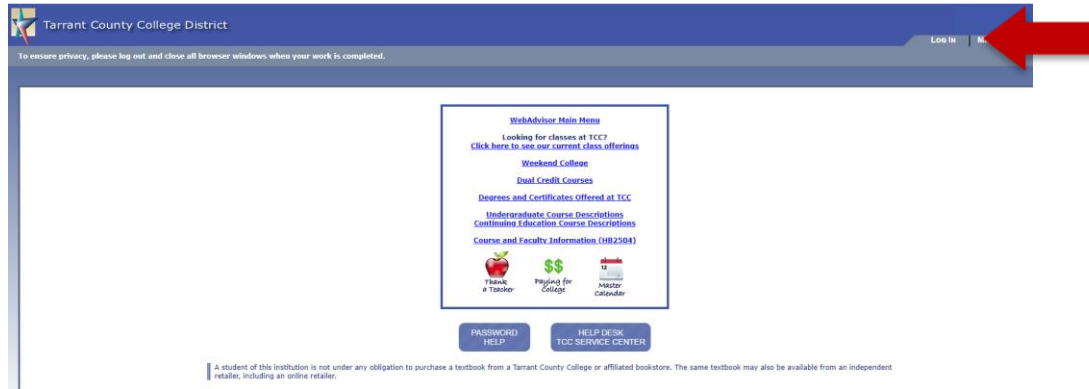
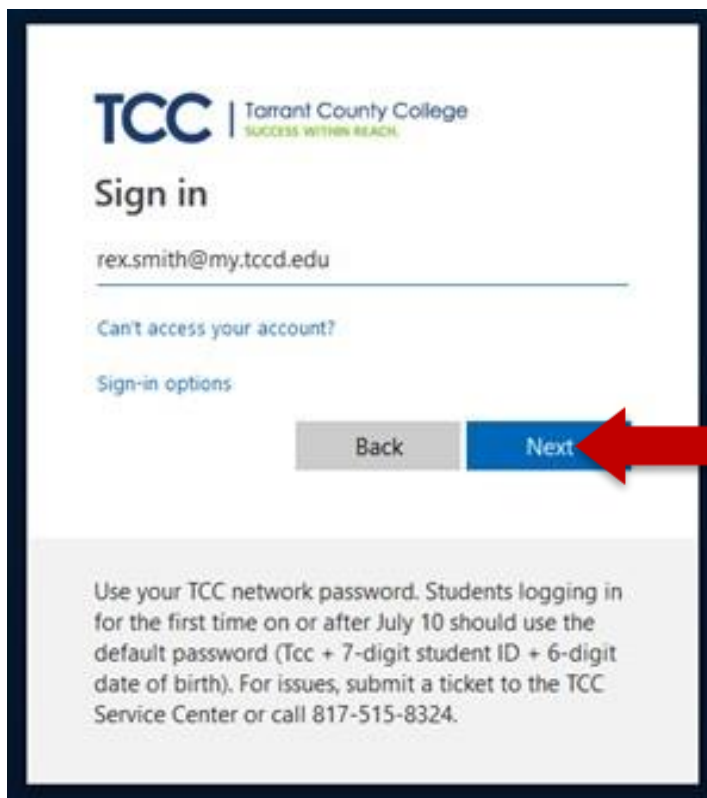


How to Build a Schedule in MyTCCTrack / Student Planning – Dual Credit Student Instructions

