












How to Enroll/Add Classes

Step 1: Login to myTyler using your username and password

Step 2: Select “VCCS SIS: Student Information System” from the welcome page

My Tools

-  Blackboard
-  VCCS SIS: Student Information System 
-  VCCS HR: Human Resource System
-  VCCS AIS: Administrative Information System
-  Gmail
-  Library Services
-  Virginia Education Wizard
-  ACT Compass Test Info

-  View My Information
-  Change My Password

Step 3: Select “Self Service”

Favorites | Main Menu









Step 4: Select "Student Center"

Favorites | Main Menu > Self Service

Main Menu >

Self Service

Navigate to your self service information and activities.

 Student Center Use the student center to manage school related activities.	 Time Reporting Report and review your time, schedules, request absences and more. Report Time View Time	 Personal Information Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers 3 More...
 Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. Compensation History	 Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Benefits Information Benefits Summary	 Class Search / Browse Catalog Find classes that match your selection criteria, or browse the course catalog by subject. Class Search Browse Course Catalog
 Apply for Admission Apply for admission using the Online Admissions Application only if you are unable to enroll in classes at the desired institution.	 Academic Planning Build your academic planner My Planner Enrollment Shopping Cart My Course History	 Enrollment View appointments, plan and enroll in classes, view student and exam schedules. Enrollment Dates My Class Schedule My Weekly Schedule 6 More...
 Campus Finances View your account, make an electronic payment, view and accept your financial aid awards. Account Inquiry Make a Payment Accept/Decline Awards View Financial Aid	 Campus Personal Information Maintain your personal information and review holds and to dos pending to your record. Addresses Names Phone Numbers 9 More...	 Academic Records View grades and advisors and request transcripts and verification reports. Request Official Transcript View Unofficial Transcript My Course History My Advisors
 Degree Progress/Graduation View your degree progress report and apply for graduation. My Academic Requirements View What-if Report Apply for Graduation	 Transfer Credit Evaluate classes for transfer and view your transfer credit report. View Transfer Credit Report	 Search Search

Step 5: Select "Enroll"

Favorites Main Menu > Self Service > Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

[Apply for Graduation](#)

enrollment shopping cart ▶

other academic... >>

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

None Assigned

Admission Information

[Application for Admission](#)

Finances

[User Preferences](#)

For up-to-date balance due or to make a payment, change User Preferences (link above) to correct college, then click Account Inquiry.

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

i You have no outstanding charges at this time.

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.

Step 6: Select the appropriate term and click "Continue"

Favorites Main Menu > Self Service > Student Center

go to ... >>

Search

Plan

Enroll

My Academics

my class schedule ||

add ||

drop ||

swap ||

edit ||

term information

Add Classes

1 2 3

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input checked="" type="radio"/>	2012 Spring	Credit	John Tyler Community College
<input type="radio"/>	2012 Summer	Credit	John Tyler Community College

CONTINUE

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

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

Step 7: Add a class by either entering the five-digit class number or searching for a class

To Add Class by using the Five-Digit Class Number:

Enter five-digit class nbr and select “enter”

Favorites | Main Menu > Self Service > Student Center

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2012 Spring | Credit | John Tyler Community College [change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

43583 [enter](#)

2012 Spring Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

My Requirements

My Planner

[search](#)

To Add a Class Using Class Search:

Under Find Classes select “Class Search” and select “search”



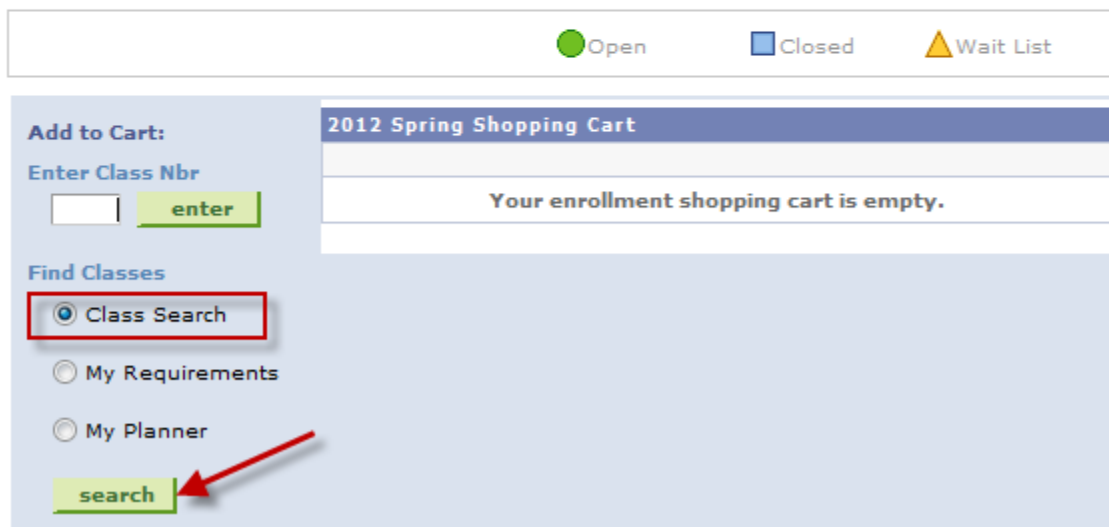
Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2012 Spring | Credit | John Tyler Community College [change term](#)



