

# Student Planning

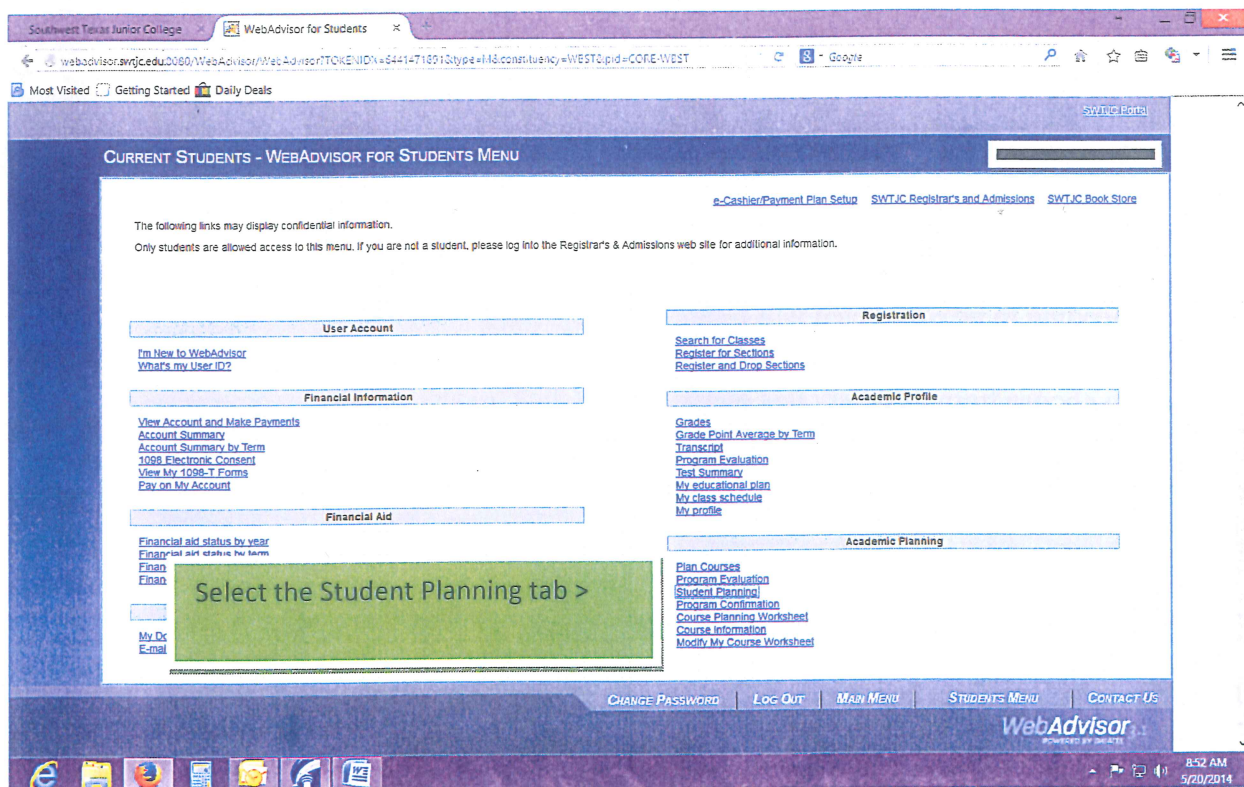
First you will need to log-in to your SWTJC WebAdvisor

Click the following icon on the SWTJC [homepage](#)

