

To log onto Student Planning you will first need to visit www.SWTJC.edu, once there hover over Login

Southwest Texas Junior Coll

SWTJC  
Southwest Texas Junior College

Future Students Current Students Faculty & Staff Alumni Parents

About Admissions & Aid Academics Campus Life Login

f t y i s

SOUTHWEST TEXAS JUNIOR COLLEGE

SOUTHWEST TEXAS JUNIOR COLLEGE

Great beginnings start here  
An Excellent Education Close To Home

APPLY NOW SCHEDULE A TOUR

Once there click on Self Service

The screenshot shows the Southwest Texas Junior College (SWTJC) website. The browser address bar displays 'swtjc.edu'. The top navigation bar includes links for 'Future Students', 'Current Students', 'Faculty & Staff', 'Alumni', and 'Parents'. A dark blue menu bar contains 'About', 'Admissions & Aid', 'Academics', 'Campus Life', 'Login', and 'COVID-19'. A dropdown menu is open under 'Login', listing 'Canvas', 'eCashier', 'Self-Service', 'WebAdvisor', 'Advising Appointments', and 'Office 365'. The 'Self-Service' option is circled in red. Below the navigation is a red banner with 'WELCOME'. The main content area features a large image of a stone wall with 'SOUTHWEST TEXAS JUNIOR COLLEGE' engraved on it, and a 'Chat now' button in the bottom right corner.

Southwest Texas Junior College

Future Students Current Students Faculty & Staff Alumni Parents

About Admissions & Aid Academics Campus Life Login COVID-19

Canvas  
eCashier  
Self-Service  
WebAdvisor  
Advising Appointments  
Office 365

