

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:

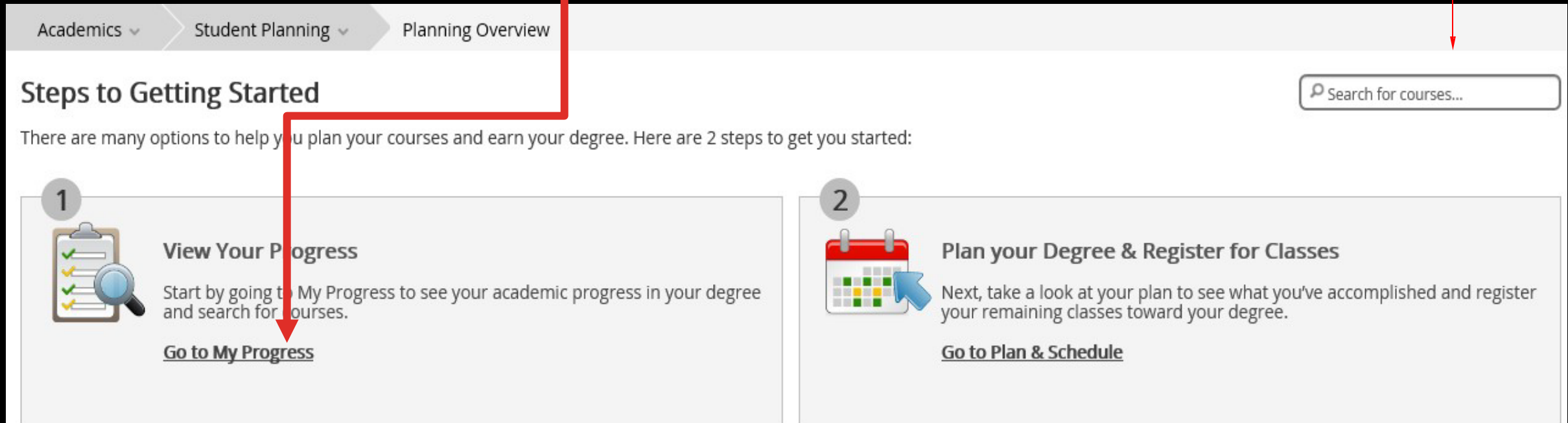
Need help logging in? Contact the Help Desk at 843-355-4143

or via email at [mishelp@wiltech.edu](mailto:mishelp@wiltech.edu)

# HOW TO REGISTER

## PLAN COURSES FIRST

Begin by looking over your progress.





The screenshot shows a web interface for student planning. At the top, there is a breadcrumb trail: "Academics" with a dropdown arrow, "Student Planning" with a dropdown arrow, and "Planning Overview". To the right of this trail is a search bar with the placeholder text "Search for courses...". Below the breadcrumb trail is the heading "Steps to Getting Started". Underneath this heading is a paragraph: "There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:". There are two numbered steps in a light gray box. Step 1 is titled "View Your Progress" and includes an icon of a clipboard with a magnifying glass. The text for step 1 says: "Start by going to My Progress to see your academic progress in your degree and search for courses." Below this text is a link: "[Go to My Progress](#)". Step 2 is titled "Plan your Degree & Register for Classes" and includes an icon of a calendar with a blue arrow pointing to it. The text for step 2 says: "Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree." Below this text is a link: "[Go to Plan & Schedule](#)". A red arrow originates from the text "Begin by looking over your progress." and points to the "Go to My Progress" link. Another red arrow points from the top right of the page down to the search bar.

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** [Print](#)

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

<b>Total Credits</b>	61 of 61
54	7
<b>Total Credits from this School</b>	43 of 16
36	7



# 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	<a href="#">PSY-201</a> General Psychology	B	2023FA	3
✓ Completed	<a href="#">CPT-170</a> Microcomp Applications	B	2023FA	3
✓ Completed	<a href="#">COL-103</a> College Skills	C	2023FA	3
🔄 In-Progress	<a href="#">ENG-101</a> English Composition I		2024SP	3
ⓘ Not Started	<a href="#">ENG-102</a> English Composition II			
ⓘ Not Started	<a href="#">MAT-110</a> College Algebra			
ⓘ Not Started	<a href="#">SPC-205</a> 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	Grade	Term
✓ Completed	<a href="#">ART-101</a> 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	Grade	Term	Credits
🕒 Planned	<a href="#">BIO-210</a> Anatomy & Physiology I (Possible Replacement)		2024SP	0

