

Refund Policy

A student will be refunded registration fees for course withdrawals made by the 10% point of actual class meeting days, to include short term classes. This 10% point may be on the first day of classes. Please check with Admissions Office for dates for the specific terms.

REFUNDS ARE NOT AUTOMATIC. Eligible students should request a refund in person or by phone at any Cashiers Office at the following locations: Main Campus—(619) 482-6307; Higher Education Center, Otay Mesa—(619) 216-6750; Higher Education Center, San Ysidro—(619) 216-6790 Ext. 4902 or 4903; and Higher Education Center, National City—(619) 216-6665 Ext. 4853. You may also download and complete the Refund Request Form and submit as stated on the form.

Refund Deadlines

Students who officially withdraw from class by the refund deadline will be mailed a refund upon request only. It is imperative that a current address be on file in Admissions. Refunds may take up to four weeks after the receipt of the refund request. In most cases refunds will not be processed until after the refund deadline.

FINANCIAL AID AND SCHOLARSHIPS

There are frequent changes to federal and state regulations that may affect students' eligibility. The latest information about these and other changes is posted on the Financial Aid page of the College website: www.swccd.edu/financialaid.

The Financial Aid Office helps students who might otherwise be unable to continue their education because of financial challenges. Students who need financial assistance to attend Southwestern College are urged to contact the Financial Aid Office located in the Cesar E. Chavez Building.

Financial Aid means assistance for eligible students in the form of:

Board of Governors Fee Waiver

- Covers enrollment fees

Federal and State Grants

- Grants range from \$609 to \$5,550
(Pending final federal allotment)

Federal Work Study

- Work on campus, 15 hours per week employment

Loans

- Direct loans and emergency loans

These funds can help students who qualify for financial aid to meet their educational expenses such as fees, books, transportation, and room and board.

Please Apply Early

The Financial Aid staff will be happy to serve you and answer any questions you may have. For more information, come to Student Services Center in the Cesar E. Chavez Building or any of our Higher Education Centers at National City, Otay Mesa, or San Ysidro. You can call Financial Aid at 619-482-6357, Monday and Tuesday, 8 a.m.–6:30 p.m.; Wednesday and Thursday, 8 a.m.–5 p.m.; Friday, 8 a.m.–1 p.m.

Eligibility for Financial Aid

Conditions to be met by all students applying for financial aid are citizenship or permanent U.S. residency status, Selective Service, high school graduate or equivalency, and established financial need. In addition, all students must declare an educational objective at the time they begin receiving financial aid.

Pell Grant

As of Fall 2012, the lifetime of the Pell Grant eligibility is six (6) full-time years (600%) at any college. The latest information about these and other changes is posted on the Financial Aid page of the College website: www.swccd.edu/financialaid.

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and postbaccalaureate students to promote access to post secondary education. Grant amounts are dependent on: the students expected family contribution; the cost of attendance; the student's enrollment status; and whether the student attends for the full academic year or less.

Scholarships

Scholarships are available at Southwestern College based on various factors, including: majors, career goals, grade point average, and club involvement. On-campus scholarships for continuing and transferring students are available each spring semester. Contact the Financial Aid Office for the Scholarship Application deadline.

Scholarships are also available from outside sources. These scholarships are updated by the Financial Aid Office on a monthly basis. Selection criteria, award amounts, and application deadlines are determined by the donors.

Students are encouraged to stop by the Cesar E. Chavez Student Services Building, first floor, for more information. You may also find additional scholarship sources in the reference section of any library or at www.finaid.org or www.fastweb.com.

Board of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver (BOGFW) program is designed to ensure that the cost of registration fees at California community colleges is not a financial barrier to education for any qualifying California resident. Eligibility is determined based on the information given in the Free Application for Federal Student Aid (FAFSA) or BOGFW application.

At Southwestern College the BOGFW program waives enrollment fees throughout an academic year—summer, fall, and spring sessions. Eligibility may be obtained by one of the following:

- **Method A**—Recipient of public assistance. Provide current proof of receipt of benefits (dated same month of application or month prior).
- **Method B**—Eligibility based on income and household size.
- **Method C**—Based on information provided on the FAFSA.

To apply go to www.swccd.edu and click on "Financial Aid" then click on "BOGFW Application." Log on or create an account, or apply through www.cccapply.org.

Information for Spring 2014 Classes

Check online for class listings at www.swccd.edu

Please note the processing time of the BOGFW application will take approximately three (3) to five (5) working days. We recommend that you apply at least five (5) days prior to your registration date.

* Pending California State Legislative changes, BOGFW eligibility and qualification may be changed.

The latest information about these and other changes is posted on the financial aid page of the College website: www.swccd.edu/financialaid.

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.

Adding Closed Classes

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 any of the Admissions Offices for processing. Students taking online classes need to contact their faculty and request an add code for enrollment. If there is space, the instructor will issue the add code via email. After the student has acquired the add code, then follow the WebAdvisor instructions noted above. **Note:** Students on the waitlist will be given first priority if space becomes available.

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 go to the class or contact their faculty for online classes. See entry above, "Adding Closed Classes," for additional information.

Corequisites (Concurrent Enrollment)

When a class has a corequisite, students must register for one or more classes (often a lecture and lab) concurrently. Knowing the information being presented in the corequisite course is deemed necessary for successful completion of the other course. When dropping or withdrawing from a course that has a corequisite, both courses must be dropped or withdrawn concurrently. Students may challenge corequisites; see College Catalog for challenge policy and procedures.

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.

A student may receive any combination of three (3) substandard academic work (D, F or NP grade) and/or "W" withdrawal symbol on his or her official record for enrollment in the same course. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student

See "Academic/College Policies" in this class schedule for additional information.

Duplicate Course

Students may not register for two (2) classes with the same course number and title.

High School Special Admit

High school 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 (2) classes or six (6) 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.