

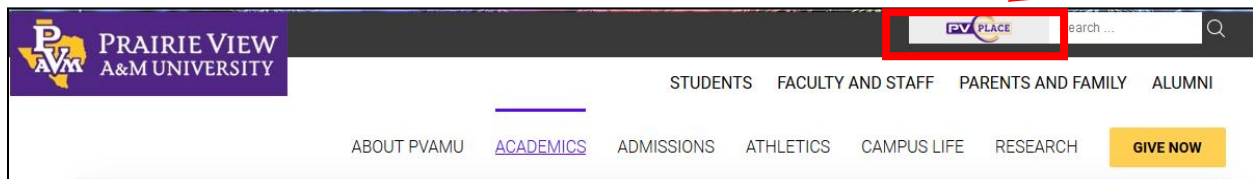


## Prairie View A&M University Academic Advising Services

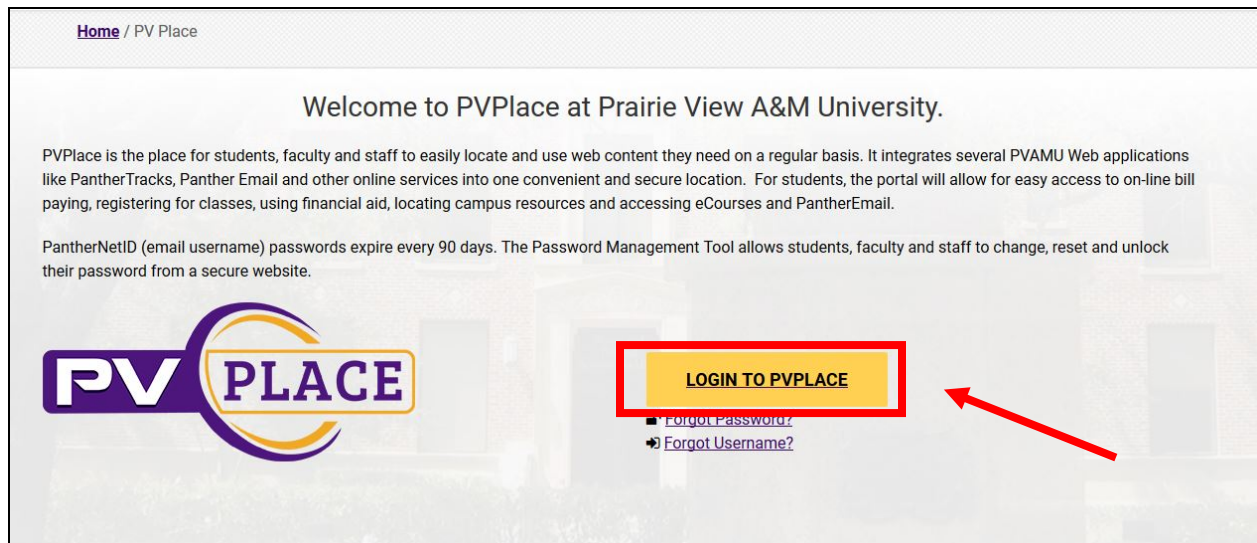
### Student Instructions for Class Registration

**Step 1:** Go to **www.pvamu.edu**

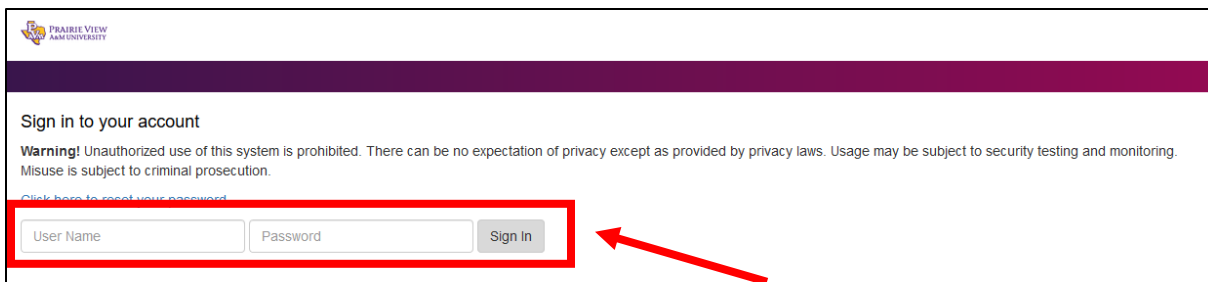
**Step 2:** Click on **PV Place**.



