

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.

TO REGISTER OR CHECK FOR HOLDS ONLINE

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 the **myPellissippi** icon at top.
2. First-time users: Click on **Help Me Change My Password** under Login button. (Returning users: Your s_ user name no longer works.) If you do not know your new myPellissippi user name and initial password or are having login problems, call the Helpdesk, (865) 694-6537.
3. Log in using your new user name and new password (once you've changed it).
4. Click on **Registration and More!!**
NEW AND SECOND-SEMESTER STUDENTS: You can check to see if you have any holds (library fines, etc.), but you must meet with an advisor before you can register.
5. Click on the **Student** tab at top, then **Registration**.
6. Click on **Registration Status** to check on holds.

TO REGISTER:

7. Click again on **Student**, then **Registration**.
8. Click on **Look Up Classes**, then **Select Term** in which you want to enroll, then click **Submit** at bottom.
9. Follow instructions at top to select classes, then click on **Class Search** at bottom.
10. Click on the **box at left** of the course section you want, then **Register** or **Add to Worksheet** at bottom.
11. Follow instructions to print your **Student Detail Schedule**.
12. **FEE PAYMENT:** Click again on **Student and Financial Aid**, then **Registration**, then **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 for more information: www.pstcc.edu/departments/business_finance/cashier.

NOTE: If you do not pay by the due date, your classes will be dropped.