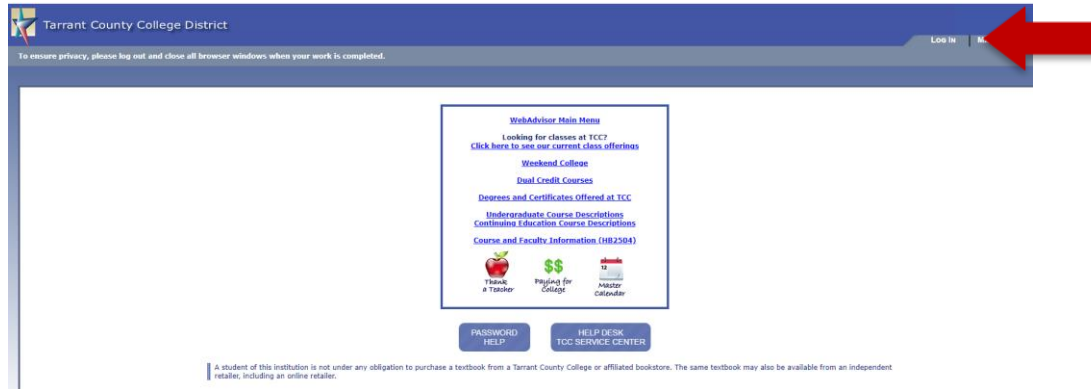
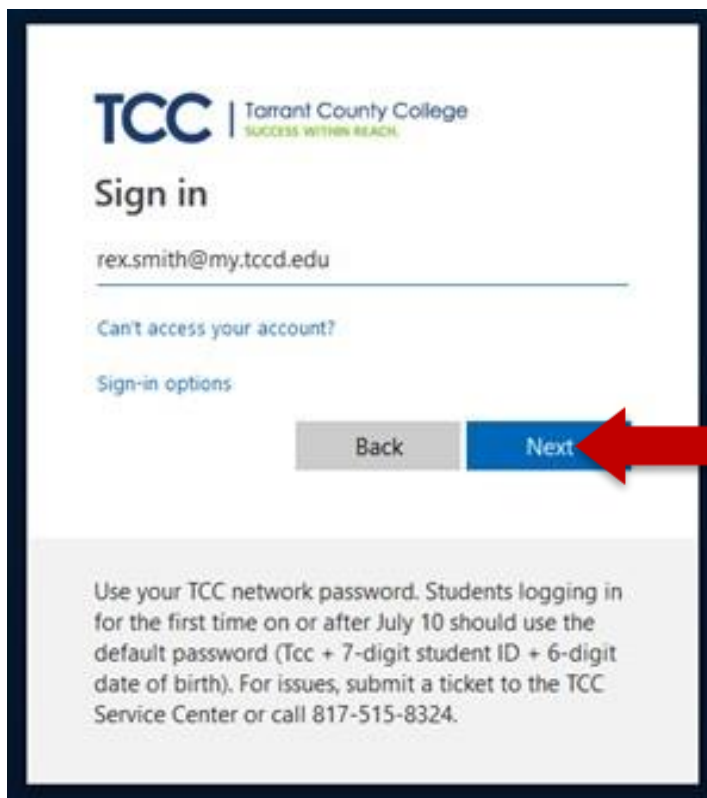


