

# STEPS TO SUCCESS: APPLYING AND REGISTERING

## STEP 1: APPLY FOR ADMISSION TO SOUTHWESTERN COLLEGE

Admission to Southwestern College is open to anyone who has graduated from high school or has equivalency, or is 18 years of age or older and is able to benefit from instruction at Southwestern College. Persons must be 18 years of age by the day preceding the opening day of the semester. In addition, high school students are admitted, if qualified, while concurrently completing their high school programs (Policy No. 5010). Anyone under 18 years of age must provide proof of high school graduation.

### APPLICATION PROCEDURE

All new and returning students must submit an application and be admitted to the college before registering. Go to the College website at [www.swccd.edu](http://www.swccd.edu) and click on "apply online" for information and instruction to file an application.

Computer terminals are available to apply online in the lobby of the Student Services Center in the Cesar E. Chavez Building at the Chula Vista campus, or the Higher Education Centers located in National City, Otay Mesa and San Ysidro.

### CLASSIFICATION OF STUDENTS

Students admitted to the College will be classified under one or more of the following designations:

**FRESHMAN** Has earned fewer than 30 semester units of college credit.

**SOPHOMORE** Has earned 30 semester units or more of college credit and has not attained an associate or higher degree.

**OTHER** Attained an associate or higher degree.

**FULL-TIME** Enrolled in 12 or more units.

**3/4-TIME** Enrolled in 9 to 11.5 units.

**HALF-TIME** Enrolled in 6 to 8.5 units.

**PART-TIME** Enrolled in fewer than 6 units.

**DAY** Enrolled in class(es) meeting before 4:30 p.m.

**EVENING** Enrolled in class(es) meeting 4:30 p.m. or later.

**NEW** Not previously enrolled at Southwestern College.

**CONTINUING** Enrolled in the previous semester at Southwestern College.

**FORMER** Enrolled in the past, but not in the previous semester at Southwestern College.

## PROGRAMS REQUIRING SPECIAL APPLICATION FOR ADMISSION

### AIR FORCE RESERVE OFFICERS TRAINING CORPS

Through an agreement between the Southwestern Community College District and the Air Force ROTC at San Diego State University, students can enroll in Air Force ROTC while attending Southwestern. Contact the Department of Aerospace Studies at San Diego State University for enrollment information.

### ARMY RESERVE OFFICERS TRAINING CORPS

Through an agreement between the Southwestern Community College District and the Army ROTC at San Diego State University, students can enroll in Army ROTC while attending Southwestern. Contact the Department of Military Science at San Diego State University for enrollment information.

## HIGH SCHOOL STUDENTS

High school students enrolled in 10<sup>th</sup> through 12<sup>th</sup> grades may apply for concurrent enrollment at Southwestern College to enroll in Advanced Scholastic or Career and Technical Education courses not offered at their high school. Students admitted in this category are subject to college regulations regarding admissions, attendance, prerequisites, scholarship, and personal conduct. All courses attempted and the units earned will be recorded on the student's permanent record for future use toward college graduation requirements. High School Special forms are available at [www.swccd.edu](http://www.swccd.edu). Click on Admissions, then select Printable Forms.

Students must have a minimum overall high school grade point average of 2.5 and are limited to taking no more than two classes or six (6) semester units per semester or summer session. A high school student may petition to attend Southwestern College on a full-time basis only if the student submits a letter from their high school releasing them to attend Southwestern College. Students enrolled in home school programs must meet one of the following criteria:

1. Home school program must be affiliated with a County Department of Education program;
2. Be taught by a person holding a California teaching credential; or
3. Hold a current private school affidavit filed with the State Superintendent of Public Instruction. Documentation must be provided at the time of application.

## INTERNATIONAL STUDENTS

Southwestern College encourages enrollment of students from other countries who have the academic background and potential to succeed in a collegiate institution.

### Prospective International Students applying for admission for an F-1 student visa need to meet the following requirements:

- Submit an International Student application by April 30 for the fall semester or by October 1 for the spring semester. Applications may be accepted for summer sessions.
- The College District shall charge a non-refundable fee to process the application for admission.
- Submit a passport-size photograph.
- Submit copies of visa, I-20's, and I-94 (if currently in possession).