# 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”

### 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	<a href="#">PSY-201</a>	General Psychology	B	2023FA	3
✓ Completed	<a href="#">CPT-170</a>	Microcomp Applications	B	2023FA	3
✓ Completed	<a href="#">COL-103</a>	College Skills	C	2023FA	3
🔄 In-Progress	<a href="#">ENG-101</a>	English Composition I		2024SP	3
⚠️ Not Started	<a href="#">ENG-102</a>	English Composition II			
⚠️ Not Started	<a href="#">MAT-110</a>	College Algebra			
⚠️ Not Started	<a href="#">SPC-205</a>	Public Speaking			

Home **Search 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 - 5/3/2024	Building A 211 Lecture	<a href="#">Elna M. Gentry Hudson</a> (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	<a href="#">Elna M. Gentry Hudson</a> (Internet)

[ENG-102-12](#)  
English Composition II

Add Section to Schedule

3. To add one of these courses to your plan schedule, click on the blue button saying "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.

## Section Details

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

**Instructors** Elna M. ( [gentrye@wiltech.edu](mailto: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**  ▾

Close

Add Section

# HOW TO REGISTER

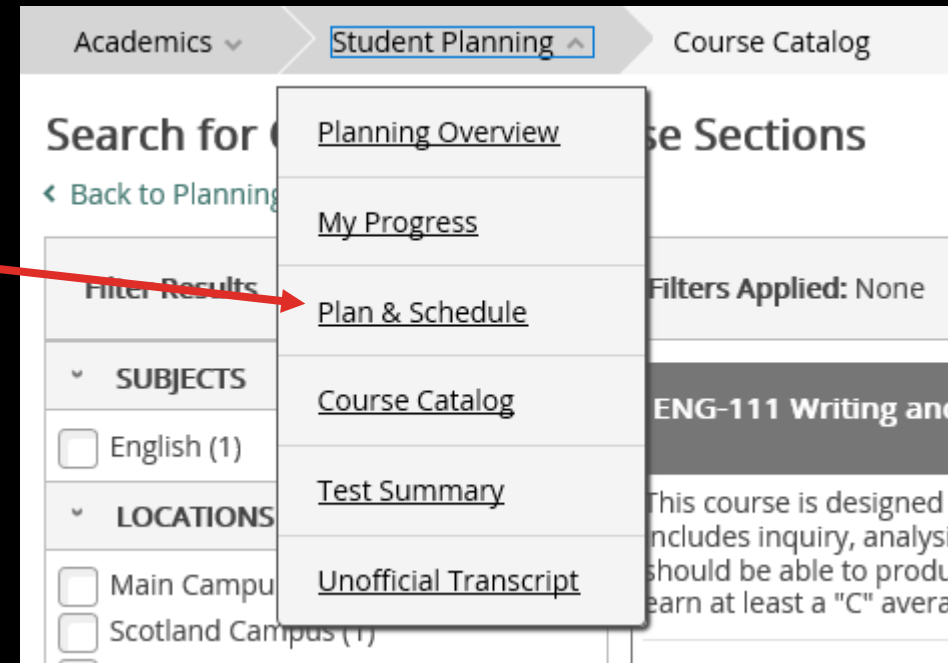
## ADDING A COURSES

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

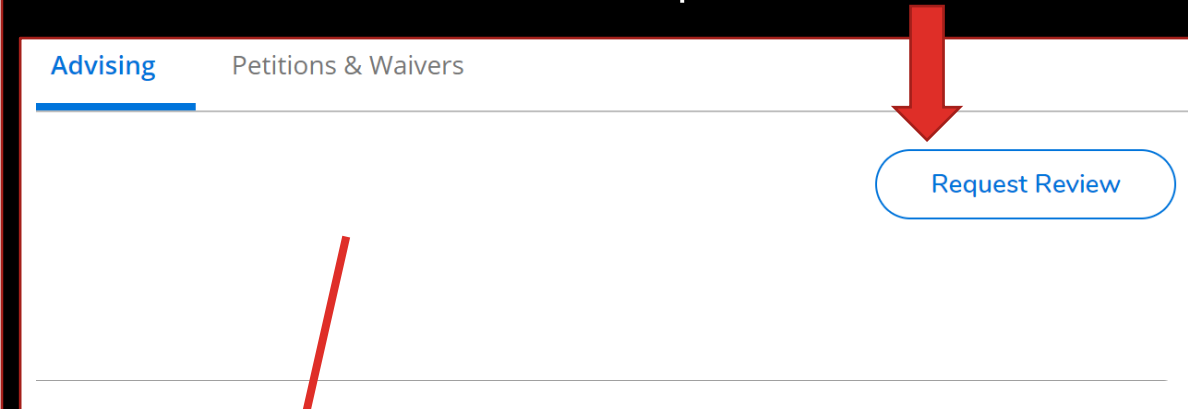
Selecting the 'Add Section' in the previous steps merely adds the course as a planned course. In order to complete the registration process after it has been approved, you must select "Plan and Schedule" from the "Student Planning" drop-down at the top of the screen.



