WHAT IS THE SIS?
Our Student Information Systems, SIS, allows you to access personal Student information, enroll and pay for classes, obtain your final grades, and more – all online.

WHO CAN ENROLL ONLINE?
»Returning students in good academic standing who have no debts to the college or other “holds”
»New students who have been approved to enroll by a counselor

WHAT INFORMATION DO I NEED?
»Your Username and Password
»A completed Enrollment Worksheet, including the unique 5-digit Class Number for each class you select (An Enrollment Worksheet is available in the Schedule Book, online, or on campus)
»A permission number for any restricted class requiring instructor permission or program admission (available from the appropriate Academic Dean’s Office)
»A MasterCard or Visa, and your Email address to pay online

WHERE DO I GET MY USERNAME AND PASSWORD?
»Click on the myTCC icon on the TCC homepage www.tcc.edu
»Click on Look up Your Username and fill in the requested information. Enter your first and last names, birth date, and social security number (SSN) or SIS/EMPL ID without spaces, hyphens, dashes or slashes.
»Click on Search to find your information. If your information is not listed, please contact the Information Center at 757-822-1122.
»New users must set their password to gain entry to the system. To set your password, return to the myTCC sign-on page:

WHERE DO I GET ENROLLMENT ASSISTANCE?
CHESAPEAKE CAMPUS 757-822-5117
NORFOLK CAMPUS 757-822-1200
PORTSMOUTH CAMPUS 757-822-2193
VIRGINIA BEACH CAMPUS 757-822-7101

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WHERE CAN I GET SIS ASSISTANCE?
»Review training materials at www.tcc.edu/SIS
»Fill out a Student Help Request online at www.tcc.edu/students/help
»Call the Information Center; (757) 822-1122 or 1-800-371-0898
»Visit a campus open computer lab at the following locations:
  CHESAPEAKE CAMPUS
  Whitehurst Building, Room 2046
  NORFOLK CAMPUS
  Roper Building, Room 4101
  PORTSMOUTH CAMPUS
  Beazley Building, Room 416C
  VIRGINIA BEACH CAMPUS
  Bayside Building, Second Floor, B200
  Advanced Technology Center, Room 208
»If you are active duty military, contact your on-base TCC counselor

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WHAT ABBREVIATIONS ARE USED IN THE CLASS SECTION NUMBER?
A Class Section # includes a one-character Class Type Code, a two-character Section Number, and a one character Campus Code. For example, Section D01B is a DAY CLASS, Section 01, at the Virginia Beach Campus. (See Class Schedule for Code List.)
HOW DO I USE THE CLASS SCHEDULE SEARCH OPTIONS?

»Login to SIS
»Click on Self Service, then click on Student Center
»Click on Class Search/Browse Catalog in left menu bar.
»For Institution, select Tidewater Community College
»Select the term you wish to view from the drop-down menu.
»Click Search for Classes
»Click GO
»Enter your search criteria for subject and course catalog number.
»For Course Career, always select Credit.
»To add additional search criteria to narrow your search, Click on Additional Search Criteria.
»The additional search criteria allows you to search by class number, mode of instruction, class days, start and end times, off-campus locations, or instructor name.
»Once all your search criteria have been selected, click Search.
»The green down arrow located next to the course number and title indicate that additional sections of that course are being offered, but not displayed. To view those additional sections, click on View All Sections.
»To view additional course information for a class, click on the underlined section code. This will open the class detail screen.

HOW DO I CHECK MY PRIORITY ENROLLMENT APPOINTMENT?
Priority Enrollment Appointments are given to returning students, based upon the number of credits they have successfully completed at TCC.

»Login to SIS
»Click on Self Service
»Click on Student Center
»Click on Open Enrollment Dates
»Select the Term you wish to view from the drop-down menu.
»Click on Change
»The Enrollment Dates screen will show the starting date and time that a student may begin to enroll for that term.

HOW DO I ENROLL IN CLASS?
Complete an Enrollment Worksheet

»Login to SIS
»Click on Self Service, then click on Student Center
»Click on Add a Class
»Select the Term to enroll from the list shown, Click on Change.
»Enter the five-digit class number of the first lecture class from the enrollment worksheet. Click on Enter. If the course requires a Permission Number, enter your permission number in the box. Click on NEXT.
»Continue to enter class numbers until you have selected all your classes. When complete, move your mouse below your Shopping Cart list and Click on PROCEED TO STEP 2 of 3.
»Review and confirm your classes, then Click on FINISH ENROLLING.

On the View results screen, check the status column and review the enrollment messages. If you have errors, click on FIX ERRORS.
To remove classes with errors, click on the trash can icon in the delete column.

To enroll in a class with a required lab, enter the Class # for the Lecture section and click on Enter. A Related Class Sections screen will open, providing a list of the available lab sections. Click on the circle in the left column to select your related lab section. Click on NEXT and follow the steps above from this point.

HOW DO I REVIEW MY CLASS SCHEDULE?

»Login to SIS
»Click on Self Service, then click on Student Center
»Click on My Class Schedule
»Select your display options
»List View – this view shows you a list of the classes, the days, class meeting times, building and room numbers, and the instructor’s name. Or,
»Weekly Calendar View – this view will show you a calendar grid by day and hour. You have several display options from which to choose the information you want to include on the schedule.
»Select the Term from the drop-down menu.

HOW DO I DROP OR SWAP A CLASS DURING THE DROP/ADD PERIOD?
Students may drop classes from their schedule using the following navigation:

1) To pay specific charges, enter the amount you wish to pay in the Payment Amount Column. Click on Calculate Grand Total. Click on NEXT.
2) To pay all outstanding charges, Click on Pay Charges. Click on NEXT.
   »Review the Confirmation page. If the information is accurate, Click on Submit.
   »Be sure to print the Payment Result page for your records.