- All applicants whose native language is not English must meet a minimum score on either: Test of English as a Foreign Language (TOEFL) and/or International English Language Testing System (IELTS).
- Students who have attended college outside the United States must provide an official transcript evaluation from a member of the National Association of Credential Evaluation Services, Inc. (NACES is licensed and bonded to evaluate foreign transcripts.)
- All applicants must submit proof of high school completion or equivalent to U.S. standards.
- Submit affidavit statement of support from a financial sponsor accompanied by a certified letter or bank statement from the sponsor's bank, verifying in U.S. dollars that sufficient funds are available to meet all the student's educational and financial needs. Scholarship recipients need to submit official scholarship award letter from scholarship agency outlining amount of the award and scholarship criteria, in lieu of financial statement. Please refer to college website for current information.
- Submit a written 500-word essay which describes the educational objectives and goals of the international applicant/student
- Students with dependents will be required to submit additional documentation, including additional financial sponsorship statement and evidence of applicant's relation/dependency to student.

### Upon acceptance:

A letter of acceptance will be issued to student with all necessary details.

- I-20 is issued to the prospective international student.

### The additional steps are:

- Complete an online SWC application for admission.
- Must declare a major for the associate degree.
- Attend SWC International Student Orientation prior to the semester.
- Take the SWC basic skill placement tests. Assessment results will be used to determine appropriate class levels.
- Pay the non-resident tuition fees in addition to enrollment fees.
- Register in courses and complete a minimum of 12 units with a minimum 2.0 grade point average each semester.

### International students transferring from another United States college or university must:

- Fulfill all the admissions requirements previously listed.
- Have a valid F-1 student visa status (currently attending the school specified on most current I-20 form.
- Completed college-level work at the college or university with a minimum of 2.5 grade point average on a 4.0 scale. International students who are on academic probation or have been disqualified at last institution attended will not be considered for admission. Obtain transfer clearance from the previous college, university or language school and submit to Southwestern College.

Upon acceptance to SWC, applicants should request that current institution transfer their SEVIS record to SWC to proceed with I-20 issuance.

### Admission requirements: Mexican Nationals/Commuting from Mexico to the United States – F-3 visa

- Complete and submit an International Commuter Student Application.
- Fulfill all the admissions requirements listed on the Commuter Student Application.
- Verify permanent residence in Mexico and provide documentation. International students must maintain residency in Mexico throughout duration of study at SWC. If student would like to change to F-1 visa status, he/she must fulfill all F-1 visa application requirements.
- Must declare a major for associate degree.
- Must determine and verify funds for tuition and other fees per Term.
- May be enrolled as a full-(12 units or more) or part-time (less than 12 units) student.

Student must declare part-time or full-time status upon admission, and notify Admissions if there are any subsequent changes to their enrollment status. The student's SEVIS record will be updated to reflect full-or part-time status, as required by SEVIS compliance.

### Concurrent enrollment of international students – students attending another college or institution

- Complete an online SWC application for admission.
- Submit official letter from current school's international student office,

verifying concurrent enrollment at Southwestern College has been authorized. Letter must identify the specific authorized semester and the specific classes.

- Submit copies of current passport, visa, I-20, and I-94.
- Letter of authorization from concurrent college must be submitted every semester.

All international students must maintain satisfactory progress toward an educational goal and completion of the requirements. Students who do not maintain satisfactory academic progress and/or standards will be placed on a one semester academic probationary status and after two semesters will be academically disqualified.

International students are required to provide evidence of health insurance coverage.

All international students must become familiar with the regulations of the United States Citizenship and Immigration Services and assume full responsibility for complying with those regulations. Southwestern College will report required events into the SEVIS program as mandated by the United States Citizenship and Immigration Service (USCIS).

## CENTER FOR INTERNATIONAL PROGRAMS

Center for International Programs ensures that students studying at Southwestern College and local students who wish a global experience have full access to a wealth of curricula and services.

- Study abroad programs offer semester-length and short-term study abroad options in a variety of disciplines.
- Southwestern College offers the Advanced Studies program to participating countries. Currently, the College has an agreement with cities and universities in the Republic of China. Delegates study at the College, expanding their understanding of public administration, the market economy, English as a Second Language, and other relevant subjects.

**Note:** A separate application is required for this program. For more information, visit our web site [www.swccd.edu](http://www.swccd.edu) or contact the Center for International Studies, Room 651, 619-482-6504.

