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

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 as they can respond to your issue 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

Sidebar

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- Graduate Press Release
- New Login Information
- Welcome!
- Events Calendar

Quick Links
Microsoft Office Download
RCC Library
Start Here
Student Handbook
Textbook & Course Materials
RCC Main Site
Career Development
Online Courses (Moodle)
Student E-mail
RLTAC

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

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

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

You are here: Students > Course Information

Students
Main Page
Course Information
- Course Search
- Course History
- Unofficial Transcript
- Course Needs
- Major Exploration and What If Scenarios
- GPA Projection
- Student Forms

Financial Aid
Student Accounts and Payment

Quick Links

Course Information

Course History

Course History > Course History Detail

Course History for [ ]

Placement

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

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

SCREENSHOT E

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

SCREENSHOT F

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:

❌ **Developmental Courses (NOT MET)**

Developmental Courses:..0.00 Hours Earned

✔ **Developmental Courses GR**

  ✔ MAT.087 .E2 BASIC MATH WITH MYMATHLAB

❌ **Elective Courses 6 Crs (NOT MET)**

Elective Courses 6 Crs:..0.00 Hours Earned

❌ **General Electives**

  ❌ _____

  ❌ _____

❌ **Primary AIM: Social Sciences (NOT MET)**

Social Sciences:..0.00 Hours Earned

❌ **ENG101 English Comp. I**

❌ **ENG102 English Comp. II**

❌ **SSI101 World History I**

❌ **SSI102 World History II**

✔ **College Survial/Experienc**

  ✔ ACS.102 .14 THE COLLEGE EXPERIENCE

❌ **English Lit - See Hrs Req**

  ❌ _____

❌ **Hum Elec See Hrs/ Recomm**

  ❌ _____

  ❌ _____

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