

Registration Policies and Definitions

Note: all forms are available online at www.swccd.edu: Under Admissions & Registration click "Printable Forms." Assistance and processing are available at the Chula Vista campus and Higher Education Centers at National City, Otay Mesa and San Ysidro.

CANCELLED CLASS

A cancelled class means that the college is unable to offer the class. The college reserves the right to cancel any class after the schedule goes to print.

CLOSED CLASS

A class closes when the maximum seat capacity has been reached. During registration a waitlist is created. Students wishing to register for a closed class after class begins, must crash the class. See entry below, "Adding Closed Classes," for additional information.

COREQUISITES (Concurrent Enrollment)

When a class has a corequisite, students must register for one or more (often a lecture and lab) classes concurrently. Knowing the information being presented in the concurrent course is deemed necessary for successful completion of either course. When dropping or withdrawing from a course that has a corequisite, both courses must be dropped or withdrawn concurrently.

COURSE REPETITION

A student may not register for a class in which a passing grade has previously been received, or the maximum number of repetitions allowed have been completed. See "Academic/College Policies" in this class schedule for additional information.

ADDING CLOSED CLASSES (CRASHING)

Once classes start, students need to attend the first class meeting to obtain instructor approval to enroll. If space permits, the instructor will issue an add code or sign an add form. Students can use add codes on WebAdvisor or submit signed add forms to Admissions and Records for processing. Note: Students on the wait list will be given first priority if space becomes available.

DUPLICATE COURSE

Students may not register for two classes with the same course number and title.

HIGH SCHOOL SPECIAL ADMIT

Students who are enrolled in grades 9-12 with a minimum grade point average of 2.5 may be admitted for concurrent enrollment at SWC. A High School Special Form, signed by the high school principal is required. All necessary forms and instructions are available at Admissions and Records. Enrollment is limited to no more than two classes or six units per semester or summer session. See the SWC College catalog for more information.

Students enrolled in home school programs must meet one of the following criteria:

1. the home school program must be affiliated with a county department of education program.
2. must be taught by a person holding a California teaching credential, or
3. must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

LIMITATION ON ENROLLMENT

Performance courses may require students to try out for intercollegiate athletic teams or to audition for courses involving public performances prior to enrollment.

Enrollment in blocks of courses or sections may be a requirement so that a group of students will enroll together in that set of classes. Typically the students are part of a special program such as a Learning Community.

Enrollment may be limited due to legal requirements (imposed by statute, regulation, and/or contract). For example, some courses may require that the student have a valid driver's license, a health clearance, a nursing license or certificate, etc.

PREREQUISITES

When a course has a prerequisite, students must have specific knowledge to be successful in the course. The prerequisite can be a skill, a test score or successful completion (grades of A, B, C, or P have been earned) in a prior course. Students must verify with a counselor that any prerequisites have been met before registering.

MAXIMUM UNITS/HOURS

A maximum unit load for any student is 19 units per term. Students may carry over 19 units only with approval from the Dean of Counseling and Matriculation.

RECOMMENDED PREPARATION

A course which prepares you for success in the indicated course. Completion of the recommended preparation course with a grade of "C" or better increases student success.

RECOMMENDED CONCURRENT ENROLLMENT

A course that a student should complete - but is not required to complete - while enrolled in another course. Enrollment in such a course improves student success.

You are strongly encouraged to follow recommended preparation and recommended concurrent enrollment whenever they are listed in the class schedule to improve your chances for success. Enrollment may not be denied to any student not meeting a recommended preparation or recommended concurrent enrollment.

REGISTRATION STATEMENT

The Registration Statement is proof of enrollment or wait list status in classes. Registration statements can be obtained through WebAdvisor at any time. Students should review their Registration Statements carefully to verify registration, class meeting days and times, locations and fee payment. Instructors, labs and any office on campus may request to see a student's Registration Statement prior to providing services.

SEE A COUNSELOR

For assistance in the evaluation and selection of your educational or occupational goals and to relate your selection of classes to your abilities and objectives. The advice you receive will be based on many different factors, such as your assessment results, your transcripts, and your educational or vocational goals.

