

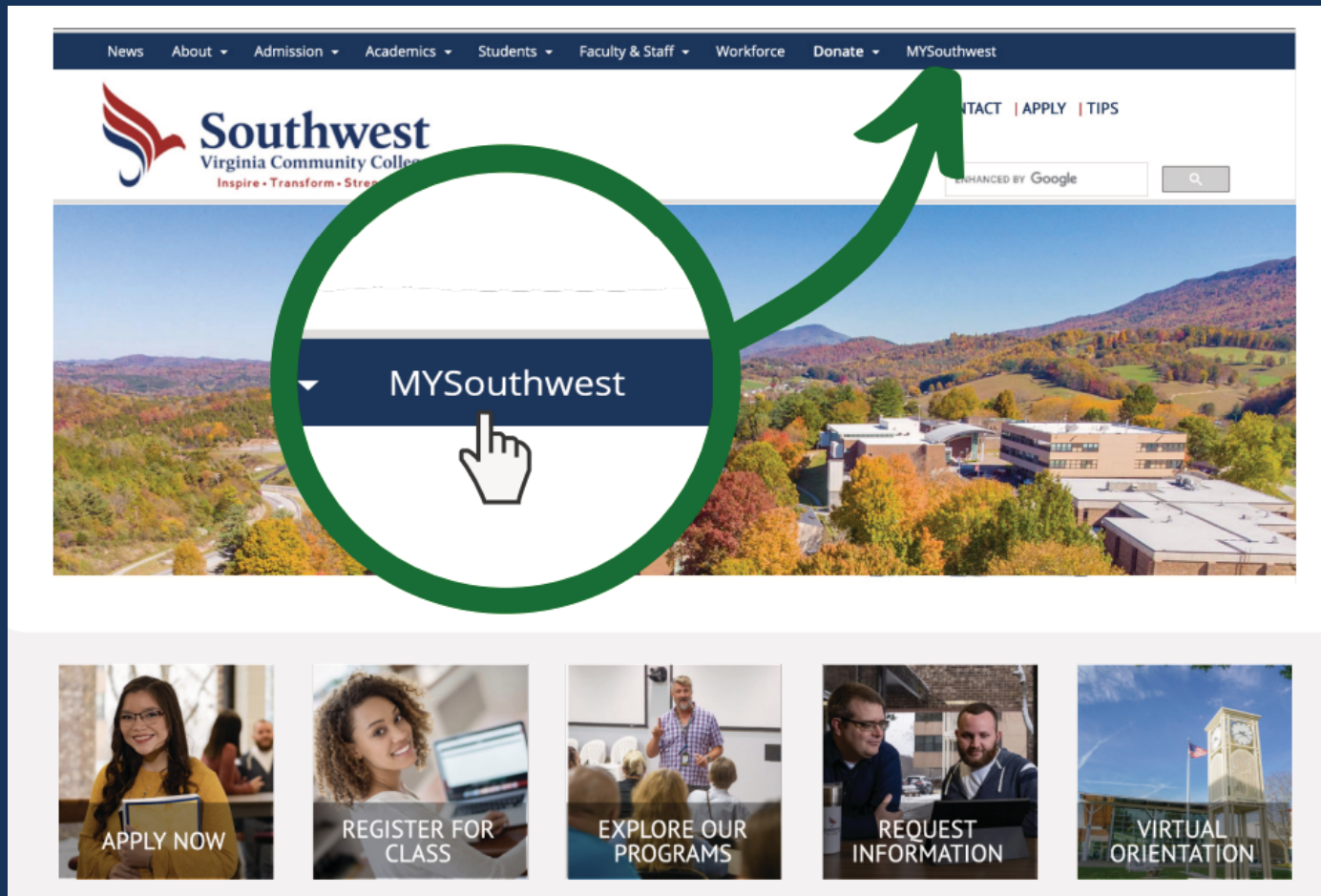
HERE'S A GUIDE TO GET ENROLLED!

This guide will walk you through the enrollment process Step-By-Step!



