



Palo Verde College

**PVC-SERVICES
STUDENT
USER GUIDE**

Table of Contents

Introduction / Welcome	Page 3
Getting Started	Page 4
Logging in	Page 8
Main / Student Menus	Page 10
REGISTRATION	
Search/Register for Sections	Page 11
Section Selection Results	Page 15
Register and Drop Sections.....	Page 16
Registration Results	Page 17
Dropping Classes	Page 18
Waitlisting	Page 21
FINANCIAL INFORMATION	
Account Summary / Account Summary by Term	Page 24
Make a Payment	Page 25
FINANCIAL AID	
Financial Aid Status by Year	Page 27
Financial Aid Status by Term	Page 27
ACADEMIC PROFILE	
Grades	Page 29
Grade Point Average by Term	Page 29
Transcript	Page 30
Test Summary	Page 31
Transcript Request / Status	Page 32
Enrollment Verification Request / Status	Page 32
My Class Schedule	Page 33
My Profile	Page 34
USER ACCOUNT	
Address Change	Page 34

Welcome to PVC Services (WebAdvisor) for Students!

PVC Services is an online tool that allows students to access their information via the internet. It is based on a product called WebAdvisor from a company named Datatel. Using PVC Services, students can do many tasks from ANY computer that has internet access, including:

- Search for course sections
- Register for classes
- Drop/add classes
- Pay for classes
- View student profile information
- Access your grades
- Request transcripts / print unofficial transcripts
- Access your financial information
- Update your address
- ... and more

Getting Started

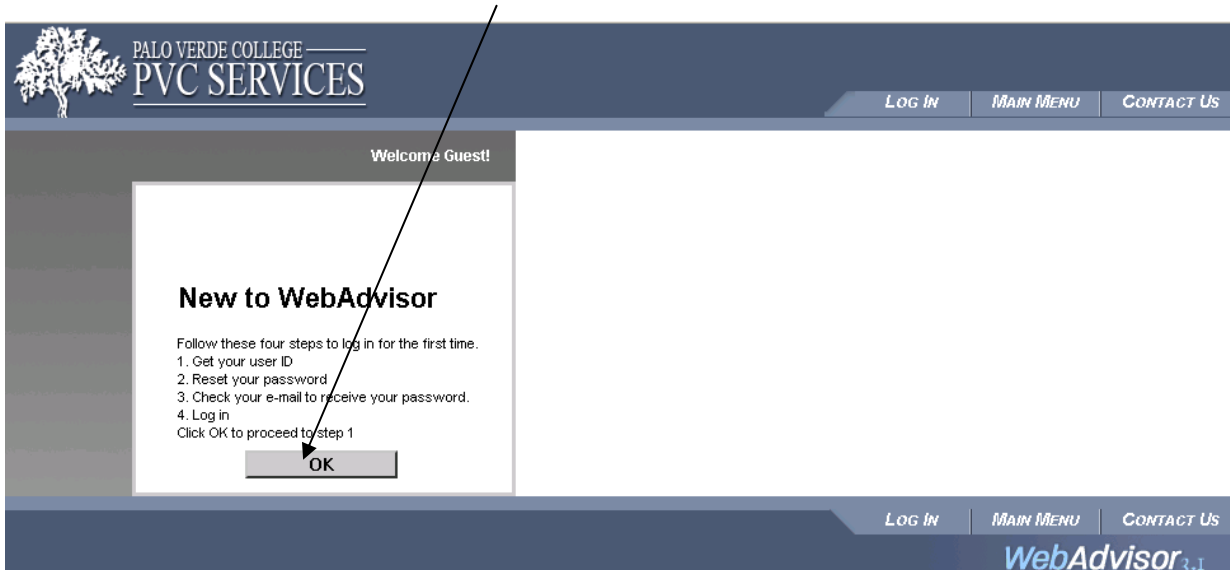
From the PVC home page, click on the **PVC Services** link located on the top ribbon.

The screenshot shows the Palo Verde College website. At the top right, the Blythe, Ca. address and phone number are listed. The main navigation bar includes links for Prospective Students, Catalog, E-Mail Login, Directories, and PVC Services. A search box is located on the right. The main content area features two news articles: 'Union Bank adds donation to Palo Verde College Foundation' and 'Palo Verde College honors new vocational nursing grads'. A sidebar on the left contains a 'Main Menu' with categories like Palo Verde College, Administration, and Student Menu. A 'Past Articles' sidebar is on the right.

If this is your first time logging in, you need to click on **I'M NEW TO WEBADVISOR** at the bottom of the screen.

The screenshot shows the Palo Verde College PVC Services login page. The top header includes the college logo and navigation links for LOG IN, MAIN MENU, and CONTACT US. A 'main menu' overlay is visible on the right side, listing Prospective Students, Students, and Faculty. The main content area has a 'Welcome Guest!' message and instructions to select a point of entry. At the bottom, there are links for Account Information, I'm New to WebAdvisor, and What's My Password?.

Follow the instructions on the screen and click **OK** at the bottom of the screen.



NOTE: THIS IS IMPORTANT !

Enter your **Last Name** and **Social Security Number** or **Colleague (Student) ID**.

Be sure to read messages on the page, then, when done, click **SUBMIT**

It is possible that the system may locate your information, but not be able to log you in because your application has not been completely processed. If this is the case you will see the following message:

You are not signed up for WebAdvisor. Contact your system administrator.