WELCOME

SOUTHWEST TEXAS JUNIOR COLLEGE

Enroll Now!  
Continue Your College Experience with SWTJC

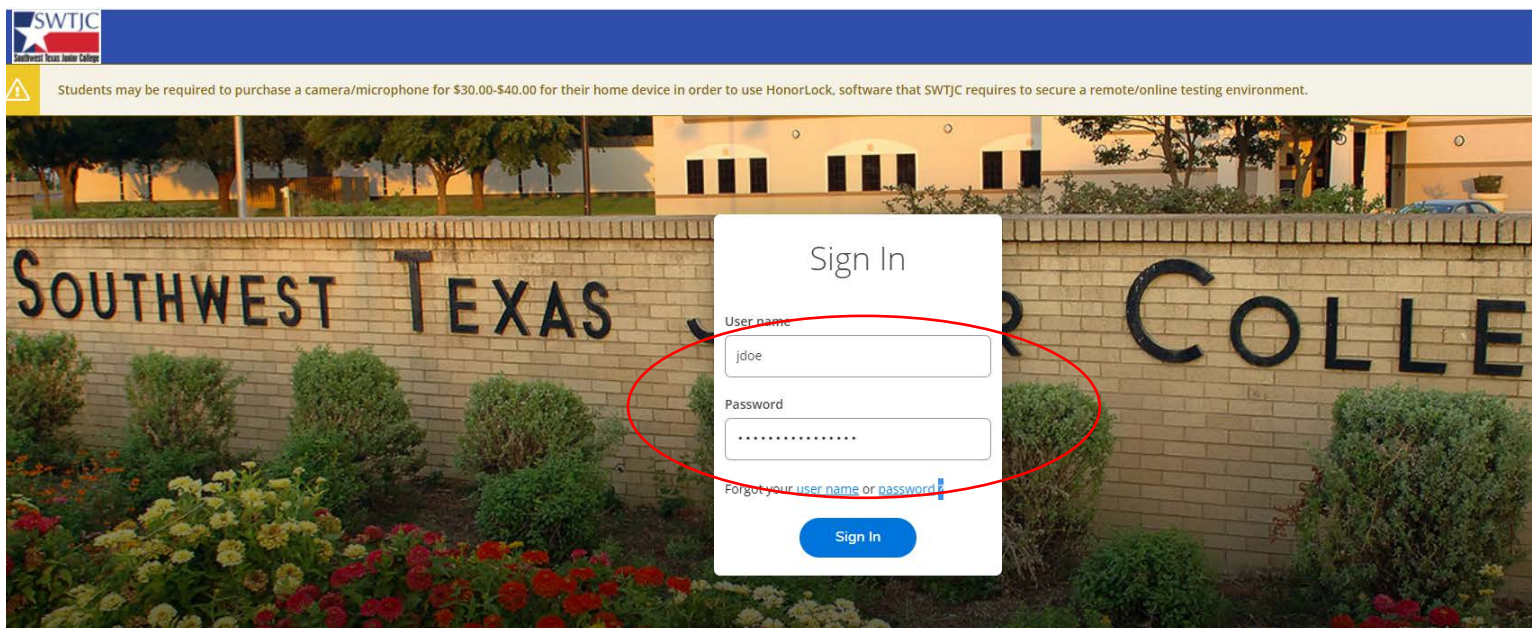
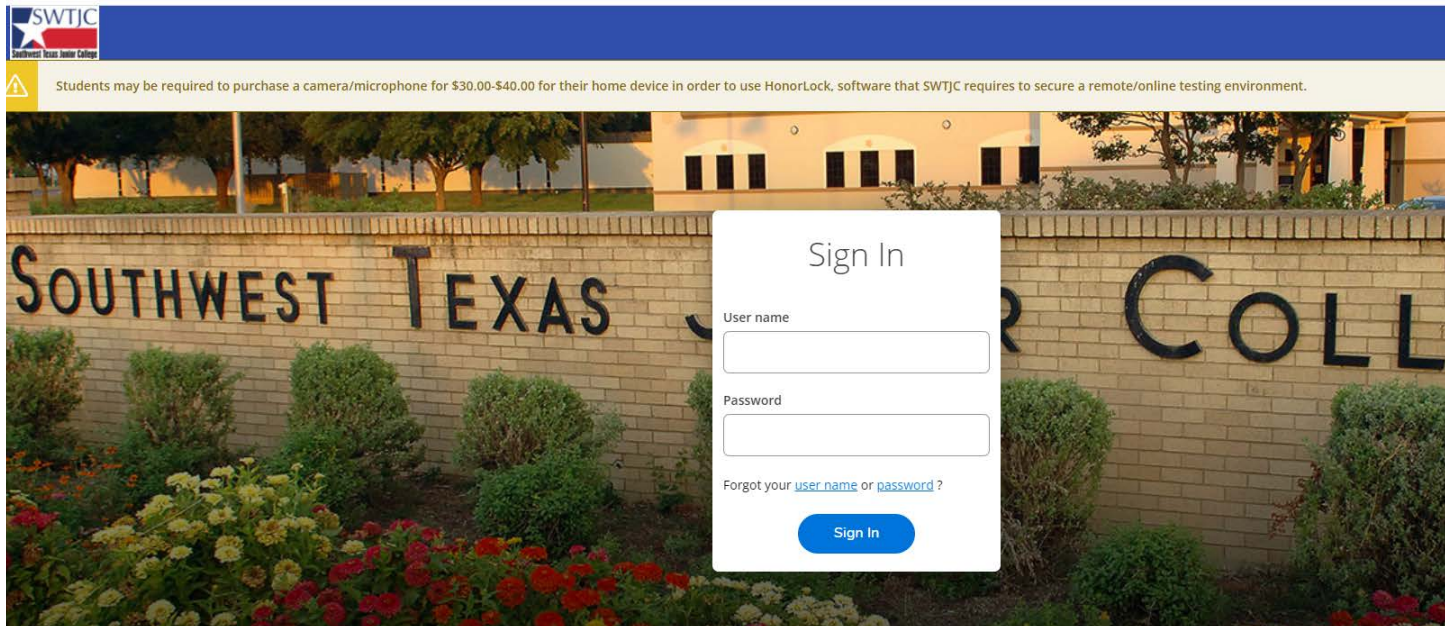
REGISTER ONLINE ADVISING APPOINTMENTS

Chat now

https://selfservice.swtjc.edu/444/Student/Account/Login

When you click on SelfService it will redirect you to the SelfService page. Type in college credentials, use college e-mail without @swtjc.edu  
ex. Username: jdoe

Type in your credentials and click submit



You will be redirected to the main menu, be sure to click on student planning.

