



Introducing a Step-by-Step Guide

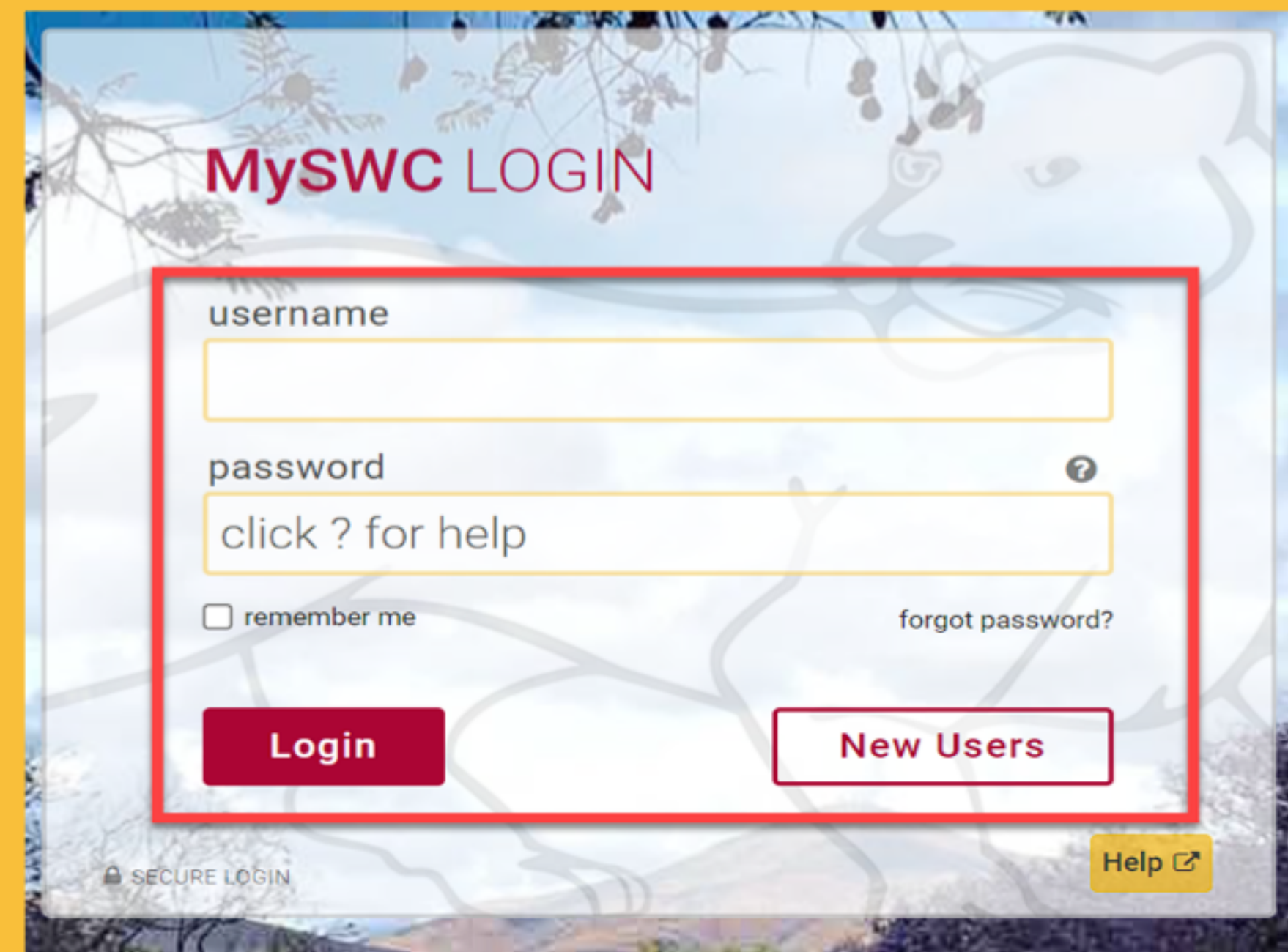
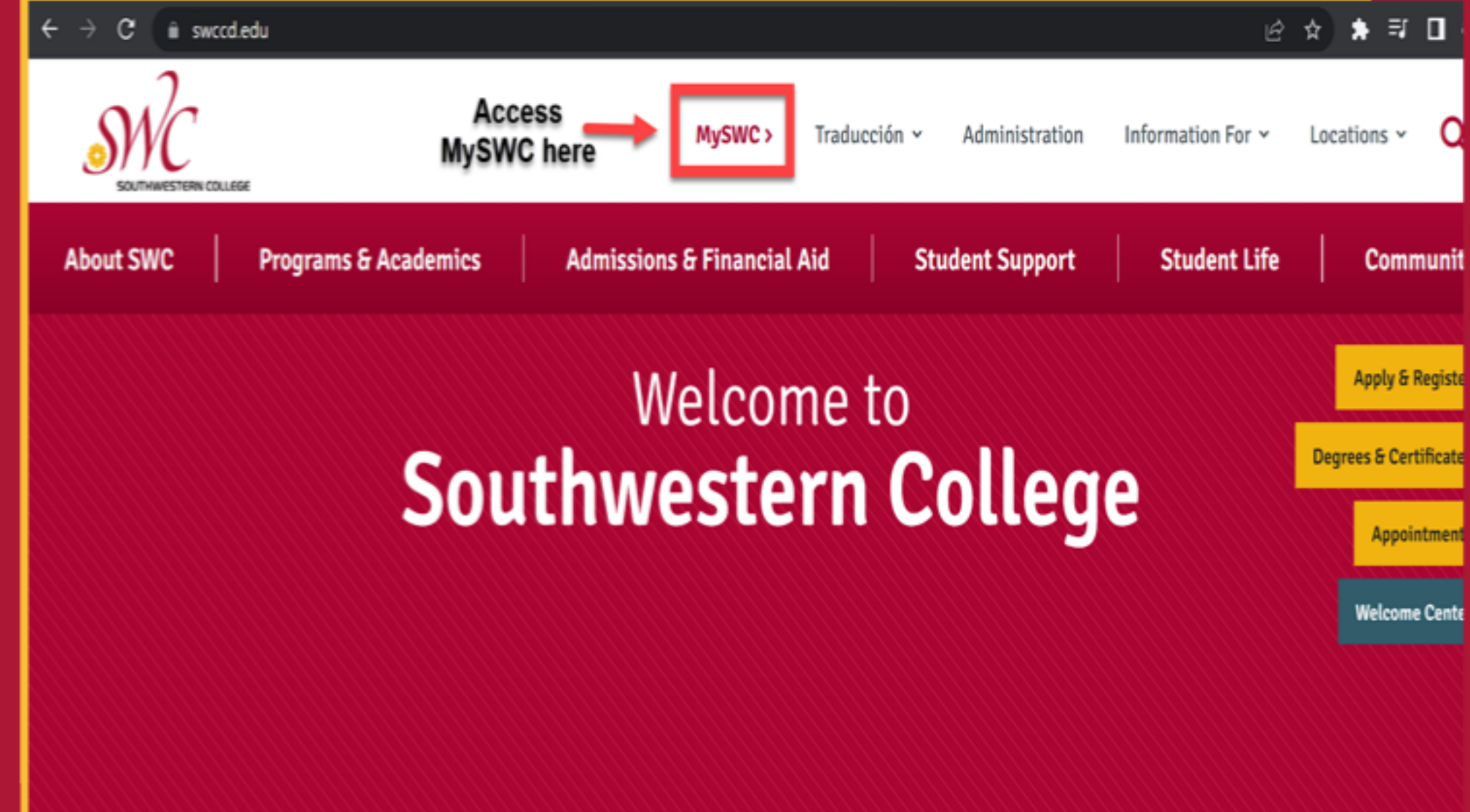