If the system could not find your information based on the combination of your last name and the SSN or Colleague ID you entered, you will see the following. Please verify the information, re-enter it, then click SUBMIT again.

With the information you provided we could not uniquely identify you. Please check the data you entered.

If you continue to see this message, or if you got the 'not signed up' message, you must contact PVC Services for assistance. . The PVC-Services Help Desk phone line is available from 8:30am until 4:30pm, Monday through Friday, at (760) 921-5355 and select the Registration option. You may also email us at: pvc-services@paloverde.edu.

If the system recognizes you as a student based on the data you entered on the What's My User ID page, it will display...

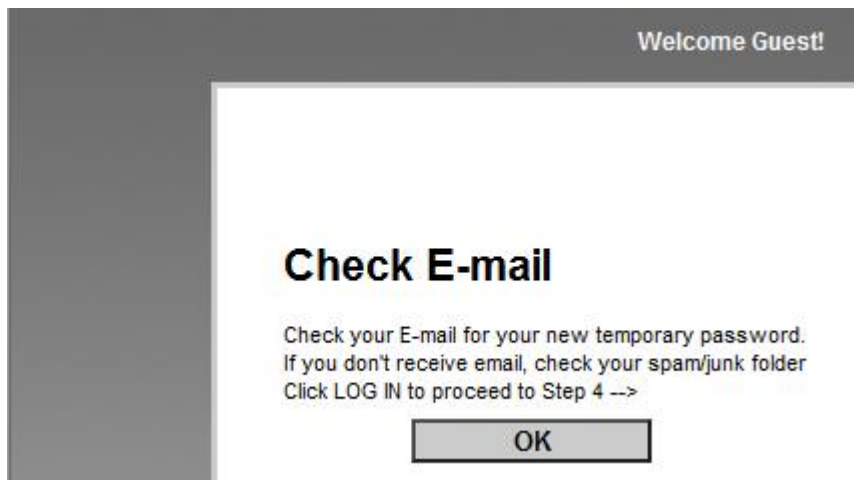
The screenshot shows a web interface with a dark blue header containing the text "Welcome Guest!". Below the header is a white box with the title "Select an e-mail address". Inside this box, there is a label "* = Required". Below that, the text "Here's your User ID" is followed by a text input field containing "rober" and a redacted area. Below this, the text "Send my temporary password to this email address*" is followed by a dropdown menu. The dropdown menu is open, showing a list of email addresses, with "rob [redacted]@cccapply.org" selected and highlighted in blue. A grey "SUBMIT" button is located below the dropdown menu. Two black arrows point from the text below to the "SUBMIT" button and the dropdown menu.

Be sure to note your User ID as it will be required later for login.

Click on the dropdown arrow to show the email address you have on file, then select it and submit.

If you have more than one email on file it will display all emails and you can choose which one you wish to use to receive your temporary password. NOTE: You MUST have an email address on file in order to sign up for PVC Services.

When you submit your email address you will be taken to the Check Email page.

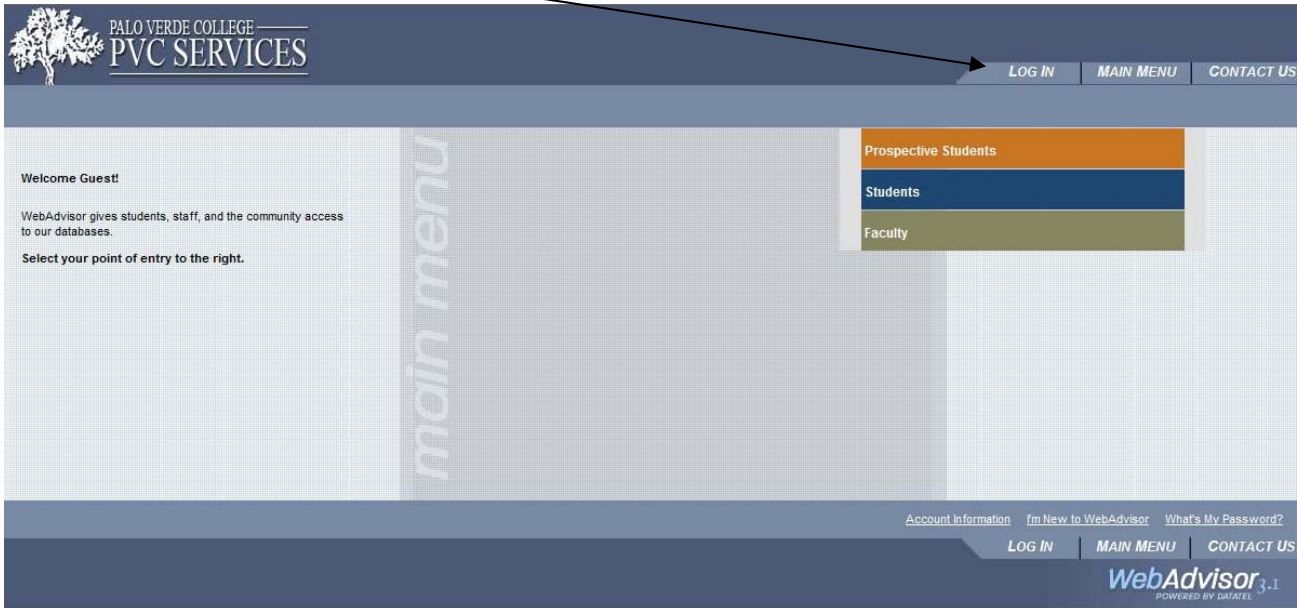


You will receive an email from PVC Services with your temporary password. The subject will be “**PVC Services response**”. It will be sent from donotreply@paloverde.edu. As the name implies, you should not attempt to reply to this email as it is not monitored.

