1. Log into MyFVTC and select Academic Progress. Your My Academic Requirements page will display.

Profile	Tasks	Financial Account
\$	1	1
Sample-850002228	2 Holds	Payment Due
Financial Aid	Manage Classes	Academic Records
\$		
Academic Progress	Admissions	Help and Resources
	No active application	

At the top of page you will see buttons with the following functions:

- Collapse All removes all detail, leaving the view to display only the Dark grey program bar
- Expand All expands all information to view details of all course requirements
 - Courses flagged with a *I* are those which have already been completed
 - Courses flagged with a \diamond are those which are currently in progress
- View report as a PDF view PDF version of My Academic Requirements

Your program requirements will show you what has been 'satisfied' and 'not satisfied'. If a course is 'not satisfied' – a selection of course options will appear.

2. Click a course link to display the course details.

10801136 - English Co	mposition				
Not Satisfied:					
 Units: 3.00 re 	quired, 0.00 taken, 3.00 need	ed			
The following courses n	nav be used to satisfy thi	is reauire	ment:		
		nalize Vie	-	1-2 of 2	Last
Course		· · ·	-		Last
Course COMMUNIC10801136	Perso	nalize Vie Units	ew All 🔽 🛛 First 🕚		

3. Click the View Class Sections button to display the course schedule.

COMMUNIC 10801136 - English Compositio	n 1	
Course Detail		
Career	Post Secondary	View Class Sections
Units	3.00	,,
Grading Basis	Graded	
Course Components	A-Classroom Required Lecture/Demo/Disc	
Academic Group	Academic	
Academic Organization	Communication Skills	
Enrollment Information		
Typically Offered	in Summer/Fall/Spring	
Enrollment Requirement	Sentence >= 83 OR ACT (Read/Eng >= 18 OR Program Prep OR not	lish)
Course Attribute	 PLA Experience Available 	
Description		
Designed for learners to develop knowle process. Planning, organizing, writing, er variety of activities. Students will analyze research and format documents using st critical reading skills through analysis of	diting and revising are applied through audience and purpose, use elements andard guidelines. Individuals will deve	a of

4. Scroll down and click the drop-down arrow to choose a **Term**, then click **Show Sections** to see what classes are being offered for the selected term.

Term	s Offered 2017 Fall	Show Sections
vly Class Schee	dule Show All	Shopping Cart
COMPUTER	MoTuWeTh 2:38PM - 3:30PM Oshkosh North High School LOBBY	Your shopping cart is empty.

5. Choose a class that will fit into your schedule and click Select.

								Oper	n	Closed	🛆 Wait Lis
108011	36-Eng	ish Compo	ositio	n sect	ions for	2017 Fall				1-6 of 6	3
Class	ss Session Status										
108011 (30155				1		•		Se	elect	-	
	Days	Start	End		Locati	on/Room	In	struction Mode	Dates		
	Мо	8:30AM	6:00	PM	Applet G218	on Campus	In	Person Classroom	01/22/201		

6. Click the **search result** for the class you previously selected.

ew Search Results	
Course with keyword: 30155	
	1
COMMUNIC 10801136	1
COMMUNIC 10801136 English Composition 1 1 Option Available for Class Number 30155	

7. Click on the class or the arrow on the right to select the class.

COMMUN	NIC 108011	36							
English Co	mposition 1								
\star Add to	favorite cour	ses							
Course	e Informati	on							
	Selection								
Select a cla	ass option 🕧							Selected Filters	1 option
Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular	30155 In Person Classroom	01/22/2018 - 05/14/2018	Monday 8:30AM to 11:20AM	G218 Appleton Campus	To be announced	Open Seats 20 of 20	>

8. Review your class section. Click Next if the you would like to add the class to your shopping cart.

× Exit	Class Search / Add to Cart							
2018 Spring / Winterim Post Secondary Fox Valley Technical College								
Review Class Selection Visited Review and Submit Not Started	Step 1 of 2: Review Class Selection You have selected COMMUNIC 10001138 English Composition 1 Option Status: Open							
	Class	Session	Meeting Dates	Days and Times	Seats			
	A-Classroom Lecture/Demo/Disc 30155	Regular	01/22/2018 - 05/14/2018	Monday 8:30AM to 11:20AM	Open Seats 20 of 20			

9. Click Add to Cart, then Yes if you are sure you would like to add the class to your shopping cart.

Step 2 of 2: Review and Submit You have selected to add to your shopping cart COMMUNIC 10801136 English Composition 1				Add to	o Cart
Class	Session	Meeting Dates	Days and Times	Seats	
A-Classroom Lecture/Demo/Disc 30155	Regular	01/22/2018 - 05/14/2018	Monday 8:30AM to 11:20AM	Open Seats 20 of 20	

10. The shopping cart does not mean you are done registering. **Select Go to Shopping Cart to complete enrollment** button to go to your shopping cart to finish the registration process. You can also click **Return to Keyword Search Page** to add more classes to your shopping cart.

