

# Self-Service: Student Planning & Registration Process.

Step 1: Go to [tsc.edu](http://tsc.edu) and click on **MyTSC**

Search... Go

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**HIGHER EDUCATION**  
for everyone

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to learn more: click here

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ABOUT NEW STUDENTS CURRENT STUDENTS ACADEMICS PARENTS AND FAMILIES FACULTY AND STAFF WORKFORCE TRAINING

MyTSC

Home > Current Students > MyTSC

MyTSC

- Help Desk Support
- Canvas Support
- Academic Calendars
- Catalog
- Student Handbook
- Final Exam Schedules
- Course Schedule December Mini-Semester
- Campus Map

MyTSC

TSC ONLINE WEBMAIL canvas

Please take the time to become familiar with the Canvas interface and visit our available links, [tutorials](#) and [videos](#).

Technology Help Desk

Mon – Thur: 8:00 a.m. – 8:00 p.m.  
Fri: 8:00 a.m. – 5:00 p.m.

Located in  
Old Education Building

Phone  
956.295.3800

E-Mail  
[helpdesk@tsc.edu](mailto:helpdesk@tsc.edu)

Website  
[www.tsc.edu/helpdesk](http://www.tsc.edu/helpdesk)

Step 2:  
Click on **Self Service Student Planning**

MyTSC

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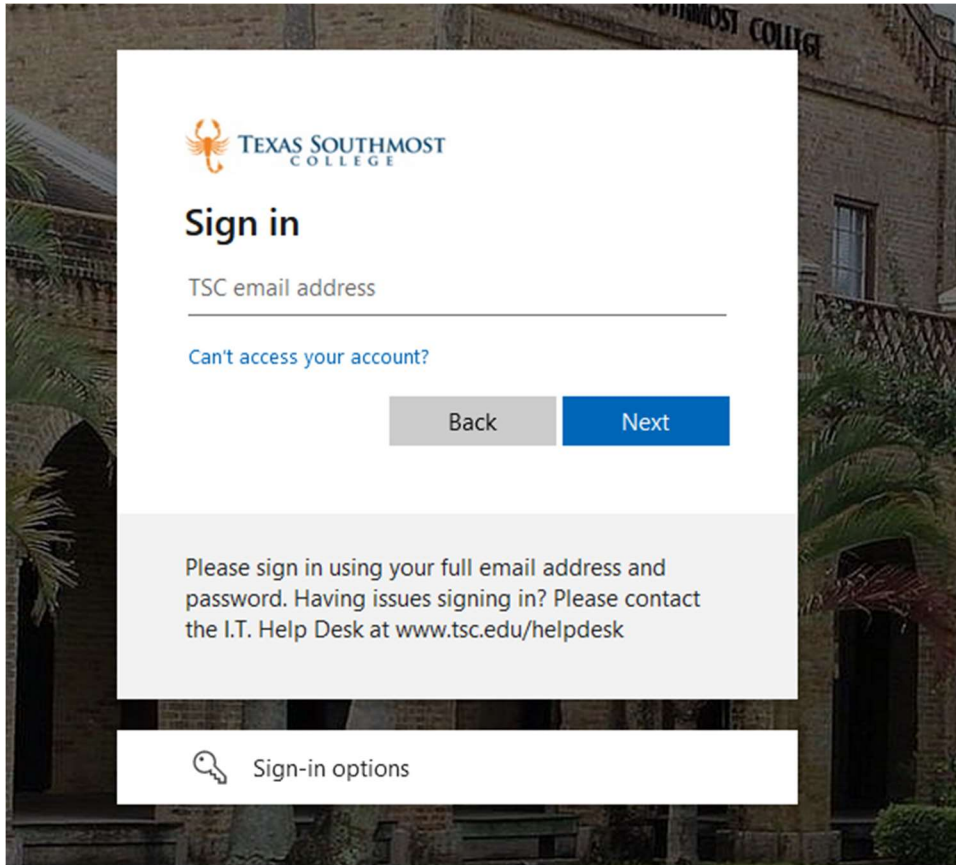
Phone  
956.295.3800

