

Web Registration

Step 1: Login to the Online SIS


1. Go to <http://rcc.my.vccs.edu>
2. Enter your **Username**.
3. Enter your **Password**. If you don't know your password click on the **Password Help** link.

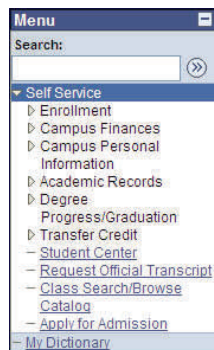
To look up your username and/or password click on the **New to your college? Look up your username and set your password link** and follow the instructions.

4. Click the **Log In** button.
5. Click on the **VCCS SIS89: Student Information System** link.



Navigation Menu

The Self Service menu will automatically expand for your convenience.


To expand other menus click on arrow  buttons.



Step 2: Set User Preferences

1. Click the **Student Center** link.
2. Scroll down to the **Personal Information** section and click on the **User Preferences** link.
3. Click on the **Institution** field and select **Rappahannock Community College**.
4. Click on the **Academic Career** field and select **Credit**.
5. Enter the **Term** code. Click on the lookup icon  to get a list of terms to choose from.
6. Enter the **Aid Year** if applicable. Click on the lookup icon  to get a list of years to choose from.
7. Click the **Save** button.
8. Click the **OK** button to confirm.

Step 3: Class Search

1. Click the **Student Center** link.
2. Click the **Search for Classes** button.
3. Select **Rappahannock Community College** from the Institution drop down box.
4. Enter the **Term** code. Click on the lookup icon  to get a list of terms to choose from.

BE sure the Search for Classes radio button is green.

5. Click the **Go** button.
6. Enter **Course Prefix** into the **Subject Area** box and the 3-digit catalog number into the **Course Number** box (example: Subject=ENG, Course Number=111).
7. Click the **Search** button.

Step 4: Register for Classes

1. Click the **Student Center** link.
2. Click the **Add a Class** link.
3. Select the desired **Term** and click the **Continue** button.
4. Enter the **Class Nbr** (ex.:34011) and click the **Enter** button.
5. After entering all class numbers, click the **Proceed to Step 2 of 3** button.
6. Confirm your class(es) and click the **Finish Enrolling** button.

To make a payment click the **Make a Payment** button and go to #4 in Step 5 below.

If your registration is unsuccessful, you will see a "X" in the **status column** on the **View Results** page.

Step 5: Pay Tuition and Fees

1. Click the **Student Center** link.
2. In the Finance section, click **Account Inquiry**.
3. Click the **Make a Payment** button.
4. Enter **Credit Card** information.
5. Click the **Next** button.
6. Enter the **full** amount due in the **Payment Amount** box.
7. Click the **Next** button.
8. Check information for accuracy and click the **Submit** button.
9. Click the **View Confirmed Payment** button.
10. Print the payment **Reference Number**.

Step 6: View Class Schedule

1. Click the **Student Center** link.
2. Click **My Class Schedule**.
3. Select the desired **Term**.
4. Click the **Continue** button.

Step 7: Log Off

1. Click the **Sign Out** link.
2. Close browser window.

Help is available by sending an email to rcchelp@rappahannock.edu, which is responded to *Monday through Friday 8 a.m. to 4 p.m.*