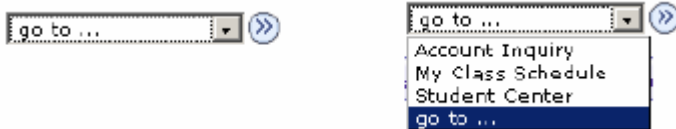


# TNCC Student Center Information Guide

|                                    |    |
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| Getting Started.....               | 1  |
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**Getting Started:** All of your student information is displayed in the Student Center on one screen.

**Getting Stuck:** On some of the Student Center screens, there does not appear to be a way to get back to where you started. First, look for the navigation menu. Click on the down arrow and you will get a list of choices to “Go to.” Make your navigation choice, and click the blue radio button.



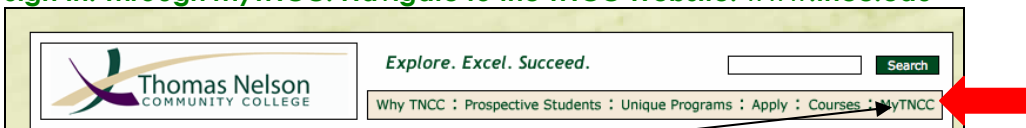
Sometimes you will find a search box or links at the bottom of the page that allow you to move to other pages.

[My Class Schedule](#)      [Class Search](#)   [Add](#)   [Drop](#)   [Swap](#)   [Edit](#)

If you cannot find a link back, you can click on the Student Center in the Menu box in the left hand menu under Self Service

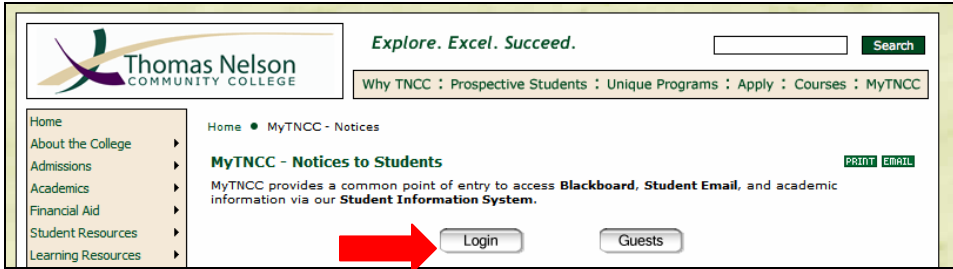
**PopUp Blocking:** The ability to block pop-ups that comes installed on many versions of Windows may interfere with some PeopleSoft functionality. You may see a message when you navigate to the site where a pop-up is being blocked – you need to allow pop-ups in PeopleSoft. Otherwise, you will not be able to go to the next screen.

**Sign In: Through MyTNCC: Navigate to the TNCC Website: [www.tncc.edu](http://www.tncc.edu)**



**Select: MyTNCC**

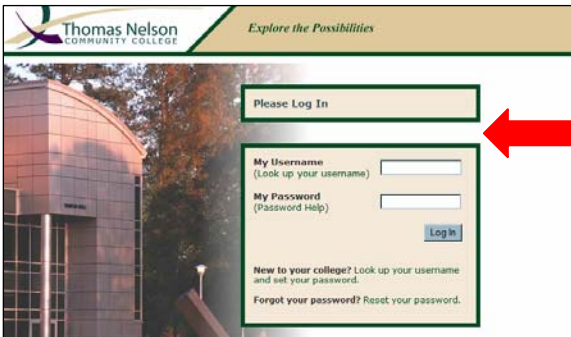
Enterprise Systems Group  
October 8, 2006



**Notice:** Special notices for students can be found on this page. Please check the contents of the page periodically for notices and updates.

**Returning Students, Faculty, Staff:** Click **Login** (Takes you to MyTNCC)

**Guests: Prospective Students:** Click **Guests** (Takes you to view only PeopleSoft SIS)

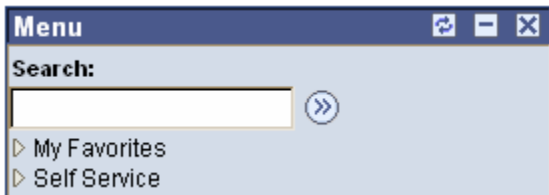


Follow **Log In** instructions.

Select **VCCS SIS8.9** once you have entered **MyTNCC** and you will enter PeopleSoft and will see your main menu options. Remember – if your computer is inactive for 20 minutes you will be signed out of PeopleSoft to the PeopleSoft Log In Screen – (see following).



Here you will enter your **Student ID** number (**not** the same as your User Name for MyTNCC) and your Password (the **same** password you use for MyTNCC), then click **Sign In**.



On the **Menu**, select Self Service.



From the Self Service Page, select Student Center.

