POST REGISTRATION GUIDE
Next Steps After Class Registration

☐ 1. ACCESS MYPITCC PORTAL
   1. Go to PittCC.edu and click the ‘myPittCC’ link in the top right corner.
   2. For detailed instructions on how to log in, search ‘log in instructions’
   3. Call the IT Helpdesk at 252-493-7487 with any login issues

☐ 2. MAKE A PAYMENT
   1. Access your myPittCC account.
   2. Hover over the ‘Students’ tab in the top left corner
   3. Under ‘Financial Information’, click ‘View Account and Make Payments’
   4. To view financial aid status, click ‘Financial Aid Status’ under ‘Financial Aid’

☐ 3. PRINT/VIEW YOUR SCHEDULE
   1. Log into your myPittCC account
   2. Hover over the ‘Students’ tab in the top left corner
   3. Under ‘Registration’, click ‘Plan and Schedule’
   4. To print your schedule, click the ‘Print’ button above the calendar

☐ 4. BUY YOUR BOOKS
   1. Order your books online at bookstore.pittcc.edu or in-person by visiting the
     Student Store in the Goess Student Center
   2. If you pay with financial aid, you must purchase your books and supplies within the time
     frame posted on Student Store website

☐ 5. OBTAIN STUDENT ID AND PARKING DECAL
   1. Log into your myPittCC account.
   2. Hover over the ‘Students’ tab in the top left corner
   3. Under ‘Registration’, click ‘Parking Decal Registration’
   4. After tuition is paid, you can pick up your decals and Student ID at the PCC Police Station.

☐ 6. ATTEND CLASS
   1. Traditional Classes (TR) - You must attend class on the first day
   2. Online Classes (IN) or Synchronous Online Classes (SY) - Complete the Attendance Quiz
   3. Hybrid Classes (HY) or Blended Classes (BL) - You must attend class on the first day AND take
     the Attendance Quiz

*To access Moodle, log into your myPittCC account and click on the ‘Moodle’ button under Quick Launch.
Courses in Moodle do not appear until the first day of class.
## CONTACT INFORMATION AND RESOURCES

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>PHONE</th>
<th>EMAIL</th>
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<tbody>
<tr>
<td>Student Success Advisors</td>
<td>252-493-7578</td>
<td><a href="mailto:pccadvising@my.pittcc.edu">pccadvising@my.pittcc.edu</a></td>
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<tr>
<td>Financial Aid</td>
<td>252-493-7339</td>
<td><a href="mailto:pccfa@email.pittcc.edu">pccfa@email.pittcc.edu</a></td>
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<td>Help Desk (myPittCC)</td>
<td>252-493-7487</td>
<td><a href="mailto:helpdesk@email.pittcc.edu">helpdesk@email.pittcc.edu</a></td>
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<tr>
<td>Veterans Affairs</td>
<td>252-493-7323</td>
<td><a href="mailto:srowsom489@my.pittcc.edu">srowsom489@my.pittcc.edu</a></td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>252-493-7595</td>
<td><a href="mailto:lwkelley737@my.pittcc.edu">lwkelley737@my.pittcc.edu</a></td>
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<td>Tutoring Services</td>
<td>252-493-7258</td>
<td><a href="mailto:pcctutoring@email.pittcc.edu">pcctutoring@email.pittcc.edu</a></td>
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<tr>
<td>Registrar</td>
<td>252-493-7232</td>
<td><a href="mailto:registrar@my.pittcc.edu">registrar@my.pittcc.edu</a></td>
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<tr>
<td>Cashier’s Office</td>
<td>252-493-7234</td>
<td><a href="mailto:pccar@email.pittcc.edu">pccar@email.pittcc.edu</a></td>
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<td>PCC Student Store</td>
<td>252-493-7252</td>
<td><a href="mailto:pccbookstore@my.pittcc.edu">pccbookstore@my.pittcc.edu</a></td>
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<td>Counseling Services</td>
<td>252-493-7222</td>
<td><a href="mailto:pcccounseling@email.pittcc.edu">pcccounseling@email.pittcc.edu</a></td>
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<tr>
<td>Student Activities</td>
<td>252-493-7440</td>
<td><a href="mailto:pccstudentactivities@my.pittcc.edu">pccstudentactivities@my.pittcc.edu</a></td>
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Check out the Academic Calendar to see deadlines for payment, adding/dropping courses, and semester start/end dates.