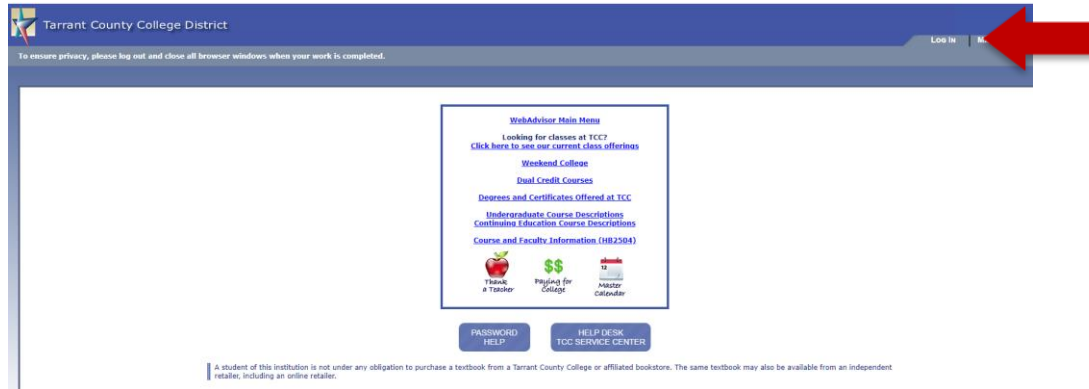
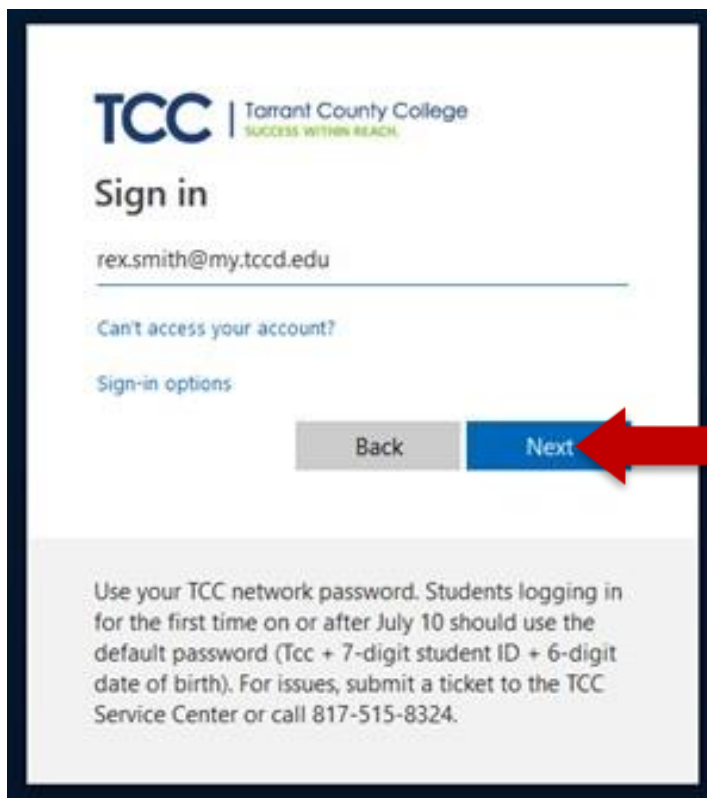


How to Build a Schedule in MyTCCTrack / Student Planning – Dual Credit Student Instructions

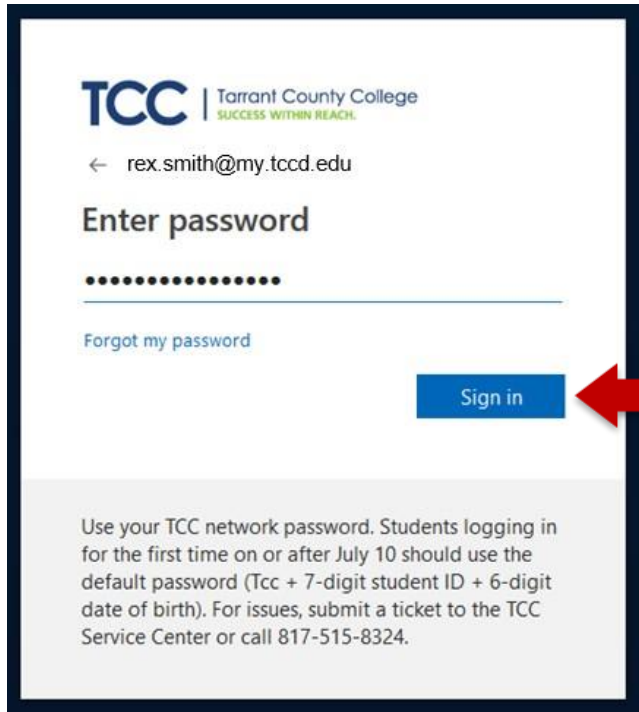
1. To Access MyTCCTrack / Student Planning, go to Webadvisor (wa.tccd.edu) and click on my Log In.