STEP 1

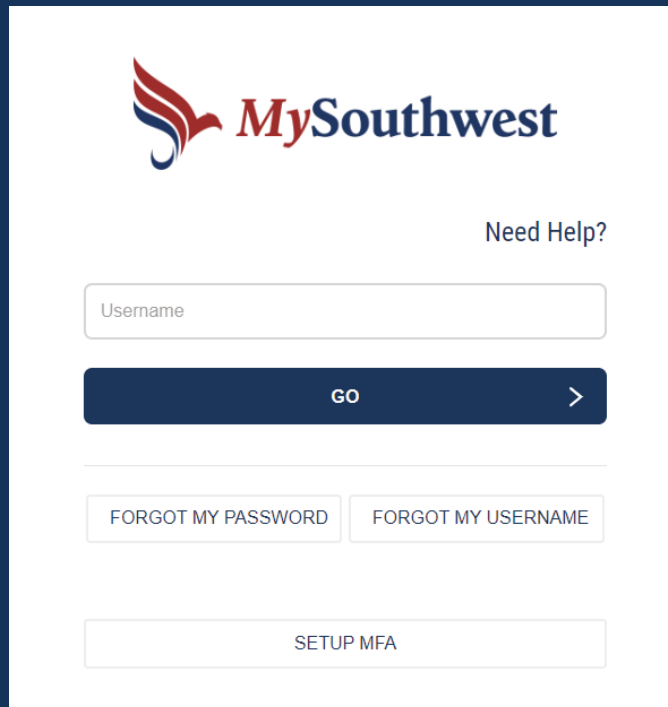
After you have met with an academic advisor and are ready to enroll, visit www.sw.edu and click on the **MYSouthwest** tab. (You can access MYSouthwest directly at <https://sw.my.vccs.edu>)



STEP 2

Once you are here, login with your VCCS supplied username and password. If you do not have these, you may choose the **Forgot Password** or **Forgot Username** links.

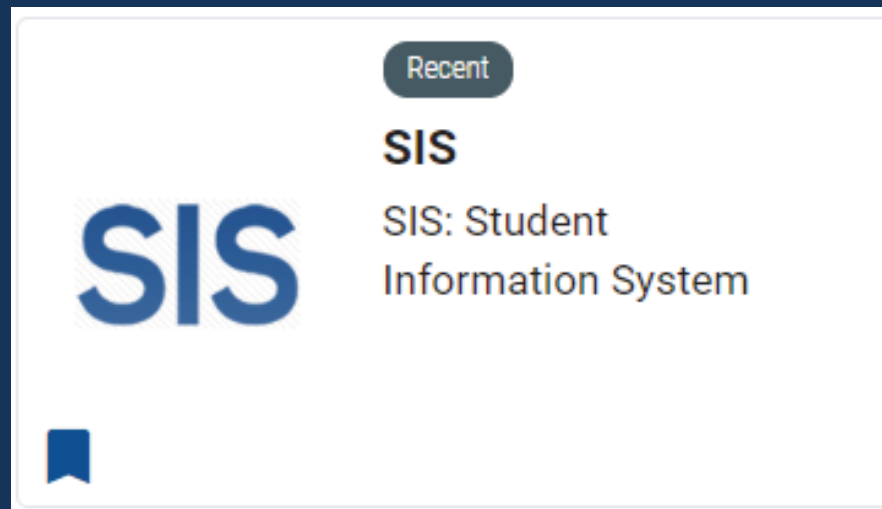
(For assistance with setting up your MFA, contact 276/964-7641.)



The image shows a screenshot of the MySouthwest login page. At the top is the MySouthwest logo, which consists of a stylized red and blue flame icon followed by the text "MySouthwest". Below the logo is a link that says "Need Help?". Underneath is a text input field labeled "Username". Below the input field is a dark blue button with the text "GO" and a right-pointing chevron. Below the button are two links: "FORGOT MY PASSWORD" and "FORGOT MY USERNAME". At the bottom is a link that says "SETUP MFA".

