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

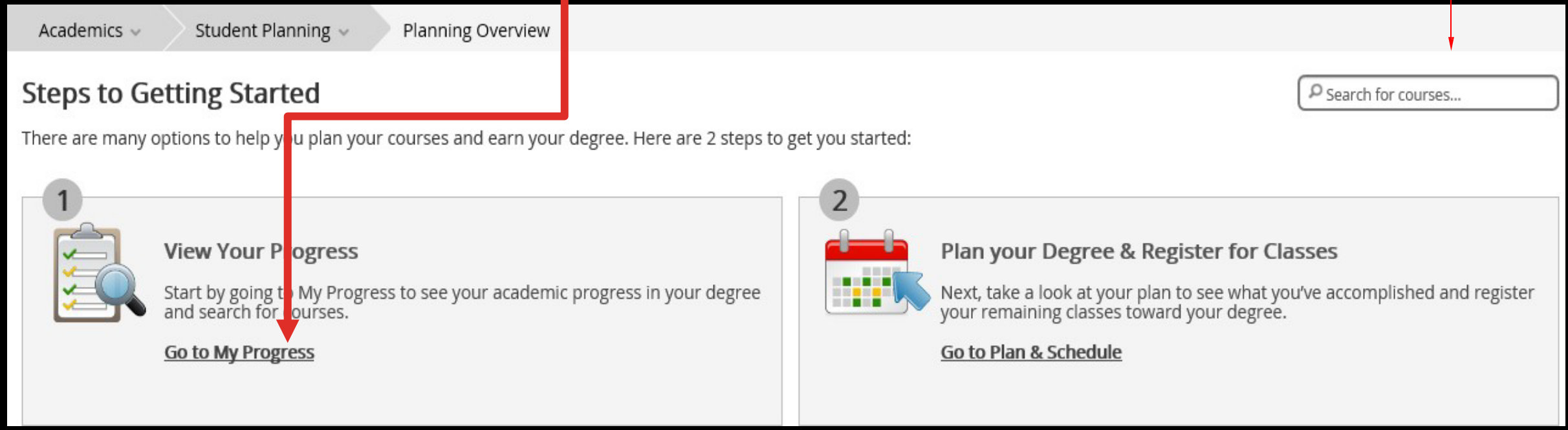
Log in to WTC Self-Service:
The student portal - https://mywtc.wiltech.edu/Student/
USERNAME: Your WTC email address
PASSWORD: Your WTC email password

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.



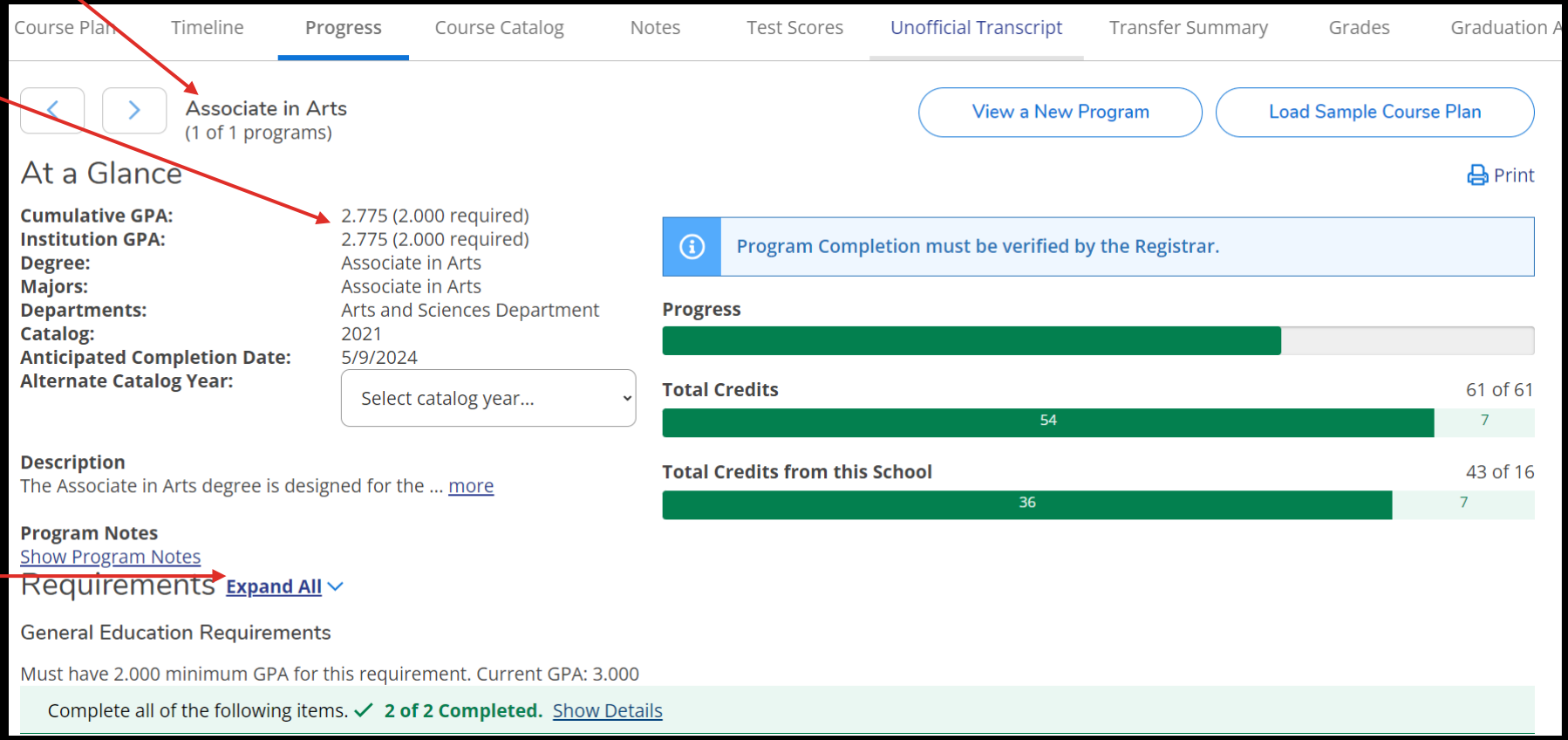
HOW TO REGISTER

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.



