

Your *MyPima* Account

Activating Your *MyPima* Account

1. Go to the PCC homepage 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

Class

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

- Go to the PCC homepage: 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.

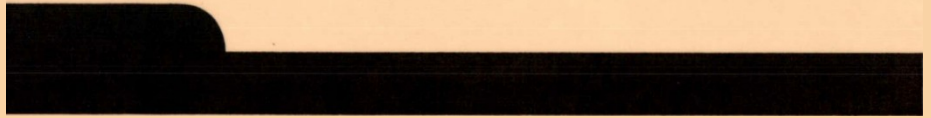
How do I View My Grades?

- 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
- 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
- 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 AGECE (Arizona General Education Curriculum) and Associate Degree for Transfer.

- Go to 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.