STEP 3

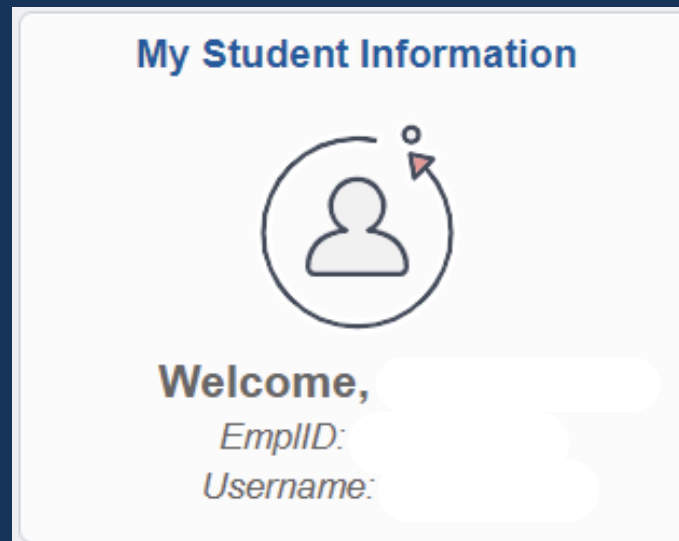
Now that you are logged in click on the **SIS – Student Information System** button.



STEP 4

Once you are in SIS click on the **My Student Information** box.

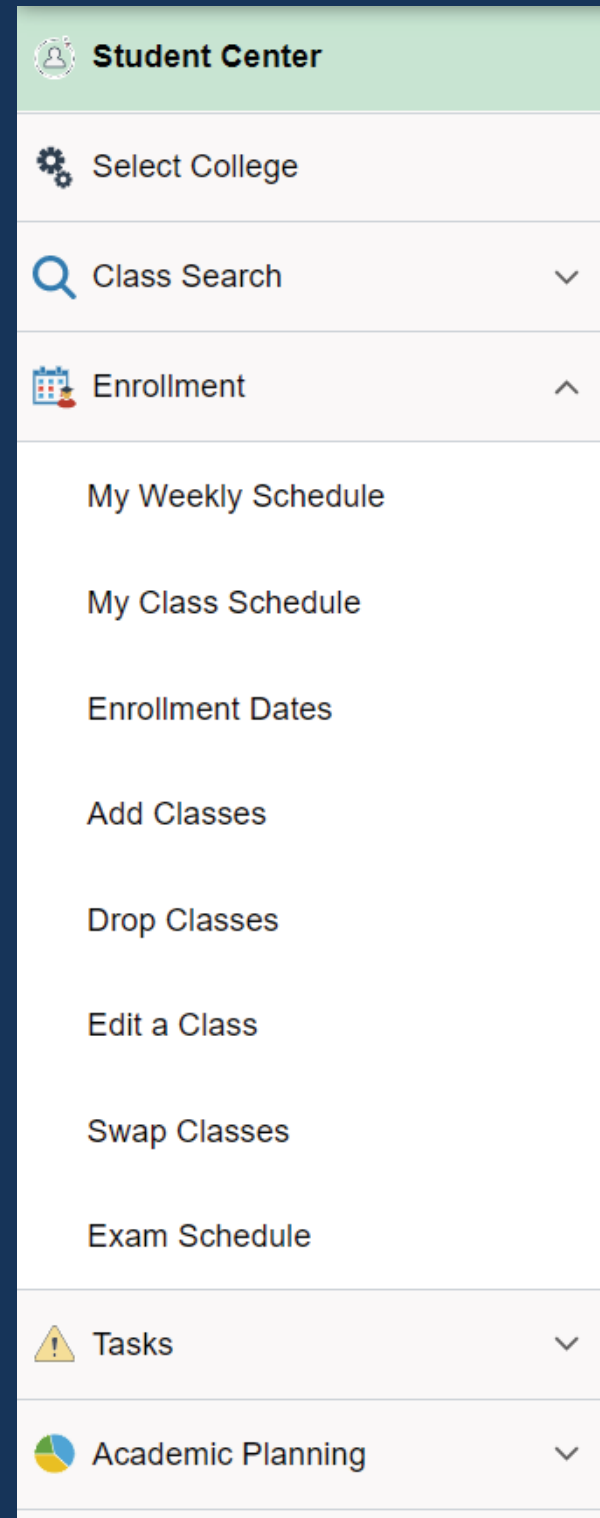
(This box also contains your username and Student ID number.)



STEP 5

Click the **Enrollment** drop-down arrow then select **Add Classes**.

(Note: Check your Student Message Center and To Do List in your Student Center regularly.)



STEP 6

Select the term you wish to enroll.
Then click Continue.

