Viewing your Elective Requirements in MyRCC

To ensure students select courses that will fulfill program requirements.
Step 1: Open a web browser to http://myrcc.rcc.mass.edu/

Step 2: Enter your User ID and PIN. Click “Login” (see Instructions below and Screenshot A for more detailed directions).

Instructions: 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 3: After logging in, your name will appear at the top of the screen. Click on the “Students” tab (Screenshot B).

SCREENSHOT B

Step 4: Proceed by selecting “Course Needs” under the “Main Page” menu on the left-hand side of the screen (Screenshot C).

SCREENSHOT C
Step 5: Continue by selecting “Click here” (Screenshot D).

SCREENSHOT D

Step 6: On the proceeding screen, click the “Recalculate Student Progress” button (Screenshot E).

SCREENSHOT E
Step 7: Select the code for your major requirement (Screenshot F). Your code will correspond with your major. The code listed below is for Biotechnology. If you are in a different degree program, your code will be different.

**SCREENSHOT F**

The next screen (Screenshot G) displays your program requirements. The program requirements are divided into two sections, both of which are necessary: Course Requirements and Category Requirements. Course Requirements are specific courses that you must complete in order to attain your degree or certificate. Category Requirements are your Elective Requirements.

You should register only for courses that fulfill your program requirements. Federal Aid *cannot* be used for courses that are *not* required by your program of study.

Please note that, depending on your placement test results, you may need to complete developmental courses as prerequisites for your program requirements. If you have questions about which courses you need for your program of study, be certain to meet with your Academic Advisor or Faculty Advisor.

If you have questions about your Financial Aid coverage, please contact Financial Aid in Academic Building (2), Room 202; e-mail: Finaid@rcc.mass.edu; phone: 857-701-1226.
You may view the specific courses that will fulfill each type of Elective Requirement you must complete by clicking on each of the Electives link. For example, in the above screenshot, the student will need 6 credits of Humanities Electives. To view the complete list of courses that will fulfill the 6 credits of Humanities Elective Requirement, click on “Humanities Electives.”

The following screen will display the full list of all of the courses that will fulfill this type of requirement (screenshot H).
If you need assistance with understanding any of your program requirements, including your Elective Requirements, please contact your Academic Advisor or Faculty Advisor. They will be able to assist you!

When you are finished with using MyRCC, don’t forget to Logout!