The screenshot shows the SWTJC Self-Service portal. At the top, a yellow banner contains a warning icon and the text: "Students may be required to purchase a camera/microphone for \$30.00-\$40.00 for their home device in order to use HonorLock, software that SWTJC requires to secure a remote/online testing environment." Below this is a grey header with a home icon, the text "Welcome to SWTJC Self-Service!", and the instruction "Choose a category to get started." A vertical sidebar on the left contains icons for home, university, calendar, graduation, mail, and user profile. The main content area is titled "Notifications" and contains a table with the following data:

Title	Details	Link
📄 Documents Required	There are 1 requests from your institution that require your action.	<a href="#">View required documents</a>

Below the notifications are several category tiles:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections. (This tile is circled in red in the image.)
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.
- Advising**: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Financial Management**: Here you can view the financial health of your cost centers and your projects.

At the bottom of the page, a footer contains the text: "© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)"

**Planning** You will be sent to the Student planning page, here you will **go to my progress**

**SWTJC**  
Southwest Texas Junior College

Academics · Student Planning · Planning Overview

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to...

Search for courses...

- 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
Associate of Arts General Studies	(2.000 required)	<input type="text"/>
CERT.AUTO	(2.000 required)	<input type="text"/>
CERT2.AUTO	(2.000 required)	<input type="text"/>

Once on the student profile you can take a look at the academic progress(click). This will show what classes the student is lacking within the active degree plan. If you wish to view a different major, simply click on view a new program and load sample course plan. If degree is correct move forward with planning courses within degree.

The screenshot displays the student profile page for the Associate of Arts General Studies program. The page includes a navigation bar with the SWTJC logo, user information (jdoe), and links for Sign out and Help. The main content area shows the program name, a search bar, and two buttons: 'View a New Program' (circled in red) and 'Load Sample Course Plan'. A red arrow points to the 'Print' icon. The 'At a Glance' section provides details about the program, including GPA requirements, degree type, and completion date. The 'Progress' section shows a bar chart for 'Total Credits' (30 of 60) and 'Total Credits from this School' (30 of 15).

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Southwest Texas Junior College

Academics · Student Planning · My Progress

My Progress

Associate of Arts General Studies  
(1 of 3 programs)

[View a New Program](#) [Load Sample Course Plan](#) [Print](#)

**At a Glance**

<b>Cumulative GPA:</b>	(2.000 required)
<b>Institution GPA:</b>	(2.000 required)
<b>Degree:</b>	Associate of Arts
<b>Majors:</b>	General Studies
<b>Departments:</b>	Education
<b>Catalog:</b>	2016
<b>Anticipated Completion Date:</b>	8/27/2009

**Description**  
Associate of Arts General Studies

**Program Notes**  
[Show Program Notes](#)

**Requirements**  
General Studies

**Program Completion must be verified by the Registrar.**

**Progress**

**Total Credits** 30 of 60  
3 27

**Total Credits from this School** 30 of 15  
3 27

You can scroll down to see what the student is lacking and click on the course(s) you wish to plan or once ready you can start searching for classes within the search bar either one will lead you to the same screen once you click or search for the desired class.

