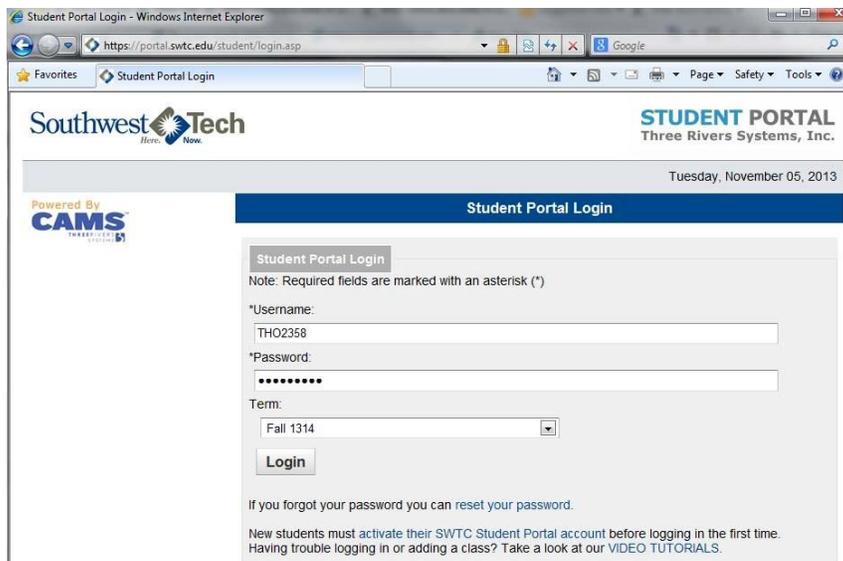


How to register for classes

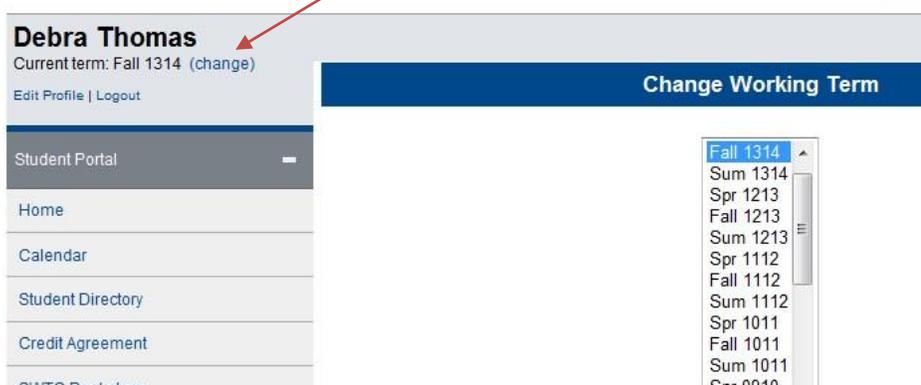
1. Go to www.swtc.edu, and click the MySWTC link.



2. Username is the first 3 of your last name and the last 4 of your Student ID. Once a password has been setup it goes in the password field. Select the term with classes you will be taking.



3. If you signed into the wrong term, click Change and double click the correct term.



4. Once a year you will need to **Accept the Annual Credit Agreement**, and twice a year you will need to approve the information that is in your profile.

The screenshot shows the Southwest Tech Student Portal for user Debra Thomas. The page is titled "Student Portal News" and lists several requirements for registration. Red arrows point from the text in question 4 to the "Accept the Annual Credit Agreement" and "Edit your Profile" items in the "To Register You Must" section.

Southwest Tech Here. Now. **STUDENT PORTAL** Three Rivers Systems, Inc.

Debra Thomas Tuesday, November 05, 2013
Current term: Fall 1314 (change)
Edit Profile | Logout

Student Portal News

To Register You Must

- **Accept the Annual Credit Agreement** - this is required annually.
- **Edit your Profile** - this is required biannually for state and federal reporting.

Trouble Registering?
You must be logged into the correct term to register!

- The term is displayed in the upper left corner under your name, and to switch it just click the **Change** link.
- The term is displayed by academic year, so Spring of 2014 would be **Spring 1314** (Spring of the 2013-2014 academic year).

Registration Tips

- Please **do not use a mobile device** for registration. This includes smartphones, iPads, etc. We can only guarantee compatibility with Internet Explorer, Mozilla Firefox and Safari.

Navigation menu: Home, Calendar, Student Directory, Credit Agreement, SWTC Bookstore, SWTC Student E-mail, Student FAQs, Administrative Services, Course Offerings, Degree Audit Options, Registration, My Transcript.

Right sidebar: My Courses, Course Name, Trends & Issues in Education - The Courage to Teach & Serve, My Calendar, November's Events View.

5. Read through the Credit Agreement, check I Agree to these terms, and click Agree when you are done.

The screenshot shows a credit agreement form with various terms and conditions. A red arrow points from the text in question 5 to the "I agree to these terms" checkbox, which is checked. Another red arrow points to the "Agree" button at the bottom of the form.