E-Mail  
[helpdesk@tsc.edu](mailto:helpdesk@tsc.edu)

Website  
[www.tsc.edu/helpdesk](http://www.tsc.edu/helpdesk)








**Self-Service Student Planning** is a set of web-based, self-service academic planning tools that help students and coaches view what courses and requirements students need to fulfill to stay on track and graduate. Student Planning is easily accessible from any mobile device, allowing students to access plans and register for courses.

### Step 3: Log in with your TSC credentials



### Step 4: Once in Self-Service, you have several options. Click on **Student Planning**

TSC Self-Service  
Choose a category to get started.

 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.	 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.
 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	 <b>Enrollment Verifications</b> Here you can view and request an enrollment verification.
 <b>Transcript Requests</b> Here you can view and request a transcript.	

Step 5: Click option 1, “**Go to My Progress**” to view your academic progress in your degree, determine which courses are still remaining, and search for courses.

Academics · Student Planning · Planning Overview

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

**1**

**View Your Progress**

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

**2**

**Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
AAT in Physical Education (Grades EC-12)	1.250 (2.000 required)	<div style="width: 20%; height: 10px; background-color: green;"></div>

Fall Semester 2022 Schedule

Note: The following section of the student planning tool provides a list of required courses needed to graduate from your program. As you're completing courses the “My Progress” screen will display the approximate percentage you have completed for your academic program.

### My Progress

Search for courses...

View a New Program    Load Sample Course Plan

At a Glance

**Cumulative GPA:** 1.250 (2.000 required)

**Institution GPA:** 1.250 (2.000 required)

**Degree:** Associate of Arts in Teaching

**Majors:** Physical Education-EC-12 Behavioral & Social Sciences

**Departments:** 2022

**Catalog:** 5/27/2024

**Anticipated Completion Date:** 5/27/2024

**Alternate Catalog Year:** Select catalog year...

**Program Notes:** Show Program Notes

**Requirements:** Expand All

**AAT EC-12th PHYSICAL ED DEGREE REQUIREMENTS**

Complete all of the following items. 0 of 5 Completed. [Hide Details](#)

**A. FIRST YEAR-FALL**

Complete all of the following items. 0 of 2 Completed. [Hide Details](#)

1. Take ENGL-1301, EDUC-1300, and PHED-1301. Minimum grade of C required for graduation. 1 of 3 Courses Completed. 3 of 9 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Completed	EDUC-1300 Learning Framework	C	2022/S2	3
In-Progress	PHED-1301 Foundations of Kinesiology		2022/FA	3
Not Started	ENGL-1301 Composition I			

Step 6: Click on the course that you would like to plan for the upcoming semester. (EX: ENGL 1301) Once a course is selected click **“Add Course to Plan”**

ENGL-1301 Composition I (3 Credits)

Add Course to Plan

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. A grade of “C” or better is required to pass this course. Lec 3, Cr 3 Online Courses: Students may be charged a fee if they elect to take proctored exams at an approved off-site Testing Center.

This course was attempted or already completed.

Requisites:

Prerequisite: College Ready in Reading and Writing - Must be completed prior to taking this course.

