

WELCOME TO WTC



For Students

HOW TO REGISTER

Log in to Self-Service and Click on Student Planning

<https://mywtc.wiltech.edu/Student/Account/Login>



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.

Log in to WTC Self-Service:

The student portal - <https://mywtc.wiltech.edu/Student/>

USERNAME: Your WTC email address

PASSWORD: Your WTC email password

Need Help:

Need help logging in? Contact the Help Desk at 843-355-4143

or via email at mishelp@wiltech.edu

HOW TO REGISTER

PLAN COURSES FIRST

Begin by looking over your progress.

Academics ▾

Student Planning ▾

Planning Overview

Steps to Getting Started

Search for courses...

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

HOW TO REGISTER

PROGRESS

1. The "Progress" page provides all the information needed to plan your semester. As you can see, this shows your program and the requirements. You can also see your current GPA.

Looking over your progress is a very important place to start.

2. Click on the "Expand All" link to see all your Required courses.

Course Plan Timeline **Progress** Course Catalog Notes Test Scores Unofficial Transcript Transfer Summary Grades Graduation A

< > Associate in Arts (1 of 1 programs) View a New Program Load Sample Course Plan

At a Glance

Cumulative GPA: 2.775 (2.000 required)
Institution GPA: 2.775 (2.000 required)
Degree: Associate in Arts
Majors: Associate in Arts
Departments: Arts and Sciences Department
Catalog: 2021
Anticipated Completion Date: 5/9/2024
Alternate Catalog Year:

Description
The Associate in Arts degree is designed for the ... [more](#)

Program Notes
[Show Program Notes](#)

Requirements [Expand All](#) ▾

General Education Requirements
Must have 2.000 minimum GPA for this requirement. Current GPA: 3.000
Complete all of the following items. ✓ **2 of 2 Completed.** [Show Details](#)

Progress

Program Completion must be verified by the Registrar.

Total Credits 61 of 61
54 7

Total Credits from this School 43 of 16
36 7

A. General Education

Take COL-103, CPT-170, ENG-101, ENG-102, MAT-110, PSY-201, and SPC-205.

2.000 Minimum GPA Required. Current GPA: 2.667

Complete all of the following items. ⚠️ 0 of 1 Completed. [Hide Details](#)

⚠️ 3 of 7 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	PSY-201 General Psychology		B	2023FA	3
✓ Completed	CPT-170 Microcomp Applications		B	2023FA	3
✓ Completed	COL-103 College Skills		C	2023FA	3
🔄 In-Progress	ENG-101 English Composition I			2024SP	3
ⓘ Not Started	ENG-102 English Composition II				
ⓘ Not Started	MAT-110 College Algebra				
ⓘ Not Started	SPC-205 Public Speaking				

B. Fine Art Requirement

Take either ART-101 or MUS-105

2.000 Minimum GPA Required. Current GPA: 1.000

Complete 1 of the following 2 items. ⚠️ 1 of 1 Completed. **Fully Planned** [Hide Details](#)

1.

Take course ART-101. ✓ 1 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term
✓ Completed	ART-101 Art History and Apprecia		D	2023FA

A. Lab Science

Choose any 4 credit hour lab science from Category III-A (Lab Science)

Complete all of the following items. ⚠️ 0 of 1 Completed. **Fully Planned** [Hide Details](#)

🕒 Fully Planned ⚠️ 0 of 4 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
🕒 Planned	BIO-210 Anatomy & Physiology I (Possible Replacement)			2024SP	0

HOW TO REGISTER COURSES

1. The courses you have completed are shown here in green. Courses that are still needed are shown in red. If you would like to start a course that shows "Not Started," (on left side) you may do so by clicking on the blue course to the right.

Here you can really see your progress. You can view all the courses you have already taken as well as the ones you still need.

2. You can also see the courses you have in your plan as well.

A. General Education

Take COL-103, CPT-170, ENG-101, ENG-102, MAT-110, PSY-201, and SPC-205.

