

## 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. Student Education Plan, provide updated transcript must show only the remaining classes before graduation.

Petitions available online at [www.swccd.edu](http://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 Student Orientation-Part 1
- Step 3:** Assessment
- Step 4:** 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](http://www.swccd.edu). Click on "Apply and Register". New and former students (anyone not registered for the fall 2015 semester) must complete the College admissions application.

## Step 2: Complete 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.

- Student Orientation 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 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.
- Student 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.

## Step 4: Student Orientation–Part 2 and First Semester Plan

- Student Orientation will prepare students for the registration process and academic planning.
- Within the Student Orientation, you will complete your First Semester Plan and submit electronically. 24 hours later, access Orientation Part 2.
- Complete the quiz to finish Orientation PART 2.

## Step 5: Registration

Register for classes on WebAdvisor on or after your registration date, or visit one of our Admissions Offices for assistance.

### BEFORE YOU REGISTER

- Refer to your registration appointment to ensure that you are registering on or after your assigned appointment time.
- Clear any outstanding fees or holds.
- Meet prerequisites. Unofficial transcripts or grade notices can be used for prerequisite review. (Room S107)
- Develop an Abbreviated Student Educational Plan (SEP) through Online Orientation, or visit the Counseling Center for assistance.

### REGISTRATION ONLINE

To register go to <https://webadvisor.swccd.edu>, click "Log In," enter your User ID and Password. First time users only will enter their date of birth (six digits) for the password. Read the login instructions carefully.

Don't remember your password? Click on the "Reset my password" link. Follow the steps and a temporary password will be sent to your email address on file in WebAdvisor. This will enable you to create a new password.

## Step 6: Pay Fees

You may pay fees online through WebAdvisor, in person at the Cashier's Office located at all campus sites, or by phone. To pay by phone call Student Accounts at 619-482-6307.

Fees are due five (5) calendar days after registration. If payments are not received, students WILL BE DROPPED from classes to make seats available for other students. Drop for non-payment will be administered Monday through Friday. If students have payments with due dates on Saturday, Sunday, or official holiday, they will be dropped on the following Monday. After the first day of classes, students are responsible for dropping their classes or they will be financially responsible.

If registration occurs within five (5) days of class start, fees are due prior to the class start date. Any class registered or active after the term begins is the student's responsibility to drop if not attending. Non-payment or non-attendance does not release the student from this responsibility and may result in a failing grade with fees owed.

### FEE PAYMENT METHOD

Students may pay fees by credit card, check/money order, or cash. See page 12 for more information about fees.

Optional: Apply for Financial Aid. Please see page 10 for more information.

Federal and State Financial Aid is available for qualified students. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or visit the Financial Aid Office at any College location for additional information.

Board of Governors Fee Waivers are also available and easy to apply for. If you qualify, your enrollment fees are waived and covered by the State of California. You may apply at <http://swccd.edu/index.aspx?page=1080> throughout the academic year.

## Step 7: Send Your Transcripts

Official transcripts are needed to clear prerequisites and to award prior credit for degrees and certificates. To have other college transcripts evaluated for SWC use, please request through the Evaluations Office located in the Student Services Center after official transcripts are on file with the Admissions Office. Official transcripts must be sent directly from other schools, colleges and universities to the Admissions Office. Hand-carried transcripts will not be accepted. If you have ever attended another college or university, request transcripts be sent to:

Southwestern College  
Admissions Office  
900 Otay Lakes Road  
Chula Vista, CA 91910

## Step 8: Access College Services after you have applied

Visit the Cesar E. Chavez Building for assistance or the college website for a full list of student services in the following departments:

- **ASSESSMENT CENTER**—For basic skills placement testing and to clear prerequisites with courses and/or assessment completed at other colleges.
- **COUNSELING CENTER**—After the second week of the semester, schedule an individual appointment with a College counselor to develop your educational plan.
- **CAREER CENTER**—Learn more about career options and choose your major.
- **FIRST YEAR EXPERIENCE (FYE)**—Join with other new students to learn all about higher education and skills for success.
- **TRANSFER CENTER**—Learn how SWC prepares you for the university.
- **DISABILITY SUPPORT SERVICES**—For students needing assistance or wondering if the DSS Department can help improve your learning experience.
- **EOPS**—Apply for over-and-above college support, counseling and book service.
- **FINANCIAL AID OFFICE**—Provides assistance in applying for and receiving aid and scholarship information.
- **STUDENT EMPLOYMENT SERVICES**—Assistance in finding a part-time job or a career job once you have completed your training.
- **EVALUATIONS OFFICE**—Petition for graduation. Have other college transcripts evaluated for SWC credit.
- **VETERANS SERVICES**—Offers support if you are in the military, a veteran, or qualified member of the family.
- **RESOURCE CENTER**—Provides community resources to all students. (Visit Student Employment counter.)

**Note:** All of these services are available at the Chula Vista campus in the Cesar E. Chavez Building, Student Services Center, and most are available at all Center locations.