**
Click **Student Records**
Click **Class Schedule**

This class schedule refers to the courses that are offered each semester at your institution.

Narrow your search using the options on the screen and then click **Class Search**.
Request Enrollment Verification

Click the **Student Tab**
Click **Student Records**
Click **Request Enrollment Verification**

This allows you to send verification of your enrollment to an employer, lending institution, insurance agent, etc. Fill in the requested information and click **Continue**.

**Enrollment Verification Request**

- Select a term for, and type of, enrollment verification.
- * Indicates required field

<table>
<thead>
<tr>
<th>Term:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification Type:</td>
<td>None</td>
</tr>
<tr>
<td>Number of Copies:</td>
<td>1</td>
</tr>
</tbody>
</table>

**Release: 8.7.1**
Account Summary

Click the Student Tab
Click Student Account
Click Account Summary

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student</th>
<th>Faculty Services</th>
<th>Employee</th>
<th>Student Awards and Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Account**

**Account Summary**

Account Detail for Term
Tax Notification (1098-T)
Account Information
Statement and Payment History
Payment and Deposit Processing

**RELEASE: 8.9.1**

This option allows you to see a summary of your tuition, fees and miscellaneous charges as well as any financial aid or payments that have been applied. You can view your Account Detail by Term if you want to see more detail.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Account Balance: $1,269.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Charge</td>
</tr>
<tr>
<td>Legacy Balance Forward</td>
<td>$1,415.00</td>
</tr>
<tr>
<td>Bond Surety Fee - Shared</td>
<td>$10.00</td>
</tr>
<tr>
<td>Bond Surety Fee - DEC</td>
<td>$14.00</td>
</tr>
<tr>
<td>Facility Renewal Fee - Shared</td>
<td>$90.00</td>
</tr>
<tr>
<td>Facility Renewal Fee - DEC</td>
<td>$125.00</td>
</tr>
<tr>
<td>Technology Fee - Shared</td>
<td>$90.00</td>
</tr>
<tr>
<td>Technology Fee - DEC</td>
<td>$126.00</td>
</tr>
<tr>
<td>Special Bldg Fee - Shared</td>
<td>$120.00</td>
</tr>
<tr>
<td>Special Bldg Fee - DEC</td>
<td>$168.00</td>
</tr>
<tr>
<td>Access/Wellness Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Nurse Testing Fee</td>
<td>$375.00</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>$22.00</td>
</tr>
<tr>
<td>Refund</td>
<td>$3,272.00</td>
</tr>
<tr>
<td>Tuition - Shared</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>Tuition - DEC</td>
<td>$1,764.00</td>
</tr>
<tr>
<td>Tuition ACCS - Shared</td>
<td>$50.00</td>
</tr>
<tr>
<td>Tuition ACCS - DEC</td>
<td>$70.00</td>
</tr>
<tr>
<td>Direct Loan - Unsub</td>
<td>$0.00</td>
</tr>
<tr>
<td>Web Payment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Charges:</td>
<td>$8,982.00</td>
</tr>
<tr>
<td>Credits and Payments:</td>
<td>$7,713.00</td>
</tr>
<tr>
<td>Account Balance:</td>
<td>$1,269.00</td>
</tr>
</tbody>
</table>