Management
By MS

a. \$25 enrollment fee per semester (ACH & credit card)
b. Nonrefundable returned payment fee if a payment is returned.
c. If I am terminated from the Payment Plan, I understand the tuition/fees are due immediately and I may be subject to late charges and collection costs.

3. Sponsored Students: I understand that I must submit written documentation from the sponsoring agency. I also understand that I am personally responsible for any remaining balance on my account.

4. Financial Aid Students: I understand that I may defer the payment of tuition, fees, and/or books until financial aid is disbursed approximately thirty (30) days into the semester. I also understand within ten (10) days of the Financial Aid Disbursement. I understand I may be subject to late charges and collection costs if I fail to timely comply with the payment obligations of this Agreement.

I agree to:

Tuition & Fees: The amount of any and all fees, tuition, and any other charges related to SWTC's provision of educational services to me, assessed by SWTC and charged to my account.

MYSWTC & Published Fees: I agree to use MySWTC account to obtain the most accurate and current information regarding any amounts owed and Due Dates, to check that account monthly, and to withdraw from classes through Student Services or online through MySWTC during the eligible refund period. I must provide a request to the Business Office for any refund.

Delinquent Accounts: I understand I may be subject to late charges and collection costs if I fail to timely comply with the payment obligations of this Agreement. I further understand that tuition and fees will be collected from my account if I fail to timely comply with the payment obligations of this Agreement.

Collection Costs & Late Fees: In the event that I fail to timely comply with the payment obligations detailed in this Agreement, I further agree to pay all costs of collection incurred by SWTC including publication fees, witness fees, reasonable attorney fees and recording fees and to pay any late fees/pre-collect fees assessed by SWTC. I also understand that SWTC may certify my past due balance overpayments, lottery payments, or vendor payments owed me by the Wisconsin Department of Revenue or Department of Administration.

Credit Reporting: I am hereby being given notice and give my consent, as may be required by law, (i) to allow SWTC, at its option, to report favorable and unfavorable credit information pertaining to conduct of its credit granting and collection activities, to release my Social Security Number to non-campus third parties.

Withdrawal: Official withdrawal from class(es) in writing does not eliminate my responsibility for any outstanding obligation to the college. The State Refund Policy will be in effect for all withdrawals or withdrawing from a course is an important decision. It may affect current and future financial aid, enrollment, and program status. Students are encouraged to meet with a counselor to discuss withdrawal. Non-attendance does not reduce fees owed.

Registration and Student Records: I hereby authorize SWTC to restrict the use of my records to prevent my registration and to withhold my transcripts and grades in the event that I fail to timely pay my account.

Financial Aid: I understand that if I receive any type of federal financial aid (including Stafford loans and/or PLUS loans) and then withdraw from SWTC or reduce my credit load, my financial aid eligible have to be returned to the funding source, and I will be billed for that amount and any outstanding educational benefit overpayment.

Changes to Terms: SWTC has the right to unilaterally make changes affecting the future terms of my account, including finance charges to be imposed, by mailing to me at my last known address no extensions of credit.

Student Billing: I understand that SWTC will email a student account statement. Any questions or concerns regarding my statement should immediately be communicated to the Business Office at 60 Payment is due the first day of the term unless you have Financial Aid or funding through a Third Party Agency.

Changes to Contact Information and Marital Status: I agree to inform the school of any change in my name, address, telephone number, Social Security number, and marital status in a timely manner.

Release of Account Information: I authorize SWTC to give my account information out to parent(s), guardians(s), and/or spouse upon inquiry. If I DO NOT authorize this access, I will NOTIFY THE CC Bankruptcy limitations: If I file for bankruptcy, I understand that I may still be required to pay amounts owed to SWTC.

Term of Agreement: This Agreement is effective as of the date signed below and will continue to be in effect indefinitely unless otherwise terminated by SWTC and until all debts are paid in full.

I have read this Agreement and understand it. By clicking "I agree to these terms", I affix my electronic signature, consent to this Agreement and agree to pay SWTC my outstanding balance, plus fee.

I agree to these terms

Agree Cancel

6. To register for classes, look on the left side of the screen under Administrative Services to locate Registration. Click the hyperlink to open the Registration page. If you need to change your term, see above.

Southwest Tech
Here. Now.

STUDENT PORTAL
Three Rivers Systems, Inc.

Debra Thomas
Current term: Fall 1314 (change)
Edit Profile | Logout

Tuesday, November 05, 2013

Student Portal News

To Register

You Must

- **Accept the Annual Credit Agreement** - this is required annually.
- **Edit your Profile** - this is required biannually for state and federal reporting.

Trouble Registering?

You must be logged into the correct term to register!

- The term is displayed in the upper left corner under your name, and to switch it just click the Change link.
- The term is displayed by academic year, so Spring of 2014 would be **Spring 1314** (Spring of the 2013-2014 academic year).

Registration Tips

- Please **do not use a mobile device** for registration. This includes smartphones, iPads, etc. We can only guarantee compatibility with Internet Explorer, Mozilla Firefox and Safari.