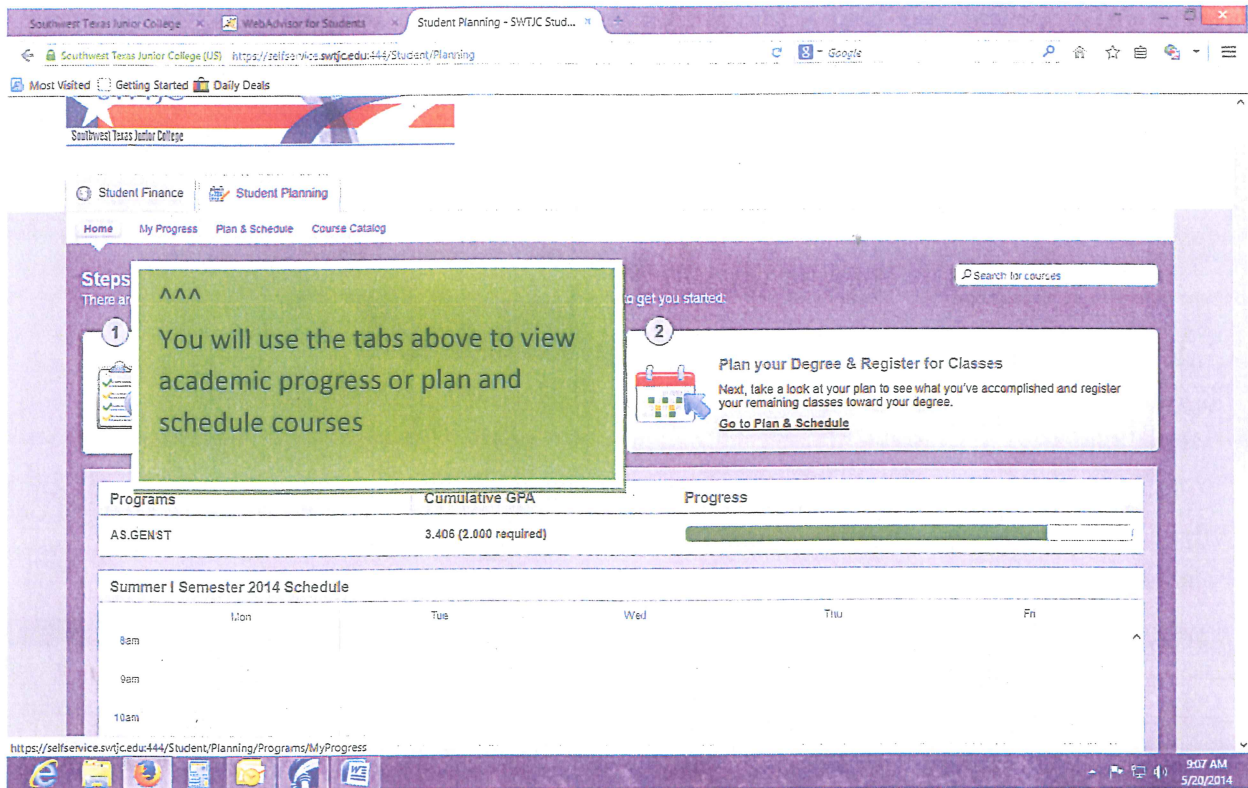


\*If you have trouble logging in please contact the IT Helpdesk at (830)591-7323

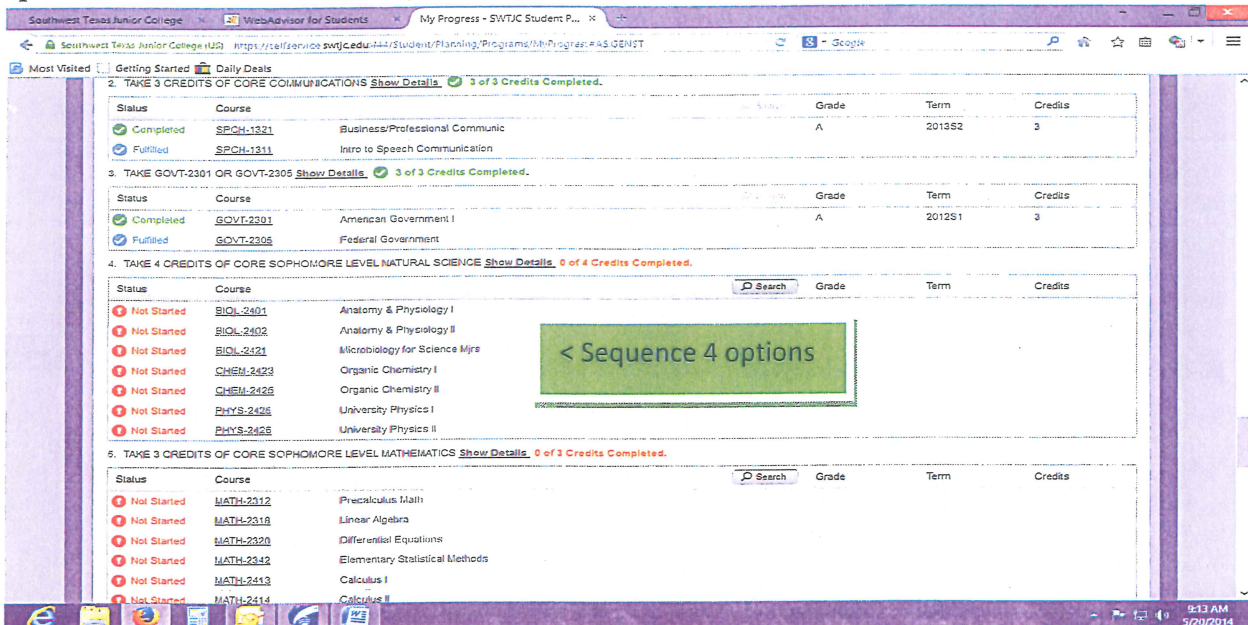
After you log-in to the WebAdvisor you will select **Student Planning** from the "Academic Planning" section



