

## WHAT CAN I DO IF I LOSE MY ENROLLMENT PRIORITY?

### ENROLLMENT PRIORITY SHALL BE LOST AT THE FIRST REGISTRATION OPPORTUNITY AFTER THE STUDENT:

- Placed on academic or progress probation for two consecutive terms; or
- Earned 100 or more degree applicable semester units

Students who have lost enrollment priority can petition to appeal their status, if they can provide documentation for the following area:

### EXTENUATING CIRCUMSTANCES:

**EXTENUATING CIRCUMSTANCES:** Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Examples of documentation include: medical records, police reports, court documents, etc.

### STUDENTS WITH DISABILITIES: ACADEMIC ACCOMMODATIONS

Students who applied for academic accommodations, but did not receive reasonable accommodations in a timely manner.

**STUDENTS WITH A DISABILITY** who are authorized for priority enrollment: Students with a disability who are authorized for priority enrollment as a DSS authorized academic accommodation and are making progress towards their academic goal.

**STUDENTS WHO HAVE DEMONSTRATED SIGNIFICANT ACADEMIC IMPROVEMENT:** Students who have demonstrated significant academic improvement defined as achieving no less than the minimum grade point average and progress standards. Examples of documentation include: Transcript which shows academic improvement in a minimum of two semesters.

**STUDENTS WHO ARE ENROLLED IN HIGH UNIT MAJORS OR UNITS IN CATEGORIES LISTED BELOW:** Students who are enrolled in High Unit Majors or have accumulated units from Advanced Placement, 2+2 or Credit by Examination.

**HONOR STUDENTS:** Honors Students who have no other available opportunity for honor addendums, based on their academic goal. Examples of documentation include: Honors addendum contracts for the completion of at least 15 semester units and Student Education Plan. (Conflict in work or class schedule is not a valid reason not enrolling in an honors addendum)

**FINAL SEMESTER BEFORE DEGREE CERTIFICATE AND/OR TRANSFER COMPLETION:** Student is within his/her final semester of degree, certificate and/or transfer completion. Examples of documentation include: Student Education Plan, updated transcript must show only the remaining classes before graduation.

Petitions available online at [www.swccd.edu](http://www.swccd.edu) click on Admissions then Printable forms.

## HOW TO APPLY AND REGISTER

### Eight Easy Steps to Enrollment!

**STEP 1:** Apply Online for Admissions

**STEP 2:** Complete New Student Orientation-Part 1

**STEP 3:** Assessment

**STEP 4:** New Orientation-Part 2 and First Semester Plan

**STEP 5:** Registration

**STEP 6:** Pay Fees

**STEP 7:** Send Your Transcripts

**STEP 8:** Access College Services (after you have applied)

### STEP 1: APPLY ONLINE FOR ADMISSIONS

Go to [www.swccd.edu](http://www.swccd.edu). Click on "Apply and Register". New and former students (anyone not registered for the Spring 2018 semester) must complete the College admissions application.

### STEP 2: COMPLETE NEW STUDENT ORIENTATION-PART 1

Orientation is required of all new students who are planning to complete a degree, certificate, or transfer to a university. Learn all about college resources, general education and major requirements and select the best courses for your first semester plan. Access the Online Orientation through the college website/Web Advisor link.

- New Student Orientation Part 1 will inform you about important initial services
- Prepare you for Reading, English, math assessment/placement
- Review the study guides to prepare for assessment testing, if needed.

### STEP 3: ASSESSMENT

- Follow these steps:
  - Complete New Student Orientation Part I
  - Prepare for the Assessment tests or provide transcripts from external colleges
  - Schedule your Assessment tests and complete the tests
- Be sure to complete these steps and Assessment test prior to registration. The results will help you select appropriate English and math courses.
- The Assessment Center is located in Room S 107 in the Cesar E. Chavez Student Services Building and at each Higher Education Center. Visit <http://www.swccd.edu/assessment> for assessment schedules, testing procedures, and practice tests.
- Students enrolling in online classes are not required to attend the on-campus assessment, but should complete the online orientation. Contact your instructor for more information.
- Individualized accommodations are available to meet the needs of students with disabilities. Contact DSS at 619-482-6512/VP 619-207-4480.

### STEP 4: NEW STUDENT ORIENTATION-PART 2 AND FIRST SEMESTER PLAN

- New Student orientation Part 2 is available 24 hours after you complete your Assessment.
- New Student Orientation Part 2 will prepare students for the registration process and academic planning.
- Within the New Student Orientation Part 2, you will complete your First Semester Plan and submit electronically.
- Complete the quiz to finish New Student Orientation PART 2.