# 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](#)



✓ 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** ✕

**Approved**

**Planned**

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

Meeting Information

**Register**

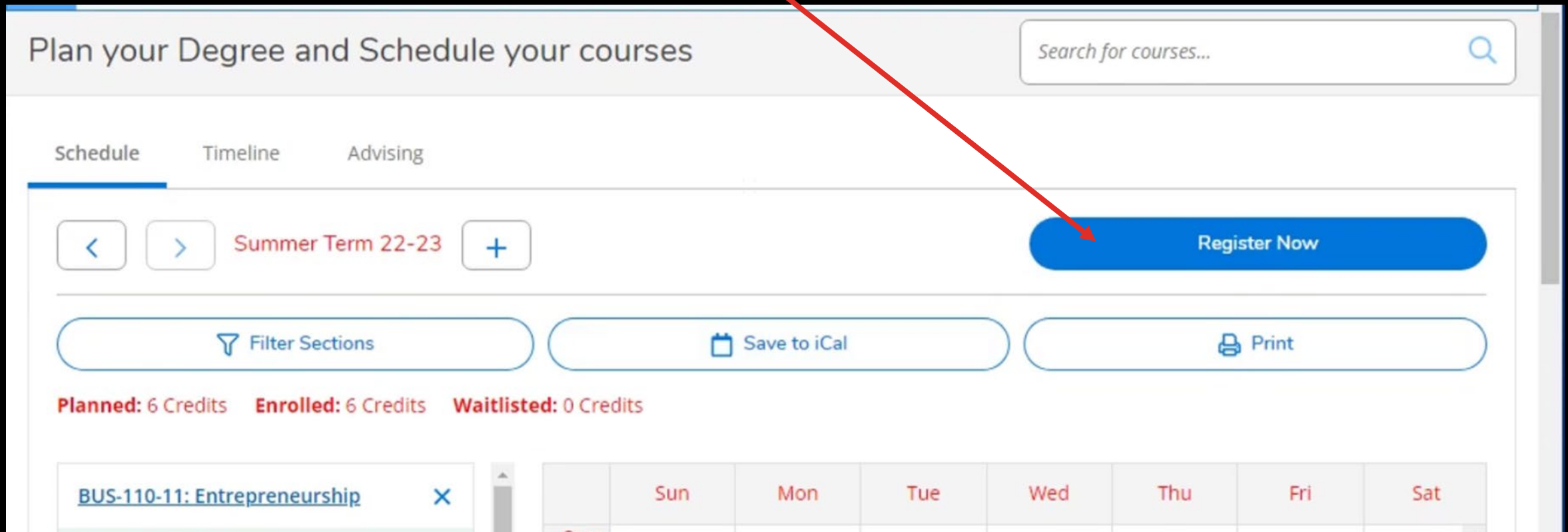
View other sections

	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 is a search bar with the placeholder text "Search for courses...". Below the search bar, there are three tabs: "Schedule", "Timeline", and "Advising". The "Schedule" tab is active. In the center, there is a navigation bar with left and right arrows, the text "Summer Term 22-23", and a plus sign. To the right of this bar is a prominent blue button labeled "Register Now", which is highlighted by a red arrow. Below the navigation bar, there are three buttons: "Filter Sections", "Save to iCal", and "Print". At the bottom, there is a summary of credits: "Planned: 6 Credits", "Enrolled: 6 Credits", and "Waitlisted: 0 Credits". The bottom of the interface shows a course selection box with "BUS-110-11: Entrepreneurship" and a close button, 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 with a “thumbs up” icon beside the “Approved” word. You will receive a confirmation email in your student email account.

