



How to Register

Self-Service

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.

How to Register – Plan Courses First

Search for the course you need

Academics ▾ Student Planning ▾ Planning Overview

🔍 Search for courses...

Steps to Getting Started

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 – Plan Courses First

To see what courses, you have already taken and the courses you still need click here

Search for the course you need.
Type the course and press enter.

The screenshot shows a student portal interface. At the top, there is a header area with the title "Steps to Getting Started" and a search bar containing "BUS-110". Below the header, there are two main steps: "1 View Your Progress" and "2 Plan your Degree & Register for Classes". A red arrow points from the search bar to the "2 Plan your Degree & Register for Classes" step. Another red arrow points from the "1 View Your Progress" step to the search bar. The interface also includes a table with columns for "Programs", "Cumulative GPA", and "Progress".

Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Her...

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](#)

Programs Cumulative GPA Progress

How to Register – Plan Courses First

BUS-110 Entrepreneurship (3 Credits)

[Add Course to Plan](#)

This course is an introduction to the process of starting a small business, including forms of ownership and management.

Requisites:

None

Select View Available Sections

[View Available Sections for BUS-110](#)

Summer Term 22-23

BUS-110-11

Entrepreneurship

Runs from 5/22/2023 - 8/4/2023

[Add Section to Schedule](#)

Seats ⓘ	Times	Locations	Instructors
25 / 0 / 25 / 0	5/22/2023 - 8/4/2023	Internet	Smith, C (Internet)

How to Register – Plan Courses First

Find the best section that fits for your schedule and click Add Section to Schedule

BUS-110 Entrepreneurship (3 Credits)

[Add Course to Plan](#)

This course is an introduction to the process of starting a small business, including forms of ownership and management.

Requisites:

None

[View Available Sections for BUS-110](#)

Summer Term 22-23

[BUS-110-11](#)

Entrepreneurship

Runs from 5/22/2023 - 8/4/2023

[Add Section to Schedule](#)

Seats ⓘ	Times	Locations	Instructors
25 / 0 / 25 / 0	5/22/2023 - 8/4/2023	Internet	Smith, C (Internet)

How to Register – Plan Courses First

Section Details

BUS-110-11
Entrepreneurship
Summer Term 22-23

Instructors Smith, C (smithc@wiltech.edu)

Meeting Information 5/22/2023 - 8/4/2023
(Internet)

Dates 5/22/2023 - 8/4/2023

Seats Available ⓘ 25 / 0 / 25 / 0

Credits 3

Grading ▾

Requisites None

Close Add Section

Close Add Section

A window will open with information on the section you selected.

Close Add Section

How to Register – Plan Courses First

Review Section Information

Section Details

BUS-110-11
Entrepreneurship
Summer Term 22-23

Instructors	Smith, C	(smithc@wiltech.edu)	Graded ▾
Meeting Information	5/22/2023 - 8/4/2023 (Internet)		
Dates	5/22/2023 - 8/4/2023		
Seats Available ⓘ	25 / 0 / 25 / 0		
Credits	3		
Grading	Graded ▾		
Requisites	None		

Close Add Section

The grading method must show Graded

How to Register – Plan Courses First

If you would like to schedule this course, select Add Section. If not, select Close and repeat the previous steps until you have selected the course you want to schedule.



How to Register – Request Advisor Approval

The screenshot shows a navigation bar with tabs: Schedule, Timeline, Advising (selected), and Petitions & Waivers. Below the tabs, there are navigation arrows, the text "Spring Semester 2021", and a minus sign. There are two buttons: "Filter Sections" and "Save to iCal". A course section is displayed with the title "CIS-110-DW1: Introduction to Computers" and a close button. The status is "Planned". Course details include: Credits: 3 Credits, Grading: Graded, Instructor: Tedder, D, Dates: 3/25/2021 to 5/27/2021, Seats Available: 19. There is a "Meeting Information" section and a prominent blue "Register" button. At the bottom, there is a link to "View other sections".

