MySWTC Course Registration Instructions – Dual Enrollment
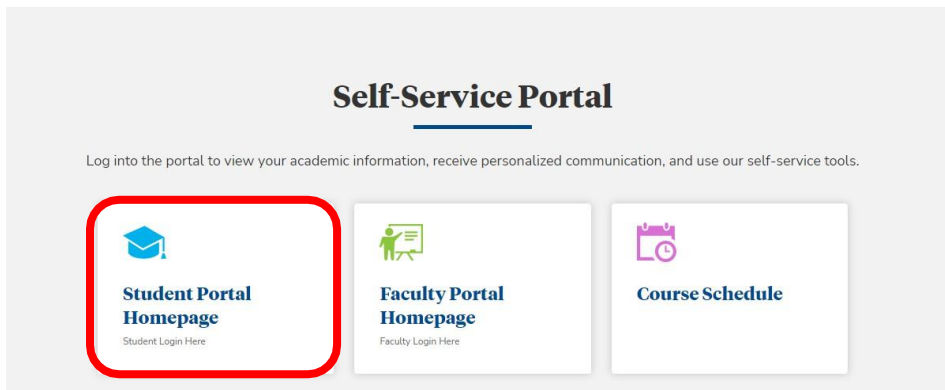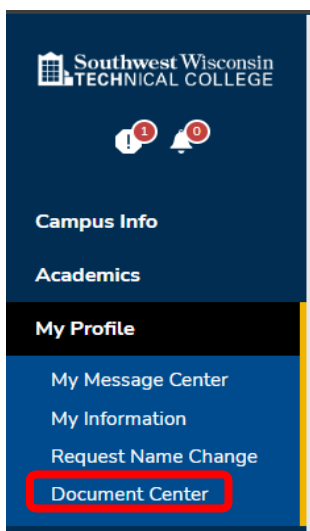
1. **Log in to your student portal by visiting www.myswtc.swtc.edu and clicking on Student Portal Homepage.**

2. **Before you can register, you must complete a few documents.**
   - **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 Responsibility Agreement and the AM - Secondary Demographic form.**
   - **If the Secondary Demographic form does not appear when All Programs is selected, you have already completed the form for the academic year.**

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

☐ I agree to the terms and conditions

SUBMIT

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

Southwest Wisconsin
TECHNICAL COLLEGE

Campus Info

Academics

Registration
Unofficial Transcript
Degree Audit
My Class Schedule
GPA Calculator
Degree Pathways
My Grades
Schoology

My Profile

My Finances

My Financial Aid

My Success Toolkit
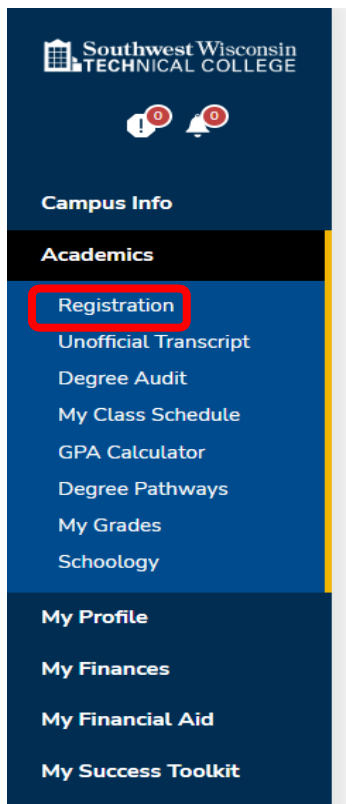
6. **Choose the appropriate program and term you would like to register for and click 'Register.'**
   - If you are enrolled in multiple programs, select the program you'd like to register for (Start College Now, CollEDGE Up, or Youth Apprenticeship).
   - Registration for multiple programs will need to be done separately.
   - Select **Spring 2026** term for **all other courses**.

Online Registration

Welcome to Online Registration.

Use the following search criteria to narrow your focus when searching for a course.

Note: Select only Fall II or Spring II terms if you are a CollEDGE Up or Start College Now, dual-enrollment high school student.

View Class Lists

Refresh Page

ℹ️ You currently have 2 programs. Select the program and term carefully to avoid payment issues.

Program: [1/13/2025 Youth Apprenticeship ▾]   Term: [*Select* ▾]

[REGISTER]

7. **Search for your desired course using the search box in the upper right-hand corner. We recommend searching by course code – example: 12-345-678.**

8. **Click the green add (+) button to left of the course(s) that you'd like to add.**

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 [10 ▾] entries   Previous [1] Next   Showing 1 to 2 of 2 entries

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

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'.**