## Welcome to the Student Center

[\(YourName\) Student Center](#)

**Academics**

**Enrollment**  
[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)

**Academic History**  
[Grades](#)  
[Degree Progress](#)

other academic... >>

**Finances**

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)

make a payment ▶

**College**  
 Thomas Nelson Comm.  
 College

**Can't view your account?  
 Change User Preferences  
 (below) to correct college.**

**Personal Information**

**Demographic Data**  
[Names](#)  
[User Preferences](#)

other personal... >>

**Contact Information**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <a href="#">Mailing Address</a> | <a href="#">Billing Address</a>     |
| <a href="#">Main Phone</a>      | <a href="#">VCCS Student E-mail</a> |

SEARCH FOR CLASSES

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
[\[Link\]](#)  
 details ▶

**Admission Information**  
[Application for Admission](#)

Addresses & phone number will populate. Your VCCS Student E-mail will automatically generate and be available upon term activation.

# Student Center Features

## Academics

▼ Academics

**Enrollment**  
[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)

**Academic History**  
[Grades](#)  
[Degree Progress](#)

other academic... >>

- 1) **Enrollment:** This feature displays your TNCC schedule of currently enrolled classes similar to what you see below.

| Enrollment |     |     |      |               |      |         | First | 1-2 of 2 | Last |
|------------|-----|-----|------|---------------|------|---------|-------|----------|------|
| ENG        | 112 | 01H | MAIN | Col Compos II | 3.00 | Lecture |       |          |      |
| MTH        | 164 | 01H | MAIN | Precalc II    | 3.00 | Lecture |       |          |      |

▼ Academics

**Enrollment**  
[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)

**Academic History**  
[Grades](#)  
[Degree Progress](#)

other academic... >>

a. **My Class Schedule:** This link displays your class schedule and class status for the current term.

Click on My Class Schedule to view your schedule.

▼ Classes

| Class                               | Description             | Units | Grading | Grade | Status |
|-------------------------------------|-------------------------|-------|---------|-------|--------|
| <a href="#">ENG 112-01H (12544)</a> | Col Compos II (Lecture) | 3.00  | Graded  |       | ✓      |
| <a href="#">MTH 164-01H (12800)</a> | Precalc II (Lecture)    | 3.00  | Graded  |       | ✓      |

▼ Academics

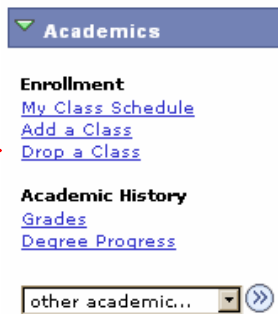
**Enrollment**  
[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)

**Academic History**  
[Grades](#)  
[Degree Progress](#)

other academic... >>

c. **Add a Class:** This link allows you to add classes during registration period for the term. (Found in the Enrollment Dates feature)

- i. To **add classes**, please make sure that you are in the correct “**Term.**” If not, please select the appropriate term and click **Change**. Next click **Search**.
- ii. Select the Course Subject and/or Course Number, making sure to select the Course Career that you are in. There is also an optional choice of showing only open classes using the check box. Finally click **Search**.
- iii. On this next page 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.
- iv. This page will display your class selection(s). Once you have double checked that the class is the one you want, click **Next** to continue.
- v. Next, please review the class(es) in your **shopping cart** and click **Proceed To Step 2 of 3** to continue.
- vi. Finally please review the class(es) you have selected and click **Finish Enrolling** to complete the class addition.
- vii. Verify enrollment by reviewing a screen similar to the one below to complete enrollment into the class.



d. **Drop a Class:** This link displays your class schedule and class status for the current term.

- i. To **drop classes**, please make sure that you are in the correct “**Term.**” If not please select the appropriate term and click **change**. Next, select the class that you would like to drop and click the **check box** next to it, when you are done click **Drop Selected Classes**.

- ii. Please review the classes that you have selected to drop, and then click **Finish Dropping**.
- iii. Finally, please review the confirmation page similar to the one below to ensure that you have successfully dropped the course.

## 2) Academic History

### Academics

#### Enrollment

[My Class Schedule](#)

[Add a Class](#)

[Drop a Class](#)

#### Academic History

[Grades](#)

[Degree Progress](#)

Unofficial Transcript >>

- a. **Grades:** This link allows a student to look the grades for classes previously taken. It also allows for a "**Printer Friendly Version**" that displays the grade report.

