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The CCV Website

Description: The CCV website is located at [www.ccv.edu](http://www.ccv.edu). Here you will find information readily available to prospective students on CCV degree programs, courses currently being offered, course descriptions, instructions on how to finance and register for courses, degree planning tools, and an advisor chat link.

The CCV website is where you gain access to the CCV’s Portal.

![The Community College of Vermont website](image)

Figure 1 - The Community College of Vermont website

The Portal:

Approximately 24 hours after registration for classes, students will be able to access the Portal. To do this, click on Portal at the top of the CCV website for instructions on how to activate your CCV account. The Portal is a repository of information and resources. You will find resources there to help plan your degree, check the status of your financial aid and help you plan for long-term and short-term educational goals.

From the Portal, you will also gain access to your Moodle classrooms. Moodle serves as the learning management system for all CCV on-site and online courses.
The first time you attempt to enter the CCV Portal you will need to authenticate your account.

In order to log in to your portal page, you will need a VSC user name and a password. Choose a password during the Account Activation process shown below.

Your username is your three initials (all lower-case, x if no middle initial) followed by your 5-digit birthday (2-digit month, 2-digit day, zero at end – or another digit if more than one person has the same initials and birthday).

_example: Elia Corti, birthday December 20th = exc12200

1) Navigate to: https://portal.vsc.edu
2) Returning users can continue to sign in using their username and password.

3) New users must activate their account by scrolling down to the New Users: Activate your Account here highlighted in the image above. You will need your College ID to activate the account.
4) If you cannot get into the Portal, there is a help button on the horizontal gray bar at the top of the page.
The Portal

The Portal is located at https://portal.vsc.edu
You can bookmark this URL to gain quick access.
The following screenshots provide a virtual tour of CCV’s Portal:

Figure 3 - Student view of the CCV Portal
CCV News & Announcements

Description: Located in the middle column of the Portal, CCV News & Announcements

The Announcement Block on the Portal provides information on extra-curricular activities and opportunities for the entire CCV community, such as art exhibitions and technology fairs. You will also find announcements on scholarship availability, financial aid deadlines, college wide policy updates, and a link to CCV Now, the college’s online magazine.

Profile & Address

Description: Located in the right column of the Portal, is your contact information. This information comes is drawn from your CCV application. If you move or have a new email address or phone number, please update this by using the Change Request Form.

Evaluations

Description: The block directly under your Student Profile, is an additional profile space where you can check your class attendance and review your course evaluations.

Evaluations are completed approximately half way through the semester. It is important for you to read your evaluations because instructors will provide useful feedback on the work you have completed thus far. The evaluation also provides a progress report on the essential and academic objectives of the course.
CCV Email Account

Description: Located below the Profile and Address block described on the previous page, is a similar looking block. There is a similar looking block with your name, student ID, mailing address, phone number, etc.

![Figure 6](image)

Figure 6 location of information regarding your CCV Email and how to forward this account.

More CCV Student Email

You have a CCV Email Account! In the past, CCV has contacted you through your personal email. You will have your own CCV email that the College will use to contact you about school-related matters. Your email will be your userid@ccv.edu, and you can access your new inbox at [http://mail.o365.vsc.edu](http://mail.o365.vsc.edu). Your login credentials will be the same login you use to access the Portal or your Moodle classes.

So do you have to use your CCV email? Well, yes. You have to use it because that is where CCV will be emailing you from now on. However, you can set up your email to forward to your preferred email account. Here is how you do that:

1. Click the GEAR icon in the top-right corner of the black bar above your email box
2. Select MAIL from the drop-down menu
3. Click FORWARDING on the left-side menu (Under MAIL > ACCOUNTS)
4. Select the START FORWARDING option and enter your preferred email address
5. Click SAVE

Accessing your CCV Email from the CCV website

Located at the bottom of each page of the public website, [www.ccv.edu](http://www.ccv.edu), you will locate a link to Access Webmail. This will direct you to the login page for your CCV email.

![Figure 7](image)

Figure 7 Scroll to the bottom of any page of CCV's public website, to locate Access Webmail.
Description: The Student Resources block is located in the right column and below the preceding blocks. Please make note of some of the features described in the Student Resources area of the CCV Portal:

A. **Writing Center**: The CCV Writing Center has been created to provide support and instruction through the writing and research process. You will find models for essays, how to construct a working draft of a research paper, and ways to properly cite sources for bibliographies. Use these tips and suggestions as you navigate through writing papers for your classes—whether it be an analysis essay or a research paper.

B. **Paying for College**: This link provides information on options for paying for college.

C. **Degree Planning**: Here you will gain access to information to help plan your degree, and adviser contact.

D. **CCV Email Account**: You have ccv.edu email account as well as access to Office 365. Please see the Moodle Documentation Website for more information.
   a. You VSCS email account - [http://ccv.edu/students/](http://ccv.edu/students/)
   b. Support for the use of Office 365 can be found here - [https://moodledocs.vsc.edu/office-365-support/](https://moodledocs.vsc.edu/office-365-support/)

E. **eTutoring**: As a CCV student you have access to eTutoring, an online tutoring platform which allows tutors to work with students synchronously and asynchronously, answering questions in real time, or replying to questions and essay submissions. eTutoring provides support in the following areas: Writing, Math (Developmental through Pre-Calculus), Calculus I and II, Statistics, Accounting, Biology, Chemistry, Anatomy & Physiology, Information Literacy and Research Methods.