HOW TO REGISTER

COURSES

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

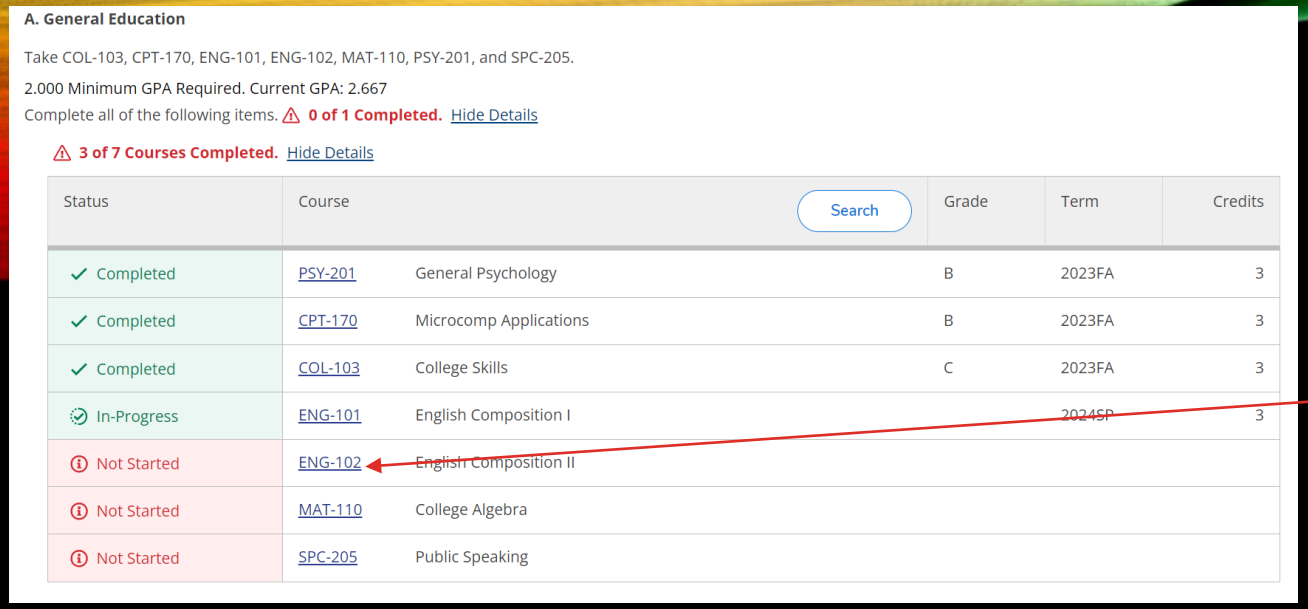
1. The courses you have completed are shown here in green. Courses that are still needed are shown in red. If you would like to start a course that shows "Not Started," (on left side) you may do so by clicking on the blue course to the right.

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

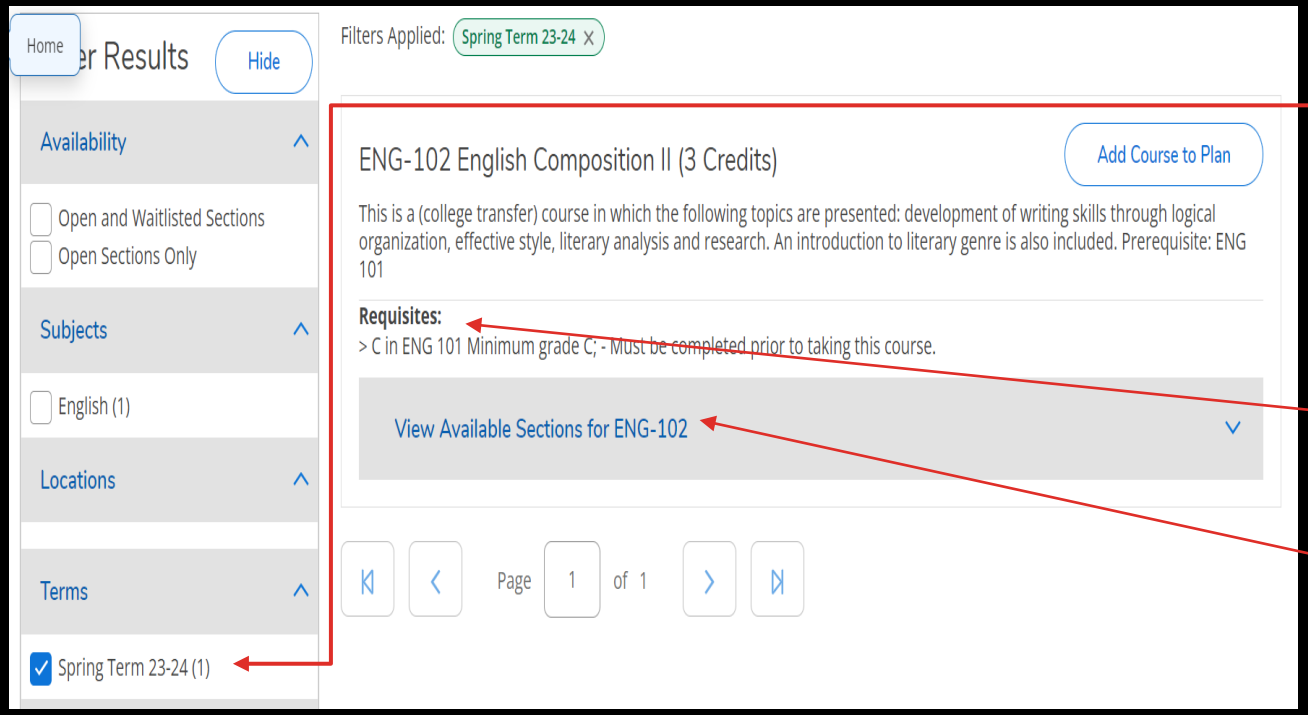
Here you can really see your progress. You can view all the courses you have already taken as well as the ones you still need.