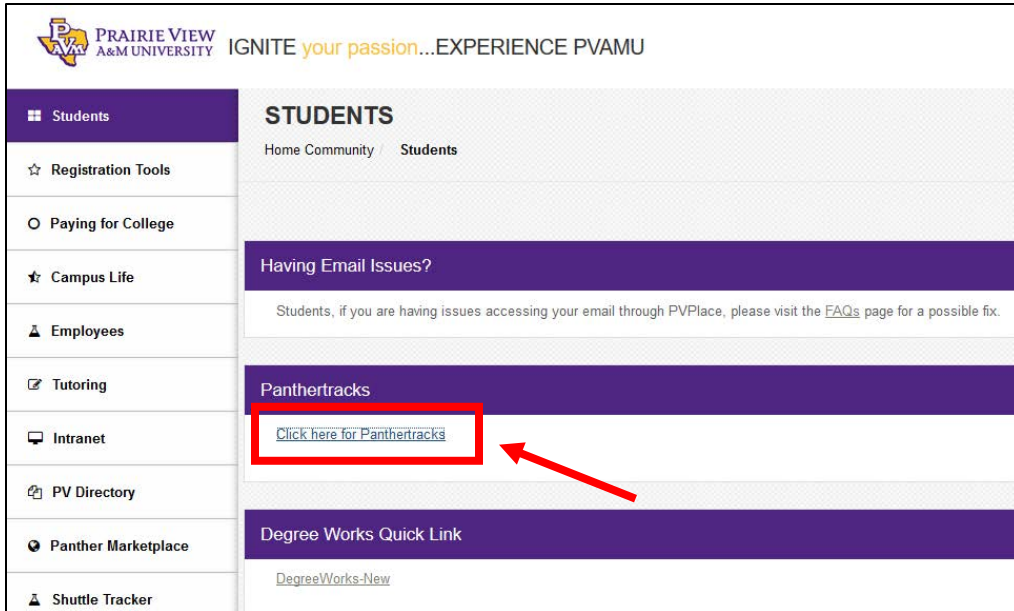
**Step 3:** Click on **Login to PVPlace**.



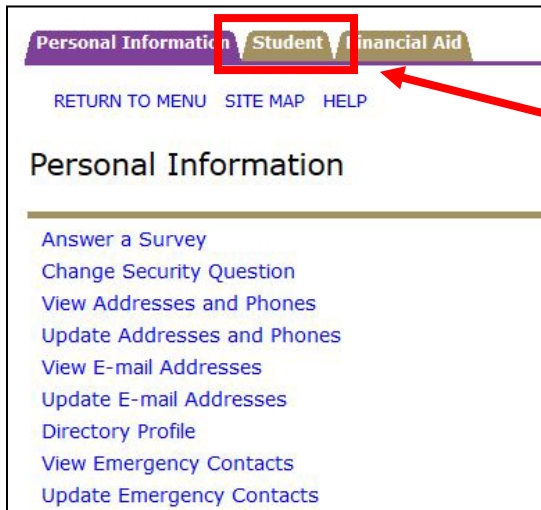
**Step 4:** Login with your **Username and Password**.