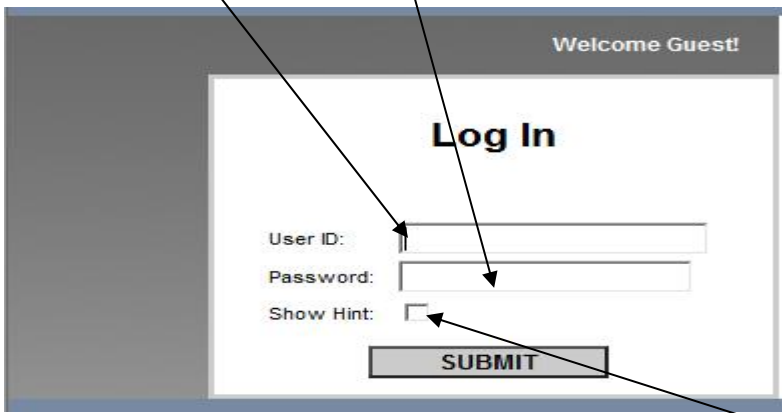
Once you have received your username and password, then you need log in to PVC-Services(see next page)

Loggin In

Click the **LOG IN** Tab



Enter your **User ID and Password**.



If you entered a Hint when you originally changed your password you can display it by clicking here. If this is the first time you have logged into the system, you will be prompted to enter a new password and will have an opportunity to enter a Hint at that time.

If this is the first time you are logging into the system, or if you have requested a password change, you will see the following:

Change Password

Your password has expired. Please choose a new password.

Your new password must be 6 to 9 characters in length and include both letters and numbers.

* = Required

User ID: *

Old Password: *

New Password: *

Confirm Password: *

My password hint:

SUBMIT

You must enter the temporary password you were issued in your email as the Old Password. You should chose a new password that is at least six characters long and has a combination of letters and number (no special characters).This is also the place where you can enter a password hint. For security reasons you should not enter your password as the hint.

Main Menu

Once you are logged in, select **Students** from the main menu.

PALO VERDE COLLEGE
PVC SERVICES

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [CONTACT US](#)

Welcome Robert!

Welcome to PVC Services.

Click the "Students" bar on the right to search for class sections.

Payment due upon registration - classes subject to being dropped for non-payment after 5 day grace period.

[Final Exam Schedule](#)

[Student User Guide](#)
[Faculty User Guide](#)
[Search for Sections User Guide](#)

[Account Information](#) | [I'm New to WebAdvisor](#) | [What's My Password?](#)

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [CONTACT US](#)

WebAdvisor 3.1
POWERED BY DATATEL

You will now see the options that are available to you as a logged in Student.

PALO VERDE COLLEGE
PVC SERVICES

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

CURRENT STUDENTS - MENU Welcome Robert!

Click on the "Search for Sections" link below to search the PVC course schedule.

It is the responsibility of the student to make sure that schedule changes made on the web are complete and accurate. We recommend that students verify their schedule after any changes are made (and keep a copy for their records).

<p>User Account</p> <p>I'm New to WebAdvisor What's my User ID? What's my password Address Change</p>	<p>Registration</p> <p>Search for Sections Register and Drop Sections Manage My Waitlist Search/Register for Sections</p>
<p>Financial Information</p> <p>Account Summary Account Summary by Term Make a Payment</p>	<p>Academic Profile</p> <p>Grades Grade Point Average by Term Transcript Test Summary Transcript Request Transcript Request Status Enrollment verification request Enrollment verification request status My class schedule My profile</p>
<p>Financial Aid</p> <p>Financial aid status by year Financial aid status by term</p>	

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

WebAdvisor 3.1
POWERED BY DATATEL

Registering for Classes

Search/Register for Sections.

This is different from the **Search for Sections** link. The functionality of both are the same in terms of searching, however this option goes one step further and allows you to register for those sections you select. If you are only wanting to see what sections are available but aren't ready to register, use the **Search for Sections** link.)

The screenshot shows the Palo Verde College PVC Services website interface. At the top left is the college logo and name. Navigation links for 'CHANGE PASSWORD', 'LOG OUT', and 'MA' are visible. The user is logged in as 'CURRENT STUDENTS' and is greeted with 'Welcome Robert!'. The main heading is 'Search/Register for Sections'. The form includes a 'Term' dropdown, 'Starting On/After Date' and 'Ending By Date' text boxes, and a table with columns for 'Subject', 'Course Level', 'Course Number', and 'Section'. Below the table are 'Sections Meeting After' and 'Sections Ending Before' dropdowns, a row of checkboxes for days of the week (Mon-Sun), a 'Course Title Keyword(s)' text box, 'Location' and 'Academic Level' dropdowns, and an 'Instructor's Last Name' text box. A 'SUBMIT' button is at the bottom.

PALO VERDE COLLEGE
PVC SERVICES

CHANGE PASSWORD LOG OUT MA

CURRENT STUDENTS Welcome Robert!