4. TAKE 2 COURSES OF CORE LIFE AND PHYSICAL SCIENCES ...(THE 'COMBINATION' OF BIOL-1306 & BIOL-1308 ...OR BIOL-1307 & BIOL-1308 DO NOT MEET' ...REQUIREMENT)  
⚠️ 0 of 6 Credits Completed. [Hide Details](#)

Status	Course	<input type="text" value="Search"/>	Grade	Term	Credits
ⓘ Not Started	<a href="#">BIOL-1306</a> Biology for Science Majors I				
ⓘ Not Started	<a href="#">BIOL-1307</a> Biology for Science Mjrs II				
ⓘ Not Started	<a href="#">BIOL-1308</a> Biology for Non-Sci Majors I				
ⓘ Not Started	<a href="#">BIOL-1309</a> Biology for Non-Sci Majors II				
ⓘ Not Started	<a href="#">CHEM-1311</a> General Chemistry I				
ⓘ Not Started	<a href="#">CHEM-1312</a> General Chemistry II				
ⓘ Not Started	<a href="#">PHYS-1301</a> College Physics I				
ⓘ Not Started	<a href="#">PHYS-1302</a> College Physics II				
ⓘ Not Started	<a href="#">PHYS-2325</a> University Physics I				
ⓘ Not Started	<a href="#">PHYS-2326</a> University Physics II				

5. TAKE 1 COURSE OF CORE LANGUAGE, PHILOSOPHY AND CULTURE 🕒 Fully Planned ⚠️ 0 of 3 Credits Completed. [Hide Details](#)

In the search bar type the subject that you are looking for

**SWTJC**  
Southwest Texas Junior College

Academics • Student Planning • My Progress

My Progress

ENGL 1301

Associate of Arts General Studies  
(1 of 3 programs)

View a New Program Load Sample Course Plan

Print

**At a Glance**

<b>Cumulative GPA:</b>	(2.000 required)
<b>Institution GPA:</b>	(2.000 required)
<b>Degree:</b>	Associate of Arts
<b>Majors:</b>	General Studies
<b>Departments:</b>	Education
<b>Catalog:</b>	2016
<b>Anticipated Completion Date:</b>	8/27/2009

**Description**  
Associate of Arts General Studies

**Program Notes**  
[Show Program Notes](#)

**Requirements**  
General Studies

**Program Completion must be verified by the Registrar.**

**Progress**

**Total Credits** 3 of 60  
3

**Total Credits from this School** 3 of 15  
3



Click on Add course to plan, and the option to choose term will pop up

**SWTJC**  
Southwest Texas Junior College

Academics · Course Catalog

Search for Courses and  
[Back to My Progress](#)

**Filter Results**

**Availability**

Open and Waitlisted Sections  
 Open Sections Only

**Subjects**

ARTS-Art (1)  
 BMGT-Business Management (2)  
 BUSI-Business (1)  
 CJSA-Crim Just Studies, Admin (3)  
 COSC-Computer Science (1)  
[Show All Subjects](#)

**Locations**

**Course Details**

**ENGL-1301 Composition I**  
ENGL 1301 - Composition I - 3 sem. hrs. (3-0-0) 2304015112 Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. Emphasis is given to MLA format. A research paper is required. Three lecture hours per week. Prerequisite: None

**Credits** 3

**Locations Offered** TBD

**Requisites** None

**This course is typically offered: All Terms**

**This course is typically offered: All Years**

Close Add Course to Plan

Search for courses...

**Add Course to Plan**

written, expository, and persuasive  
emphasis is given to MLA format. A research

