SWC
SOUTHWESTERN COLLEGE

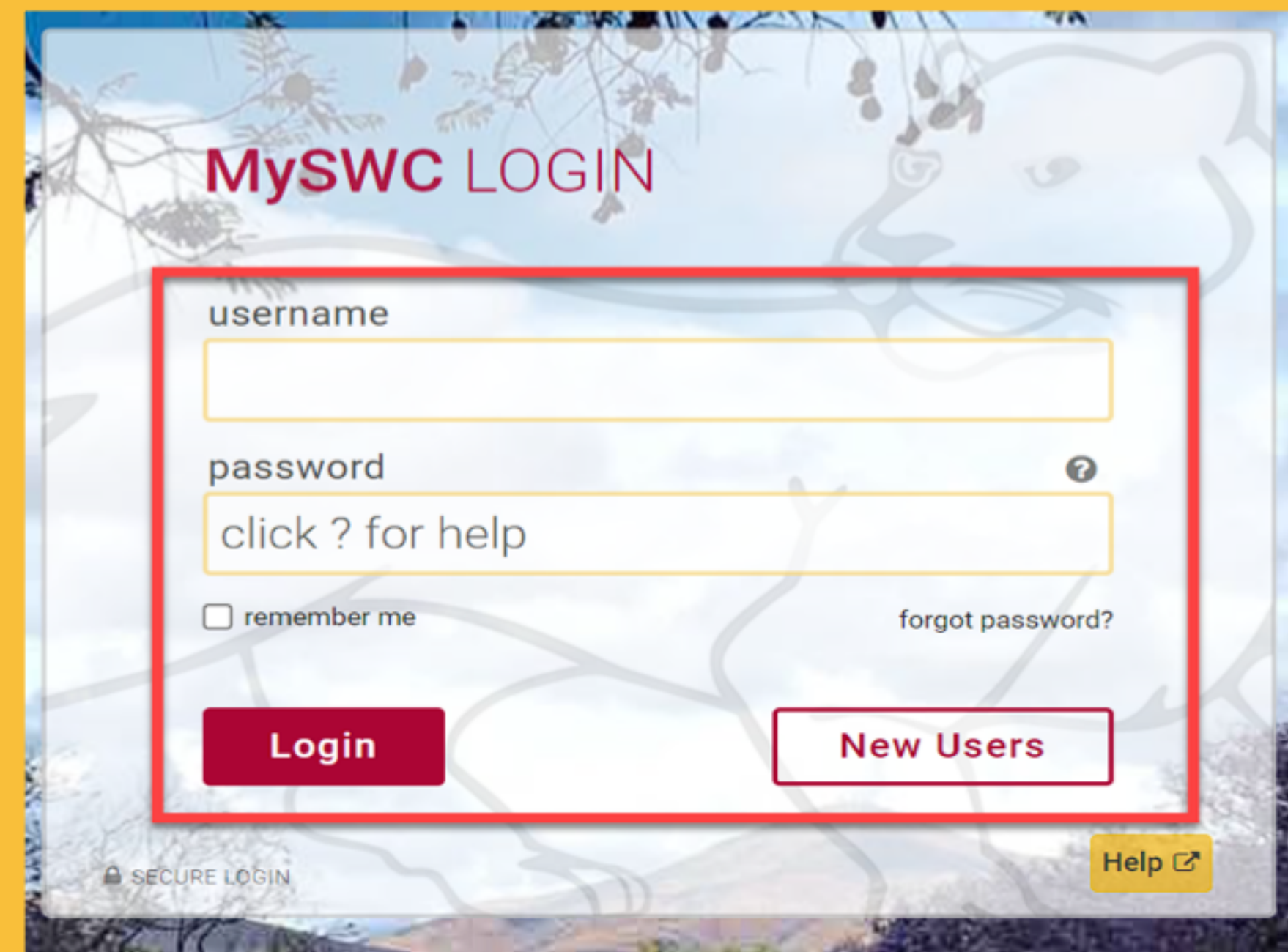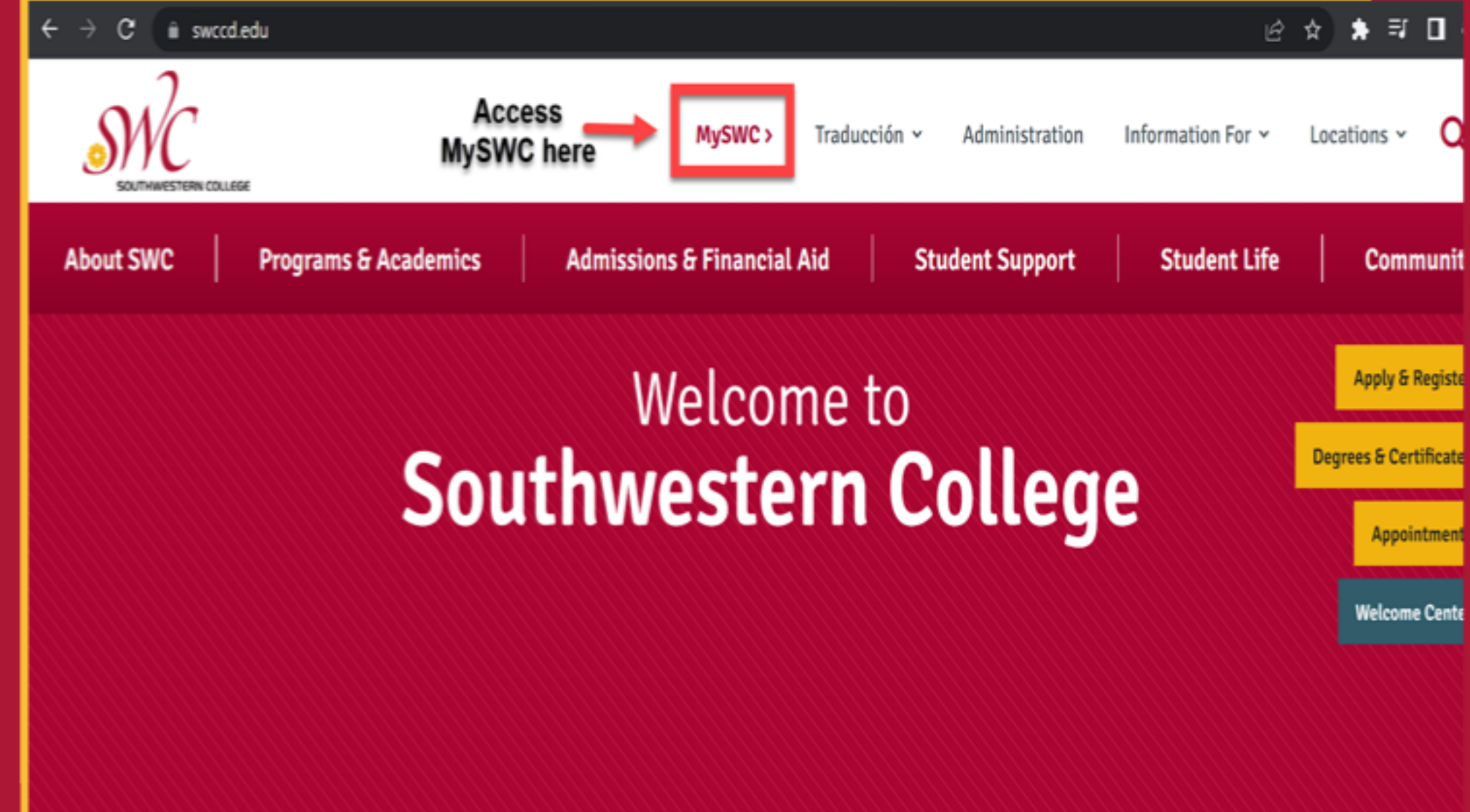# Introducing a Step-by-Step Guide