## CENTER FOR HEALTH AND LAW ENFORCEMENT OCCUPATION PROGRAMS

A special admission procedure has been instituted for the following occupational programs:

- Certified Nursing Assistant (CNA)
- Dental Hygiene (DH)
- Emergency Medical Technology (EMT)
- Medical Laboratory Technician (MLT)
- Nursing (RN)
- Paramedic (EMTP)
- Vocational Nursing (LVN)
- Operating Room Nurse (ORN)
- Surgical Technology (ST)
- Law Enforcement Training Academy
- Central Services Technician

**Note:** A separate application is required for these programs.

### CONTACT INFORMATION:

#### Dental Hygiene Program

Higher Education Center at National City  
619-216-6663

#### EMT and Paramedic

Higher Education Center at Otay Mesa  
Room 4105A,  
619-216-6760

#### Fire Science

Higher Education Center at Otay Mesa  
Room 4105  
619-216-6760

#### Law Enforcement Training Academy

Higher Education Center at Otay Mesa  
Room 4315  
619-482-6462

#### Medical Laboratory Technician Program

Higher Education Center at National City  
619-216-6673

#### Nursing and Health Occupations Programs

##### (ADN, CNA, ORN, ST, and VN)

Higher Education Center at Otay Mesa  
Room 4401  
619-482-6352

## RESIDENCY REQUIREMENTS

### GENERAL GUIDELINES

The California Education Code states that all public institutions of higher education shall apply uniform rules in determining a student's residency classification. Each student applying for admission to Southwestern College will be classified as a resident or non-resident of California in accordance with the Education Code. Each student shall provide such information and evidence of residency as deemed necessary. The day immediately preceding the first day of instruction for the semester shall be the residency determination date for the fall and spring semesters. The day immediately preceding the first day of instruction for the first summer session shall be the residency determination date for all summer sessions.

### RESIDENCY CATEGORIES

Applicants for admission to Southwestern College shall be classified under one of the two categories listed below.

#### Resident

A resident is classified as an applicant whose legal residence is in the Southwestern Community College District and who is classified as a resident of the state of California.

#### Nonresident

A nonresident is classified as an applicant who has not maintained a full year of continuous legal residency in California immediately prior to the residency determination date for the summer session or semester for which he/she seeks admission.

#### AB 540 Students

On October 12, 2001, Governor Davis signed into law Assembly Bill 540, which adds a new section to the California Education Code. It creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent. This law provides an exemption from paying non-resident fees. However, it does not give the student resident classification status for any other purpose. Students who receive this exemption would be required to establish residency for any state-funded program (EOPS, BOGW, CalGrants). For more information contact Admissions at (619) 421-6700, ext. 5215 or 5216.

## Establishing Residency

In order to be eligible to establish residency, a student must be a citizen of the United States, a permanent resident or an approved applicant for permanent residency, or on visa status that does not preclude him/her from establishing domicile in the United States. It is necessary that there be a union of act and intent. The act necessary to establish legal residency is physical presence in California. While intent may be subjective, there are many possible indications of one's intent to maintain legal residency in California. It is the responsibility of the applicant to furnish information and evidence of both physical presence and intent, as requested by Admissions.

## RESIDENCY DETERMINATION OF STUDENT

The following items are pertinent to community colleges and are quoted from specific sections of the Education Code:

### Legal Requirement

California state law requires that each student enrolled in or applying for admission to a California community college provide such information and evidence as deemed necessary by the Governing Board of the Southwestern Community College District to determine his/her residency classification.

### Statutes

The statutes regarding residency determination are found in Sections 68000–68090 and 76140 of the Education Code, Sections 54000–54082 of the California Administrative Code, and Regulations of the Southwestern Community College District. These regulations are available in Admissions and are subject to the interpretation of the College.

## RULES OF RESIDENCY

Adults over 19 years of age and married minors may establish California residency. A California resident, for purposes of postsecondary education, is defined as a person who has not only lived in the state for a minimum of one year prior to the residency determination date for the semester or summer session to which he/she is applying but can also verify clear intent to become a permanent resident of the state. (The residency determination date is the day before classes begin).

**Note:** It must be understood that no one factor is controlling and the burden of proof to establish residency is upon the student.

## Primary Determinants

- Paying California state income tax as a resident.
- Maintaining California as legal state of residency on Leave and Earnings Statement (LES) and W-2 form while in the armed forces for one year prior to enrollment.
- Possessing California resident motor vehicle license plates and registration.
- Possessing valid California driver license.
- Registering to vote and voting in California.

## Secondary Determinants

- Showing California as a home address on federal tax forms.
- Being a petitioner for divorce in California.
- Obtaining license from California for professional practice.
- Establishing and maintaining active California bank accounts.
- Owning residential property in California.
- Holding active membership in service or social clubs.
- Having spouse, children, or other close relatives reside in California.

## Conduct Inconsistent with a Claim for California Residence

Conduct inconsistent with a claim of California residency includes, but is not limited to:

- Maintaining voter registration in another state.
- Being a petitioner for a divorce in another state.
- Attending an out-of-state institution as a resident of that state.
- Declaring nonresident for state income tax purposes.
- Retaining a driver's license and/or keeping a vehicle registered in another state during the time period for which California residency is claimed.
- Paying as a resident state income tax in another state.
- Having an alien status which is precluded by the Immigration and Nationality Act from establishing a residence in the United States.