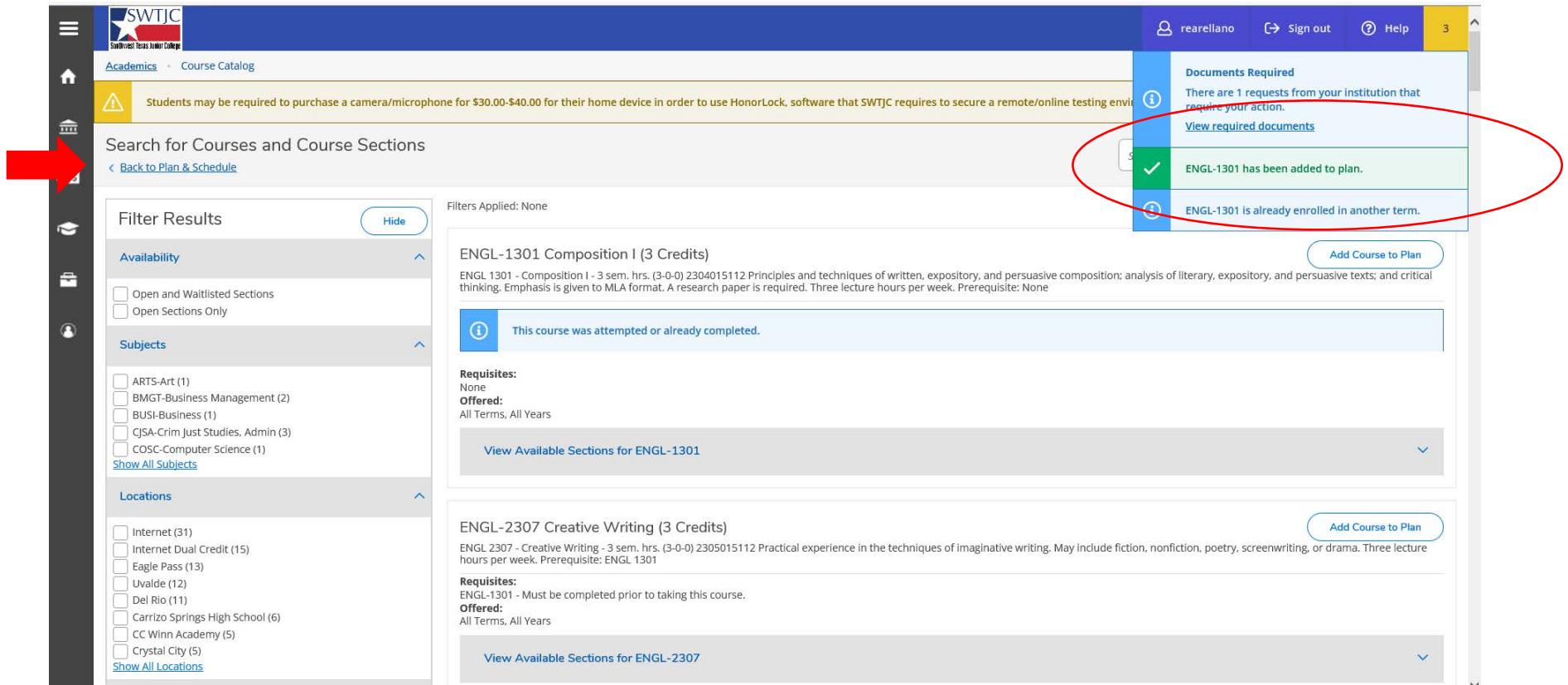
Select the indicated semester

The screenshot shows a web application for Southwest Texas Junior College (SWTJC). The main page is titled 'Course Catalog' and includes a search bar, filter results, and a list of subjects. A 'Course Details' modal is open, displaying the following information:

- Credits:** 3
- Locations Offered:** TBD
- Requisites:** None
- Term:** A dropdown menu is open, showing a list of semesters from Spring 2020 to Fall 2023. The first option, 'Select a term...', is highlighted in blue. A red circle is drawn around the dropdown menu.

The background page shows a sidebar with navigation icons and a main content area with a search bar and filter results. The filter results section includes 'Availability' (Open and Waitlisted Sections, Open Sections Only) and 'Subjects' (ARTS-Art (1), BMGT-Business Management (2), BUSI-Business (1), CJSJ-Crim Just Studies, Admin (3), COSC-Computer Science (1)).

Once course is added, you will get the following alert. Ex. You can put the course in Fall 2022, once finished go to plan and schedule.