For Student Registration Through MySWC

How to access Self Service

1. Visit Southwestern College's website and select **MYSWC**

2. Enter your **SWC Username and Password**

How to access Self Service Continued

Once logged in, you will have access to your MySWC page. Head to **Webadvisor for Students Section**, select **Registration**, then select **Register for Classes**

5. You will be directed to the **Advanced Search** page to start searching for courses
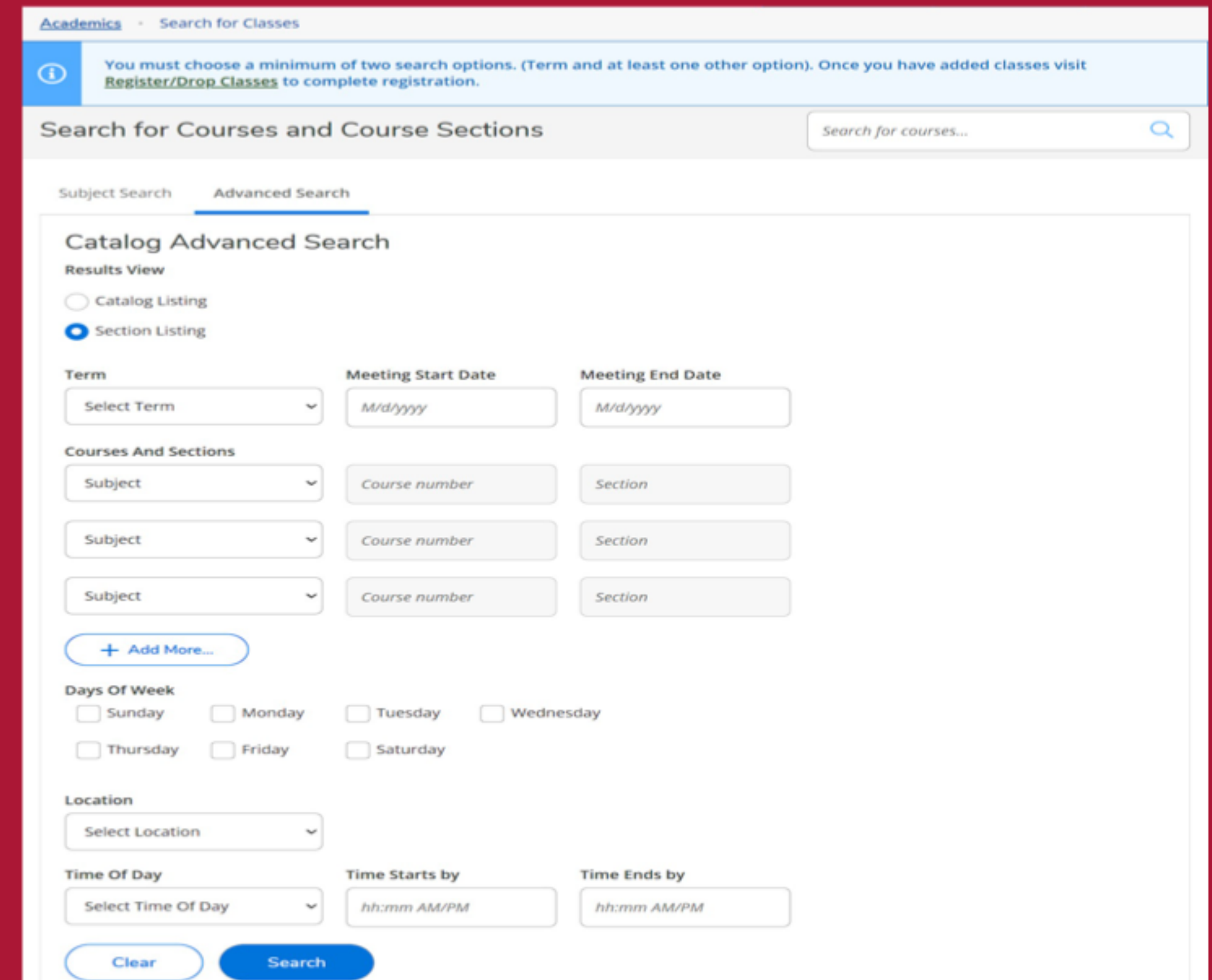
Searching for Classes

1. You can search for courses by either using the search bar located on the top right of screen or by filling the boxes in red

2. Once you fill out the information of courses, click on the **Blue Search Button** located at the bottom of the page

Academics · Search for Classes

You must choose a minimum of two search options. (Term and at least one other option). Once you have added classes visit **Register/Drop Classes** to complete registration.