2.000 Minimum GPA Required. Current GPA: 2.667

Complete all of the following items. ⚠️ 0 of 1 Completed. [Hide Details](#)

⚠️ 3 of 7 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	PSY-201 General Psychology	B	2023FA	3
✓ Completed	CPT-170 Microcomp Applications	B	2023FA	3
✓ Completed	COL-103 College Skills	C	2023FA	3
🔄 In-Progress	ENG-101 English Composition I		2024SP	3
⚠️ Not Started	ENG-102 English Composition II			
⚠️ Not Started	MAT-110 College Algebra			
⚠️ Not Started	SPC-205 Public Speaking			

HOW TO REGISTER

PLAN

1. You need “English 102”. Please click on the Blue “ENG-102” link to check availability.

2. You are now at the “Availability page”. First check the term you are planning for.

3. Check your requisites to make sure you are ready for this course. In this case, the requisite is a ‘C’ or greater in “ENG 101”. If you already accomplished that, please click on “View Available Sections for ENG-102”

Home

er Results

Hide

Filters Applied: Spring Term 23-24 X

Availability

☐ Open and Waitlisted Sections
☐ Open Sections Only

Subjects

☐ English (1)

Locations

Terms

☒ Spring Term 23-24 (1)

ENG-102 English Composition II (3 Credits)

Add Course to Plan

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. Prerequisite: ENG 101

Requisites:

> C in ENG 101 Minimum grade C; - Must be completed prior to taking this course.

View Available Sections for ENG-102

Page 1 of 1

Spring Term 23-24

ENG-102-01

English Composition II

[Add Section to Schedule](#)

Seats ⓘ

Times

Locations

Instructors

**15 / 10 / 25 /
0**T/Th 8:00 AM - 9:15 AM
1/8/2024 - 5/3/2024Building A 211
Lecture**Elna M. Gentry Hudson**
(Lecture)**ENG-102-11**

English Composition II

[Add Section to Schedule](#)

Seats ⓘ

Times

Locations

Instructors

1 / 24 / 25 / 0

1/8/2024 - 5/3/2024

Off Campus Sites 88000
Internet**Elna M. Gentry Hudson**
(Internet)**ENG-102-12**

English Composition II

[Add Section to Schedule](#)

HOW TO REGISTER

PLAN COURSES AVAILABILITY

1. We can now see all the available “ENG-102” Courses. ‘ENG-102-01’ is an in-seat class, as indicated by the “01” at the end. You can see the day(s) and times of the class as well as the location.

2. Our other two courses are online courses, as indicated by the ‘11’ and ‘12’. These are offered through D2L learning.

3. To add one of these courses to your plan schedule, click on the blue button saying “Add Section to Schedule”.

Section Details

ENG-102-01 English
Composition II
Spring Term 23-24

Instructors Elna M. (gentrye@wiltech.edu)
Gentry
Hudson

Meeting Information T, Th 8:00 AM - 9:15 AM
1/8/2024 - 5/3/2024
Building A 211 (Lecture)