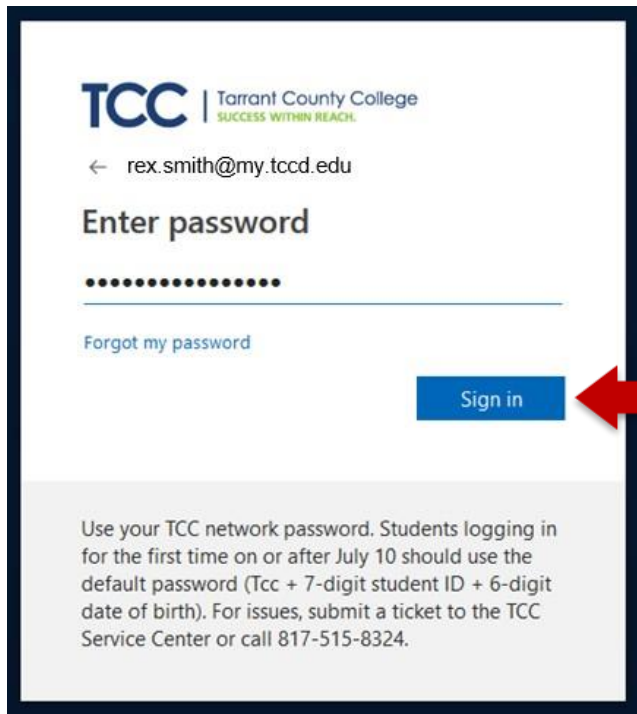
1. To Access MyTCCTrack / Student Planning, go to Webadvisor (wa.tccd.edu) and click on my Log In.



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

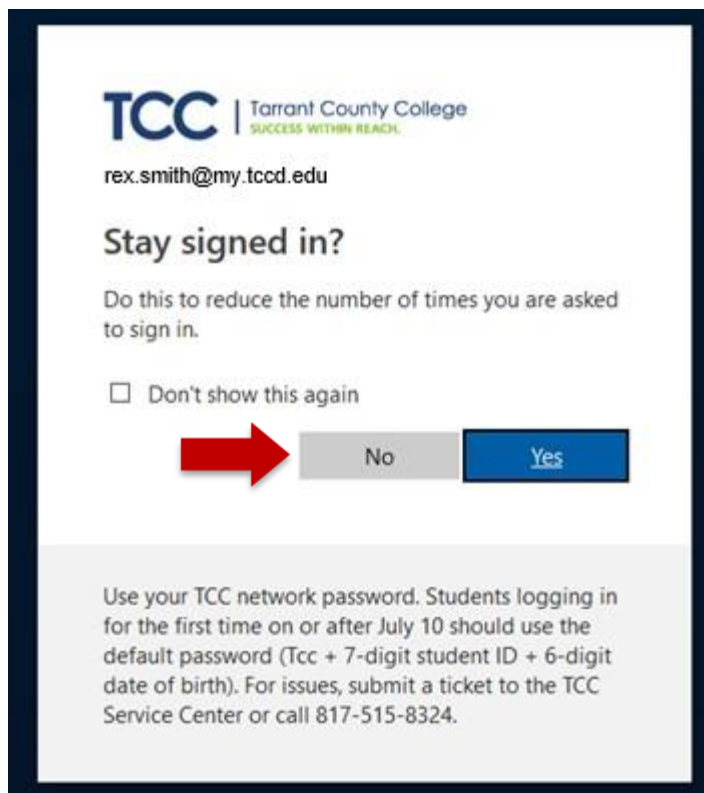
.....

[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?

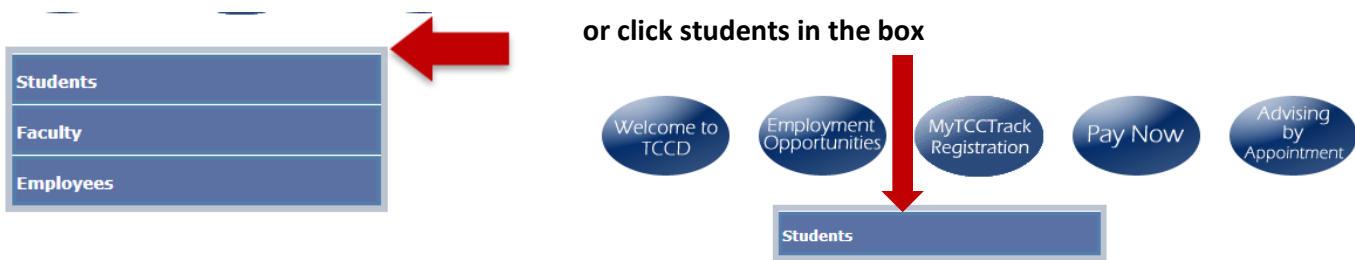
Do this to reduce the number of times you are asked to sign in.