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

The screenshot shows the navigation bar with "Advising" selected and "Petitions & Waivers" next to it. A "Request Review" button is highlighted in a rounded rectangle.

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

How to Register – Request Advisor Approval

Once your advisor reviews your plan, you will receive an email. You can also, see what has been approved or denied on your plan by going to Plan and Schedule.

Plan your Degree and Schedule your courses

Schedule Timeline Advising

Summer Term 22-23 +

Filter Sections Save to iCal Print

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

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
BUS-121: Business Law I							
Approved							
View other sections							
2am							
1am							
2am							
3am							

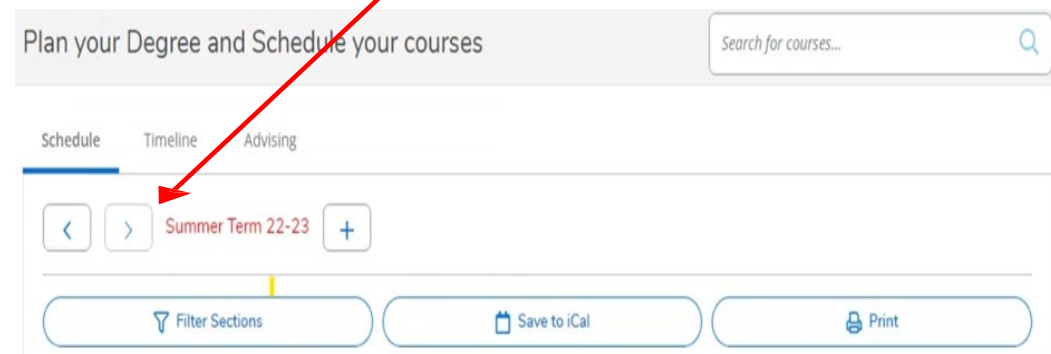
How to Register

Selecting Add Section in the previous steps only adds the course as a planned course. In order to complete the registration process, you must select Plan and Schedule from the Student Planning drop down at the top of the screen.

The screenshot displays a navigation bar with three items: "Academics" with a downward arrow, "Student Planning" with an upward arrow, and "Course Catalog". Below the navigation bar, there is a search bar and a "Filter Results" button. A dropdown menu is open under "Student Planning", listing the following options: "Planning Overview", "My Progress", "Plan & Schedule", "Course Catalog", "Test Summary", and "Unofficial Transcript". An orange arrow points from the text box on the left to the "Plan & Schedule" option in the dropdown menu. The background shows a "Search for" section with filters for "SUBJECTS" (English (1)) and "LOCATIONS" (Main Campus, Scotland Campus (1)).

How to Register

Confirm the correct semester is selected. If not, use the arrows to change to the correct semester.



How to Register

The course you previously planned should appear. If you are satisfied with this course, select Register.

BUS-110-11: Entrepreneurship ✕

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		

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 displays a web interface for planning a degree and scheduling courses. At the top, there is a header with the text "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", with "Schedule" being the active tab. The main content area includes a navigation bar with left and right arrows, the text "Summer Term 22-23", and a plus sign. A prominent blue button labeled "Register Now" is highlighted with a red arrow from the text box above. Below this, there are three buttons: "Filter Sections", "Save to iCal", and "Print". A summary line shows "Planned: 6 Credits", "Enrolled: 6 Credits", and "Waitlisted: 0 Credits". At the bottom, there is a course selection box containing "BUS-110-11: Entrepreneurship" and a calendar grid with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat).

How to Register

Registered courses will appear in green and 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 registration interface with two course cards on the left and a class schedule grid on the right.

BUS-110-11: Entrepreneurship

- Approved
- Registered
- Credits: 3 Credits
- Grading: Graded
- Instructor: [Smith, C](#)
- 5/22/2023 to 8/4/2023
- Meeting Information
- Drop
- View other sections

COL-103-01: College Skills

- Approved
- Registered

Class Schedule Grid:

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

How to Register

To view all your scheduled courses, click on print icon.

