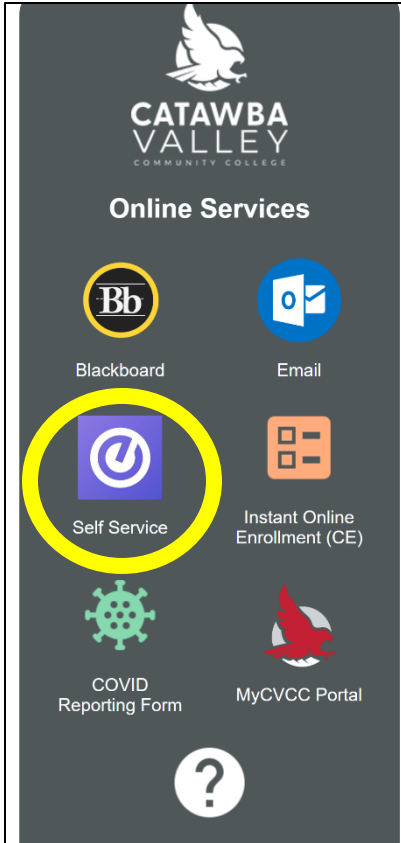


## CVCC Student Online Options for Viewing Schedule and Making a Payment:

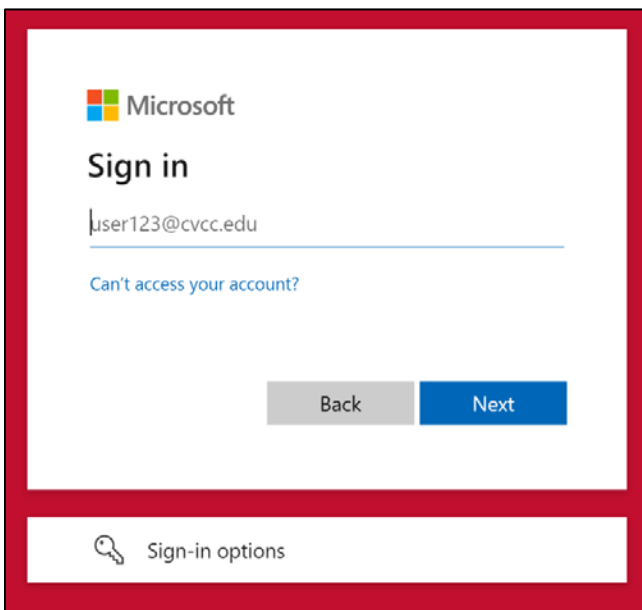
### To View Schedule from Student Planning:

**Step 1:** Go to [my.cvcc.edu](https://my.cvcc.edu)

**Step 2 (Image 1):** Click on Self Service



**Step 3 (Image 2):** Login using your CVCC login credentials



# CVCC Student Online Options for Viewing Schedule and Making a Payment:

## Step 4 (Image 3): Click on Student Planning

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

### Notifications

Title	Details	Link
Online Registration Permission	*This information does not pertain to CCP high school students.* All other students, please check your CVCC student email account for your online registration start date and time. This email also contains the link if you need to schedule an appointment with the Advising Center for registration assistance.	

**Student Finance**  
Here you can view your latest statement and make a payment online.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Tax Information**  
Here you can change your consent for e-delivery of tax information.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Course Catalog**  
Here you can view and search the course catalog.

**Grades**  
Here you can view your grades by term.

**Graduation Overview**  
Here you can view and submit a graduation application.

## Step 5 (Image 4): Click on Go to Plan & Schedule under Plan your Degree & Register for Classes

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

Please review the Additional Notes provided within each course section for important information related to the individual course section's registration requirements.

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to...

**1**

**View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

**2**

**Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

## CVCC Student Online Options for Viewing Schedule and Making a Payment:

**Step 6 (Image 5):** Print > Opens a new page with the schedule (example schedule below—Image 6)

The screenshot shows the ellucian student planning interface. At the top, there are navigation links for Academics, Student Planning, and Plan & Schedule. A message bar indicates to review additional notes for each course section. Below this, the main heading is "Plan your Degree and Schedule your courses". There are tabs for Schedule, Timeline, Advising, and Petitions & Waivers. The current semester is "Spring Semester 2023". There are buttons for "Filter Sections", "Save to iCal", and "Print" (highlighted with a yellow circle). Below the buttons, a course card for "ACA-122-850: College Transfer Success" is shown, indicating it is "Registered, but not started" with 1 credit, graded, and taught by Browning, K. To the right, a partial weekly schedule grid is visible, showing slots for Sun and Mon at 8am, 9am, and 10am. The 9am slot on Monday is occupied by ACA-122-850, and the 10am slot is occupied by ENG-111-832CH.

