

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)

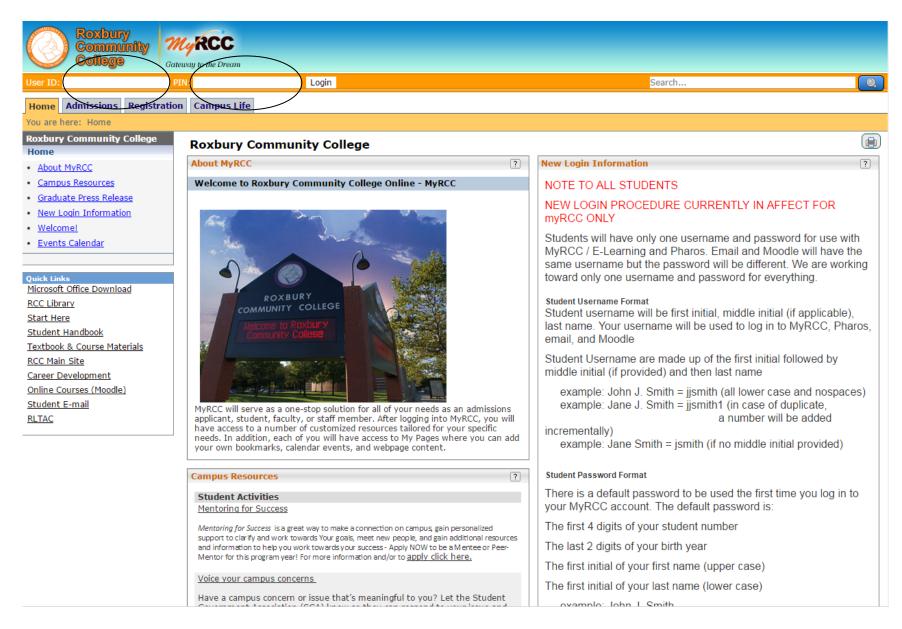
Example: John J. Smith

Student ID #: 118123 Birth year: 1987 Password = 118187Js

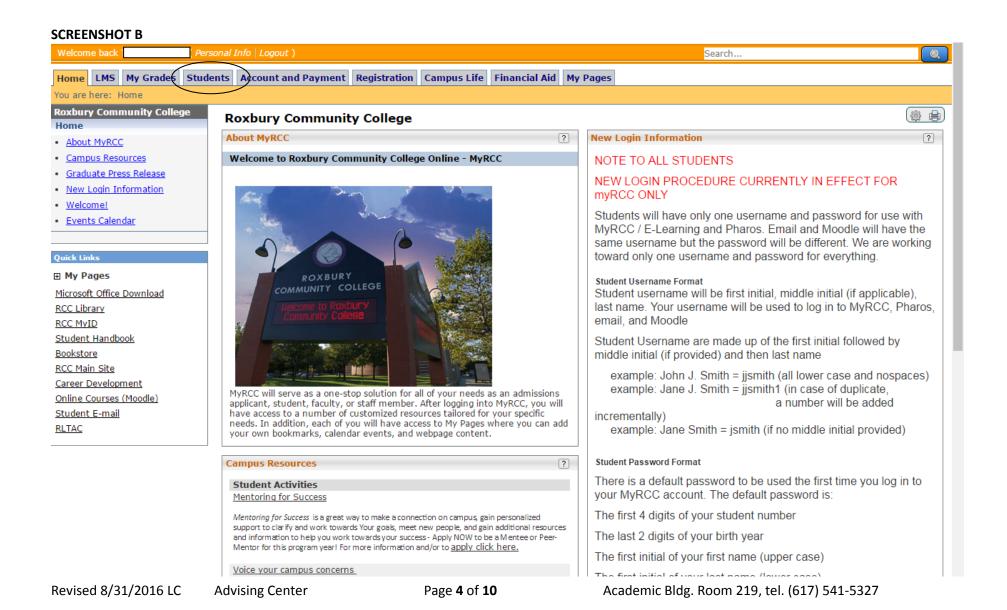
Step 2: Open a web browser to http://myrcc.rcc.mass.edu/

