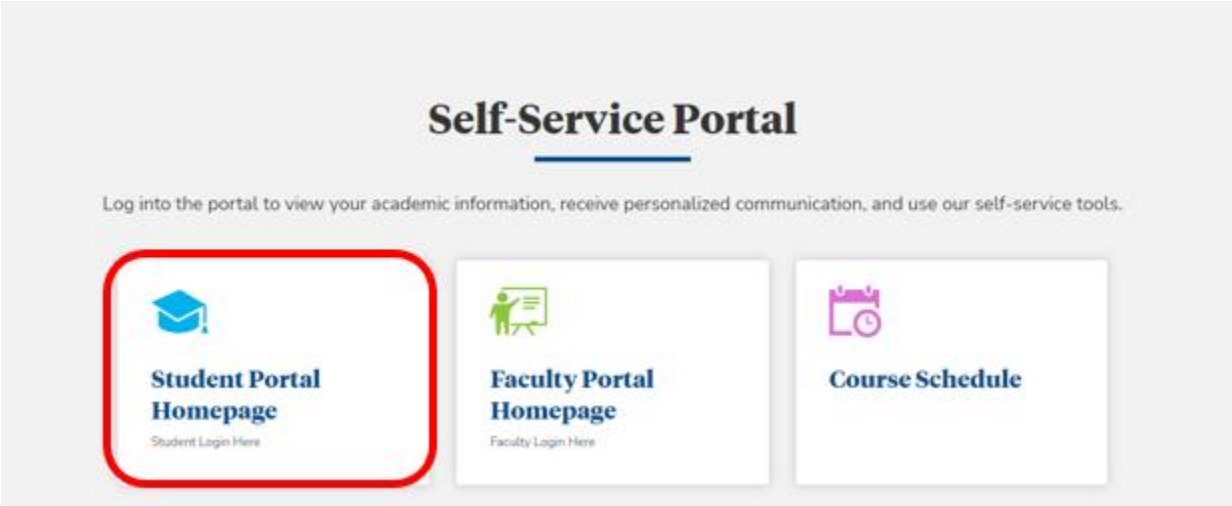
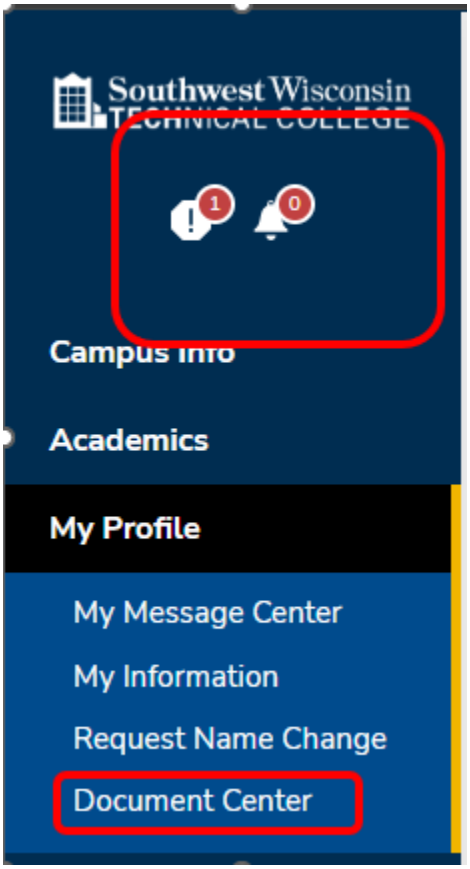
Registration at MySWTC

