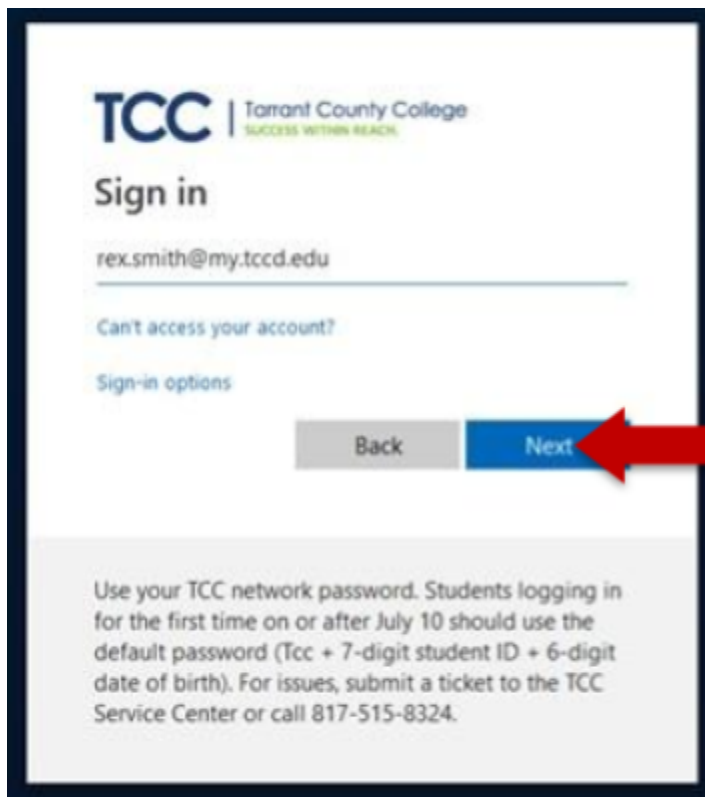# How to Build a Schedule in MyTCCTrack / Student Planning – Dual Credit Student Instructions

