

## Online registration for Spring/Summer begins Monday, November 1, 2021

Students will use mySWU (<https://my.swu.edu/ics/>) to register for courses.

- **Seniors** (students with 90 or more hours earned) will be allowed to use mySWU to register beginning Monday, November 1.
- **Juniors** (students with 60 or more hours eared) will be allowed to use mySWU to register beginning Tuesday, November 2.
- **Sophomores** (students with 30 or more hours earned) will be allowed to use mySWU to register beginning Wednesday, November 3.
- **Freshmen** (student with less than 30 hours earned) will be allowed to use mySWU to register beginning Thursday, November 4.
- In order to receive priority over new students, current students who plan to re-enroll in the spring and/or summer should complete online registration before Monday, November 15.
- **Current Gateway/Special students must reapply to the Admissions Office**, if they plan to enroll in the spring and/or summer semester. Gateway students who have been approved for readmission and new incoming students will be allowed to register beginning November 15, 2021.

Students who have unresolved issues with the Office of Student Accounts, Financial Aid, Admissions, and/or Student Life may be prevented from registering or have their schedules cancelled after registration.

The spring and summer 2022 schedules are currently available for viewing online. The most appropriate place to view the schedule is in mySWU, using the *Course Search* feature.

### Using mySWU to view the schedule and add courses

- Log into mySWU
- Under the Menu, select "Students"
- Select "Registration"
- Under the section labeled "Check In/Modify Schedule" click on "Course Search" or "Add/Drop Courses"
- The "Term" drop-down box should indicate "2021-22 Acad Year Spring" and/or "2021-22 Acad Year Summer"
- Once your assigned registration time arrives, a check-box will appear beside each course under the add column.

### Spring 2022 Registration Instructions

- Sign up for an appointment with your advisor via email.
  - If you do not know who your primary advisor is, please click this link: <https://my.swu.edu/ICS/Students/Registration.inz>. You will see your primary academic advisor and his/her email. If you have any questions, please email Regina Bolding Harned at [rbolding@swu.edu](mailto:rbolding@swu.edu).
- Log into mySWU prior to your appointment to verify that your login and password are correct, and that you can view the schedule
- Review the schedule and have a proposed schedule ready to discuss with your advisor
- If your window opens prior to your appointment, you may build a tentative schedule before your appointment
- Talk with your advisor and complete your schedule
- If you do not talk with your advisor or you change your schedule without advisor approval, you may be blocked from registering or your courses may be dropped

The system will not allow you to register for a time conflict.

The system will not allow you to register for SWU Online courses.

The system will not allow you to register for more than 18 hours.

Advisors must use a registration exception form to override these restrictions.

Students who wish to take courses not listed on the schedule (Directed/Independent Study) will need to complete a Special Course Request Form.

Advisors can print these forms from the "Faculty" section of mySWU under Forms and Resources – Academic Approval Forms – Grade Forms.