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

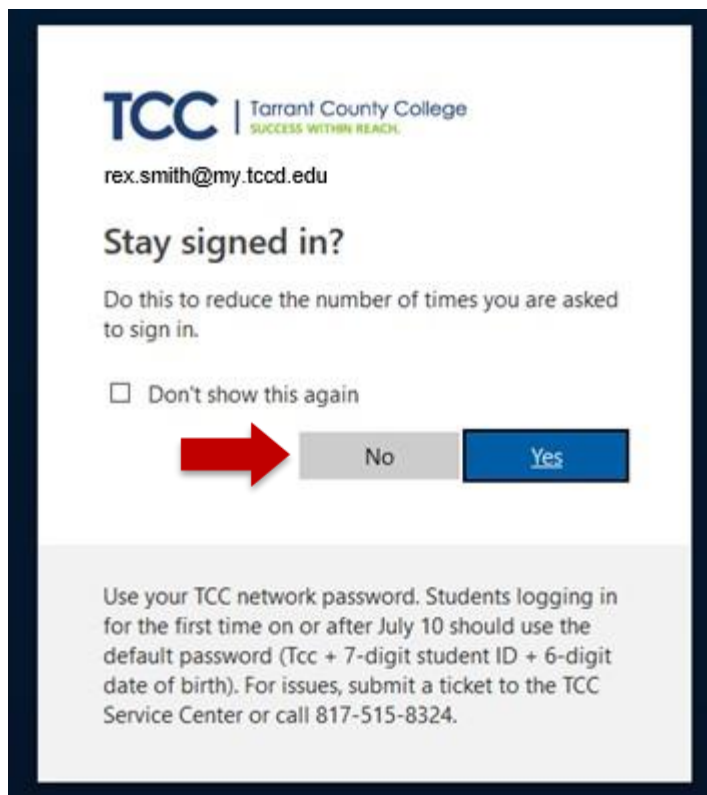
.....

[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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SUCCESS WITHIN REACH

rex.smith@my.tccd.edu

Stay signed in?

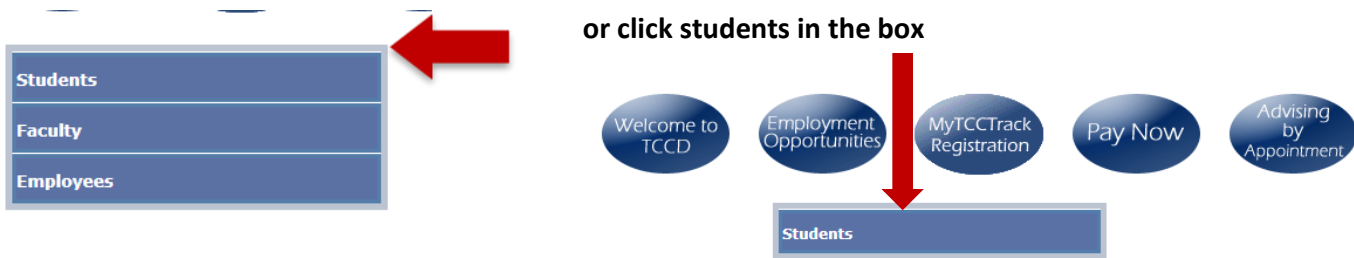
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

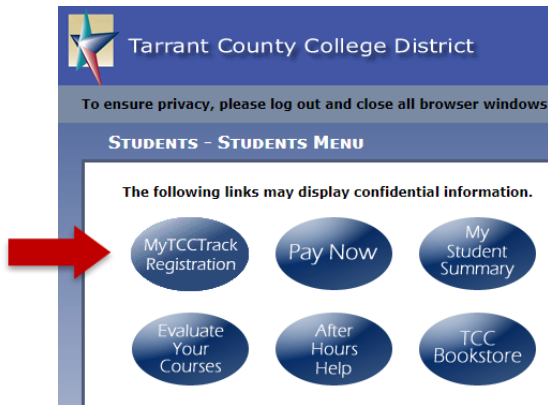
No **Yes**

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.