Once you're in the Student Planning program you will see the following menu

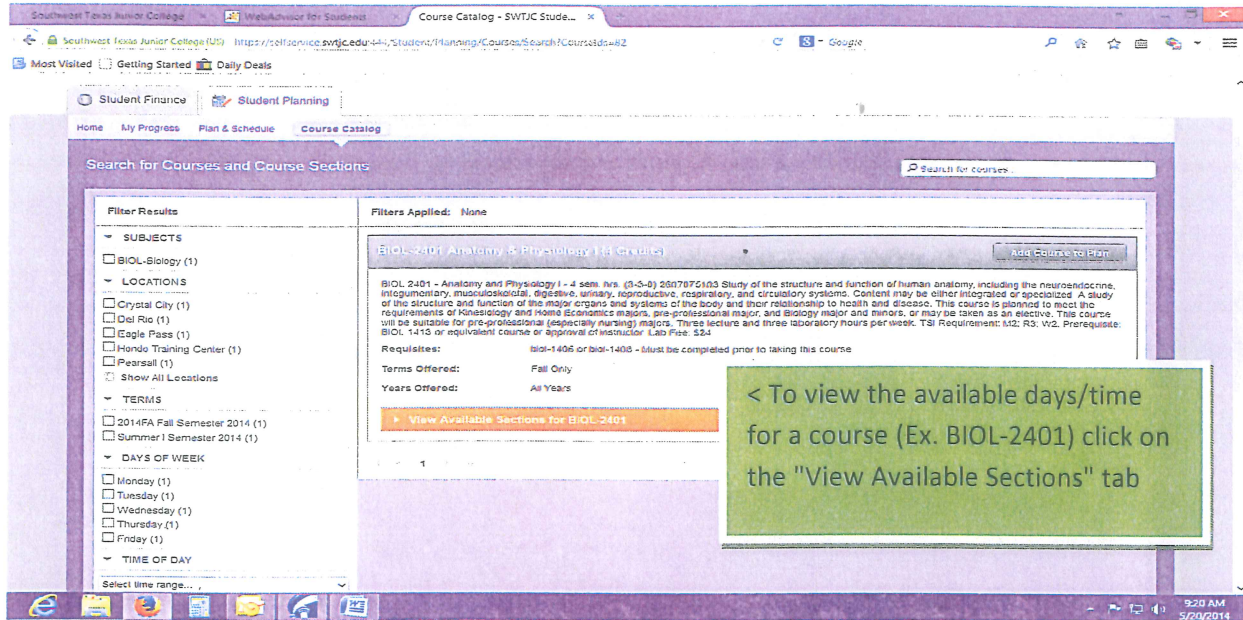


By selecting the "My Progress" tab you can see which courses on your degree plan have been completed and which courses are still pending to be completed as shown below. The courses that are still pending to be completed will be shown under each sequence. For example, sequence 4 from the menu shows "Take 4 credits of core sophomore level natural science". There are seven options to choose from to satisfy this requirement. Click on any course.