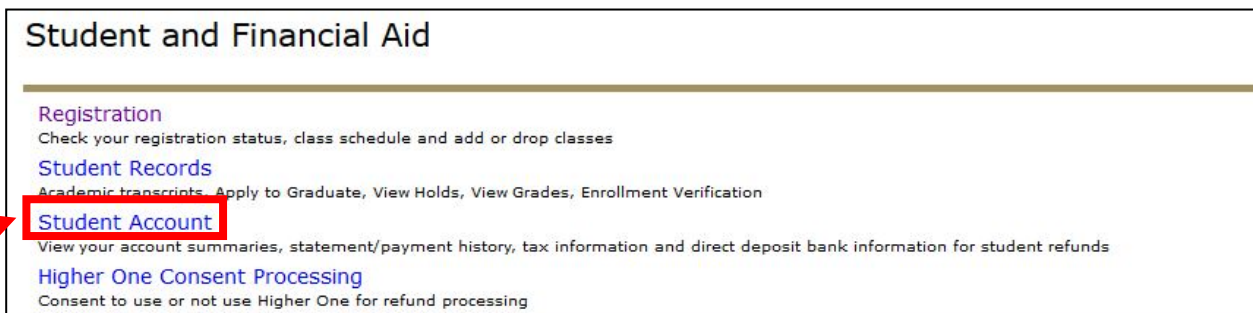
**Step 5:** Click on **Click here for Panthertracks.**



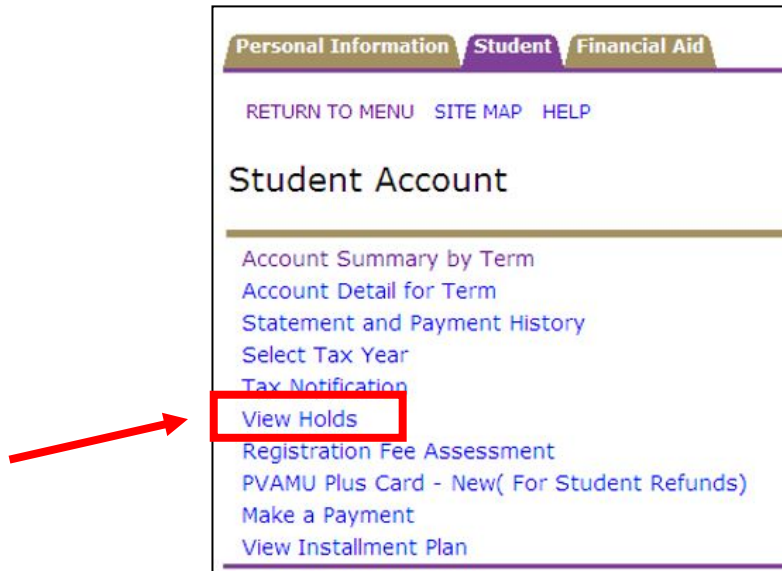
**Step 6:** Click on **Student Tab** (located near the top of the page).



**Step 7:** Click on **Student Account** (located under Student and Financial Aid).



**Step 8:** Click on **View Holds** (located under Student Account).



**Step 9:** Check your **Hold Status**. (Pay attention to the from date)

- **Balance Due**- Contact Treasury Services (Must get balance below \$200)
- **Balance Due<200**- Will not affect registration but take care of it
- **TSI Hold**- Contact Academic Advisor
- **Tuition Rate**- Choose your Tuition plan before registration
- **Health Center**- Turn in your Meningitis Vaccination
- **Housing/Housing Transcript**- Contact University College/Village (Will not affect registration)
- **6 State Drops Remaining**- Is not a Hold and will not affect registration

View Holds

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Information for

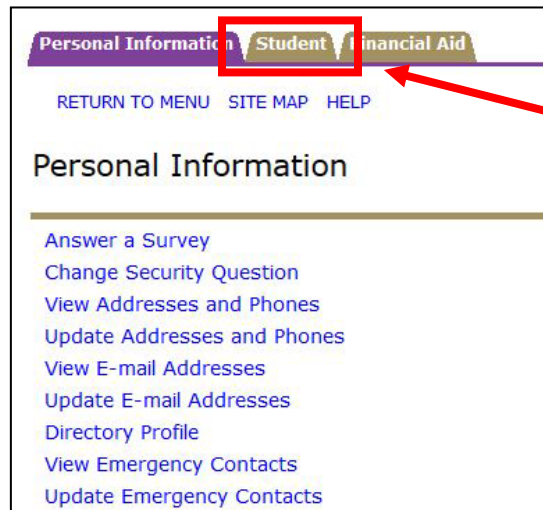
Please note that some holds are sensitive and may not display.