HOW TO REGISTER

PLAN



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

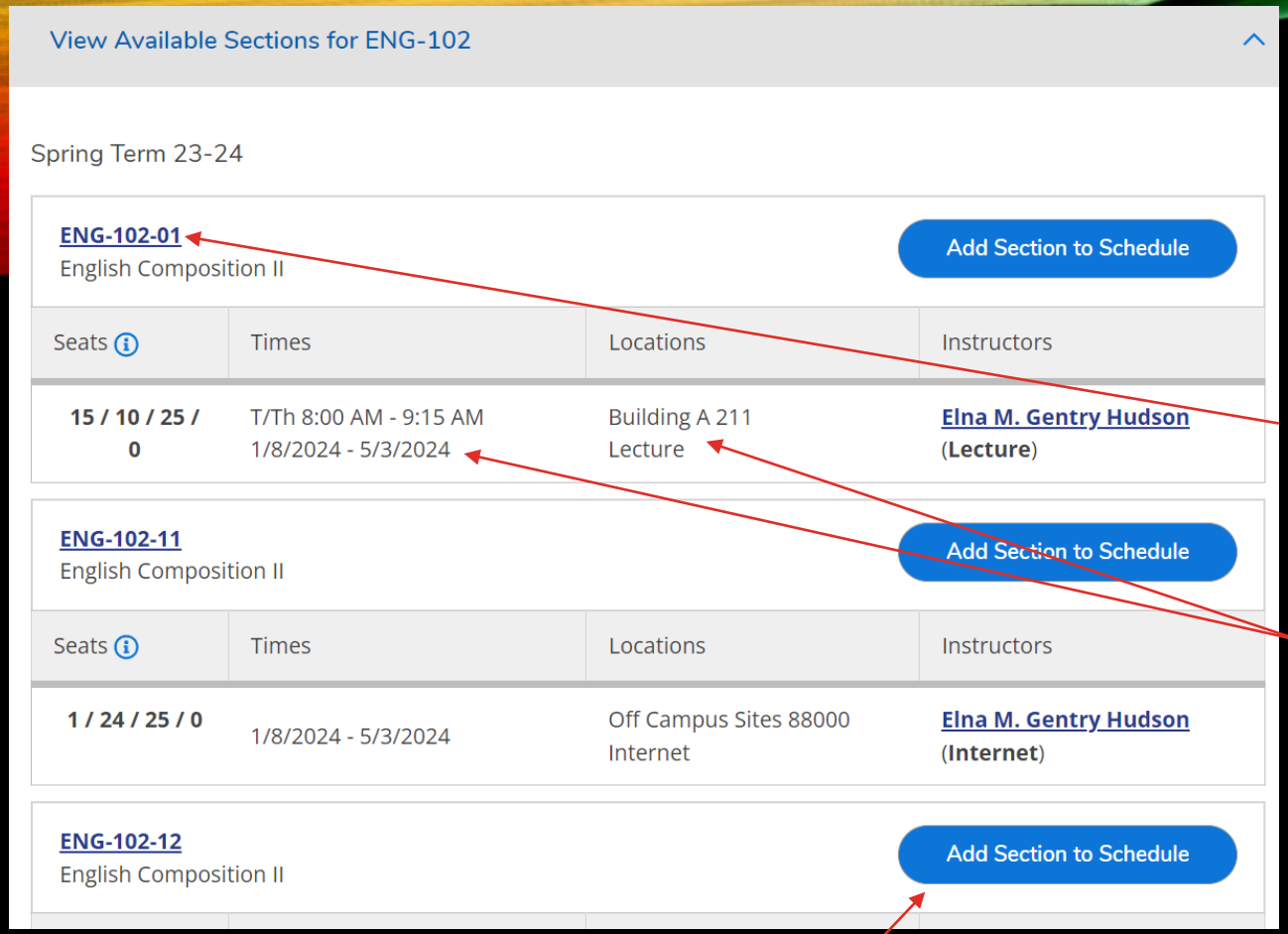


2. You are now at the "Availability page". First check the term you are planning for.

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"

