



STUDENT GUIDE:
VIEW AND UNDERSTAND
YOUR ADVISING
WORKSHEET

Step 1: Login to MyRCC using the following instructions:

User ID Format

The user ID format will be your first initial, followed by your middle initial (if applicable), followed by your last name. Your user ID will be used to log in to MyRCC, Pharos, email, and Moodle.

Example: John J. Smith = jjsmith (all lower case and no spaces)

Example: Jane J. Smith = jjsmith1 (in case of duplicate, a number will be added incrementally)

Example: Jane Smith = jsmith (if no middle initial is provided)

Default PIN Format

There is a default pin to be used the first time you log in to your MyRCC account. The default pin is:

The first 4 digits of your student number

The last 2 digits of your birth year

The first initial of your first name (upper case)

The first initial of your last name (lower case)

Example: John J. Smith
 Student ID #: 118123
 Birth year: 1987
 Password = 118187Js

Step 2: Open a web browser to <http://myrcc.rcc.mass.edu/>

Step 3: Enter your User ID and PIN. Click "Login" (see Screenshot A).

SCREENSHOT A

Roxbury Community College
Gateway to the Dream

MyRCC

User ID: PIN: Login Search...

Home Admissions Registration Campus Life

You are here: Home

Roxbury Community College

Home

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- [Student E-mail](#)
- [RLTAC](#)

About MyRCC

Welcome to Roxbury Community College Online - MyRCC

MyRCC will serve as a one-stop solution for all of your needs as an admissions applicant, student, faculty, or staff member. After logging into MyRCC, you will have access to a number of customized resources tailored for your specific needs. In addition, each of you will have access to My Pages where you can add your own bookmarks, calendar events, and webpage content.

Campus Resources

Student Activities

[Mentoring for Success](#)

Mentoring for Success is a great way to make a connection on campus, gain personalized support to clarify and work towards Your goals, meet new people, and gain additional resources and information to help you work towards your success - Apply NOW to be a Mentee or Peer-Mentor for this program year! For more information and/or to [apply click here.](#)

[Voice your campus concerns](#)

Have a campus concern or issue that's meaningful to you? Let the Student Government Association (SGA) know. They can respond to your issues and

New Login Information

NOTE TO ALL STUDENTS

NEW LOGIN PROCEDURE CURRENTLY IN AFFECT FOR myRCC ONLY

Students will have only one username and password for use with MyRCC / E-Learning and Pharos. Email and Moodle will have the same username but the password will be different. We are working toward only one username and password for everything.

Student Username Format

Student username will be first initial, middle initial (if applicable), last name. Your username will be used to log in to MyRCC, Pharos, email, and Moodle

Student Username are made up of the first initial followed by middle initial (if provided) and then last name

example: John J. Smith = jjsmith (all lower case and nospaces)
example: Jane J. Smith = jjsmith1 (in case of duplicate, a number will be added incrementally)
example: Jane Smith = jsmith (if no middle initial provided)

Student Password Format

There is a default password to be used the first time you log in to your MyRCC account. The default password is:

The first 4 digits of your student number

The last 2 digits of your birth year

The first initial of your first name (upper case)

The first initial of your last name (lower case)

example: John J. Smith

Step 4: After logging in, your name will appear at the top of the screen. Click on the “Students” tab (Screenshot B).

SCREENSHOT B

Welcome back [] [Personal Info](#) | [Logout](#) Search...

Home LMS My Grades **Students** Account and Payment Registration Campus Life Financial Aid My Pages

You are here: Home

Roxbury Community College

Home

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Quick Links


My Pages

- [Microsoft Office Download](#)
- [RCC Library](#)
- [RCC MyID](#)
- [Student Handbook](#)
- [Bookstore](#)
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Roxbury Community College

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The last 2 digits of your birth year

The first initial of your first name (upper case)

The first initial of your last name (lower case)

Step 5: In the Students Tab, see the Academic Information. Verify that you have the correct Major (Screenshot D). If your Major requires updating, you will need to complete a Change of Major Form with an Academic Advisor and submit the form to the Registrar’s Office. Please note that MyRCC will not display the updated Major until the Registrar’s Office processes the change.

