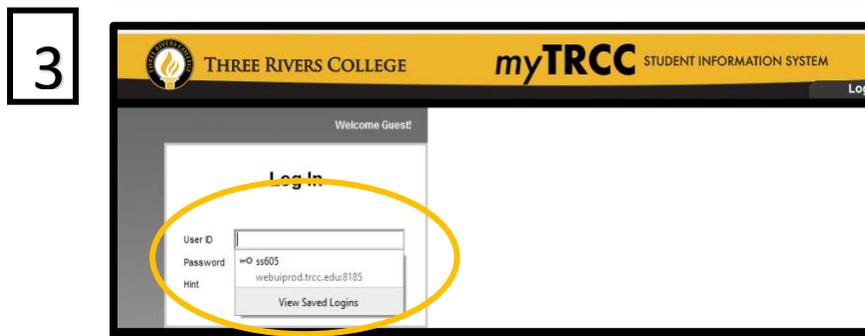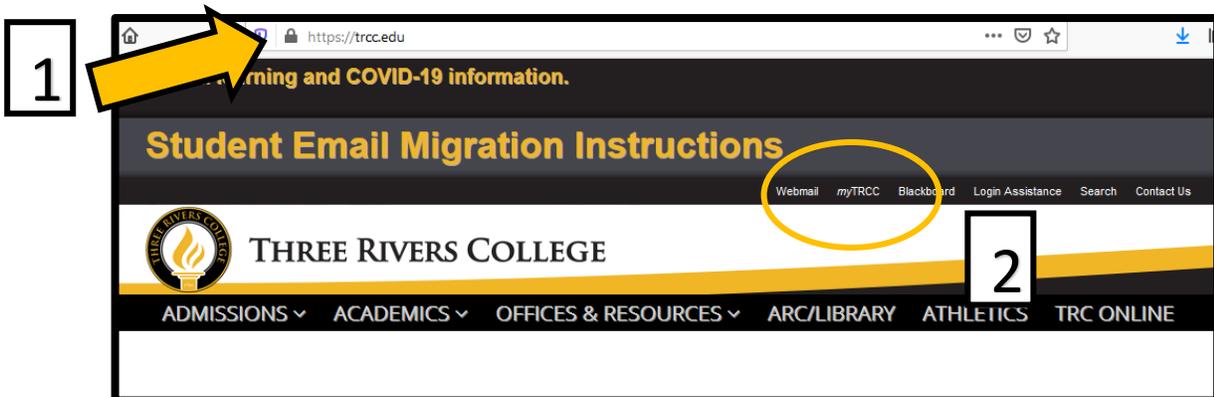# Dual Credit Students
Accessing Student Plan and Registering for Classes

Purpose: This document provides dual credit students with step-by-step instructions for accessing their Student Plan and registering for classes.