HOW TO REGISTER

PLAN COURSES AVAILABILITY



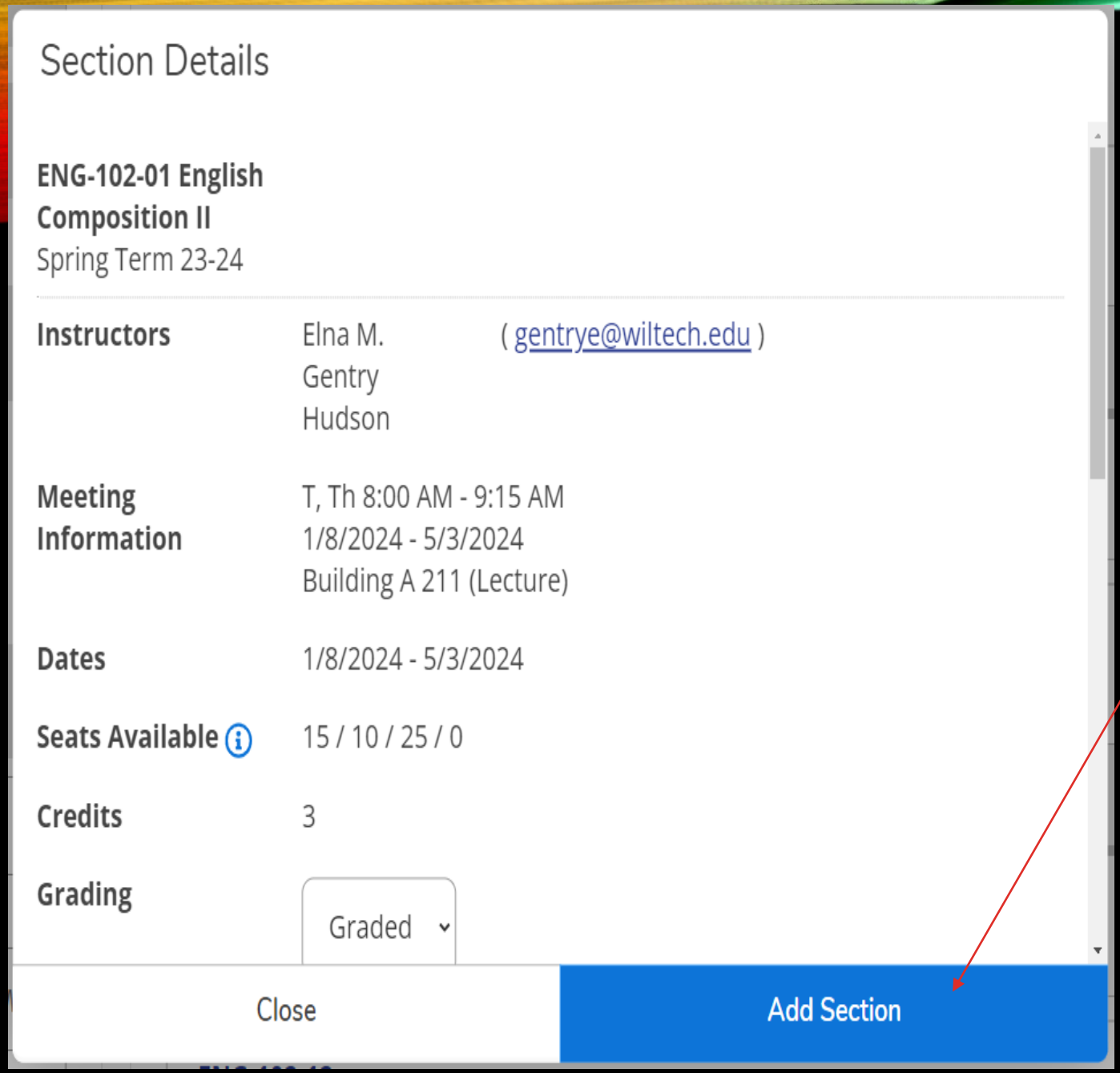
1. We can now see all the available "ENG-102" Courses. 'ENG-102-01' is an in-seat class, as indicated by the "01" at the end. You can see the day(s) and times of the class as well as the location.

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".

HOW TO REGISTER

ADDING A COURSES

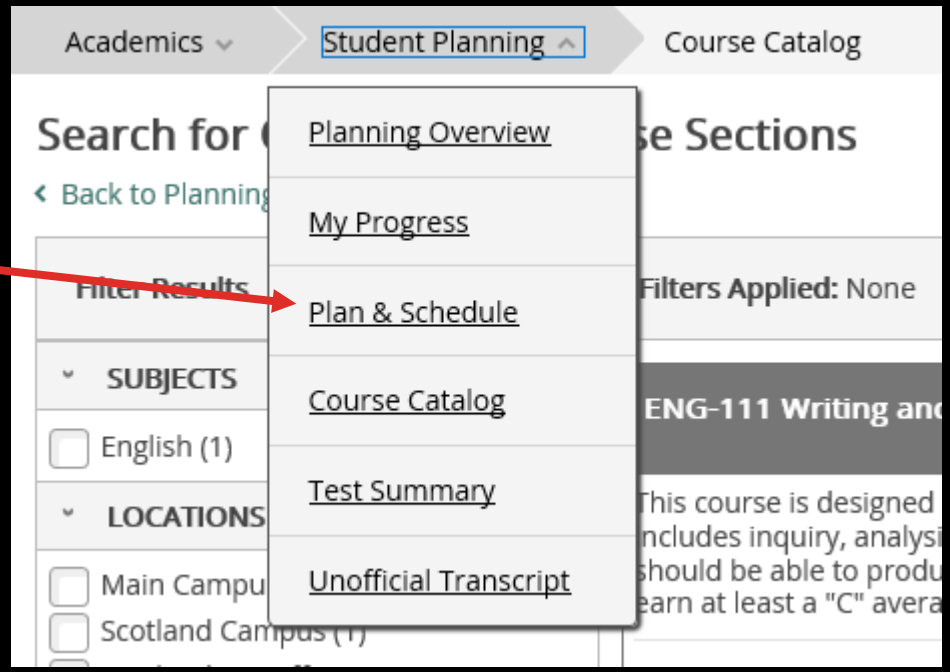


1. 'Section Details' will open.

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.

