

**ALL STUDENTS: SEE YOUR ADVISOR FOR ASSISTANCE SELECTING CLASSES!!!**

**PITT COMMUNITY COLLEGE  
WEB REGISTRATION WORKSHEET**

**STUDENT NAME** \_\_\_\_\_ **TERM** \_\_\_\_\_ **STUDENT ID** \_\_\_\_\_

**ELIGIBILITY:** To use the WEB registration system, you must have attended PCC during the past 2 years or have an application for the upcoming term on file.

**WEB REGISTRATION HOURS:** 4:00 a.m. until 12:00 midnight

**WEB ACCESS INSTRUCTIONS:** Go to our web portal, “myPittCC”, at my.pittcc.edu. Login instructions are available there above the login box – the link is “How do I Login?” Before you can login, you will need to know your student ID number, which is on your student ID card or on mailings from the school such as a class schedule, a bill, or a receipt. Otherwise, you will need to contact the Registrar’s Office at 252-493-7232 to obtain your student ID number before logging in at my.pittcc.edu.” Once you have logged in, click the “PCC Services” icon in the “Launchpad” box. Express Registration under the Registration options on the WebAdvisor for Students will then be available to you under the “Student” area of PCC Services.

**PRINTING YOUR SCHEDULE:** Once you’ve registered, you should always print a copy of your schedule. Log into your myPittCC account and click on the PCC Services link. Choose “Class Schedule” from the Academic Profile options on the WebAdvisor for Students Menu. Choose the term for which you are printing your schedule. All classes for which you are currently registered will display. To print a copy of your class schedule, go to the File menu on your browser and choose “Print”.

**PAYMENT INSTRUCTIONS:** Please make your payment prior to the payment deadline to avoid having your schedule purged.

The Cashier’s office accepts cash, check, money order, VISA MASTERCARD, DISCOVER or AMERICAN EXPRESS cards as forms of payment. The Cashier’s office is located in the Goess Student Center. Students may now use the WEB to pay for their tuition and fees. Access WEB payments at [www.pittcc.edu](http://www.pittcc.edu), click on myPittCC and log in. Click the PCC Services link and choose the “Make a Payment” link under the Financial Information section of WebAdvisor for Students Menu and follow the prompts.

Synonym				Prefix	Course #	Section #	Title	Day(s)	Time	Credit Hrs.

**RIGHT TO CHANGE:** Pitt Community College reserves the right to change at any time, without notice: graduation requirements, fees and other charges, curriculum course structure and content, and other such matters as may be within its control. The College reserves the right to cancel classes due to insufficient enrollment.

*Pitt Community College is An Equal Opportunity Institution and An Equal Opportunity Employer*