Step 6: Proceed by viewing your placement test results. Select “Course History” under the “Course Information” section on the left-hand side of the screen (Screenshot C).

Please note that new Roxbury Community College students are required to take an Assessment/Placement Test to determine the appropriate course level at which to begin their studies. The Placement Test is used to evaluate students' skill levels in English, Math, Science, and Language, and identify academic strengths and needs. Students do not receive a "passing" or "failing" grade for these tests. If you need to complete a placement test, please contact the Testing Department at testing@rcc.mass.edu or 617-708-3628.

The “Placement” section of the “Course History” page will display your placement test results. The courses listed are the courses into which you have placed.

Depending on your placement test results, you may need to complete one or more developmental level classes before proceeding to your program requirements.

SCREENSHOT C

The screenshot shows the MyRCC interface. At the top, there is a navigation bar with tabs: Home, LMS, My Grades, Students, Account and Payment, Registration, Campus Life, Financial Aid, and My Pages. Below this is a breadcrumb trail: "You are here: Students > Course Information". On the left side, there is a sidebar menu with "Students" selected, containing links for Main Page, Course Information, Course Search, Course History, Unofficial Transcript, Course Needs, Major Exploration and What If Scenarios, GPA Projection, and Student Forms. The main content area is titled "Course Information" and contains a "Course History" section. Below this is a search box labeled "Course History for". The "Placement" section displays a table with the following data:

Course	Title	Division	Credits	Grade Type	Grade	Requirement
ENG 101 PL	PI:ENG101 7/16	Assessment-Placement	0.00	Placement		ENG101PL
MAT 103 PL	PI:MAT103 7/16	Assessment-Placement	0.00	Placement		MAT103PL
SCI 099 PL	PI:SCI099 7/16	Assessment-Placement	0.00	Placement		SCI099PL

Step 7: Proceed by selecting "Course Needs" under the "Main Page" menu on the left-hand side of the screen (Screenshot D).

SCREENSHOT D

Roxbury Community College MyRCC
Gateway to the Dream

Welcome back [Name] [Personal Info](#) | [Logout](#)

[Home](#) | [LMS](#) | [My Grades](#) | [Students](#) | [Account and Payment](#) | [Registration](#) | [Campus Life](#) | [Financial Aid](#) | [My Pages](#)

You are here: [Students](#) > [Main Page](#)

Students Printer Friendly

Students Main Page

- Course Needs** (circled)
- Academic Progress Appeal Form
- Student Schedule
- Academic Information
- Advisor Contact Info
- Academic Standing Policy
- Degree Audit

Course Information

Financial Aid

Student Accounts and Payment

Quick Links

- My Pages
- Microsoft Office Download
- RCC Library
- Spring 2016 Course, Book, and ISBN information
- Start Here
- Student Handbook
- Textbook & Course Materials
- RCC Main Site
- Career Development
- Online Courses (Moodle)
- Student E-mail
- RLTAC

Students Academic Information

UNDERGRADUATE

Faculty Advisors: Adv Ctr Staff-Inactive
Intended Majors: Business Administration

Academic Standing Policy

Ungrouped

Academic and Financial Aid Joint Policy (.docx, 125K)
Academic Policy 2014-2015 (.pdf, 225K)

[Go to Main Screen](#)

Degree Audit

Requirements Summary

Name	Status
Non-Required Courses	Not Met
Developmental Courses	Not Met
Total Credits / Hours 65	Not Met
Bus Administration A.A.	Not Met

[View All Details](#)

Course Needs

Requirements Summary

Name	Status
Non-Required Courses	Not Met
Developmental Courses	Not Met
Total Credits / Hours 65	Not Met
Bus Administration A.A.	Not Met

[Click here](#) to view the course needs for [Name]

Academic Progress Appeal Form

Ungrouped

Academic Process Appeal Form (.pdf, 33K)

[Go to Main Screen](#)

Advisor Contact Info

Advisor Contact Info 2014-2015

Advisor Contact (.pdf, 32K)

Change of Major Form

Change of Major Form (.pdf, 80K)

[Go to Main Screen](#)

Student Schedule

Course Schedule for Christopher Isiah Lewis

[View Details](#)

2016 Summer Semester - All Divisions

Course	Title	Meets
No Courses to display.		