Search for Courses and Course Sections

ART 101

Another option to search for courses

Subject Search   **Advanced Search**

Catalog Advanced Search

Results View

○ Catalog Listing

● Section Listing

Term
Spring 2022

Meeting Start Date
M/d/yyyy

Meeting End Date
M/d/yyyy

Courses And Sections

English   115   Section

Mathematics   101   Section

Subject   Course number Section

+ Add More...

Days Of Week

☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

☐ Thursday ☐ Friday   ☐ Saturday

Location

Select Location

Time Of Day
Select Time Of Day

Time Starts by
hh:mm AM/PM

Time Ends by
hh:mm AM/PM

Clear   **Search**   Click search once you enter information

Adding Classes to Your Schedule

1. After searching for courses you will be directed to **Course Selection Page**

2. This page provides details of the courses you selected such as the Section, Dates, Location, Meeting Information, Faculty, Availability, Credits, and additional information

3. You can start adding courses by clicking the **Blue Add Button**

Search for Courses and Course Sections

‹ Back to Search for Classes

Search for courses...

Advanced Search Selection: PD-114, ENGL-115-519

Once you choose your course click the blue add button

Filters Applied: Spring 2022 X

Filter Results Hide

Availability ^
- Open and Waitlisted Sections
- Open Sections Only

Subjects ^
- English (1)
- Personal Development (5)

Locations ^
- Chula Vista - Main Campus (4)
- Online (2)

Terms ^
- ☑ Spring 2022 (6)

Days of Week ^
- Monday (2)
- Tuesday (2)

Add To Schedule	Term	Status	Section Name	Title	Dates	Location	Me
Add	Spring 2022	Waitlisted	ENGL-115-519	CollegComp:ReadWrite Anlyt	4/4/2022-5/27/2022	Online	4/... TB
Add	Spring 2022	Open	PD-114-01	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	T, 1/ 16
Add	Spring 2022	Open	PD-114-03	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	M, 1/ 16
Add	Spring 2022	Open	PD-114-07	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	M, 1/ 16
Add	Spring 2022	Open	PD-114-09	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	T, 1/ 16
Add	Spring 2022	Closed	PD-114-502	Transitions in Higher Ed	1/31/2022-5/27/2022	Online	1/ TB

Page 1 of 1

Adding Classes to Your Schedule Continued

1. Once you add the course, a section will open on your screen that reviews details of the course prior to registering

2. After reviewing, click on the **Add Section Button**

3. The course will be added to your schedule

Section Details

ENGL-115-02 CollegComp:ReadWrite Anlyt 💲
Spring 2022

Instructors	
Meeting Information	M, W, F 7:10 AM - 8:25 AM
	1/31/2022 - 5/27/2022
	Chula Vista - Main Campus, Building 29 29-106 (Lecture)
Dates	1/31/2022 - 5/27/2022
Seats Available	17 of 30 Total
Credits	4
Grading	Graded

Requisites

⚠️ Placement through the Southwestern College multiple measures placement process - Must be completed prior to taking this course.

Course Description: Fee: $1. [Limitation on Enrollment: Students who do not place directly into ENGL 115 may enroll in the 115+ Learning Community (which requires enrollment in both ENGL-115 and ENGL-45). Prerequisite: Placement through the Southwestern College multiple measures placement process.] Provides instruction and practice in reading and writing expository, analytical, and argumentative essays. Emphasizes textual analysis, writing analytically, logical reasoning, research techniques, information literacy, and documentation. Includes drafting, revising, and editing written work. [D; CSU; UC; C-ID ENGL 100]

Additional Information: The class will meet face to face.

Additional Course Fees: Fees listed here are in addition to general tuition and fees charged at registration.
Material Fees- Written Comp.: $1.00

Books: Bookstore Information

Transfer Status: Transfer to Both UC/CSU

Click on this button to add course

Close | Add Section

Registering for Classes

1. Once you add the courses you selected, you will be notified that the course was added to your schedule

2. You can access your schedule to register for classes by clicking on the **Register/Drop Classes Link**

Academics · Search for Classes

✓ ENGL-115-519 has been planned on the schedule.

ⓘ Use 'Search for Classes' to choose all of the sections you intend to take this term. Then go to Register/Drop Classes to complete registration.

Search for Courses and Course Sections
‹ Back to Search for Classes

Click on this link to access your schedule

Search for courses...

