

Student Planning

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

Visit <http://www.swtjc.edu>

Select WebAdvisor from the Login menu

Submit account credentials

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

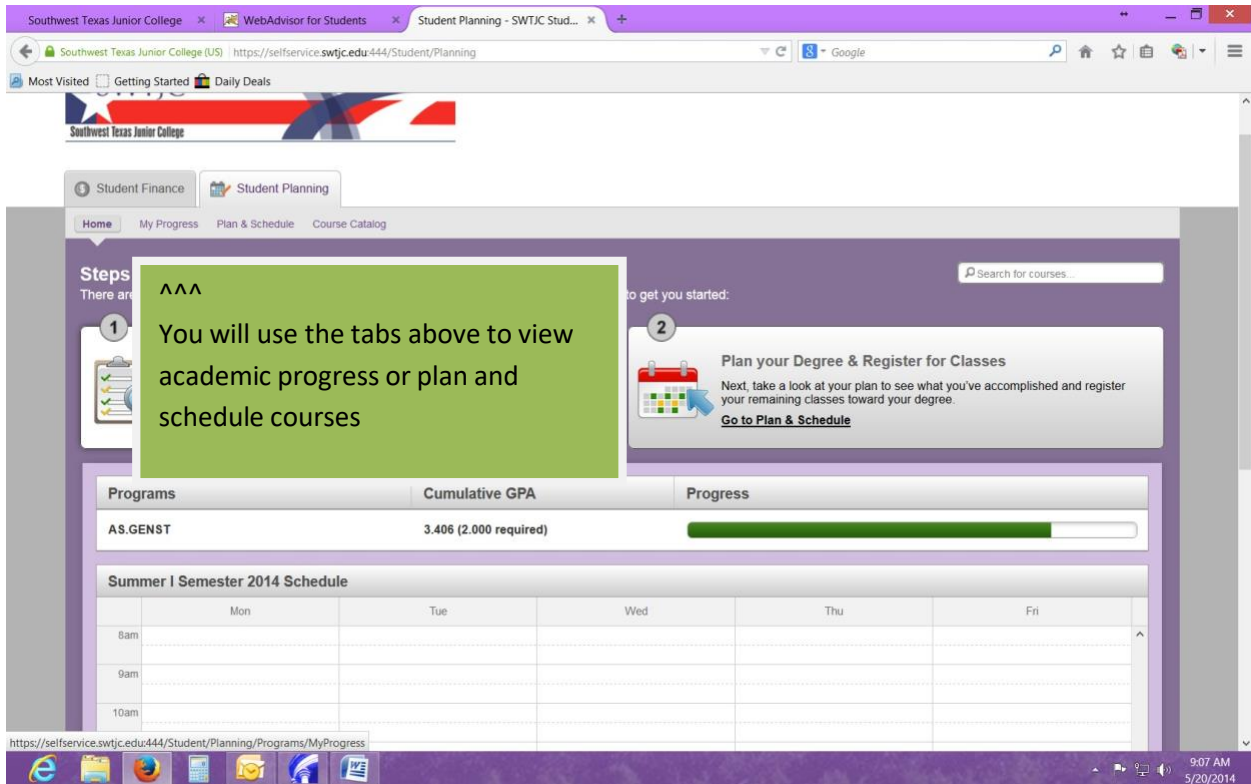
After you log-in to the WebAdvisor you will select **Student Planning** from the "Academic Planning" section

The screenshot shows the WebAdvisor interface for current students. The main menu is titled "CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU". Below the title, there is a warning: "The following links may display confidential information. Only students are allowed access to this menu. If you are not a student, please log into the Registrar's & Admissions web site for additional information." The menu is organized into several categories:

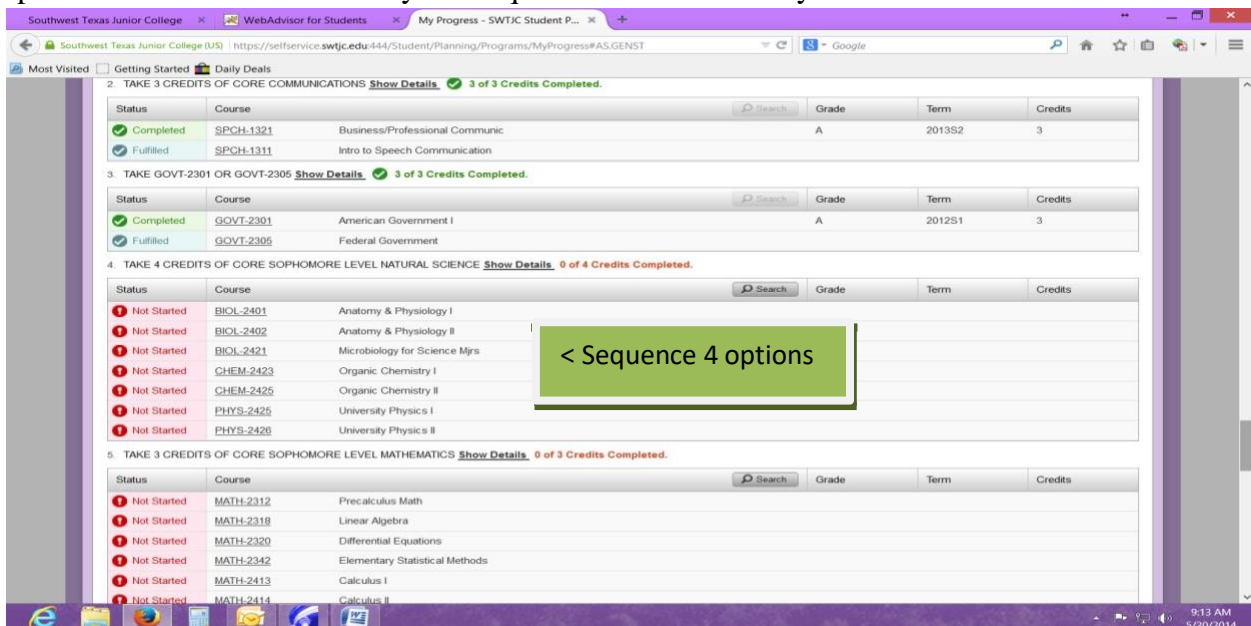
- User Account:** [I'm New to WebAdvisor](#), [What's my User ID?](#)
- Financial Information:** [View Account and Make Payments](#), [Account Summary](#), [Account Summary by Term](#), [1098 Electronic Consent](#), [View My 1098-T Forms](#), [Pay on My Account](#)
- Financial Aid:** [Financial aid status by year](#), [Financial aid establishments that borrow](#), [Financial](#), [Financial](#)
- Registration:** [Search for Classes](#), [Register for Sections](#), [Register and Drop Sections](#)
- Academic Profile:** [Grades](#), [Grade Point Average by Term](#), [Transcript](#), [Program Evaluation](#), [Test Summary](#), [My educational plan](#), [My class schedule](#), [My profile](#)
- Academic Planning:** [Plan Courses](#), [Program Evaluation](#), [Student Planning](#), [Program Confirmation](#), [Course Planning Worksheet](#), [Course Information](#), [Modify My Course Worksheet](#)

A green callout box with the text "Select the Student Planning tab >" points to the "Student Planning" link in the Academic Planning section. The bottom of the page includes navigation links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "STUDENTS MENU", and "CONTACT Us". The footer shows "WebAdvisor 3.1" and the date "5/20/2014".

