# STUDENT PLANNING - Instruction Guide
## Quick Steps for Students  (Plan – Meet – Register)

**STEP 1 - Below are instructions to sign in to Student Planning**
- a) Click on this link to get to Student Planning http://www.swtjc.edu
- b) Select WebAdvisor from the Login menu
- c) Enter your username and password
- d) Click Submit

**STEP 2 - Below are instructions to select sections for the semester you plan to attend**
- a) Click on Student Planning under Academic Planning tab
- b) Wait for your program data to load (could take 10-20 seconds)
- c) Click on My Progress to select courses from the requirements tables
- d) Locate and click on the course name needed to fulfill requirement
- e) Locate and click on View Available Sections of the section of interest
- f) Select the section of interest and click Add Section to Schedule
- g) Repeat for all requirements you intend to fulfill in that semester
- h) Click **Plan** & Schedule
- i) Click the arrow to the right to select the Undergraduate semester you plan to attend
- j) Verify sections do not overlap and if they do, select a different section (gray box on the left-hand side of the screen that reads, View Other Sections)

**STEP 3 – Below are instructions to select sections for the semester you plan to attend using the course catalog**
- k) Click on Student Planning after logging in
- l) Click on Course Catalog
- m) Locate and click on the subject of interest
- n) Locate and click on View Available Sections of the section of interest
- o) Select the section of interest and click Add Section to Schedule
- p) Repeat for remaining semester sections
- q) Click Plan & Schedule
- r) Click the arrow to the right to select the Undergraduate semester you plan to attend
- s) Verify sections do not overlap and if they do, select a different section (gray box on the left-hand side of the screen that reads, View Other Sections)

**STEP 4 - Below are the instructions to submit your semester schedule to your advisor for review**
- a) Click on the tab called Plan & Schedule
- b) Click on the tab called Advising
- c) Compose a note to your advisor(s), if needed
- d) Click Request Review (upper right-hand corner)

**STEP 5 – Meet with your advisor**

**STEP 6 – Below are the instructions to register during registration period**
- a) Sign in to Student Planning at http://www.swtjc.edu
- b) Click on WebAdvisor then go to Student Planning
- c) Wait for your program data to load
- d) Click on Plan & Schedule
- e) Click on Schedule
- f) Click the arrow to the right to select the semester you plan to attend
- g) Click on **Register Now** - Once you have successfully registered for your courses, they will turn GREEN and have a check mark in the left corner of the course box.

*Important: If you do not see the green box, YOU ARE NOT REGISTERED!*
If you have any trouble, please contact your advisor.