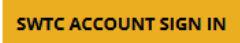


2025-2026 Southwest Tech Dual Credit Application Process

To begin, visit www.swtc.edu/apply

If you are a current Southwest Tech student, you can log in with your SWTC email account:

1. Use your original SWTC email account to log onto the Apply portal by using → 
2. If you haven't attended recently but had created an account with your personal email in the past, you can log in in with that email account and password using this button → 
** Forgot Password link is available if needed

You are a current or returning Southwest Tech student if you have ever taken:

- ✓ Start College Now, ColLEDGE Up, Youth Apprenticeship, or
- ✓ Transcribed Credit courses at your High School.

Still unsure whether you have ever been enrolled through Southwest Tech or need login assistance?

→ Contact the Charger Help Desk at [608-822-4357](tel:608-822-4357) with your questions.

If you are New to Southwest Tech and applying for the first time, you'll start by using the [Create Account](#) link.

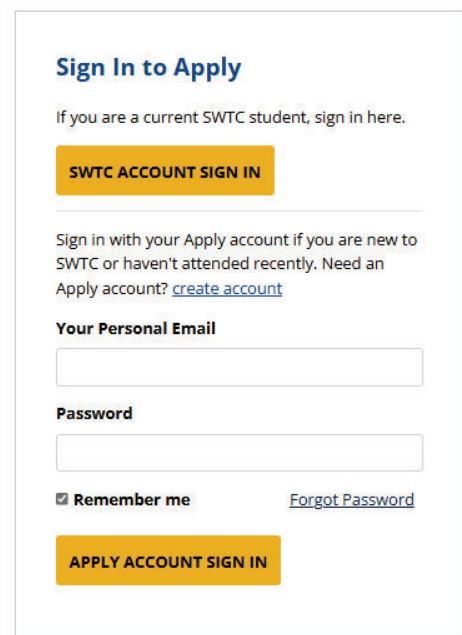
When creating a new account, it's very important to respond to the activation email that will be sent to your personal email account! Please avoid using school or work email addresses.

Whichever option you take to log in, or if creating a new account, follow the prompts as you go.

More detailed instructions for each Account Login process can be found on the following pages.

If there are any questions in this process:

- ✓ Questions about the Apply login or student email should be directed to the Charger Help Desk – 608-822-4357
- ✓ Questions related to course selection - contact Bri or Brooke
- ✓ If Students cannot find their course or have questions while registering, call the Records Team at 608-822-2634.



Sign In to Apply

If you are a current SWTC student, sign in here.

SWTC ACCOUNT SIGN IN

Sign in with your Apply account if you are new to SWTC or haven't attended recently. Need an Apply account? [create account](#)

Your Personal Email

Password

☒ **Remember me** [Forgot Password](#)

APPLY ACCOUNT SIGN IN

Login Details for Current SWTC Students

- ❖ Students will click “SWTC Account Sign In” - This is the preferred login method.
- ❖ For this option students will use their Southwest Tech email address and password to login. On the first login, multi-factor authentication (MFA) will verify the applicant’s phone credentials.

The screenshot shows the top of the Southwest Wisconsin Technical College login page. The header is blue with the college's logo and name. Below the header, the page title is "Sign In to Apply". A red rectangular box highlights the "SWTC ACCOUNT SIGN IN" button, which is yellow with black text. Below this button, there is a link "If you are a current SWTC student, sign in here." and a yellow button labeled "SWTC ACCOUNT SIGN IN". Further down, there is a section for new users with the text "Sign in with your Apply account if you are new to SWTC or haven't attended recently. Need an Apply account? [create account](#)". Below this, there are input fields for "Your Personal Email" and "Password", a "Remember me" checkbox, a "Forgot Password" link, and a yellow button labeled "APPLY ACCOUNT SIGN IN".

- ❖ Another option – if a personal email account was previously created and that email is accessible, the personal email and password can be used to login again.
- ❖ A Forgot Password link is available if needed.

This screenshot shows the same login page as the previous one, but with a red rectangular box highlighting the "APPLY ACCOUNT SIGN IN" button. The layout is identical, including the header, title, buttons, links, and input fields. The "APPLY ACCOUNT SIGN IN" button is yellow with black text and is located at the bottom of the form.

- ❖ When logged in to an existing account, the Student’s personal details will be pre-loaded into the application pages making the entire process much easier.
- ❖ Applicants will need to verify that their contact information (phone, address, etc.) is correct or has not changed.

Details for New Students (creating a new account)

- ❖ Students will click the “create account” link and provide the required information.

A screenshot of the "Sign In to Apply" form. The form has a blue header with the college logo. Below the header, it says "Sign In to Apply" and "If you are a current SWTC student, sign in here." There is a yellow button labeled "SWTC ACCOUNT SIGN IN". Below this, a red box highlights the text: "Sign in with your Apply account if you are new to SWTC or haven't attended recently. Need an Apply account? [create account](#)". Below the red box, there are fields for "Your Personal Email" and "Password", a "Remember me" checkbox, a "Forgot Password" link, and a yellow button labeled "APPLY ACCOUNT SIGN IN".

