



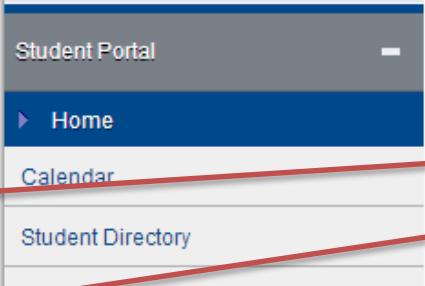


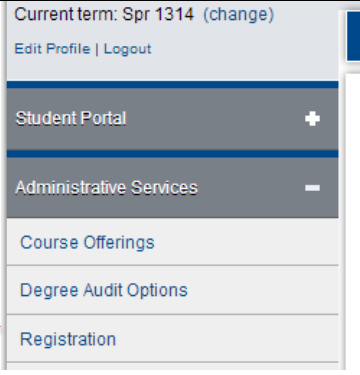
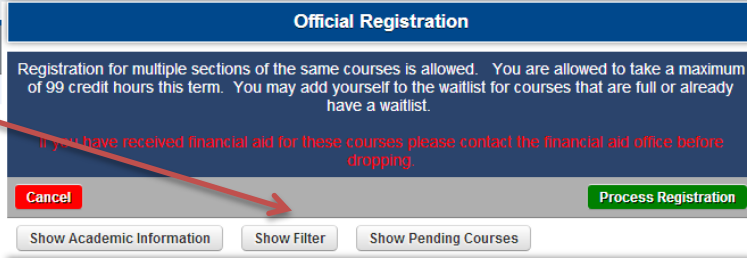

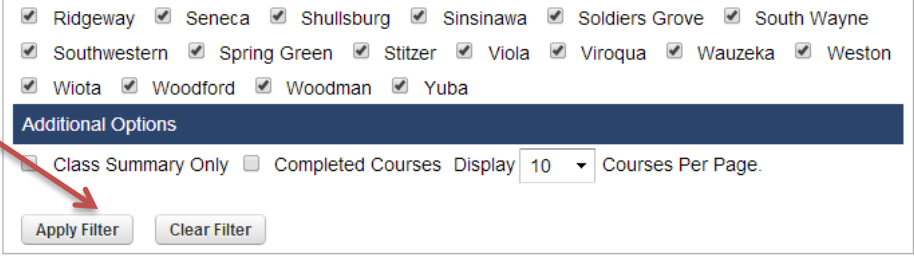

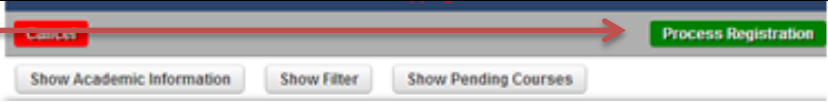
# How to Sign up for a Registration Session



1. Go to [www.swtc.edu](http://www.swtc.edu) and click on the MySWTC link.
2. Log into your Account  
View tutorial or go to Setup password.  
Return to MySWTC login page
3. User ID is first 3 of your last name and last 4 of your Student ID
4. Enter password
5. Select term: Sum 1415
6. Before you can Sign Up for Registration Session
  - a. Find links below “To Register You Must”
  - b. *Accept the Annual Credit Agreement*, read agreement, and approve
  - c. *Edit Your Profile*, read, make changes as needed, and apply changes.
7. Go to left side of the screen under “Administrative Services” select *Registration*.
8. Click “Show Filter” to find the sessions.
9. Enter Dept: **99999**; Course #: **REG**
10. Click “Apply Filter” (button is below the list of campus names)
11. Select your session by clicking the box at the beginning of the session information next to “Credit.”
12. Click the green “Process Registration” button at the top of the page.
13. Your Registration Session is now listed under “My Schedule” or My Courses”

OR

1	Go to <a href="http://www.swtc.edu">www.swtc.edu</a> and click on the MySWTC link  located at top of page.	  
2	Log into your Account View Tutorial or go to Setup password Return to MySWTC login page	
3	User ID: first 3 of your last name and last 4 of your Student ID	
4	Enter password	
5	Select term: Sum 1415	
6	Before you can Sign Up for Registration Session <ol style="list-style-type: none"> <li>a. Find links below “To Register You Must”</li> <li>b. <i>Accept the Annual Credit Agreement</i>, read agreement and approve.</li> <li>c. <i>Edit Your Profile</i>, read, make changes as needed, and apply changes</li> </ol>	 <p><b>To Register You Must</b></p> <ul style="list-style-type: none"> <li>• <b>Accept the Annual Credit Agreement</b> - this is r annually.</li> <li>• <b>Edit your Profile</b> - this is required biannually for :</li> </ul>

7	Go to left side of the screen under “Administrative Services” select Registration.	
8	Click “Show Filter” to find the sessions	
9	Enter Dept: 99999. Course #: REG	
10	Click “Apply Filter” button (this is below campus names)	
12	Select your session by clicking on the box at the beginning of the session information	
13	Click the green “Process Registration” button at the top of the page	
14	Your Registration Session is not listed under My Courses or My Schedule	