

Important Update regarding applications for Step Up LVN to ADN Program (revised 7/13/2020):

Submit your Step Up Program application by U.S. Mail only. Use **regular** mail delivery and send to:

Southwestern College
Attention: Nursing & Health Occupation Programs
900 Otay Lakes Road
Chula Vista, CA. 91910

Currently, this is the **only** delivery option available.

Southwestern College is participating in social distancing to help stop the spread of the COVID-19 virus. The physical campus is closed. SWC will remain online and operate remotely for summer **and** fall semester (staff are not on campus).

Keep the following in mind

- Submit your application **only** during the application period
 - for **Step Up Program** you may apply **July 1, 2020 - September 10, 2020**
- The date posted on the envelope by the U.S. Post Office will be considered the date you applied.
- Approximately two to three weeks after mailing in your application you should receive an email from the Nursing Office confirming your application was received.
- Due to the evolving nature of the COVID-19 pandemic, changes can happen in an instant. Updates regarding the program will be posted on the [nursing programs website](http://www.swccd.edu/nursing) (www.swccd.edu/nursing) and SWC Social Media, such as the Higher Education Center at Otay Mesa Facebook page.

Strongly recommended

Purchase a Certificate of Mailing (Form 3817) at the Post Office when sending your application. The cost is \$1.50 and the form will show that you sent the item when you say you did. This official record shows the date your mail was presented to USPS for mailing at the Post Office. Keep this as your proof of mailing.