

## Four Ways to Register

### 1. Online through WebAdvisor

The College offers many services through its main website at [www.tccd.edu](http://www.tccd.edu) and click on the My TCC tab. Scroll down and click on the WebAdvisor logo. All registration should be conducted using WebAdvisor. Internet access is provided through on-campus computer stations located in Learning Resource Centers and other campus locations.

WebAdvisor uses email to communicate many important messages about student services and deadlines. Student communications will be through the student's assigned CampusCruiser email address.

#### Use of Student Number

A student number is required to identify students' permanent records. The automated student information system assigns to every student a random number called the **Colleague ID**. **The Colleague ID is used for all internal printed materials and provides additional protection of students' privacy. Students are urged to become familiar with their Colleague ID and to use it when communicating with College offices.** Students are requested to provide their Social Security Number to the College for maintenance of their student records. This allows the College to meet federal and state reporting requirements, enables communication with financial aid providers and service agencies, and substantially eases transfer of information between TCC and other colleges and universities. Students who have not provided their Social Security Number risk loss of services and benefits, and may encounter delays when transferring from or to other institutions. **The College makes every effort to protect students' Social Security Numbers from disclosure.** Questions about College use of the Social Security Number should be directed to the Director of Admissions and Records. **Please note: Accessing records through unauthorized User name and Password can result in disciplinary action.**

### How to Log In to WebAdvisor

1. Find User Name and Password
  - Access TCC website at **www.tccd.edu**
  - Top right of the homepage, click on **"MYTCC"**
  - Click on **WebAdvisor**
  - Click on WebAdvisor **User Name/Password Help** located under Log In Links.
2. Locate Your User Name
  - Click on **What's my user name?**
  - Enter your Last Name and either the last six digits of your Social Security Number or Colleague ID.
  - Click Submit
3. Password
  - **First-time user** – the default password is the last six digits of your Social Security Number.
  - **Returning users** familiar with WebAdvisor – should use their current password.
  - **Returning users** who do not remember their password can use their password hint or reset their password (refer to Forgot Your Password below).
4. Click on the Log In tab located on the upper right-hand corner of the page.
  - Enter your User ID and password and click Submit.
5. Set Up Password Security Questions
  - If you have not set up your password security questions, you will be prompted to do so here.
6. Create Your New Password
  - After successfully setting up your password security questions, you will need to change your password and set a password hint.

### Forgot Your Password?

1. Repeat the steps under **"Find User Name and Password"** from above.
2. Click on **What's my Password Hint?**
3. Enter your User Name, click Submit.
4. If your password hint does not help, proceed to Password Menu located in the upper right-hand corner of the screen.
5. Click on **Change Password (I do NOT know my password).**
6. Re-enter your User Name, click Submit.
7. If you have set up your password security questions, you can proceed to answer the questions and set up a new password and password hint.
8. If you have not set up your password security questions or cannot remember the answers to your security questions, you must call 817-515-TCCD (8223) to request a password reset.

## Selecting Courses

### Selecting and Registering for Courses

1. Log into WebAdvisor
2. Click on **Students**
3. At the bottom of the first column on the Student Main Menu page, under the **Registration** heading, click on **Find Sections**.
4. Choose a Term by clicking the appropriate Continuing Education Term. (Example: CE Qtr 1 2011 Sept - Nov)
5. Choose the Subject of the course that you wish to take by selecting it from the drop-down menu (Example: *BMGT – Business Adm & Mngt*). You can narrow down your search by selecting the campus you want to attend.
6. Select the course from the list that you wish to take by clicking the course title. (Example: Introduction to Management)
7. Choose the specific section for that course by selecting the checkbox before the synonym number. NOTE that the Campus, Open Seats, Instructor (if assigned), Days, Times, and Start & End dates are listed next to each class. You can narrow down your search by selecting the campus and times you want to attend from the drop-down list boxes.
8. Click **Submit** located on the bottom of the list. Next, you will see a screen that states that this class has been added to your **Preferred Section List**. If you have other classes to add, then click on **Continue Searching for Sections** and repeat steps 5-8. If you are finished adding sections then click on **Proceed to Registration**.
9. On the next screen you will see the **Register and Drop Sections page**. You will need to select an action for the sections listed. You can either select an **Action** for all preferred sections or select an Action for each individual class. **Choose one of the options, not both**. Once you have done this, click on the **Submit** button on the bottom of the page. On the bottom of the page, you will also see **If one of my choices is not available** with a drop-down menu. Select either **Allow me to adjust all**, which gives you the option to correct any course that has an error, or **Complete only available**, which only processes the courses that have no problems.
10. Next, click on the **Submit** button located on the bottom of the page.
11. Once the request has been submitted, you will see the **Registration Results** page. This page shows you if you were successfully enrolled in your classes. If you have any messages in Red on top, you have an error message and you will need to contact the appropriate number to resolve the problem. You may also want to print this page for your records. Once you have viewed everything, click the **OK** button on the bottom of the page.
12. After selecting the **OK** button, you will return to the main menu on WebAdvisor. To confirm your schedule of classes, select **Students** and select **My Class Schedule** under the **Academic Links** heading.
13. If you have a current email address on file you will receive an email confirmation.