Dates 1/8/2024 - 5/3/2024

Seats Available ⓘ 15 / 10 / 25 / 0

Credits 3

Grading Graded ▾

Close

Add Section

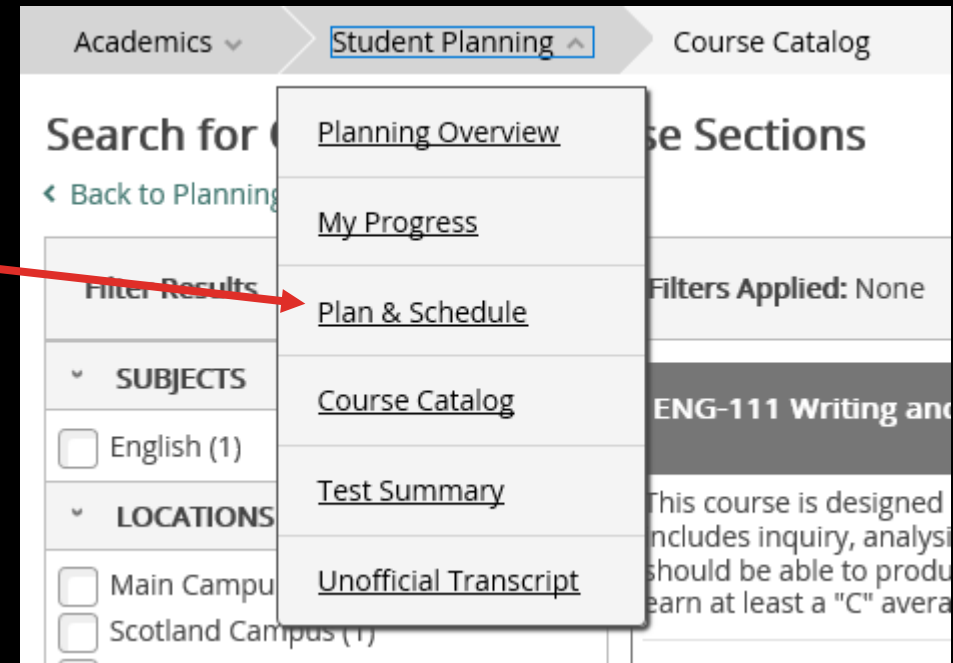
HOW TO REGISTER

ADDING A COURSES

1. 'Section Details' will open.
2. If you would like to schedule this course, select the "Add Section" blue button. If not, select 'Close' and repeat the previous steps until you have selected the course you want to schedule.

HOW TO REGISTER

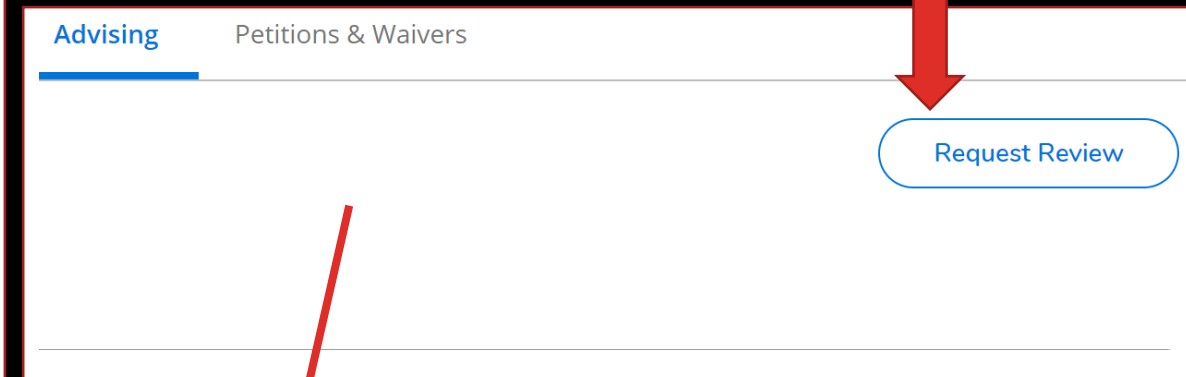
Selecting the 'Add Section' in the previous steps merely adds the course as a planned course. In order to complete the registration process after it has been approved, you must select "Plan and Schedule" from the "Student Planning" drop-down at the top of the screen.



HOW TO REGISTER

REQUEST ADVISOR APPROVAL

1. After you have planned your courses, click on the “Advising” tab and select “Request Review”



2. This will notify your advisor that you are waiting for their approval. You also can compose a note to your Advisor.

Schedule Timeline Advising Petitions & Waivers

< > Spring Semester 2021 —

Filter Sections

Save to iCal

[CIS-110-DW1: Introduction to Computers](#) X

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Tedder, D
3/25/2021 to 5/27/2021
Seats Available: 19

