

HOW TO APPLY AND REGISTER.

SIX EASY STEPS TO ENROLLMENT!

- STEP 1:** Apply Online for Admissions
- STEP 2:** Attend Assessment and Orientation
- STEP 3:** Registration
- STEP 4:** Pay Fees
- STEP 5:** Send Your Transcripts
- STEP 6:** Access College Services (after you have applied)



STEP 1: APPLY ONLINE FOR ADMISSIONS

Go to www.swccd.edu. Click on "Apply and Register". New and former students (anyone not registered for the Spring 2014 semester) must complete the College admissions application.

STEP 2: ATTEND ASSESSMENT AND ORIENTATION

- Complete assessments before you register. The results will help you select appropriate English and math courses.
- Computerized and paper-and-pencil assessments are available at the Assessment Center located in Room 107 in the Cesar E. Chavez Student Services Building. You should plan to take the assessment at least two days before you complete the online orientation or attend a guided orientation and preregistration session. Visit the assessment website at <http://www.swccd.edu/assessment> for assessment schedules, testing procedures, and practice tests, or see the College Catalog for more information.
- Orientation is required of all new students. Learn all about College resources, general education, major requirements, and about transferring to a university. Orientation can be completed online at www.swccd.edu
- Students enrolling in online classes are not required to attend the on-campus assessment and/or orientation, however, each course may have its own orientation. Check with your faculty.

STEP 3: REGISTRATION

Register for classes online 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)

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 4: 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 ____ for more information.

Federal and State Financial Aid is available for qualified students. Apply online at 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 5: 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 6: ACCESS COLLEGE SERVICES (AFTER YOU HAVE APPLIED)

Visit the Cesar E. Chavez Building for assistance in the following departments:

- **Assessment Center**—For basic skills placement testing and to clear prerequisites with courses 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.
- **Transfer Center**—Learn how SWC prepares you for the university.
- **CTECS**—Support for students enrolled in Career-Tech majors.
- **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.
- **Women's Resource Center**—Provides community resources to all students.

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.

STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program (SSSP) is a State of California categorically-funded program that assists in choosing, planning, and achieving educational and career goals. It is Southwestern College's way of supporting student's right to succeed in college.

SSSP is a partnership between student and the College.

Southwestern College agrees to:

- Evaluate English, math and reading skills.
- Provide application and registration assistance, including orientation services.
- Provide access to counselors who can help plan your education.
- Monitor progress and keep you informed about campus resources.

Student agrees to:

- Decide upon major and educational goal.
- Participate in a required assessment session and orientation session (online or on campus).
- Adhere to prerequisite and corequisite requirements.
- Develop a Student Educational Plan with a college counselor.
- Attend and successfully complete the courses in which you enroll.

All students are required to participate in SSSP Services, unless they are exempted by the following:

- Already have earned an Associate or Bachelor Degree.
- Are attending SWC for: personal enrichment, noncredit courses only, upgrading job skills, enrolled in apprenticeship or career technical programs, or are concurrently enrolled in another college or university.