

Online Registration Instructions for TVCC Dual-Credit Classes

1. After receiving your login & password by mail and completing testing (if needed), go to my.tvcc.cc and click the "Login" button in the upper right-hand corner.
If you have already set up your TVCC student login, then simply log in to your student account and skip to Step #4.



Need to login via a different method? [Login Here](#)

Home Admissions Help

You are here: [Home](#) > [MyTVCC](#) > [Home](#)

[MyTVCC](#)

COVID-19 (Coronavirus) Information

Treasure Valley Community College is actively monitoring developments regarding COVID-19. Please visit our campus information news page for details.

[Visit Campus News](#)

When does your class meet?

- **Live** classes are held at a scheduled time/days in classrooms on campus.
- **Virtual** classes are held at a scheduled time/days via Zoom.
- **Hybrid** classes are held at a scheduled time/days via Zoom and at some time during the quarter you will also have to attend in-person / on campus.
(you need to read the details for hybrid classes, when you sign-up as these have mixed instructional methods). Example of Hybrid. You have lecture class via Zoom (like virtual classes), but must attend "live" for labs
- **Online** - Lectures and assignments are online. You do not meet at a

We have **plans** for you!



2. You will then be taken to a Microsoft login and prompted to enter your TVCC student email address, which will be your username, followed by @students.tvcc.cc.
Example: smithjo@students.tvcc.cc.

Microsoft

Sign in

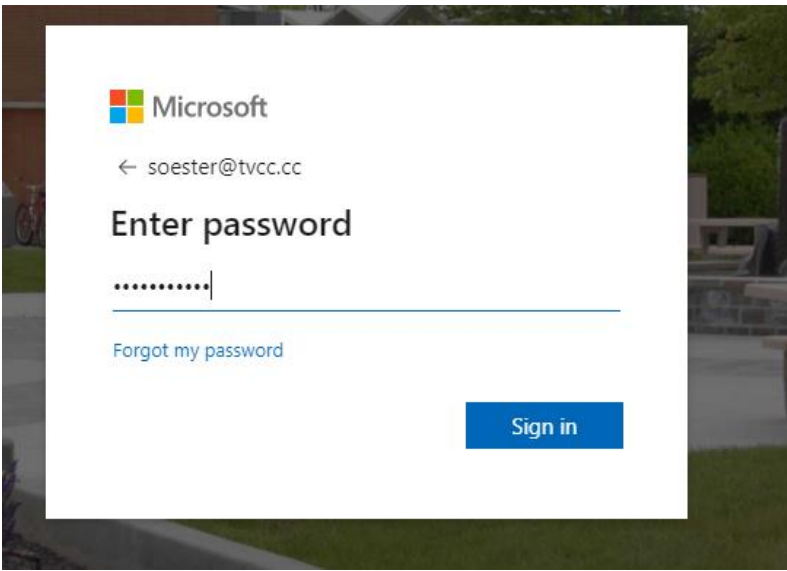
username@students.tvcc.cc

[Can't access your account?](#)

[Sign-in options](#)

Back Next

3. Next, enter the temporary password that was provided in your acceptance letter.



It will prompt you to change your password once you enter the temporary password. Make sure to follow the password guidelines provided at the top of the page.

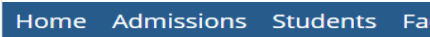
4. Now that you are logged in, click on the “Students” tab.



Welcome back Joe Obiwan Student ([Personal Info](#) | [Logout](#))



5. Click on “Online Registration” on the left-hand side of the page.



You are here: [Students](#) > [Home](#)



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6. Complete the “Update Personal Information” and “Registration Agreement” forms.

The screenshot shows the 'Add/Drop Courses' page. On the left, there is instructional text. On the right, the page layout includes a header 'Add/Drop Courses', a sub-header 'Add/Drop', and two sections: 'Personal Info Update' and 'Registration Agreement'. Each section has a grey box with a clock icon and the text 'Do this before you register'. Below these are links to 'Complete the Personal Info Update form' and 'Complete the Registration Agreement form'. A 'Go to Main screen' link is at the bottom. Yellow arrows point from the instructional text to the respective form links.

Online, the student is responsible for:

- Registering at least one quarter at TVCC within the past 12 months.
- Registering with an advisor to permit Web registration for the term. (i.e. Winter)
- Registering all holds on their account.
- Registering during open registration dates.
- Meeting all payment dates for tuition and fee charges.**

Students are strongly urged to consult with the instructor of the class and an academic advisor before dropping a class. Academic advisors are located in the Student Services Building and can be reached by calling (541) 881-3333. A complete list of the advisors can be found at vcc.cc/future/advisors.cfm

Drops, Additions, & Withdrawal: A student wishing to drop, or withdraw from a class, must do so according to the academic calendar published in the quarterly calendar. **Students are responsible for grades assigned by the instructor when a student ceases without completing an official drop or withdrawal.**

Fee Refunds: Students are responsible for non-refundable fees and refundable fees resulting from a class drop, or withdrawal.