My Courses
Course Name
Trends & Issues in Education - The Courage to Teach & Serve

My Calendar
November's Events [View](#)

Student Portal
Home
Calendar
Student Directory
Credit Agreement
SWTC Bookstore
SWTC Student E-mail
Student FAQs
Administrative Services
Course Offerings
Degree Audit Options
Registration
My Transcript

7. You can scroll through the classes that are offered for the term you signed in for. If you need to change your term, click Cancel and return to home page. Use Show Filter to find the classes you received from your advisor or instructor.

Southwest Tech
Here. Now.

STUDENT PORTAL
Three Rivers Systems, Inc.

Debra Thomas
Current term: Fall 1314

Tuesday, November 05, 2013

Official Registration

Registration for multiple sections of the same courses is allowed. You are allowed to take a maximum of 99 credit hours this term. You may add yourself to the waitlist for courses that are full or already have a waitlist.

[Cancel](#) [Process Registration](#)

[Show Academic Information](#) [Show Filter](#) [Show Pending Courses](#)

Current Offering for Term: Fall 1314

1

Financial Planning-Affordable Care Act [10102112XLECX903]

40 seats left

START-END DATES: 12/6/2013 - 12/6/2013

<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/>	Walker, Jeffrey J	0.25	Main	BLD-368	F	Weekly	8:00 AM - 12:00 PM

Principles of Real Estate-Contract Law-Mod B(.25) [10194101BLECB911]

40 seats left

START-END DATES: 11/7/2013 - 11/7/2013

<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/>	Randall, Mark E	0.25	Main	BLD-368	R	Weekly	12:30 PM - 4:30 PM

8. From your list of classes, one at a time enter the first 5 numbers in Department field and last 3 numbers in Course #.

Registration for multiple sections of the same courses is allowed. You are allowed to take a maximum of 99 credit hours this term. You may add yourself to the waitlist for courses that are full or already have a waitlist.

Cancel **Process Registration**

Show Academic Information

Hide Filter

Course ID Filter

Dept: 10102 Course #: 112 Type: Section:

Days and Times Filter

Mon Tue Wed Thu Fri Sat Sun

Time From: 7am Time To: 11pm

Active Filter: Current Selections

Add Remove

Course Access Campus

Select/Unselect All: (Limit results to selected campus)

Arena Argyle Avoca Bagley Barneveld Belmont Benton Blanchardville Bloomington Blue Mounds Blue River Boaz Boscobel Bridgeport Browntown Cashton Cassville Cazenovia Cobb Cuba City Darlington DeSoto Dickeyville Dodgeville Dubuque Eastman Fennimore Ferryville Fitchburg Fort Atkinson Gays Mills Glen Haven Gratiot Hazel Green Highland Hillpoint Hillsboro Hollandale Holmen Internship Iowa Grant Ithaca Kickapoo Kieler-Jamestown La Farge Lancaster Linden Livingston Lone Rock Madison Main Main SWTC Housing Mineral Point Monfort Mount Horeb Mt Hope Mt Zion Muscoda North Crawford Online Patch Grove Platteville Potosi Prairie du Chien Public Safety Cmpix Readstown Rewey Richland Center Ridgeway Seneca Shullsburg Sinsinawa Soldiers Grove South Wayne Southwestern Spring Green Stitzer Viola Wauzeka Weston Wicota Woodford Woodman Yuba

Additional Options

Class Summary Only Completed Courses Display 10 Courses Per Page.

Apply Filter **Clear Filter**

Show Pending Courses

This is your current schedule for the Fall 1314 term

Drop/Withdraw	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
---------------	-------	-----------	-------------	---------	------------	------	------	------

Click Apply Filter to see the course.

9. You will see a series of classes with different instructors and times. When you find a class that works with your schedule, click the box by the word Credit. Continue selecting classes by clicking show filter and entering new numbers.

Official Registration

Registration for multiple sections of the same courses is allowed. You are allowed to take a maximum of 99 credit hours this term. You may add yourself to the waitlist for courses that are full or already have a waitlist.

Cancel **Process Registration**

Show Academic Information Show Filter Show Pending Courses

This is your current schedule for the Fall 1314 term

Drop/Withdraw	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
Not Allowed		4719640LECS514	Trends & Issues in Education - The Courage to Teach & Serve	0.15	Davenport, Kristal L	F	9:30 AM - 4:00 PM	Weekly
					Pluemer, Julie F	F	9:30 AM - 4:00 PM	Weekly

Current Offering for Term: Fall 1314

1

Financial Planning-Affordable Care Act [10102112XLECC903]

40 seats left

START-END DATES: 12/8/2013 - 12/8/2013

Credit

Instructor	Credits	Campus	Room	Days	Date	Time
Walker, Jeffrey, J	0.25	Main	BLD-363	F	Weekly	9:00 AM - 12:00 PM

1

To see classes you have selected, click the Show Pending Courses button by the Show Filter button.

When you have your courses chosen, you will click the green Process Registration button to enter your classes.