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

SCREENSHOT A



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



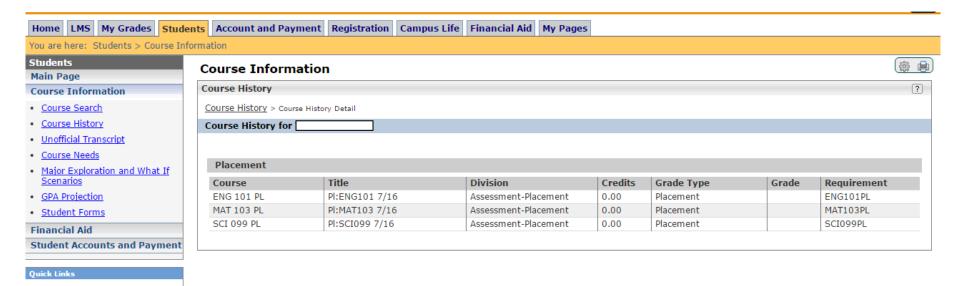
- Step 5: In the Students Tab, see the Academic Information. Verify that you have the correct Major (Screenshot D). If your Major requires updating, you will need to complete a Change of Major Form with an Academic Advisor and submit the form to the Registrar's Office. Please note that MyRCC will not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

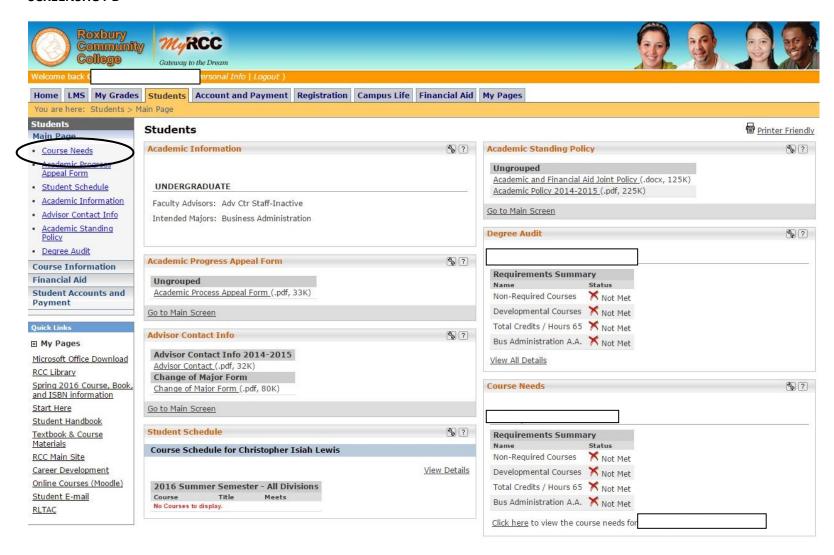
Depending on your placement test results, you may need to complete one or more developmental level classes before proceeding to your program requirements.

