

# BOSSIER PARISH COMMUNITY COLLEGE



## CAVS QUICK REFERENCE GUIDE



<https://cavs.bpcc.edu/>

Login = Student ID Number or Social Security Number

Default PIN = Date of Birth in MMDDYY format

### LOGIN

1. Access CAVS at <https://cavs.bpcc.edu/>
2. Select Enter Student Services
3. Enter your Login BPCC Student ID Number or SSN
4. Enter your 6 digit PIN

### REGISTRATION ELIGIBILITY

1. Select Registration
2. Select Registration Status
3. View issues preventing registration
4. Select Term, then enter the registration term

### REGISTRATION

1. Select Term, then Registration Term
2. Select Registration
3. Select Drop and Add Classes
4. Enter the 5 digit call number for each class desired
5. After entering all desired class codes, click Submit

### DEFERRED PAYMENT OPTION

1. Select Student Records, then Payment Plan and Optional Services
2. Choose Deferred Payment Plan
3. Select Student Records, then Account Summary and Payment Options
4. Select Credit Card Payment
5. Print your receipt
6. Select Registration, then Detailed Schedule and print your class schedule

### PAY IN FULL

1. Select Student Records, then Account Summary and Payment Options
2. Select Credit Card Payment
3. Print your receipt
4. Select Registration, then Detailed Schedule and print your class schedule

### CHANGE PIN

1. Select Personal Info
2. Select Change PIN
3. Enter old 6 digit PIN **My new PIN**
4. Enter new 6 digit PIN      \_ \_ \_ \_ \_
5. Verify new 6 digit PIN      \_ \_ \_ \_ \_
6. Click Submit

### CHANGE ADDRESS

1. Under Personal Info click Addresses including Emergency Contacts and Next of Kin
2. Click Permanent
3. Update address and click Submit
4. If you applied for financial aid, please update your address on your Student Aid Report at: <http://www.fafsa.ed.gov>

### ADD EMAIL ADDRESSES

1. Under Personal Info, choose Email Addresses and Personal Web Page
2. Enter your email addresses and click Submit

### ENROLL IN OR ADD CLASSES

1. Select Term, then enter the registration term
2. Select Registration
3. Select Drop and Add Classes
4. Enter the 5 digit code for each class
5. After entering the class code for all desired classes, click Submit

### DROP CLASSES

1. Select Term, then enter the registration term
2. Select Registration
3. Select Drop and Add Classes
4. Click the drop-down box next to each class to drop
5. Choose Drop
6. After identifying all classes to drop, click Submit  
\$15.00 Schedule change fee starts the first day of the semester

**Dropping all classes is considered a resignation and must be done in the Admissions/Registrar's Office.**

### ORDER TRANSCRIPTS

1. Select Student Records
2. Select Official Transcript Request
3. Enter address information
4. Change Action from Add or Update to Submit
5. Change Process to indicate when you want it sent
6. Verify sending address is correct
7. Click the Continue button
8. Enter your credit or debit card information
9. Enter your billing address
10. Click the Submit button
11. Print your receipt

Please set up your email account to allow emails from [cavs@bpcc.edu](mailto:cavs@bpcc.edu) and [registration@bpcc.edu](mailto:registration@bpcc.edu). This will allow us to send you notices regarding dropped or canceled classes as well as other important registration-related information.

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<https://cavs.bpcc.edu/>

**BPCC FAFSA Code = 012033**

### STUDENT FINANCIAL AID REQUIREMENTS

1. Select [Financial Aid](#)
2. Select [Student Requirements](#)

This shows what forms are required and what forms the Financial Aid Office has received.

Forms that are required can be completed online at [www.bpcc.edu/financialaid/forms.html](http://www.bpcc.edu/financialaid/forms.html)

### AWARD INFORMATION BY YEAR

1. Select [Financial Aid](#)
2. Select [Award Information by Year](#)

This displays current year Financial Aid award.

### FINANCIAL AID SUMMARY

1. Select [Financial Aid](#)
2. Select [Financial Aid Summary](#)

This gives a brief summary of the student's financial aid information for the current year.

### AWARD HISTORY

1. Select [Financial Aid](#)
2. Select [Award History](#)

This shows all financial aid awards for all years at BPCC.

### BPCC CONTACT INFORMATION

#### ACADEMIC DIVISIONS

Accelerated Learning/CALL	(318) 678-6050
Behavioral and Social Sciences	(318) 678-6008
Business and Computer Science	(318) 678-6011
Cyber Information Technology	(318) 678-6329
Educational Technology	(318) 678-6023
Learning Resources/Library	(318) 678-6042
Liberal Arts	(318) 678-6041
Mathematics and Technical Education	(318) 678-6043
Science and Allied Health	(318) 678-6110
Science and Allied Health	(318) 678-6080
Telecommunications	(318) 678-6038

#### COLLEGE DEPARTMENTS

ACT Center	(318) 678-6002
Academic Advising Center	(318) 678-6489
Admissions/Registrar's Office	(318) 678-6004
Bookstore	(318) 678-6009
Business Office	(318) 678-6012
Campus Security	(318) 678-6013
Career Services	(318) 678-6084
Disability Services	(318) 678-6020
Financial Aid Office	(318) 678-6026
Main Office	(318) 678-6000
Project R.E.A.D.	(318) 678-6342

### STUDENTS WITH DISABILITIES

Students with disabilities should contact the **Disability Services (F-250)**, Phone: **(318) 678-6315**, as soon as possible after submitting their application. Arrangements must be made prior to registration.

Coordinator for Section 504 and ADA: Morris Robinson, Counseling Center, 6220 East Texas Street  
Bossier City, LA 71111 - Phone 318-678-6315

**Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.**