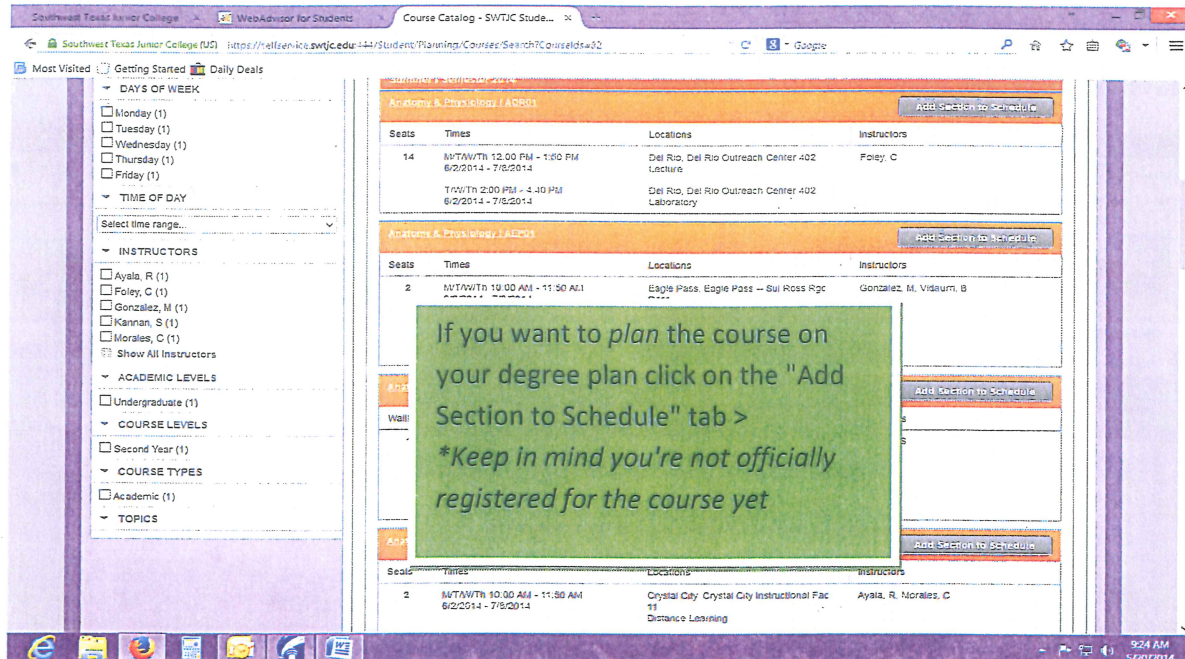


By clicking on any of the available courses you can plan or register a course if it's available for the current or a future semester.

**\*Please be aware that some courses must be taken in sequence or have pre-requisites; visit counseling center for more information**



The following menu shows all available sections for the course you selected



Now that you have *planned* the course you will have the option to officially register for the class selected. Select the "Plan & Schedule" tab from the toolbar.

The screenshot shows the 'Plan & Schedule' page on the Southwest Texas Junior College website. The browser address bar shows the URL: <https://selfservice.swtjcedu:444/Student/Planning/DegreesPlans>. The page has a navigation bar with 'Home', 'My Progress', and 'Plan & Schedule'. A search bar for courses is at the top right. The main content area is titled 'Plan your Degree and Schedule' and includes a 'Schedule' tab, a 'Timeline' view, and a 'Filter Sections' button. A course card for 'BIOL-2491-ADD91' is highlighted, showing details like 'Credits: 4', 'Grading: Graded', and 'Seats Available: 14'. A 'Register' button is at the bottom of the course card. A calendar view shows the course scheduled for Summer I. Several green callout boxes provide instructions: '< Click on the Plan & Schedule tab', '< Use the arrows to switch to different semesters if you planned more than one semester', '< If necessary, you may remove any planned courses by clicking on the "X" icon', and '^ Click on the "Register" tab to officially register for the course'. The system tray at the bottom shows the time as 9:32 AM on 5/20/2014.

Repeat the process if planning/registering for multiple courses or semesters. Your final step after completing registration will be to process your payment using the "Student Finance" tab unless you have financial aid or other source of tuition funding.

The screenshot shows the 'Pay for Registration' page on the Southwest Texas Junior College website. The browser address bar shows the URL: <https://selfservice.swtjcedu:444/Student/Finance/ImmediatePayments>. The page features the SWTJC logo and a navigation bar with 'Student Finance' and 'Make A Payment'. A progress bar shows the steps: 'Registration Summary', 'Payment Options', 'Payment Review', 'Payment', 'Payment Acknowledgment', and 'Registration Complete'. The 'Registration Complete' step is active, with a message: 'You have met your registration payment requirements. Please go to Make a Payment to pay any remaining balance.' and a 'Return to Make a Payment' button. A large green callout box says: 'Follow the prompts below to complete payment for your registration'. Another green callout box points to the 'Student Finance' tab: '<Click on Student Finance'. The system tray at the bottom shows the time as 9:55 AM on 5/20/2014.