✓ Meeting Information

Register

✓ View other sections

HOW TO REGISTER REQUEST ADVISOR APPROVAL

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

< > Fall Term 22-23 +

Filter Sections Save to iCal Print

Planned: 12 Credits Enrolled: 6 Credits Waitlisted: 3 Credits

BUS-121: Business Law I

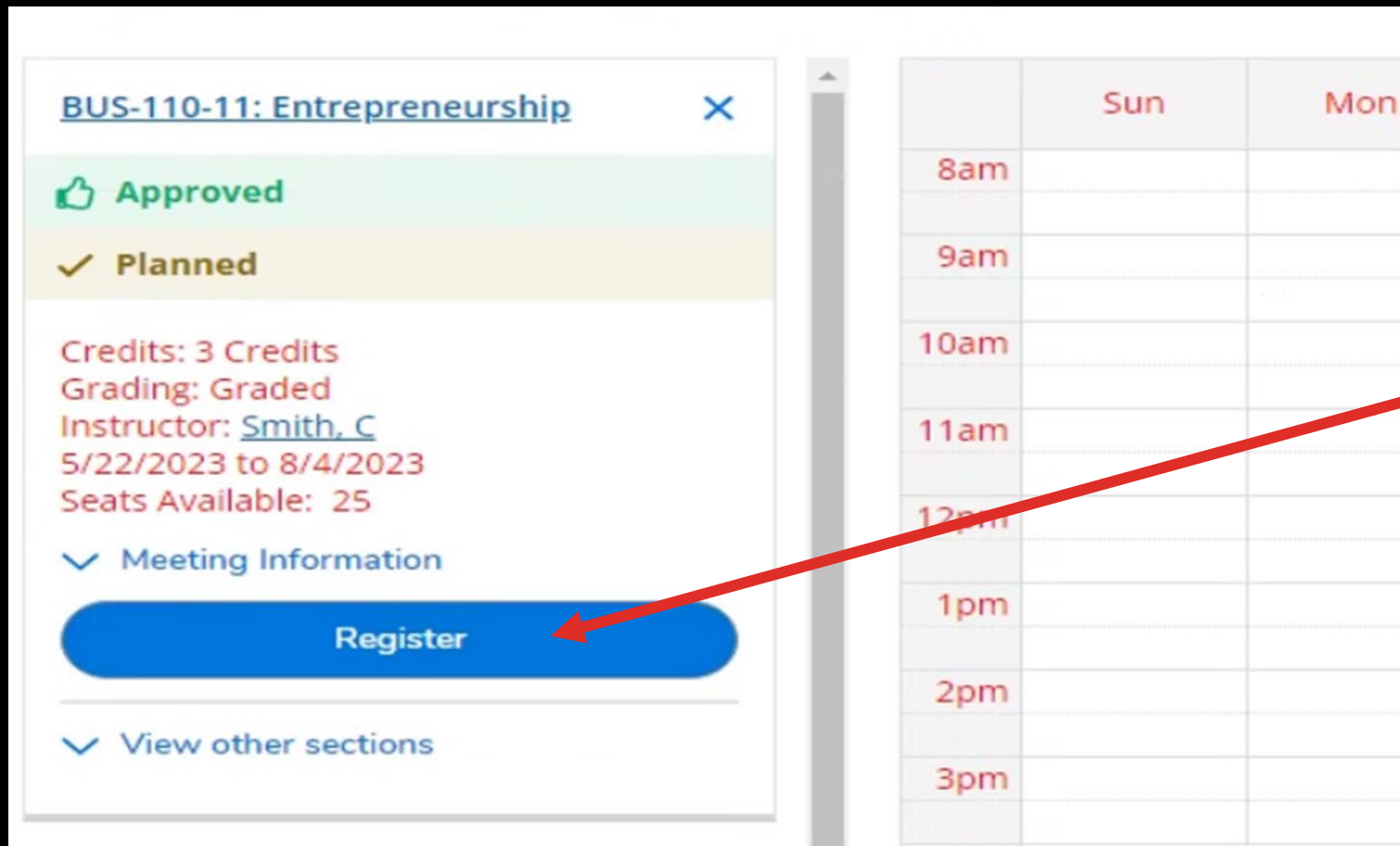
Approved

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							

Once your advisor reviews and approves your plan, you will receive an email, indicated by the 'thumbs up' icon with 'Approved' beside it. You can also see what has been approved or denied on your plan by going to Plan and Schedule.