# How to Build a Schedule in MyTCCTrack / Student Planning – Dual Credit Student Instructions

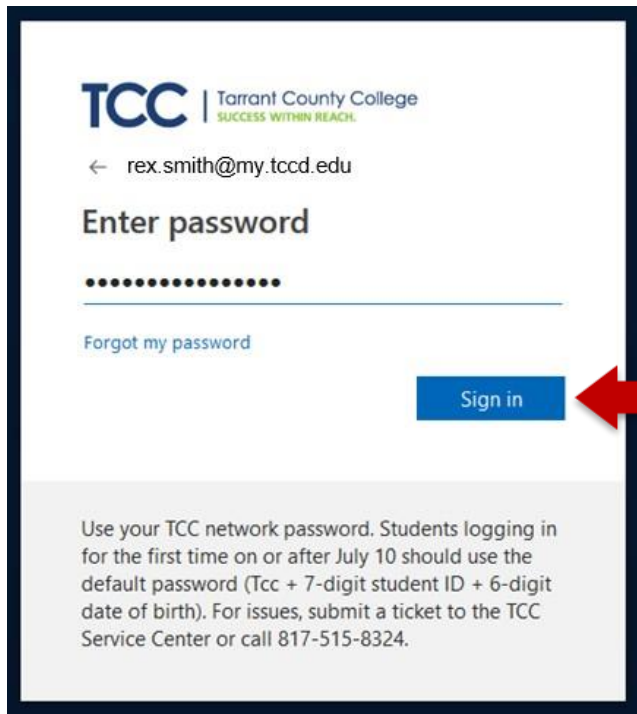
1. To Access MyTCCTrack / Student Planning, go to Webadvisor ([wa.tccd.edu](http://wa.tccd.edu)) and click on my Log In.



2. Log in by entering your User Name and then click **Next**. Your username is your TCC email address.



3. Enter your password and then click **Sign in**. Your initial default password is: Tcc + your 7-digit student ID + your 6-digit date of birth (MMDDYY) (Example: Tcc1234567010191. The password is case sensitive – uppercase "T" and lowercase "cc"). If you cannot login, attempt the "Forgot my Password" link. If you are unable to login, [click here for TCC WebAdvisor student login and password help](#).



TCC | Tarrant County College  
SUCCESS WITHIN REACH

← rex.smith@my.tccd.edu

### Enter password

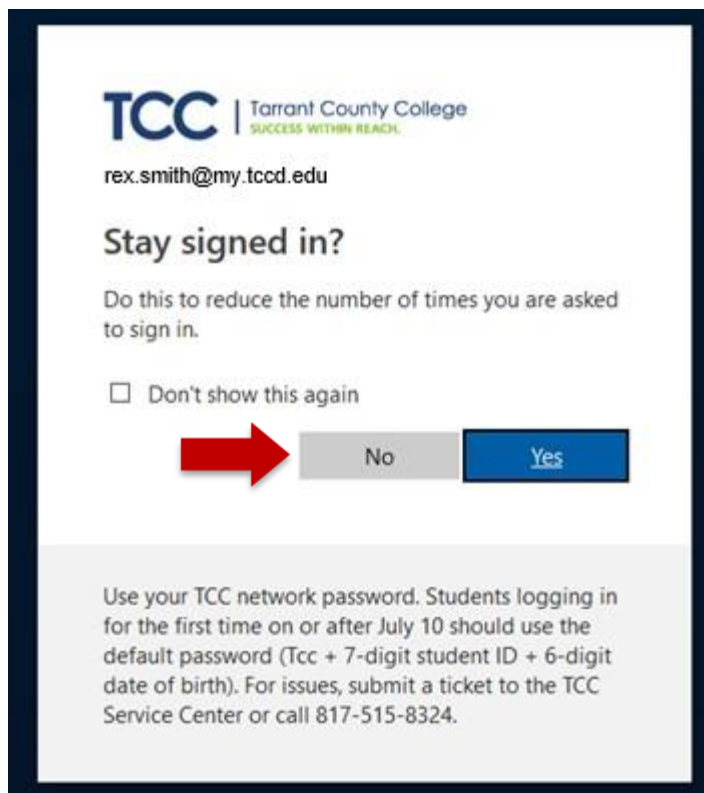
.....

[Forgot my password](#)

**Sign in**

Use your TCC network password. Students logging in for the first time on or after July 10 should use the default password (Tcc + 7-digit student ID + 6-digit date of birth). For issues, submit a ticket to the TCC Service Center or call 817-515-8324.

4. Select **No** for the below option if using a public computer. If using a personal device, selecting **Yes** will save your login information.



