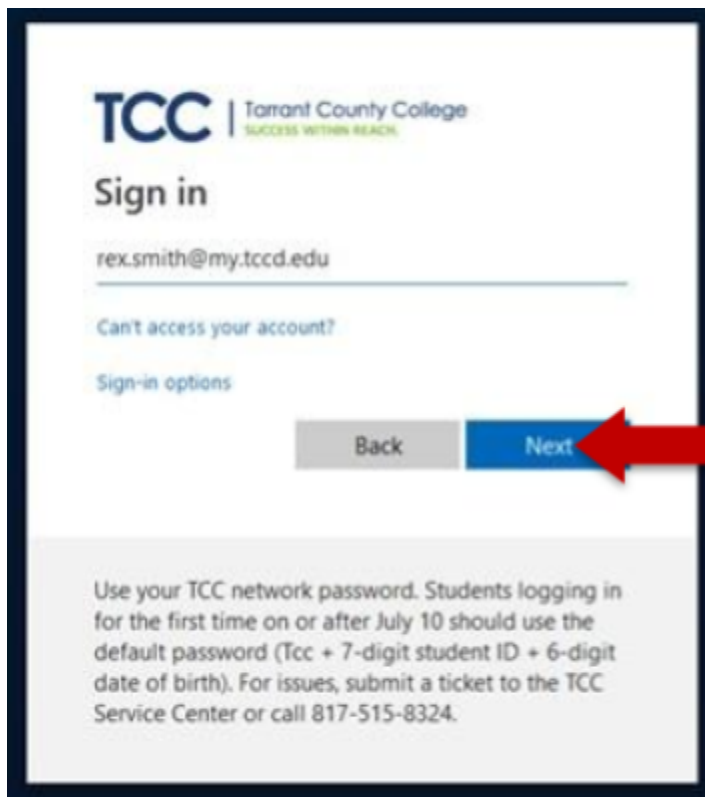


How to Build a Schedule in MyTCCTrack / Student Planning – Dual Credit Student Instructions

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**.

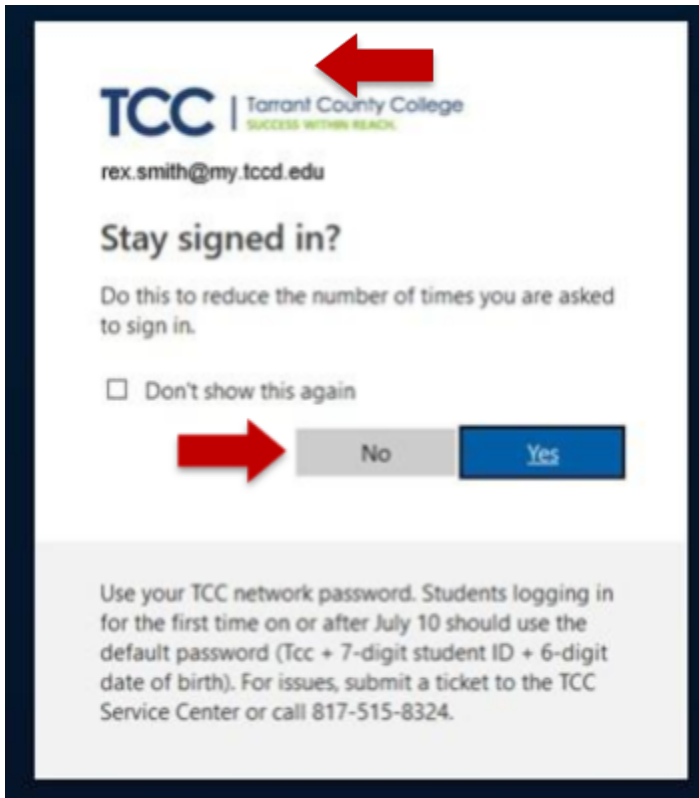


3. Enter your password and then click **Sign in**. Your initial default password is: Tcc + your 7-digit student ID + your 6-digit date of birth (MMDDYY) (Example: Tcc1234567010191. The password is case sensitive – uppercase "T" and lowercase "cc").

