Advising and Registration Process

Claim your Alabama.edu Account

- Check your personal email for an email with "Claim Your Alabama.edu Account" in the subject.
- Go to password.alabama.edu and click "Claim my Account."
- Enter in your student A# as well as your claim code provided in claim email.
- Create a new password (minimum of 12-characters).
- Once created, login to password.alabama.edu and click on "Alabama.edu Microsoft" and setup your Multi-Factor Authentication.
    - Preferred method is to use the Microsoft Authenticator App, but can use texting.
- More Information: https://www.cv.edu/alabamaedu.

PiratePortal Login

Go to "PiratePortal" at www.cv.edu.

Your user ID will be:

- Your student A#@alabama.edu
- Ex: Student Number – A00001234
- Ex: User Name would be A00001234@alabama.edu

Your Password will be the one created when you claimed your account above.

Advisor Information

To locate your academic advisor's contact information, login to PiratePortal:

- Under the "Advisors" card, you will see your advisor's name and email address.

Advising Appointment

To prepare for your advising appointment:

- Review the degree map for your program of study at https://www.cv.edu/programs/academic-transfer/.
- Students planning to transfer to a four-year institution should visit Alabama Transfers Guide 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in a class for which the prerequisites are not fulfilled, the student may not receive credit for that class and may be withdrawn administratively.

Registration Steps

Step 1. Login to "PiratePortal."

Step 2. Click on the "Student" card.

Step 3. Click on "Registration."

Step 4. Click on "Register for Classes."
Select the term by using the down arrow.
Click "Submit" **Example: Spring 2027.**

Step 5. Click on "Find Classes."
Register for Classes page opens on the Find Classes tab. Enter the desired search criteria. Note, there are other search options available under the Advanced Search hyperlink.

Step 6. To register for a class:
Identify the desired section and click the **Add** button.

Step 7. The section will be added to the Summary panel in a Pending status. Press Submit button to save.
The "Status" column will show the following:

1. If seats are available in the classes.
2. If there is a "Time Conflict."
3. If class is "FULL."

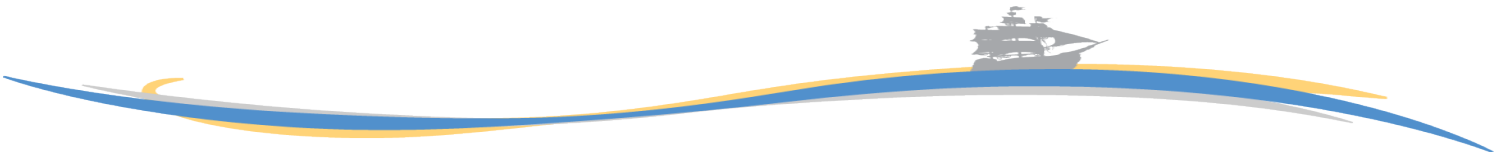
Note: Classes are offered by terms.

- **1 = Regular term**
- **1A = 13 Week First Mini Term**
- **1B = 13 Week Second Mini Term**
- **2A = Term I**
- **2B = Term II**

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 button under "Action."
• Select the drop option in the drop-down box. 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 and click on the Admissions tab to select and complete the electronic student withdrawal form.

Step 9. To print a schedule:
Click the printer icon located at the top right corner of the class schedule. You may print as PDF to save or print the class schedule.



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Financial Aid & Freeze Date

To receive financial aid for **ALL** the classes you plan to take, you must register for all sessions (Full Term, IA, 2A, 1B, and 2B) before the freeze date. You will not receive financial aid for classes added to your schedule after hours have been frozen.

Completing Registration and Payment

1. **Steps to Pay Online**

- Log into your student profile.
- Click student tab.
- Click on Student Landing Page.
- Under the Student Account section, click Make a Payment, Deposit.
- Agree to all of the Financial Services Agreements (the initial log in only).
- Consent to receiving 1098-T electronically (the initial log in only).
- Click on Make Payment button.
- 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 enroll in a payment plan**

Our payment plans have a $40 non-refundable enrollment fee. Please read the details of each plan carefully. Follow the steps below for the instructions to enroll in a payment plan.

- Log into your "Pirate Portal."
- Click on the "Student" card.
- Click on "Make Payment/Direct Deposit/1098T/Payment Plans."
- Under the Student Account section, click Make a Payment, Deposit.
- Agree to all of the Financial Services Agreements (initial log in only).
- Consent to receiving 1098-T electronically (initial log in only).
- Click Enroll in Payment Plan under the account balance.
    - **Note:** Please ensure that the payment plan you select corresponds to the semester/term you are registered.
- Select the semester from the drop-down menu to see the list of payment plans

3. **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 2027
- Any authorized amount and **current balance due** will appear.

4. **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:

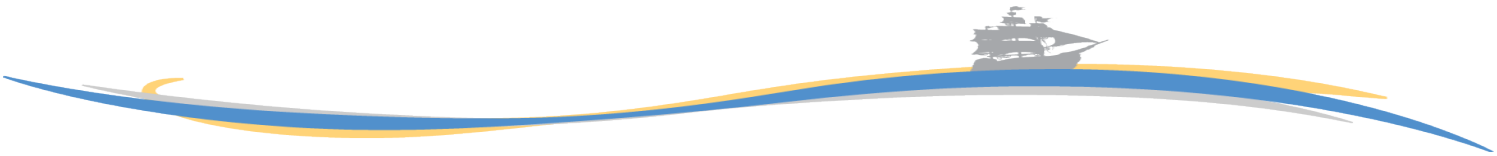
- Login to Pirate Web to pay by credit card.
- Visit the Business Office in person to pay by cash or check.

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.
- 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.

Contact Information

Admissions	admissions@cv.edu	334-291-4929
Financial Aid	financial.aid@cv.edu	334-291-4914
Business Office	business.services@cv.edu	334-291-4937



Advising and Registration Process

Set-up Direct Deposit

- Log into your student profile via desktop or laptop.
  Note: Direct Deposits cannot be set-up from a cell phone. When using a cell phone, the set-up drops the last number from student's account.
- Click student tab.
- Click on Student Landing Page.
- Under the Student Account section, click Make a Payment, Deposit.
- Agree to all of the Financial Services Agreements (only first log in).
- Consent to receiving 1098-T electronically (only the first log in).
- Click on Refund Account Setup.
- Complete the Two-Step Verification process.
- Click Set up a new account button.
- Follow the instructions to enter in your bank information.