Search/Register for Sections

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

SUBMIT

Search/Register for Sections (continued)

First you must select a Term. Click the down arrow on the Term field to get a 'drop down' list of terms.

CURRENT STUDENTS Welcome Robert!

Search/Register for Sections

Term:

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

SUBMIT

Next, click on the Subjects drop down arrow to see a list of course subjects to select from.

A list of all possible subjects to choose from will display.

Click on the subject of your choice.

The screenshot shows the 'Search for Sections' page in a web browser. The browser window title is 'Search for Sections - In' and the address bar shows the URL 'https://www.wab.edu/webprod?TOKENID=X=1809129147&SS=1&APP=ST&CONSTITUENCY=WBST'. The page features a navigation menu at the top with 'WebAdvisor Main Menu' and 'Search for Sections'. The main content area is titled 'Search for Sections' and includes a search form with the following elements:

- An 'Ending By Date' input field.
- A table with three columns: 'Course Levels', 'Course Number', and 'Section'. Each column has a dropdown menu.
- A 'Sections Ending Before' dropdown menu.
- A row of checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun.
- A 'Course Title Keyword(s)' input field.
- 'Location' and 'Academic Level' dropdown menus.
- An 'Instructor's Last Name' input field.
- A 'SUBMIT' button.

The left sidebar contains a list of subjects, including: Adult Basic Education, Accounting, Administration of Justice, Alcohol/Drug Studies, Agriculture, Anthropology, Art, Astronomy, Automotive Technology, Bldg Construction Technology, Biology, Botany, Business, Child Development, Chemistry, Computer Information Science, Communications, Criminal Justice, Culinary Arts, Cooperative Work Experience, Dance, Economics, Education, English, English As a Second Language, French, Fire Science Technology, Geology, and Geography. An arrow from the text above points to this list.

The footer of the page includes navigation links: LOG IN, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US. The WebAdvisor logo (version 3.1) and the text 'POWERED BY DATAEL' are also present.

You can choose multiple subjects as well as course numbers to narrow your search.

CURRENT STUDENTS Welcome Sandra!

Search/Register for Sections

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="Philosophy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

Once you have filled out the courses you want to register for, click submit.

Section Selection Results

A list of all course sections that met your selection will display.

Co-requisite classes that do not meet your selection criteria may be displayed.

CURRENT STUDENTS Welcome Robert!

Section Selection Results

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
<input type="checkbox"/>	Fall Semester 2009-2010	Closed	PHI-100-01 (190) Intro Philosophy		08/19/2009-12/16/2009 Lecture And/Or Discussion Wednesday 05:20PM - 08:10PM, Anthony J. Reale Bldg, Room CL119	G. Nail	0 / 18 / 0	3.00	
<input type="checkbox"/>	Fall Semester 2009-2010	Open	PHI-100-02 (282) Intro Philosophy		08/17/2009-12/18/2009 Distance Ed - Lecture Days to be Announced, Times to be AnnouncedMain Campus Distance Ed, Room MDISTED	M. Hoffmann	2 / 29 / 0	3.00	
<input type="checkbox"/>	Fall Semester 2009-2010	Open	PHI-105-01 (283) World Religions		08/17/2009-12/18/2009 Distance Ed - Lecture Days to be Announced, Times to be AnnouncedMain Campus Distance Ed, Room MDISTED	V. Bresee	7 / 29 / 0	3.00	

[My Schedule](#)

[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

Click on the box of the course section (s) that interest you. The program will move any checked sections to your Preferred Section work area (see next page). Note that there are real-time counts for section enrollments. These counts will include section capacity as well as available seats.

Register and Drop Sections

You will now be taken to the Register and Drop Sections page. The course section you chose on the previous page will be moved to your Preferred Section area.

NAME: Robert Thies

Action for ALL Pref. Sections (or choose below):

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
<input type="text" value="RG Register"/>	Fall Semester 2009-2010	PHI-105-01 (283) World Religions		08/17/2009-12/18/2009 Distance Ed - Lecture Days to be Announced, Times to be Announced/Main Campus Distance Ed, Room MDISTED	V. Bresee	7 / 29 / 0	3.00	

Drop

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Fall Semester 2009-2010		AUT-090-01 (127) Auto Fab&Setup		08/17/2009-12/18/2009 Lecture And/Or Discussion Saturday 08:00AM - 09:00AM, Technology Bldg, Room TB111 (more)...	H. Rinaldi	2.00	

If one of my choices is not available:

SUBMIT

Chose the action you want to perform. In this example you had already registered for one class and are reviewing the Preferred Sections you brought over from the previous page.

You should click Register in the dropdown box to actually register for the section in your Preferred Sections area. You could have multiple sections that you have brought over from the previous Selection Results. These are cumulative in that until perform one of the actions on the drop down box the course will be in your Preferred Sections. Think of the Preferred Sections as a work area where you can look at a number of sections that you are considering enrolling for. You may have brought over several sections for the same class that have different offering days/times, trying to see how the day and time fit with other sections you are considering or have already registered for. Once you register for the best fit, you can chose the RM – Remove from list for the other sections that you will not consider. Note: It doesn't hurt to leave those other course sections in the Preferred Sections area as it is only a work area. It just helps reduce the clutter should you be working on a number of other course section offerings.