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").
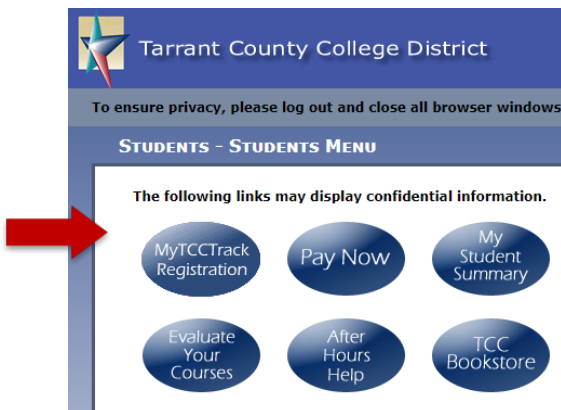
4. Select **No** for the below option if using a public computer. If using a personal device, selecting **Yes** will save your login information.
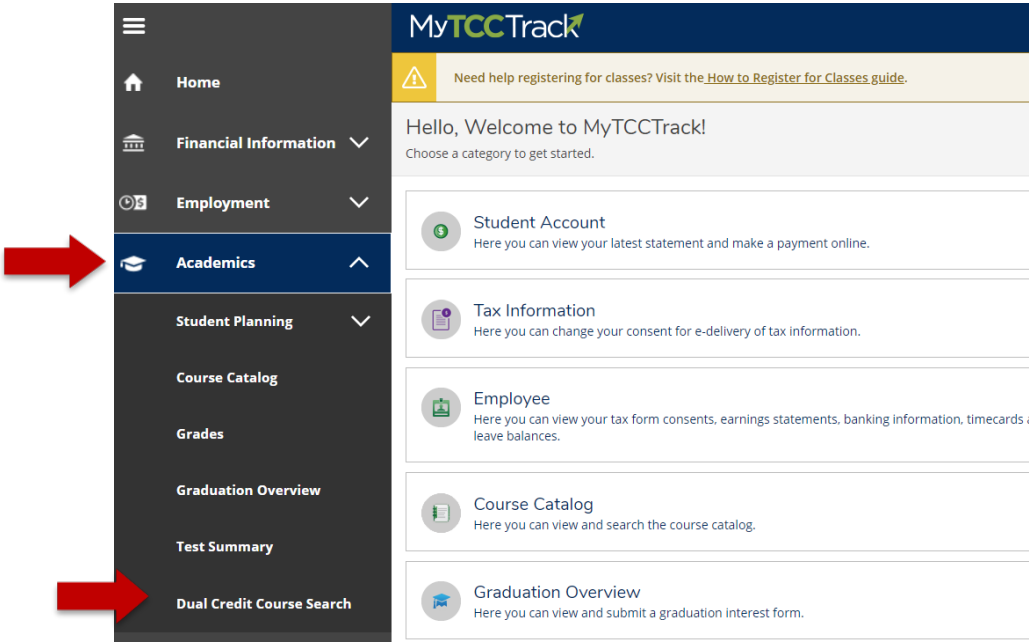
5. Click on Students.
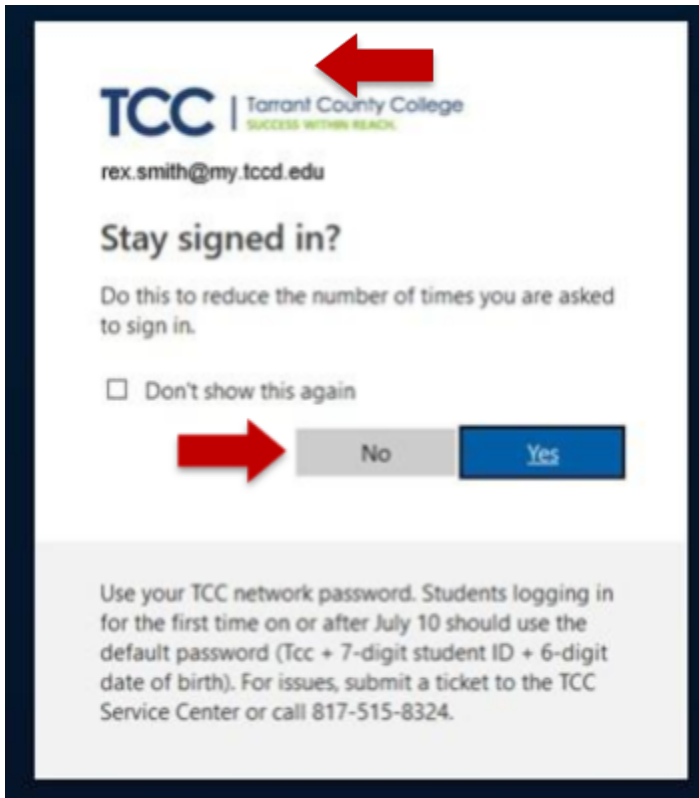
6. Locate the blue button at the top that says "**MyTCCTrack / Registration**," and click it.
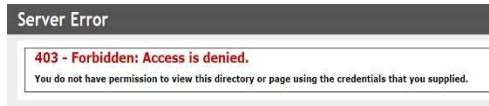
7. Click the Graduation Cap picture (**Academics**) on the left of the screen, and then choose **Dual Credit Course Search**.

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

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   No dual credit classes available at this time
Arlington Collegiate High   No dual credit classes available at this time
Arlington HS   No dual credit classes available at this time
Arlington Heights HS   No dual credit classes available at this time
Azle HS   No dual credit classes available at this time

B

Benbrook Middle HS   No dual credit classes available at this time
Birdville Adv Tech Center   No dual credit classes available at this time
Birdville HS   No dual credit classes available at this time
Birdville Collegiate Acad   No dual credit classes available at this time
Boswell HS   No dual credit classes available at this time
Brewer HS   No dual credit classes available at this time
Byron Nelson HS   No dual credit classes available at this time

C

Carroll HS   **10** sections found Click to Explore
Carter Riverside HS   No dual credit classes available at this time
Cassata High School   No dual credit classes available at this time
Castleberry HS   No dual credit classes available at this time
Central HS   No dual credit classes available at this time
Chisholm Trail HS   No dual credit classes available at this time
Cleburne HS   No dual credit classes available at this time
Colleyville/Heritage HS   **5** sections found Click to Explore
Crowley HS   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   ECON-2301 Principles of Macroeconomics (3 Credits)

☐ Open and Waitlisted Sections   (3-3-0) An analysis of the economy as a whole including measurement and determination of
☐ Open Sections Only   unemployment. Other topics include international trade, economic growth, business cycles, for business and economics majors.

Subjects   ⓘ This course was attempted or already completed.

