


# Instructions for Using Non-Credit Web Registration

Click on the link for Non-credit Web Registration located on our Workforce Services homepage:  
<http://www.dcc.vccs.edu/workforce/index.htm>

**To access our new Non-Credit Online Registration click here:**  
**[Online Non-Credit Class Registration](#)**





## Steps to Register

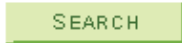
1. Click on the  Button
2. Click the words [Click Here](#) to begin
3. Enter or change any information on this search screen or just click the search button for a complete list of available classes for a 6 month period.


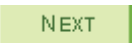

### Class Search


Select at least 2 search criteria. Click Search to view your search results.

#### Darville Community College

Course Title Keyword	<input type="text"/>	(example: statistics)
Class Nbr	<input type="text"/>	(example: 11136)
Course Number	<input type="text"/>	
Start Date Between	<input type="text" value="11/07/2008"/> 	and <input type="text" value="05/07/2009"/> 
Search Subjects	<input type="text"/>	
Instructor Last Name	<input type="text" value="is exactly"/> 	<input type="text"/>
Meeting Time between	<input type="text"/>	and <input type="text"/> (example: 1:00PM)
Day of Week	<input type="text" value="Include Only These Days"/> 	
	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	



4. Click the  button for the class you would like to take.
5. Click the  button
6. Click the  button to continue.

7. Click either of these buttons depending on whether you want to add or remove a class, or if you want to finish enrolling  .
8. If you have never worked for, attended or applied to any Virginia Community College chose the link for New Users and fill out all of the required information – any field marked with an \*. If you have worked for, attended or applied to any VCCS school, choose the Registered Users link.
9. Proceed through the payment steps to complete your registration.

Some tips are provided below to hopefully help make your experience with web registration satisfying.

Follow the directions displayed on each screen. Should you receive an error message, please be sure to contact the college for assistance.

The Back Button cannot be used

Classes will be listed for 6 months out. Students can change the date range.

Students will use this page to search or register and pay for Non Credit Open Enrollment or Community Service classes.

Students MUST pay in full with 1 credit card

Students cannot use this registration if they owe the college any money or have negative service indicators

College Help Desk – [helpdesk@dcc.vccs.edu](mailto:helpdesk@dcc.vccs.edu), or call Ms. Tandy Gaffney (434)797-8563

Any swaps or drops must be done according to college business process – either delivered Student Self-Service or by going to the college WDS or Business office