

PRIDE Online WORKSHEET

Please note the location of each course as you select classes. Campus codes are shown below.

Course Ref. No. (CRN)	Course No.	Section No.	Method*	Days	Time	Credit Hrs.
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63M= Main Campus/Gallatin
 VA5= Livingston Center
 VAA= McGavock High School
 VMA= Madison Church of Christ
 VAT= Hunters Lane High School
 VMF= Wilson Central High School
 VAB= Macon Co. High School
 VAC= Springfield High School
 VAE= Smith Co. High School
 VAV= Cohn Adult Learning Center Campus

*Be sure to check the section number of each course you select to determine if it's a Hybrid, Online, RODP, or Video Course.

Volunteer State Community College, a Tennessee Board of Regents institution, is an equal opportunity institution, and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation or status as qualified veteran with a disability or veteran of the Vietnam era. 7.96.3.6 (rev. 08-05)

Contact Information

- Volunteer State Community College**
 Local: 615-452-8600
 Nashville: 615-741-3215
 Toll-free: 888-335-8722
- Advising Center**
 615-230-3702
 Ramer Building, Suite 174
- Admissions**
 615-230-3688
 Ramer Building, Suite 173
- Allied Health Division**
 615-230-3333
 Wallace Building, Room 102
- Business Division**
 615-230-3303
 Mattox Building, Room 101
- Business Office** (fee payment)
 615-230-3585
 Ramer Building, Room 191
- Office of Testing**
 615-230-3484
 Wood Campus Center, Room 217
- Financial Aid**
 615-230-3456
 Campus Center, Room 100
- Humanities Division**
 615-230-3201
 Ramer Building, Suite 101
- Livingston Center**
 931-823-7065
 Livingston, TN
- Math & Science Division**
 615-230-3261
 Warf Building, Room 100
- McGavock Center**
 615-885-8910
 McGavock High School
 Nashville, TN
- Orientation**
 615-230-3702
 Advising, Ramer Building, Room 174
- Records & Registration**
 615-230-3466
 Ramer Building, Suite 183
- Social Science & Education Division**
 615-230-3231
 Caudill Hall, Room 207



Online: <http://www.volstate.edu>

Hours: 8:30 a.m. to 11:00 p.m. Monday—Friday

HOW TO REGISTER

using the PRIDE Online web registration system

STEPS TO REGISTER

Step 1: TESTING

(Current & returning students skip to Step 2)

If you are under 21 and have submitted ACT scores that are less than 3 years old, you are not required to take another placement test. If you are over 21, you can contact the Advising Center at 615-230-3702 or toll-free at 1-888-335-8722, extension 3702 to determine if a placement test is an admission requirement for you.

Transfer students should contact the Advising Center for assistance with testing requirements.

Step 2: ADVISING

Volunteer State Community College students are better prepared for academic success when they see an advisor prior to registration. Students should call the division office for their program of study to make an appointment with an advisor. (See the Contact Information section in this brochure.) New degree- and certificate-seeking students are also required to complete *Directions: New Student Orientation* prior to registering for classes. Contact the Advising Center at 615-230-3702 or toll-free at 1-888-335-8722, extension 3702 for more information.

Step 3: REGISTRATION

You can register for classes through PRIDE Online (World Wide Web). See these PRIDE Online instructions for more information on how to access this registration system. If you have questions about registration, please call Records & Registration at 615-230-3466 or toll-free at 1-888-335-8722, extension 3466.

Use the registration worksheet on the reverse side of this form to plan your schedule. Be sure to list the 5-digit course reference number (CRN) from the class schedule for each course for which you plan to register.

PRIDE Online INSTRUCTIONS

Step 4: FEE PAYMENT

Please check the fee due dates on the “Important Dates” section of the business office website @ www.volstate.edu/businessoffice to see when your fees are due. The due dates can also be found in the schedule of classes. You may pay your fees via PRIDE Online, in person, or by mail. We accept cash, check, money order, Visa and MasterCard. If fees are not paid by the due date, **YOU WILL BE DROPPED FROM YOUR CLASSES.**

Registration is not complete until fees are paid.

To Use PRIDE Online:

1. Go to: <http://www.volstate.edu> and follow the PRIDE Online link.
2. Select the “PRIDE LOGIN” link.
3. Type in your User ID (9-digit “V” number) and PIN, then click “Login.” (If you do not know your User ID and PIN, call the Help Desk at 230-3302.)
4. (If you’ve logged in to PRIDE Online before, skip to Step 6.) For first-time log-ins, you will be required to create a **new** PIN. Create your new PIN and click “Login.”
5. Now you will create your personal *Security Question and Answer*. This will enable you to reset your PIN at anytime and gain access to your information. Follow the instructions and click “Submit.”
6. You are now on the **Main Menu**. From this menu, click “*Student and Financial Aid.*”

7. Click the “Registration” heading.

- **If you already know your course reference numbers (CRNs):** click on “Add or Drop Classes.” Select the registration term and click “Submit.” Enter the CRNs in the boxes and click “Register.” Then skip to Step 9.
- **If you do not know your course reference numbers (CRNs):** click on “Look up Classes.” Select the registration term and click “Submit.” Use the selection options on this page to search for your classes.

8. Once you have located the course you want, check the “Select” box beside the course. Scroll to the bottom of the page and click either the “Register” button or the “Add to Work Sheet” button. Continue this process until you have selected all desired courses. Click either “Register” or “Submit Changes” to register for your classes.
9. To view your schedule of classes, click on “Return to Menu.” Then select “Student Detail Schedule.”
10. To view your bill and statement of fees, click on “Registration Fee Assessment.” You can pay fees online by VISA or MasterCard (debit or credit card).
11. Once you have completed all of your transactions, click “Exit.”

Additional PRIDE Online Services:

- Unofficial Transcripts
- Fee Payment
- “Live” Schedule of Classes
- Account Summary
- Financial Aid Status
- Change your PIN
- Grades
- And more...