The screenshot displays the SWTJC Course Catalog interface. On the left, a navigation sidebar contains icons for home, search, and user profile. A red arrow points to the search icon. The main header includes the SWTJC logo and navigation links for 'Academics' and 'Course Catalog'. A yellow warning banner at the top states: 'Students may be required to purchase a camera/microphone for \$30.00-\$40.00 for their home device in order to use HonorLock, software that SWTJC requires to secure a remote/online testing environment.' The search results section is titled 'Search for Courses and Course Sections' and includes a 'Back to Plan & Schedule' link. A 'Filter Results' sidebar on the left allows filtering by 'Availability' (Open and Waitlisted Sections, Open Sections Only), 'Subjects' (ARTS-Art, BMGT-Business Management, BUSI-Business, CJSJ-Crim Just Studies, Admin, COSC-Computer Science), and 'Locations' (Internet, Internet Dual Credit, Eagle Pass, Uvalde, Del Rio, Carrizo Springs High School, CC Winn Academy, Crystal City). The main content area shows two course listings: 'ENGL-1301 Composition I (3 Credits)' and 'ENGL-2307 Creative Writing (3 Credits)'. The ENGL-1301 listing includes a blue information box stating 'This course was attempted or already completed.' and a 'View Available Sections for ENGL-1301' button. The ENGL-2307 listing includes a 'View Available Sections for ENGL-2307' button. On the right side, a notification panel is visible, containing three items: 'Documents Required' (1 request), 'ENGL-1301 has been added to plan.' (highlighted with a red circle), and 'ENGL-1301 is already enrolled in another term.' The top right corner shows the user 'rearellano' and options for 'Sign out' and 'Help'.

You will be redirected back to the student planning menu when you first signed in. Click on Go to plan and Schedule.



SWTJC  
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Academics • Student Planning • Planning Overview

## Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get...

Search for courses...

- 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
Associate of Arts General Studies	(2.000 required)	<input type="text"/>
CERT.AUTO	(2.000 required)	<input type="text"/>
CERT2.AUTO	(2.000 required)	<input type="text"/>

You will be able to see the class that is planned for the semester. There you can start selecting sections. Click on the arrows to look for the section you desire.

Schedule Timeline Advising Petitions & Waivers

Fall 2020 Semester + Register Now

Filter Sections Save to iCal Print Planned: 6 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

**ENGL-1301: Composition I**

View other sections

1 of 5

ENGL-1301-AEP01 Composition I  
Seats Available: 22  
Instructor: Lara, E  
Time: MWF 10:00 AM - 10:50 AM  
Dates: 8/24/2020 - 12/11/2020  
Location: Eagle Pass Eagle Pass Outreach Center A113 (Lecture)

ENGL-1301-AEP02 Composition I  
Seats Available: 25  
Instructor: Lara, E  
Time: MWF 1:00 PM - 1:50 PM  
Dates: 8/24/2020 - 12/11/2020  
Location: Eagle Pass Eagle Pass Outreach Center A113 (Lecture)

ENGL-1301-AEP03 Composition I  
Seats Available: 24  
Instructor: Lara, E

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am		ENGL-1301-AEP01		ENGL-1301-AEP01		ENGL-1301-AEP01	
11am		ENGL-1301-AUV03		ENGL-1301-AUV03			
12pm			ENGL-1301-AEP03		ENGL-1301-AEP03		
1pm		ENGL-1301-AEP02		ENGL-1301-AEP02		ENGL-1301-AEP02	
2pm			ENGL-1301-AEP04		ENGL-1301-AEP04		
3pm							
4pm							
5pm							
6pm			ENGL-1301-AEP05		ENGL-1301-AEP05		
7pm							

Click on the section you are wanting, and an alert will appear on your screen, just add section.