Add/Drop Courses

Personal Info Update

Do this before you register

[Complete the Personal Info Update form](#)

Registration Agreement

Do this before you register

[Complete the Registration Agreement form](#)

[Go to Main screen](#)

7. Make sure the proper academic term is selected (i.e. Fall, Winter, or Spring) and click on “Register.”

The screenshot shows the 'Online Registration' page. The header is 'Online Registration'. Below it is a sub-header 'Registration'. The main content area is titled 'Add/Drop Courses'. It features a dropdown menu for the academic term, currently set to '2021-2022 - Fall'. Below the dropdown, it says 'Planning now open' and 'Registration now open and ends 10/22/2021 5:00 PM'. At the bottom, there are three buttons: 'Register', 'Course search', and 'Schedule Not Available'. The 'Register' button is highlighted with a yellow box and a yellow arrow points to it from the left.

Online Registration

Registration

Add/Drop Courses

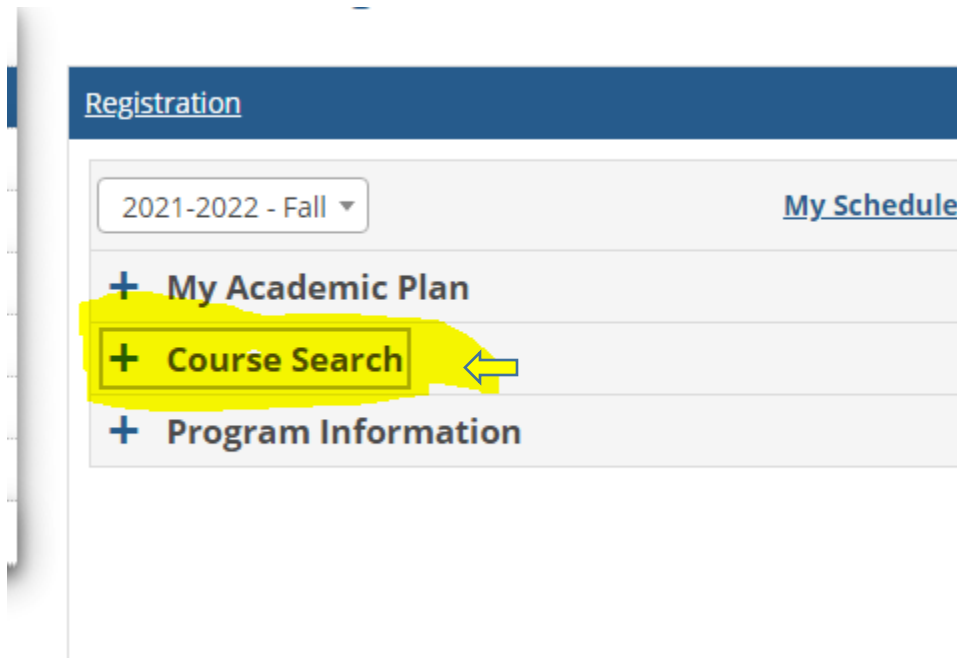
2021-2022 - Fall ▼

Planning now open

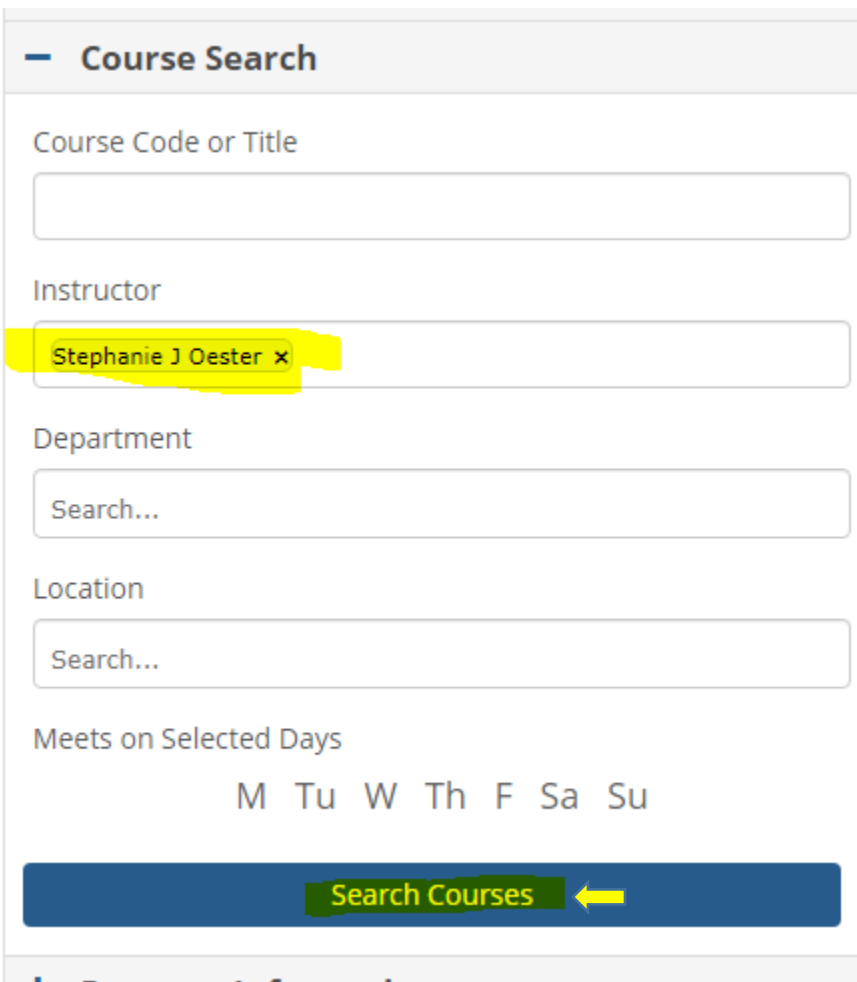
Registration now open and ends 10/22/2021 5:00 PM