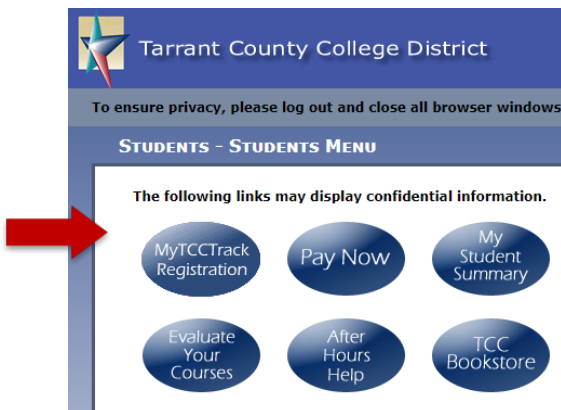


4. Select **No** for the below option if using a public computer. If using a personal device, selecting **Yes** will save your login information.

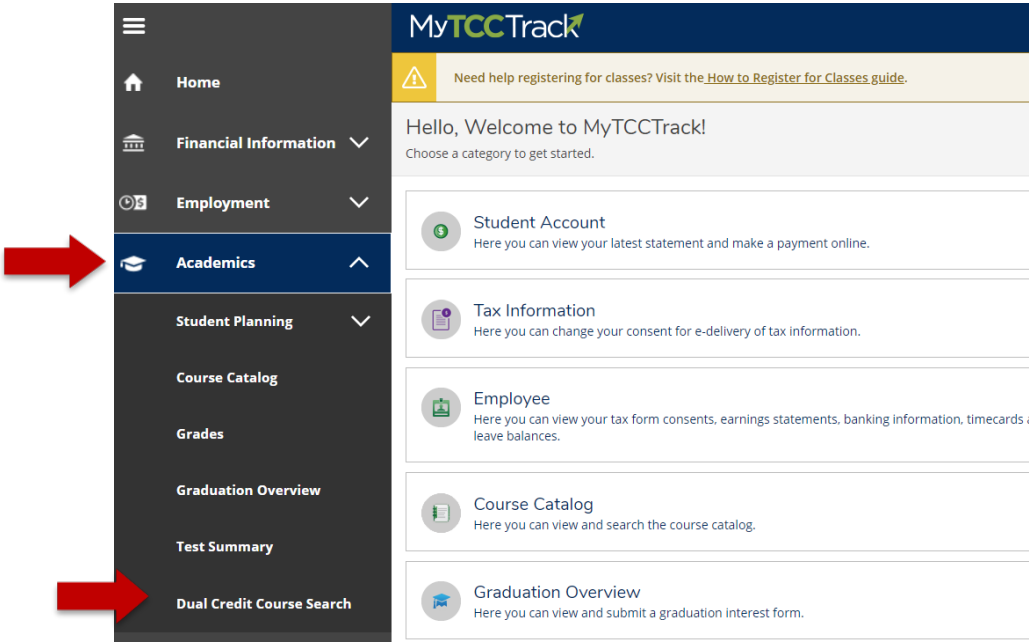
5. Click on Students.



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

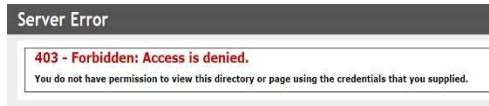


7. Click the Graduation Cap picture (**Academics**) on the left of the screen, and then choose **Dual Credit Course Search**.



The screenshot shows the MyTCCTrack website interface. On the left is a dark navigation menu with the following items: Home, Financial Information, Employment, Academics (highlighted with a red arrow), Student Planning, Course Catalog, Grades, Graduation Overview, Test Summary, and Dual Credit Course Search (highlighted with a red arrow). The main content area features the MyTCCTrack logo, a help banner, a welcome message, and several service tiles: Student Account, Tax Information, Employee, Course Catalog, and Graduation Overview.

****If you receive the below error message after clicking dual credit course, you will need to clear your browsing history / cache****



The screenshot shows a 'Server Error' message box with the following text: **403 - Forbidden: Access is denied.** You do not have permission to view this directory or page using the credentials that you supplied.