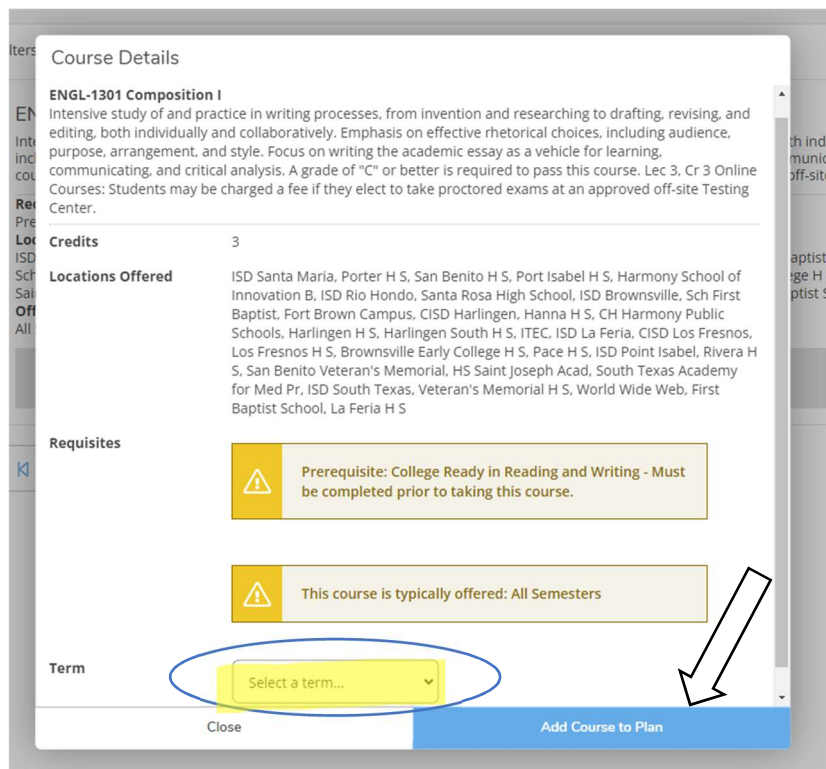
Locations:

ISD Santa Maria, Porter H S, San Benito H S, Port Isabel H S, Harmony School of Innovation B, ISD Brownsville, Sch First Baptist, Fort Brown Campus, CISD Harlingen, Hanna H S, CH Harmony Public Schools, Harlingen H S, Harlingen South H S, ITEC, ISD La FERIA, CISD Los Fresnos, Los Fresnos H S, Brownsville Early College H S, Pace H S, ISD Point Isabel, Rivera H S, San Benito Veteran's Memorial, HS Saint Joseph Acad, South Texas Academy for Med Pr, ISD South Texas, Veteran's Memorial H S, World Wide Web, First Baptist School, La FERIA H S

Offered:

All Semesters

Step 7: You must **“Select a term”** that you intend to take the selected course. (EX: Spring Semester 2023) Then hit **“Add Course to Plan.”** This will add the course to your timeline.



**Note:** Repeat steps 4-6 until all remaining required courses have been added to your plan.

Step 8: Proceed to **Timeline** to review your courses, your timeline can be viewed by selecting **Student Planning**, then **Plan and Schedule**, then **Timeline**.

