

# Your **MyPima** Account

## Activating Your **MyPima** Account

1. Go to the PCC homepage [www.pima.edu](http://www.pima.edu) and click **MyPima Login** (right side of screen)
2. Click on **Activate Your Account »**
3. Enter your student ID number (*Starts with a capital 'A'*)
4. Enter your date of birth in Month/Day/Year format  
(*Example: 01/02/1986 for a birth date of January 2, 1986*)
5. Click **Submit**
6. Check the agreement box
7. Set your password. Your password must start with a letter, have at least one number and be between 8 and 30 characters long
8. Select your password recovery option: security questions or external e-mail . Complete the required fields
9. Click **Submit**

10. **Note your Username** (write it down!), then click **Return to MyPima**



## View Your Holds

Do you have Holds on your student account?

You can **View** them in your *MyPima* account.

Here's how:

- In *MyPima*, click on the **Academics** tab
- Find the **Quick Links - Academics** channel (lower left)
- Click **View Holds on my record**

# How to Register

## How do I Register/Drop/Withdraw from a Class ?

- On your **MyPima Home** tab, in the **PCC Quick Links** channel, click on **Register Online**
- Select **Term** from dropdown menu
- Click **Submit**
- When **Registering** for class, scroll down to the bottom of the page and enter the **CRN** (Course Reference Number) under **Add Classes**
- When **Removing** yourself from a class, scroll down to your schedule and select the option in the drop box

*Note: There are specified deadlines when dropping and withdrawing from classes.*

*The drop box will only give you the option within your course deadline.*

- Click on **Submit Changes** to process your request
- Scroll down to revise your schedule to make sure the **CRN** you entered matches the classes you wanted to register for

## How do I find out if there is space in a class?

- Go to the PCC homepage: [www.pima.edu](http://www.pima.edu)
- Click on **Courses & Degrees**
- Click on **Class Schedules**
- Click on **Credit Class Schedules**
- Choose the **Semester** and **Subject Code** for the class and then click **Search**
- For more search options, click on **Advanced Search** (middle of page towards bottom)

On the class list web page, the first column will state the status of the courses, whether the course is **Open**, **Closed**, **Cancelled**, or **Restricted**. To identify how much space is left in a class, look in the **CAP** (capacity) and **REM** (remaining) columns. CAP tells you how many people total are allowed in the class. REM tells you how many spaces are still available in the class. If there is a zero or negative number in REM column, the class is full.

## How do I check my Financial Aid status?

- In *MyPima*, click on the **Financial Aid** tab
- Check the **Financial Aid Requirements** channel for any additional documents you need to provide
- Check the **Financial Aid Awards** channel to determine if you have an award
- Click on the **Financial Aid Status** link in the **Financial Aid Requirements** channel for additional information

*Note: If you have additional questions about your financial aid status speak to a Financial Aid Advisor at the Student Services Center at any PCC campus.*

## How do I View My Grades?

- In *MyPima*, click on the **Academics tab**
- In the **My Final Grades** channel, click on **View My Final Grades**

*Note: Pima Community College does not inform you of your grades through the mail. You must check your *MyPima* account to get your final grades. They are available one week after the semester ends.*



# Scholarship



## How do I find out about scholarships at Pima Community College?

- Check the scholarships and grant information at [www.pima.edu/scholarships](http://www.pima.edu/scholarships)
- There are links under each heading with more information
- Note the deadline dates for each scholarship

## How do I identify a career that is a good match for me?

- In *MyPima*, click on the **Student Life** tab
- In the **Career Planning** channel, click on **Arizona Career Information System**,  
— Create a **Portfolio**:

On your first visit, click on **Create Education Career Action Plan** located at the upper right corner of the home page and follow the prompts

# Requirements for

- Go to the PCC homepage: [\*\*www.pima.edu\*\*](http://www.pima.edu)
- Click on **Courses & Degrees**
- Select **Programs** to view the degrees and certificates offered by PCC

  

- Programs are listed by category—click the category that applies to you (or click on All Programs for an alphabetical listing)
- Click the program that you are interested in
- Click the specific degree/certificate you want information about (this page will describe the program, provide contact information and list required courses for completing the degree/certificate)

*Note: The same information is available in the Pima Community College Catalog, which can be found at  
<http://www.pima.edu/catalog>*

# Transfer Guide

If you plan to earn your Bachelor's degree at one of three Arizona state universities, refer to a transfer guide. The transfer guides will help you determine which courses to take at PCC as you work on your AGEC (Arizona General Education Curriculum) and Associate Degree for Transfer.

- Go to [www.aztransfer.com](http://www.aztransfer.com)
- Click on **Community College Students Click Here**
- Click on **Transfer Guides** and pick the university where you want to transfer
- Select the semester you started at Pima, and then select Pima Community College
- Select the first letter of your major or **Area of Study**, and then the **Area or Degree Program**
- Click on **Submit Transfer Guide Request**
- This is the transfer guide. Print it out!

*Note: This printout may be difficult to read. Generally, the handout identifies the university course requirements you must meet to obtain a Bachelor's degree. Please work with an advisor to help plan your education using these guides.*