Student Information System "How To" Guide

The Student Information System (SIS) is a tool that provides you with the ability to add and drop classes within the enrollment periods, view your account, check your financial aid award, view your advising reports, and view your grades.

To access the Student Information System

1. Log in to MySVCC with your *username* and *password*.
2. Click SIS: Student Information System icon.
3. Click **My Student Information.**

Navigate from the Student Center to access these areas

Adding a class

- Click Add a Class link under Academics.
- Click the *radio button* by the appropriate college and term that you wish to enroll in.
- Click the Continue button.
- If the 5 digit class number is known, input the class number and click the Enter button. Or you may search for classes by clicking the Search button. Input search information. Once information appears, click the Select class button.
- Click the Next button.
- If you wish to add more classes, repeat Steps 4 and 5.
- Click the Proceed to Step 2 of 3
- Verify class information.
- Click the Finish enrolling button.
- You will see the status of your enrollment. If you receive a check box in status, you have successfully completed the enrolment. However if you see an X then you have an error and must contact the admissions office or your counselor for assistance.
- Be sure to make your payment by the tuition deadline!

Dropping a class

Only allowed until the drop deadline.

1. Click Drop a Class under Academics
2. Click the *radio button* by the appropriate college and term.
3. Click the Continue button.
4. Select the class or classes you wish to drop by clicking in the Select checkbox field by the class.
5. Click the Drop Selected Classes button.
6. Review your selection of classes to drop.
7. Click the Finish Dropping button if you wish to proceed.
8. A results page will appear. If you receive a check box in status, you have successfully completed the drop. However if you see an X then you have an error and must contact the admissions office or your counselor for assistance.

Make a payment using ePay®

1. Under the "Finances" area, click the "Make a Payment"
2. This will bring you to the ePay Application (if this is your first time logging in you will be required to set up your profile) and you will land on the ePay Page.
3. Click Make a Payment
4. Enter the amount you would like to pay in the Payment Amount box
5. Select Payment Method
6. Confirm your payment information.
7. Click "Pay Now" for ePay® to process your payment and your receipt will be displayed.

Apply for Payment Plan

1. Under the "Finances" area, click the "Apply for Payment Plan"
2. This will bring you to the Nelnet Application (if this is your first time logging in you will be required to set up your profile) and you will land on the Nelnet Page.
3. Click Set up a Payment Plan
4. Follow prompts until you get to your agreement number

Manage Refunds

1. Under the "Finances" area, click the "Manage Refunds"
2. This will bring you to the Nelnet Application (if this is your first time logging in you will be required to set up your profile) and you will land on the Nelnet Page.
3. Click Manage Refunds
4. Follow prompts to complete set up of refund preference

Viewing your class schedule

1. Click My Class Schedule link under Academics
2. Click the *radio button* by the appropriate college and term.
3. Click the Continue button.
4. Your schedule will appear on the screen.

Viewing your Grades

1. Click Grades link under Academics
2. Click the *radio button* by the appropriate college and term.
3. Click the Continue button.
4. Your grades will appear on the screen.

Requesting your official transcript

https://southside.edu/request-transcripts

View your Unofficial Transcript via the Student Center

1. Click the drop down box of other academics...
2. Select Unofficial Transcript
3. Click the right arrow heads
4. Select the appropriate college from the drop down list.
5. Click the Unofficial Transcript from the drop down list.
6. Click the Go button.
7. Your unofficial transcript should appear.

View your Advisement Information via the Student Center

1. Click Degree Progress under Academic History
2. Select the appropriate college from the drop down list.
3. Click the Advisement Transcript from the drop down list.
4. Click the Go button.
5. Your advisement report should appear.

View your account summary via the Student Center

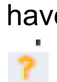
1. Click on Account Inquiry link
2. You can make a payment by clicking on Make a payment tab or link.
3. Complete the required fields.
4. Click the Next button.
5. Specify the items that you wish to pay. Be sure to pay all for the term or you may.
6. Click the Next button.
7. Verify your payment information.
8. Your payment results should appear. Print a copy for your records. If you receive an error, please contact SIS support.

View your financial aid via the Student Center

1. Click on View Financial Aid link
2. You will need to select the appropriate aid year by clicking the year link.
3. If you have financial aid on account, then you should see your financial aid summary by aid year and then by term. If you do not have financial aid on account, you will see a message displayed of *You have no financial awards available for viewing in this aid year.*
4. If you have any questions regarding aid on account, please contact the financial aid office.

View your course eligibility via the Student Center

**Processed on a nightly basis. If you enroll today, eligibility will not be available until the next day.

1. Click on View Financial Aid link
2. You will need to select the appropriate aid year by clicking the year link.
3. If you have financial aid on account, then you should see your financial aid summary by aid year and then by term. If you do not have financial aid on account, you will see a message displayed of *You have no financial awards available for viewing in this aid year.*
4. Click the View Course Eligibility link by the term.
5. Eligible courses will be marked with a . Ineligible courses will be marked with . Courses that have not been evaluated by the Financial Aid Course Audit process will be marked with .

Making address changes

1. Click on the Mailing Address link under Personal Information.
2. Click the edit box by requested change.
3. Make the necessary changes and save. *Please note that Southside sends all official mail to your MAIL type address.*

Making phone number changes

1. Click on Main Phone link under Personal Information
2. Make the necessary changes and save.

Select College

We recommend that you not set your term or your aid year in order to prevent confusion when trying to enroll or see grades for the next or previous term.

1. Click on **Select College** link under Finances
2. Select the Institution.
3. Click the save button.