[Register](#) [Course search](#) Schedule Not Available

8. Click on 'Course Search'



9. Begin typing your instructor's name in the "Instructor field." Once your instructor's name comes up below, select it, and click "Search Courses."



10. Select the appropriate class by clicking the ellipses on the right (the three little dots), and then select "Add to My Calendar."

HPE295-16
No schedule available
29 seats remaining
Tom DeLong

HPE295-CA
Mon, Wed 12:30-1:50 PM
1 seats remaining
Textbook
Tanya E Crawford

HPE295-OA
Mon, Wed 12:30-1:50 PM
1 seats remaining
Textbook
Tanya E Crawford

1pm
2pm
3pm
4pm
5pm
6pm

11. The selected class will appear on the calendar to the right. However, you are not yet registered!

Registration checkout

Mon Tue Wed Thu Fri Sat Sun

9am
10am
11am
12pm
1pm HDEV112-OD 8 seats HDEV112-OD 8 seats
2pm
3pm

12. Click on green Registration Checkout in the upper right corner.

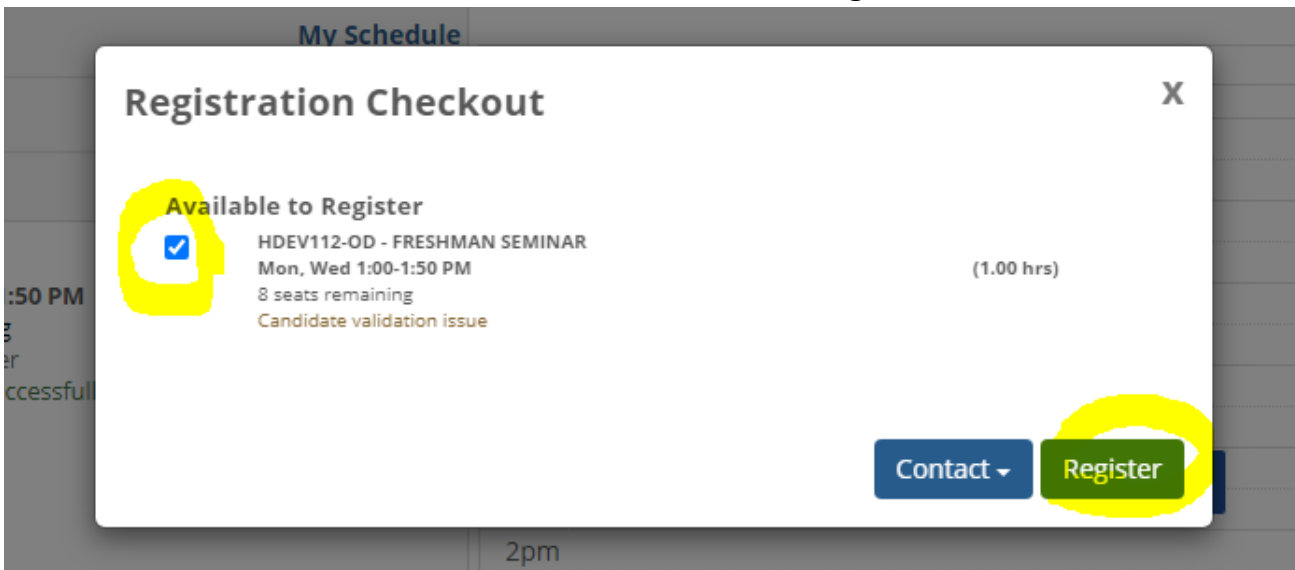
Registration checkout

Mon Tue Wed Thu Fri Sat Sun

1pm
2pm
3pm
4pm
5pm
6pm

HDEV112-OD 8 seats HDEV112-OD 8 seats

13. Check the box for the desired class, and click "Register."



14. The class should turn green and give a successfully registered note. Congrats, you are now registered for your dual-credit class!