Plan your Degree and Schedule your courses

Schedule **Timeline** Coaching Petitions & Waivers Grading IDs

Add a Term Remove Planned Courses

Spring Semester 2021	Fall Semester 2021	Spring Semester 2022	Summer Session I 2022	Summer Session II 2022	Fall Semester 2022	Spring Semester 2023
<ul style="list-style-type: none"><li>BUSI-1301-V01: Business Principles Credits: 3 Credits A</li><li>MATH-0320-MY60: STAR Foundations of Math Credits: 3 Credits</li><li>MATH-1342-MY60: STAR Elementary Stat Methods Credits: 3 Credits A</li><li>TUTM-0001-MY60: L25-College Algebra Tutor Sess Credits: 0 Credits NC</li></ul>	<ul style="list-style-type: none"><li>ENGL-2326-M01: American Literature Credits: 3 Credits B</li><li>GOVT-2305-M07: Federal Government Credits: 3 Credits A</li><li>SOCI-2301-V02: Marriage and the Family Credits: 3 Credits A</li></ul>	<ul style="list-style-type: none"><li>BCIS-1305-M02: Business Computer Applications Credits: 3 Credits A</li><li>ECON-2302-M03: Principles of Microeconomics Credits: 3 Credits A</li><li>MATH-1324-M02: Math for Busi &amp; Soc Sciences Credits: 3 Credits A</li></ul>	<ul style="list-style-type: none"><li>ACCT-2301-V01: Principles of Financial Accounting Credits: 3 Credits A</li></ul>	<ul style="list-style-type: none"><li>ACCT-2302-V01: Principles of Managerial Accounting Credits: 3 Credits</li></ul>	<ul style="list-style-type: none"><li>BIOL-1306-V01: Biology I for Non-Science Majors Credits: 3 Credits Mj</li><li>BIOL-1309-V03: Biology II for Non-Science Maj Credits: 3 Credits ✓</li><li>ECON-2301-V02: Principles of Macroeconomics Credits: 3 Credits ✓</li></ul>	<ul style="list-style-type: none"><li>BIOL-1306: Biology I for Science Majors Credits: 3 Credits</li><li>Prerequisite: Culture Ready in Math - Must be completed prior to taking this course.</li><li>Take BIOL-1106/BIOL-MATH-1111 Prerequisite - Must be taken either prior to or at the same time as this course.</li><li>ENGL-1301: Composition I Credits: 3 Credits</li></ul>
GPA: 4.000 9 Enrolled Credits	GPA: 3.667 9 Enrolled Credits	GPA: 4.000 9 Enrolled Credits	GPA: 4.000 3 Enrolled Credits	GPA: 3.000 3 Enrolled Credits	9 Enrolled Credits	6 Planned Credits

Step 9: When your planned courses are ready for review by your Coach you can send them, an email using the **Coaching** tab and let them know that you are ready for them to review your plan prior to registration.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline **Coaching** Petitions & Waivers Grading IDs

My Coaches Request Review

Sanchez, Jessica (Student Success Coach) View Plan Archive

Compose a Note

Save Note

View Note History

No coaching notes have been entered.

**NOTE:** This does not mean that you are registered for classes.

Please proceed to the next steps to determine how to plan a specific section of a course and register.

Step 1: When you go to the Student Planning overview screen, select **Plan and Schedule** or you can click on **Plan and Schedule** under the Student Planning hyperlink in the top tool bar.

Academics · Student Planning · Planning Overview

Steps to Get Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1** View your Progress  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2** Plan your Degree & Register for Classes  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs Cumulative GPA Progress

AA in General Studies 2.820 (2,000 required)

Spring Semester 2023 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							

Step 2: View available course sections by clicking “**View other sections.**” Use the drop-down arrow to see more options. You will be able to view section block lists of course date and time, available seats, and the instructor.

Schedule Timeline Advising Petitions & Waivers Grading IDs

< > Spring Semester 2023 +

Remove Planned Courses

Filter Sections Save to iCal Print

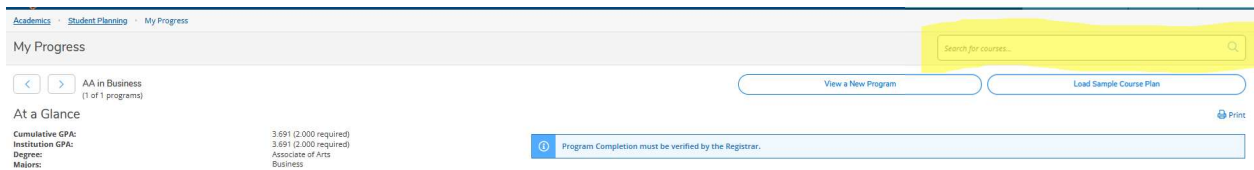
Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