TIME CONFLICT / CLASS OVERLAY

Students are not permitted to register for two classes that are scheduled during the same or overlapping time periods, even if the instructor will allow it. This includes online and/or hybrid courses with mandatory on-campus meetings that conflict with other on-campus courses. Class overlays are only allowed under special circumstances with appropriate school dean approval.

WAITLIST

Waitlists will become available at the beginning of the registration period as classes fill. As a student drops from the class roster, the first student on the waitlist with an email address will be moved into the class. An email will be sent to the student to inform them of their additional class. The student will be instructed to go to WebAdvisor to either make payment for their class or drop the class. **Note:** *students without an email address will not be moved into the class.*

If you add yourself to a wait list and then enroll for another section of the same course you will be dropped from the wait list.

The wait list is used during the first class meeting only. Instructors will issue an add code or sign an add form and have the student return the form to Admissions. Students may register with add codes on WebAdvisor at <https://webadvisor.swccd.edu>.

Academic/College Policies

ACADEMIC ACCOMMODATION

Students with verified disabilities who may require academic adjustments or auxiliary aids are strongly recommended to contact the Disability Support Services office (DSS) early to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students enrolled in online courses are encouraged to contact DSS to request academic accommodation.

ACADEMIC HONESTY

Academic honesty is expected from all students at Southwestern College. Dishonesty in the classroom or the laboratory, cheating, plagiarism, or knowingly furnishing false information to the College are all grounds for discipline.

ADDRESS CHANGE

Students can update their mailing address, email address and telephone number on WebAdvisor. Failure to comply will result in an administrative hold.

ATTENDANCE

Each student is expected to attend every class meeting. In the case of absence, it is the student's responsibility to inform the instructor. Instructors will drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.

AUDITING COURSES

If you want to take a class for fun or to learn a new language or skill and don't need the college credit, auditing may be an option for you. To audit a class you need to obtain a course audit application form from the Admissions Center before you go to the class. If there is space available, the instructor will sign the form. You must return the form to the Admissions Center for processing. Students taking the class for college credit have first priority for acceptance.

The charge for auditing is \$15 per unit plus the mandatory health fees. A maximum of six units (or two classes) may be audited in any regular instructional term (fall, spring, summer). If you are enrolled for college credit in 10 or more units, you may audit one three-unit class for free. Once you use the audit option for a class you can not change to college credit.

CATALOG

For further information on courses, College policies, and procedures see the Southwestern College catalog on our Website at www.swccd.edu (available for \$3 in bookstore/\$8 if mailed). Catalogs are provided to all students who attend an orientation/preregistration session.

CLASS CANCELLATIONS

Southwestern College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation and to change the class hours and/or days as necessity demands.

PASS/NO PASS (FORMERLY CREDIT/NO CREDIT)

Beginning fall 2009, courses offered on a Pass/No Pass grading basis only are listed in the college catalog as: Pass/No Pass. For classes offered as regular graded courses (A, B, C, D, or F), students may petition to receive Pass/No Pass with instructor approval by the end of the fourth week of the semester or the first week of a short session class.

COURSE REPETITION

Course repetition is allowed only under the following conditions: A grade of D, F, or NP has been earned or the courses have been designated as repeatable such as activity, performance, and/or studio art courses. Courses designated as AB may be taken twice, ABC may be taken three times, and ABCD may be taken four times.

Students may file a petition to repeat a course in which a grade of "C" or better was earned if the student believes the following:

Extenuating Circumstances

Such as verified cases of accidents, illness or other situation occurred beyond the control of the student.

Significant Time

A significant lapse of time has passed

Training

To meet legally mandated training such as Certified Nursing or Emergency Medical or Paramedic Training. **Note:** *Effective spring 2009, SWC imposed a limitation of three "W"s that a student can receive as a result of withdrawal from the same course.*

See the SWC College catalog for more detailed information on course repetition.

DROPPING STUDENTS FROM CLASSES

- Instructors will drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.
- Students will be dropped from a class for lack of a prerequisite.
- During the add period of the term, instructors may drop a student from a class with or without an explanation for never attending class, unless the student has contacted the instructor and the instructor has granted an excused absence.
- After the add period of the term, instructors will drop a student from a class if the hours of unexcused absences for the semester exceed the number of hours the class meets per week, or if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.
- Instructors must drop from class any student who has not been in attendance during a period of 14 consecutive calendar days unless an approved leave of absence petition has been filed with the Admissions Office.