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rex.smith@my.tccd.edu

### Stay signed in?

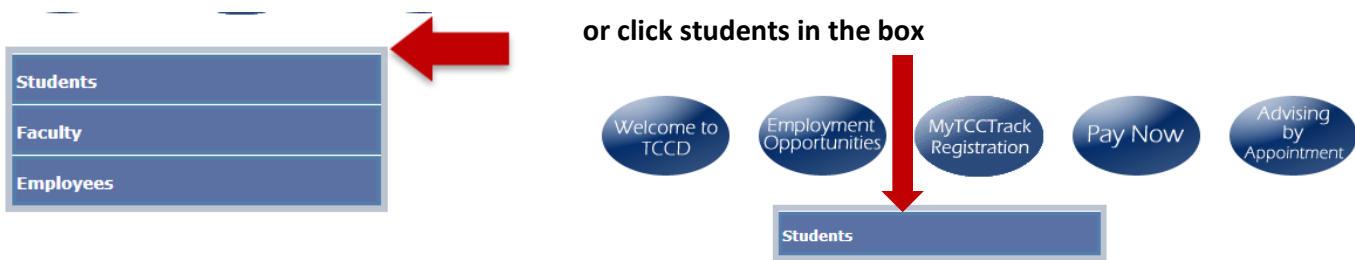
Do this to reduce the number of times you are asked to sign in.

Don't show this again

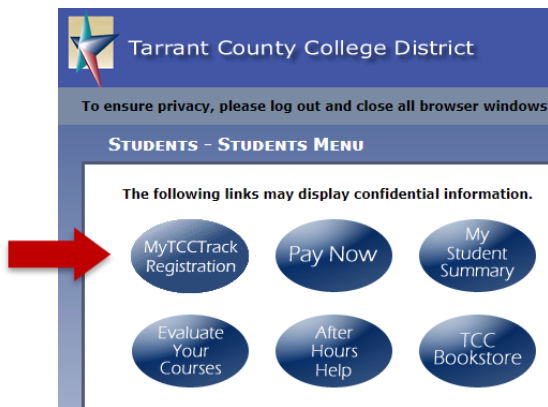
**No** **Yes**

Use your TCC network password. Students logging in for the first time on or after July 10 should use the default password (Tcc + 7-digit student ID + 6-digit date of birth). For issues, submit a ticket to the TCC Service Center or call 817-515-8324.

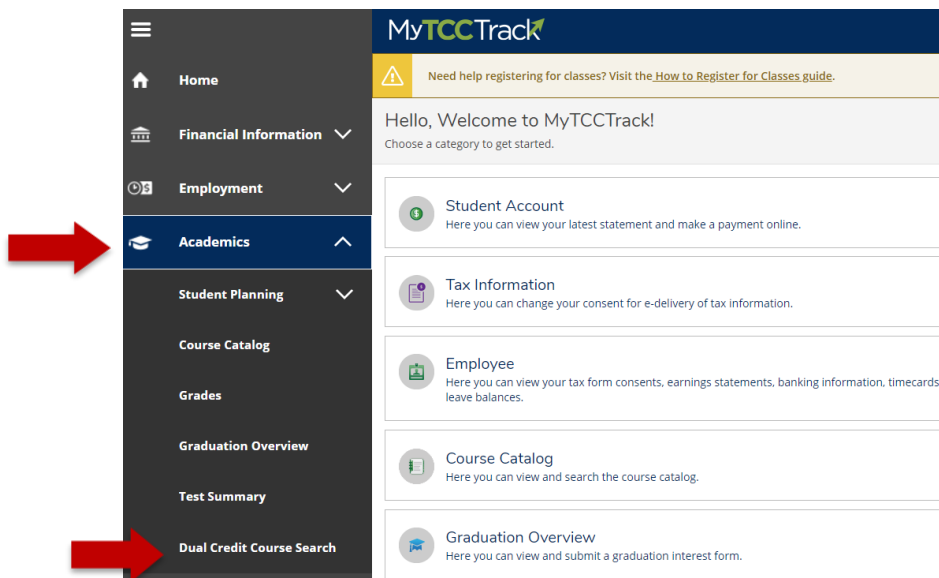
5. Click on Students.



