



Directions for Dual Credit Registration

1. Go to www.my.texarkanacollege.edu.
2. Log into myTC using your username and password. Students should call the TC Help Desk at 903-823-3030 if they do not know their log in information.
3. Click the **STUDENT TAB** at the top of the screen.
4. On the next screen, look in the vertical blue banner on the left. Click **REGISTRATION. You will see holds.** This is normal since you are in high school. These type of holds **will not** stop you from registering. ***See below if you have a hold that is preventing you from registering.**
5. On the dropdown, click **ADD/DROP COURSES – Do not type in the course box.**
6. Verify that the Term at the top is correct.
7. **Do not type in course box.** Click the **SEARCH** button in the Course Search box in the middle of the screen.
8. This will bring up a list of courses for which you're eligible to register. You will need to contact the DC office at 903-823-3214 before you register if you completed your online application for another high school.
9. Click the **ADD** button in the far-left column for the courses you intend to take.
10. Click **ADD COURSES.**
11. On the next screen, scroll to the bottom under the **YOUR SCHEDULE** heading. The courses you were registered in will show up in this area.
12. Please refer to payment instructions from your high school or contact TC's Business Office. **Note:** Students should wait 24 hrs. to make payment so residency shows correct.

***Some holds need attention.**

1. Residency – Contact TC's Registrar's office at 903-823-3370 or email registrar@texarkanacollege.edu . This hold can affect charges.
2. Business Office – Contact TC's Business office at 903-823-3040.
3. Permanent resident card – Contact TC's Registrar's office at 903-823-3370 or email registrar@texarkanacollege.edu . This hold can affect charges.
4. Missing Social Security Number – Scholarships cannot be applied without this. Contact TC's Enrollment Services office at 903-823-3012.