

TVCC Online Registration Instructions

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](#)

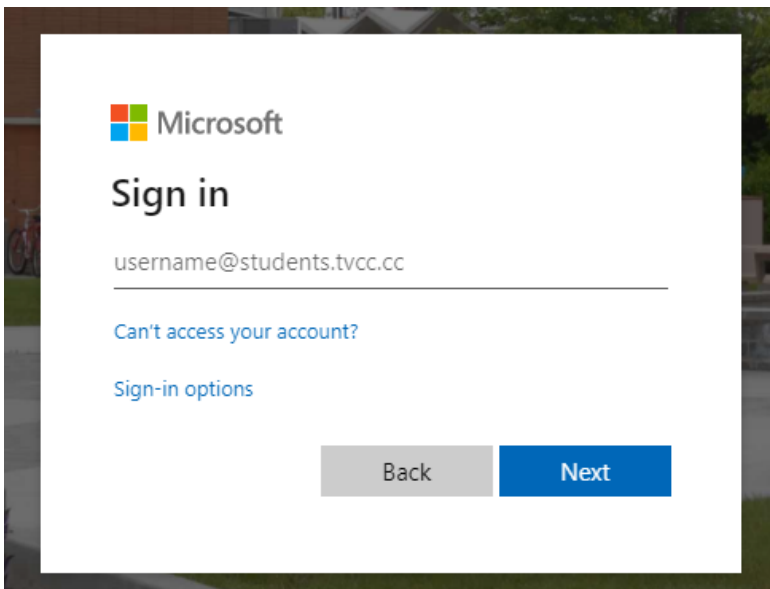
When does your class meet?

- **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

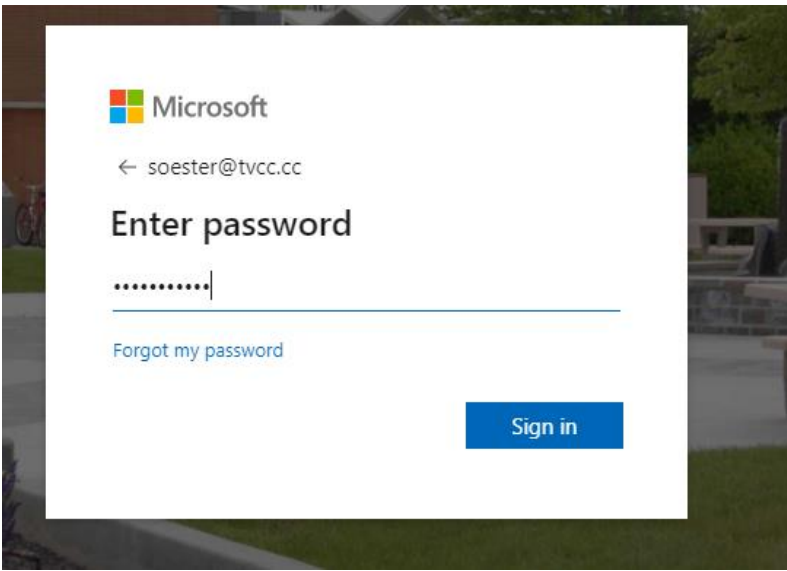
We have **plans** for you!



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.



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.



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



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

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 their 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 eligible for a refund of tuition charges and refundable fees resulting from a class drop, withdrawal, or add/drop.

Add/Drop Courses

Add/Drop

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, Spring, Summer) and click on “Register.”

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. You can then search for and add your classes using several different methods:
- If you have already set up your **Academic Plan**, then the courses you've preselected for the upcoming term will show up if they are indeed available for that term.

2021-2022 - Winter [My Schedule](#)

My Academic Plan

i You may register for courses on or off your plan.

- College Level Math Requirement** 4.00 hrs [Find a course](#)
- College Orientation Option** 1.00 hrs [Find a course](#)
- Elective** 3.00 hrs [Find a course](#)
- MATH 103** 1.00 hrs

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

- You can also search for classes using the **Course Search** function by clicking on "Course Search."

Registration

2021-2022 - Fall [My Schedule](#)

- + My Academic Plan
- + Course Search**
- + Program Information

- i. To search by department, type in the name of the department you're searching for in the box titled "Department." Once the department name pops up below, select it, and click "Search Courses."

2021-2022 - Spring My Schedule

+ My Academic Plan

- Course Search

Course Code or Title

Instructor

Department

Ethnic Studies ←

Location

Meets on Selected Days
 M Tu W Th F Sa Su

Search Courses ←

	Mon	Tue
8am		
9am		
10am		
11am		
12pm		
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		

- ii. You can use essentially the same search method in the Course Search function by using the filters for "Instructor," and "Location."