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

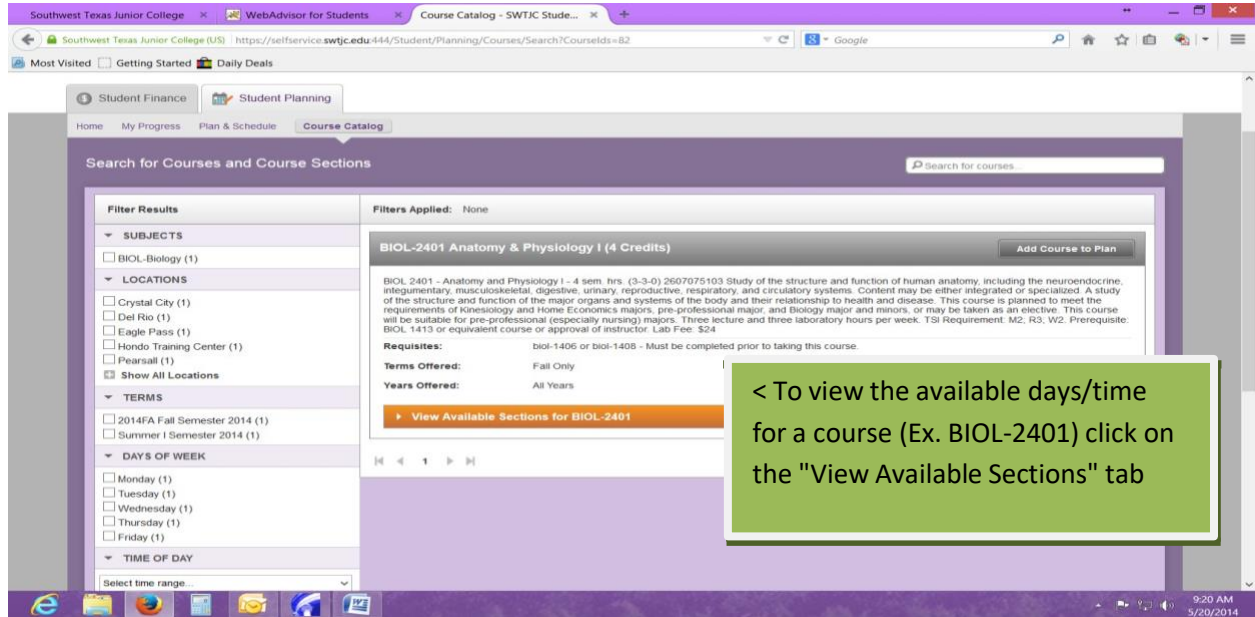


By selecting the "My Progress" tab you can see which courses on your degree plan have been completed and which courses are still pending to be completed as shown below. The courses that are still pending to be completed will be shown under each sequence. For example, sequence 4 from the menu shows "Take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

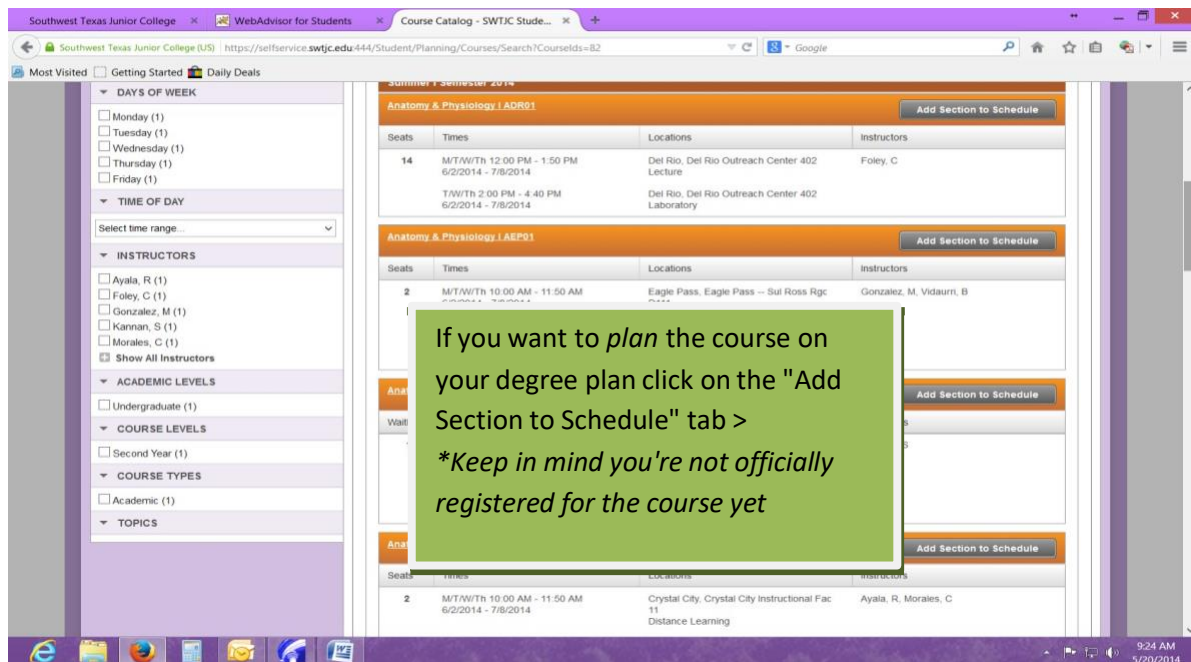


By clicking on any of the available courses you can plan or register a course if it's available for the current or a future semester.

***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 in the WebAdvisor system. The browser tabs include 'Southwest Texas Junior College', 'WebAdvisor for Students', and 'Plan & Schedule Courses - SW...'. The page title is 'Plan your Degree and Schedule'. A search bar is at the top right. Below the search bar are tabs for 'Schedule' and 'Timeline', with 'Summer I' selected. A 'Filter Sections' button is on the left. A course card for 'BIOL-2401-ADR01: Anatomy & Physiology I' is displayed, showing it is 'Planned' with 4 credits and a 'Register' button. A calendar grid shows the course scheduled for Thursday and Friday. 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 clock shows 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 in the WebAdvisor system. The browser tabs include 'Southwest Texas Junior College', 'WebAdvisor for Students', and 'Pay for Registration - SWTJC St...'. The page title is 'Pay for Registration'. The SWTJC logo is at the top left. A 'Student Finance' tab is highlighted. A progress bar shows steps: 'Registration Summary', 'Payment Options', 'Payment Review', 'Payment', 'Payment Acknowledgement', and 'Registration Complete'. A message states: 'You have met your registration payment requirements. Please go to Make a Payment to pay any remaining balance.' A 'Return to Make a Payment' button is at the bottom right. Green callout boxes provide instructions: '<Click on Student Finance' and 'Follow the prompts below to complete payment for your registration'. The system clock shows 9:55 AM on 5/20/2014.