#### View My Grades

Select Term

| My Grade Report > 2001 Spring > Credit > Thomas Nelson Comm. College |                                |                |       |
|--|--------------------------------|----------------|-------|
| Course   | Class Name                     | Official Grade | Units |
| ART 229  | <a href="#">Marph Desgn II</a> | A              | 4.00  |
| ART 287  | <a href="#">Resume Prepar</a>  | A              | 1.00  |
| ART 292  | <a href="#">Adv. Publ. II</a>  | A              | 4.00  |

#### Courses Attempted 3

| GPA, Grade Points, and Unit Totals | Current | Cumulative |
|------------------------------------|---------|------------|
| Units In Progress - GPA            | 0.000   | 0.000      |
| Units Taken Toward GPA             | 9.000   | 71.000     |
| Units Taken Not Toward GPA         | 0.000   | 1.000      |
| Units Passed Toward GPA            | 9.000   | 71.000     |
| Grade Points                       | 36.000  | 281.000    |
| Current GPA                        | 4.000   | 3.958      |

go to ... >>

go to ... >>

From the down box, select Student Center and click the blue radio button to return to the Student Center.

- b. **Degree Progress:** This link allows the student to check their degree audit (this feature is not currently available at TNCC – please check at a later date) or unofficial transcript.

#### View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

**"this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"**

Academic Institution

Report Type

#### Information For Students

##### What-If Reports

##### Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

##### Course List What-If Report:

View how courses which you have not yet taken may apply towards your current academic program.

No report type is currently available.



## Unofficial Transcript

### Academics

#### Enrollment

- [My Class Schedule](#)
- [Add a Class](#)
- [Drop a Class](#)

#### Academic History

- [Grades](#)
- [Degree Progress](#)

Unofficial Transcript

From the dropdown box above, select **Unofficial Transcript** and click the **radio button**.

Select the Academic Institution and the Report Type from the drop down boxes and click **go**.

### View Unofficial Transcript

Choose an institution and report type and press go to view your report.

**"this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"**

Academic Institution: Thomas Nelson Comm. Coll.

Report Type: Credit - Unofficial Transcript

#### Information For Students

VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED

## Report Results

[Return](#)

### Credit - Unofficial Transcript

Thomas Nelson Comm. College

Name : Linda Godfrey

Student ID: 2764059

Print Date : 20 **Your Name**

Requested By : Li **Your Student ID Number**

--- **Date** **Credit Record** ---

**Your Name**

Session : Regular

DAPR 106 Pr Data Proc 3.00 3.00 A 12.000

Merit List

Good Standing

TERM GPA : 4.000 TERM TOTALS : 3.00 3.00 12.000

To view previously requested reports, click the green **View Previously Requested Reports** button on the View Unofficial Transcript Page.

**View Previously Requested Reports**

|                    | Request Date | Description                    | Institution | User ID | Future Release       | Print Date |
|--------------------|--------------|--------------------------------|-------------|---------|----------------------|------------|
| <a href="#">go</a> | 10/08/2006   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 10/08/2006 |
| <a href="#">go</a> | 10/05/2006   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 10/05/2006 |
| <a href="#">go</a> | 10/05/2006   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 10/05/2006 |
| <a href="#">go</a> | 10/05/2006   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 10/05/2006 |
| <a href="#">go</a> | 01/27/2006   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 01/27/2006 |
| <a href="#">go</a> | 01/26/2006   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 01/26/2006 |
| <a href="#">go</a> | 10/17/2005   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 10/17/2005 |
| <a href="#">go</a> | 08/10/2005   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 08/10/2005 |
| <a href="#">go</a> | 04/29/2005   | Credit - Unofficial Transcript | TN293       | 2       | Immediate Processing | 04/29/2005 |
| <a href="#">go</a> | 04/26/2005   | Degree Progress - ADVSR        | TN293       | 2       | Immediate Processing | 04/26/2005 |

[CANCEL](#)

Student Center

Select **Student Center** from the Drop Down box and click the **radio button** to return to the Student Center Page.

## Finances

**Finances**

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)

**College**  
 Thomas Nelson Comm.  
 College

**Can't view your account?**  
**Change User Preferences**  
**(below) to correct college.**

**You have no outstanding charges.**

[make a payment](#)

- 1) **My Account:** This feature displays a student's finance account, including payments and financial aid.

**My Account**  
[Account Inquiry](#)

**Account Inquiry:** This link displays all financial transactions made between you and TNCC.

On the Student Center Page, click [Account Inquiry](#)

summary activity make a payment

Account Activity

View by  
 From 04/08/2006 To 10/08/2006 All Terms go

| Transactions      |      |      |        |         |        |
|-------------------|------|------|--------|---------|--------|
| Posted Date       | Item | Term | Charge | Payment | Refund |
| First 1 of 1 Last |      |      |        |         |        |

Currency used is US Dollar.

MAKE A PAYMENT

Summary Activity Make a Payment

Student Center

Your Name

go to ...

summary activity make a payment

There are no charges on your account that your institution allows you to pay by credit card / eCheck.

Summary Activity Make a Payment

Student Center

Selecting Student Center here and clicking the radio button will take you to:

Canceling will exit the Make a Payment process. Continue?