Filter Results	Hide

Advanced Search Selection: PD-114, ENGL-115-519

Filters Applied: Spring 2022 ✕

Availability ⌃

☐ Open and Waitlisted Sections
☐ Open Sections Only

Add To Schedule	Term	Status	Section Name	Title	Dates	Location	Me
Add	Spring 2022	Waitlisted	ENGL-115-519	CollegComp:ReadWrite Anlyt	4/4/2022-5/27/2022	Online	4/ TB

Registering for Classes Continued

1. You will be directed to your schedule page and you must click the **Blue Arrow** to the semester you want to register in

2. Once you review your schedule, you can register for the course by clicking the **Blue Register Button**

3. You will be notified of successful registration when the course status changes from **Planned** to **Registered**
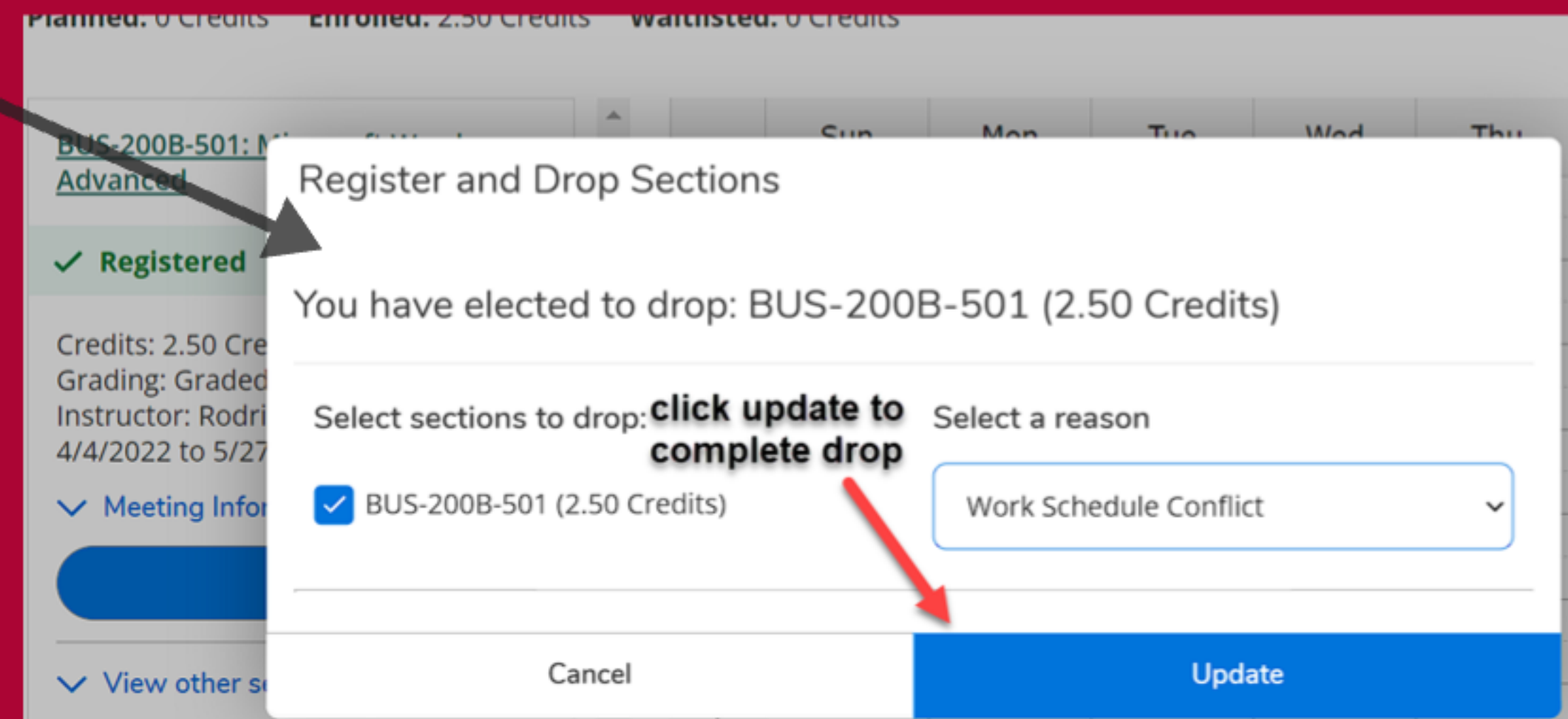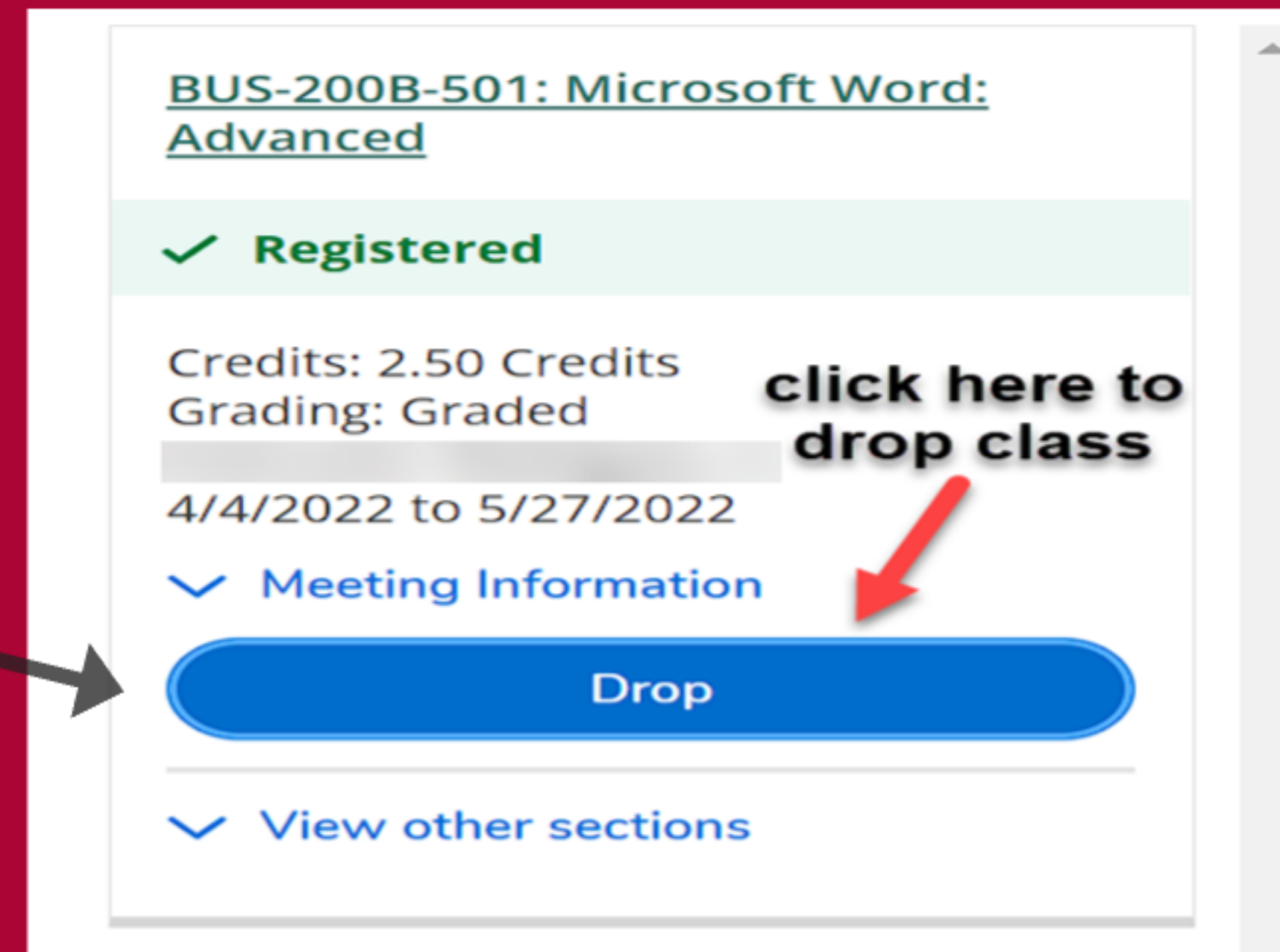
Dropping Classes

