



# **HIGH SCHOOL SPECIAL PROGRAM (HSS)**

## **Enroll now and have your Enrollment Fees Waived!**

The High School Special Program at Southwestern College is an Advanced Scholastic and a Career and Technical Education Program that allows high school students in 10<sup>th</sup> through 12<sup>th</sup> grade to apply for dual enrollment at Southwestern College (SWC). **Saving both time and money!**

**Restricted Courses:** High School students may *not take below college-level courses* (1-99) or English and math which do not meet SWC degree requirements. Students may not enroll in a college credit course to alleviate a high school deficiency. Additional course restrictions may be included at the discretion of the college. High School students may take up to 6 units of college coursework per semester.

**Fees:** High school students are **not** required to pay enrollment fees. However, students taking courses at any SWC campus are required to pay a Health Fee and a Student Center Fee. Other costs, such as materials, parking and books are to be paid by the student.

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### **Benefits**

- Southwestern College waives the \$46/unit enrollment fee.
- You can get a jump start on your college plans. By earning college credit while still in high school, you may be able to reduce the time and money you'll spend in college.

### **Admission Requirements**

Students must submit the online Southwestern College admission application together with the High School Special Program form, which must include signatures of the student, parent/legal guardian, guidance high school counselor, and school principal.

1. Apply for Southwestern College. The admission application is online at [swccd.edu/admission](http://swccd.edu/admission)
2. Print the High School Special (HSS) form at [www.swccd.edu/outreach](http://www.swccd.edu/outreach)
3. Meet with your High School Counselor for signature and to discuss selection of classes.
4. Read the High School Special Policy. The HSS form must be signed by the student and the parent/guardian.
5. Obtain your High School Principal's signature.
6. Submit the completed High School Special form in person to the SWC Admissions Department at any of our four locations (Chula Vista, or Higher Education Center: National City, Otay Mesa, or San Ysidro).
7. High School Special student must register in person. You will receive an email confirmation of your registration date.

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### **Students enrolled in home schooled programs must provide the following documentation:**

A copy of the Private School Affidavit **MUST** be attached to this form. Private or Charter Schools must sign the High School Special enrollment agreement. Every person, offering or conducting a full-time high school level must file an Affidavit (California Education Code Section 33190).

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Students with verified disabilities should contact SWC Disability Support Services (DSS) before classes begin to discuss appropriate accommodations and/or services: Voice (619) 482-6512 or VP (619) 207-4480 or [DSS@swccd.edu](mailto:DSS@swccd.edu). Visit the DSS website to obtain more information at [www.swccd.edu/dss](http://www.swccd.edu/dss).

# High School Special Program College Policies

Dear Student and Parents,

**In order to make your college academic experience a positive one, we would like to address the following areas:**

- **FERPA:** California Education Code 49061 states that parents of community college students *do not* have a right of access to their children’s student records, regardless of whether the student is under the age of 18. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA). Academic information is only released with the written consent of the student or court documentation.
- **Grades:** The grade(s) you earn in your Southwestern College class will become a part of your official college academic transcript. Students may view their course grades by logging into MySWC account.
- **Attendance and Participation is critical to Success:** Be on time to class and/or class activities. Instructors are specific about the number of times you are entitled to be late or absent. You may be dropped by the instructor if you do not attend classes or have excessive tardies.
- **Withdrawing from a class:** If you are not able to commit to the rigor and demands of a college course, you might consider withdrawing from the class. When you just stop attending a class, you are not withdrawing from the class. If you do not officially withdraw through MySWC by the withdrawal deadline, you will receive an “F” in the class. See your high school counselor for more information.
- **Course Content/ Material:** SWC is an adult learning environment. As such, discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.
- **Academic Cheating and Plagiarism:** You must do your own work. Please cite and make references correctly. Cheating and plagiarism may be handled with a zero grade and possibly a referral to the Southwestern College Student Conduct procedure.
- **Student Behavioral Conduct:** Be ready to learn and interact with your fellow students in class. Southwestern College does not give citizenship/behavior grades. We expect every student to behave like a responsible adult. Remember that the amount of information given will be intense and you must ask the instructor questions.