**For Student Registration
Through MySWC**

How to access Self Service

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

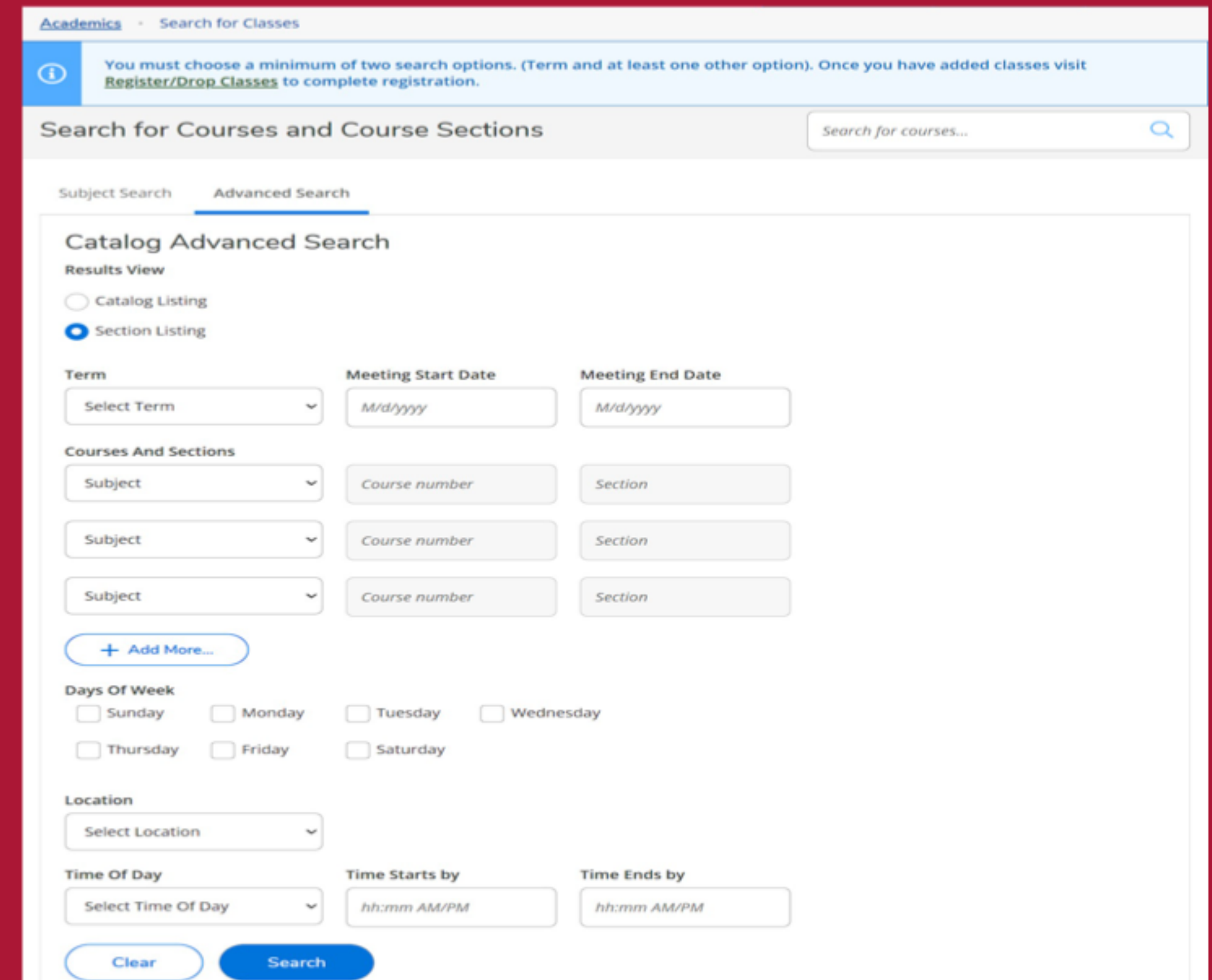
2. Enter your **SWC Username and Password**



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

i 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

Subject Search **Advanced Search** **Another option to search for courses**

Catalog Advanced Search

Results View

Catalog Listing
 Section Listing

Term **Meeting Start Date** **Meeting End Date**

Courses And Sections

<input type="text" value="English"/>	<input type="text" value="115"/>	<input type="text" value="Section"/>
<input type="text" value="Mathematics"/>	<input type="text" value="101"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

[+ Add More...](#)

Days Of Week

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Location

Time Of Day **Time Starts by** **Time Ends by**

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 Search for courses...