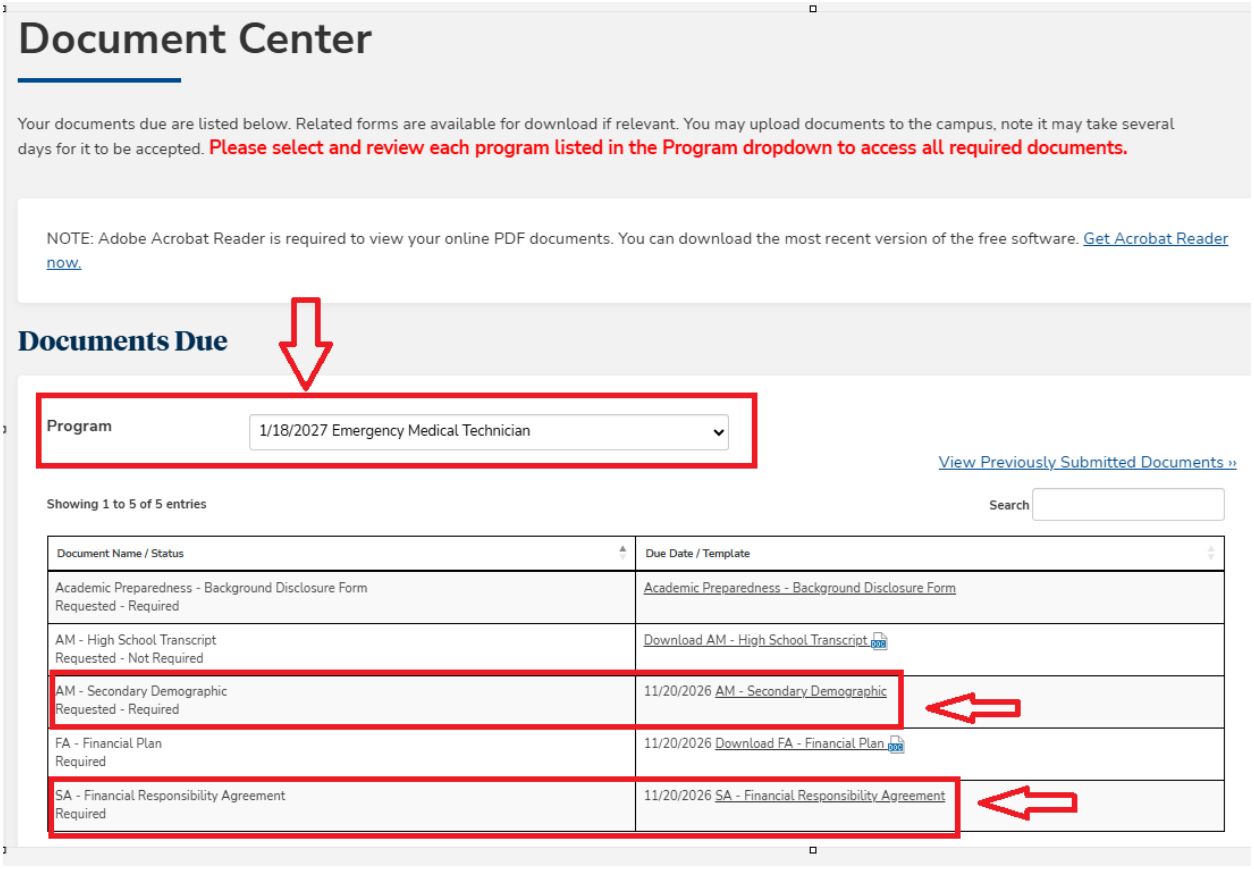
1. **Log in to your student portal by visiting www.myswtc.swtc.edu and clicking on Student Portal Homepage.**



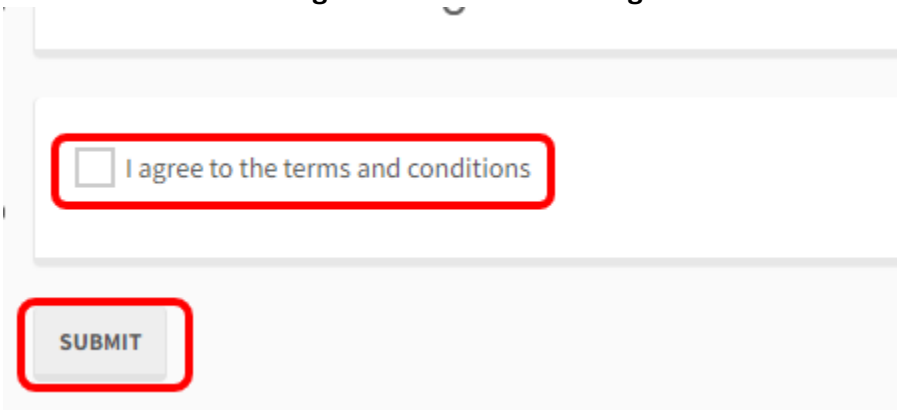
2. **Before you can register, you must complete the annual Financial Responsibility Agreement and Secondary Demographics Form. Click My Profile and then Document Center from the menu on the left side.**