1. To drop classes you would click the **Blue Drop Button**

2. You will then see a new window showing which classes you will be dropping and you must select a reason why you are dropping the class

3. Successful course drop is distinguished when the course is **Planned** instead of **Registered**

BUS-200B-501: Microsoft Word: Advanced

✓ **Registered**

Credits: 2.50 Credits
Grading: Graded

4/4/2022 to 5/27/2022

⌄ Meeting Information

click here to drop class

Drop

⌄ View other sections

Planned: 0 Credits   Enrolled: 2.50 Credits   Waitlisted: 0 Credits

BUS-200B-501: M...
Advanced

✓ Registered

Credits: 2.50 Cre...
Grading: Graded
Instructor: Rodri...
4/4/2022 to 5/27...

⌄ Meeting Infor...

⌄ View other s...

Sun   Mon   Tue   Wed   Thu

Register and Drop Sections

You have elected to drop: BUS-200B-501 (2.50 Credits)

Select sections to drop: **click update to complete drop**   Select a reason

☑ BUS-200B-501 (2.50 Credits)   Work Schedule Conflict

Cancel   Update

Waitlisting for Classes

1. To waitlist for a course, you will click the **Blue Add Button**

2. Once you add the course, a section will open on your screen that reviews details of the course prior to registering

3. After reviewing, click on the **Add Section Button**

4. The course will be added to your schedule

Waitlisting for Classes Continued