**Example Schedule (Image 6):**

Spring Semester 2023					Planned: 0 Credits	Enrolled: 10 Credits	Waitlisted: 0 Credits
Schedule Details							
Status	Course Title	Time	Location	Instructor			
Registered, but not started	ACA-122-850: College Transfer Success	MW 9:00 AM - 9:50 AM 1/18/2023 - 3/13/2023 TBD 1/17/2023 - 3/13/2023	Cuyler A. Dunbar Building, 331 Internet, RNET	Browning, K			
Registered, but not started	DRA-111-850: Theatre Appreciation	MW 11:00 AM - 11:50 AM 1/18/2023 - 5/10/2023 TBD 1/17/2023 - 5/11/2023	Cuyler A. Dunbar Building, 114 Internet, RNET	Sherrill, H			
Registered, but not started	ENG-111-832CH: Writing and Inquiry	MW 10:00 AM - 10:50 AM 1/18/2023 - 5/10/2023 TBD 1/17/2023 - 5/11/2023	West Wing, 123 Internet, RNET	Womack, R			
Registered, but not started	HIS-132-101: American History II	MW 12:30 PM - 1:50 PM 1/18/2023 - 5/10/2023	West Wing, 119	Moore, C			

**Note:** If you are scheduled for a course that is 100% online with no specified meeting time, it will show "TBD" in the time column.

# CVCC Student Online Options for Viewing Schedule and Making a Payment:

## Make a Payment from Student Finance:

Repeat Steps 1-3 (Images 1 & 2, page 1): Go to [my.cvcc.edu](http://my.cvcc.edu), click on Self-Service, enter login credentials

Step 4 (Image 7): Click on Student Finance

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

Notifications

Title	Details	Link
Online Registration Permission	*This information does not pertain to CCP high school students.* All other students, please check your CVCC student email account for your online registration start date and time. This email also contains the link if you need to schedule an appointment with the Advising Center for registration assistance.	
<b>Student Finance</b> Here you can view your latest statement and make a payment online.		
Financial Aid Here you can access financial aid data, forms, etc.		
Tax Information Here you can change your consent for e-delivery of tax information.		
Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.		
Course Catalog Here you can view and search the course catalog.		
Grades Here you can view your grades by term.		
Graduation Overview Here you can view and submit a graduation application.		

Step 5 (Image 8): Click on Make a Payment

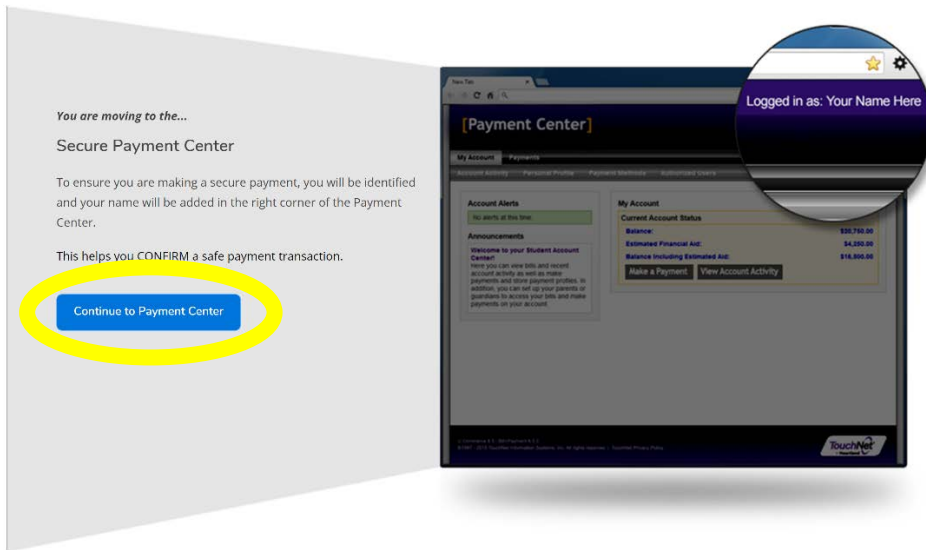
Account Summary  
View a summary of your account

Account Overview

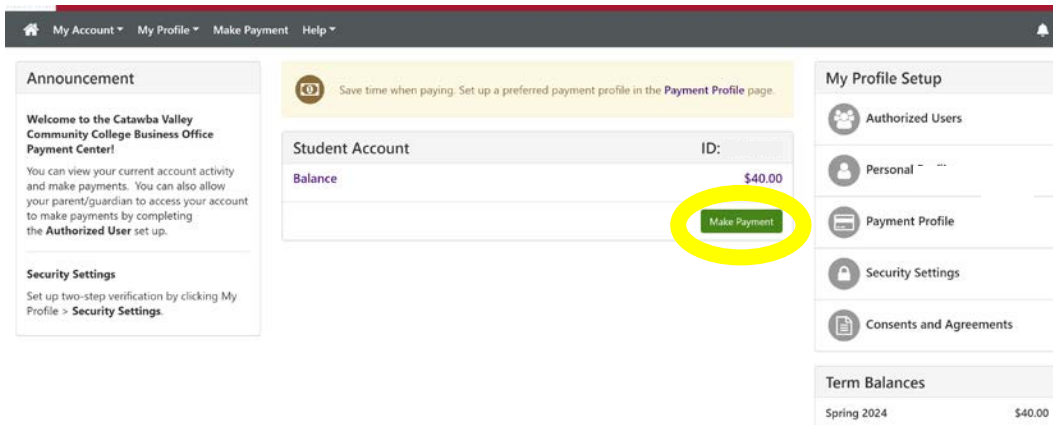
Amount Due 1/15/2024	\$40.00	
+ Amount Overdue	\$0.00	
= Total Amount Due	\$40.00	<a href="#">Make a Payment</a>
Total Account Balance	\$40.00	<a href="#">Account Activity</a>
<a href="#">Spring Semester 2024</a>	\$40.00	