**You have now registered for classes and need to make payment or payment arrangements (if you are not receiving financial aid). Payment must be made before midnight on the day you register.**

### Payment Options

1. Click on the **Student Menu** tab
2. In the **Financial Information** section, click on **Schedule and Fee Payment**
3. Click on **Pay CE Tuition/Fees**
4. Enter amount due and credit card type
5. Click **Submit**
6. Enter credit card information
7. Click **Submit**

### Schedule and Receipt

1. Click on the **Student Menu** tab
2. In the **Financial Information** section, click on **Schedule and Fee Payment**
3. Select the appropriate CE term
4. Print your schedule and receipt

## Four Ways to Register *(continued)*

### 2. In Person

You may register in the Office of the Registrar on one of the campuses. Fee payment must be made when you register. We urge our students to register early to be sure of a place in the class of their choice. Early registration will often prevent the cancellation of a class with low enrollment. Many courses are closed when the maximum enrollment is reached.

1. Complete the registration form.
2. Make payment by credit card, check or money order payable to TCC.

### 3. By Mail

Registration form must be received no later than two weeks prior to start of class.

Mail to: Tarrant County College  
Registrar's Office  
Trinity River Campus  
ATTN: CE Registration  
300 Trinity Campus Circle  
Fort Worth, TX 76102

### 4. By Fax

Fax completed registration form to the Office of the Registrar with the credit card authorization signature.

Northeast Campus 817-515-6988  
Northwest Campus 817-515-7732  
South Campus 817-515-4110  
Southeast Campus 817-515-3182  
Trinity River Campus 817-515-0704

### Refund Policy

The information supplied in this schedule is based upon conditions at the time of printing, and all listed fees are subject to change without notice. Continuing Education reserves the right to cancel any course section in which there is an inadequate number of enrollees. Refunds are available to students who make their request in person at the Office of the Registrar.

**100 percent refund will be given if the student meets one of the following criteria:**

1. The course is canceled by the College.
2. The student drops on or before midnight of the first day of class.

**80 percent refund will be given if the student meets the following criterion:**

The student drops before midnight of the second business day following the first day of class.

**For one- or two-day classes, 100 percent refund will be given if the student meets one of the following criteria:**

1. The course is canceled by the College.
2. The student drops before the end of the class.

Refunds are automatically processed for classes canceled by the College. For all other classes refunds are made in compliance with the Refund Policy to students who officially withdraw in person at the Office of the Registrar.

**All refunds take approximately four to six weeks to be processed and mailed or credited to the appropriate credit card.**

## Registration form is on page 44 »

### Ready to change career paths in the computer and information systems industry?

This program at Northwest Campus offers a series of courses to prepare you to become a PC computer and general network technician. Courses include A+ and Network+ instruction preparing you for the Internet and Computing Core Certification (IC3) and A+ Certification exam. More information on the IC3 exam can be found at [info.certiport.com](http://info.certiport.com).

Tuition for the course includes textbooks, tools/supplies, test vouchers, testing preparation software and lab fees. See page 20 for class schedule.

Begin a new career today!

**Call Continuing Education Services  
on Northwest Campus at 817-515-7758.**