HOW TO REGISTER



BUS-110-11: Entrepreneurship X

👍 Approved

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: [Smith, C](#)
5/22/2023 to 8/4/2023
Seats Available: 25

✓ Meeting Information

Register

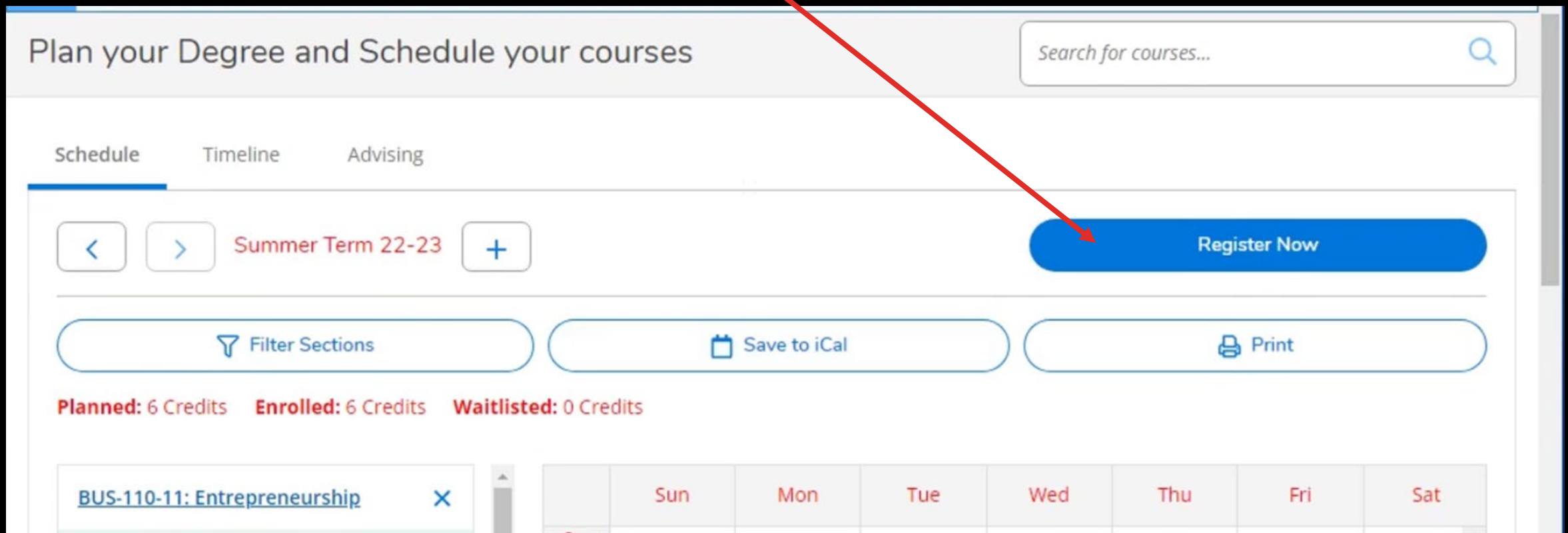
✓ View other sections

	Sun	Mon
8am		
9am		
10am		
11am		
12pm		
1pm		
2pm		
3pm		

The course you previously planned should appear. If you are satisfied with this course, select the blue “Register” button.

HOW TO REGISTER

If you have more than one course planned and you would like to schedule them all at one time, select “Register Now”.