For a listing of precluded visas or statuses, contact any Southwestern College Admissions Office or log onto [www.swccd.edu](http://www.swccd.edu) select Admissions, then Residency.

## Rules of Residency, Married Minors

A married student under 18 years of age may establish residency in the same manner as an adult.

## Rules of Residency, Unmarried Minors

These conditions apply unless the minor is precluded by the Immigration and Nationality Act from establishing residency in the United States:

An unmarried student under 18 years of age derives residency from the parent with whom he or she is residing. If the student lives with neither parent, residency is derived from the parent with whom he or she last lived. The student may be classified as a resident if the parent has been a legal resident of California for more than one year immediately preceding the semester of admission. For more information please see, Nonresident Fee Exemption.

## OTHER RESIDENCY OPTIONS

A student is also entitled to residency classification under the following circumstances:

- Student has been present with intent to become a resident in California for more than one year prior to the semester of admission.
- Student is over 18 years of age and has resided in California as a permanent resident more than one year prior to the semester of admission.
- Student is under 18 years of age and has resided with parent(s) as permanent resident(s) more than one year prior to the semester of admission.
- Student is a full-time employee of a public school district in a position requiring certification.
- Student is an apprentice as defined in Section 3077 of the Labor Code and enrolling in apprentice or related classes only.
- Student has earned livelihood primarily by performing agricultural labor for hire in California for at least two months per year in each of the two years preceding the semester of admission.
- Student has lived with parent(s) who is/are agricultural laborer(s) as specified above and is claimed as a tax dependent.

- Minor student has been under continuous care and control of adult(s), not a parent, for more than two years prior to the semester of admission. Such adult(s) must have been a California resident during the most recent year. Minor students must be enrolled full time.
- Student is active military.

A student is entitled to resident classification for the minimum time necessary to become a resident if the following circumstances apply:

- Minor student in continuous full-time attendance, whose parents had established California residency (one year) and left the state, may be classified as a resident until he/she has attained the age of 18 and can achieve residency on his/her own.
- Student is a dependent natural or adopted child, stepchild, or spouse of active military service person stationed in California.
- Student is a full-time contract/regular employee of the Southwestern Community College District.
- Student has not been an adult resident for one year and is a dependent child of a California resident.
- Student is a member of the armed forces who was stationed in California on active duty for more than one year prior to being discharged from the service.

### **Nonresident Student**

A student classified as a nonresident will be required to pay tuition as a condition of and at the time of enrollment in an amount set forth by the Board of Trustees of the Southwestern Community College District. Information regarding tuition fees and refunds is found in the fee section of this catalog.

### **Nonresident Fee Exemption**

Effective January 1, 2002, a new law (AB540) went into effect in the State of California providing an exemption from paying nonresident fees for certain nonresident students. While this exemption allows students to pay resident fees, it does not grant them resident status that would give them eligibility for any state-funded program. To be eligible for this exemption a student must meet the following criteria:

- Attendance at a high school in California for three or more years
- Graduation or attainment of a high school equivalency from a California high school
- Enrollment in college not earlier than the fall 2001 semester

For more information on this fee exemption, contact Admissions and Records.

### **Incorrect Classification**

A student incorrectly classified as a California resident is subject to reclassification as a nonresident and to payment of nonresident tuition. If incorrect classification results from false or misleading facts, a student may be excluded from class or classes upon notification.

### **Reclassification**

Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in Admissions located in the Cesar E. Chavez Student Services Building.

Tuition fees will not be refunded to a student classified as a nonresident due to lack of documentation if at a later date documentation is presented for that previous semester.

### **Limitation of Residency Rules**

The student is cautioned that this summation of rules regarding residency determination is by no means a complete explanation of their meaning. For further information, contact the residency clerk in Admissions. The student should also note that changes might have been made in the statutes and in the regulations between the time this statement is published and the beginning of the semester.

### **Appeal of Residency**

A student may petition and appeal the residency classification decision within three days to the Dean of Student Services or designee.

The determination will be made based on the statement of legal residency, pertinent information contained in the student's file, and student's appeal. Notification will be sent to the student by email.

### **Admission in Error**

Nonresident students, subject to payment of nonresident fees, who have been admitted to a class or classes in error without payment of the required fees, shall be excluded from such class or classes upon discovery pending payment of the fees.

### **Admission by Falsification**

Falsification of information submitted on the application for admission will be grounds for exclusion from the College. Students excluded shall not be readmitted during that session or semester from which they were excluded. All debts incurred as a result of falsification must be paid prior to readmission.