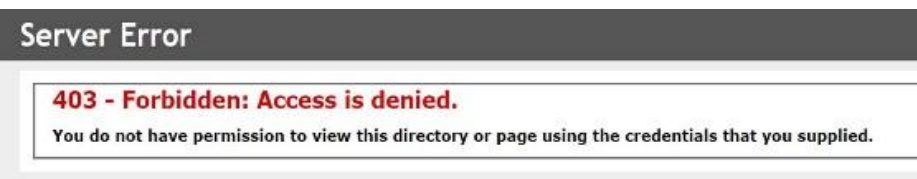
6. Locate the blue button at the top that says “MyTCCTrack / Registration,” and click it.



7. Click the Graduation Cap picture (Academics) on the left of the screen, and then choose **Dual Credit Course Search** (bottom of list).



\*\*\*If you receive the below error message after clicking dual credit course, you will need to clear your browsing history / cache. For instructions to clear your browsing history/cache in **Google Chrome**, click [HERE](#); **Mozilla Firefox**, click [HERE](#); **Internet Explorer**, click [HERE](#); or **Safari**, click [HERE](#). You may also be able to use an incognito/private browser window in order to bypass this requirement. \*\*\*



8. Locate your high school, and select “Click to Explore” to the right of your high school

<p><b>A</b></p> <p>Arlington Col &amp; Career HS Arlington Collegiate High Arlington HS Arlington Heights HS Azle HS</p>	<p>No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time</p>	<p><b>S</b></p> <p>Saginaw HS Southwest Collegiate Southwest HS Summit HS Sm Houston HS South Hills HS</p>	<p><b>31</b> sections found <a href="#">Click to Explore</a> <b>1</b> sections found <a href="#">Click to Explore</a> No dual credit classes available at this time No dual credit classes available at this time <b>19</b> sections found <a href="#">Click to Explore</a> No dual credit classes available at this time</p>
<p><b>B</b></p> <p>Benbrook Middle HS Birdville Adv Tech Center Birdville HS Birdville Collegiate Acad Boswell HS Brewer HS Byron Nelson HS</p>	<p>No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time</p>	<p>↓</p>	
<p><b>C</b></p> <p>Carroll HS Carter Riverside HS Cassata High School Castleberry HS Central HS Chisholm Trail HS Cleburne HS Colleyville/Heritage HS Crowley HS</p>	<p><b>10</b> sections found <a href="#">Click to Explore</a> No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time No dual credit classes available at this time <b>5</b> sections found <a href="#">Click to Explore</a> No dual credit classes available at this time</p>		

9. The course catalog with the available courses for your high school will pull up. You can filter by selecting **Term (Example: Spring 2021)**, and **Open Sections Only** to filter your section results.

**A. If your counselor provides you with a specific course and section number (Example: ENGL-1301-12345), you can type it into the search box at the top right of the screen. (you must include the dashes)**

**SEARCH FOR THE COURSE USING THIS OPTION WITH. SEE the CTHS website for specific CTHS sections.**

🔍

10. A. Locate your desired course from the available options for your high school (i.e. ENGL – 2323) and click on “View Available Sections”

B. Then, review the available offerings for that course, choose the one that is right for you, and click “Add Section to Schedule”

[View Available Sections for ENGL-2323](#)

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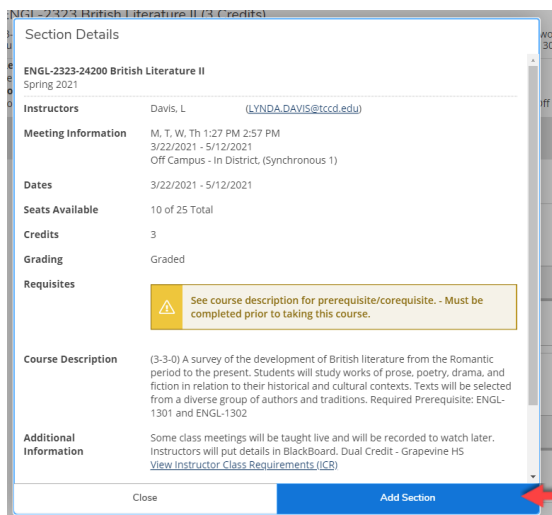
Spring 2021

