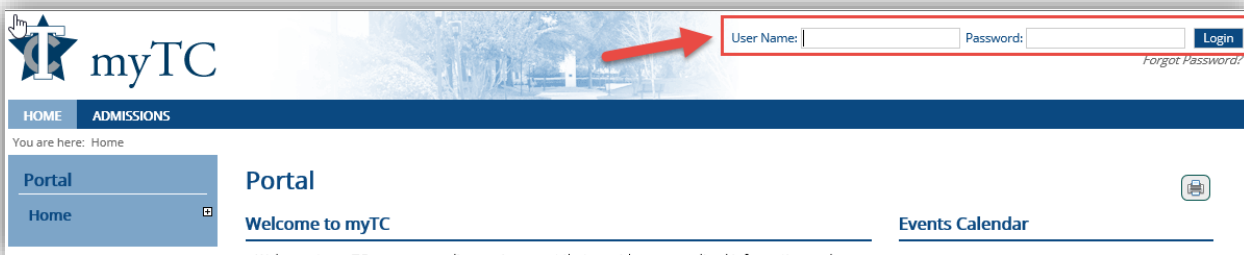
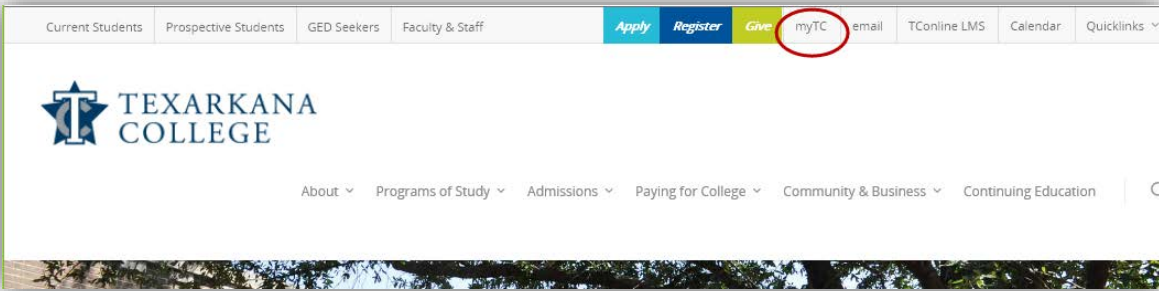
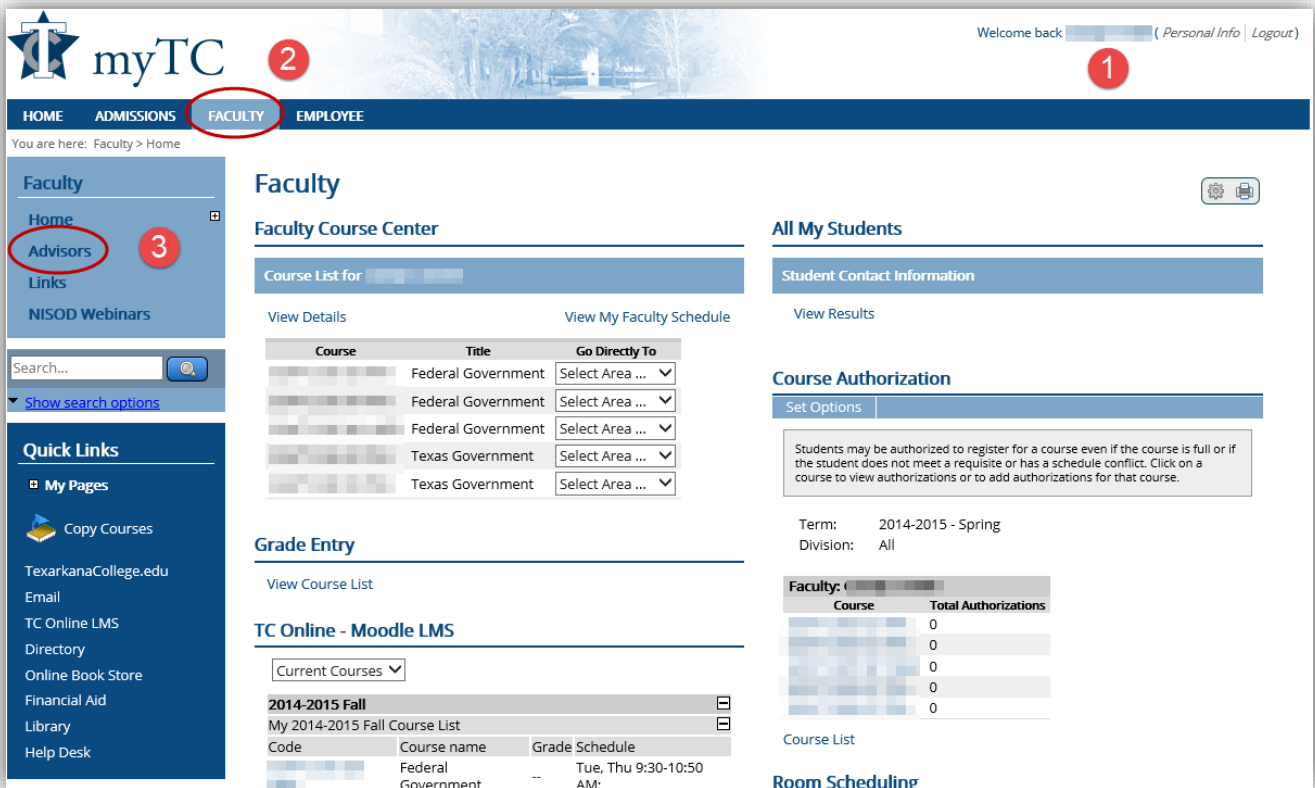


