



# PS 8.9 QUICK REFERENCE GUIDE

## CLASS SEARCH

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SELF SERVICE > STUDENT CENTER – CLASS SEARCH

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This document will provide simple instructions for searching for a class via the SIS.

1. Log into the **MyTNCC** Portal at <http://www.tncc.edu>. Select **MyTNCC** from the top navigation bar.
2. You will be required to set a password the first time you sign on to the **MyTNCC** portal to access your student accounts. Click on **MyTNCC sign-on**. Select the **VCCS PeopleSoft 8.9** link to enter the Student Information System (SIS).
3. Students may view real-time class schedule information using these navigations.
4. Navigate to **Self-Service > Student Center**.
5. Click on **Class Search/Browse Catalog** in the left menu bar.
6. Select **Thomas Nelson Community College** for the Institution.
7. Select the **Term** you wish to view from the drop-down menu, and then click **Change**.
8. Click **Search for Classes**, then click **Go**.
9. Enter your search criteria for **Subject** and **Course Catalog Number**. For **Course Career**, select **Credit** for credit bearing courses or **CEU** for non-credit courses.
10. To add additional search criteria to narrow your search, click on **Additional Search Criteria**. The additional search criteria allows you to search by class number, mode of instruction, class days, off-campus locations, start and end times or instructor name.
11. Once all your search criteria have been selected, click **SEARCH**. The green down arrow located next to the course number and title indicate that additional sections of that course are being offered, but not displayed.
  - a. To view those additional sections, click on the **green arrow**.
  - b. To view additional course information for a class, click on the **underlined section code**, this will open the class detail screen.