Once you have chosen the appropriate actions, click Submit.

Registration Results

When you submit your registrations from the Register and Drop Sections page you will see the following Registration Results page. It shows the action you just performed...

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 2009-2010	Registered for this section	Pass/No Pass	PHI-105-01 (283) World Religions		08/17/2009-12/18/2009 Distance Ed - Lecture Days to be Announced, Times to be AnnouncedMain Campus Distance Ed, Room MDISTED	V. Breese	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 2009-2010		AUT-090-01 (127) Auto Fab&Setup		08/17/2009-12/18/2009 Lecture And/Or Discussion Saturday 08:00AM - 09:00AM, Technology Bldg, Room TB111 (more)...	H. Rinaldi	2.00	
Fall Semester 2009-2010	Pass/No Pass	PHI-105-01 (283) World Religions		08/17/2009-12/18/2009 Distance Ed - Lecture Days to be Announced, Times to be AnnouncedMain Campus Distance Ed, Room MDISTED	V. Breese	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

OK

It will also display the courses for which you are currently registered, including the recent addition.

In this example you are not waitlisted for anything (See Waitlisting section for more information on that function).

Dropping classes

How do I drop classes from my schedule?

Log in to PVC Services

Go to Drop and Register for Sections

Click the box for the section you wish to drop

PALO VERDE COLLEGE PVC SERVICES

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

CURRENT STUDENTS Welcome Robert!

Register and Drop Sections

Name: Robert Thies

Action for ALL Pref. Sections (or choose below):

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>		You do not have any preferred sections.						

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	Fall Semester 2009-2010		AUT-090-01 (127) Auto Fab&Setup		08/17/2009-12/18/2009 Lecture And/Or Discussion Saturday 08:00AM - 09:00AM, Technology Bldg, Room TB111 (more)...	H. Rinaldi	2.00	
<input type="checkbox"/>	Fall Semester 2009-2010	Pass/No Pass	PHI-105-01 (283) World Religions		08/17/2009-12/18/2009 Distance Ed - Lecture Days to be Announced, Times to be Announced/Main Campus Distance Ed, Room MDISTED	V. Bresee	3.00	

If one of my choices is not available: ALL Allow me to adjust all

Manage Waitlist | My Schedule

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

The results will display, indicating the drop just performed...

PALO VERDE COLLEGE PVC SERVICES

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome Robert!

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 2009-2010	Dropped from this section		AUT-090-01 (127) Auto Fab&Setup		08/17/2009-12/18/2009 Lecture And/Or Discussion Saturday 08:00AM - 09:00AM, Technology Bldg, Room TB111 (more)...	H. Rinaldi	2.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 2009-2010	Pass/No Pass	PHI-105-01 (283) World Religions		08/17/2009-12/18/2009 Distance Ed - Lecture Days to be Announced, Times to be Announced/Main Campus Distance Ed, Room MDISTED	V. Bresee	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

WebAdvisor 3.1
POWERED BY DATATEL

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Possible Error Messages:

You will be alerted of the reasons for unsuccessful attempts to register on the Register and Drop Sections screen.

The most common reasons for unsuccessful registrations are listed below:

1. Pre-registration/Registration is not open or you may no longer perform that action through PVC Services.
2. You are on a registration hold. Registration holds include any of the following:

Advising Hold

Business Office Hold

Enrollment Management Hold—you have not submitted all required documents to the institution
(transcripts, immunization records, test scores, etc.)

Library Hold

Suspension

Disciplinary Hold

To clear these holds, see the appropriate office or institutional personnel.

3. Your course selections conflict with one another.
4. You have not met the pre-requisite requirements for a course.
5. You have not included a required co-requisite course with a selected course.
6. A section you selected is closed.
7. A section you selected requires instructor approval.

Frequently Asked Questions:

- Can I add classes to my schedule after I register?

Yes, you can add classes to your schedule through the late registration time period listed on the appropriate Academic Calendar.

- How do I add classes to my schedule?

Follow the same procedure that you did to register for your current schedule.

- . *Log in to PVC Services*
- . *Go to Register for Sections*
- . *Choose Search and Register*
- . *Follow instructions for selecting courses and submit your registration.*

- Can I drop classes that I have registered for?

Yes, you can drop classes that you have pre-registered for through the late registration time period. Contact the Registrar's Office if you are withdrawing from PVC completely.

Waitlisting

In the event you attempt to register for a course section and it is full, you have the option to be put on a waitlist. Should a seat become available (either through someone dropping that section or due to the capacity being increased) you would be notified by email that the course is now available for registration. You will have 24 hours in which to add the class, after which time it will be made available to the next person on the waitlist. Waitlist order is first come – first served based on when you attempted to register for the class.

Here is how this works. In the example below, the student attempted to register for ACC-100-01 and the section was full. They received the following message...

Register and Drop Sections

ACC-100-01 – Course Filled. Either add to wait list or look for an available section.