**ENGL-2323-24200**  
British Literature II  
Runs from 3/22/2021 - 5/12/2021

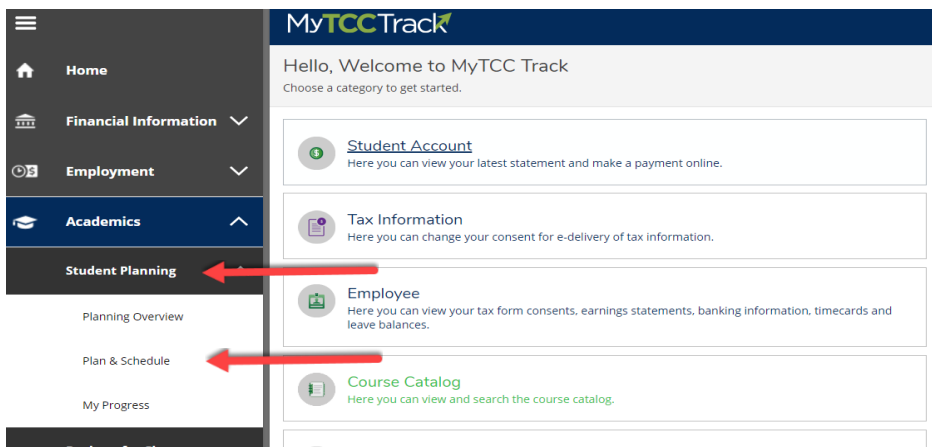
[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
10	M/T/W/Th 1:27 PM - 2:57 PM 3/22/2021 - 5/12/2021	Off Campus - In District Synchronous 1	Davis, L

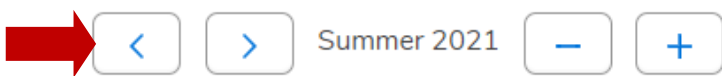
11. Review Section details one last time, and if correct, click **Add Section**. **Note: you are not yet enrolled at this step. You must continue through the rest of the instructions to complete your registration.** Make sure your section is for Eagle Mountain-Saginaw ISD for summer courses. For Fall and Spring courses, sections may be campus specific, or read EMS ISD.



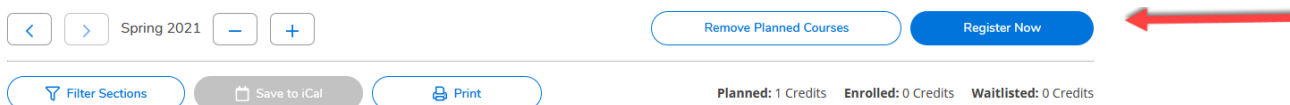
12. When you have selected all the courses you want to take for the semester, you can view it by going to the Graduation Cap picture (**Academics**) on the left of the screen, then choose **Student Planning**, and then choose **Plan & Schedule**.



13. Use the **small arrows** next to the term (**Example: Summer 2021**), if you need to scroll to the correct semester.



14. Click **Register Now** (on the right side of the screen) once the preferred list has been built and reviewed.



15. Review any registration error messages, in the top right corner of the screen. They will appear in red.

16. Once your registration is successful the sections will turn **green** on the term's calendar. **Note: if any of your courses turn red, please review your registration error messages, as you are not registered for this course.**

**MUEN-1122-21008: Jazz Ensembles**  
✓ Registered, but not started  
Credits: 1 Credits  
Grading: Graded  
Instructor: Baugh, P  
1/19/2021 to 5/12/2021  
Meeting Information  
Drop  
View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		MUEN-1122-21008		MUEN-1122-21008			
2pm							
3pm							
4pm							
5pm							

For **Summer Courses** there will NOT be any boxes in the time grid since all summer courses are online and do not have definite times students meet with professors.