[Back to Search for Classes](#)

Advanced Search Selection: PD-114, ENGL-115-519 **Once you choose your course click the blue add button**

Filters Applied: Spring 2022 x

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/...
Add	Spring 2022	Open	PD-114-01	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	T...
Add	Spring 2022	Open	PD-114-03	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	M...
Add	Spring 2022	Open	PD-114-07	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	M...
Add	Spring 2022	Open	PD-114-09	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	T...
Add	Spring 2022	Closed	PD-114-502	Transitions in Higher Ed	1/31/2022-5/27/2022	Online	1/...

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)

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

The screenshot shows a web interface for adding classes. A 'Section Details' pop-up window is open, displaying the following information:

- Section Details:** ENGL-115-02 CollegComp:ReadWrite Anlyt (with a fee icon) Spring 2022
- Instructors:** [Redacted]
- 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 (dropdown menu)
- Requisites:** Placement through the Southwestern College multiple measures placement process - Must be completed prior to taking this course. (Warning icon)
- 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

At the bottom of the pop-up window, there is a blue button labeled 'Add Section' with a red arrow pointing to it. The text 'Click on this button to add course' is written above the button. The background shows a search results page with filters for 'Availability', 'Subjects', 'Locations', 'Terms', 'Days of Week', and 'Time of Day'. The 'Spring 2022' term is selected. The bottom of the page shows a list of added classes, including 'ENGL-115-12' with a fee icon.

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**

The screenshot shows the 'Search for Classes' page. At the top right, a green notification box with a checkmark states: 'ENGL-115-519 has been planned on the schedule.' Below this, a blue information bar contains the text: '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.' A red arrow points to this link. The main content area is titled 'Search for Courses and Course Sections' and includes a search bar, filter options, and a table of search results.

Click on this link to access your schedule

Add To Schedule	Term	Status	Section Name	Title	Dates	Location	Me
<input type="checkbox"/>	Spring 2022	Waitlisted	ENGL-115-519	CollegComp:ReadWrite Anlyt	4/4/2022-5/27/2022	Online	4/4/2022-5/27/2022

