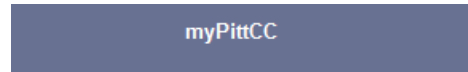


Self-Registration Reference Guide

1. Go to <http://www.pittcc.edu> and click on the “myPittCC” icon in the upper right corner of the page.



2. Enter your login information in the “Username/Password” block

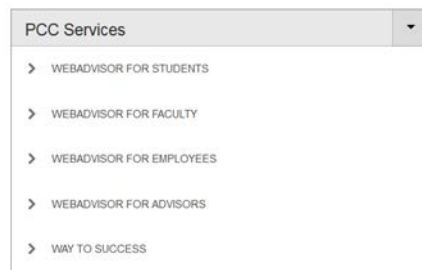
myPittCC Login

A blue login form with two input fields: "Username" and "Password". Below the fields is a "Logon" button.

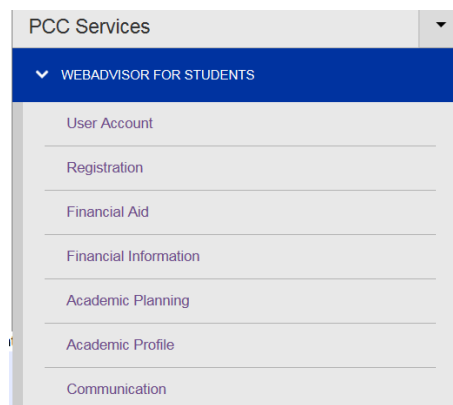
1. How do I log in? - [see instructions](#)

2. I know how to log in, but it's not working - [see troubleshooting tips](#)

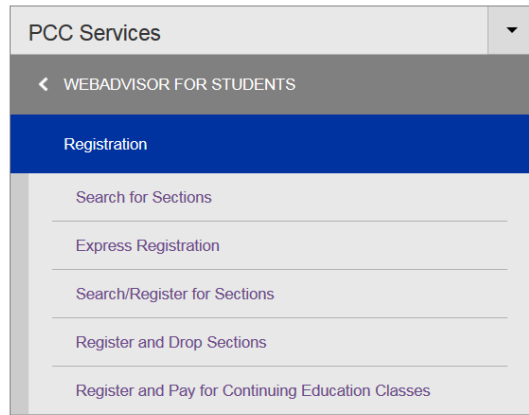
3. Once logged in, click on “WebAdvisor For Students” under PCC Services



4. Click on Registration



5. Locate and click the "Search/Register for Sections" Link



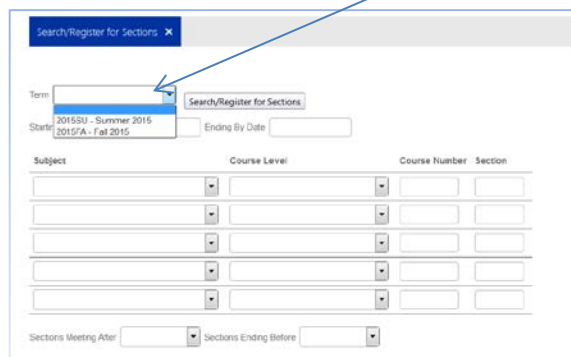
PCC Services

WEBADVISOR FOR STUDENTS

Registration

- Search for Sections
- Express Registration
- Search/Register for Sections
- Register and Drop Sections
- Register and Pay for Continuing Education Classes

6. Using the dropdown beside the "Term", select the Term in which you wish to register



Search/Register for Sections

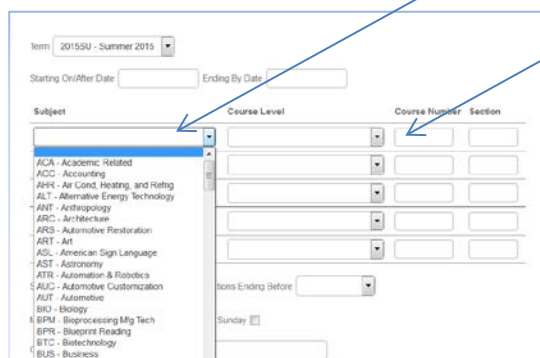
Term: Search/Register for Sections

Start: Ending By Date:

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After: Sections Ending Before:

7. Using the dropdown menu for "Subject", choose your Subject.
Enter the Course Number (ex. ACA-111... ACA=Subject... 111=Course Number)



Term:

Starting On/After Date: Ending By Date:

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Ending Before:

Sunday

Subject dropdown menu items:
ACA - Academic Related
ACC - Accounting
AHR - Air Cond, Heating, and Refrig
ALT - Alternative Energy Technology
ANT - Anthropology
ARC - Architecture
ARS - Automotive Restoration
ART - Art
ASL - American Sign Language
AST - Astronomy
ATR - Automation & Robotics
AUC - Automotive Customization
AUT - Automotive
BIO - Biology
BPR - Bioprocessing/Mfg Tech
BPR - Blueprint Reading
BTC - Biotechnology
BUS - Business

8. Click Submit

SUBMIT

- Select the *Open* class you would like to register from by clicking the blank box on the left of the class block.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Comments	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Summer 2015	Open	ACA-111-01SS (072922) College Student Success	Main Campus	05/26/2015-07/28/2015 Classroom Hours Tuesday 09:30AM - 10:50AM, Raymond Reddick, Room 225	(Traditional)	G. Howard	25 / 25	1.00	
<input type="checkbox"/>	Summer 2015	Open	ACA-111-02SS (072923) College Student Success	Website	05/21/2015-08/03/2015 Classroom Hours Days to be Announced, Times to be AnnouncedInternet, Room SITE	(Internet) hjesmer266@my.pittcc.edu	H. Jesmer	14 / 25	1.00	

- Click Submit

- Using the dropdown menu under *Action*, select “Registrar”.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="button" value="RG - Register"/> <input type="button" value="RM - Remove from List"/>	Summer 2015	ACA-111-01SS (072922) College Student Success	Main Campus	05/26/2015-07/28/2015 Classroom Hours Tuesday 09:30AM - 10:50AM, Raymond Reddick, Room 225	G. Howard	25 / 25	1.00	

- Click Submit

To view your schedule, go back to the WebAdvisor for Students page, click on “Academic Profile”, then click on “My Class Schedule”, and choose the appropriate term. If no schedule appears, return to step 5 and make more attempt to register using these instructions. If you continue to have difficulty, contact your advisor.