< > Summer 2021 + Register Now  
Filter Sections Save to iCal Print Planned: 0 Credits Enrolled: 2 Credits Waitlisted: 0 Credits

**ECON-2301-34201: Principles of Macroeconomics**  
✓ Registered, but not started  
Credits: 3 Credits  
Grading: Graded  
Instructor: Russell, J  
7/6/2021 to 8/5/2021  
Meeting Information  
Time: 7/6/2021 - 8/5/2021  
Location: Off Campus - In District (Asynchronous 1)  
Drop  
View other sections

**ENGL-2323-34202: British Literature II**  
✓ Registered, but not started  
Credits: 3 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

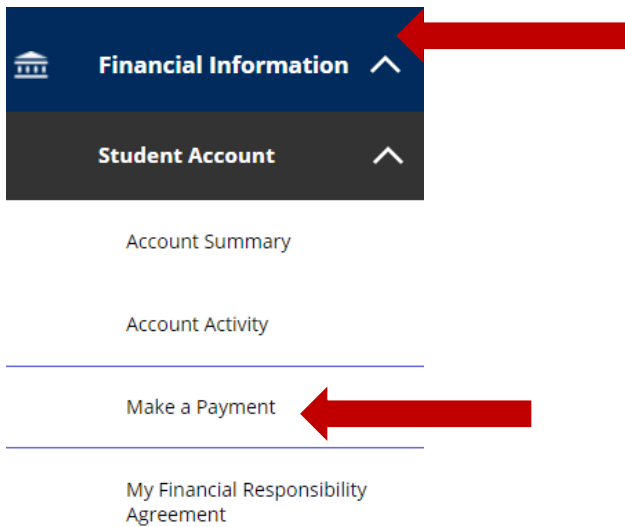
17. Choose **“Print”** as if you are going to print your schedule. You will need to choose **SAVE AS PDF** from the printer list. Email the PDF of your schedule to Mrs. Cordova, [mcordova@ems-isd.net](mailto:mcordova@ems-isd.net).

< > Spring 2021 + Register Now  
Filter Sections Save to iCal Print Planned: 0 Credits Enrolled: 1 Credits Waitlisted: 0 Credits

**MUEN-1122-21008: Jazz Ensembles**  
✓ Registered, but not started  
Credits: 1 Credits  
Grading: Graded  
Instructor: Baugh, P  
1/19/2021 to 5/12/2021  
Meeting Information  
Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		MUEN-1122-21008		MUEN-1122-21008			
2pm							
3pm							

18. Once registration is complete, select the Financial Information tab on the right, then click on Make a Payment.



You will then be taken to a screen to pay the full amount or set up the payment plan. The GREEN button is used for making the full payment at one time.

A screenshot of the 'Student Account' page. The page has a light gray header with the text 'Student Account' and a black redaction box. Below the header, the word 'Balance' is displayed in purple, followed by the amount '\$834.15' in purple. There are three buttons: 'View Activity' (light gray), 'Enroll in Payment Plan' (light gray), and 'Make Payment' (green). Below the buttons, there is a welcome message: 'Welcome to your TCC Student Account Center!'. A red reminder text reads: 'Reminder: Payment Plan installments automatically draft on the scheduled due date. Do not attempt to pay on the due date, as this may cause duplicate payments.' Below this, it says 'Here you can:' followed by a bulleted list: 'View your recent account activity or add authorized user access', 'Make payments in full or set up a payment plan', and 'Pay Deposits (Flight Students Only)'. There is a blue link: 'For information on enrolling in the payment plan, click this link. https://www.tccd.edu/services/paying-for-college/payments/automatic-payment-plan/'. At the bottom, there is a blue heading: 'PAYMENT DEADLINES and PAYMENT PLAN INFORMATION'. Below this, it says: 'All Undergraduate (UG) Payment Deadlines can be viewed here . Continuing Education (CE) fees are due on the day you enroll.' followed by a bulleted list: 'Summer 2021 Plans available 3/22/21'.

After registering, click **Sign out**, in the top right corner of the screen, to exit Student Planning.



**Student Reminders:**

- a. Be sure to pay for your classes, set-up a payment plan, or verify your financial aid is in place, by the payment deadline.
- b. Please check your myTCC email a few days before each semester begins to ensure that your classes have not been cancelled due to low enrollment. If a class is cancelled, you will need to choose another section or course.
- c. Always confirm your classroom location the week before classes begin; classroom locations could change.
- d. Be sure to purchase or otherwise obtain your textbooks for your courses.

*For questions or assistance registering for your TCC Dual Credit courses, please reach out to your high school counselor or the TCC Dual Credit office at [nw-dualcredit@tccd.edu](mailto:nw-dualcredit@tccd.edu)*