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**

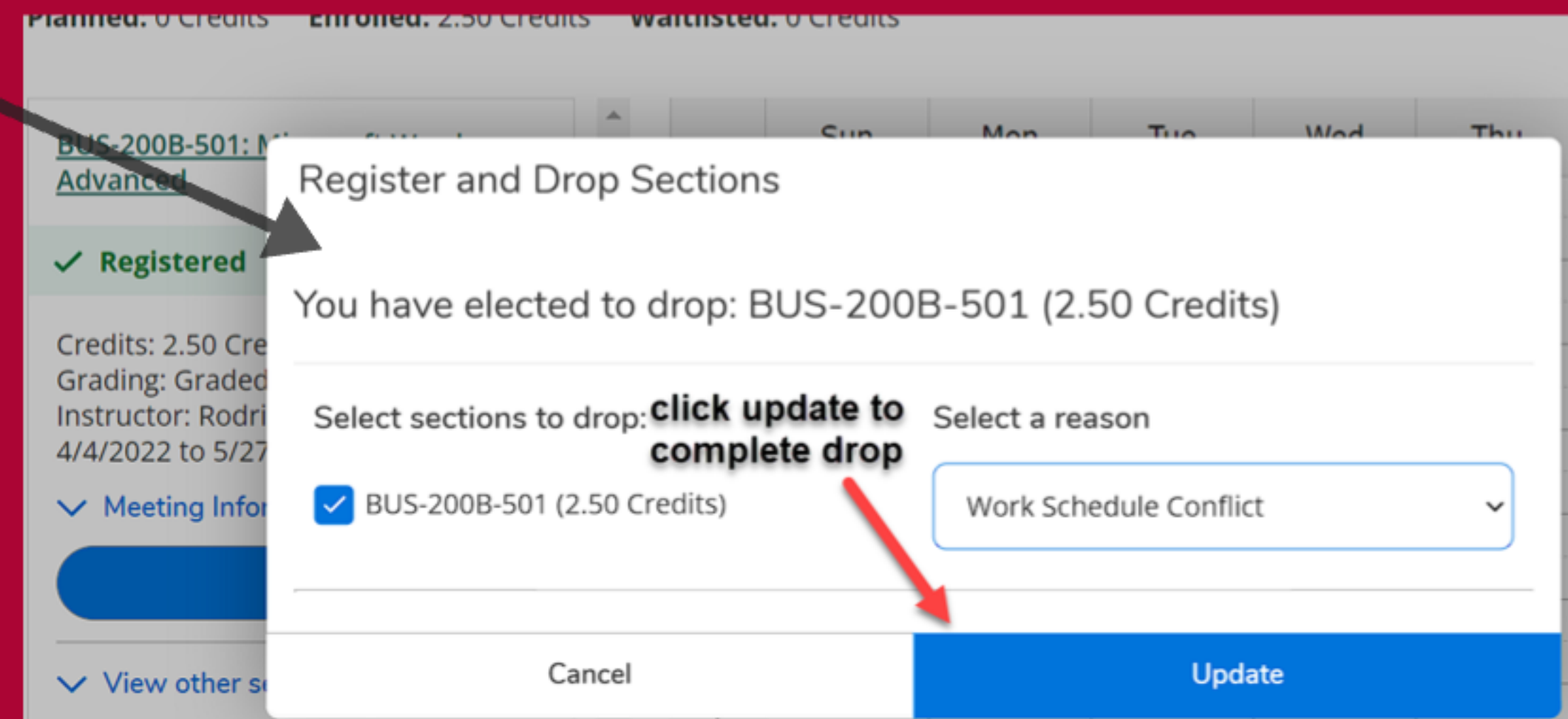
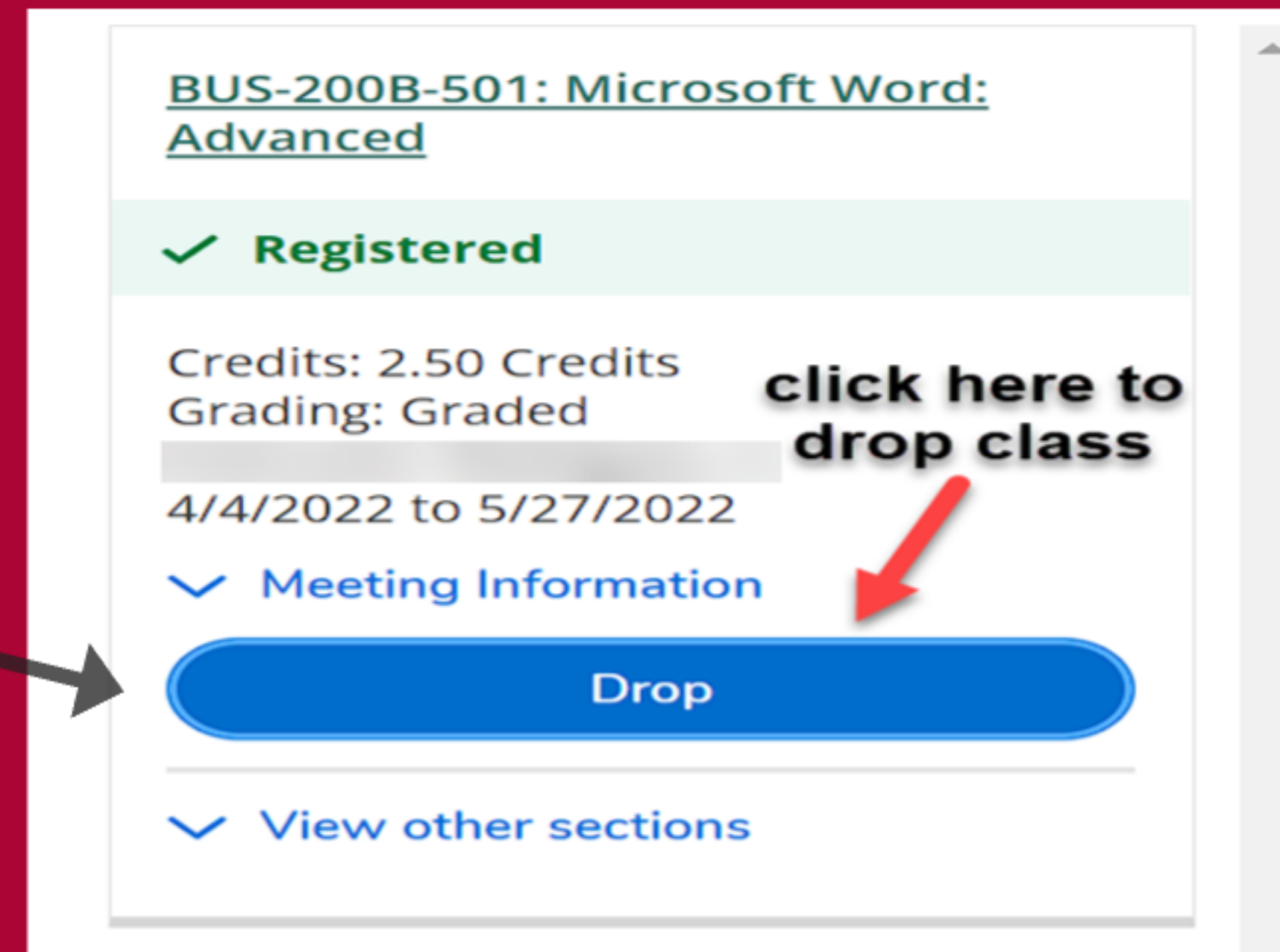
The screenshot displays a course registration interface for Spring 2022. The top navigation bar includes a left arrow, a right arrow, the text 'Spring 2022', and a plus sign. Below this are three buttons: 'Filter Sections', 'Save to iCal', and 'Print'. The main content area shows a course card for 'ACCT-101-01: Prin of Accounting I'. The status is 'Planned' with a checkmark. Course details include 'Credits: 4 Credits', 'Grading: Graded', and dates '1/31/2022 to 5/27/2022' with 'Seats Available: 1'. A blue 'Register' button is highlighted with a red arrow and the text 'Click here to register for course'. To the right is a calendar grid for Sun and Mon, with a yellow box around the 7am slot on Monday containing 'ACCT-101-01 X'. Below the course card are tabs for 'Schedule', 'Timeline', 'Advising', 'Petitions & Waivers', and 'Grading IDs'. The bottom section shows the same course card for 'ACCT-101-580: Prin of Accounting I' with the status 'Registered, but not started' highlighted in a red box. A red arrow points to this status with the text 'Successful registration'.

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**



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

Courses and Course Sections

Search for courses...

