

**SOUTHWESTERN
MICHIGAN
COLLEGE**

www.swmich.edu



**STUDENT POCKET
RESOURCE CARD**

How to Register for Classes

- 1) Go to www.swmich.edu
- 2) Click on "SMC Wired" and log in.
- 3) Click on "My SMC Space".
- 4) Click on "SMC Self Service".
- 5) Click on "Student and Financial Aid".
- 6) Click on "Registration".
- 7) Click on "Look-up Classes".
- 8) Select a term from the pull-down menu.
- 9) Click "Submit".
- 10) In "Look-up Classes" select a subject and click "Class Search".
- 11) Select a section of the class you want by clicking in the open box on the left hand side. Users may perform a more defined search as needed.
- 12) Scroll to the bottom of the screen and click "Register".

How to Pay your Bill

There are 3 options to pay your bill:

- 1) You can **pay your bill in full** at the Business Office.

- 2) You can **apply your financial aid** toward the bill. This is done through the Financial Aid Office.

- 3) You can **pay online**
 - a) Go to www.swmich.edu.
 - b) Click on "SMC Wired" and log in.
 - c) Click on "My SMC Space".
 - d) Click on "SMC Self Service".
 - e) Click on "Student and Financial Aid".
 - f) Click on "Registration".
 - g) Click on "Select Term".
 - h) Select a term and click "Submit".
 - i) Click on "Bill and Payment Options".

How to Print Out Your Schedule

- 1) Go to www.swmich.edu.
- 2) Click on "SMC Wired" and log in.
- 3) Click on "My SMC Space".
- 4) Click on "SMC Self Service".
- 5) Click on "Student and Financial Aid".
- 6) Click on "Registration".
- 7) Click on "Select Term".
- 8) Select a term and click "Submit".
- 9) Click on "Student Detail Schedule".
- 10) Print Schedule.

Questions? Call an academic advisor at (269) 782-1303 for more information.