# CVCC Student Online Options for Viewing Schedule and Making a Payment:

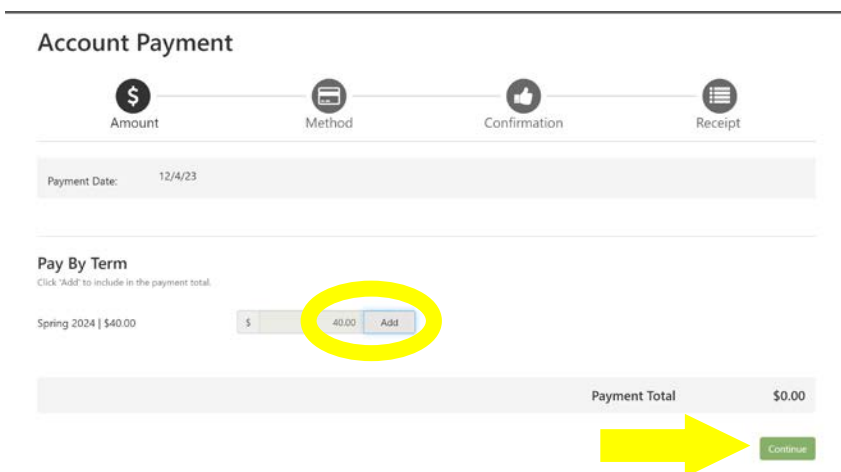
## Steps 6-7 (Image 9): Continue to Payment Center



## Steps 8-9 (Image 10): Choose Make Payment



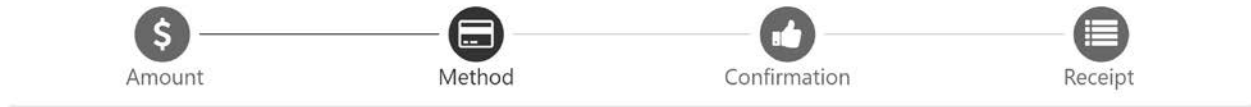
## Step 10 (Image 11): Click Add and Continue



## CVCC Student Online Options for Viewing Schedule and Making a Payment:

### Step 11 (Image 12): Select Method of Payment and Continue

#### Account Payment



Amount: \$40.00

Method:\*

\* Indicates required information

Back Cancel Continue

Debit and Credit Card - We accept the following credit and debit cards.



### Step 12 (Image 13): Enter Card Number and Continue

#### Account Payment



Amount: \$40.00

Method:\*

\* Indicates required information

Back Cancel Continue

#### Account Information

\* Indicates required fields

\*Card number:

Back Cancel Continue

Debit and Credit Card - We accept the following credit and debit cards.



## CVCC Student Online Options for Viewing Schedule and Making a Payment:

### Step 12 (Image 14): Enter Account Information and Continue

Account Payment

Amount    Method    Confirmation    Receipt

Amount: \$40.00  
Method\*: Credit or Debit Card

\* Indicates required information

**Account Information**

\* Indicates required fields

\*Card account number: xxxxxxxxxxxx1235

\*Name on card: |

\*Card expiration date: 12 / 2024

\*Card Verification Value: (View example)

**Cardholder Billing Information**

\*Country: UNITED STATES

\*Billing address:

Billing address line two:

\*City:

\*State: Select State

\* Postal Code:

**Option to Save**

Save this payment method for future use

Save payment method as: (example My CreditCard)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Back    Cancel    **Continue** ←

Debit and Credit Card - We accept the following credit and debit cards:

VISA    Mastercard    American Express    DISCOVER    iCard    Discover

### Step 13 (Image 14): Review Payment Information and Submit Payment

Account Payment

Amount    Method    Confirmation    Receipt

Please review the transaction details, then submit your payment.

Payment Information		
Term	Account	Amount
Spring 2024	Student Account	\$40.00
Total Payment Amount		\$40.00

**Business Correspondence Address**

CVCC ONLINE TUITION  
2550 US HIGHWAY 70 SE  
HICKORY, NC 28602  
USA

**Confirmation Email**

**Selected Payment Method**

Account: VISA  
Expiration Date: 12 / 25  
Name on card:  
Billing Address:

Change Payment Method

By selecting the Submit Payment button, you are agreeing to the Refund Policy.

Back    **Submit Payment**

**Step 14:** Once your payment has processed, you will receive a confirmation email with your receipt. Please retain this email for your records.

**Note:** Payment of the CCP fee must be made within 10 business days after the start date of the student's first course for the specified semester.