Faculty Instructions for Viewing Advising Worksheets

From the Texarkana College website, www.texarkanacollege.edu, click on the **myTC** icon in the right hand corner. Login to myTC using your Texarkana College user name and password



1. After you log in,
2. Click on the **Faculty** tab.
3. Click on **Advisors** in the light blue box on the left side.



Faculty Instructions for Viewing Advising Worksheets

- In the **Advisee Roster** section, you can enter the Student ID number or the student's last name and click **Search** or just leave both blank and click **Search** to return that student or a list of all of your advisees that have been assigned to you.

The screenshot shows the myTC Faculty Advising interface. The top navigation bar includes HOME, ADMISSIONS, FACULTY, and EMPLOYEE. The main content area is titled "Advisors" and "Advisee Roster". There is a search form with fields for "Advisee Status", "ID", "Last Name", and "Division". A red circle highlights the "Search" button, and a red arrow points to it from a red circle containing the number "4".

The screenshot shows the myTC Faculty Advising interface with search results. The top navigation bar includes HOME, ADMISSIONS, FACULTY, and EMPLOYEE. The main content area is titled "Advisors" and "Advisee Roster". There is a search form with fields for "Advisee Status", "ID", "Last Name", and "Division". Below the search form is a table of results. A red circle highlights the "Next Page -->" link, and a red arrow points to it from a red circle containing the number "5".

FERPA Restrict	Email	Name	Student ID	Needs to Register?	Advisors
<input type="checkbox"/>		[Redacted]	[Redacted]		
<input type="checkbox"/>		[Redacted]	[Redacted]		
<input type="checkbox"/>		[Redacted]	[Redacted]		
<input type="checkbox"/>		[Redacted]	[Redacted]		
<input type="checkbox"/>		[Redacted]	[Redacted]		
<input type="checkbox"/>		[Redacted]	[Redacted]		
<input type="checkbox"/>		[Redacted]	[Redacted]		
<input type="checkbox"/>		[Redacted]	[Redacted]	Y	
<input type="checkbox"/>		[Redacted]	[Redacted]	Y	
<input type="checkbox"/>		[Redacted]	[Redacted]	Y	

- This particular example indicates that there are more students as indicated by the **Next Page** link above the **Need to Register** column. To view the student's information, click on the student's name and the **Advisee Details** screen will appear.

Faculty Instructions for Viewing Advising Worksheets

6. The top section of the **Advisee Details** lists information pertaining to the student.
7. Sometimes the **Hold** section will be present if applicable for the student.
8. The **Tools and Information** section, includes several areas. The **Academic Records** section includes Academic History, Course History, GPA Projection, Grade Report, and Unofficial Transcript.
9. The **Advising** section provides information about the required courses and the degree or certificate. The **Course Needs** link will present the requirements. Click one of the requirements to view the requirements and an option to print a PDF version of the **Advising Worksheet**.
10. The **Financial Aid** section displays limited Financial Aid information about the student.
11. The **Registration** section, shows the student's schedule and allows course searches.
12. The **Address** section displays the student's address on file.

Advisors

Advisee Roster - Advisee Details

Advisee Roster > Advisee Details

Classification: [redacted] **6** Degree: Associate of Arts
 Enrolled Date: [redacted] Major: General Studies
 Advisor(s): [redacted]

Holds

Code	Type	Begin Date	Expiration
RN	Registration hold	8/6/2014	N/A

Tools and Information

Academic Records	Financial Aid
Academic History 8	Financial Aid Awards 10
Course History	Missing/Received Documents
GPA Projection	Housing
Grade Report	Residence Info
Unofficial Transcript	Registration
Advising	Add/Drop Courses 11
Advisee Meetings	Student Schedule
Course Needs 9	Advanced Course Search
Degree Audit	Address
Major Exploration	[redacted] 12

Advisee Roster - Academic History

Advisee Roster > **Advisee Details** > Academic History

Academic History for [redacted]

Clicking on the **Advisee Details** in the breadcrumb trail will take you back to the **Advisee Details** screen. Clicking on the **Advisee Roster** will take you back to the list of Advisees.