**Registering for Noncredit Faculty Professional Development Courses in SIS**

**Note:** Before registering for courses, please make sure to complete the one-time application for noncredit enrollment. You will not be able to enroll in courses if you have not completed this step.

1. Log into myTCC by entering your username and password.

2. Click on VCCS SIS: Student Information System.

3. This will bring you to the main screen of SIS.
   Click on ‘Student Center’.
4. This will bring you to your Student Communication Center.

Click on ‘Enroll’.

5. If you know the 5-digit class number, you can enter it here and click ‘Enter’. You can then skip to step 8 of this guide.

If you do not know the 5-digit class number, click on ‘Search’.
6. You’ll notice that the term is identified as Summer 2015. Effective July 2015, noncredit courses are scheduled over the fiscal year instead of semester terms. The summer term represents the fiscal year in SIS. Therefore, all EDUC courses between July 1, 2015 and June 30, 2016 will be found under the Summer 2015 term.

Enter in the following information:

Subject: EDUC

Course Number: Enter the specific course number in which you wish to enroll. To browse all FPD sessions, enter ‘Greater than or equal to 7000’.

Click ‘Search’.

7. In the list of courses, click on each title to view the description. Click the green ‘Select’ button to the right of the course you would like to select.

***Double check the time, section and campus for the course you want to select. For example, D01C = day, Chesapeake N02P = night, Portsmouth O03B = online, Virginia Beach H04N = hybrid, Norfolk

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8. If the selected course, section and time are correct, click on the green ‘Next’ button. This will add the course to your shopping cart.

9. You will see the green check and written confirmation that the course has been added to your shopping cart.

If you wish to make another selection, click the green ‘Search’ button and return to step 6.

If you are ready to check out, click ‘Proceed to Step 2 of 3’.

10. Confirm your selections. Double check the time, section, and location of each course. If a selection is incorrect, click ‘Previous’ or ‘Cancel’. If your selections are correct, click ‘Finish Enrolling’.
12. View the results. If your courses are all marked with a green check, you are registered. If there is a red X, the error box will indicate the reason.

To view your schedule of courses, click ‘My Class Schedule’.

13. If you need to drop a course, follow this path:

Main Menu > Self-Service > Student Center > Enrollment: Drop Classes

Select the course(s) to drop and click ‘Drop Selected Courses’.

Confirm your selection and click ‘Finish Dropping’.

For an additional resource, check out TCC’s help guide for students - http://www.tcc.edu/students/sis/faq/enroll.htm
There are written directions and a video.

If you have any questions about registration, contact your campus Faculty Professional Development Manager.