The screenshot displays a course catalog interface. On the left, a list of sections is shown, with the 'ENGL-1301-ORRA2 Composition I' section highlighted by a red circle. The details for this section are:

- ENGL-1301-ORRA2 Composition I
- Seats Available: 14
- Instructor: Andrews, R
- Time: TTh 9:30 AM - 10:50 AM
- Dates: 8/24/2020 - 12/11/2020
- Location: Heritage Academy of Del Rio Del Rio B112 (Lecture)

On the right, a class schedule grid shows the time slots from 8am to 8pm. The 'ENGL-1301-ORRA2' section is listed in the 9:30 AM - 10:50 AM slot. Below the grid, a section titled 'Sections with no meeting time' lists 'ARTS-1301 Art Appreciation Section CUV01 Faculty: Ortiz, A'.

The 'Section Details' pop-up window is open, showing the following information:

- Instructors:** Andrews, R ([randrews@swtjc.edu](mailto:randrews@swtjc.edu), 830-703-1582 x1582)
- Meeting Information:** T, Th 9:30 AM 10:50 AM; 8/24/2020 - 12/11/2020; Heritage Academy of Del Rio, Del Rio B112 (Lecture)
- Dates:** 8/24/2020 - 12/11/2020
- Seats Available:** 14 of 24 Total
- Credits:** 3
- Grading:** Graded
- Requisites:** None
- Course Description:** ENGL 1301 - Composition I - 3 sem. hrs. (3-0-0) 2304015112 Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. Emphasis is given to MLA format. A research paper is required. Three lecture hours per week. Prerequisite: None
- Additional Information:** Note: For High school students only; Open Resources section.

The 'Add Section' button at the bottom of the pop-up window is highlighted with a red circle.

Once added, it will appear on the schedule, you will then have the option to register for the class.

The screenshot displays a user interface for course registration. On the left, a sidebar contains navigation icons. The main content area is divided into two sections:

- Registered, but not started:** This section shows details for a course with 3 credits, graded by Ortiz, A, from 8/24/2020 to 12/11/2020. It includes a 'Drop' button and a link to 'View other sections'.
- ENGL-1301-ORRA2: Composition I:** This section is highlighted with a red oval. It shows details for a course with 3 credits, graded by Andrews, R, from 8/24/2020 to 12/11/2020, with 14 seats available. A blue 'Register' button is prominently displayed and circled in red. A link to 'View other sections' is also present.

To the right of these sections is a schedule grid with time slots from 8am to 8pm. Two yellow boxes labeled 'ENGL-1301-ORRA2' with close icons are placed in the 10am slot of the second and third columns. Below the grid, a section titled 'Sections with no meeting time' lists 'ARTS-1301 Art Appreciation Section CUV01 Faculty: Ortiz, A'.

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Once registered the section will go from yellow to green.

\*\*Student planning is not only to register as the example below but to plan future semesters. If registration is open you will be able to fully use student planning, if registration is not open then you will only be able to plan and move onto the next semester\*\*

The screenshot displays a student planning interface. On the left is a vertical navigation menu with icons for home, university, and user profile. The main content area is divided into two course detail panels and a class schedule grid.

**Course Detail Panel 1:**  
✓ Registered, but not started  
Credits: 3 Credits  
Grading: Graded  
Instructor: Ortiz, A  
8/24/2020 to 12/11/2020  
Meeting Information  
Drop  
View other sections

**Course Detail Panel 2:**  
[ENGL-1301-AEP04: Composition I](#)  
✓ Registered, but not started  
Credits: 3 Credits  
Grading: Graded  
Instructor: Lara, E  
8/24/2020 to 12/11/2020  
Meeting Information  
Drop  
View other sections

**Class Schedule Grid:**  
The grid shows time slots from 11am to 11pm. Two sections of ENGL-1301-AEP04 are scheduled for 2pm and 3pm.

Time	Section
11am	
12pm	
1pm	
2pm	ENGL-1301-AEP04
3pm	ENGL-1301-AEP04
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	
11pm	

**Sections with no meeting time**

- ✓ ARTS-1301 Art Appreciation Section CUV01 Faculty: Ortiz, A