Step 8: Continue by selecting "Click here" (Screenshot E).

SCREENSHOT E

The screenshot shows the MyRCC student portal. At the top, there is a banner with the Roxbury Community College logo and the slogan "Gateway to the Dream". Below the banner is a navigation bar with tabs for Home, LMS, My Grades, Students, Account and Payment, Registration, Campus Life, Financial Aid, and My Pages. The "Students" tab is selected. Below the navigation bar, there is a breadcrumb trail: "You are here: Students > Main Page". On the left side, there is a sidebar menu with sections: "Students Main Page" (containing links for Course Needs, Academic Progress Appeal Form, Student Schedule, Academic Information, Advisor Contact Info, Academic Standing Policy, and Degree Audit), "Course Information", "Financial Aid", "Student Accounts and Payment", and "Quick Links" (containing links for My Pages, Microsoft Office Download, RCC Library, Spring 2016 Course, Book, and ISBN information, Start Here, Student Handbook, Textbook & Course Materials, RCC Main Site, Career Development, Online Courses (Moodle), Student E-mail, and RLTA). The main content area is titled "Students" and contains a "Course Needs" section with a search box. Below this is a "Requirements Summary" table with columns "Name" and "Status". The table lists: Non-Required Courses (Not Met), Developmental Courses (Not Met), Total Credits / Hours 64 (Not Met), and Health Careers (Not Met). At the bottom of the requirements section, there is a link "Click here to view the course needs for" followed by a search box. The link is circled in red.

Course Needs >

Name	Status
Non-Required Courses	Not Met
Developmental Courses	Not Met
Total Credits / Hours 64	Not Met
Health Careers	Not Met

[Click here](#) to view the course needs for

Step 9: Click the **Recalculate Student Progress** button (Screenshot F).

SCREENSHOT F

The screenshot shows the MyRCC website interface. At the top, there is a header with the Roxbury Community College logo and the slogan "Gateway to the Dream". Below the header is a navigation bar with links for Home, LMS, My Grades, Students, Account and Payment, Registration, Campus Life, Financial Aid, and My Pages. The "Students" link is highlighted. Below the navigation bar, there is a sidebar with "Students" and "Main Page" sections. The "Students" section includes links for Course Needs, Academic Progress Appeal Form, Student Schedule, Academic Information, Advisor Contact Info, Academic Standing Policy, and Degree Audit. The "Main Page" section includes Course Information, Financial Aid, Student Accounts and Payment, and Quick Links. The "Quick Links" section includes My Pages, Microsoft Office Download, RCC Library, Spring 2016 Course, Book, and ISBN information, Start Here, Student Handbook, Textbook & Course Materials, RCC Main Site, Career Development, Online Courses (Moodle), Student E-mail, and RLTAC. The main content area is titled "Students" and "Course Needs - Program Requirements". It features a search box for "Course Needs" and a table of requirements. The table has columns for Requirement, Description, Needed, and Earned. The requirements listed are: FREE (Non-Required Courses), DEVED (Developmental Courses), TOT64 (Total Credits / Hours 64, 64.00 Credit Hours; 2.0000 GPA), and ALAHC (Health Careers, 64.00 Credit Hours;). Below the table, there are two buttons circled in red: "Advising Worksheet" and "Recalculate Student Progress".