1. Once you select the courses you want to waitlist, you will be notified that the course was added to your schedule

2. You can access your schedule to register for classes by clicking on the **Register/Drop Classes Link**

Click on this link to access your schedule

Waitlisting for Classes Continued

1. You will be directed to your schedule page, where you can add yourself to the waitlist.

ENGL-115-519: CollegComp:ReadWrite Anlyt ✕

✓ Planned

Credits: 4 Credits
Grading: Graded

4/4/2022 to 5/27/2022
Waitlisted: 0

⌄ Meeting Information

⚠ This section has a waitlist

Click here to waitlist for course

Waitlist

2. You will be notified of successful waitlist status when you are placed in a **Rank**

ENGL-115-519: CollegComp:ReadWrite Anlyt
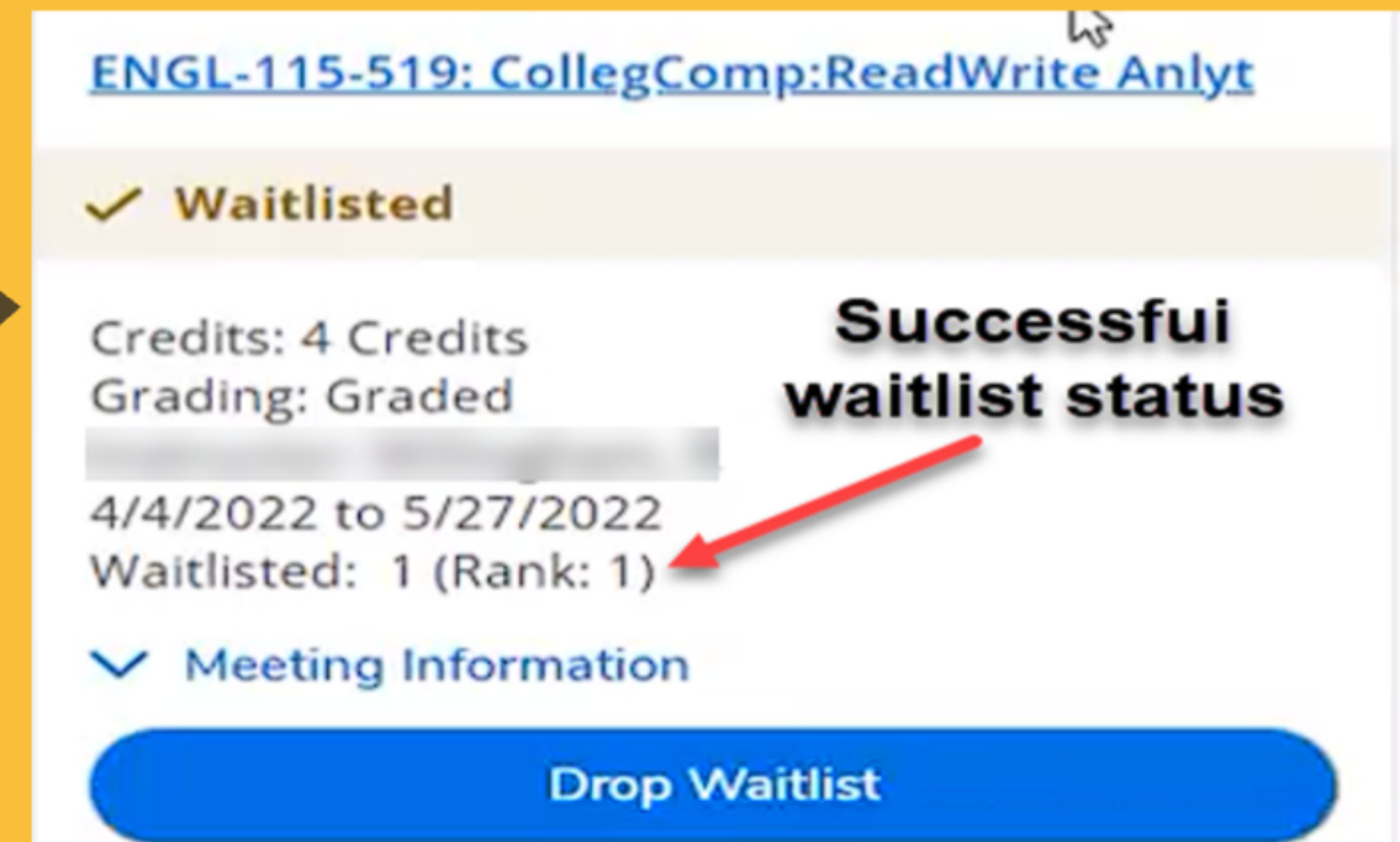
✓ Waitlisted

Credits: 4 Credits
Grading: Graded

4/4/2022 to 5/27/2022
Waitlisted: 1 (Rank: 1)

Successfui waitlist status

⌄ Meeting Information

Drop Waitlist

Registering for Waitlisted Courses

1. To register for waitlisted courses, you will receive an **email with permission to enroll** in the waitlisted course

ENGL-115-519: CollegComp:ReadWrite Anlyt

✓ **Waitlisted**
Permission to register until 3/21/2022

Credits: 4 Credits
Grading: Graded
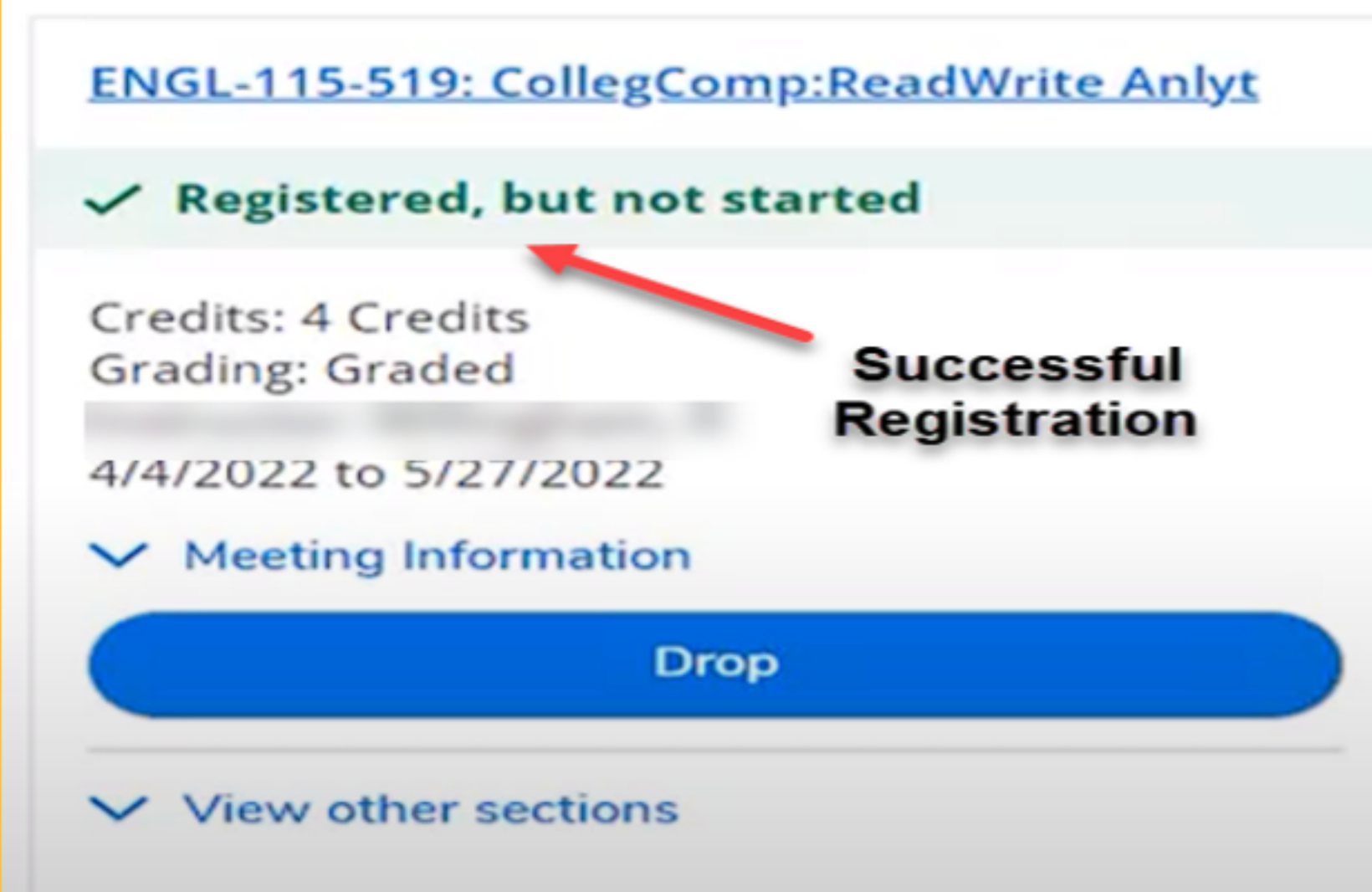
4/4/2022 to 5/27/2022
Waitlisted: 1 (Rank: 1)