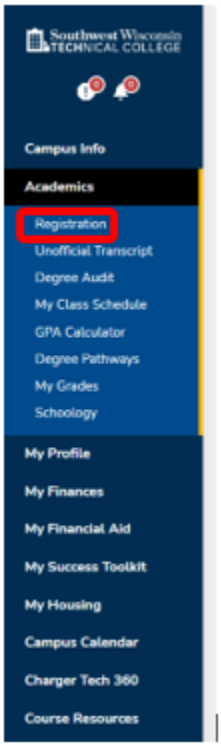
3. **In the 'Program' dropdown field, choose your program. If there are multiple programs, you may need to change the program to access all the required documents. If your record has the Financial Responsibilities Agreement and/or the Secondary Demographics form listed as Required, you must submit those forms. If you do not complete these forms, it will prevent you from moving forward with registration.**



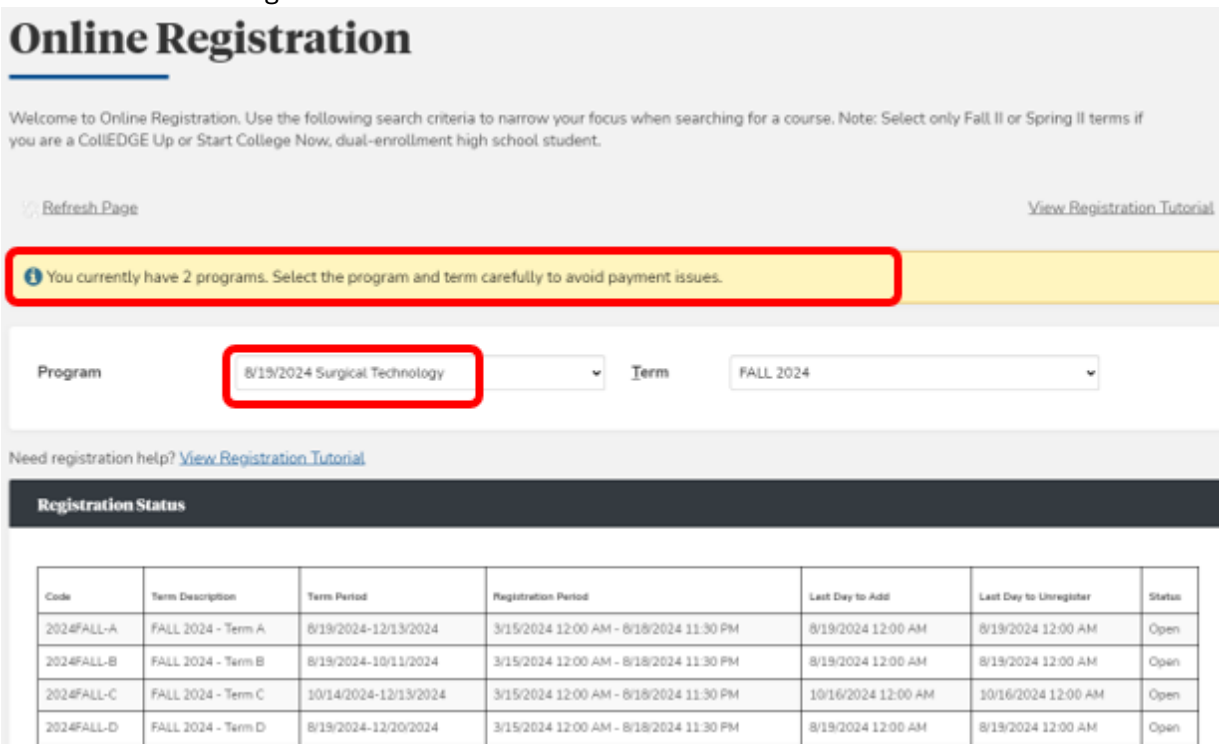
4. **Read the Terms of the agreement and check 'I agree' and click submit.**