9. 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 10:00-11:00 AM
 16 seats remaining
 Textbook
 Tameka E Crawford

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

Add to my calendar

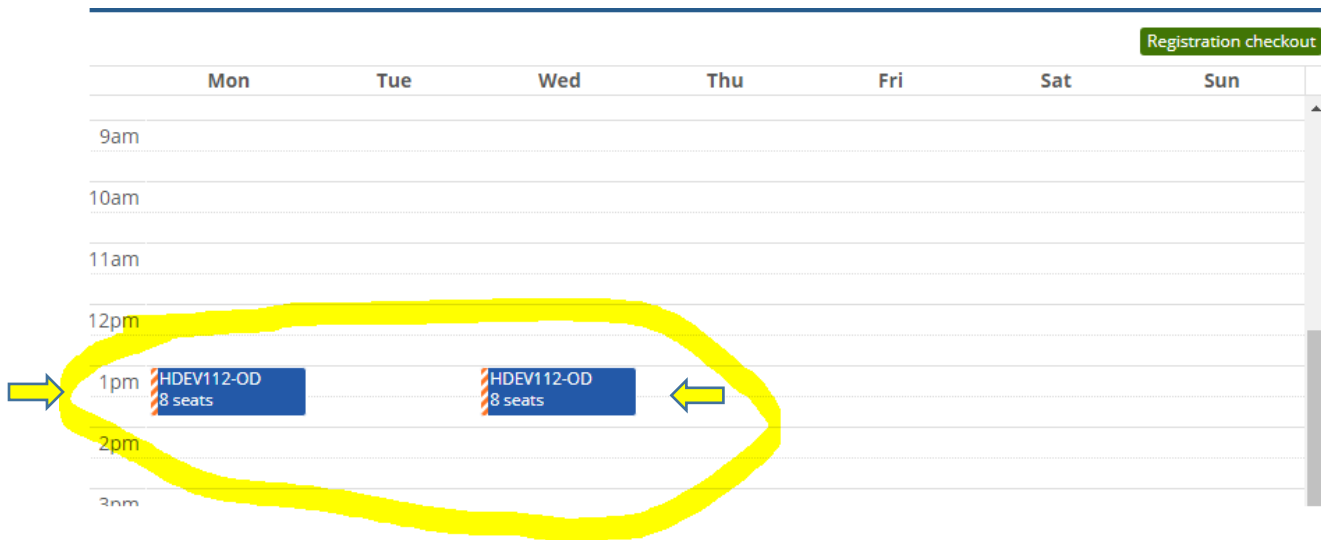
Contact instructor

View details

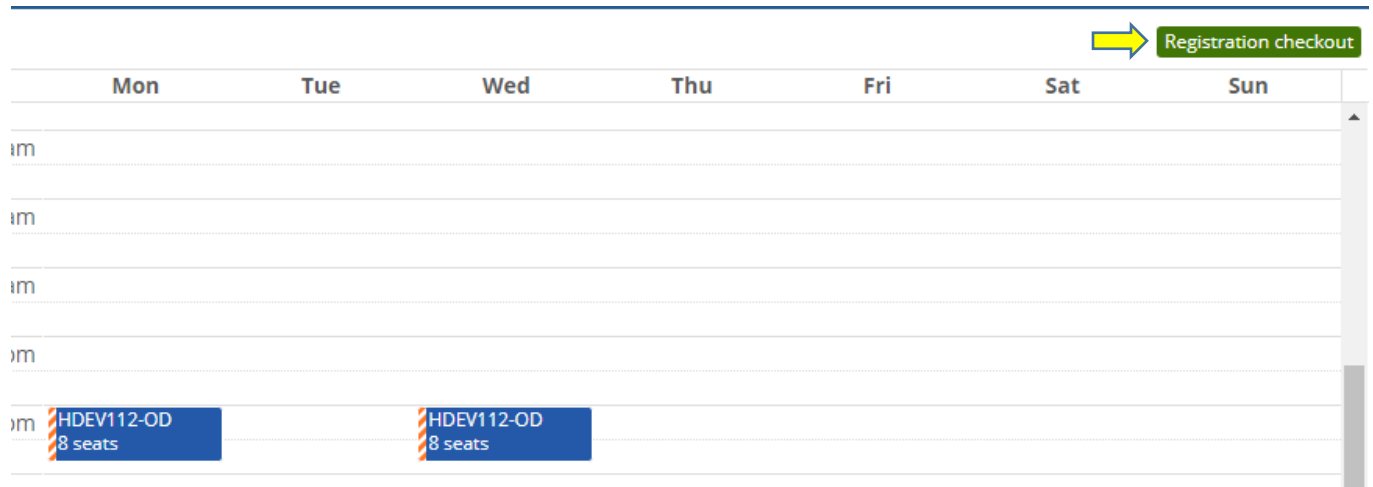
	Mon	Tue
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		

- a. At this point, you may receive a message noting that you need to add a corequisite class in order to be able to register for one of the classes you've just added. If you receive this message, the system should then prompt you to add the corequisite class in question by giving you a list of sections available for that corequisite.
 - i. You will primarily see this for any class that requires a lab, in which case the lab will be the corequisite that you'll need to add.
 - ii. You will also see this if adding any in-person writing course, such as WR 95 or WR 121. In that case, you will be prompted to add access to the Writing Lab (ENG 050). doing this does not obligate you to ever use the Writing Lab; it is simply making the Writing Lab available to you should you need to use it.