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

Filters Applied: Spring 2022

Add To Schedule	Term	Status	Section Name	Title	Dates	Location	Meeting Information
Add	Spring 2022	Waitlisted	ENGL-115-519	CollegComp:ReadWrite Anlyt	4/4/2022-5/27/2022	Online	4/4/2022 - 5/27/2022 TBD (LECD)
Add	Spring 2022	Open	PD-114-01	Transitions in Higher Ed	1/31/2022-5/27/2022	Chula Vista - Main Campus	T, Th 10:10-11:35 AM 1/31/2022 - 5/27/2022 16 16-102 (LEC)

Spring 2022

Instructors [Redacted]

Meeting Information 4/4/2022 - 5/27/2022
Online, TBD (Lec-Distance Education)

Dates 4/4/2022 - 5/27/2022

Seats Available 0 of 30 Total

Waitlisted 0

Credits 4

Grading Graded

This section has a waitlist.

Close **Add Section**

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**

The screenshot shows a web interface for searching for classes. At the top right, a green notification box with a checkmark states: "ENGL-115-519 has been planned on the schedule." Below this, a blue information bar contains the text: "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." A red arrow points to the "Register/Drop Classes" link. The main content area is titled "Search for Courses and Course Sections" and includes a search bar, a "Back to Search for Classes" link, and a "Filter Results" section with "Availability" options: "Open and Waitlisted Sections" and "Open Sections Only". The "Advanced Search Selection" is "PD-114, ENGL-115-519" and "Filters Applied" is "Spring 2022". A table below shows the search results for ENGL-115-519, with columns for "Add To Schedule", "Term", "Status", "Section Name", "Title", "Dates", "Location", and "Me". The row for ENGL-115-519 shows "Spring 2022", "Waitlisted", "ENGL-115-519", "CollegComp:ReadWrite Anlyt", "4/4/2022-5/27/2022", "Online", and "4/4/2022-5/27/2022".

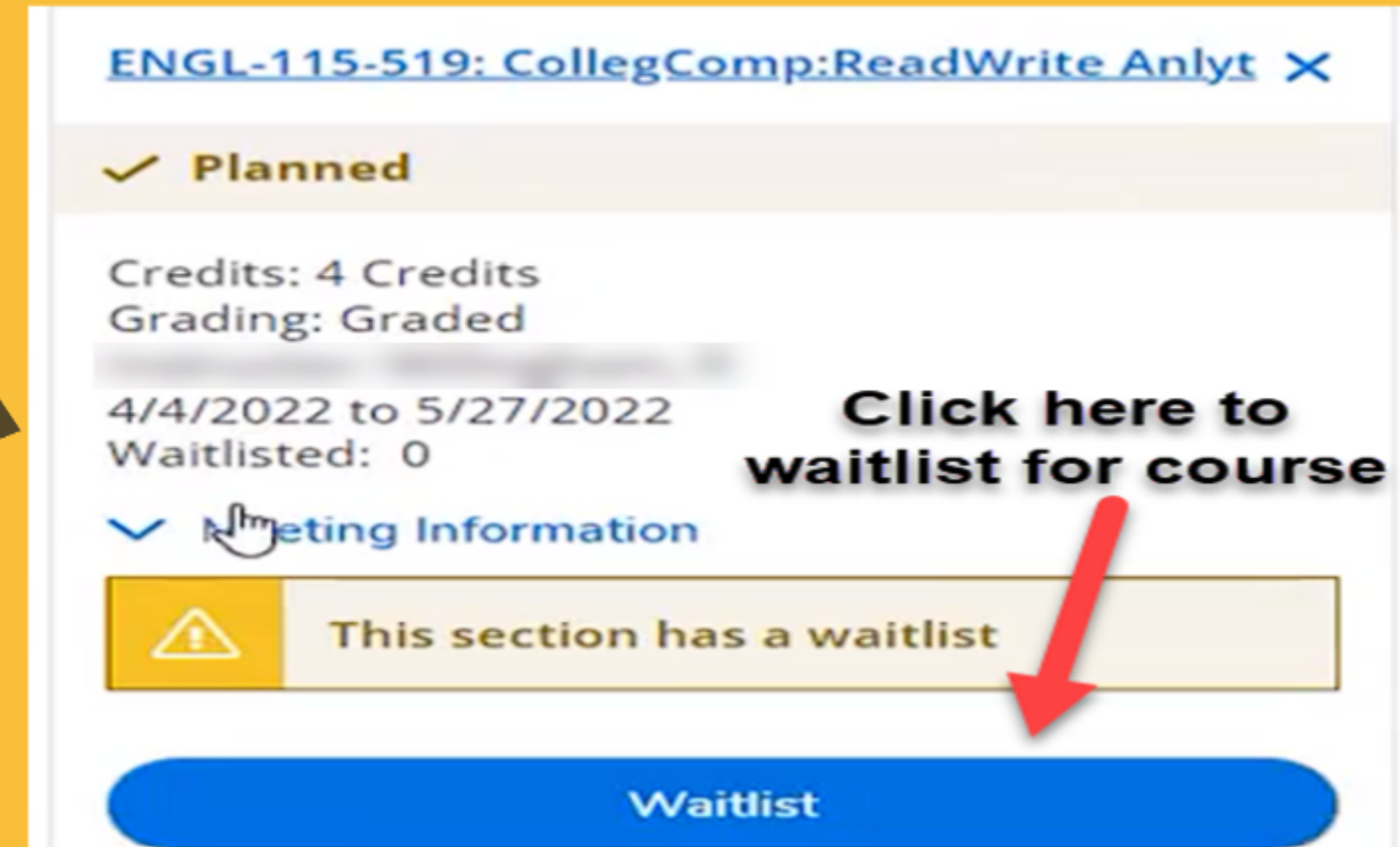
Click on this link to access your schedule

Add To Schedule	Term	Status	Section Name	Title	Dates	Location	Me
<input type="button" value="Add"/>	Spring 2022	Waitlisted	ENGL-115-519	CollegComp:ReadWrite Anlyt	4/4/2022-5/27/2022	Online	4/4/2022-5/27/2022