Name Robert Thies

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/> WL Waitlist RG Register RP Register Pass/Fail RM Remove from List Cur WL Waitlist Drop	Spring Semester 2009 -2010	ACC-100-01 (1023) Basic Acctg		01/13/2010-05/26/2010 Lecture And/Or Discussion Monday, Wednesday 05:20PM - 07:10PM, John O. Crain College Services, Room CS234	M. Gaubeca	-2 / 1 / 2	4.00	

<input type="checkbox"/>	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring Semester 2009-2010	MAT-110-01 (992) College Algebra		01/12/2010-05/27/2010 Lecture And/Or Discussion Tuesday, Thursday 05:20PM - 07:10PM, John O. Crain College Services, Room CS209	S. Sher	4.00	

If one of my choices is not available ALL Allow me to adjust all

SUBMIT

[Manage Waitlist](#) [My Schedule](#)

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT US](#)

In the drop down box above they would select WL Waitlist to add the course section to their waitlist. This will add them to the waitlist for that particular section. If no one is on that waitlist, they will have first priority should a seat become available. If other people are on the waitlist, they will be added in the order in which their registration activity occurred.

If you attempted to register for this section BEFORE you are notified that a seat is available, you would see a message ...

You need permission to register before enrolling in ACC-100-01 Basic Acctg.

Should you wish to see what sections you have waitlisted, select the Manage My Waitlist option on the Students menu. The following will display...

Manage My Waitlist

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Waitlist
<input type="text"/>	Active		Spring Semester 2009-2010	ACC-100-01 (1023) Basic Acctg		01/13/2010-05/26/2010 Lecture And/Or Discussion Monday, Wednesday 05:20PM - 07:10PM, John O. Crain College Services, Room CS234	M. Gaubeca	4.00		3

Registered Sections

Drop	Pass/Audit	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>		Spring Semester 2009-2010	MAT-110-01 (992) College Algebra		01/12/2010-05/27/2010 Lecture And/Or Discussion Tuesday, Thursday 05:20PM - 07:10PM, John O. Crain College Services, Room CS209	S. Sher	4.00	

SUBMIT

You can now select one of the following options...

Manage My Waitlist

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Waitlist
<ul style="list-style-type: none"> Register Remove Register Register Pass/No Pass Register Audit 	Active		Spring Semester 2009-2010	ACC-100-01 (1023) Basic Acctg		01/13/2010-05/26/2010 Lecture And/Or Discussion Monday, Wednesday 05:20PM - 07:10PM, John O. Crain College Services, Room CS234	M. Gaubeca	4.00		3

Registered Sections

Drop	Pass/Audit	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>		Spring Semester 2009-2010	MAT-110-01 (992) College Algebra		01/12/2010-05/27/2010 Lecture And/Or Discussion Tuesday, Thursday 05:20PM - 07:10PM, John O. Crain College Services, Room CS209	S. Sher	4.00	

SUBMIT

If you are no longer interested in this section, please select Remove so that others will receive their notification in a more timely fashion should the section become available. Remember, you should only select "Register" if you have received notification that the section is now available for registration or you will get an error message.

When a space becomes available in a section for which you have been waitlisted you will receive an email. In the following example, a student had put themselves on the waitlist for WEL-102-01. A seat became available so the student received the following notification by email ...

From: donotreply@paloverde.edu
 To: Rob Thies
 Cc:
 Subject: Waitlisting Seat Availability

Dear Robert Thies,

You now have the opportunity to register for Bas Mig Welding.
 Here is more information about the section:
 Section: WEL-102-01
 Term: 2010SP

To claim the seat, you must register for the section no later than 11:59pm on 01/05/10.

After 1 days, the seat that has been reserved for you will be offered to another student.

You can register via WebAdvisor using Manage My Waitlist at:
<https://pvc-services.paloverde.edu>

If you need assistance, please contact the Registrar's Office at 760-921-5554.

Registrar
 Palo Verde College

Once you have received this email you can select "Register" in the drop down box beside that course section in your Manage My Waitlist form. You would see the following results...

The screenshot shows the WebAdvisor interface for Palo Verde College PVC Services. The user is logged in as Robert Thies. The main content area displays "Registration Results" with three sections: processed requests, currently registered sections, and waitlisted sections.

Processed Requests:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring Semester 2009-2010	Registered for this section		WEL-102-01 (881) Bas Mig Welding		01/12/2010-05/27/2010 Lecture And/Or Discussion Monday, Wednesday 07:19AM - 08:19AM, Technology Bldg, Room TB110 (more)...	J. Boire	3.00	

Currently Registered Sections:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring Semester 2009-2010		ACC-100-01 (1023) Basic Acctg		01/13/2010-05/26/2010 Lecture And/Or Discussion Monday, Wednesday 05:20PM - 07:10PM, John O. Crain College Services, Room CS234	M. Gaubeca	4.00	
Spring Semester 2009-2010		WEL-102-01 (881) Bas Mig Welding		01/12/2010-05/27/2010 Lecture And/Or Discussion Monday, Wednesday 07:19AM - 08:19AM, Technology Bldg, Room TB110 (more)...	J. Boire	3.00	

Waitlisted Sections:

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

An "OK" button is located below the waitlisted section.

ACCOUNT SUMMARY / ACCOUNT SUMMARY BY TERM

Should you wish to check the status of your account you can select "Account Summary" in the Student Menu. You will see the following...

PALO VERDE COLLEGE
PVC SERVICES

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Financial Aid Remaining amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.

CURRENT STUDENTS Welcome Robert!