**Administrative Holds**

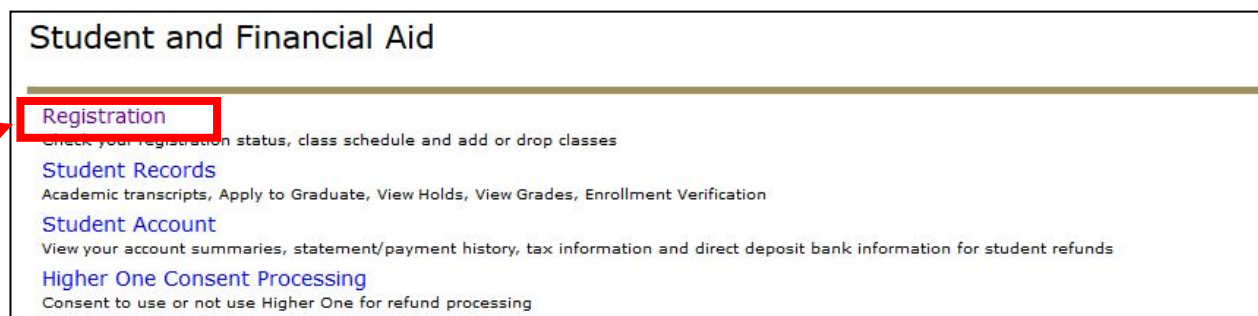
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
5 State Drops Remaining	Oct 22, 2013	Dec 31, 2099		State Drop Limit		
Balance Due	Jan 20, 2014	Nov 05, 2099		Past Due Balance	Stu Receivables 936-261-1890	Registration Transcripts
Housing Transcript	Nov 21, 2013	Dec 31, 2099		balance	Univ Coll Housing 936/261-5990	Transcripts
TSI Hold	Jan 31, 2014	Dec 31, 2099			TSI Office 936-261-3610	Registration

[Return to Previous](#)

**Step 10:** Click on **Student Tab** (located near the top of the page).

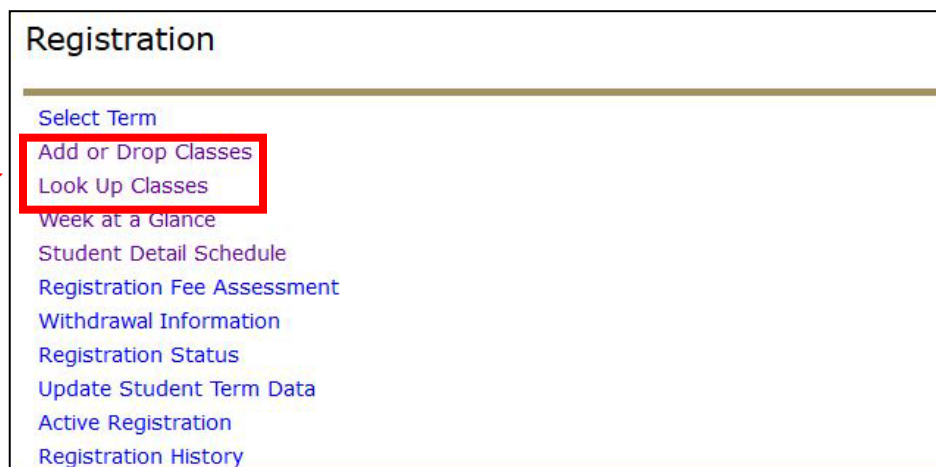


**Step 11:** Click on **Registration** (located under Student and Financial Aid).

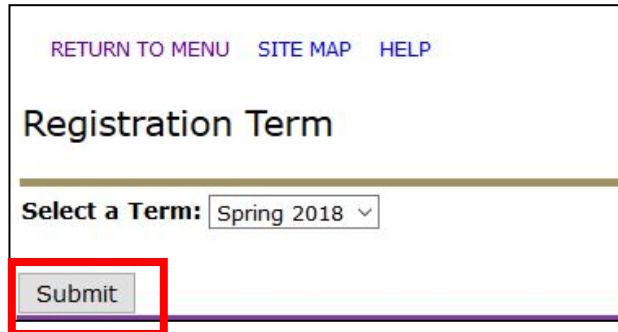


**Step 12:** If you **have** Course Registration Numbers (CRNs), click on **Add or Drop Classes**, follow **Steps 13-18** and then **skip to Step 24**.