Waitlisting for Classes Continued

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

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



ENGL-115-519: CollegComp:ReadWrite Anlyt X

✓ **Planned**

Credits: 4 Credits
Grading: Graded

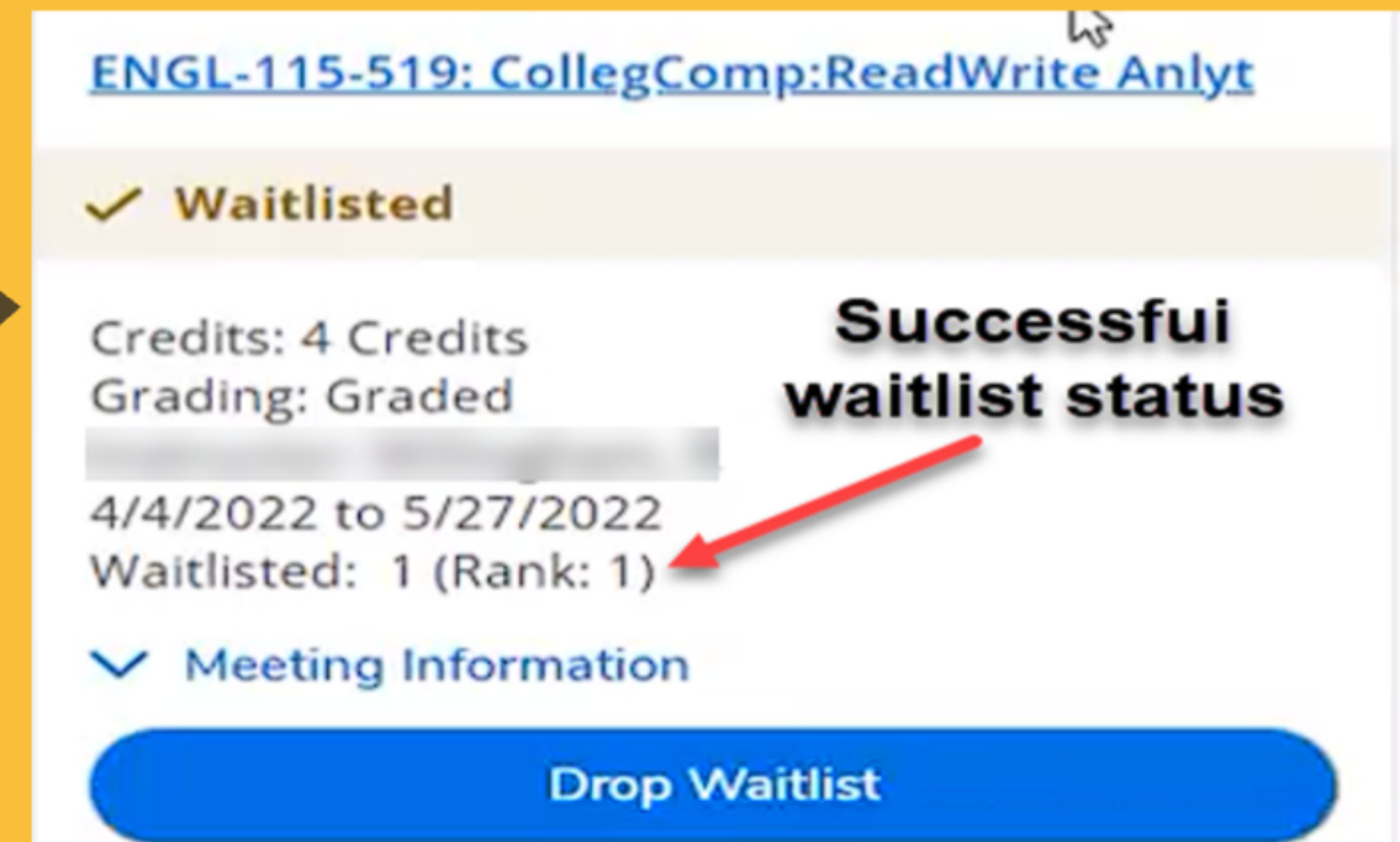
4/4/2022 to 5/27/2022
Waitlisted: 0

Click here to waitlist for course

Meeting Information

This section has a waitlist

Waitlist



ENGL-115-519: CollegComp:ReadWrite Anlyt

✓ **Waitlisted**

Credits: 4 Credits
Grading: Graded

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

Successful 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

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



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)