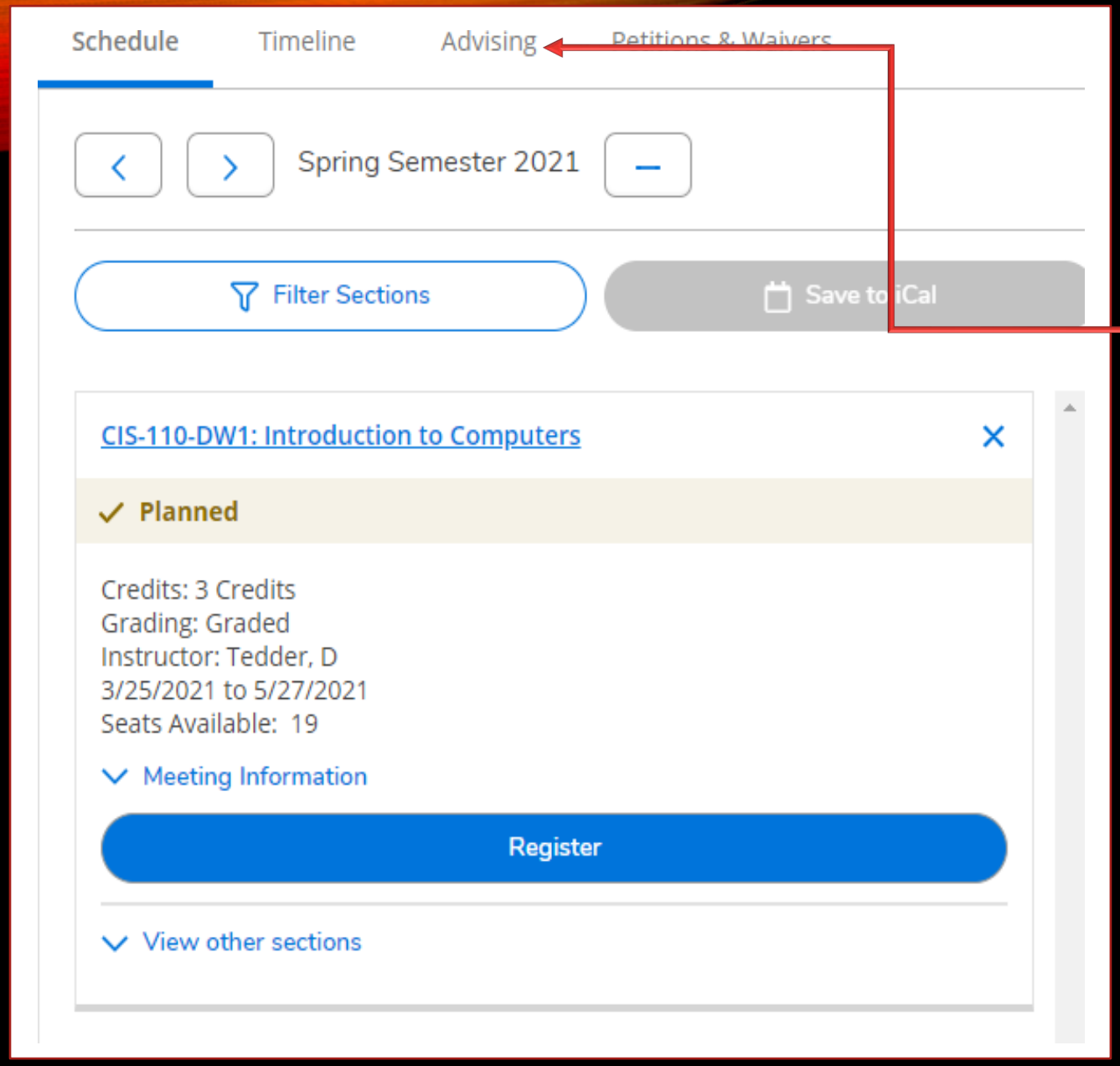
HOW TO REGISTER

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

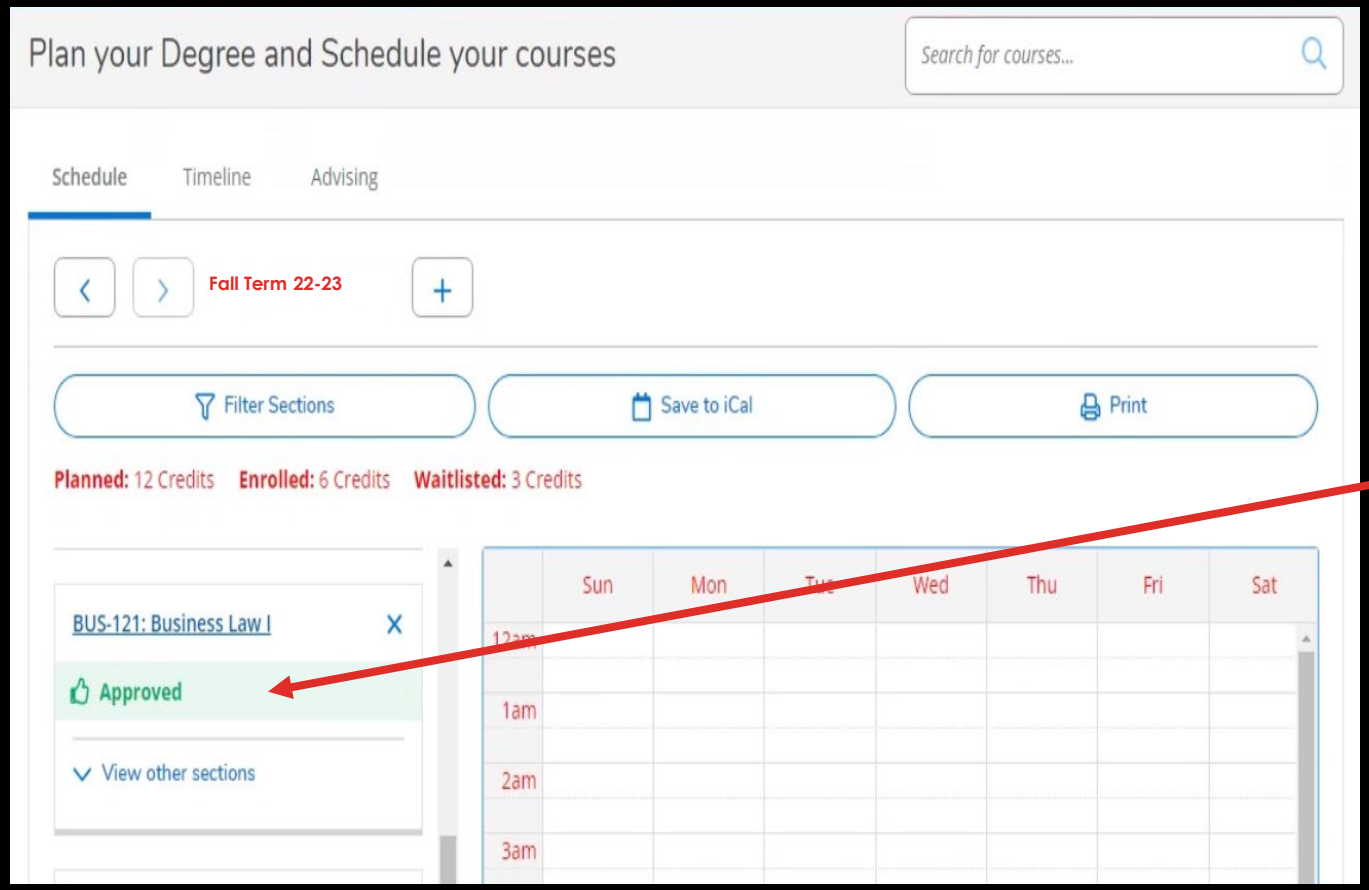


1. After you have planned your courses, click on the "Advising" tab and select "Request Review"

