HERE'S A GUIDE TO GET ENROLLED!

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

Southwest
Virginia Community College
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.
STEP 3
Now that you are logged in click on the SIS – Student Information System button.
STEP 4

Click on the Enrollment link.
STEP 5

Choose

Enrollment: Add Classes
STEP 6

You may be prompted to Select Term – if so, choose 2021 Spring – Credit – Southwest Virginia Community College

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Fall</td>
<td>Credit</td>
<td>Southwest VA Community College</td>
</tr>
<tr>
<td>2021 Spring</td>
<td>Credit</td>
<td>Southwest VA Community College</td>
</tr>
</tbody>
</table>
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.
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, MTH, PSY) 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, 212, 200). This must correspond with the 3-letter subject code in the first box.
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**.
STEP 10

After clicking select, this screen should appear.

You will be prompted to click next.
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.

1. Continue to add classes to your cart, using the previous steps, until **ALL** of your desired classes are in your **2021 Spring Shopping Cart**.

2. Once all of your desired classes are in your shopping cart, you are ready to Proceed to Step 2 of 3.
STEP 12

Step 2 will show you a listing of the classes you have chosen and prompt you to 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) to get enrolled in a class that is giving you a red X.
Once you have received the green check marks, then...

CONGRATULATIONS
YOU'RE ENROLLED!