Account Summary

Balance Forward	0.00
Current Charges	1,728.00
Total Charges	1,728.00
Student Payments	1.00
Financial Aid Payments	0.00
Financial Aid Remaining	0.00
Sponsor Payments	0.00
Payment Plans (Deferred Amounts)	0.00
Total Payments & Deferred Amounts	1.00
Refunds	0.00
Total Amount Currently Due	1,727.00
Amount Not Currently Due	0.00

OK

Account Summary by Term | Pay on My Account | Register for Classes | Add Classes | My Schedule

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

This is a summary of all payments due. Should you wish to see a breakdown by term, chose Account Summary by Term.

PALO VERDE COLLEGE
PVC SERVICES

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Financial Aid Remaining amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.

CURRENT STUDENTS Welcome Robert!

My Account Summary by Term

Term	Total Charges	Student Payments	Financial Aid Payments	Financial Aid Remaining	Sponsor Payments	Payment Plans	Total Payments	Refunds	Balance
2010SP	\$1,728.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,728.00
2009FA	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00-
TOTAL	\$1,728.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1,727.00

OK

Account Summary | Pay on My Account | Register for Classes | Add Classes | My Schedule

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Remember, payment is due immediately upon registration.

MAKE A PAYMENT

Once you have completed your registration activity you are require to pay in full. To make that payment online, select Make a Payment from the Student Menu. You will see...

PALO VERDE COLLEGE
PVC SERVICES

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

CURRENT STUDENTS - MAKE A PAYMENT MENU Welcome Robert!

[Pay on My Account](#)

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Click on Pay on My account to see the following screen...

PALO VERDE COLLEGE
PVC SERVICES

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

CURRENT STUDENTS Welcome Robert!

Pay on My Account

* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text"/>	2,067.00	Spring Semester 2009-2010, Student Receivables	1,512.00	0.00	0.00	0.00	555.00

Total Amount Due 2,067.00

Payment Type*

- MasterCard
- VISA Charge
- American Express
- Discover Card

Account Summary | Account Summary by Term | Pay on My Payment Plan

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Enter the amount to be paid, the choose Payment Type from the drop down list and click SUBMIT.

This will take you to the next screen...

Electronic Card Entry

[How do I find the security code?](#)

* = Required

Payment Amount 2,067.00
 Convenience Fee 0.00
 Total Payment Amount 2,067.00

Credit Card Number*
 Expiration Date* Expiration Year*
 Card Security Code*

Name on Card*
 Billing Address*
 City* State/Province* Postal Code*
 E-mail Address*

SUBMIT

Some fields will automatically populate from your Palo Verde College record. Others you must enter yourself. Enter the appropriate information and submit. Your payment will be processed electronically. Make sure the information on the screen matches the information on file with your credit card company. Make any appropriate changes before submitting.

Once you click SUBMIT you will receive an acknowledgement screen.

CURRENT STUDENTS Welcome Robert!

Payment Confirmation

Thank you for your credit card payment of 2,067.00. It will be credited to your account pending confirmation and approval of the credit card.

OK

You will also receive an email acknowledging the payment as well...

From:	RUSST.EGAN@PALOVERDE.EDU
To:	Rob Thies
Cc:	
Subject:	Acknowledge Credit Card Paym

Thank you for your credit card payment of \$ 2,067.00
 It will be credited to your account pending confirmation and approval of the credit card.

If you did not receive a confirmation email, be sure to check your "junk mail" folder to be sure it didn't get filtered there.

FINANCIAL AID

You can view your financial aid awards either by Year...

The screenshot shows the Palo Verde College PVC Services website. The header includes the college logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US. The main content area is titled 'CURRENT STUDENTS' and 'Welcome Robert!'. The central focus is a box titled 'Financial Aid by Year' with the subtitle 'Your Financial Aid Award Information For Year 2009'. It contains a table with the following data:

Source	Amount	Action
Foundation Scholarship	\$100.00	Accepted
Other Scholarships	\$1,000.00	Accepted
Total Estimated Funds Available		
		\$1,100.00

Below the table is an 'OK' button. The footer of the page includes the 'WebAdvisor 3.1' logo and the text 'POWERED BY DATATEL'.

... or for a specific term within the year...

The screenshot shows the Palo Verde College PVC Services website. The header includes the college logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US. The main content area is titled 'CURRENT STUDENTS' and 'Welcome Robert!'. The central focus is a box titled 'Financial aid status by term'. It contains a dropdown menu with the following options:

- SUE 2009SU 2009 Summer Disbursement
- 2009FA 2009 Fall
- 2010SP Spring 2010
- 2010SU 2010 Summer

Two arrows point to the dropdown menu, indicating the selection process. The footer of the page includes the 'WebAdvisor 3.1' logo and the text 'POWERED BY DATATEL'.

From the drop down box select the term you wish to view ...

Notice the annual amounts are pro-rated per term...

The screenshot displays the Palo Verde College PVC Services WebAdvisor interface. At the top left is the college logo and name. A navigation bar contains links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', 'HELP', and 'CONTACT US'. The main content area is titled 'CURRENT STUDENTS' and 'Welcome Robert!'. The central focus is a 'Financial Aid by Term' section for 'Spring 2010'. It contains a table with the following data:

Source	Amount	Action
Foundation Scholarship	\$50.00	Accepted
Other Scholarships	\$500.00	Accepted

Below the table, it states 'Total Estimated Funds Available' as \$550.00. An 'OK' button is located at the bottom of the table area. The footer of the page includes the 'WebAdvisor 3.1' logo and 'POWERED BY DATATEL'.

