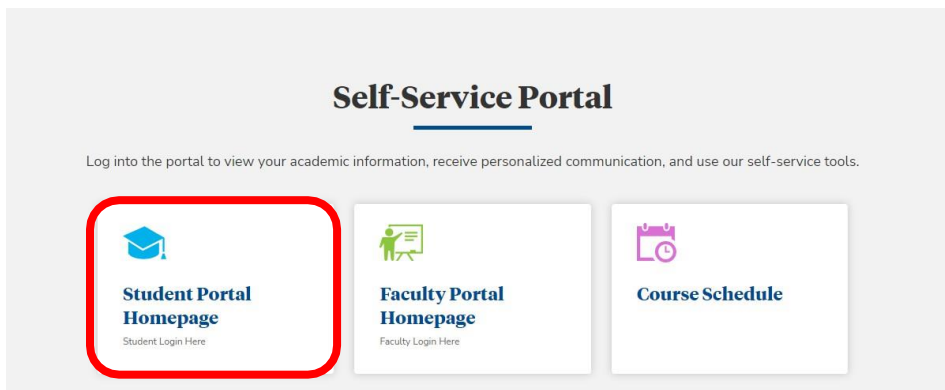
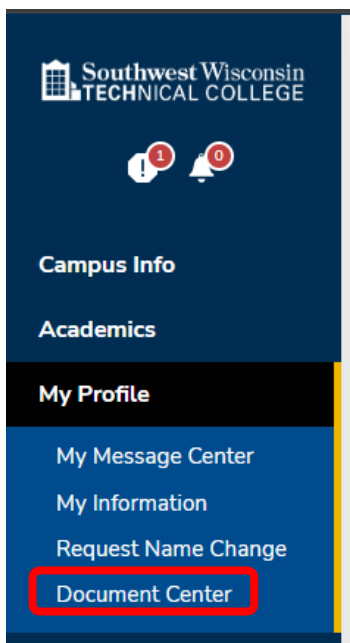


MySWTC Course Registration Instructions – Dual Enrollment

1. Log in to your student portal by visiting www.myswtc.swtc.edu and clicking on Student Portal Homepage.



2. Before you can register, you must complete the annual Financial Responsibility Agreement. Click My Profile and then Document Center from the menu on the left side.



3. Choose all programs from the Programs dropdown and then select the SA - Financial Responsibilities Agreement and the AM - Secondary Demographic form.

Documents Due

Program: All Programs [View Previously Submitted Documents »](#)

Showing 1 to 5 of 5 entries

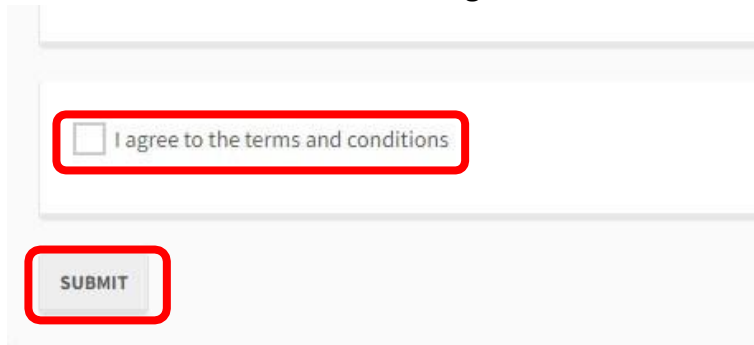
Document Name/Status	Due Date/Template
AM - High School Transcript Requested - Not Required	
AM - Secondary Demographic Requested - Required	AM - Secondary Demographic
SA - Financial Responsibility Agreement Requested - Required	SA - Financial Responsibility Agreement
SH - Covid Requested - Not Required	
SH - Influenza Requested - Required	