The screenshot shows a web interface for planning a degree and scheduling courses. At the top, there's a header "Plan your Degree and Schedule your courses" and a search bar labeled "Search for courses...". Below the header, there are three tabs: "Schedule", "Timeline", and "Advising". The "Schedule" tab is active. In the "Schedule" section, there are navigation buttons (left arrow, right arrow), a term selector "Summer Term 22-23", and a plus button. To the right of these is a prominent blue button labeled "Register Now", which is highlighted by a red arrow from the text above. Below the term selector, there are three buttons: "Filter Sections", "Save to iCal", and "Print". At the bottom, there's a summary row showing "Planned: 6 Credits", "Enrolled: 6 Credits", and "Waitlisted: 0 Credits". Below this is a table with a course entry "BUS-110-11: Entrepreneurship" and a calendar grid with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat).

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

< > Summer Term 22-23 +

Register Now

Filter Sections Save to iCal Print

Planned: 6 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

BUS-110-11: Entrepreneurship

Sun Mon Tue Wed Thu Fri Sat

HOW TO REGISTER

Registered courses will appear in green with a “thumbs up” icon beside the “Approved” word . You will receive a confirmation email in your student email account.

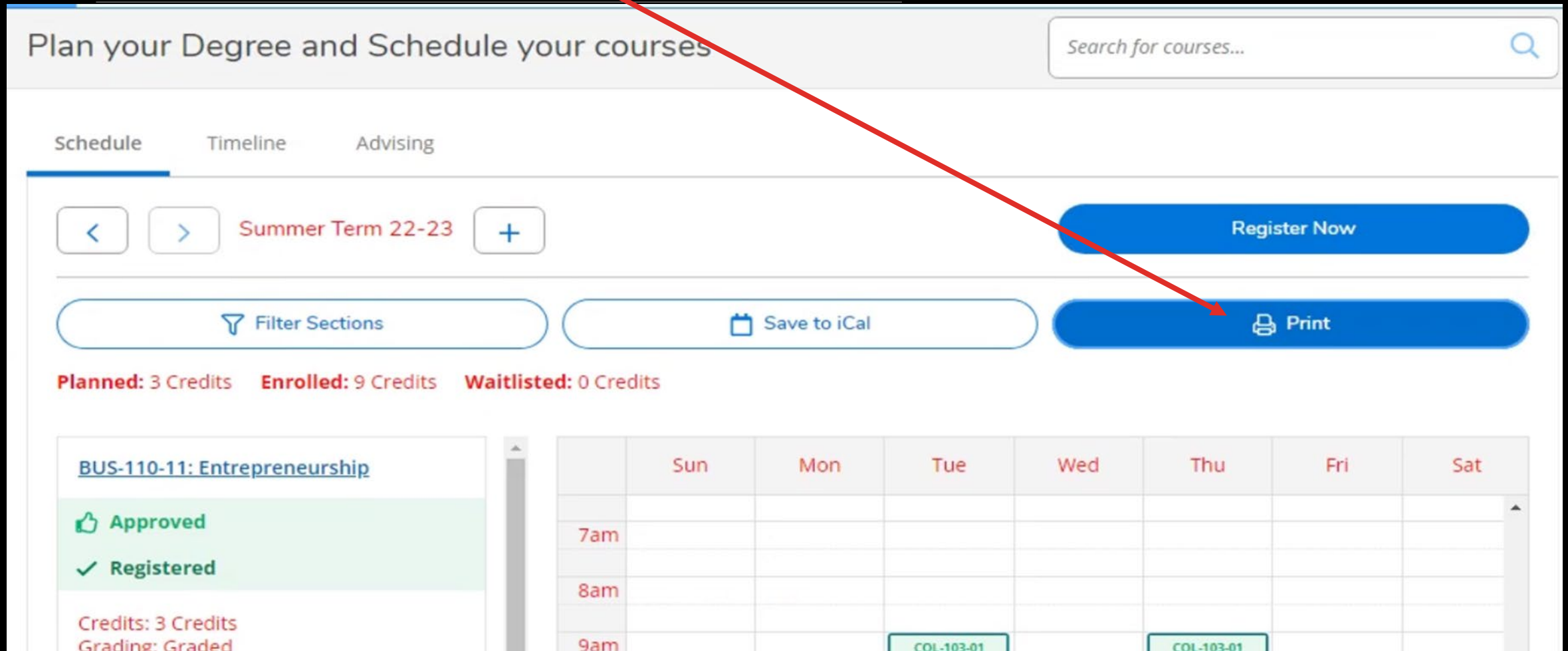
****Note**** To drop a course, you will need to contact your Advisor.

