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

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 – Plan Courses First

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

Search for the course <u>you</u> need.

Type the course and press enter.

Steps to Getting Started

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

BUS-110

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

Select View Available Sections

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   Add Section to Schedule
Entrepreneurship
Runs from 5/22/2023 - 8/4/2023

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

How to Register – Plan Courses First

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

How to Register – Plan Courses First

Review Section Information

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

Schedule Timeline Advising Petitions & Waivers

< > Spring Semester 2021 —

Filter Sections 🗓 Save to iCal

CIS-110-DW1: Introduction to Computers ✕

✓ 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

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

Advising Petitions & Waivers

Request Review

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.
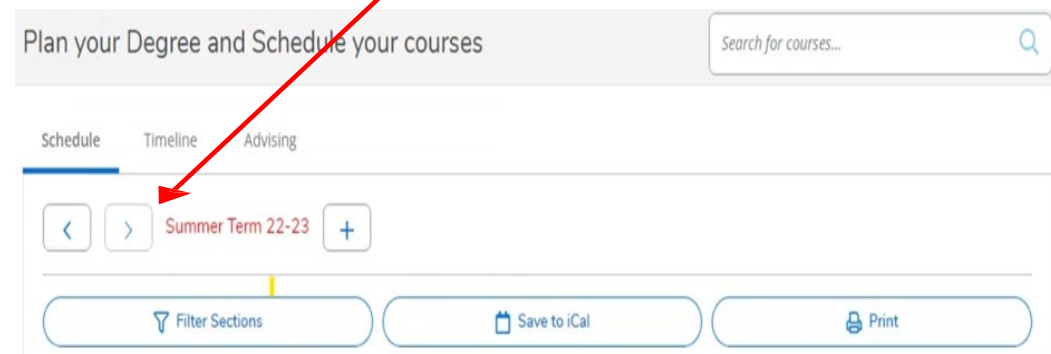
How to Register

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.

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.

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

How to Register

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

WILLIAMSBURG
TECHNICAL COLLEGE

Student Test (0160184)

mmer Term 22-23   **Planned:** 3 Credits   **Enrolled:** 9 Credits   **Waitlisted:** 0 Credits

chedule 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

How to Register

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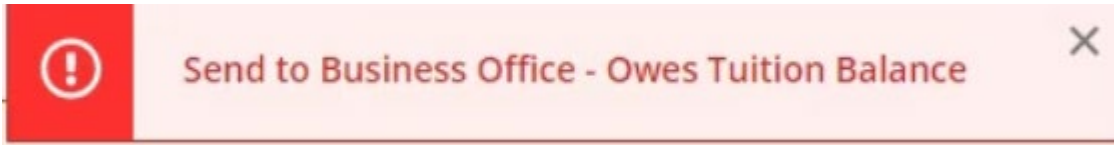
Schedule   **Timeline**   Advising

Add a Term

Summer Term 22-23

BUS-110-11: Entrepreneurship
Credits: 3 Credits   ✓

COL-103-01: College Skills
Credits: 3 Credits   ✓

ENG-102: English Composition II
Credits: 3 Credits   ✕

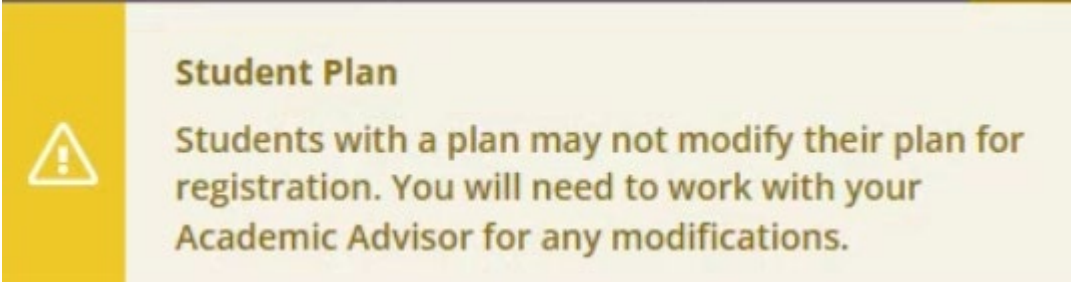PSY-201-12: General Psychology
Credits: 3 Credits   ✓
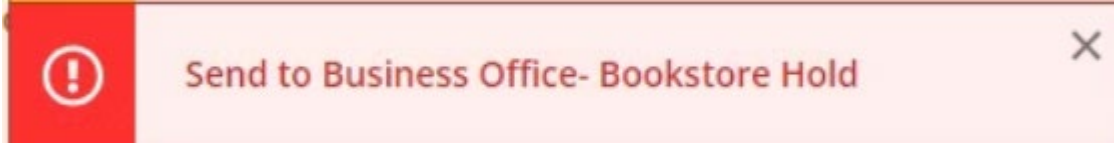
How to Register - Troubleshooting

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