GOVT-2306: Texas Government

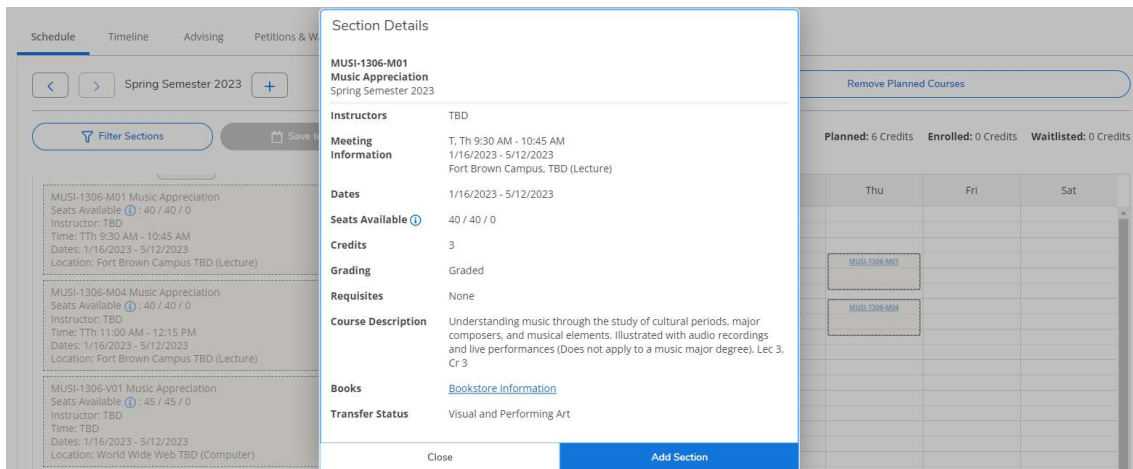
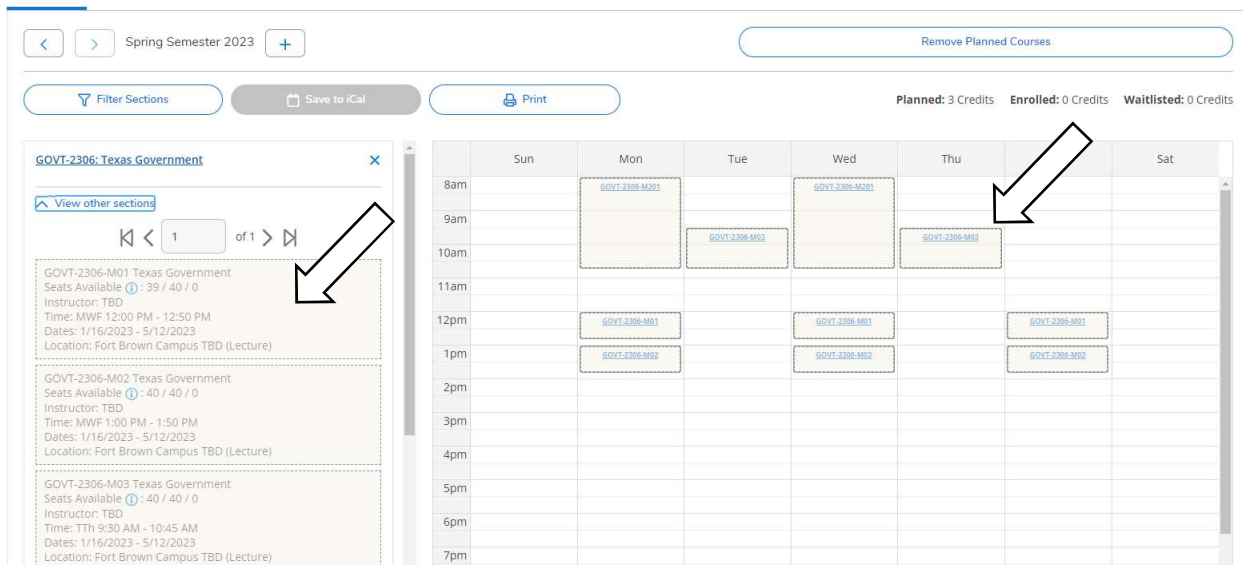
View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							

**Note: You will always have an option on the top right corner to Search for Courses.**



Step 3: Once you find the section you wish to register for, you can click either the box in the section list (left side), or the calendar planner (right side).