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

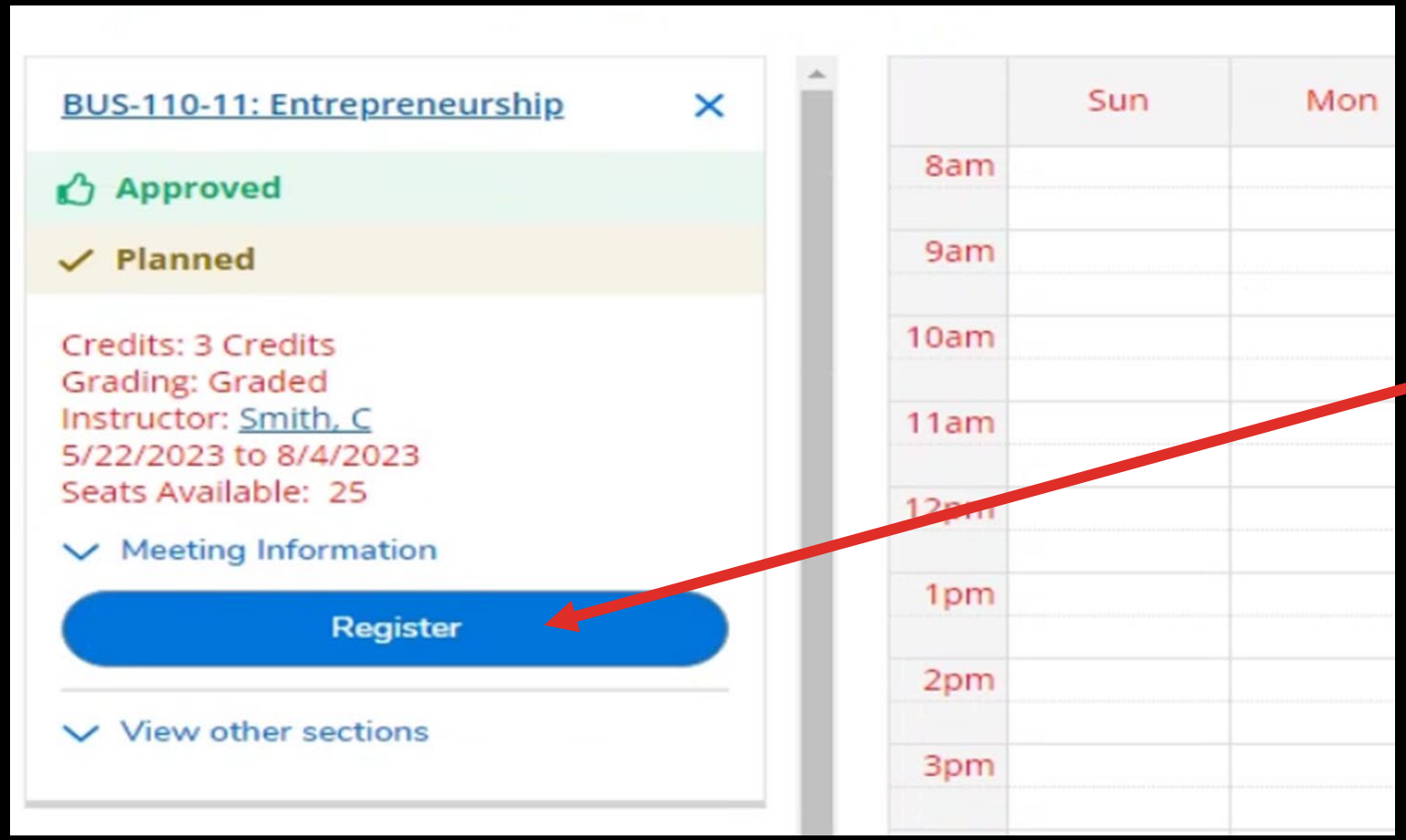
HOW TO REGISTER

REQUEST ADVISOR APPROVAL



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.

