




You may experience delays with accessing the online Student Information System due to high volume.

My VCCS allows you to use a single sign on to access online applications.

- o  **Blackboard** (Internet Class for cyber class assignments, syllabus, and course information).
- o  **Student Email** (All active students have an email account. This account is considered your official email account.)
- o  **VCCS SIS89: Student Information System** (Register for classes, view your official grades, view your transcripts, check for financial aid awards, make credit card payments, and more)

Step 1: Login to My VCCS

1. Go to <http://www.southside.edu>
2. Click the [MySVCC](#) Link (On left side of screen).
3. Click [Login to MySVCC](#) button.
4. Input your username. If you are a new student click [Look up your username and set your password.](#) Follow the instructions to access your username and set your password.
5. Enter your password
6. Click the **Log In** Button.
7. Click on the [VCCS SIS89: Student Information System](#) link.

Step 2: Register for Classes

1. Click **Self Service**.
2. Click **Student Center**.
3. Click **Add a Class**.
4. Click the radio button by the appropriate college and term.
5. Click the **Continue** button.
6. Enter the 5 digit class number in the **Class Nbr** field and click **enter**.
 - Click **Next**.

OR

If you need to find a class to enroll in click **Search** next to the **Search for class** drop down box.

- Next to the **Select subject** box enter the subject. (*example: English 111 = ENG*)
- Click **Search** at the bottom of the page.
 - i. To further your search, input the correct course number (*example: English 111 = 111*)

ii. Once you find the class you want click **select class**.

7. After all the classes you want to take have been selected click **Proceed to 2 of 3**.
8. Click **Finish Enrolling**
 - If you have any errors click **Fix Errors**.
9. Then Click **My Class Schedule**.

Step 3: View Schedule

NOTE: You will need a printout of your schedule to take to the bookstore to get your books.

1. Click **Self Service**.
2. Click **Student Center**.
3. Click **My Class Schedule**.
4. Click the radio button for the appropriate term and college.
5. On the schedule side of the screen, Right Click once to retrieve the menu pop-up.
6. Click **Print**.

Step 4: Pay Tuition and Fees

NOTE: SVCC accepts VISA, MasterCard, and Discover.

1. Click **Self Service**.
2. Click **Student Center**.
3. Click **Make a Payment**.
4. Enter **Credit Card** and **Billing** information.
5. Click the **Next** Button.
6. Input the amounts that you wish to pay.
7. Check information for accuracy and click the **Submit** button.
8. Print the payment **reference number**.

View Anticipated Financial Aid

1. In **Student Center**
2. Navigate to **Finances**
3. Click on **View Financial Aid**
 - *This information is based on full-time enrollment

Step 5: Check Grades

NOTE: Only Final grades will be posted in SIS.

1. Click **Self Service**.
2. Click **Student Center**.
3. Click **Grades**.
4. Click the radio button for the appropriate term and college.

Step 6: Log Off

1. Click the **Sign Out** link.
2. Close browser window to end session.