8. Locate your high school, and select “Click to Explore” to the right of your high school
(Example: Colleyville/Heritage HS).

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
Cleburne 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
No dual credit classes available at this time
5 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, and 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 and ENGL-1302.

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)

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.**

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.

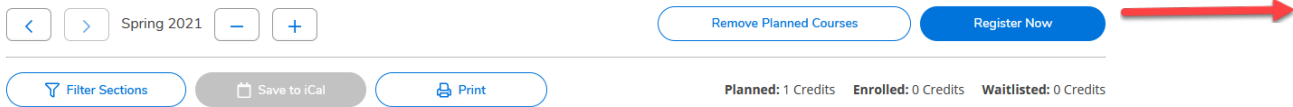
Navigation Menu:

- Home
- Financial Information
- Employment
- Academics**
- Student Planning
 - Planning Overview
 - Plan & Schedule**
 - My Progress
- Register for Classes

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

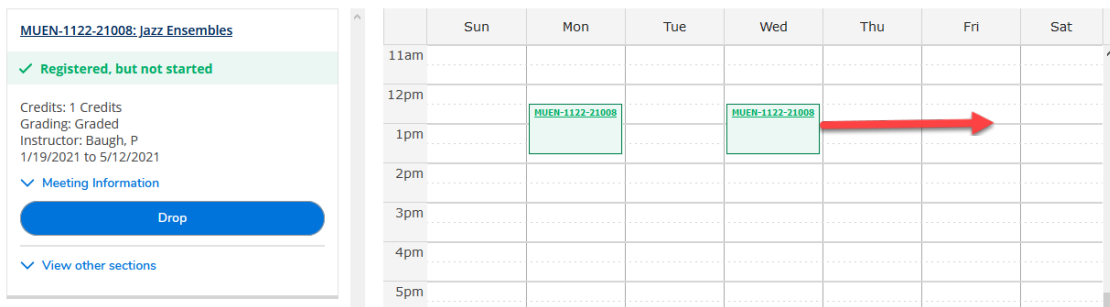


14. Click **Register Now** (on the right side of the screen) once the preferred list has been built and reviewed.

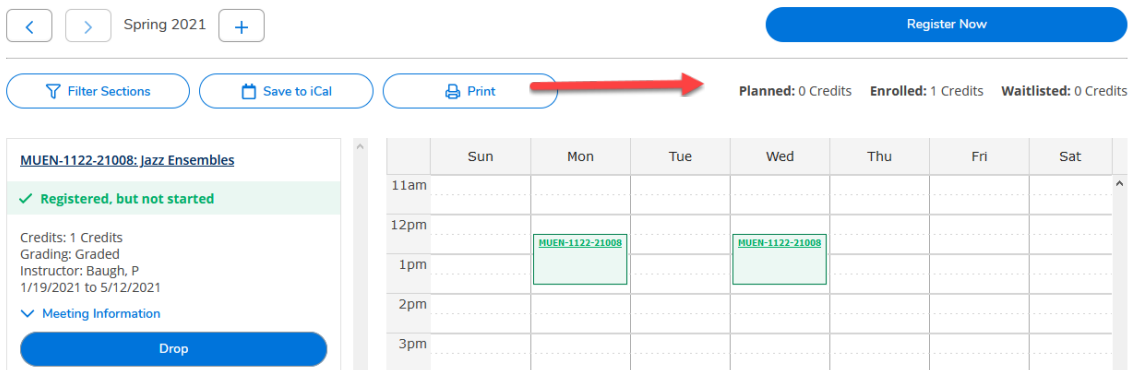


15. Review any registration error messages, in the top right corner of the screen. They will appear in red.

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.**



17. If you would like to print your class schedule, select **"Print"**.



18. Once registration is complete, select **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. Some high schools pay for Dual Credit courses. Please check with your high school before making payment.
- 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. (Some high schools provide textbooks for Dual Credit courses. Please check with your high school before purchasing textbooks)