

Finding Courses MVCC Is Offering

Students should go to the MVCC website to get the most up-to-date information about what courses are being offered. This is a simple guide to finding that information.

I. GETTING STARTED:

- 1) Start at the MVCC homepage: www.mvcc.edu
- 2) Click on the “Current Students” tab at the top of the page
- 3) Click on the “Academics” navigation bar in the menu at the right of the page
- 4) Select “Course Search” from the drop-down menu

****You should now be on the Course Search page ****



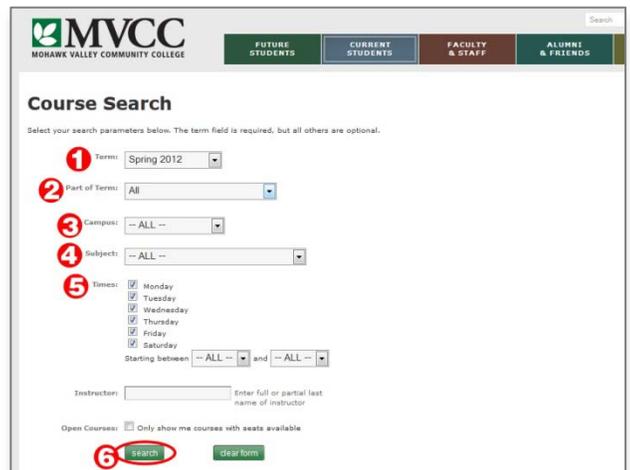
II. READY TO SEARCH

Follow these steps:

- Select “Term” (semester) (1)
- Select “Subject” (4)
- Click “Search” (7)

You may also narrow your search by choosing

- “Part of Term” (2)
- “Campus” (Utica, Rome, Internet, etc.) (3)
- Select “Subject” (4)
- Select “Days and Times” (5)
- “Instructor” (6)



III. WHAT DOES THIS TELL ME?

You now have all the information you need to schedule your classes.

- 1) **Course Name** (e.g. PY= Psychology)
- 2) **CRN** (Five-digit Course Reference Number)
- 3) **Sec** (Section)
- 4) **Title** (e.g. Introduction to Psychology)
- 5) **Cr** (Credit Hours)
- 6) **Type** (Lecture or Lab)
- 7) **Times and Days**
- 8) **Seats Available** (Number of open seats)
- 9) **Date** (Starting and ending dates)
- 10) **Instructor**
- 11) **Campus**
- 12) **Room number**

The screenshot shows the 'Course Search' results table. The columns are numbered 1 through 12, corresponding to the list above. The table contains the following data:

Name	CRN	Sec	Title	Cr	TYPE	Times	Days	Seats Avail	Dates	Instructor	Campus	Room
EN099	24698	103	Intro to College English	0	LEC	11:00AM-12:15PM	TR	20	1/17-5/7	Severs, Erin	Utica	AB 231
EN099	24702	105	Intro to College English	0	LEC	9:00AM-9:50AM	MWF	20	1/17-5/7	Shaw, Brandon	Utica	AB 204
EN099	24770	109	Intro to College English	0	LEC	12:30PM-1:45PM	MW	20	1/17-5/7	Severs, Erin	Utica	AB 204
EN101	20836	101	English 1:Composition	3	LEC	8:00AM-8:50AM	MWF	23	1/17-5/7	na, na	Utica	AB 235

NOTE: Write down these CRNs or put them on a “practice schedule” so you have them for scheduling.



PIN: _____

How to Schedule Using the Web

In order to use the **Student Information and Registration System (SIRS)**, you must first obtain a **PIN** (personal identification number) from the Office of Records and Registration by submitting the **PIN Request Form**. (The form is available at www2.mvcc.edu/crsereg/pin.cfm) or presenting a photo ID in person. Matriculated students (those in a degree or certificate program) should also consult with an academic advisor before scheduling classes.

To Login to SIRS:

- 1) Start at the MVCC homepage www.mvcc.edu
- 2) Click on the **“Current Students”** tab at the top of the page
- 3) Click on the **“SIRS”** icon under Quick Links on the menu on the left side of the home page
- 4) Click on **“Login to Secure Area”** (next to the **“key”** icon)
- 5) Enter your **“User ID”** (“M” number, “FOR” number or Social Security number)
- 6) Enter your PIN
- 7) Click on **“Login”**
- 8) Complete **“Security Question”** and/or **“Survey”** if needed, otherwise click on **“Return to Menu”**

Now you may build your schedule:

- 9) At the Main Menu click on **“Registration Menu”**
- 10) Click on **“Build Your Schedule or Add/Drop Classes”**
- 11) Select the **Term** (semester) for which you are scheduling
- 12) Read information on the screen, then scroll to the bottom of the screen
- 13) Enter **CRNs** (Course Reference Numbers) into the empty fields (numbered 1-10)
- 14) Click on **“Submit Changes”**
- 15) Scroll to the bottom of the screen to check for any registration errors
- 16) If a course is full, you have the option of adding your name to the **Waitlist**. (For more information, go to www.mvcc.edu/registrar/waitlist-information)
- 17) Finally, return to the Main Menu in SIRS, choose the link **“View My Bill, Pay My Bill, Confirm My Charges”** and follow the instructions to make payment arrangements

Note: You are not fully registered until you have made payment arrangements, which may include accepting financial aid. Make sure to exit from SIRS when finished.