How to register for classes

1. Go to [www.swtc.edu](http://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.

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

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

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.

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