☐ Economics (1)   **Requisites:**
☐ English (1)   None
☐ Government (1)   **Locations:**
☐ Mathematics (1)   South Campus, Northeast Campus, Northwest Campus, Southeast Campus, Trinity River Ca
☐ Speech (1)   School Campus

Locations   View Available Sections for ECON-2301

☐ Connect Campus (5)
☐ High School Campus (5)
☐ Northeast Campus (5)   ENGL-2322 British Literature I (3 Credits)
☐ Northwest Campus (5)
☐ Off Campus - In District (5)   (3-3-0) A survey of the development of British literature from the Anglo-Saxon period to the
☐ South Campus (5)   fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected fro
☐ Southeast Campus (5)   and ENGL-1302
☐ Trinity River Campus (5)
Show All Locations   **Requisites:**
                                         See course description for prerequisite/corequisite. - Must be completed prior to taking this
Terms   **Locations:**
                                         South Campus, Northeast Campus, Northwest Campus, Southeast Campus, Trinity River Ca
☐ Spring 2021 (5)   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"**

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.**

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: 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.
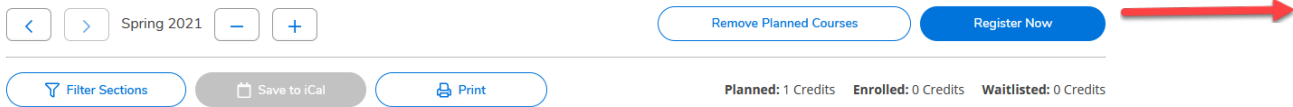

15. Review any registration error messages, in the top right corner of the screen. They will appear in red.

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.**
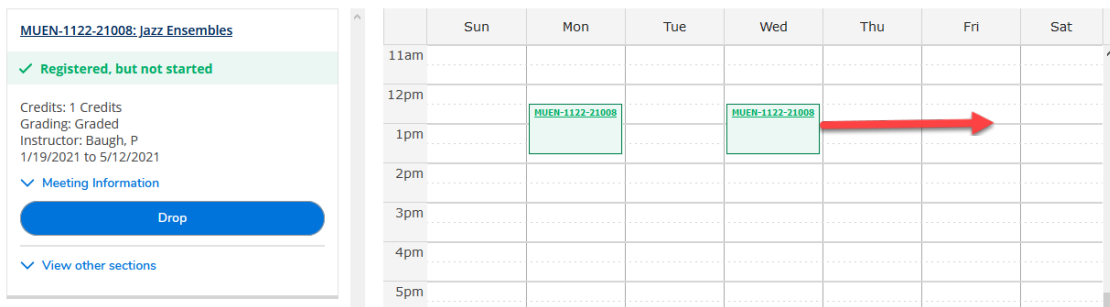
17. If you would like to print your class schedule, select **"Print".**
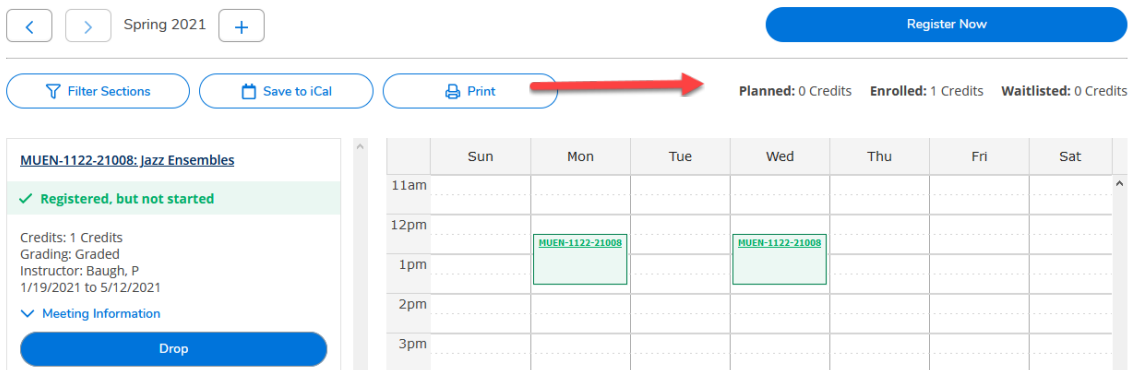
18. Once registration is complete, select **Sign out**, in the top right corner of the screen, to exit Student Planning.

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)