˅ Meeting Information

click here when you have permission to register

Register

Drop Waitlist

2. You will be notified of successful registration when the status changes from **Waitlisted** to **Registered**

ENGL-115-519: CollegComp:ReadWrite Anlyt

✓ **Registered, but not started**

Credits: 4 Credits
Grading: Graded

4/4/2022 to 5/27/2022

Successful Registration

˅ Meeting Information

Drop

˅ View other sections

Dropping Waitlisted Courses

1. To drop waitlisted courses you would click the **Blue Drop Button**

2. You will then see a new window showing which classes you will be dropping and you must select a reason why you are dropping the class

3. Successful course drop is distinguished when the course is **Planned** instead of **Waitlisted**

ENGL-115-519: CollegComp:ReadWrite Anlyt

✓ **Waitlisted**

Credits: 4 Credits
Grading: Graded

4/4/2022 to 5/27/2022
Waitlisted: 1 (Rank: 1)

Drop waitlist status

⌄ Meeting Information

Drop Waitlist

Planned: 0 Credits   Enrolled: 2.50 Credits   Waitlisted: 0 Credits

BUS-200B-501: Microsoft Word
Advanced

✓ Registered

Credits: 2.50 Cre
Grading: Graded
Instructor: Rodri
4/4/2022 to 5/27

⌄ Meeting Infor

⌄ View other s

Register and Drop Sections

You have elected to drop: BUS-200B-501 (2.50 Credits)

Select sections to drop: **click update to complete drop**   Select a reason
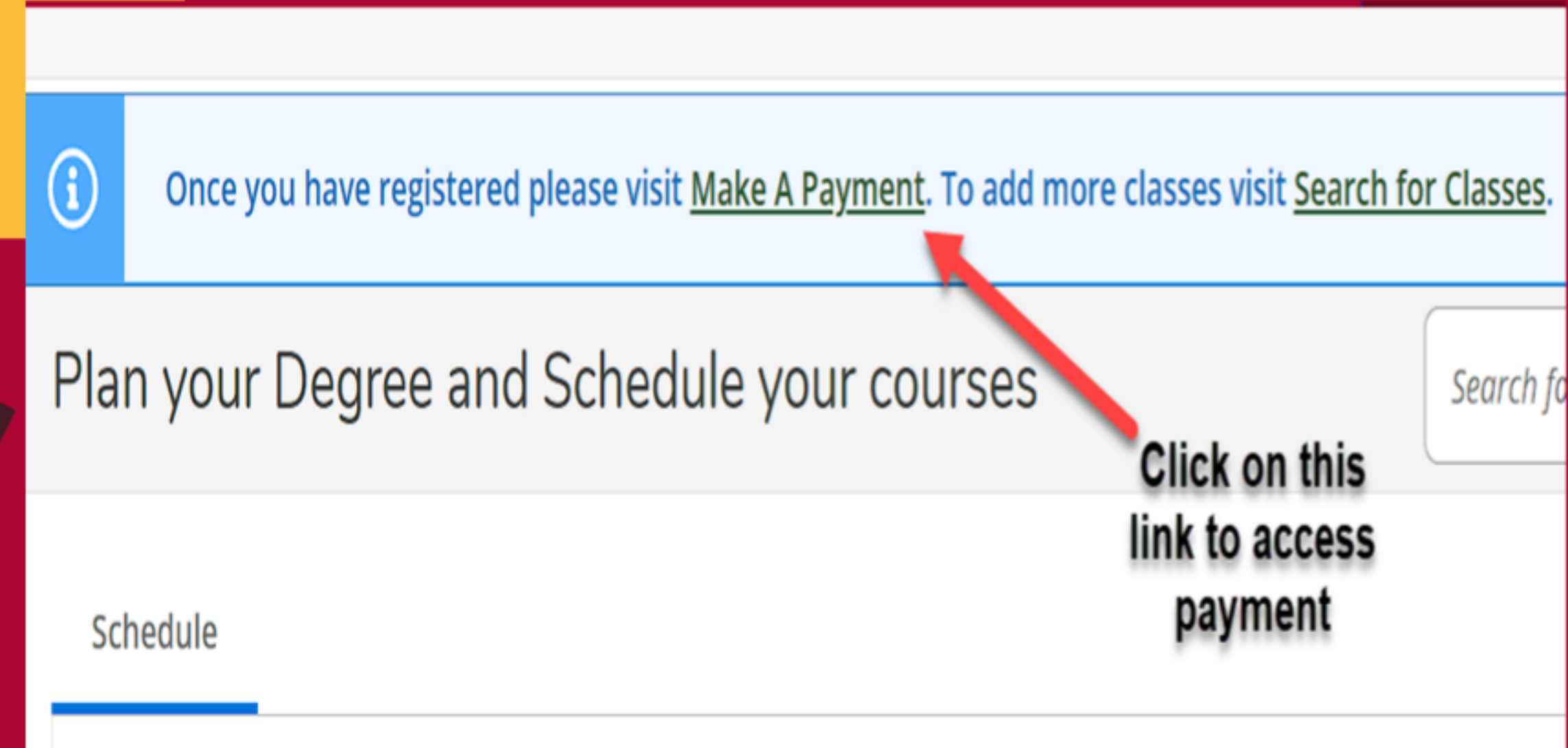
☑ BUS-200B-501 (2.50 Credits)   Work Schedule Conflict