Don't show this again

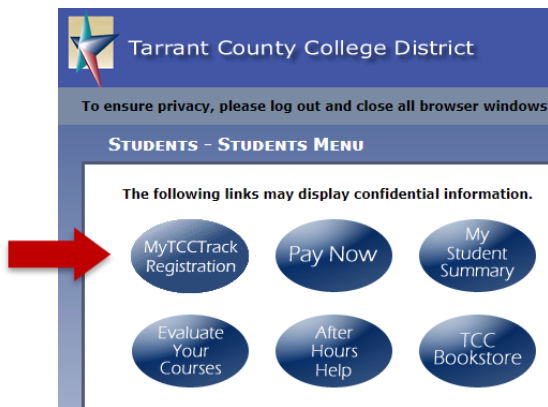
No **Yes**

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.

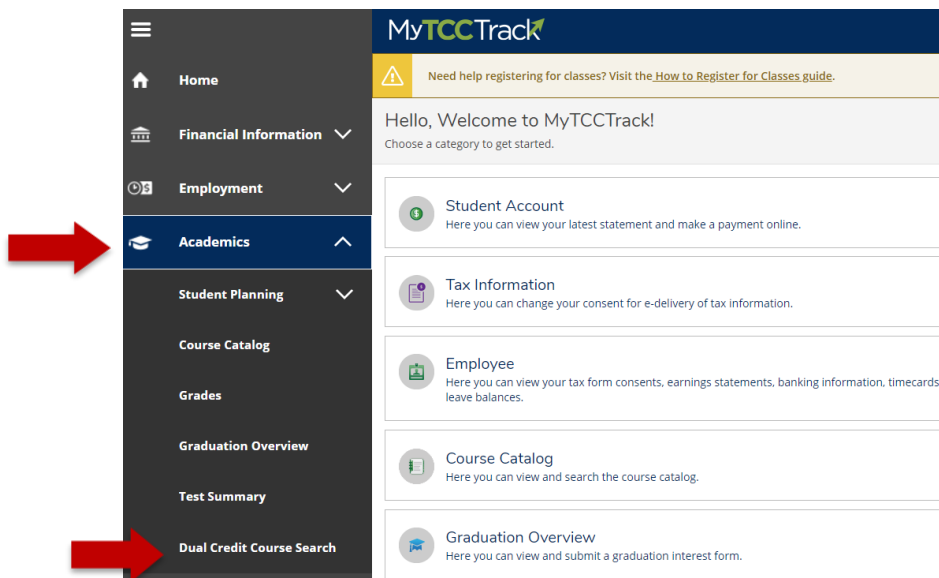
5. Click on Students.



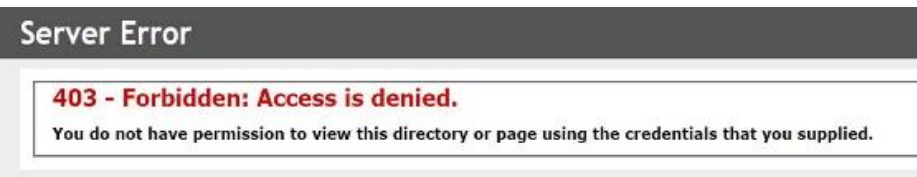
6. Locate the blue button at the top that says “MyTCCTrack / Registration,” and click it.



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

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

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

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

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 Car 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 fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from and ENGL-1302

Requisites: See course description for prerequisite/corequisite. - Must be completed prior to taking this
Locations: South Campus, Northeast Campus, Northwest Campus, Southeast Campus, Trinity River Car 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 MS website for specific 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](#)