Step 4: Once you select the section, a pop-up box will open. Click "Add Section"

Step 5: Once you add the section, that course will stay on your weekly calendar so you can continue to build your schedule. The planned/selected section will show up in **YELLOW** on your (left side) marked as “planned”.

The screenshot shows a scheduling interface for Spring Semester 2023. The top navigation bar includes 'Schedule', 'Timeline', 'Advising', 'Petitions & Waivers', and 'Grading IDs'. Below the navigation, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A 'Remove Planned Courses' button and a 'Register Now' button are also present. The status bar indicates 'Planned: 6 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The left sidebar shows a list of sections, with 'MUSI-1306-M01: Music Appreciation' selected and highlighted in yellow. A white arrow points to this section. The main calendar grid shows the section 'MUSI-1306-M01' scheduled for Monday and Thursday at 10am, also highlighted in yellow. A white arrow points to the 10am slot on Monday.

Step 6: When your planned schedule is complete, click the “Register Now” button in the top right corner. This box will turn BLUE and you will be able to click when registration is open

This screenshot shows the same scheduling interface as the previous one, but with the 'Register Now' button in the top right corner highlighted in blue. A white arrow points to this button. The status bar now indicates 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The left sidebar shows 'ARTS-1301-M01: Art Appreciation' selected and highlighted in yellow. The main calendar grid shows the section 'ARTS-1301-M01' scheduled for Monday, Wednesday, and Friday at 9am, also highlighted in yellow.



Step 7: If any of the sections remain yellow or have a red outline (meaning there are no seats available), you will need to click the circled X in that box to remove and find another section. Make sure each section you try to register for has available seats and is not full.

Planned: 3 Credits Enrolled: 9 Credits Waitlisted: 0 Credits

BIOL-2301-M02: Anatomy and Physiology I X

Recommended Corequisite: BIOL-2101 - Must be taken either prior to or at the same time as this course.

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Amaral, C  
8/22/2022 to 12/9/2022  
Waitlisted: 0

Meeting Information

This section is full

View other sections

MATH-1324-M02: Math for Busi & Soc Sciences

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		BIOL-1309-M02		BIOL-1309-M02		BIOL-1309-M02	
10am							
11am		BIOL-2301-M02 X		BIOL-2301-M02 X		BIOL-2301-M02 X	
12pm		MATH-1324-M02		MATH-1324-M02		MATH-1324-M02	
1pm							
2pm							
3pm							
4pm							
5pm					MATH-1301-M02 X		
6pm							
7pm			ACCT-2302-M60				

**NOTE:** Once you have chosen a section for each class, review your schedule one last time by making sure your planned courses apply to your specific program of study.

**NOTICE:** Any notifications about registration holds, business holds, or prerequisite issues will pop up in the top right corner of the screen. If this happens, you will need to contact the Enrollment Services Office at (956) 295-3640.

TEXAS SOUTHMOST COLLEGE

Sign out Help 4

Daily Work Advising Advising Overview

Advisee Details

Back to Advisees

Program(s): AAS in Industrial Mechanics and Maintenance Technology

Educational Goal: Associates Degree

Advisor(s): Pardo-Orduna, Marco Cadena, John A.

View Full Profile

Notifications 0

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Transfer Summary Grad

Spring Semester 2023 + Remove Planned Courses

Please contact TSC Enrollment Office at (956)295-3640 (BM Vaccine) X

Please contact TSC Transition Services at (956)295-3677 (HS Transcript) X

Please contact TSC Enrollment Office at (956)295-3640-Residency Restriction X

Please contact TSC Enrollment Office at 295-3640 (TSI Placement Exam) X