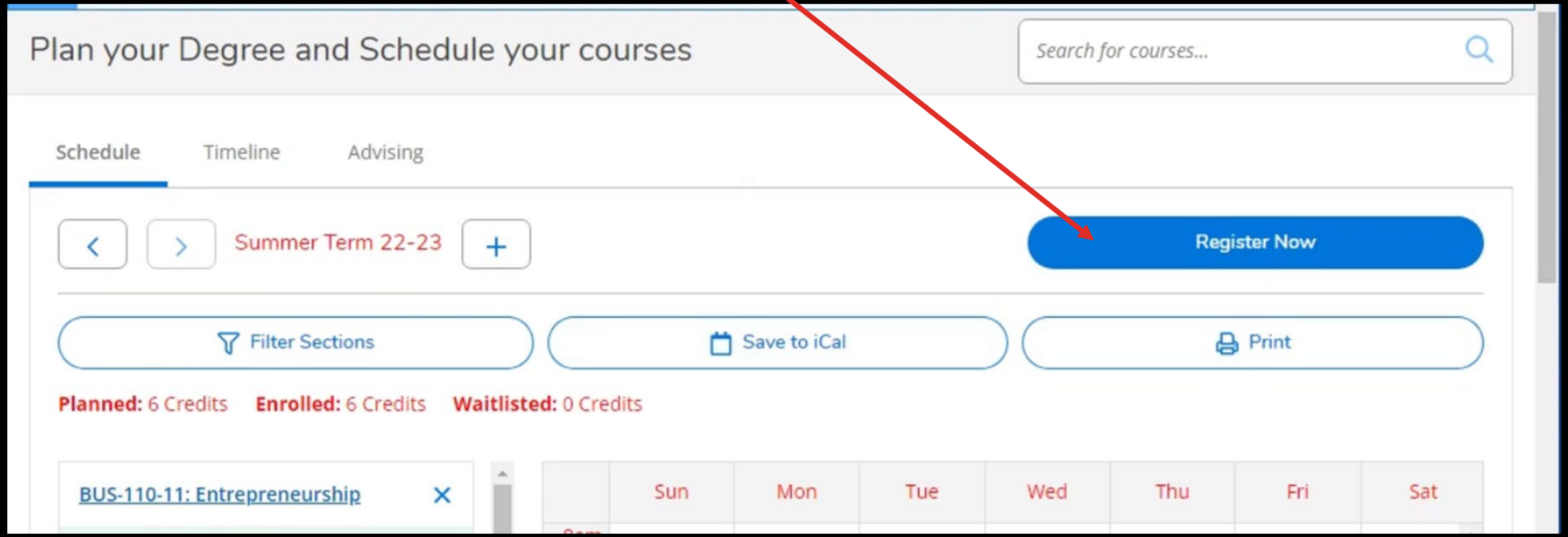
HOW TO REGISTER



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

HOW TO REGISTER

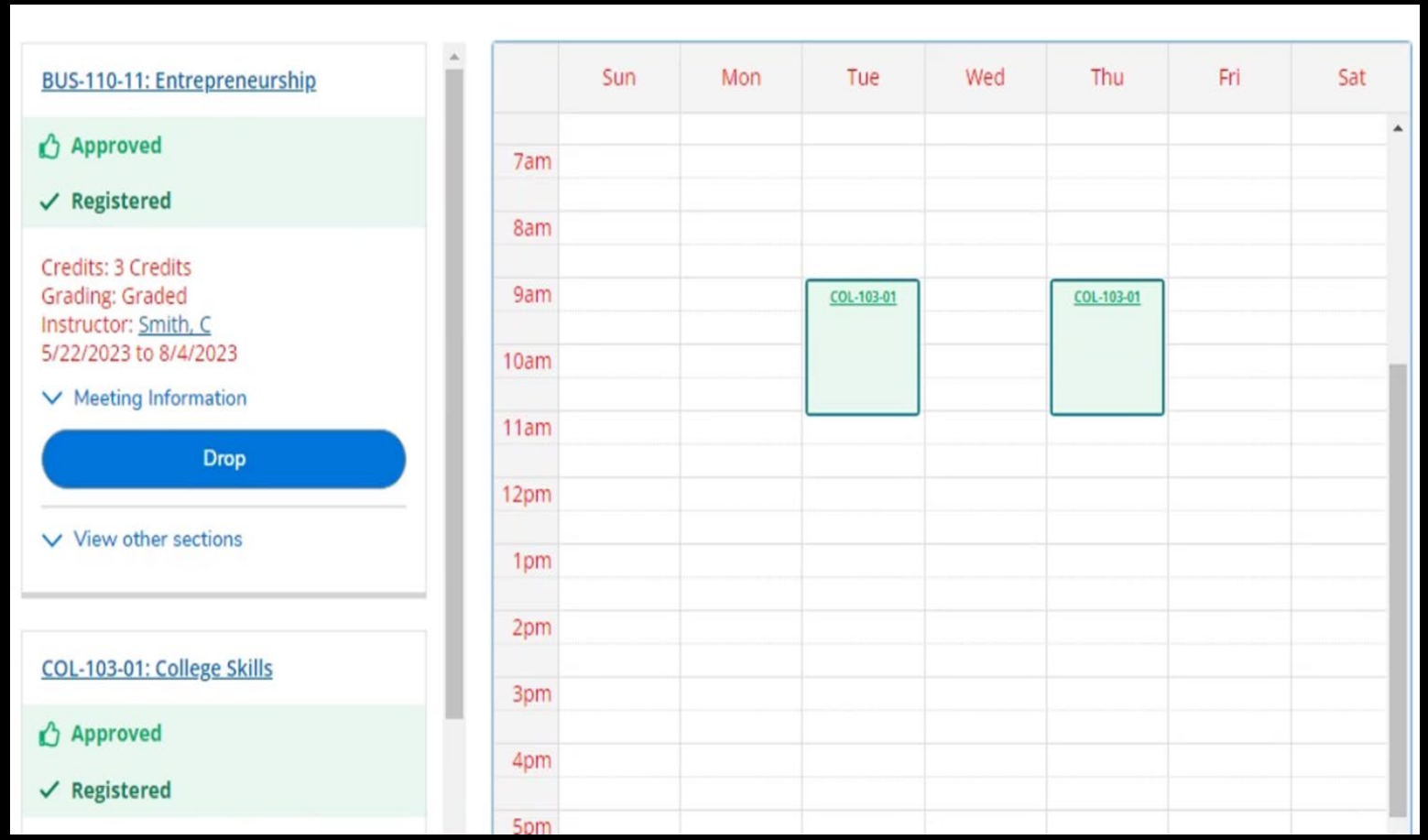
If you have more than one course planned and you would like to schedule them all at one time, select "Register Now".