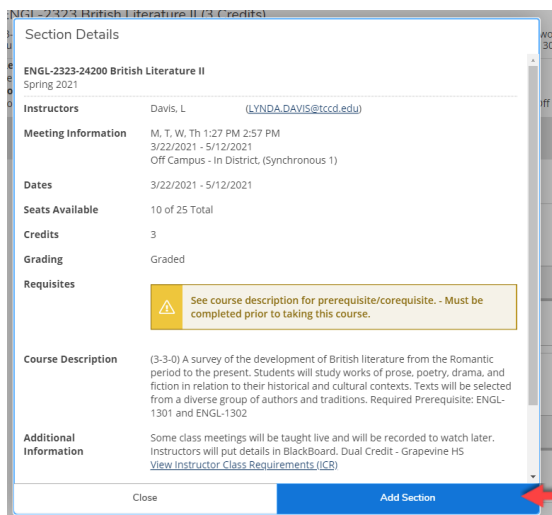
Spring 2021

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

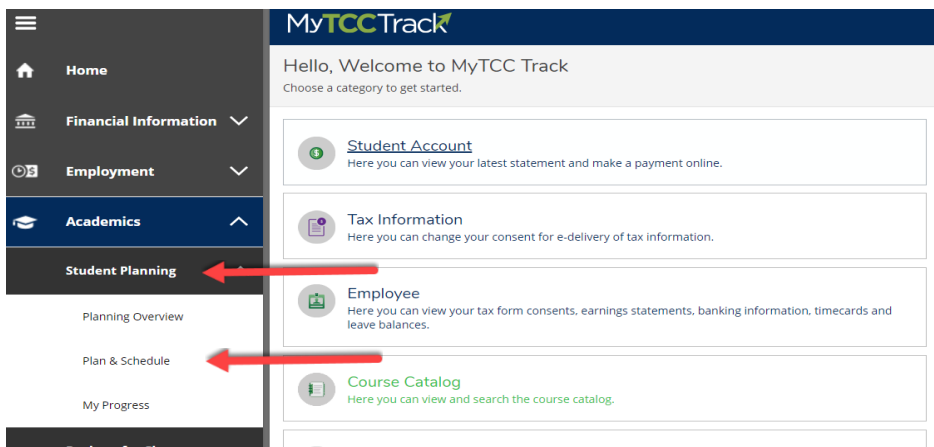
[Add Section to Schedule](#)

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

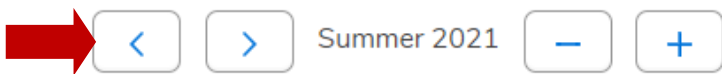
11. Review Section details one last time, and if correct, click **Add Section**. **Note: you are not yet enrolled at this step. You must continue through the rest of the instructions to complete your registration.** Make sure your section is for Eagle Mountain-Saginaw ISD for summer courses. For Fall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



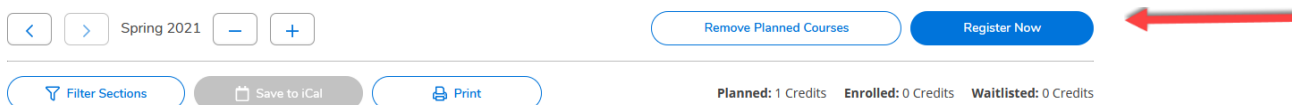
12. When you have selected all the courses you want to take for the semester, you can view it by going to the Graduation Cap picture (**Academics**) on the left of the screen, then choose **Student Planning**, and then choose **Plan & Schedule**.



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:
Dates: 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. Bradshaw @ cbradshaw@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

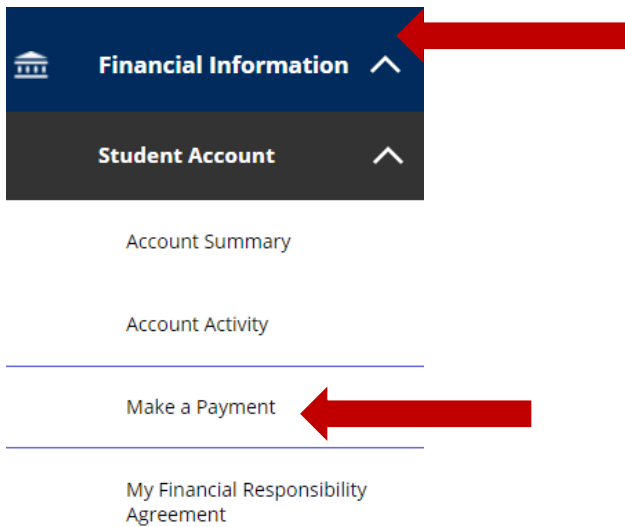
Credits: 1 Credits
Grading: Graded
Instructor: Baugh, P
1/19/2021 to 5/12/2021

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'. A blue heading: '. 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