1. Log into your My Vol State account:
   - Go to the Pride Online tab, then click “Look Up Classes” (You may need to accept the Financial Responsibility Statement and/or confirm your immunizations.)
   - Select the “Click here to plan your class schedule”

2. Select your desired registration term.

3. Check only the campus(es) you wish to attend. (The primary campuses are listed below, and online options)
   - Volunteer State CC Main: In person- Gallatin, TN
   - Cookeville Higher Ed Center: In person- Cookeville, TN
   - Highland Crest: In person- Springfield, TN
   - Livingston: In person- Livingston, TN
   - Online: Vol State Online Courses
   - TN eCampus: State of TN Online Courses (TN eCampus Requires Additional Fees)

4. You may need to load the courses listed on your Plan (see the highlighted box below). If all desired courses are listed, skip to step 6.
   **To choose additional courses from your plan, click + Add Course**, and move to step 5.

5. You can access any course from any semester on your DegreeWorks Plan using the Plan Term dropdown menu to toggle between semesters. Most plans also include a “Choice List” pool of options in the final plan term. Check the options you want, click + Add Course, then click the Back button to move to step 6.

6. You are ready to click **Generate Schedules** and choose your schedule! (Each schedule includes the same courses; you are picking the times/days that work for you.)
   - It is possible to generate over 1000 schedule choices so take advantage of the filtering options available. It is time to get picky!
   - Click + Add Break to tell Schedule Planner when you do NOT want to be in class. Breaks help block out specific days of the week, your work schedule, 8am classes, night classes, sports practice, etc.
   - Hover over the magnifying glass icons to preview each option. (Pay attention to when you start and end each day, how much time is between the classes, number of classes each day, when will you eat breakfast/lunch/dinner??, etc.)
   - Click View to move forward to the detailed schedule of your choice.
7. When you find the perfect schedule click Send To Shopping Cart to move to step 8!
To keep looking, choose to view other options.

Helpful Hints!

Online courses have a section code with C or R (ex. C01, R50) and will not have Days & Locations listed on the detailed schedule.

Important: Online courses will not show up on the block schedule, only on the detailed schedule at the top of the screen.

You will only see a weekly breakdown if you view a schedule with accelerated courses that start or end separately from the full-term courses.

If you are happy with one course on a schedule, but want to see options for all the other courses, “lock” your chosen course, then view your filtered options by clicking at the top right corner of the screen. (To “unlock”, click lock icon again.)

To lessen the number of schedule options, click and add more breaks or select to choose specific instructors, instructional methods, etc.

8. You have not registered yet!
After selecting “Send to Shopping Cart”, you must click “Register” to finalize registration and enroll in the selected courses.

9. Successfully registered courses are listed on your Current Schedule. (To make changes, choose Drop Course, then Submit Changes.)
(If you receive Registration Add Errors, you may not have enrolled in the course. Read the error message.)

10. Go back to your Pride Online tab, then select “Concise Student Schedule” to view or print your schedule.