Examples of unacceptable classroom behavior may include:

Cheating, plagiarism	Excessive tardiness	Talking or text messaging on cell phones
Continually leaving your seat	Personal electronic equipment (phones, games)	Uncooperativeness
Eating and drinking	Private conversation or affection	
Excessive profanity	Reading other than class materials	

- **Parents Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions that you may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act), instructors cannot discuss student performance or other student-related issues with parents. Southwestern College does not accommodate parent requests to contact instructors.
- **Medical Emergency Authorization:** In the case of a medical emergency, by signing the High School Special Program Request form, the parent hereby authorize the medical staff of Southwestern College Health Services, as agents for the undersigned, to perform diagnostic procedures, administer any counseling, medical, or first aid treatment, or admit for hospital care when any or all of the foregoing is deemed advisable and is to be rendered under the general supervision of any physician licensed under the provisions of the Medical Practice Act.

Your signature on this document certifies that you have read, understand and agree to the above policies and requirements. Furthermore, you have also reviewed and assessed your son/daughter’s ability to succeed in the classes recommended by the high school and that he/she has your approval to enroll in Southwestern College courses.

Parent/Legal Guardian Signature \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

We encourage you to discuss any other college-related topics with your student. If you have any questions, please feel free to contact the Southwestern College Outreach Office at (619) 482-6518.



# HIGH SCHOOL SPECIAL PROGRAM (HSS)

## Dual Enrollment Approval Form

This form must be completed every term     Fall     Spring     Summer 20\_\_\_\_\_

High School \_\_\_\_\_ Grade Level \_\_\_\_\_ **SWC Student ID#** \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

I am an eligible 10-12 grade home school student enrolled at: \_\_\_\_\_. A copy of the Private School Affidavit **MUST** be attached to this form. Private or Charter School must sign the dual enrollment agreement.

**ALL FIELDS MUST BE COMPLETED AND SIGNED PRIOR TO SUBMITTING TO ADMISSIONS & RECORDS**

You must register for approved classes only. Course approval does not guarantee a seat in class. This section must be completed by the student's school Guidance Counselor/home school official and signed. Please legibly print below all enrollment courses that the Guidance Counselor/home school official approves for the student to take during the term/year enrollment listed at the top of this form.

APPROVED COURSES		ALTERNATE COURSES	
Course Title & Number (See WebAdvisor)	Units (6 max)	Course Title & Number (See WebAdvisor)	Units (6 max)

Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

- I understand that grades will become part of my permanent Southwestern College transcript.
- I understand that the courses listed above are for College Credit, and that enrollment at Southwestern College creates a permanent record that must be reported to any college I apply to in the future.
- I understand that **ONLY ONE** form will be accepted, per semester.
- I understand I am responsible for withdrawing from a class(s) I am no longer attending, in accordance with SWC requirements.
- I understand I may receive a failing grade if I do not withdraw from a class(s) I am no longer attending.
- I agree to abide by all the rules, regulations and standards of conduct set forth in the Southwestern College catalog.
- Note: The form requires the signatures of the high school principal, high school counselor, student and parent/legal guardian.*

**AUTHORIZATION TO RELEASE GRADES TO HIGH SCHOOL**  
I, the student named below, grant permission to Southwestern College to release my grades and/or transcript to my high school registrar or counselor. This release shall be in effect for one semester.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

- I support this request on the part of my son/daughter to attend Southwestern College.
- I understand that the courses are for College Credit, and that college courses may contain adult content.
- I understand and agree that my son/daughter is subject to the rules and regulations of Southwestern College as listed in the college catalog.
- I also agree to be responsible for all fees incurred by my son/daughter in the enrollment process.
- Student Records:** Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student.

Your signature on this document certifies that you have read, understand and agree to the policies and requirements. Furthermore, you have also reviewed and assessed your son/daughter's ability to succeed in the classes recommended by the high school; and that he/she has your approval to enroll in Southwestern College courses.

I give authorization and consent for SWC to administer first aid treatment for my son/daughter. If the injury is life threatening or in need of emergency treatment, I authorize all professional personnel to treat my son/daughter.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Pursuant to Education Code 48800, I have reviewed the academic record of this student and certify that the student demonstrates adequate preparation in the discipline to be studied and has the ability to benefit from college instruction in the courses listed, and if a summer student, has exhausted all opportunities to enroll in equivalent courses, if any, at the high school of attendance. I certify that I am limiting the number of recommendations to no more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation for this summer session.

\_\_\_\_\_  
Principal's/Home School Official Signature

\_\_\_\_\_  
Date

**COLLEGE USE**

STNT	Yes	No	PERC	Yes	No	Staff Initials	Date
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