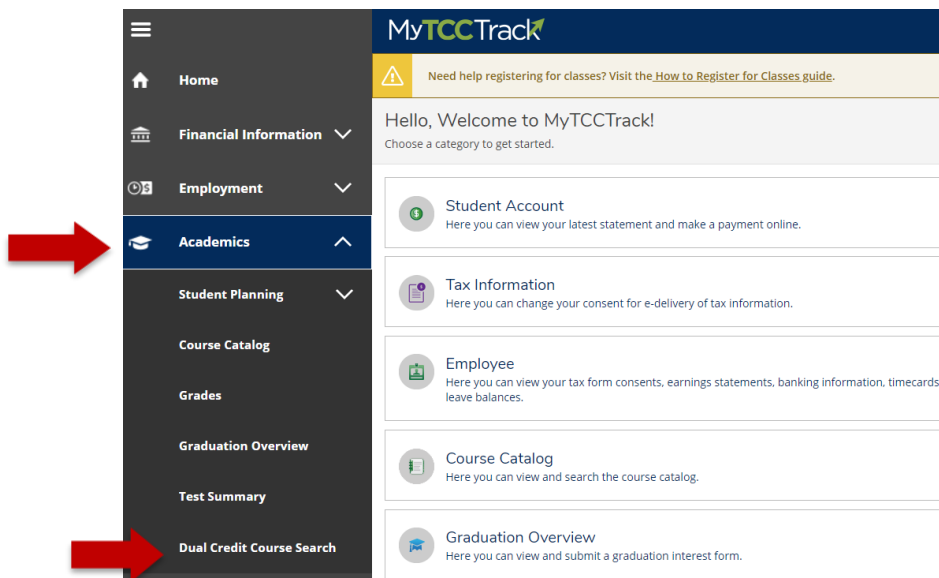
5. Click on Students.



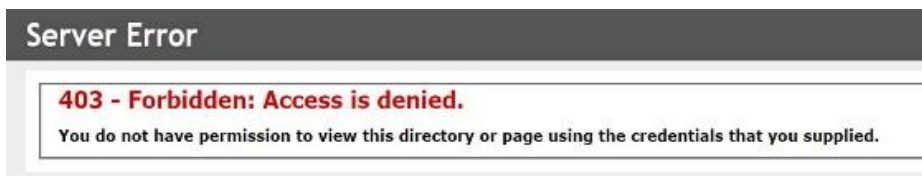
6. Locate the blue button at the top that says “MyTCCTrack / Registration,” and click it.



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

A

Arlington Col & Career HS
Arlington Collegiate High
Arlington HS
Arlington Heights HS
Azle HS

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

Benbrook Middle HS
Birdville Adv Tech Center
Birdville HS
Birdville Collegiate Acad
Boswell HS
Brewer HS
Byron Nelson HS

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

C

Carroll HS
Carter Riverside HS
Cassata High School
Castleberry HS
Central HS
Chisholm Trail HS
Cieburne HS
Colleyville/Heritage HS
Crowley HS

10 sections found [Click to Explore](#)
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
5 sections found [Click to Explore](#)
No dual credit classes available at this time

S

Saginaw HS
Southwest Collegiate
Southwest HS
Summit HS
Sm Houston HS
South Hills HS

31 sections found [Click to Explore](#)
1 sections found [Click to Explore](#)
No dual credit classes available at this time
No dual credit classes available at this time
19 sections found [Click to Explore](#)
No dual credit classes available at this time

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.