Cancel   **Update**

Accessing Payments & Statement

1. To make a payment for classes you will need to click a link labeled **Make A Payment** after you register for courses

2. You will proceed to a page that will redirect you to **Southwestern College's Payment Center**

3. On the payment center page, you will see your balance and other information regarding finances with Southwestern College. You can proceed to make a payment by clicking the green button.
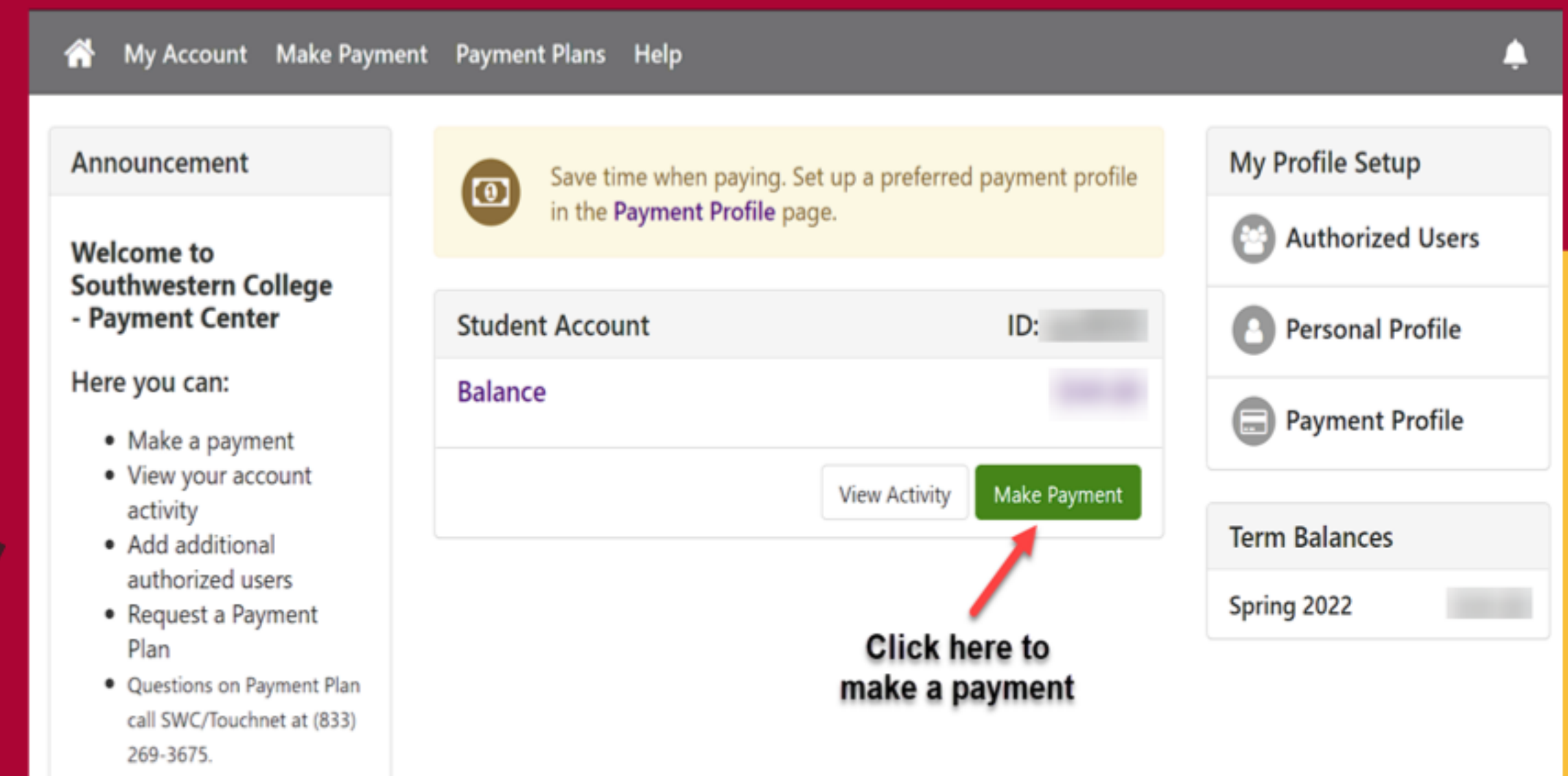
Once you have registered please visit **Make A Payment**. To add more classes visit **Search for Classes**.

Plan your Degree and Schedule your courses

Schedule

Click on this link to access payment

My Account   Make Payment   Payment Plans   Help

Announcement

Welcome to Southwestern College - Payment Center

Here you can:

- Make a payment
- View your account activity
- Add additional authorized users
- Request a Payment Plan
- Questions on Payment Plan call SWC/Touchnet at (833) 269-3675.

Save time when paying. Set up a preferred payment profile in the **Payment Profile** page.

Student Account   ID:

Balance

View Activity   Make Payment

Click here to make a payment

My Profile Setup

Authorized Users

Personal Profile

Payment Profile

Term Balances

Spring 2022

If you have any questions, reach out to the

Outreach Department!

SWC
SOUTHWESTERN COLLEGE

Cranium Cafe:

https://swccd.craniumcafe.com/group/outreach/lobby

ZOOM:

Meeting ID: 937 0238 4131

https://swccd-edu.zoom.us/j/93702384131

Email:

outreach@swccd.edu

Phone:

619-421-5167