

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 it is listed in the class schedule to improve your 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. You are strongly encouraged to follow recommended concurrent enrollment whenever it is listed in the class schedule to improve your 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 to purchase at the Bookstore.

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.

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 will 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 may 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.

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.

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 ____, "Dropping Students from Classes."

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.

Check WebAdvisor for specific dates.

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

Students who withdraw from classes and are receiving a Pell grant may be required to repay some or all of funds received. Please see the "Withdrawals and Return to Title IV" tab on the Financial Aid webpage at www.swccd.edu/financialaid for more information.

SUPPORT SERVICES FOR STUDENTS

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) provides services to assist ALL Southwestern College students in achieving academic success both at the Chula Vista campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro. The ASC promotes learning by offering free services in six areas: individual tutoring, group tutoring, walk-in centers and labs, computerized tutorials, workshops and test proctoring. The ASC provides free tutoring to all registered students. Highly trained tutors provide academic support on an individual basis, in small groups or in open labs. Learning assistance is provided in almost every subject area and is designed to assist students in successful completion of college course work. Free online 24/7 tutoring for SWC students available at <http://www.swccd.edu/index.aspx?page=3264>. As a resource for students, faculty, and staff, ASC works to provide the fullest opportunities for mastering the strategies, skills, understandings, and attitudes that foster effective and self-directed learning in college and beyond. Information on ASC, tutoring schedules, community services and resources can be found on the LAS/ASC webpage <http://www.swccd.edu/index.aspx?page=1283>, for further assistance or inquiries call 619-482-6348.

ASSOCIATED STUDENTS ORGANIZATION (ASO)

The Associated Student Organization (ASO) represents all students at Southwestern College and sponsors activities including cultural performances, awards, student clubs, social activities, and student leadership conferences. The ASO is the recognized student government body of the College. The students elect representatives to both the executive and legislative branches. For more information on how to get involved please contact the Associated Students Organization at 619-421-6700, ext. 5968 or 619-482-6568.

BOOKSTORE

619-482-6416, Building 630
For hours of operation at the Chula Vista campus and Higher Education Centers visit the Bookstore website at www.SWCBookstore.com

Follow us on Facebook for updated information, sales, store hours, rental return reminders and bus pass information.

General Bookstore Information

- Book list is posted at the textbook counter, and books are arranged on the shelves alphabetically by subject.
- Textbooks may be purchased online at www.SWCBookstore.com.
- TEXTBOOK RENTALS available year-round. Check website for availability.
- Personal checks accepted; SWC and California ID required; no two-party or payroll checks accepted.
- Visa, MasterCard, and Discover cards accepted.
- Refunds and buyback are done at the windows at the front of the Bookstore. ID Required.
- ABSOLUTELY NO REFUNDS OR EXCHANGES WITHOUT SALES RECEIPT. NO EXCEPTIONS.
- Used books can be sold back year-round. SWC ID required.

COUNSELING SERVICES

Counseling services assist students with planning for their educational goal: career development and selecting a major, personal counseling, and various other support services. Departments providing these services include: CalWORKs, Career Center, Counseling Center, DSS, EOPS, First Year Experience (FYE) and Transfer Center. Please visit one of these departments for assistance, located at all campuses.

CAMPUS STUDENT ID CARDS

New students need to provide their semester registration statement with official government identification when arriving at the information counter in the Student Center. Former students will receive the same information and will use the ID card and number originally issued. Replacement cards are available in the Student Center for a \$5 fee.

DISABILITY SUPPORT SERVICES

Disability Support Services provides programs and services for students with disabilities. Students are encouraged to contact Disability Support Services in order to obtain services or to enroll in special classes. Services include: educational planning, counseling, note takers, sign language interpreters, equipment loans, and other appropriate services which will help the student have a successful educational experience.

Disability Support Services Office Hours:

Mon–Thurs.....8 a.m.–6:30 p.m.
Fri.8 a.m.–3 p.m.

Call 619-482-6512 or VP 619-207-4480 for an appointment with a counselor or for general program information.

DEAF AND HEARING IMPAIRED STUDENTS

Public telephones with TTYs are located by Building 103 and Building 480.

DISABLED PERSON PARKING

Southwestern College cannot issue temporary or permanent disabled parking passes. Students or staff who require disabled person parking must apply for the official blue disabled person plates or placard with the Department of Motor Vehicles (DMV) at any DMV Office. The application will include a section that requires a physician's certification.

For further information, contact your local DMV Office, or stop by the Disability Support Services Office in the Student Services Center in the Cesar E. Chavez Building.

Only vehicles with state-issued disabled parking plates or placards may park in disabled person parking spaces on campus. All other vehicles will be issued a citation by the College Police. Vehicles with a valid state-issued disabled person placard or plate may park in any legal parking space on campus. A College parking permit would not be required.