Welcome back: (Personal Info | Logout)

Home | LMS | My Grades | **Students** | Account and Payment | Registration | Campus Life | Financial Aid | My Pages

You are here: Students > Main Page

Students Printer Friendly

Course Needs - Program Requirements

Course Needs >

Listed below are the requirements which must be satisfied for successful completion of the HEALTH CAREERS program. To view the specific course needs for each program requirement, click on the requirement.

Requirement	Description	Needed	Earned
FREE	Non-Required Courses		
DEVED	Developmental Courses		
TOT64	Total Credits / Hours 64	64.00 Credit Hours; 2.0000 GPA	
ALAHC	Health Careers	64.00 Credit Hours;	

[Advising Worksheet](#)  [Recalculate Student Progress](#)

Step 10: After recalculation, click on the Advising Worksheet. The Advising Worksheet will show you the progress you have made towards degree or certificate completion, as well as the courses you still need to complete in order to fulfill your program requirements. Please note that the Advising Worksheet opens in a new tab. The following page provides an example of an Advising Worksheet.

Roxbury Community College Advising Worksheet

Personal Information (Legal, Home, or Permanent):

Name: _____ ID Number: _____
 Address: _____

Phone: _____
 Mobile: _____

Degree Information: (Catalog Year 2016)

Major 1: Social Science

Advisee Information:

Advisor #1: _____
 Career Hours Earned:
 Career GPA:
 Last Term Attended GPA:
 Classification:
 Academic Standing:
 Holds and Warnings:

X Developmental Courses (NOT MET)

Developmental Courses:.....0.00 Hours Earned

✓ Developmental Courses GR

✓ MAT.087 .E2 BASIC MATH WITH MYMATHLAB

X Elective Courses 6 Crs (NOT MET)

Elective Courses 6 Crs:.....0.00 Hours Earned

X General Electives

X _____
 X _____

X Primary AIM: Social Sciences (NOT MET)

Social Sciences:.....0.00 Hours Earned

X ENG101 English Comp. I

X ENG102 English Comp. II

X SSI101 World History I

X SSI102 World History II

✓ College Survival/Experienc

✓ ACS.102 .14 THE COLLEGE EXPERIENCE

X English Lit - See Hrs Req

X _____

X Hum Elec See Hrs/ Recomm

X _____
 X _____

The Advising Worksheet lists the courses that are required for your program of study.

A green check mark next to a course means that you have completed it successfully.

A red X mark next to a course means that you have not yet completed it, but that you must in order to fulfill your program requirements.

Your degree program may include Elective Requirements (such as Humanities Electives, as shown in this Advising Worksheet), which provide you with a choice of classes that you must complete in a particular content area.

Please note: MyRCC enables you to register for courses during the Registration period. For registration instructions, please visit the RCC Advising webpage.

Step 11: When you are finished using MyRCC, be certain to logout. Return to your MyRCC tab, and click “Logout” (Screenshot G).

SCREENSHOT G

The screenshot shows the MyRCC website interface. At the top, there is a header with the Roxbury Community College logo and the MyRCC logo. Below the header, a navigation bar contains several tabs: Home, LMS, My Grades, Students, Account and Payment, Registration, Campus Life, Financial Aid, and My Pages. The 'Logout' link in the 'My Pages' tab is circled in red. Below the navigation bar, there is a breadcrumb trail: 'You are here: Students > Main Page'. The main content area is titled 'Students' and includes a 'Printer Friendly' link. The 'Course Needs - Program Requirements' section contains a search box for 'Course Needs' and a text box stating: 'Listed below are the requirements which must be satisfied for successful completion of the HEALTH CAREERS program. To view the specific course needs for each program requirement, click on the requirement.' Below this text is a table with the following data:

Requirement	Description	Needed	Earned
FREE	Non-Required Courses		
DEVED	Developmental Courses		
TOT64	Total Credits / Hours 64	64.00 Credit Hours;2.0000 GPA	
ALAHC	Health Careers	64.00 Credit Hours;	

At the bottom of the page, there are links for 'Advising Worksheet' and a 'Recalculate Student Progress' button.