



# PS 8.9 QUICK REFERENCE GUIDE

## ADD A CLASS

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NAVIGATION IN 8.9: HOME > SELF SERVICE > STUDENT CENTER

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This document will provide simple instructions for adding classes via MyTNCC.

1. Log into the **MyTNCC** Portal at <http://www.tncc.edu>. Select **MyTNCC** from the top navigation bar. Log In and Select **VCCS PeopleSoft SIS8.9**.
2. On the **Home** page, select **Self Service > Student Center** and click on **Add a Class**.
3. Select the **Term** in which you wish to enroll from the drop-down menu (For example, Fall 2006) and click "**Change**" if necessary.
4. Type the 5-digit **class number** of the class into the **Class Nbr** field and click "**Enter**." If you do not know the class number, you can look it up in the online schedule by clicking the "**Search**" button.
5. Please make sure to review all classes and find the one right for you. The classes with the **green circle ●** are open, **blue square ■** are closed and **yellow triangle ▲** are wait listed (**TNCC DOES NOT USE WAIT LIST**). Once you have chosen your class click **select class**. **IMPORTANT: this will not reserve your class!** Continue to the next step.
6. If the class requires a **related section** (such as a lab), select the section you want and click "Next."
7. If the class requires instructor or departmental consent to add, you must contact the division office and/or instructor to receive permission to register.
8. Click "**Next**."
9. Repeat steps 4-8 for each class you wish to add.
10. When you are finished adding classes, press "**Proceed to Step 2 of 3**."
11. Review your selections and click "**Finish Enrolling**."