SCREENSHOT C



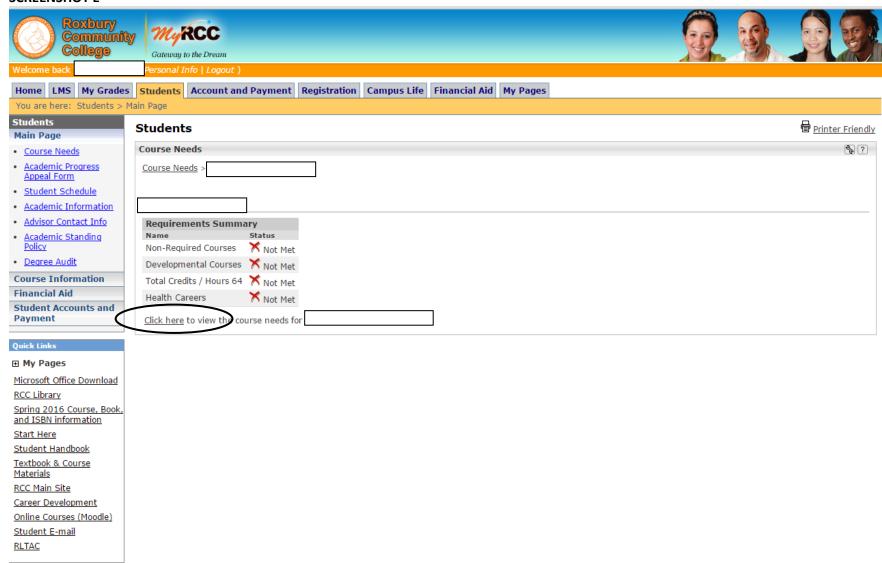
Step 7: Proceed by selecting "Course Needs" under the "Main Page" menu on the left-hand side of the screen (Screenshot D).

SCREENSHOT D

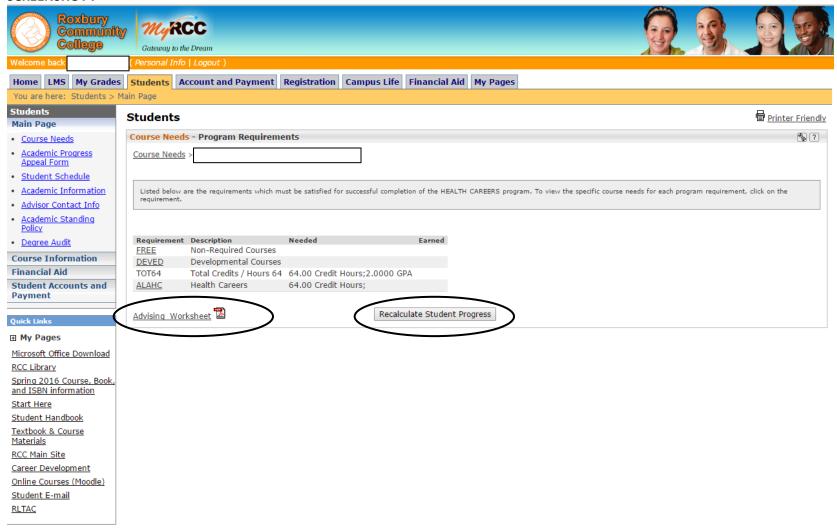


Step 8: Continue by selecting "Click here" (Screenshot E).

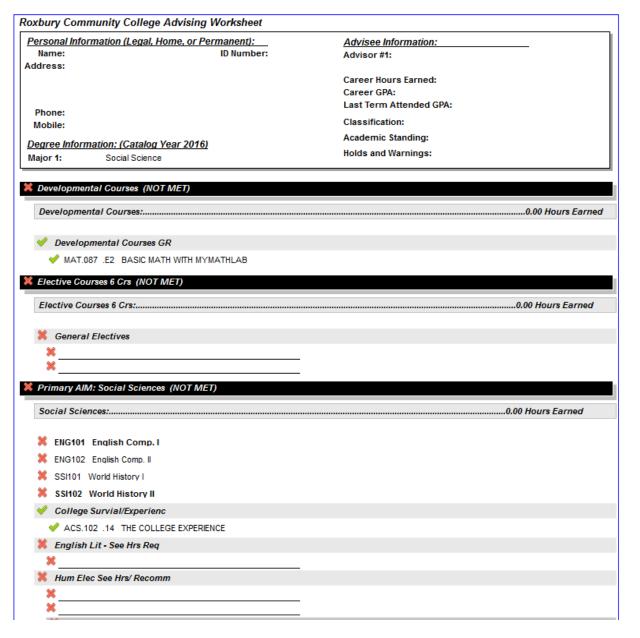
SCREENSHOT E



SCREENSHOT F



Step 10: After recalculation, click on the <u>Advising Worksheet</u>. 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.



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

