

WebAdvisor and myTCC (Blackboard):

myTCC (Blackboard) is an online platform where you can access your college courses and TCC email. You will find class announcements, grades, assignments, discussions and other items posted by your instructor. It is highly recommended that you access this online platform via a computer or laptop so that you may access all available information and content areas.

WebAdvisor is where you can access services and resources not related to in-class instruction such as transcript requests, tuition payment options, registration holds, course availability and more.

WebAdvisor and myTCC use the same username and password, which can be created by visiting wa.tccd.edu. For additional assistance logging in to your account, please contact 817-515-6411 (Tech 24/7).

TCC Email:

TCC instructors will only use your TCC email for all correspondence. [It is important for you to check your TCC email daily](#). Additionally, when emailing instructors, you should only use your TCC email. You can find a link to access your TCC email account on the left side of the myTCC homepage.

Textbooks:

Textbooks are required for the first day of class. Please contact your high school counselor to determine whether your textbooks will be provided by the high school, and their distribution policy.

Grading:

Individual assignment grades and current class average are available in myTCC. Grading and grading scales are at the discretion of the professor. Please follow all TCC policies as they are outlined in the course syllabus.

Syllabus:

A course syllabus is an outline or summary of a course. This document will include general course and college policies, instructor-specific policies, grading scales, required assignments and course focus. A syllabus is also a contract between the instructor and the student, so [be sure to read your syllabus](#) as you are agreeing to abide by the policies and expectations within it.

Academic Dishonesty:

All of your work on major assignments, daily grades, quizzes and exams must be original. Anytime the words or ideas of someone else are used they must be appropriately cited. Plagiarism is against college policy and the faculty member has the right to assign a zero for the paper, project, assignment, or test; report the student to the academic department chair; and file an incident report with the student conduct office, which could result in serious disciplinary action for the student.

Student Accessibility Resources (SAR):

Student Accessibility Resources (SAR) are offered by each campus if you have a documented disability. Services are provided to any student who is disabled as defined in *Section 504 of the Rehabilitation Act* and the *Americans with Disabilities Act (ADA)*. [TCC does not follow High School accommodations](#). Any student who chooses to seek accessibility resources must submit paperwork to the SAR office and follow all established procedures. Please contact the TCC-SE SAR office for more information: 817-515-3593.

TCC Attendance Policy:

Regular and punctual class attendance is expected at Tarrant County College, including dual credit courses held at high school partners. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor and provide written documentation concerning the nature of the absence.

Students absent on official school business must communicate with the instructor to inquire as to the possibility of making up missed coursework. In all cases, the instructor will determine whether the student will be permitted to make up work and will decide on the time and nature of the makeup, if applicable. The student is expressly responsible for any work missed regardless the cause of the absence.

Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If students do not appear at the pre-arranged time or meet the prescribed deadline for makeup work, they forfeit their rights for further make up of that work.

Students who stop attending class for any reason should contact their high school counselor to officially withdraw from the class. **Failure to officially withdraw may result in a failing grade for the course.** It is the responsibility of the student to confirm that they have been dropped from their course by visiting their WebAdvisor account.

Find below a few examples of instances that are **NOT acceptable reasons** to miss a dual credit course:

- Pep Rallies/College Signings
- Private lessons for Extracurricular activities
- Completing extra credit/work for another course
- Illness without a doctor's note
- Miscellaneous day(s) off as excused only by parent

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a **federal law** that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their child's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.**

Therefore, in compliance with federal law, TCC instructors and administrators cannot speak with parents regarding TCC student's education records including enrollment verification, grade point average, academic standing, grades or transcripts. A TCC student can submit a Waiver of Academic Privacy to TCC to grant permission for the college to release the student's academic record to any third party, which includes parents/guardians.

In a situation where a student is enrolled in both a high school and at TCC via a dual credit or Early High School program, the two schools may exchange information on that student. If the student is under 18, the parent/guardian still retains the rights under FERPA at the **high school** and may inspect and review any records sent by TCC to the high school.

**Who to
Contact:**

Ebony Howard
Coordinator of Dual Credit
Ebony.howard@tccd.edu

Shelly Piccolo
Senior Office Assistant
Shelly.piccolo@tccd.edu

NW Dual Credit Office
817-515-7283
Regular office hours:
Monday - Friday
8a.m. - 5p.m.



**Tarrant
County
College**

*An Equal Opportunity Institution/
Equal Access to the Disabled.*