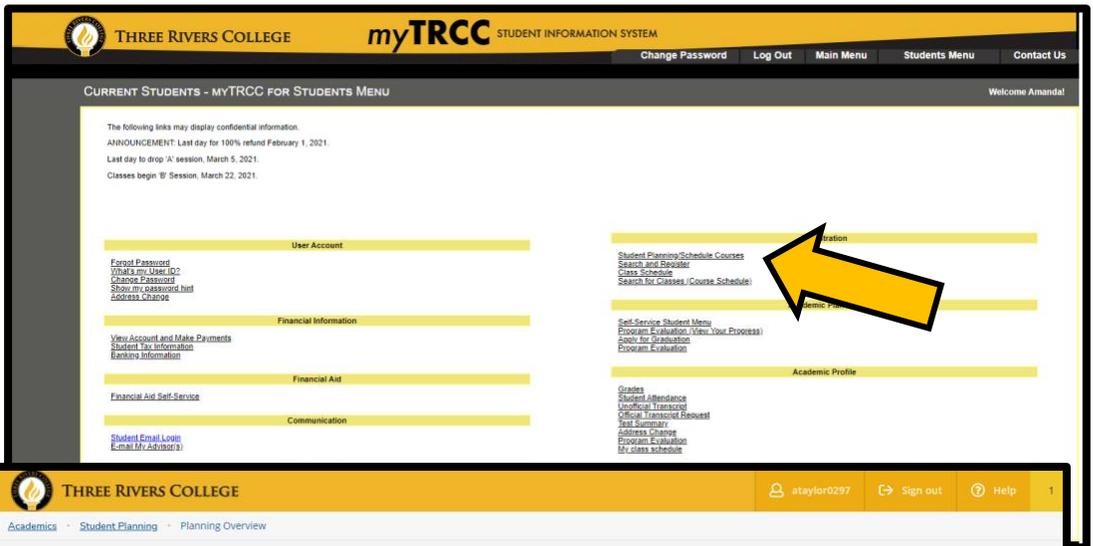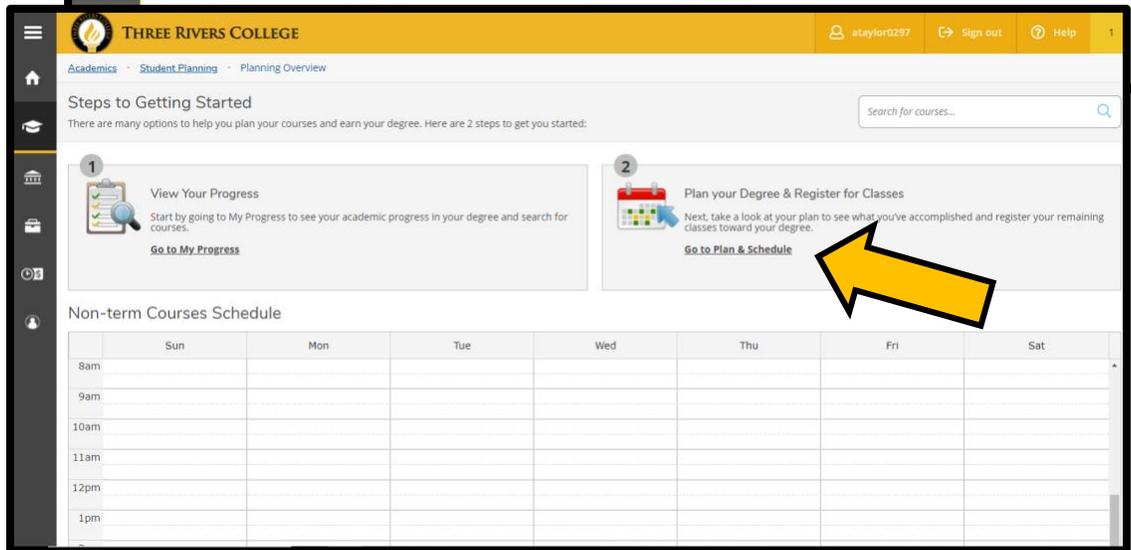| Step	Actions
1	Go to the Three Rivers College website: https://trcc.edu/.
2	Click on *my*TRCC link at the top of the page.
3	Log into *my*TRCC. **Username** Your username is the first initial of your first name and your entire last name, all lowercase, followed by the last 4 digits of your Three Rivers ID number. Example Student: Rocky Raider Example Student ID#: 0123456 Example Username: rraider3456 **Password** • Example Student: Rocky Raider, born on July 1, 1966 • Starts with dollar sign = $ • First initial of first name, capitalized = R • First initial of last name, not capitalized = r • Birthday in numerical format: Month (2 digits), Day (2 digits), Year (digits) = 07011966 • Ends in an exclamation point = ! • Based on these criteria, the initial password would be $Rr07011966!
4	Once logged in, on the left-hand side of the screen your name will appear. Now click on *my*TRCC for students.

