



# PS 8.9 QUICK REFERENCE GUIDE

## VIEW & PRINT YOUR CLASS SCHEDULE

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SELF SERVICE > STUDENT CENTER – MY CLASS SCHEDULE

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This document will provide simple instructions for viewing and printing a student class schedule via the SIS.

1. Log into the **MyTNCC** Portal at <http://www.tncc.edu>. Select **MyTNCC** from the top navigation bar.
2. Click on **MyTNCC sign-on**. Select the **VCCS PeopleSoft 8.9** link to enter the **Student Information System (SIS)**.
3. Navigate to **Self Service > Student Center** and select **My Class Schedule**.
4. **Select your display options:**
  - **List View** – this view shows you a list of the classes, the days, class meeting times, building and room numbers, and the instructor's name. Or,
  - **Weekly Calendar View** – this view will show you a calendar grid by day and hour. You have several display options from which to choose the information you want to include on the schedule.
  - **Select** the **Term** from the drop-down menu, click **Change**.
5. To print your class schedule, click on the **print button** on your tool bar.