Academic/College Policies

DESCRIPTIONS OF COURSES

Course descriptions can be found in the College Catalog.

EMAIL ADDRESS CHANGE

Student email addresses should be kept current to receive important information from the college.

GRADES

Grades are not mailed to students but are available online through WebAdvisor approximately 2–5 days after the course end date. Students can check daily for grade posting by faculty.

NAME CHANGE

Currently enrolled students who wish to change their name must file a "Name Change" form with the Admissions and Records Office.

OPEN ENROLLMENT

It is the policy of the Southwestern Community College District that every course, course section or class, wherever offered and conducted throughout the District, shall be fully open to enrollment and participation by any person who is eligible for admission to the college and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

STUDENT RECORDS AND DIRECTORY INFORMATION

Pursuant to the Federal Family Education Rights and Privacy Act of 1974, Southwestern College is authorized to verify public directory information concerning students currently attending the college. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received. Policy No. 5040

The student directory information may be released by the Dean of Student Services or designee, unless prior written objection is received from the student specifying information which the student requests not be released. Students who wish to have information concerning themselves excluded from designation as directory information must inform Admissions in writing.

STUDENT HOLDS

Students or former students shall have grades, transcripts, diplomas and registration privileges withheld for financial obligations such as returned checks, unpaid enrollment fees and/or non-resident tuition, unpaid loans, unreturned equipment, equipment breakages, unpaid fines, etc. Policy No. 5035

WITHDRAWAL POLICY

It is the student's responsibility to officially withdraw from class. Students may drop classes on WebAdvisor. In addition, instructors may drop a student for excessive absences. See page 15, "Dropping Students from Classes."

Full-Term Classes

- To drop with a refund - August 29, Saturday.
- To drop without a "W" grade - September 11, Friday.
- To drop with a "W" grade - November 6, Friday

Short-Term Classes

- To drop with a refund - 10% of actual class meeting days - in most cases this may be the first day of class.
- To drop without a "W" grade - 30% of actual class meeting days.
- To drop with with a "W" grade - 75% of actual class meeting days

Contact Admissions for specific dates.

Failure to officially withdraw from a class may result in a grade of "F" or "NP."

Honors Program is Here!

The Southwestern College Honors Program Mission Statement: To serve students by creating exceptional academic experiences that foster intellectual growth and scholarship while promoting admission to competitive and demanding universities. Southwestern College is starting an Honors Program. Join us in the first phase of our new Honors Program by enrolling in one or more of the following courses this fall. The following course sections, with these specific instructors, may be taken as an Honors Course:

Course	Day	Time	Instructor	E-mail
ASTR 170 01	TTh	9:30–10:45 a.m.	J. Veal	jveal@swccd.edu
BIOL 100 11	MW	1:30–2:45 p.m.	N. Clark	nclark@swccd.edu
BIOL 210 01	TTh	1–4:50 p.m.	N. Clark	nclark@swccd.edu
ENGL 115 80	Th	8–11:50 p.m.	M. Rutter	mrutter@swccd.edu
ENGL 116 23	TTh	12–1:15 p.m.	H. Eudy	heudy@swccd.edu
ENGL 116 29	MW	1–2:15 p.m.	H. Eudy	heudy@swccd.edu
PHIL 101 25	TTh	12–1:15 p.m.	R. Mules	rmules@swccd.edu
PSYC 101 20	TTh	1:30–2:45 p.m.	C. Hayashi	chayashi@swccd.edu
SPAN 102 05	MTWTh	10:30–11:35 a.m.	D. Alonso	dalonso@swccd.edu
SPAN 215 07	MW	1–3:15 p.m.	D. Alonso	dalonso@swccd.edu

Please check the SWC website for additional course offerings. For more specific information on course content, contact the instructor. For general information and to apply to the Honors Program, contact Norma Cazares at the Transfer Center at 619-482-6472.