4

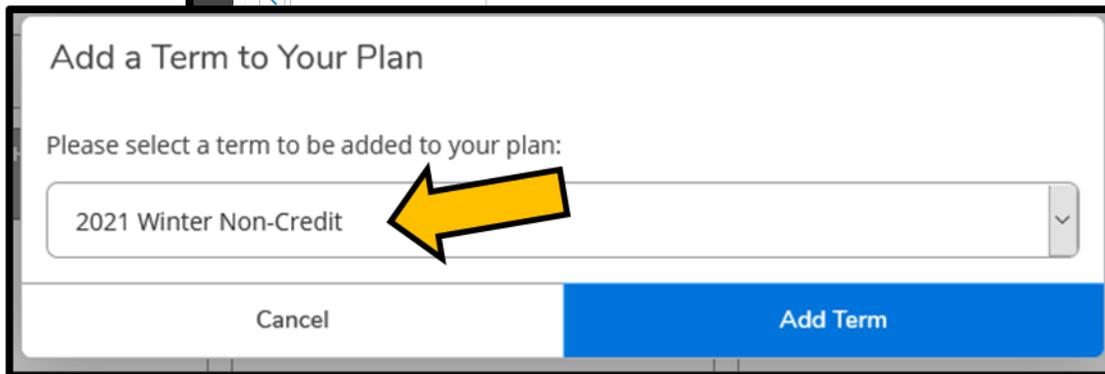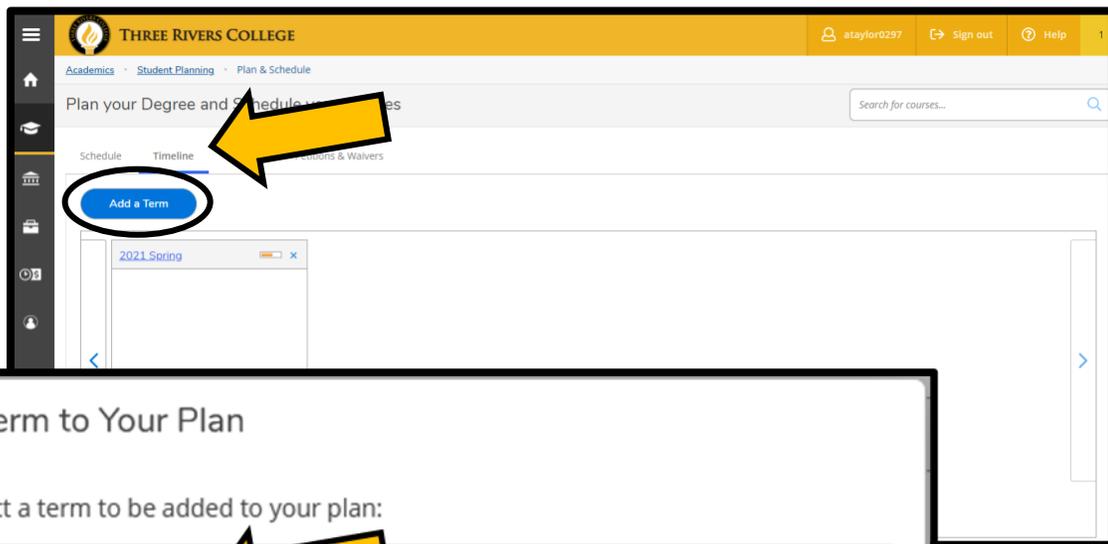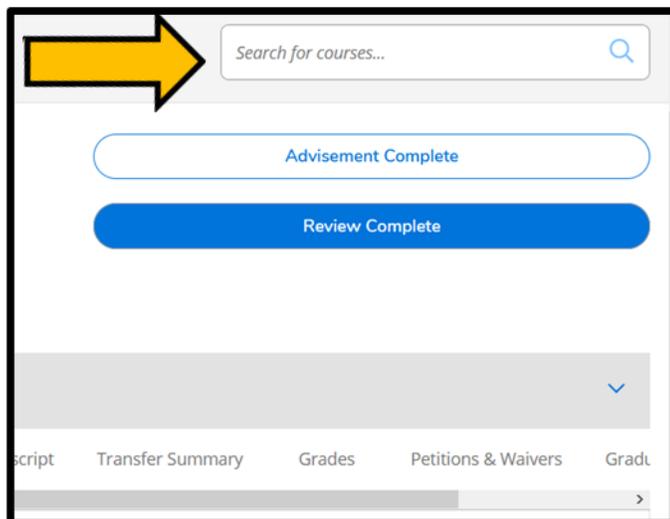| 5	Click to open Student Planning/Schedule Courses.
6	Click "Go To Plan and Schedule" to open plan.

5

6

| 7 | Once in your student plan, view the Timeline.

If the term you are searching for is not on the timeline, click on "Add a Term." A box will appear; select the term you want to add to the timeline. |
|---|---|
| 8 | To select your course, click in the Search for Courses box, type the department code of the course you want, e.g., HIST, ENGL, BIOL, and CHEM and then the course number.

If you are not sure of the department code or course number, refer to the dual credit course sheet on the dual credit webpage: https://trcc.edu/dualcredit/. |
| 9 | When the list of courses appears, look to the left; under "Filter Results" click the correct semester for the class. |

9

10	Once the list is in the correct semester, click on the class to find the available sections.
	Dual Credit students will enroll in classes coded DC, DV, or DW. For example, HIST 111 450 DC indicates that the course is taught face-to-face and HIST 111 450 DV is an ITV course at a specific high school. Hist 111 450 DW indicates the course is a dual credit course taught online that may have students from multiple high schools.
11	When the correct course is identified, click on "Add Section to Schedule" to plan the course.
12	Next, course details will appear. Review the details to ensure it is the proper course and section. If it is correct, click on "Add Section" at the bottom right of the course details box.
	When you click on the timeline you should see the course on the term that was searched for in the Course Catalog.

12

Section Details

HIST-111-002 American History to 1877
2021 Spring

Instructors	Bixby, D (dbixby@trcc.edu)
Meeting Information	T, Th 11:00 AM 12:15 PM 1/19/2021 - 5/20/2021 On Campus, Plaster Free Enterprise Ctr 110 (Lecture)
Dates	1/19/2021 - 5/20/2021
Seats Available	11 of 30 Total
Credits	3
Grading	Graded

Requisites

⚠ **Completion of ENGL-02 and READ-02 or Writing and Reading placement of ENGL-111. - Must be completed prior to taking this course.**

Course Description
A general survey of the history of the United States from discovery and exploration through the Civil War and Reconstruction, emphasizing political, economic, social, and cultural factors. Lecture 3 hours per week. CORE42-MOTRHIST101

Additional Course Fees
Fees listed here are in addition to general tuition and fees charged at registration.

Close	Add Section