

HIGH SCHOOL SPECIAL PROGRAM

The High School Special Program is an "Enrichment" program that allows students attending high school to enroll in classes at Southwestern College. The High School Special Program gives students the opportunity to obtain college credits that can be used for a degree or transfer to a California State University (CSU) or University of California (UC) school. This is a great way for students to "get ahead" in their higher education goals. All High School Special courses are to be taken for college credit.

Attention: STAFF

Student must meet all of the following criteria:

- 1. Be enrolled in 9th through 12th grades.
- 2. Must have a minimum grade point average of 2.5 to enroll at Southwestern College.
- 3. Obtain Counselor's signature, which provides verification of student's grade point average.
- 4. Obtain high school Principal's signature to validate the High School Special Program request form, and courses requested. **No forms will be accepted without Principal's signature.**
 - All courses will be taken for college credit.
 - A maximum of 6 units are allowed per semester.
 - No more than 5% of any grade level from each high school may enroll during the college summer session(s).

Attention: STUDENTS and PARENTS

- 1. You must complete the Southwestern College application online at www.swccd.edu, click on apply online under E-tools.
- 2. Complete the High School Special Program form and submit it to the Admissions Department at any of our four locations (Chula Vista campus or to the Higher Education Centers at National City, Otay Mesa and San Ysidro.) A completed form must be submitted each semester.
- 3. Form must be signed by the student, parent/legal guardian, Counselor and high school Principal.
- 4. Participants are required to have a minimum grade point average of 2.5.
- 5. High School Special Program students must complete all transaction in person at an Admissions & Records Department, such as adding and dropping classes.

Note: Students enrolled in home school programs must meet one of the following criteria, and proper documentation must be provided at the time of enrolling for classes:

- Home School Program must be affiliated with a County Department of Education Program.
- Be taught by a person holding a California teaching credential.
- Hold a current private school affidavit filed with the State Superintendent of Public Instruction.

Students with verified disabilities should contact Disability Support Services before classes begin to discuss appropriate accommodations and/or services.

High School Special Program Enrollment Request

This form must be turned into the Southwestern College Admission and Records Department after completing an online application for admission at www.swccd.edu

Student Name		
(Last	First	Middle) E-mail:
Address:		
Telephone:	_ High School Attending: _	Grade Level:
Term applying for:	Fall 20 Spring	20 Summer 20
Requirements High school students must be: - Currently enrolled in grades 9-12 - Have a minimum grade point average of 2.5 - Meet all course prerequisite/corequisites and appropriate assessment test if needed. - Register in person at the Admission and Records Department or Higher Education Centers. - Submit a High School Special Program Enrollment Request each semester. Student with verified disabilities should contact Disability Support Services before classes begin to discuss appropriate accommodations.		
Student Signature:		Date
Parent Signature:		Date
<u>HI</u>	GH SCHOOL COUNSELOR	
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High School Special Program

Dear Student and Parents,

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like other members of the academic community, each student's conduct is expected to be in accordance with the standards of the college that are designed to promote its educational purposes.

In order to make your college academic experience a positive one, we would like to address the following areas:

- Attendance Be on time to class and/or class activities. Instructors are specific about the number of times you are entitled to be late or absent. You may be dropped by the instructor if you do not attend classes or have excessive tardies.
- Academic Cheating and Plagiarism You must do your own work. Please cite and make references correctly. Cheating and Plagiarism may be handled with a zero grade and possibly a referral to the Student Conduct and Discipline policy.
- Health Services We provide many different types of health-related workshops such as body piercing, drug and alcohol awareness. In addition, we provide many health services such as family planning, immunizations, etc.
- In the case of a medical emergency, by signing the High School Special Program Request Form you hereby authorize the medical staff of Southwestern College Health Services, as agents for the undersigned, to perform diagnostic procedure, to administer any counseling, medical, first aid treat, or to admit for hospital care when any or all of the foregoing is deemed advisable and is to be rendered under the general supervision of any physician licensed under the provisions of the Medical Practice Act.
- Student Behavioral Conduct Be ready to learn and interact with your fellow students in class. Southwestern College does not give citizenship/behavior grades. We expect every student to behave like a responsible adult. Remember that the amount of information given will be intense and you must ask the instructor questions: Examples of unacceptable classroom behavior may include:
- 1. Cheating, plagiarism
- 2. Excessive tardiness
- 3. Excessive profanity
- 4. Children in class
- 5. Private conversation or affection
- 6. Uncooperativeness

- 7. Continually leaving their seats
- 8. Eating and drinking
- 9. Reading other than class materials
- 10. Talking or text messaging on cell phones
- 11. Personal electronic equipment

(phones, games, iPods®)

<u>Southwestern College is not authorized to permit access to student records to any person without the written consent of the student.</u>

We encourage you to discuss any other college-related topics with your student and if you have any questions, please feel free to contact the Outreach Office at (619) 482-6518.