Enter the Course Subject. If you do not know the course prefix complete the following:

- Click the select subject button.
- Click the first letter of the class to add.
- Select the class to add by clicking the select button next to the appropriate class. ****Make sure you use the prefix that matches JTCC course prefix in the course schedule and college catalog**

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

Add Classes

1 2 3

Enter Search Criteria

John Tyler Community College | 2012 Spring

Select Click "select subject" or Enter JTCC course prefix your search results

Class Search Criteria

Course Subject	<input type="button" value="select subject"/>	<input type="text"/>
Course Number	is exactly	<input type="text"/>
Course Career		
Campus		
<input checked="" type="checkbox"/> Show Open Classes Only		
<input type="checkbox"/> Show Open Entry/Exit Classes Only		

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

Add Classes

Enter Search Criteria

Click first letter of class to add

John Tyler Community College | 2012 Spring

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

Select a Subject

<input type="button" value="select"/>	ACC	Accounting
<input type="button" value="select"/>	ACCT	Accounting and Bookkeeping
<input type="button" value="select"/>	ACQ	Acquisition
<input type="button" value="select"/>	ADJ	Administration of Justice
<input type="button" value="select"/>	AGNR	Agriculture & Natural Resources
<input type="button" value="select"/>	AGR	Agriculture
<input type="button" value="select"/>	AIR	Air Conditioning
<input type="button" value="select"/>	AMSL	American Sign Language
<input type="button" value="select"/>	APL	Appliance Servicing
<input type="button" value="select"/>	ARA	Arabic
<input type="button" value="select"/>	ARAB	Arabic
<input type="button" value="select"/>	ARC	Architecture
<input type="button" value="select"/>	ARO	Aviation
<input type="button" value="select"/>	ART	Art
<input type="button" value="select"/>	ARTS	Arts and Design
<input type="button" value="select"/>	ASL	AMERICAN SIGN LANGUAGE I
<input type="button" value="select"/>	AST	Administrative Support Technology

Once you've found the subject prefix click "select"

The course prefix will appear in the Course Subject box

Add Classes



Enter Search Criteria

John Tyler Community College | 2012 Spring

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject	<input type="button" value="select subject"/>	<input type="text" value="ART"/>	Art
Course Number	<input type="text" value="is exactly"/>	<input type="text"/>	
Course Career	<input type="text"/>		
Campus	<input type="text"/>		

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

Enter Course Number and select "Credit" as Course Career

Add Classes



Enter Search Criteria

John Tyler Community College | 2012 Spring

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject	<input type="button" value="select subject"/>	<input type="text" value="ART"/>	Art
Course Number	<input type="text" value="is exactly"/>	<input type="text" value="195"/>	
Course Career	<input type="text" value="Credit"/>		
Campus	<input type="text"/>		

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

Select the appropriate campus and click “search”

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

Add Classes



Enter Search Criteria

John Tyler Community College | 2012 Spring

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject Art

Course Number

Course Career

Campus

- Chester Campus
- Community Coll Wrkfc Alliance
- Midlothian Campus

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

<input type="button" value="CLEAR CRITERIA"/>	<input type="button" value="SEARCH"/>
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Step 8: View course details and click “Next” to add course to your enrollment shopping cart

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

Add Classes



1. Select classes to add - Enrollment Preferences

2012 Spring | Credit | John Tyler Community College

ART 195 - Museum Collections Care

Class Preferences

ART 195-N41B Lecture ● Open

Wait List Wait list if class is full

Session Dynamic Session

Permission Nbr

Career Credit

Grading Graded

Enrollment Information

- Delivered by John Tyler

Units 1.00

CANCEL

NEXT 

Section	Component	Days & Times	Room	Instructor	Start/End Date
N41B	Lecture		Virtual	Jennifer Thomas	04/05/2012 - 04/26/2012

NOTES

Class Notes

NOTE: This is an internet Blackboard course and will be made available the first week of the class session. For information on how to access Blackboard, go to www.jtcc.edu/myTyler.


Step 9: Course is added to the enrollment shopping cart, if you are done adding classes, select “Proceed to Step 2 of 3”

Add Classes




1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 ART 195 has been added to your Shopping Cart.

2012 Spring | Credit | John Tyler Community College [change term](#)

 Open  Closed  Wait List

Add to Cart:

Enter Class Nbr



[enter](#)


Find Classes

- Class Search
- My Requirements
- My Planner

[search](#)

2012 Spring Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ART 195-N41B (43583)		Virtual	J. Thomas	1.00	

 [PROCEED TO STEP 2 OF 3](#)

Step 10: Select "Finish Enrolling"

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Add Classes



2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2012 Spring | Credit | John Tyler Community College

Open Closed Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
ART 195-N41B (43583)	Museum Collections Care (Lecture)		Virtual	J. Thomas	1.00	

CANCEL PREVIOUS **FINISH ENROLLING**

Step 11: View course enrollment confirmation

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

2012 Spring | Credit | John Tyler Community College

Success: enrolled Error: unable to add class		
Class	Message	Status
ART 195	Success: This class has been added to your schedule.	

MY CLASS SCHEDULE ADD ANOTHER CLASS