Grades

CURRENT STUDENTS Welcome Robert!

Grades

Choose One	Term	Description	Start Date	End Date
<input type="radio"/>	2010SP	Spring Semester 2009-2010	01/12/10	05/27/10
<input type="radio"/>	2009FA	Fall Semester 2009-2010	08/17/09	12/18/09

CURRENT STUDENTS Welcome Robert!

Grades

0108067 Robert Thies

Advisor

Term GPA 3.600

Course Section	Title	Grd 1	Grd 2	Grd 3	Grd 4	Grd 5	Grd 6	Final Grd	Credits	CEUs
AUT-101-01	Bsc Tech Skills							A	3.00	
AUT-090-01	Auto Fab&Setup							B	2.00	

Grade Point Average by Term

CURRENT STUDENTS Welcome Robert!

Grade Point Average by Term

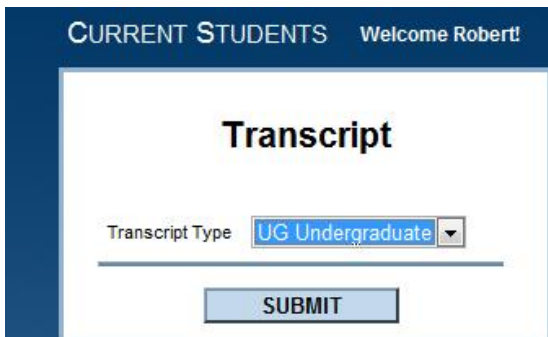
Term

Total Earned Credits	Total Grade Points	Term GPA
5.00	18.00	3.600

Course/Section and Title	Grade	Credits
AUT-090 01 Auto Fab&Setup	B	2.00
AUT-101 01 Bsc Tech Skills	A	3.00

Transcript

You can request to view an 'unofficial' transcript record of all your work at Palo Verde.



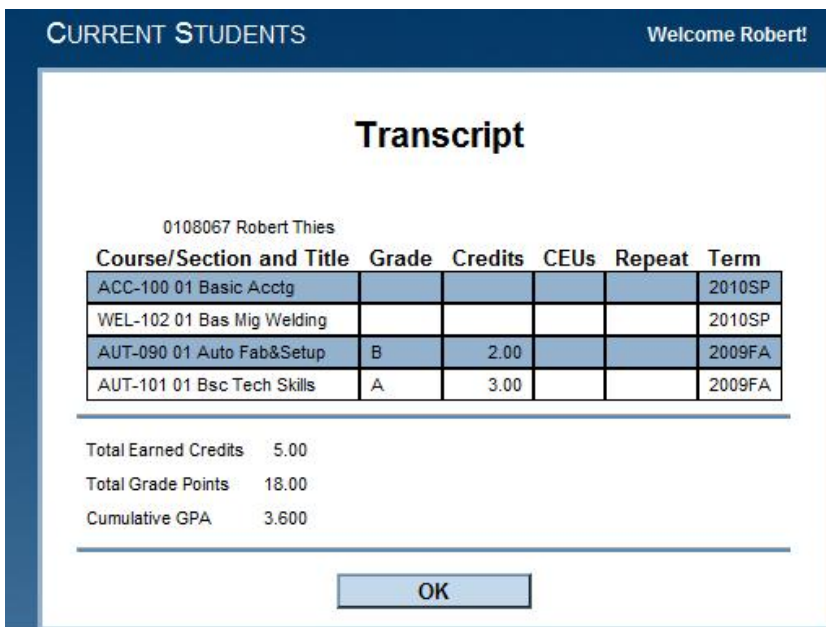
CURRENT STUDENTS Welcome Robert!

Transcript

Transcript Type **UG Undergraduate**

SUBMIT

The default "UG" Transcript Type is what you would normally choose. Once you click SUBMIT you will be presented with your coursework. If the Grade column is blank that indicates a course in progress.



CURRENT STUDENTS Welcome Robert!

Transcript

0108067 Robert Thies

Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
ACC-100 01 Basic Acctg					2010SP
WEL-102 01 Bas Mig Welding					2010SP
AUT-090 01 Auto Fab&Setup	B	2.00			2009FA
AUT-101 01 Bsc Tech Skills	A	3.00			2009FA

Total Earned Credits 5.00
Total Grade Points 18.00
Cumulative GPA 3.600

OK

Test Summary

CURRENT STUDENTS Welcome Robert!

Test Summary

No Tests Available.

Admissions Tests	Date Taken	Score	Percentile	Status	Status Date
<hr/>					
Placement Tests	Date Taken	Score	Percentile	Status	Status Date
<hr/>					
Other Tests	Date Taken	Score	Percentile	Status	Status Date

Transcript Request – coming soon

Enrollment verification – coming soon

My Class Schedule

CURRENT STUDENTS Welcome Robert!

My class schedule

Term

- Spring Semester 2009-2010
- Fall Semester 2009-2010

CURRENT STUDENTS Welcome Robert!

Schedule

0108067 Robert Thies

Term

Total Registered Credits 3.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
ART-110-02 (00227) Art Hist!	Add	08/17/2009-12/18/2009 Distance Ed - Lecture Days to be Announced, Times to be AnnouncedMain Campus Distance Ed, Room MDISTED	3.00			08/17/09

OK

My Profile – coming soon

Address Change – coming soon