

HOW TO REGISTER ONLINE

NEW STUDENTS WHO **HAVE** ALREADY APPLIED FOR ADMISSION AND RETURNING STUDENTS

- A letter has been sent to you with your user name and password to access “myPellissippi,” your link to online registration.
- Proceed to the steps for online registration below.

NEW STUDENTS WHO **HAVE NOT** APPLIED FOR ADMISSION

- Go to our homepage to begin the application process: www.pstcc.edu.
- Click on **Fall 2008 Admissions**. Follow the instructions.
- A letter will be sent to you with instructions on how to proceed after your application has been processed.

ONLINE REGISTRATION—FALL 2008

Before you log in to myPellissippi for the first time, you must change your initial password.

1. Go to our homepage: www.pstcc.edu. Click on **myPellissippi**.
2. First-time login: Click on **Help Me Change My Password**. Call the Helpdesk at (865) 694-6537 if you did not receive your myPellissippi user name and initial password.
3. Log in using your user name and new password.
4. Click on **Academics**.
5. Click on **Registration, Grades and More!!**
6. Click on **Student and Financial Aid**.
7. Click on **Registration**.
8. Click on **Registration Status** to see if you have any registration holds. If you are a new or second-semester student, you must meet with an advisor before registering.
9. Click on **Look Up Classes** to determine the sections (days and times) of the classes you want.
10. Click on **the box to the left** of the course section you want. Click on **Register** at the bottom of the page.
11. Repeat steps 9 and 10 for each course.
12. Click on **Student and Financial Aid** again, then **Registration**, then **Detailed Schedule** to see the locations of your classes. To print your schedule, click **Print** under the File window of your browser.
13. Fall semester fees are not available until July and are due by August 12. If you do not pay by the indicated date, your classes will be dropped.
14. Click on **Registration Fee Assessment** to determine your fees. Payment by MasterCard, Visa, Discover, American Express or check is accepted on the Web. You may also pay at the Cashier's Office at any campus or visit us online at www.pstcc.edu/departments/business_finance/cashier for more information.