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results [Hide](#)

Filters Applied: None

Availability

☐ Open and Waitlisted Sections
☒ Open Sections Only

Subjects

☐ Economics (1)
☐ English (1)
☐ Government (1)
☐ Mathematics (1)
☐ Speech (1)

Locations

☐ Connect Campus (5)
☐ High School Campus (5)
☐ Northeast Campus (5)
☐ Northwest Campus (5)
☐ Off Campus - In District (5)
☐ South Campus (5)
☐ Southeast Campus (5)
☐ Trinity River Campus (5)
[Show All Locations](#)

Terms

☒ Spring 2021 (5)

ECON-2301 Principles of Macroeconomics (3 Credits)
(3-3-0) An analysis of the economy as a whole including measurement and determination of unemployment. Other topics include international trade, economic growth, business cycles, for business and economics majors.

Requisites: None
Locations: South Campus, Northeast Campus, Northwest Campus, Southeast Campus, Trinity River Campus, School Campus

[View Available Sections for ECON-2301](#)

ENGL-2322 British Literature I (3 Credits)
(3-3-0) A survey of the development of British literature from the Anglo-Saxon period to the present in relation to their historical, linguistic, and cultural contexts. Texts will be selected from the period 1300-1800.

Requisites: See course description for prerequisite/corequisite. - Must be completed prior to taking this course.
Locations: South Campus, Northeast Campus, Northwest Campus, Southeast Campus, Trinity River Campus, School Campus

[View Available Sections for ENGL-2322](#)

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 SHS website for specific SHS sections.

ENGL-1301-12345

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](#)

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.

Section Details

ENGL-2323-24200 British Literature II
Spring 2021

Instructors: Davis, L (LYNDA.DAVIS@tccd.edu)

Meeting Information: M, T, W, Th 1:27 PM 2:57 PM
3/22/2021 - 5/12/2021
Off Campus - In District, (Synchronous 1)

Dates: 3/22/2021 - 5/12/2021

Seats Available: 10 of 25 Total

Credits: 3

Grading: Graded

Requisites: See course description for prerequisite/corequisite. - Must be completed prior to taking this course.

Course Description: (3-3-0) A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Required Prerequisite: ENGL-1301 and ENGL-1302

Additional Information: Some class meetings will be taught live and will be recorded to watch later. Instructors will put details in BlackBoard. Dual Credit - Grapevine HS
[View Instructor Class Requirements \(ICR\)](#)

Close Add Section

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**.

MyTCCTrack

Hello, Welcome to MyTCC Track
Choose a category to get started.

Student Account
Here you can view your latest statement and make a payment online.

Tax Information
Here you can change your consent for e-delivery of tax information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Course Catalog
Here you can view and search the course catalog.

Academics

Student Planning

Planning Overview

Plan & Schedule

My Progress

Register for Classes

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

< > Summer 2021 - +

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

< > Spring 2021 - +

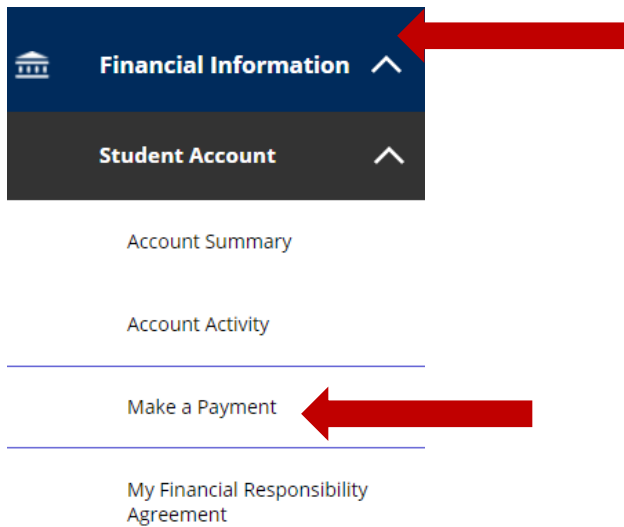
Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

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

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.

Student Account

Balance

\$834.15

View Activity

Enroll in Payment Plan

Make Payment

Welcome to your TCC Student Account Center!

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.

Here you can:

- View your recent **account activity** or add **authorized user** access
- Make **payments** in full or set up a **payment plan**
- Pay Deposits (Flight Students Only)

PAYMENT DEADLINES and PAYMENT PLAN INFORMATION

All **Undergraduate (UG)** Payment Deadlines can be viewed **here**

. **Continuing Education (CE)** fees are due on the day you enroll.

- **Summer 2021 Plans** available 3/22/21

For information on enrolling in the payment plan, click this link.

<https://www.tccd.edu/services/paying-for-college/payments/automatic-payment-plan/>

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