- ❖ When creating an account, students should use a personal email address they're able to access during the process, as they will be sent an activation link that must be acknowledged within a short time.
- ❖ Passwords are case sensitive and must be at least 7 characters long.
- ❖ SWTC email accounts cannot be used here as the personal email account.



Create a new Apply Account

Legal First Name

Last name

Personal Email

*The email associated with this Apply account must be **unique to you, readily accessible,** and **available for the future.** Please avoid using school or work email addresses.*

Using the same email as another student can block the new account from being created.

New Password

Repeat password

Submit

Already have an account? [Log in](#)

- ❖ Check your personal email address for the activation link as prompted.
- ❖ Click the link to activate the new account, then close this window before returning to the first page.
- ❖ Log in with the email address and password that was just created.



Please check your email

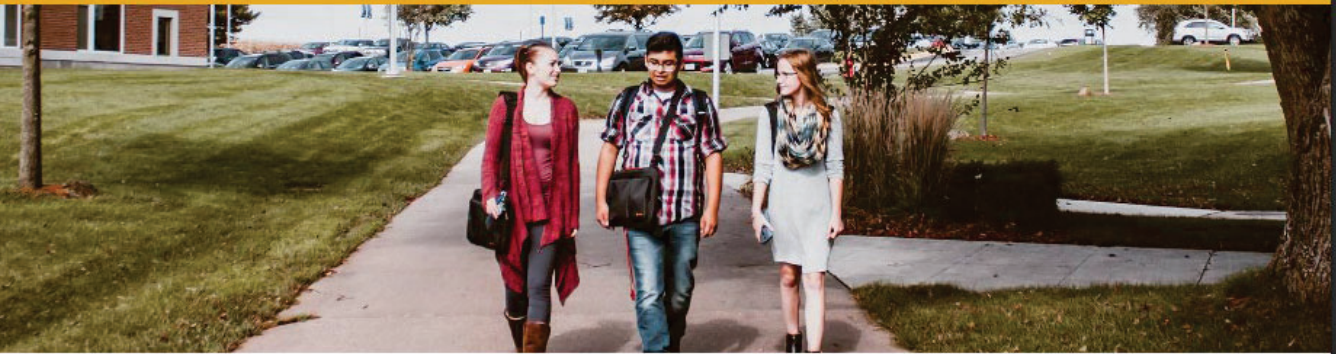
An activation link has been sent to [REDACTED]@gmail.com

[Send again](#)

Application details for Fall 2025 Applicants

 Southwest Wisconsin
TECHNICAL COLLEGE

APPLICATION 



Welcome Carl Burns!

Start New Application

Review or Complete Application

Step 1: After logging into the SWTC Apply portal, click “start new application” on the welcome screen

Step 2: New Application: Click next.

 Southwest Wisconsin
TECHNICAL COLLEGE

New Application

Application Type
Program Application

Contact:
Carl Burns

Application Status:
In-Progress

Go to dashboard

Next

Step 3: On the programs page, select the following:

Expected Entrance Term: Fall 2025

Program Applying For: Select the appropriate program from these choices:

- Start College Now
- ColLEDGE Up
- Youth Apprenticeship

Level of Confidence: Confident

Student Housing: No



Programs

Expected Entrance Term *

Fall 2025 ▼

Program Applying For *

Start College Now ▼

What is your level of confidence about this program choice? *

Confident ▼

Are you considering living in student housing at Southwest Tech? *

No ▼

[Previous](#) [Next](#)

Step 4: Applicant Information.

Complete all required fields (indicated with a red asterisk *).

Continue by clicking 'Next', or 'Previous' to go back one page.



Applicant Information

Title

▼

Legal First Name

Carl

Middle Initial

Last Name

Burns

Preferred First Name

Please share your preferred name,

Prior Last Name(s)

Name Suffix

ⓘ Please do NOT include the suffix in the

Gender *

▼

Birthdate (MM/DD/YYYY) *



Contact Information

Preferred Phone *

Mobile Phone ▼

Mobile Phone *

Alternate Phone

Step 5: Previous Education.

- ❖ Click “Add High School” and begin typing into the field to search for your school district.
- ❖ For graduation date, please select a date from the calendar icon – choosing either 05/30/2025 or 06/01/2025.

 Southwest Wisconsin
TECHNICAL COLLEGE

APPLICATION

Education Background

Click [Add High School](#) or [Add College](#) below to enter your previous education.
Provide High School or College whether attending now, or previously. Use your estimated or actual graduation date.
***Please note that current High School is required for Dual Credit High School students.*

Add High School

Add College

Name: Fennimore High School - High School
School: Fennimore High School

Education Level: High School

Highest Credential Received at Enrollment *

Highest Level of Education at Enrollment *

Do you have a high school diploma?

Have you taken a high school course for technical college credit?

GED or HSED Completion

Highest Degree Earned By Either Parent *

Previous

Next

Step 6: Answer the remaining questions based on the day the student is completing the application.

Highest Level of Education: This is the last grade level completed

Highest Degree Earned by Either Parent: Please provide this if known or select ‘not reported’ if unsure.

Last Step: Submit Application. Click the “I agree” button to confirm all information is accurate and submit!