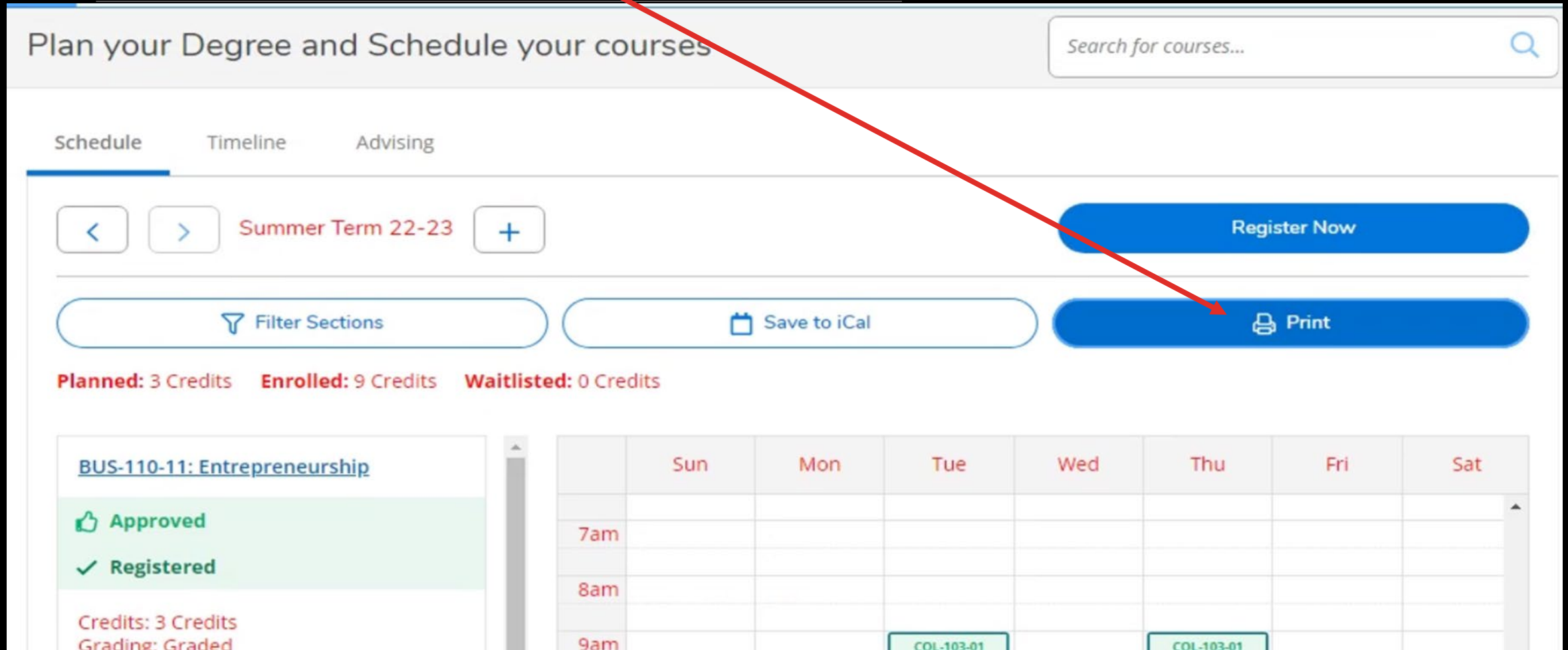
**\*\*Note\*\*** To drop a course, you will need to contact your Advisor.

The screenshot displays a course registration interface. 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 from 5/22/2023 to 8/4/2023. A blue 'Drop' button is present. The bottom card is for 'COL-103-01: College Skills', also marked as 'Approved' and 'Registered'. On the right, a class schedule grid shows the days of the week (Sun to Sat) and times from 7am to 5pm. Two green boxes labeled 'COL-103-01' are positioned at 9am on Tuesday and 9am on Thursday.

	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



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 



Contact Business Office  
[businessoffice@wiltech.edu](mailto:businessoffice@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 at  
[ss@wiltech.edu](mailto:ss@wiltech.edu) or call 843-355-4169

 Send to Business Office- Bookstore Hold 

Contact Business Office  
[businessoffice@wiltech.edu](mailto:businessoffice@wiltech.edu) or call 843-355-4112

 Please check with the Financial Aid office before registration 

Contact Financial Aid Office at  
[finaidsupport@wiltech.edu](mailto: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](mailto:bochetted@wiltech.edu)

Building 101A Office 240

Thank you for choosing Williamsburg Technical College





**WILLIAMSBURG  
TECHNICAL COLLEGE**