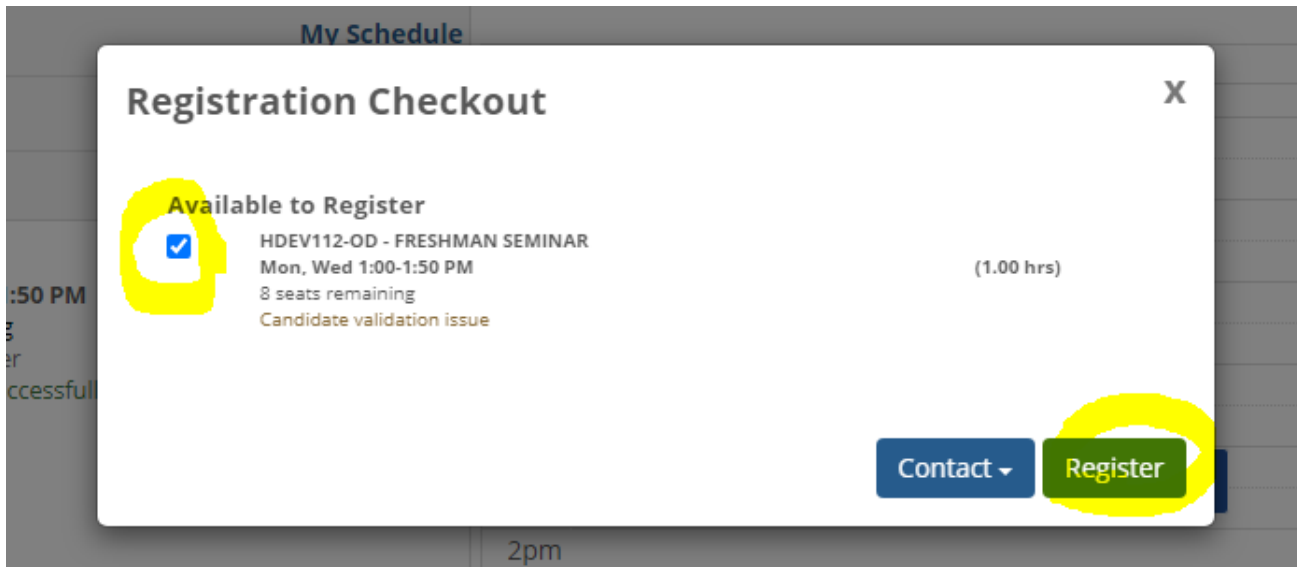
10. The selected class will appear on the calendar to the right. However, you are not yet registered!



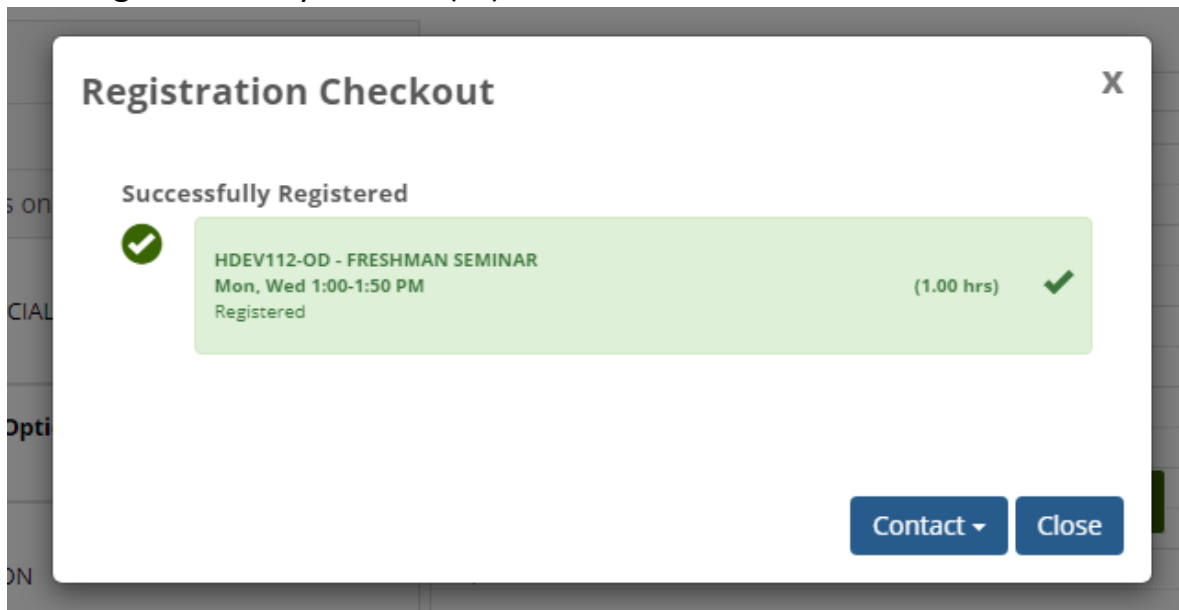
11. Click on green Registration Checkout in the upper right corner.



12. Check the box for the desired class, and click “Register.”



13. The class should turn green and give a successfully registered note. Congrats, you are now registered for your class(es)!



For further assistance with registration, please contact a TVCC Academic Advisor at:

(541) 881-5815

studentservices@tvcc.cc