

IMPORTANT INFORMATION

STUDENT SUPPORT AND SUCCESS STEPS

Complete the steps listed below to get you on the right track to Student Success! Don't delay!

STUDENT ORIENTATION

PART 1

Approximately 30 Minutes Online

- Log into WebAdvisor and select "New Student Orientation" located under the Online Orientation link.
- Student Orientation informs you about important initial services
- Prepares you for Reading, English, and Math assessment/ placement
- Reviews the study guides to prepare for assessment testing, if needed.

ASSESSMENT

Approximately 2–3 Hours

- Go to the Assessment website for walk-in testing schedule.
- Bring a photo ID and your SWC student ID number.
- If you have completed math and English courses or assessment at another college, submit proof to the Assessment Center, <http://www.swccd.edu/assessment>.
- Individualized accommodations are available to meet the needs of students with disabilities. Contact DSS at 619-482-6512 / VP 619-207-4480.

STUDENT ORIENTATION

PART 2 AND FIRST SEMESTER PLAN

Approximately 45 Minutes Online

You can access Student Orientation part 2 and the First Semester plan **the day after** you complete the assessment/placement process. If you have already completed the SWC assessment within the last three years, please contact the Assessment Center for clearance.

- Login to WebAdvisor and select "NEW STUDENT ORIENTATION PART 2"
- Student Orientation PART 2 will prepare students for the registration process and academic planning.
- Within the Student Orientation PART 2, you must complete your First Semester Plan and submit electronically. (This will qualify you for a registration date.)
- Complete the quiz to finish Student Orientation PART 2.

**STUDENTS NEED TO COMPLETE THESE
3 STEPS TO BE ELIGIBLE FOR
ENROLLMENT PRIORITY REGISTRATION.
REGISTRATION INFORMATION WILL BE
EMAILED TO YOU.**

ENROLLMENT PRIORITY REGISTRATION

Enrollment priority and the registration date will be determined when students have completed; 1) New Student Orientation Part One 2) Assessment, and 3) New Student Orientation Part Two and First Semester Plan. Students have to be in a Good Academic Standing.

The California Community College Board of Governors approved a policy change to establish system-wide registration priorities in an effort to improve student success. The new regulations are designed to ensure that classes are available for students seeking career advancement, an associate degree or transfer, and to reward students who are making academic progress towards their academic goals. Consequently, enrollment priorities have been redefined and changes have been in effect since Fall 2014.

Under the new regulations, new or returning students who have completed assessment, orientation and the student education plan, as well as continuing students in good academic standing who have not exceeded 100 units (not to include units in Basic skills, English as a Second Language) will have enrollment priority over students who do not meet these criteria. Students will now register for courses according to an enrollment priority system as defined by Title 5 regulations and the Southwestern Community College District.

LEVEL 1

State-mandated enrollment priority groups: Homeless/Foster Youth or Former Foster Youth, Active Military, Veterans, EOPS, DSS and CalWORKs

LEVEL 2

College enrollment priority groups: Associated Student Organization-Executive & Senate Members, District Identified Learning Communities, MESA, University Links, Vocational Rehabilitation, Honors Program and eligible student athletes

LEVEL 3

SWC Early Admission Program students (Fall term only)

LEVEL 4

Continuing Students in good standing with less than 100 degree-applicable units completed at SWC.

- a) 50 units–90 units
- b) 30 units–49 units
- c) 0–29 units
- d) 90 units–99 units

LEVEL 5

Open Enrollment – New and Returning students on a first come, first served basis

LEVEL 6

- Student who have lost enrollment priority enrollment
- Students with 100 or more units

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 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. 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.