STUDENT ONLINE REGISTRATION GUIDE IN MyRCC

To ensure students select courses that will fulfill program requirements.
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/](http://myrcc.rcc.mass.edu/)

Step 3: Enter your User ID and PIN. Click “Login” (see Screenshot A).
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 = jsmith (all lower case and no spaces)
example: Jane J. Smith = jsmith1 (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).
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).
Step 8: Continue by selecting “Click here” (Screenshot E).

**SCREENSHOT E**

![MyRCC welcome page with navigation menu and students section open](image-url)

### Students

<table>
<thead>
<tr>
<th>Course Needs</th>
<th>Requirements Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Needs</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Non-Required Courses</td>
</tr>
<tr>
<td></td>
<td>Developmental Courses</td>
</tr>
<tr>
<td></td>
<td>Total Credits / Hours 64</td>
</tr>
<tr>
<td></td>
<td>Health Careers</td>
</tr>
</tbody>
</table>

*Circle around “Click here to view the course needs for...”*
Step 9: Click the **Recalculate Student Progress** button (Screenshot F).

**SCREENSHOT F**

![Screenshot F](image)

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.
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.
Step 11: Return to your “Course Needs” tab in MyRCC to proceed with Registration. Then select the code for your major requirement (Screenshot G).

SCREENSHOT G

![Course Needs - Program Requirements](image_url)
The next screen displays courses that have been Met (taken and passed), In Progress (currently taking), or Required (Screenshot H). This screen corresponds with your Advising Worksheet.

You should register only for required courses and/or necessary prerequisites for your required courses. 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 required courses. To learn how to access your placement test results, please view Screenshot C. 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.

To learn how to add necessary developmental level courses, please view Screenshot J. If you have questions about your Financial Aid coverage, please contact Financial Aid in Academic Building (2), Room 202; phone: 617.541.5322; e-mail: Finaid@rcc.mass.edu

SCREENSHOT H

![Screenshot H](image-url)

**Step 12:** To see available courses in Category Requirements, click through each category.
If no holds exist (Academic, Admission, Library, and Business Office), the ADD box will appear which allows you to immediately register for the course.

Please note that if you have a hold, you must clear the hold with the appropriate office before registering for classes. If you have an Advising Hold, you will need to complete an Academic Progress Review with an Academic Advisor.

SCREENSHOT 1

**Step 1**

- If you do not have any “holds,” you may click on a course to (register) add it to your semester course load.

**Step 13:**

- If you do not have any “holds,” you may click on a course to (register) add it to your semester course load.

**Step 14:**

- To add additional courses, you may click on Search Again.
Note: If you placed into a developmental level course, you may add this course by selecting the “Add/Drop Courses” link under the “Registration” tab (Screenshot J). If you do not need to add a developmental level course, you may proceed to Step 15.
**Adding developmental level courses (cont.):** Fill in the course information to locate the appropriate course (Screenshot K). You may search by course title, course code, Department, and/or Division. Be certain to select the correct term as well.
Step 15: When you have completed the registration process, you may view your schedule by selecting “Student Schedule” from the Main Page window on the left-hand side of the screen (Screenshot L).

Step 16: You may print a copy of your new schedule.
CONGRATULATIONS! YOU HAVE JUST COMPLETED THE ONLINE REGISTRATION PROCESS!

PLEASE REMEMBER TO LOGOUT AFTER YOU FINISH!