

## PVCC Application Directions

- I. Go to [www.pvcc.edu](http://www.pvcc.edu) Check on "**Apply Now**" (Center left).  
On the right, choose "**Apply Online Now**".
- II. Click on "**PVCC's Online Application**" under Step 1
  - a. Enter the Security Code, choose **New User**.
  - b. **Create New Account**. Enter information in boxes with a star. You have to create a **username** and **password**. *The password must be 7-10 characters long and contain at least one lowercase letter, one uppercase letter, and one number. Write here the username and password (valid for application only)* \_\_\_\_\_
  - c. Click **Submit &** then select **Apply**

### **Step 1: Click on Apply Now**

- d. On the page that opens up you will be asked to enter in the following information:
  - Name**
  - Social Security Number** – you should enter it!! It will save you many headaches in the future.  
*If you were not born in the United States of America and do not have a social security number please select I do not wish to provide my SSN at this time.*
  - Date of Birth**
  - Which College do you plan to attend-** Select Piedmont Virginia Community College
  - In what type of classes you will be enrolling- Select **Credit**
  - What Campus will you attend- Select **Main Campus**
  - What Term do you plan to begin classes- **2018 Fall** (*Select Summer if Fall not available*)
  - Have you previously attended, applied for admission to, or been employed by any Virginia Community College? **Select NO if you never completed the PVCC application or took the VPT test**
  - Click Save and Continue**

### **Step 2: On the page that opens up you will be asked to enter the following information:**

- Primary Phone Number- **the best number to reach you**
- Mailing Address- **your home address**
- Current Residence- **Select Albemarle**
- Have you lived in Virginia your last twelve months? – Click Yes, If No select where you were living.
- Email Address- the best email address to contact you (if you wish to share it)
- Emergency Contact Information- **who we should contact if something were to happen to you**
- Employer Name and Number –**leave blank**
- Click Save and Continue**

### **Step 3: On the page that opens up you will be asked to enter in the following information:**

- Ethnicity**
- Are you Hispanic or Latino?
- What is your Race?
- Gender**
- U.S. Citizenship Status-** Native means you were born in the United States; If you select Alien-you will need to know your VISA type or your A#. If you do not have this information, select "Not indicated"
- Primary Language**
- U.S. Military Status-** Select I have never served in the US Military
- Click Save and Continue**



**Step 4: Educational History:** High School information-click **Edit High School**

Select: **High School (Graduated or currently enrolled)**; Another section will appear: click on High School Details: Click on **Select** and then **Select Virginia** within the High School Lookup Page, and then **Western Albemarle High School**

Since you are still in high school you will need to enter in your Anticipated Graduation Date: **Select the month (June) & enter the year of graduation**; Select the **type of diploma – Standard (even if your diploma is Advanced)**

Click **Save and Continue**

**SKIP College/University Information**

Complete **Family Education Background** and Click **Save and continue** again

**Step 5: Educational Goals** will open up.

If you are planning to take a Dual Enrollment class, you will select: **High School Dual Enroll (041)**

If you are graduating this school year, you will see the Educational Goals box and should select the appropriate reason for taking classes at PVCC.

Click **Save and Continue**

**Step 6: In-State Tuition- Domicile Determination Questionnaire**

Click **Apply**-you will then be asked to respond to several questions about you and your parents' military status and US/Virginia citizenship. **THIS IS VERY IMPORTANT!** Please be careful when answering.

Select one of the following:

My parent never served in the U.S. military

My parent is an active duty member of the U.S. military

My parent received a discharge from the U.S. military

My parent retired from the U.S. military

Are  Yes  No <sup>2</sup>

Is your parent married to an active duty member of the U.S. Armed Forces?

Sele  Yes  No

Has your parent lived in Virginia for the last twelve months?

Which one of the following applies to your parent:

paid Virginia income taxes on all earned income

filed as a resident in another state

filed as a resident in Virginia and as a non-resident in another state

was a resident in a state without income tax

had no taxable income

You  Yes  No

For the last twelve months, has your parent held a Virginia driver's license or Virginia DMV ID?

und  Yes  No

For the last twelve months, has your parent owned or operated a motor vehicle registered in Virginia?

Yes  No

For the last twelve months, has your parent been registered to vote in Virginia?

Yes  No

Please  Yes  No

You have completed the in-state tuition questionnaire. At this point, you may cancel the questionnaire and go back to where you were in your admissions application, or save your answers and move forward.

<sup>2</sup> After you answer these questions click on **Continue your application**

**Submit your application. You will receive a Student SIS ID, your username and password. Take a pic for your phone of all these items. Then confirm that you completed the application by going here.**

**Your SIS ID number will be needed for everything that has to do for PVCC. You must tell us your ID to prove that you registered as a PVCC student.**

**You will need your username and password for the class and to request transcripts. You may choose to keep it to yourself but you **MUST** have it next year...**