Show 10 entries

Previous 1 Next

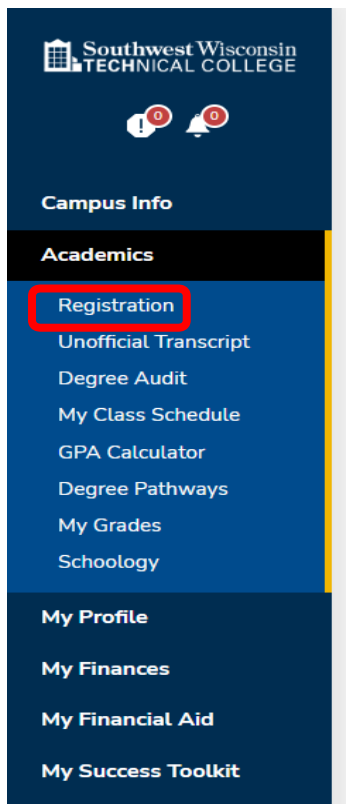
Showing 1 to 5 of 5 entries

4. Read each document and check 'I agree' and click submit.



A screenshot of a web form. At the top, there is a checkbox followed by the text "I agree to the terms and conditions". Below this, there is a button labeled "SUBMIT". Both the checkbox area and the "SUBMIT" button are highlighted with red rectangular boxes.

5. Click Academics and then Registration from the menu options on the left side.



- If you are enrolled in multiple programs, select the program you'd like to register for (Start College Now, ColLEDGE Up, or Youth Apprenticeship).
- Registration for multiple programs will need to be done separately.
- Only select **Fall II term** if you are registering for **Pistons to Pathway** or **11-12-14 Nursing Pathway** courses.
- Select **Fall 2025** term for **all other courses**.

Search Courses & Quick Add

All Courses - Includes Required and Elective courses

Showing 1 to 2 of 2 entries

Search

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Availability	Shift
	R 10-101-112	Accounting 2	UAT03	MoWe 6:00PM-9:30PM	4.00	MAIN	N/A : N/A	NA	Alleman, Gregory	Degree-level Course	Available	24 of 25	Night
	E 10-801-198	Speech	TEST	MoWe 7:00AM-10:05AM	3.00	MAIN	BAGLEY : BAGLEY FD	River Ridge School District	Admin. Student	Degree-level Course	Available	1 of 5	NA

Show entries

Previous Next

Showing 1 to 2 of 2 entries

9. Once you've selected all your courses, click the 'Register/Unregister' button under 'Selected Courses' section.

The screenshot shows a web interface for course selection. At the top, there are three numbered steps: 1. SELECT, 2. VIEW, and 3. REGISTER. Below these is a 'Search Courses & Quick Add' section with a search bar and filters. The 'All Courses - Includes Required and Elective courses' section is visible. The 'Selected Courses' section shows a table with one course selected. A yellow banner at the top of the 'Selected Courses' section reads: 'Please click the Register / Unregister button to complete the registration process.' The 'REGISTER / DROP' button is highlighted with a red box.

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Reason	Shift
☐		10-101-111	Accounting 1	0002	MoWeTh 12:30PM-2:20PM	4.00	MAIN	BLDG200 : 216	Southwest Tech Main Campus	Nicely, Melinda	Degree-level Course	Selected		Not Applicable

10. Click 'Register.'

- Congratulations! You are officially registered for your course(s)! You can view your course schedule on the left-hand side under 'Academics' – 'My Class Schedule'.

The screenshot shows the 'Register' page. At the top, there are three numbered steps: 1. SELECT, 2. VIEW, and 3. REGISTER. The 'Register' section is active. Below it is the 'Student Information' section. The 'Selected Courses' section shows a table with one course selected. A yellow banner at the top of the 'Selected Courses' section reads: 'You are almost there. Click on Register button to complete registration.' The 'REGISTER' button is highlighted with a red box.

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Reason	Last Day to Drop	Term Period	Shift
10-101-111	Accounting 1	0002	MoWeTh 12:30PM - 2:20PM	4.00	MAIN	BLDG200 : 216	Southwest Tech Main Campus	Nicely, Melinda	Degree-level Course	Selected		5/13/2024 12:00 AM	1/15/2024-5/17/2024	Not Applicable