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

View your courses for semester



Student Test (0160184)

Summer Term 22-23

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

Schedule Details

Status	Course Title	Time	Location	Instructor
Registered	BUS-110-11: Entrepreneurship	5/22/2023 - 8/4/2023	TBD, TBD	Smith, C
Registered	COL-103-01: College Skills	TTh 9:00 AM - 11:05 AM 5/22/2023 - 6/30/2023	Building C, 115	Haynes, C
	ENG-102: English Composition II	No Section Selected	No Section Selected	No Section Selected
Registered	PSY-201-12: General Psychology	5/22/2023 - 8/4/2023	TBD, TBD	Speights, Z

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You can also view your courses in the Timeline scroll between semester by clicking on the left and right arrow.

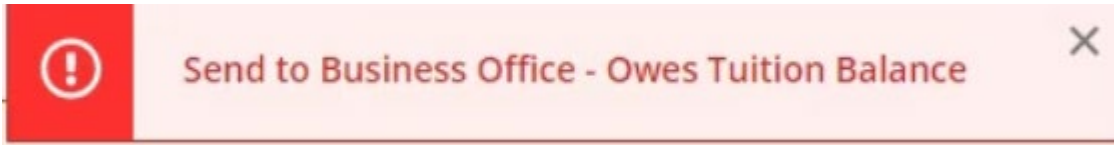
The screenshot shows a user interface for course registration. At the top, there are three tabs: "Schedule", "Timeline", and "Advising". The "Timeline" tab is selected and highlighted with a blue underline. Below the tabs is a blue button labeled "Add a Term". The main content area displays a scrollable list of courses for the "Summer Term 22-23". The courses listed are:

- BUS-110-11: Entrepreneurship (Credits: 3 Credits) ✓
- COL-103-01: College Skills (Credits: 3 Credits) ✓
- ENG-102: English Composition II (Credits: 3 Credits) ✕
- PSY-201-12: General Psychology (Credits: 3 Credits) ✓

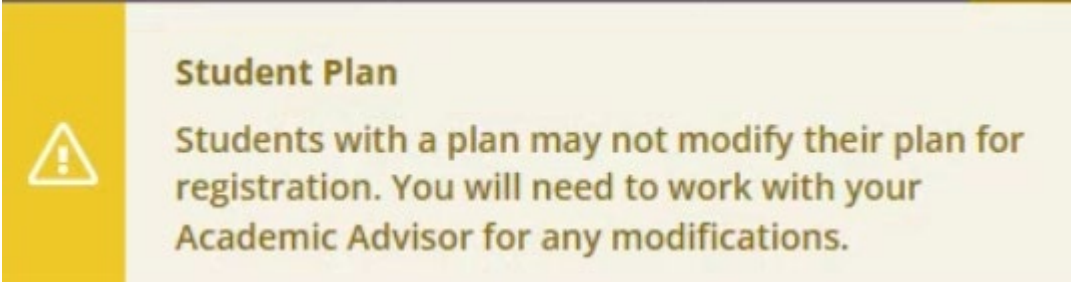
On the left side of the course list, there is a vertical scroll bar and a blue left-pointing arrow. A red arrow from the text box above points to this left arrow, indicating that it can be used to scroll between semesters.

How to Register - Troubleshooting

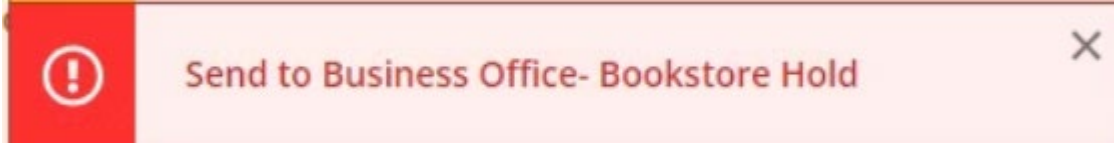
Error messages that will prevent you from registering

 Send to Business Office - Owes Tuition Balance ✕

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

 **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.

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

 Send to Business Office- Bookstore Hold ✕

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

 Please check with the Financial Aid office before registration ✕

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