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



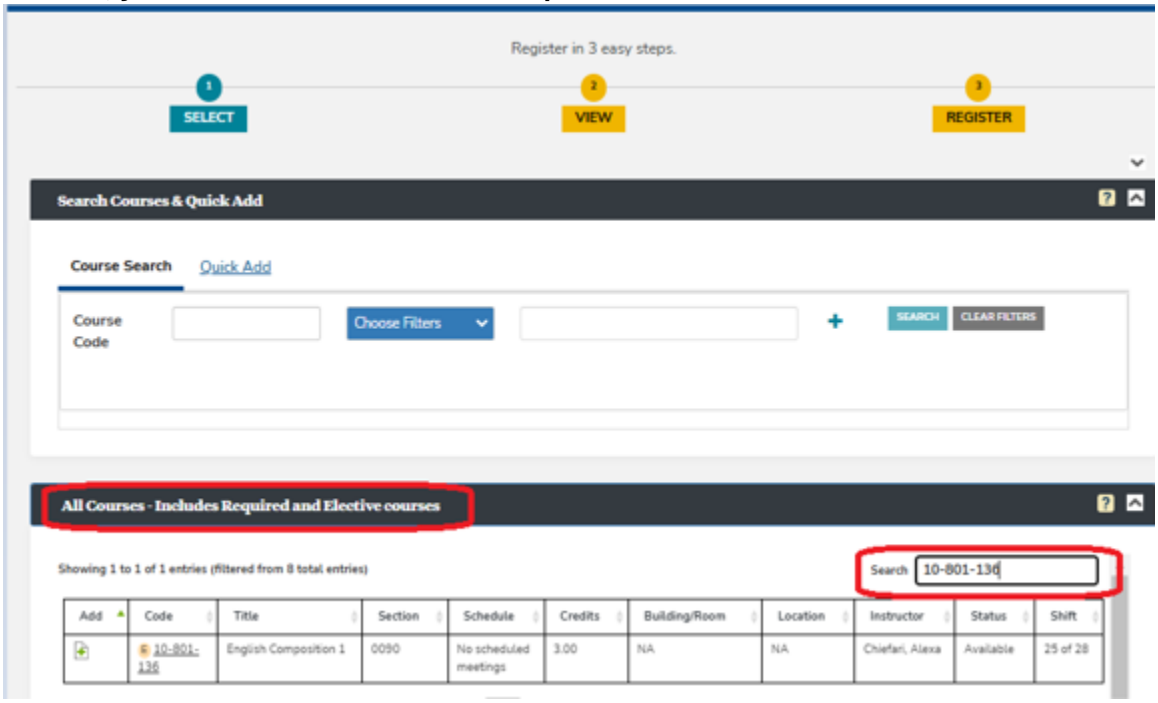
6. **Choose the appropriate program and term you would like to register for and click 'Register.'**
   - If you are enrolled in multiple programs, select the program you'd like to register for.
   - Registration for multiple programs will need to be done separately.
   - Select only Fall II or Spring II terms if you are a CollEDGE Up or Start College Now, dual-enrollment high school student.



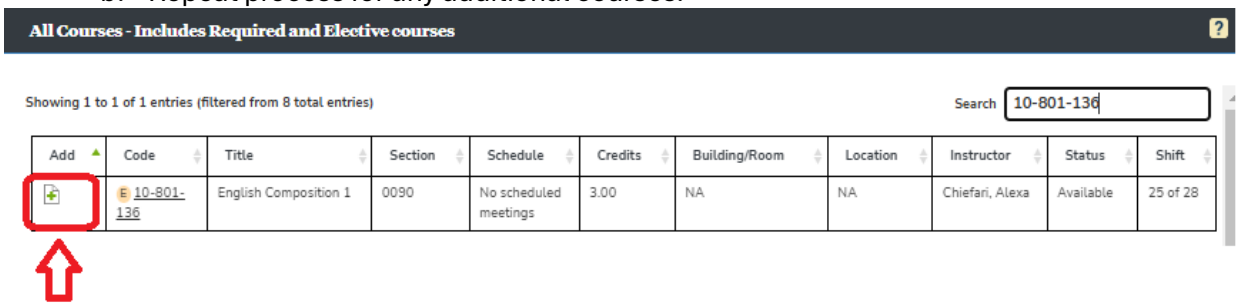
7. **Click the 'Register' button.**



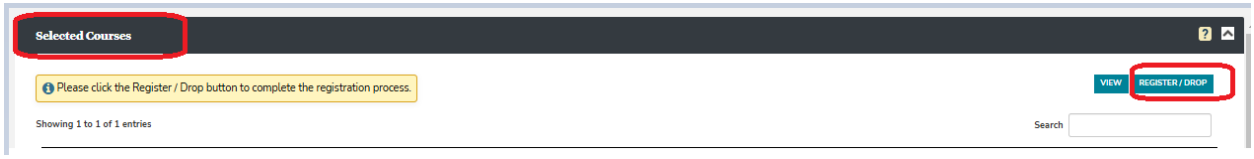
8. **In the Search field, under '*All Courses-Includes Required and Elective courses*', enter the first course by entering the course name or course number. If you use the course number, you must include the dashes as pictured below.**



9. **Click the add (+) button to left of the course(s) that you'd like to add.**
    a. Only required courses in the selected program will be displayed.
    b. Repeat process for any additional courses.



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



11. **Click 'Register.'**