The screenshot displays a web interface for course registration. On the left, two course cards are visible. The top card is for 'BUS-110-11: Entrepreneurship', which is marked as 'Approved' (with a thumbs up icon) and 'Registered' (with a checkmark icon). It lists 3 credits, graded grading, instructor Smith, C, and dates 5/22/2023 to 8/4/2023. Below this is a 'Drop' button and a link to 'View other sections'. The bottom card is for 'COL-103-01: College Skills', also marked as 'Approved' and 'Registered'. To the right of these cards is a class schedule grid. The grid has days of the week as columns (Sun to Sat) and time slots as rows (7am to 5pm). Two green boxes, each labeled 'COL-103-01', are placed in the grid: one on Tuesday from 9am to 11am, and another on Thursday from 9am to 11am.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am			COL-103-01		COL-103-01		
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

To view all your scheduled courses, click on the “Print” icon.

HOW TO REGISTER



The screenshot shows a web interface for planning a degree and scheduling courses. At the top, there's a header "Plan your Degree and Schedule your courses" and a search bar labeled "Search for courses...". Below the header, there are three tabs: "Schedule", "Timeline", and "Advising". The "Schedule" tab is active. Under the "Schedule" tab, there are navigation buttons: a left arrow, a right arrow, the text "Summer Term 22-23", and a plus sign. To the right of these is a blue button labeled "Register Now". Below the navigation buttons, there are three buttons: "Filter Sections" (with a funnel icon), "Save to iCal" (with a calendar icon), and a blue button labeled "Print" (with a printer icon). A red arrow points from the text "To view all your scheduled courses, click on the “Print” icon." to the "Print" button. Below the buttons, there's a summary row: "Planned: 3 Credits", "Enrolled: 9 Credits", and "Waitlisted: 0 Credits". At the bottom, there's a section for a specific course: "BUS-110-11: Entrepreneurship". This section includes a green box with a thumbs up icon and the text "Approved", a green checkmark icon and the text "Registered", and the text "Credits: 3 Credits" and "Grading: Graded". To the right of this section is a calendar grid with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and times (7am, 8am, 9am). The grid shows two sections: "COL-103-01" on Tuesday and Thursday at 9am.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

< > Summer Term 22-23 +

Register Now

Filter Sections Save to iCal Print

Planned: 3 Credits Enrolled: 9 Credits Waitlisted: 0 Credits

BUS-110-11: Entrepreneurship

👍 Approved

✓ Registered

Credits: 3 Credits
Grading: Graded

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am			COL-103-01		COL-103-01		

HOW TO REGISTER TROUBLESHOOTING

Error messages that will prevent you from registering

	Send to Business Office - Owes Tuition Balance	×
	Student Plan Students with a plan may not modify their plan for registration. You will need to work with your Academic Advisor for any modifications.	
	Send to Business Office- Bookstore Hold	×
	Please check with the Financial Aid office before registration	×

Contact Business Office
businessoffice@wiltech.edu or call 843-355-4112

Contact Student Services at
ss@wiltech.edu or call 843-355-4169

Contact Business Office
businessoffice@wiltech.edu or call 843-355-4112

Contact Financial Aid Office at
finaidsupport@wiltech.edu or call 843-355-4167

Congratulations

You have completed your registration process

PLEASE NOTE:

Your information goes to 'Financial Aid,' then to the 'Business Office.' Once the 'Business Office' clears your information, you are ready to start. This process takes 3-7 business days.



QUESTIONS

At any time during this process you need help please
contact Academic Affairs.

Donna Bochette

PH. 843.355.4136

Email. bochetted@wiltech.edu

Building 101A Office 240

Thank you for choosing Williamsburg Technical College