If you **do not have** CRNs click on **Look Up Classes**, follow **Steps 13-16** and then **skip to Step 19**.



**Step 13:** Select appropriate term for the next semester of classes and then click **Submit**. i.e. Spring 2019, Summer 2019, Fall 2019.



**Step 14:** **Payment Agreement** options have been pre-selected. You can make changes or click **Accept and Continue** at the bottom of the page. If this screen/page does not appear, then you have already selected the options for the Payment Agreement.

**Tuition Refund Insurance for Withdrawals**

We understand that the non-refunded portion of tuition can be a financial hardship to many families. Therefore, we are pleased to make Tuition & Fee Withdrawal Refund Insurance available to help protect your investment. Insurance is an optional program that refunds your tuition, fees, and room/board charges, up to the policy limits, if you are unable to complete the semester due to a medical reason such as illness, accident, or other unforeseen circumstances. This program enhances our school's refund policy and we believe families will benefit from this added protection. For more information please go to <http://www.pvamu.edu/fsrv/treasury-services/refunds/panther-medical>

- Accept Payment Agreement **with** Federal Fund Authorization and I **consent** to use BankMobile services on behalf of Prairie View A&M University for my student refund process could take up to 14 days via mail
- Accept Payment Agreement **with** Federal Fund Authorization but I **do not consent** to use BankMobile services on behalf of Prairie View A&M University for my student refund process could take up to 14 days via mail
- Accept Payment Agreement **Without** Federal Fund Authorization and I **consent** to use BankMobile services on behalf of Prairie View A&M University for my student refund process could take up to 14 days via mail
- Accept Payment Agreement **Without** Federal Fund Authorization and I **do not consent** to use BankMobile services on behalf of Prairie View A&M University for my student refund process could take up to 14 days via mail

**You must select one of the following options:**

- Yes, I want to purchase \$2500.00 of tuition & fee withdrawal insurance coverage for the 8 week session (if you are only enrolled in one 8 week session) for \$49.25
- Yes, I want to purchase \$5,000.00 of tuition & fee withdrawal insurance coverage for the full semester for \$98.5
- Yes, I want to purchase \$10,000 of tuition & fee withdrawal insurance coverage for the full semester for \$197
- Yes, I want to purchase \$15,000 of tuition refund insurance coverage for the full semester for \$295.5
- No, I do NOT want tuition & fee withdrawal insurance coverage. I understand I am accepting responsibility for any expenses that may not be refunded to me in the event of a withdrawal.

**Click to accept and continue**



**Step 15:** Click **Continue** on the **Verify Address Screen**. You can change your address later, if needed.

PLEASE VERIFY YOUR ADDRESS BELOW!

Your current mailing address is currently listed as :

Street Address line 1:  
Street Address line 2:  
Street Address line 3:  
City:  
State:  
Zip code:

**IF THIS IS INCORRECT OR BLANK, PLEASE CLICK BELOW TO CORRECT THIS INFORMATION!**

Correct my address!

If this information is correct, click on this button to continue.

Continue

**Step 16:** Select appropriate term for the next semester of classes and then click **Submit**. i.e. Spring 2018, Summer 2018, Fall 2018.

Select Term or Date Range

Search by Term:  
Spring 2018

Submit Reset

**Step 17:** Type your **Alternate Pin Number** in the box and click **Submit**.

Alternate PIN Verification

Please enter your Alternate PIN to access registration. Please contact your advisor or

Alternate PIN:

Submit

**Step 18:** Enter each CRN into their own box and click **Submit Changes**.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

**Step 19:** Select the **Subject** and then click **Course Search**. (There are lists of class subjects to choose. Select the appropriate ones you need for your schedule).

