

# Advising and Registration Process

## Pirate Web Login

Go to "Student Pirate Web" at [www.cv.edu](http://www.cv.edu)

Your user ID will be

- 1<sup>st</sup> initial of your first name, your last name, and the last 4 digits of your student number  
@piratemail.cv.edu
- Example: Student Name – Jane Doe  
Student Number – A017181234
- Example: User Name would be  
[jdoe1234@piratemail.cv.edu](mailto:jdoe1234@piratemail.cv.edu)

Your default PIN is:

- !CVCC plus your six digit birthdate (MMDDYY)  
**Example: !CVCC012398**

## Advisor Information

To locate your academic advisor's contact information, login to Student Pirate Web:

- Click "Student" tab
- Click "Student Profile"
- Once the student profile screen comes up, you will see "Advisors" at the bottom of the screen
- Your advisor's name will be on the right side of "Advisors"
- You may click on the advisor's name to email him/her to set-up an advising appointment.

## Advising Appointment

To prepare for your advising appointment:

- Review the degree map for your program of study at <http://www.cv.edu/degree-maps/>.
- Students planning to transfer to a four-year institution should visit [Statewide Transfer & Articulation Reporting System \(STARS\)](#) to obtain a transfer guide/agreement for your major at the selected public four-year institution.
- It is strongly recommended that students meet with your advisor prior to registering to map out classes needed for graduation.

## Prerequisites

All prerequisites must be satisfied. If a student enrolls in a class for which the prerequisites are not fulfilled, then the student may not receive credit for that class and may be withdrawn administratively.

## Registration Steps

**Step 1.** Login to "Student Pirate Web"

**Step 2.** Click on the "Student" tab

**Step 3.** Click on "Registration"

**Step 4.** Click on "Look up Classes"

**Step 5.** Select the term by using the down arrow.  
Click "Submit" **Example: Summer 2021**

**Step 6.** To search for a class:  
• Select the subject and click on "Course Search."  
• Click "Advanced Search" for more search options.

**Note: Classes are offered by terms. 1 - Regular term, 2A – Term I, and 2B - Term II.**

**Step 7.** To register for a class:  
• Select the check box in front of the Course Reference Number (CRN), and click "Register" at the bottom of the screen.  
• "C" before the CRN identifies a closed class.  
• If you know the CRN of the class for which you want to register, you may add it in the "Add Classes Worksheet" and click "Submit Changes."

**Note: For co-requisite classes (ENG099 or MTH099), you must enter both CRNs (Example: ENG099 and ENG100) on the worksheet at the same time.**

**Step 8.** To drop a class while registering:  
• Click on the drop down menu under "Action."  
• Select "Drop Class via Web" from the drop down menu. This screen will assist with any registration errors. A red circle with an "X" indicates a registration error. Search for a new class or speak with your advisor.  
• Once the drop/add period has ended, students will visit [www.cv.edu](http://www.cv.edu) and click on the Admissions tab to select and complete the online drop or withdrawal form.

**Step 9.** To print a schedule:  
• Under the "Registration" tab, click "Concise Student Schedule." With the schedule showing, click "File" on your browser, and then click "Print Preview." Adjust your preferred settings and print. (Landscape is recommended.)



# Advising and Registration Process

## Completing Registration and Payment

### 1. Steps to Pay Online

- Login to your “Student Profile”
- Click “Student” tab
- Click “Student Accounts
- Click “Touchnet” link
- Agree to the Financial Services Agreement
- Click “Make Payment”
- Enter/Select amount of payment and Click continue
- Once you click submit, you will follow the prompts to enter payment method to finalize your payment.

### 2. Steps to View Authorized Financial Aid

- Login to your “Student Profile”
- Click “Student” tab
- Click “Student Accounts”
- Click “Account Detail for Term”
- Select the appropriate term. Example: Spring 2021
- Any authorized amount and **current balance due** will appear.

### 3. Ensure all tuition and fees have been paid.

Class schedules will be dropped if payment is not made by the designated due date. During the drop/add period, payment is due at the time of registration. Options for making payments are as follows:

- Login to Student Pirate Web to pay by credit card.
- Visit the Business Office in person to pay by cash or check.

- Failure to attend or ceasing to attend class may result in a reduction or repayment of financial aid and a failing grade in the class.

## Need Help with Registering for Classes

Students can come to Wallace Hall, Room 101 to receive assistance with registering yourself at our “Late Night Thursday” sessions scheduled from 5:00 p.m. – 6:30 p.m. on the following Thursdays:

April 8<sup>th</sup>, April 15<sup>th</sup> or April 22<sup>nd</sup>  
No appointment required!

## Contact Information

Admissions	<a href="mailto:admissions@cv.edu">admissions@cv.edu</a>	334-291-4929
Financial Aid	<a href="mailto:financial.aid@cv.edu">financial.aid@cv.edu</a>	334-291-4914
Business Office	<a href="mailto:business.services@cv.edu">business.services@cv.edu</a>	334-291-4937

## Class Attendance

- Students who fail to attend class within the first week will be reported as a “No Show” and administratively withdrawn from the class.
- Students enrolled in online classes must complete the first assignment by the due date to verify attendance. Online students who fail to complete the first assignment will be reported as a “No Show” and administratively withdrawn from the class.
- Federal grant recipients who completely withdraw from the College or are no longer attending all classes prior to the sixty percent (60%) of the enrollment period may owe a repayment to the U.S. Department of Education.

