1. Go to “www.southwest.tn.edu”

2. Click on “My.Southwest Online Services”
Click here to create your Login “User Name” and “Password”
1. Enter your Social Security Number and Last Name

2. Click on “Change Password Lookup”
1. Create your new password. **Be sure to follow category rules.**

- Password must be at least 6 characters in length.
- Password contains characters from **TWO** of the following:
  - Category 1: Uppercase letters (A, B, C, and so on)
  - Category 2: Lowercase letters (a, b, c, and so on)
  - Category 3: Numbers (0, 1, 2, and so on)
  - Category 4: Non-alphanumeric characters (!, %, *, +, -, /, :, ,_.)

- Only the non-alphanumeric characters listed here are allowed.

2. Enter Date of Birth

3. Click here after all information has been entered correctly

Write down your “Username”
Click here to go back to the “Login” screen.
Enter your new “User Name” and “Password”
You can click here for your Southwest E-mail.

Your email address is your “username” @southwest.tn.edu

Click on “Registration/Online Services”
Click on "Registration"

If needed, you can change your major here.
Click on "Look Up Classes"
1. Use drop down arrow to select the desired term (i.e. Spring 2010, Fall 2011, etc)

2. Then click “Submit”
Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one.

Subject: Academic Success
- Accounting
- Agriculture (RODP)
- Allied Health Sciences
- Allied Health Sciences (RODP)
- Anthropology
- Architectural Engineering Tech
- Art
- Art History
- Art Studio

Click "Advanced Search"
1. Use scroll arrows and select a Subject (such as Development Studies Writing)

2. Enter the course number (such as 0800)

3. Select which campus you would like to attend

4. Click on “Class Search”
1. Click on the box of the course in which you would like to register

- Capacity of class
- Actual # in class
- Remaining seats

2. Click on "Register"

M - Macon
U - Union
SA - Maxine Smith
WTHVN - Whitehaven
Gill - Gill
Mill - Millington

3. Write down your days and times for each class

M - Monday
T - Tuesday
W - Wednesday
R - Thursday
F - Friday
S - Saturday
U - Sunday
1. Click on “Class Search” to register for next class and repeat slides 11, 12, & 13.

2. After registering for all classes; click on “Return to Menu”.
Click on "Student Detail Schedule" and print

PLEASE BE SURE TO LOG ALL THE WAY OFF BEFORE LEAVING.
If you are experiencing trouble with login or registration, please contact the Help Desk for assistance at 333-4357 or call the Office of Admissions at 333-5924.

Welcome to Southwest Tennessee Community College!