Look Up Classes

Use the selection options to search the class schedule.

Subject: Economics for Executives  
Education Foundations  
Educational Administration  
Educational Leadership  
Electrical Engineering  
Electrical Engineering Tech  
English  
Entrepreneurship  
Finance  
First Year Experience  
Food Science

Course Search Advanced Search

**Step 20:** Select the class based on the **Course Number and Title** and then click **View Sections**.

Look Up Classes

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**Spring 2018**

**English**

0100	Writing Basics	<a href="#">View Sections</a>
0113	IRW I	<a href="#">View Sections</a>
0300	Comp Writing Skills	<a href="#">View Sections</a>
1123	Freshman Comp I	<a href="#">View Sections</a>
1133	Freshman Comp II	<a href="#">View Sections</a>
1143	Technical Writing	<a href="#">View Sections</a>

**Step 21:** Select your **Class Day/Time/Professor** by clicking on the open box. Scroll down and click on **Register**. If you see the letter **"C"**, that means that the class is closed/not available.

Look Up Classes

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**Sections Found**

**English**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	26032	ENGL	1123	P32	PV	3.000	Freshman Composition I	MW	02:00 pm-03:20 pm	25	22	3	TBA	01/16-05/12	TBA
<input type="checkbox"/>	26033	ENGL	1123	P33	PV	3.000	Freshman Composition I	MW	03:30 pm-04:20 pm	25	6	19	TBA	01/16-05/12	TBA
<input type="checkbox"/>	24855	ENGL	1123	P39	PV	3.000	Freshman Composition I	MWF	10:00 am-10:50 am	20	1	19	TBA	01/16-05/12	TBA
C	25725	ENGL	1123	P40	PV	3.000	Freshman Composition I	MWF	01:00 pm-01:50 pm	20	20	0	Ayodeji A Daramola (P)	01/16-05/12	TBA
C	25726	ENGL	1123	P41	PV	3.000	Freshman Composition I	MW	02:00 pm-03:20 pm	20	20	0	Ayodeji A Daramola (P)	01/16-05/12	TBA
C	24745	ENGL	1123	Z01	IT	3.000	Freshman Composition I	TBA		25	25	0	Tarius M Roberts (P)	01/16-05/12	TBA
C	24747	ENGL	1123	Z02	IT	3.000	Freshman Composition I	TBA		25	25	0	Tarius M Roberts (P)	01/16-05/12	TBA

[Register](#) [Add to WorkSheet](#) [New Search](#)

**If the Registration Process has not started for you, you will see Student Restrictions (SR) instead of boxes.**

SR	25252	ENGL	1123	P29	PV	3.000	Freshman Composition I	TR	09:30 am-10:50 am	20	2	18	Ayodeji A Daramola (P)
SR	25253	ENGL	1123	P30	PV	3.000	Freshman Composition I	TR	11:00 am-12:20 pm	20	4	16	Ayodeji A Daramola (P)
C	26031	ENGL	1123	P31	PV	3.000	Freshman Composition I	MWF	12:00 pm-12:50 pm	25	25	0	TBA



**Step 22:** Type your **Alternate Pin Number** in the box and click **Submit**.

### Alternate PIN Verification

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Please enter your Alternate PIN to access registration. Please contact your advisor or

**Alternate PIN:**

**Submit**

**Step 23:** **Repeat** steps 19-21 in order to continue registration for other classes.

**Step 24:** Write down the **CRN, Subject and Course Number, Days, Time, and Credit/Course Hours** on the Registration Form, if applicable.

**Step 25:** After your schedule is complete, print the **Student Detailed Schedule**.

New Search

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[ [Week at a Glance](#) **[Student Detail Schedule](#)** [View Fee Assessment](#) ]

**RECOMMENDATION:** If you have not downloaded the **PV Mobile App**, go to the **Play Store for Android Phones** or to the **App Store for iPhones** and download the application. You will have access to your schedule and other information from PV on your mobile device.

**Congratulations, you have completed the class registration process!**