

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 When dropping or withdrawing from a course that has a corequisite, both courses must be dropped or withdrawn concurrently.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.

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 license, a health clearance, a nursing license or certificate, etc.

Maximum Units/Hours

For the academic year only (Fall 2013 and Spring 2014), students will be allowed to enroll in 14 units maximum during the first two weeks of registration. Starting December 4, students will be able to enroll in a maximum of 19 units for spring.

Prerequisites

When a course has a prerequisite, students must have specific knowledge or skills to register for and be successful in the course. The prerequisite can be a skill, an assessment result or successful completion (grade of A, B, C, or P has been earned) in a prior course. If prerequisites were completed at another college or university, students must bring copies of appropriate transcripts/grade reports and/or assessment results to the Assessment Center to clear the requirements prior to registration. Students may challenge prerequisites; see College Catalog for challenge policy and procedures.

Recommended Preparation

A course or previous training that a student should complete—but is not required to complete—to help ensure success in the indicated course. Completion of the recommended preparation course with a grade of “C” or better increases student success. You are strongly encouraged to follow recommended preparation whenever they are listed in the class schedule to improve chances for success. Enrollment may not be denied to any student not meeting a recommended preparation.

Recommended Concurrent Enrollment

A course that a student should complete—but is not required to complete—while enrolled in another course. Students are strongly encouraged to follow recommended concurrent enrollment whenever they are listed in the class schedule to improve chances for success. Enrollment may not be denied to any student not meeting a recommended concurrent enrollment.

Registration Statement

The Registration Statement is proof of enrollment or waitlist 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 educational or occupational goals and to relate selection of classes to abilities and objectives. The advice received will be based on many different factors, such as assessment results, transcripts, and educational or career technical goals. To schedule appointments with counselors, start by filing a Student Success Needs Assessment with the Counseling Center and soon after you will be provided a plan for success.

Thirty Unit Remediation Limit

Students will not receive credit for more than 30 units of remedial or basic skills courses in the District. A student who exhausts this unit limitation will be referred to appropriate noncredit continuing education services.

Time Conflict/Class Overlay

Students are not permitted to register for two (2) 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 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 will be notified by email of the reserved space available to register in the class. The student will have three (3) calendar days to register in the class and make payment for the class. If the student does not register in the class within three (3) days, they will be dropped from the waitlist. Note: Students without an email address or do not meet eligibility requirements will not be moved into the class.

If you add yourself to a waitlist and enroll for another section of the same course you will be dropped from the waitlisted course. The waitlist may be used during the first week only. Instructors will issue an add code and have the student take the code to Admissions or enter their add code in WebAdvisor for online students. 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, cheating or plagiarism, and/or knowingly furnishing false information to the College are grounds for discipline. (See Standards of Student Conduct procedure).

Address and Telephone Changes

Students can update their mailing address, email address and telephone number on WebAdvisor at <https://webadvisor.swccd.edu>. Failure to comply will result in an administrative hold. This information is critical in receiving emergency and safety information by email, cell phone, etc.

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 may 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. Online students must login and perform any requested tasks on the first day of class.

Auditing Courses

If you want to take a class to learn a new language or new 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 before you go to the class. Audit petitions are available online under Admissions, then printable forms. If there is space available, the instructor will sign the form. You must return the form to any Admission Office 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 two (2) classes may be audited in any regular instructional term (fall, spring, summer). If you are enrolled for college credit in ten (10) or more units, you may audit one (1) three-unit class for free. Once you choose 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, click on Schedules and Catalog on the left menu. The Catalog is also available for \$5 in the Bookstore or \$12 if you request that it be 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)

Students may petition to receive Pass/No Pass for classes offered as regular graded courses (A, B, C, D, or F), with instructor approval by the end of the fourth week of the semester or the first week of a short session class. The form is available online at www.swccd.edu, click Admissions, then printable forms. Refer to the Southwestern College Catalog for courses that are GRADED only.

Course Repetition

Students may petition to repeat courses under the following circumstances: Course Repetition Due to Substandard Grades and/or Withdrawals. Students are allowed a maximum of three substandard grades (D, F, or NP) and/or "W" withdrawal in a course. Students may petition to repeat and attach supporting documentation to demonstrate extenuating circumstances requiring one additional repetition. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Course Repetition of Previously Passed Courses

Students may file a petition to repeat a course in which a grade of "C" or better was earned. Please refer to the catalog for the details and requirements for the Course Repetition and Repeatable Courses. Petitions are available online and can be submitted to any Admissions Office if the following conditions are met:

- I. Significant Lapse of Time
- II. Variable Units—Open Entry/Open Exit
- III. Occupational Work Experience
- IV. Special classes for students with disabilities
- V. Legally Mandated Training
- VI. Significant Change in Industry

Dropping Students from Classes

- Instructors will drop any student who fails to attend the first class meeting or fails to login and perform any requested tasks for online students 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 student's total hours of absence for any reason exceed twice the number of hours the class meets per week.

Descriptions of Courses

Course descriptions can be found in the College Catalog, WebAdvisor or on the College website at www.swccd.edu.

Email Address Change

Student email addresses should be kept current in order to receive important information from the College and communicate with their online class faculty. Students should place SWC in their email safe list or personal address book. Students may update their email address on WebAdvisor at <https://webadvisor.swccd.edu>

Grades

Grades are only available online to students through WebAdvisor approximately ten (10) days after the course end date. Students can check daily for grade posting at <https://webadvisor.swccd.edu>.

Name Change

Currently enrolled students who wish to change their name must file a "Name Change" form with any Admissions Office. Two forms of identification are required to process the name change.

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.

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 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.

Withdrawal Policy

It is the student's responsibility to officially withdraw from class. Students may drop classes on WebAdvisor at <https://webadvisor.swccd.edu>. In addition, instructors may drop a student for excessive absences. See page 16, "Dropping Students from Classes."

Full-Term Classes

- To drop with a refund—February 1.
- To drop without a "W" grade—February 9.
- To drop with a "W" grade—April 11.

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—20% of actual class meeting days.
- To drop with a "W" grade—75% of actual class meeting days.

Contact Admissions for specific dates.

A student's failure to officially withdraw from a class may result in a grade of "F" or "NP" if applicable.