F. **Hartness Library**: The Hartness Library is the library for the Vermont State College System, including the Community College of Vermont. In the library, you will find resources to support your academic studies. On the library webpage, you can view the Library Orientation, find books, articles, and videos, submit a request for an interlibrary loan item, or chat live with a librarian.

G. **Moodle Medic**: This is an Adobe Connect chat room where a Moodle professional addresses questions about the navigation the Moodle classroom.

H. **Textbooks**: Approximately 30 days prior to the first day of the semester, the CCV Bookstore will open for students to purchase required textbooks for courses.
Web Services

Web Services is located in the top left corner of the CCV Portal. Using Web Services will give you access to and make changes to your student records. Because CCV has 12 locations across the state, we centralize access to information online that might be traditionally accessed by visiting various buildings on a campus.

There are SIX menu options to choose from. If you click on a heading, you will find links to resources, tools, and actions.

Student Academic Planning

Under the Student Academic Planning menu, the Program Evaluation is a tool you will use every semester. The Program Evaluation (aka Degree Audit) outlines all your required classes and standards. As you register for classes, they appear on the Program Evaluation. You will also find the Graduation Application. This is completed once at the end of your degree.

Student Academic Profile

Under the Student Academic Profile section of Web Services, you can review and track your progress, review final grades and print an unofficial transcript.

Colleges are not allowed to release private information about college students. The FERPA Authorization Form allows students to create a password to give permission for anyone else (a family member, most frequently) to access records or talk with college officials.
**Student Applications**

Student Applications includes Admissions records, that you might have cause to review.

<table>
<thead>
<tr>
<th>Student Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Requirements</td>
</tr>
<tr>
<td>Test Summary</td>
</tr>
<tr>
<td>Pay My Tuition/Room Deposit</td>
</tr>
<tr>
<td>Application Status Checklist</td>
</tr>
</tbody>
</table>

**Student Billing/Financials**

Here you can complete online bill paying or access payment history. CCV Students do not need to worry about the Student Health Insurance or Meal Plan Change Forms, as they do not apply.

<table>
<thead>
<tr>
<th>Student Billing/Financials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a Payment/View Your Bill</td>
</tr>
<tr>
<td>Account Summary by Term</td>
</tr>
<tr>
<td>Student Health Insurance Form</td>
</tr>
<tr>
<td>Meal Plan Change Form</td>
</tr>
<tr>
<td>View My 1098-T Forms</td>
</tr>
<tr>
<td>1098T Student Account Summary</td>
</tr>
</tbody>
</table>

The payment plan is available each semester to break a semester’s costs into monthly payments. When completing taxes, the 1098T form can easily be accessed online.

**Student Financial Aid**

As a CCV Student, you should keep track of their Financial Aid status and award information. They can identify if the financial aid office requires additional information from them or if their tuition will be fully covered by financial aid.

<table>
<thead>
<tr>
<th>Student Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Award Notice</td>
</tr>
<tr>
<td>Financial Aid Document Status</td>
</tr>
<tr>
<td>Financial Aid Overview (Shopping Sheet)</td>
</tr>
</tbody>
</table>

Student Financial Aid Awards can be made up of federal grants, state grants, loans, and scholarships. Complete the free FAFSA for federal eligibility and the VSAC application for state aid. CCV also has a 1-page application to help Financial Aid Counselors help you maximize your aid.

**Student Registration**

CCV course information including section offerings, real-time enrollment information, and faculty email addresses can be found in Search for Sections. Additionally, you can sign up for classes and adjust their schedules through the Student Registration section of Web Services.
My Moodle Classes

**Description:** Access to all the courses you are currently enrolled in is located under My Moodle Classes in the center column of the Portal page. The Moodle classroom contains resources, discussion forums, grades and access to your instructor and class peers.

If you are taking a course at one of the twelve CCV locations, you will locate additional or supplemental material provided by the instructor in your Moodle classroom.

If you are enrolled in an online course, the Moodle classroom is where all of your classroom activities will take place.

Help & Assistance

**The HelpDesk:** Located in the top right corner on the Portal or located at [https://servicedesk.vsc.edu/](https://servicedesk.vsc.edu/)
Use your username and password that you would use to log into the Portal and complete a HelpDesk ticket. You will receive an email response from someone in IT shortly.

If you forget your username and password, click on the forget username and password link or use [http://servicedesk.vsc.edu/sdp.html](http://servicedesk.vsc.edu/sdp.html)

**Moodle Medic:** For help using Moodle or you can log into the live Moodle Medic chat. The link to the Moodle Medic is located under Student Services in the Portal or you can link there direct, [https://vscmymeeting.adobeconnect.com/_a818965314/bbdoctor](https://vscmymeeting.adobeconnect.com/_a818965314/bbdoctor)
Log in using your first and last name so that one of our Moodle experts can help you with your question.

**MoodleDoc and Moodle Basics for Students:** There is extensive written documentation about the use of Moodle. [www.moodledocs.vsc.edu](http://www.moodledocs.vsc.edu) There is a section of this site that is dedicated to basic Moodle know-how.