

Part 1 – Accessing PC Self-Service and Course Listings

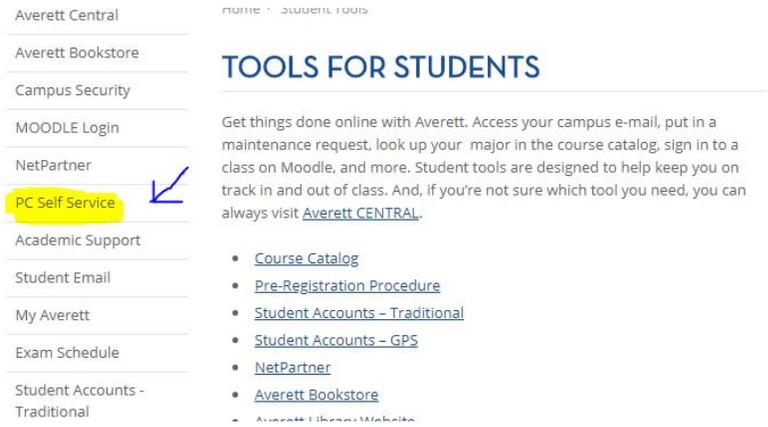
Objective: To give the new incoming student a brief overview of PC Self-Service and how to search for classes

To begin go to www.averett.edu

At the top click on Student Tools

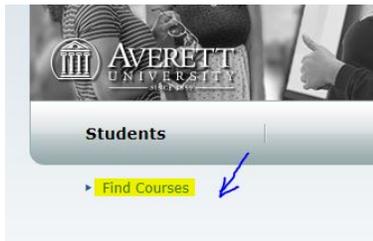


On the left side – click on PC Self-Service



You do not need to log-in to view all available courses. You will need to log-in on the day of pre-registration to drop classes in your cart.

Click find courses:

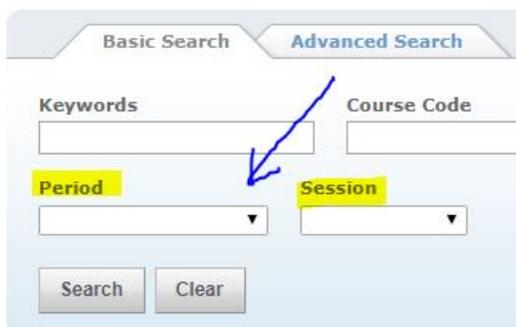


Click on Period and select 2018 Fall

Click on Session and select Main Session

Click Search

Section Search



This will list courses out alphanumerically beginning with the abbreviation for their department. Examples: Math = MTH, Aviation = AVI, Biology = BIO, etc.

Once you pull up a class, what does it all mean?

Course	Date	Session	Credits	Fees	Schedule	Available Seats
Microbiology and Lab BIO301/Lecture/02	1/10/2018 - 5/2/2018	2018 Spring Main Session	4.00	Fees Applicable	MonWedFri 8:00 AM - 8:55 AM; Averett University, Frith Hall, Room 304 MonWedFri 9:10 AM - 10:05 AM; Averett University, Frith Hall, Room 300	1 of 15

Instructors: Meder, Laura D.
Moore, William T.

Course: This will include the class name and its code. The above class is Microbiology with lab and its code is BIO301 Section 02. This information defines which class it is for the Registrar's Office as well as the Instructor and you, the student. You can click on this to get a description of the class, any prerequisites, or fees associated with the class. You can also click the link to view the book needed for this class.

2018 Spring Main Session
BIO301/Lecture/02 - Microbiology and Lab | Credits 4.00
A study of the structure, classification, and function of micro-organisms as related to public health, industrial processes, and their roles in nature. Basic techniques are introduced in the laboratory, including isolation and identification of representative organisms. Prerequisites: BIO101 and 103 or BIO 101 with a grade of C or better or permission of instructor.

[View This Book At Our Bookstore](#)

Registration Type	Traditional
Fees	LABFEE-BIOLOGY \$75.00 (Fee Group All)
Instructors	Meder, Laura D. Moore, William T.
Duration	1/10/2018 - 5/2/2018
Schedule	MonWedFri 8:00 AM - 8:55 AM; Averett University, Frith Hall, Room 304 MonWedFri 9:10 AM - 10:05 AM; Averett University, Frith Hall, Room 300

Date: The date range that the class covers. Some of the PE classes only last part of a semester. This will give you that information.

Session: This tells you which semester the class is available (typically would read 2018 Fall).

Credits: This identifies how many credits the class is worth. If a class is worth 4 credits, there is typically a lab associated with it. You will want to keep track of the number of credits as you register for classes, and keep it between 15-18 credit hours.

Fees: Is there an additional fee associated with this class over and above tuition? If it states that Fees are Applicable, then there is an additional fee. To find out the cost of the fee, click on the Class code. Above, it would be the blue BIO301/Lecture/02. This will give you a description of the class as well as outline any additional fees that apply.

Schedule: This advises when the class takes place and the classroom that it is being held in. This is very important as you do not want to sign up for two classes happening at the same time. This class has a lab so you will see two different meeting times as well as classrooms. This particular class meets on Monday, Wednesday, and Friday from 8:00 a.m. to 8:55 a.m. in Frith 304. It also meets Monday, Wednesday, and Friday from 9:10 a.m. to 10:05 a.m. in Frith 300

Available Seats: This will tell you how many seats are left in the class. The class above has one seat left, and the class can typically hold up to 15 students. If the class is already full, you can choose to go on a waiting list for that class. They may or may not increase the class size or add an additional class.

Instructors: This will identify your professor/s for you. Since this class has a lab, one of the instructors will probably teach the lecture part, and the other will teach the lab part. Some instructors teach both.

Hopefully, this tutorial has given you a bit of insight into PC Self-Service and how to navigate in the available courses. If you have questions about this section, please don't hesitate to reach out to us. Faculty will be on hand during the pre-registration sessions to help walk you through this process.