## STEP 5: REGISTRATION

Register for classes on Webadvisor on or after your registration date, or visit one of our Admissions Offices for assistance.

### BEFORE YOU REGISTER

- Refer to your registration appointment to ensure that you are registering online via **MySWC/Webadvisor** on or after your assigned registration time.
- Clear any outstanding fees or holds.
- Meet prerequisites. Unofficial transcripts or grade notices can be used for prerequisite review. (Room S107)
- Develop an Abbreviated Student Educational Plan (SEP) through New Student Orientation Part 2, or visit the Counseling Center for assistance.

### REGISTRATION ONLINE

To register go to MySWC (<http://my.swccd.edu>) click "Log In," enter your User ID and Password. First time users: Click the question mark to learn your temporary password. Read the login instructions carefully.

Don't remember your password? Click on the "Forgot password" link. Follow the steps and a verification code will be sent to you so you may reset your password.

## STEP 6: PAY FEES

Students may pay their fees online through MySWC/WebAdvisor, in person at the Cashier's Office located at the Chula Vista campus and Higher Education Centers, or by phone. To pay by phone, call Student Accounts at 619-482-6314.

For Summer 2018, there will be one drop for nonpayment date: Wednesday, May 16, 2018. If a student owes more than \$184 by Wednesday, May 16, 2018, they will be dropped from classes that cause their unpaid balance to be in excess of \$184. The drop sequence will be from last enrollment to first. Students will be allowed to enroll again. After May 16th, students are responsible for dropping their classes by the appropriate refund deadlines or they will be financially responsible.

If a student is registered or active in any class after the term begins, it will be the student's responsibility to drop themselves if not attending. Non-payment or non-attendance does not release the student from this responsibility and may result in a failing grade being issued with fees owed.

## FEE PAYMENT METHOD

Students may pay fees by credit card, check/money order, or cash. See page 8 for more information about fees.

**Optional:** Apply for Financial Aid at [www.swccd.edu/financialaid](http://www.swccd.edu/financialaid)

Federal and State Financial Aid is available for qualified students. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or visit the Financial Aid Office at any College location for additional information.

Board of Governors Fee Waivers are also available and easy to apply for. If you qualify, your enrollment fees are waived and covered by the State of California. You may apply at <http://swccd.edu/index.aspx?page=1080> throughout the academic year.

## STEP 7: SEND YOUR TRANSCRIPTS

Official transcripts from all accredited external institutions attended are needed to award prior credit for degrees and certificates. College transcripts will be evaluated by the Evaluations Office located in the Student Services Center. Official transcripts must be sent directly from other schools, colleges and universities to the Admissions Office. Hand-carried transcripts will not be accepted. If you have ever attended another college or university, request transcripts be sent to:

Southwestern College  
Admissions Office  
900 Otay Lakes Road  
Chula Vista, CA 91910

## STEP 8: ACCESS COLLEGE SERVICES AFTER YOU HAVE APPLIED

Visit the Cesar E. Chavez Building for assistance or the college website for a full list of student services in the following departments:

- **ASSESSMENT CENTER**—For basic skills placement testing and to clear prerequisites with courses and/or assessment completed at other colleges.
- **COUNSELING CENTER**—After the second week of the semester, schedule an individual appointment with a College counselor to develop your educational plan.
- **CAREER CENTER**—Learn more about career options and choose your major.
- **FIRST YEAR EXPERIENCE (FYE)**—Join with other new students to learn all about higher education and skills for success.
- **TRANSFER CENTER**—Learn how SWC prepares you for the university.
- **DISABILITY SUPPORT SERVICES**—For students needing assistance or wondering if the DSS Department can help improve your learning experience.
- **EOPS**—Apply for over-and-above college support, counseling and book service.
- **FINANCIAL AID OFFICE**—Provides assistance in applying for and receiving aid and scholarship information.
- **STUDENT EMPLOYMENT SERVICES**—Assistance in finding a part-time job or a career job once you have completed your training.
- **EVALUATIONS OFFICE**—Petition for graduation. Have other college transcripts evaluated for SWC credit.
- **VETERANS SERVICES**—Offers support if you are in the military, a veteran, or qualified member of the family.
- **RESOURCE CENTER**—Provides community resources to all students. (Visit Student Employment counter.)

Note: All of these services are available at the Chula Vista campus in the Cesar E. Chavez Building, Student Services Center, and most are available at all Center locations.