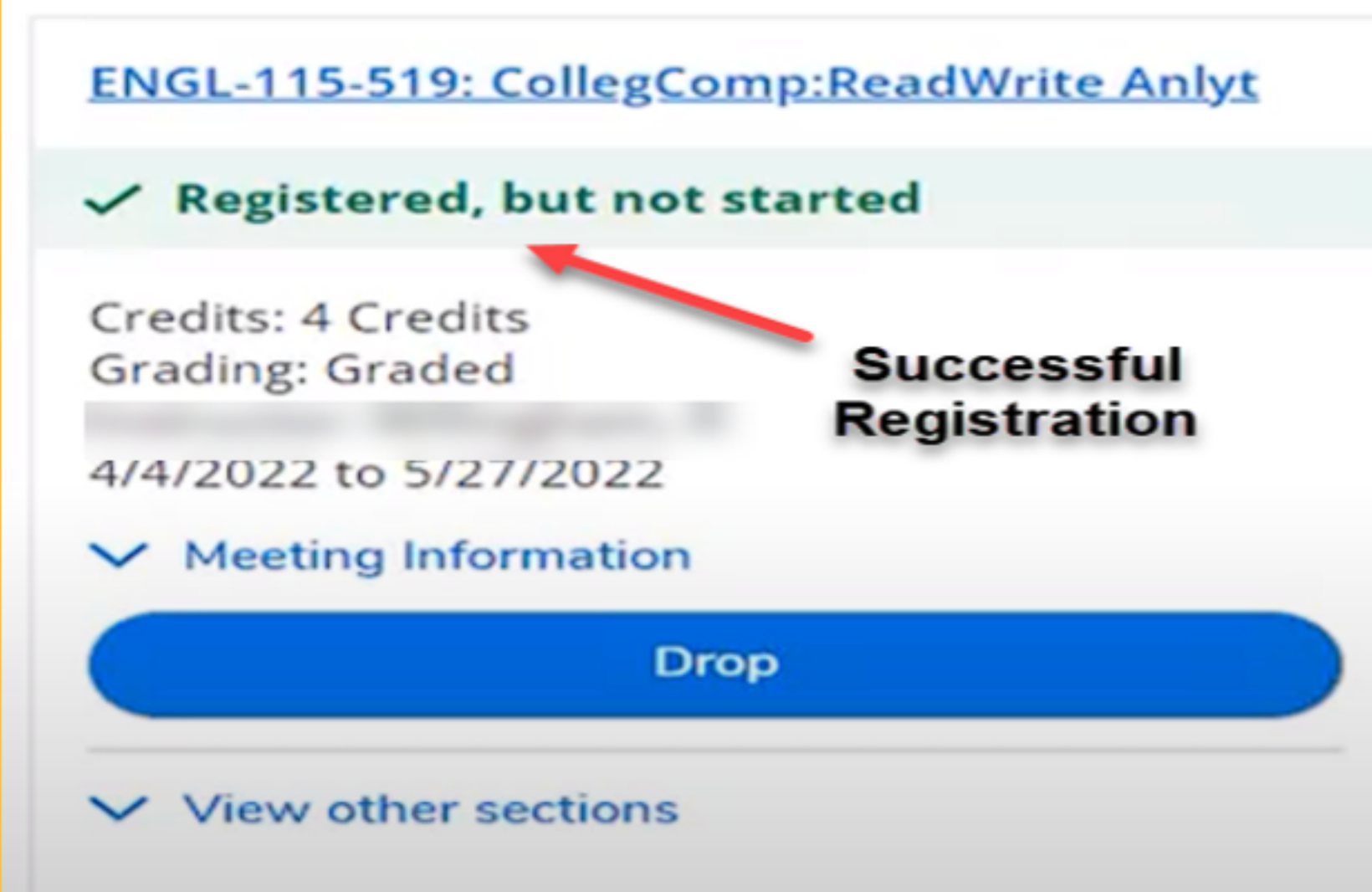
click here when you have permission to register

Meeting Information

Register

Drop Waitlist

This screenshot shows a course page for ENGL-115-519. The status is 'Waitlisted' with a red box around it. Below the status, there is a 'Register' button and a 'Drop Waitlist' button. A red arrow points to the 'Register' button with the text 'click here when you have permission to register'.



ENGL-115-519: CollegComp:ReadWrite Anlyt

✓ **Registered, but not started**

Credits: 4 Credits
Grading: Graded

4/4/2022 to 5/27/2022

Meeting Information

Drop

View other sections

Successful Registration

This screenshot shows the same course page after registration. The status is now 'Registered, but not started' with a red arrow pointing to it and the text 'Successful Registration'. The 'Register' button has been replaced by a 'Drop' button.

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)

Meeting Information

Drop waitlist status

Drop Waitlist

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

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)