HOW TO REGISTER

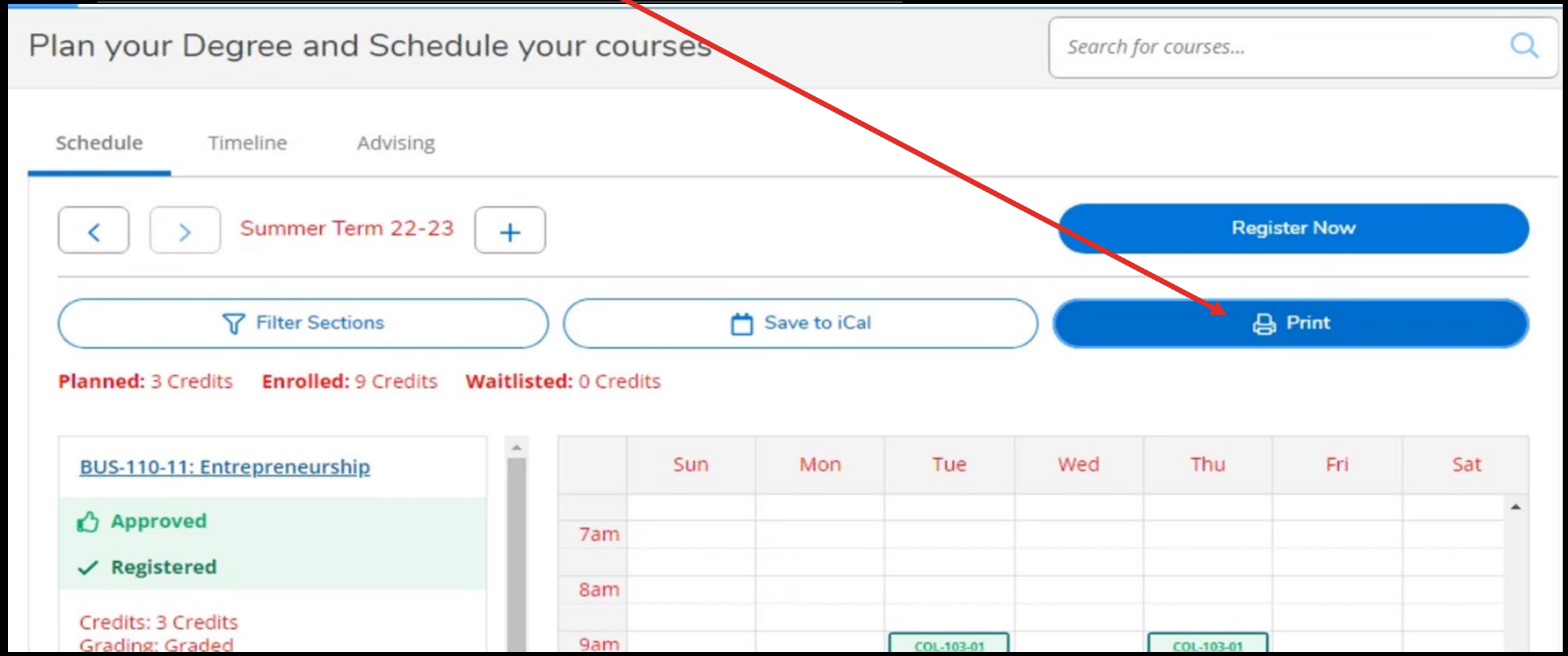
Registered courses will appear in green with a “thumbs up” icon beside the “Approved” word . You will receive a confirmation email in your student email account.

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



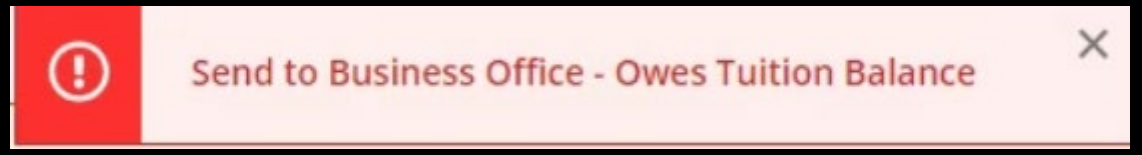
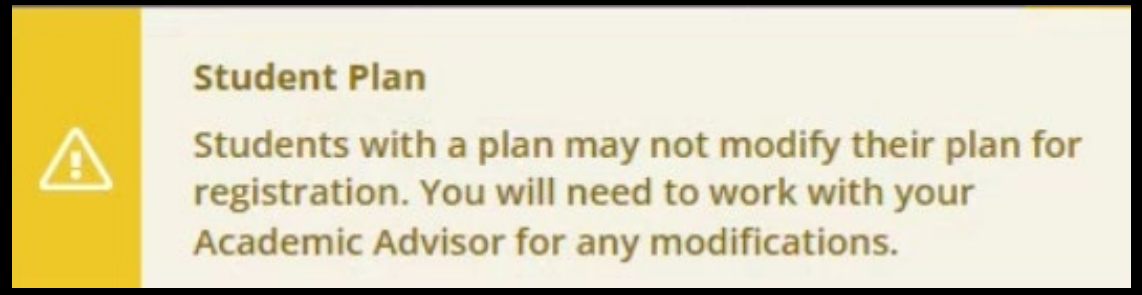
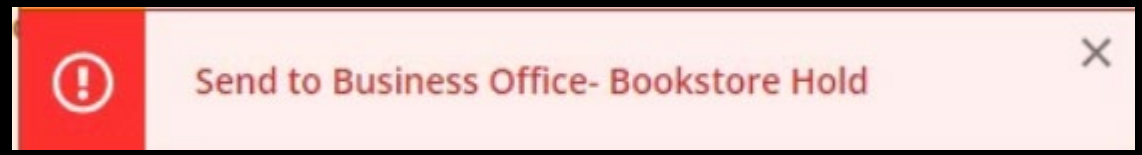
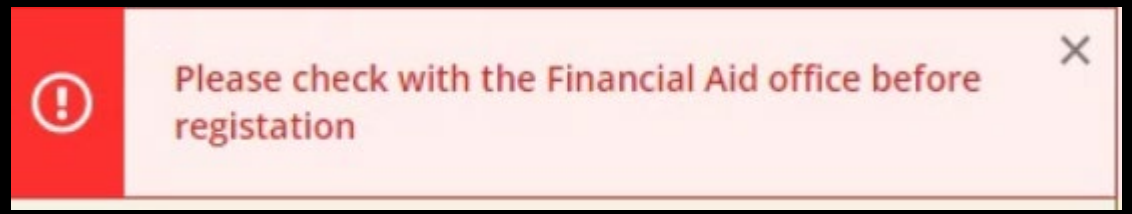
HOW TO REGISTER

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



HOW TO REGISTER TROUBLESHOOTING

Error messages that will prevent you from registering

	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

WILLIAMSBURG
TECHNICAL COLLEGE