YES NO

Select **Yes** to go back to the Student Center Page, Select **No** to go back to Make a Payment.

- a. **View Financial Aid:** This link displays your financial aid plans and allows you to view your financial aid status for the term.

Finances

- My Account
  - Account Inquiry
- Financial Aid
  - View Financial Aid



## Financial Aid

Select Aid Year to View

There is no financial aid information found.



Select **Student Center** and click the **radio button** to return to the Student Center.

## Personal Information

**Personal Information**

[Demographic Data](#)  
[Names](#)  
[User Preferences](#)

other personal... >>

**Contact Information**

[Mailing Address](#)      [Billing Address](#)

[Main Phone](#)      [VCCS Student E-mail](#)

1) **Demographic Data:** This link allows you to see your TNCC personal information.  
[Demographic Information](#)

ID  
Gender  
Date of Birth  
Birth Country  
Birth State  
Marital Status  
Ethnic Group  
Military Status

| National Identification Number |                  |             |
|--------------------------------|------------------|-------------|
| Country                        | National ID Type | National ID |
| United States                  | SSN              | 000000000   |

| Citizenship Information |        |               |
|-------------------------|--------|---------------|
| Description             | Native | Country       |
|                         |        | United States |

| Driver's License |         |       |
|------------------|---------|-------|
| License #        | Country | State |
|                  |         |       |

| Visa or Permit Data |         |
|---------------------|---------|
| *Type               | Country |
|                     |         |


If any of the information above is wrong, contact your administrative office.

- 2) **Local Mailing/Permanent Address:** This link displays your current address information and allows you to edit and add addresses.

| Contact Information             |                                     |
|---------------------------------|-------------------------------------|
| <a href="#">Mailing Address</a> | <a href="#">Billing Address</a>     |
| <a href="#">Main Phone</a>      | <a href="#">VCCS Student E-mail</a> |

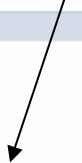
- While **Adding/Editing** an address, please make sure to fill out the form completely and click **OK**.
  - Next select an "**Address Type**" and click **Save** to store the new address. Please be sure you are selecting **MAILING** address, as this is the address that TNCC will use to contact you for notifications, including refunds.
- 3) **Local Phone Number:** This link allows you to view your current phone number and allows you to add or correct phone information.

| Contact Information             |                                     |
|---------------------------------|-------------------------------------|
| <a href="#">Mailing Address</a> | <a href="#">Billing Address</a>     |
| <a href="#">Main Phone</a>      | <a href="#">VCCS Student E-mail</a> |



- 4) **VCCS Student E-mail Address:** This link displays your VCCS Student e-mail address. This address will be used for by the school to keep you updated about activities and events as well as special notices.

| Contact Information             |                                     |
|---------------------------------|-------------------------------------|
| <a href="#">Mailing Address</a> | <a href="#">Billing Address</a>     |
| <a href="#">Main Phone</a>      | <a href="#">VCCS Student E-mail</a> |



- 6) **Names:** This feature allows you to view your name and add contacts with associations.

## Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

| Name Type | Name |                      |
|-----------|------|----------------------|
| Primary   |      |                      |
| Preferred |      | <a href="#">edit</a> |
| Maiden    |      | <a href="#">edit</a> |

Student Center 

7) **User Preferences:** This link allows you to change your navigation through e-campus.

## User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.


**Institution**

**Academic Career**

**Term**  2006 Fall

**Aid Year**


[SAVE](#)

Student Center 

When setting your **User Preferences**, please be sure to click **Save** when finished.

## User Preferences

### Save Confirmation

 The Save was successful.

[OK](#)

Click **OK** to return or select **Student Center** from the Main Menu in the Left Navigation Box.

## Search for Classes

1) The **Search for Classes** feature allows you to search all TNCC classes. You will be able to **add** and **drop** classes from this feature.



- a. Please choose the **Term** that you would like to search and then click the **Go** button.
- b. Next please select the "**Course Subject**" and/or the "**Course Number**" and make sure to select the correct "**Course Career**," then click **Search**. You also have the option to select between only open or all classes with the check box "**Show Open Classes Only**"
- c. The final page will look similar to the screen below. Here you should have the option to "**Change Institution or Term**" and/or "**Start a New Search.**"

## Holds

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- 1) The **Holds** feature displays any holds that you may have on your record.

## Enrollment Dates and Advisor

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- 1) The feature allows you to view your assigned registration appointment. This feature is not currently being used at TNCC.



- 2) The feature displays your Advisor's name and allows you to notify them by e-mail. Students are not currently assigned a particular advisor at TNCC. Please contact the Advising Center in room 323 of Hasting Hall for Advising information.



## Admission Information

---

- 1) This link takes you to the Application for Admission.