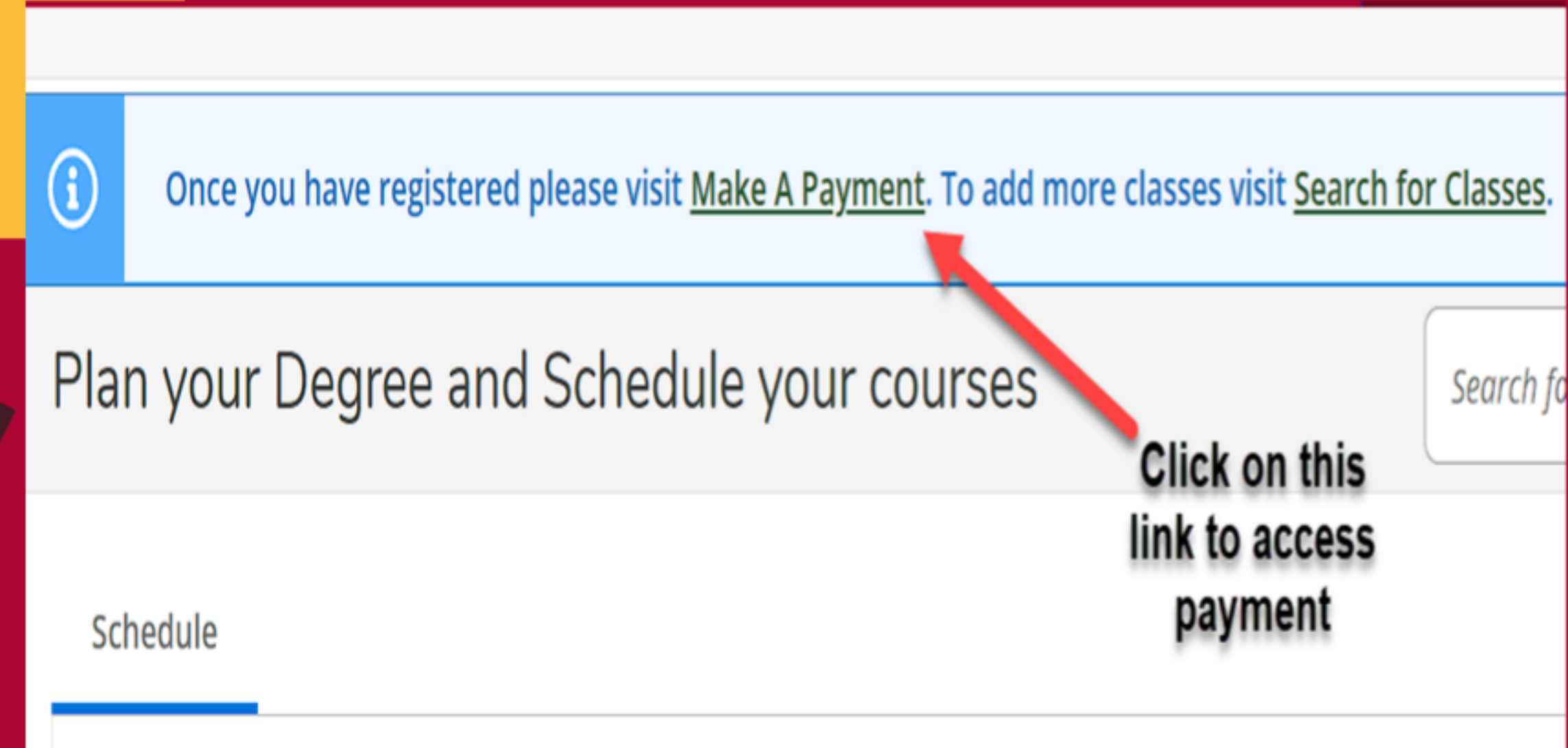
Cancel Update

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.



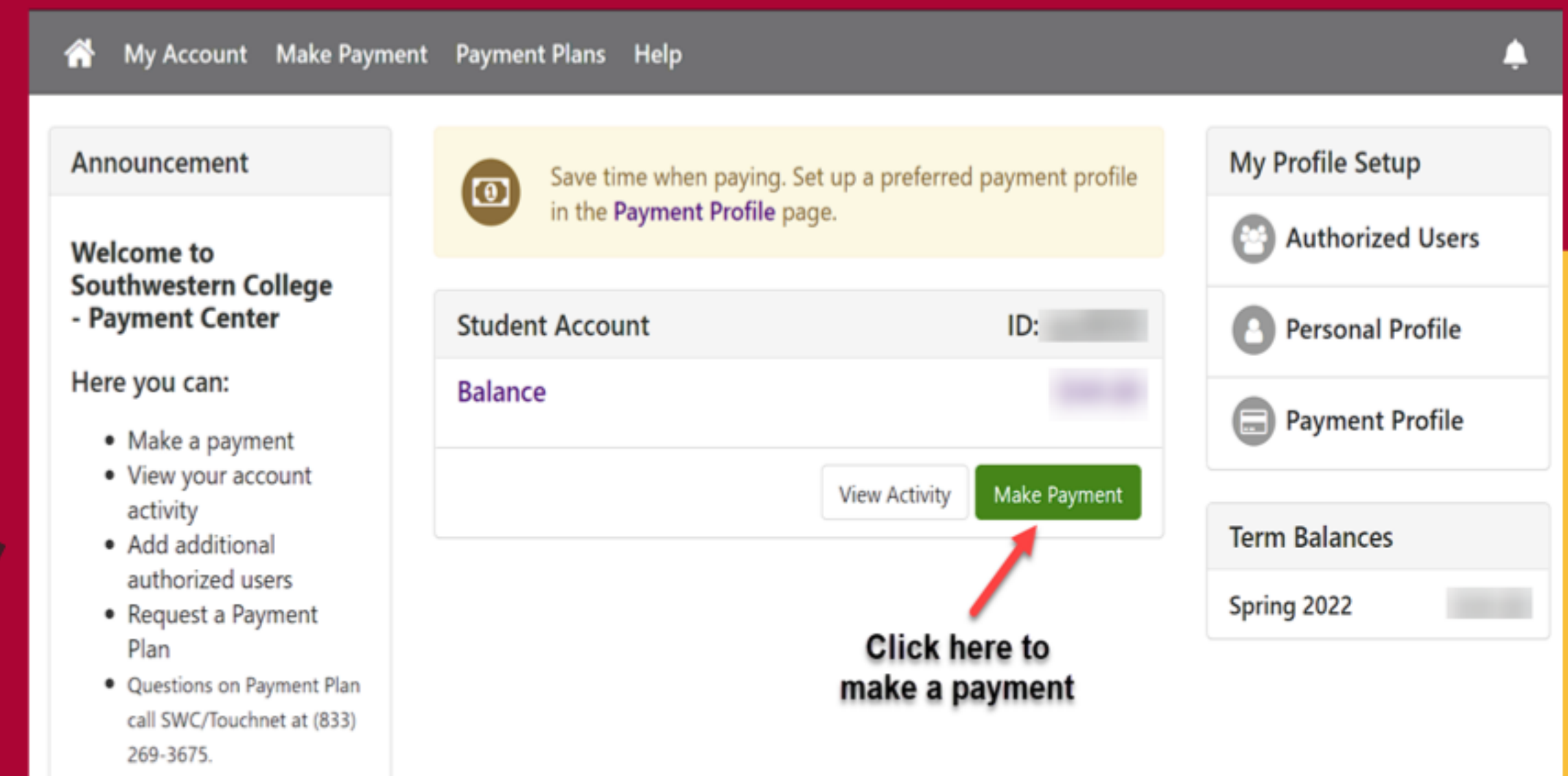
Once you have registered please visit [Make A Payment](#). To add more classes visit [Search for Classes](#).

Plan your Degree and Schedule your courses

Schedule

Search for

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: [redacted]

Balance [redacted]

View Activity Make Payment

Click here to make a payment

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile

Term Balances

Spring 2022 [redacted]

**If you have any questions,
reach out to the**

Outreach Department!

Cranium Cafe:

[https://swccd.craniumcafe.com
/group/outreach/lobby](https://swccd.craniumcafe.com/group/outreach/lobby)

Email:

outreach@swccd.edu

ZOOM:

Meeting ID: 937 0238 4131

[https://swccd-
edu.zoom.us/j/93702384131](https://swccd-edu.zoom.us/j/93702384131)

Phone:

619-421-5167