Search

Plan

Enroll

My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes


123

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2022 Fall	Credit	Southwest VA Community College
<input type="radio"/>	2023 Spring	Credit	Southwest VA Community College

Continue

 [Go to top](#)

STEP 7

You are now ready to start adding classes to your shopping cart.

- If you have found your 5-digit class number, you may **ENTER**
- If you need to search for classes and sections, you may click on the **SEARCH** button and proceed to the next step

Search

Plan

Enroll

My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2023 Spring | Credit | Southwest VA Community College

Change Term

Open

Closed

Wait List

Add to Cart:
Enter Class Nbr

Enter

Find Classes

☒ Class Search
☐ My Requirements
☐ My Planner

Search

2023 Spring Shopping Cart

Your enrollment shopping cart is empty.

STEP 8


If you are searching for classes please follow the steps below:

- In the **SUBJECT** section enter the 3-letter Subject code (i.e. **ENG**) in the first box.
- If you do not know this code, you may click the **SELECT SUBJECT** button and search for the class.
- In the **COURSE NUMBER** section, enter the course number (i.e. **112**). This must correspond with the 3-letter subject code in the first box.

Search for Classes

Southwest VA Community College | 2023 Spring

Select at least 2 search criteria. Select Search to view your search results.

 **Class Search**

select subject

Subject

Course Number

is exactly

Course Career

Campus


Mode of Instruction

Course Attribute

Course Attribute Value

☒ Show Open Classes Only

☐ Open Entry/Exit Classes Only

 **Additional Search Criteria**

[Return to Add Classes](#)

Clear

Search

STEP 9


After Clicking **Search**, you are now able to review and choose the class the best fits your schedule.

After you review the offerings and choose your best option, click **select**.


8 class section(s) found

▼ ENG 112 - College Composition II

ENG 112 - College Composition II

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
38047	01-LEC Regular	MoWe 10:50AM - 12:05PM	Buchanan Hall Room 161	Greg Horn	01/12/2023 - 05/05/2023		<input type="button" value="Select"/>

ENG 112 - College Composition II

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
38078	02-LEC Regular	TuTh 9:25AM - 10:40AM	Russell Hall Room 145	Aranda Vance	01/12/2023 - 05/05/2023		<input type="button" value="Select"/>

STEP 10

After clicking **select**, this screen should appear

You will be prompted to click **next**.

1. Select classes to add - Enrollment Preferences

2023 Spring | Credit | Southwest VA Community College
ENG 112 - College Composition II

Class Preferences

ENG 112-01

Lecture

Open

Session

Regular Academic Session

Career

Credit

Enrollment Information

- English 112 Pre Requisites

Wait List

☐ Wait list if class is full

Grading

Graded

Units

3.00

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWe 10:50AM - 12:05PM	Buchanan Hall Room 161	Greg Horn	01/12/2023 - 05/05/2023

STEP 11

Once you click **next**, you will receive notice that **your course has been added to your shopping cart** – **YOU ARE NOT YET DONE** – there are a few more steps.

- Continue to add classes to your cart, using the previous steps, until **ALL** of your desired classes are in your **Shopping Cart**.
- Once all of your desired classes are in your shopping cart, you are ready to **Proceed to Step 2 of 3**.

Add to Cart:

Enter Class Nbr



Find Classes

☒ **Class Search**

☐ **My Requirements**

☐ **My Planner**

2023 Spring Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENG 112-01 (38047)	MoWe 10:50AM - 12:05PM	Buchanan Hall Room 161	G. Horn	3.00	

STEP 12

Step 2 will show you a listing of the classes you have chosen and prompt you to **Finish Enrolling**.


2. Confirm classes


Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2023 Spring | Credit | Southwest VA Community College

 Open

 Closed

 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG 112-01 (38047)	College Composition II (Lecture)	MoWe 10:50AM - 12:05PM	Buchanan Hall Room 161	G. Horn	3.00	


Cancel

Previous

Finish Enrolling

STEP 13

Once you click **Finish Enrolling** – you will need to ensure that you have received green check marks (seen below) for all of your courses. If you receive a red **X**, it will alert you to the reasoning. Please contact the Advising Office (onlineadvisor@sw.edu or 276/964-7300) to get enrolled in a class that is giving you a red **X**.

Message	Status
Success: This class has been added to your schedule.	



Once you have received the green check marks, then...

CONGRATULATIONS
YOU'RE ENROLLED!