



HEC, OTAY MESA-Nursing and Health Occupations Program

8100 Gigantic Street, San Diego, CA 92154

Nursing & Health Occupations Office: (619) 482-6352

Student Services: (619) 216-6750 ext. 4402 or 4403

www.swccd.edu/nursing

Step 1: SWC ADMISSIONS APPLICATION

Admission to Southwestern College is open to anyone who has graduated from high school or has equivalency, or is 18 years of age or older and is able to benefit from instruction at Southwestern College. Persons must be 18 years of age by the day proceeding the opening day of the semester. In addition, high school students are admitted, if qualified, while concurrently completing their high school programs (Policy No. 5010). Anyone under 18 years of age must provide proof of high school graduation.

APPLICATION PROCEDURE: All new and returning students must submit an application and be admitted to the college before registering. Go to the College website at www.swccd.edu and click on "apply and register" for information and instruction to file an application.

Step 3: ORIENTATION AND ADVISEMENT

Complete part I and II of the online orientation through WebAdvisor: <http://webadvisor.swccd.edu>
Orientation Topics include: • Assessment results • Course selection • Degree requirements • Recommended course preparation • Prerequisites • Campus resources • Student Rights and Responsibilities

Special program students, who are required to complete a Student Education Plan, must call the HEC, Otay Mesa Student Services office at (619) 216-6750 ext. 4402 or 4403 to schedule a counseling appointment.

Step 5: REGISTRATION

All students will be emailed a registration appointment. **All students are responsible for registering for classes online!**
Being accepted into a program does not mean you are automatically registered into the classes. The Student Services office will clear you for registration once you've been accepted into the program. **Register online at:**
<http://webadvisor.swccd.edu>

See how to register for classes online on YouTube:
<http://www.youtube.com/SWCO outreach>

****If you submit an admissions application for a current semester, and do NOT register classes, a NEW application will have to be submitted for the following semester in order to receive a registration appointment for that semester.***

BOARD OF GOVERNORS FEE WAIVER (BOGFW)

California residents may apply for the BOGFW, which can waive the \$46 per unit enrollment fee.

Apply online: www.swccd.edu/financialaid
www.swccd.edu/financialaid

Step 2: ASSESSMENT

English, reading, and mathematics assessments are essential to evaluate skill levels and to assist in the selection of the proper level of coursework. These assessments are recommended before enrolling in English, reading, and mathematics courses. Many courses also have a recommended reading level that may be attained on the SWC Reading Assessment prior to enrollment.

WHEN AND WHERE IS THE ASSESSMENT GIVEN? Assessment is offered at the Assessment Center located in Room S107 in the Cesar E. Chavez Student Services Building. Assessment is also often available at all three Higher Education Centers. Assessment schedules for all sites are listed on the College website at <http://www.swccd.edu/assessment>

Step 4: NURSING PROGRAM APPLICATION

Students applying for any of the following programs must go to the Nursing and Health occupations website to obtain specific program requirements and view application deadlines.

Associate Degree Nursing (ADN), Vocational Nursing to Associate Degree Nursing (VN to ADN), Vocational Nursing (VN), Certified Nursing Assistant (CNA), Acute Care CNA, Operating Room Nursing (ORN), Surgical Technology Program (ST), or Central Service Technology (CST).

<http://www.swccd.edu/nursing>

Step 6: PAY FEES

Payment must be received within 5 calendar days from the date of registration or you will be dropped from all classes. You can also pay online through Web Advisor or in person at the Student Services office. Additional program fees such as testing or malpractice insurance will need to be paid in person. **Student must make a copy of the receipts and submit them to Nursing.**

FREE APPLICATION FOR STUDENT AID (FAFSA)

SWC School Code: 001294

FAFSA can assist you cover the cost of college expenses. **Apply online:** <https://fafsa.ed.gov/>
For more information on Financial Aid Services, go to www.swccd.edu > Student Services > Financial Aid. **AB540 status is eligible for California state aid.**
Those students without a valid social security number should fill out the California Dream Act Application: <https://dream.csac.ca.gov/>. **AB540 students with a valid social security number should fill out the FAFSA.**

COUNSELING SERVICES

Center Counselors are available to assist you with Academic, Transfer and Career Counseling. A Counselor can help you develop a Student Education Plan (SEP) or Semester by Semester plan. Appointments will be scheduled starting the third week of the semester. For quick questions, students may be seen during walk-in hours. **You must be a current SWC student and have an ID number in order to schedule an appointment.**

CLEARING COURSE/PROGRAM PRE-REQUISITES

Students with External Transcripts that need to clear Program/Course Pre-Requisites must go to the Pre-Requisites Office located inside the One Stop Building at 900 Otay Lakes Road, Chula Vista, CA 91910. Students must have a SWC ID number and copies of external transcripts present to be cleared. Thereafter, the applicant is responsible for printing the **approved Pre-Requisite Evaluation Request for Program Enrollment result from Web Advisor and attaching it to the Program application.**

EVALUATION OF EXTERNAL TRANSCRIPTS

1. Official transcripts from **all colleges or universities attended** should be on file in the SWC Admissions & Records Office. Transcripts must be sent directly from your previous institutions to the Admissions & Records office located at 900 Otay Lakes Road, Chula Vista, CA 91910. When transcripts have been received by Admissions & Records, you will be notified by email. **Walk-in transcripts will not be accepted!**
2. Once you receive the notification email from Admissions & Records, go to the Student Services office to request your transcript be submitted to Evaluations. **You must be enrolled in SWC classes in the current semester in order to have your transcript evaluated.** Transcript Evaluations are not automatic, you must submit the request!
3. When the Transcript Evaluation process is complete, Evaluations will notify you by email. This process may take several weeks.
4. Once you receive the notification email from Evaluations, go to the Student Services Office to schedule a Counseling appointment to review the transcript evaluation results.

EXTENDED OPPORTUNITY & SERVICES PROGRAM

EOPS assists students with Counseling, money for books, Emergency Loans, Priority Registration, unlimited tutoring, and specialized support workshops. Check with Student Services for application deadlines.

For more information and how to apply visit:
www.swccd.edu > Student Services> EOPS

PARKING PERMITS

Parking permits must be purchased online through Web Advisor. A temporary parking permit will be issued to you while the permanent parking permit is mailed to you. Parking permits are good for all campuses. You must be officially enrolled in classes in order to purchase a permit.

<https://webadvisor.swccd.edu>

DISABILITY SUPPORT SERVICES

Students that have a verified disability should contact the DSS Office or the Student Services office to apply for the program and request Academic Accommodations. If you think you could have a Learning Disability, stop by the Student Services Office to schedule an appointment for a DSS Orientation/Workshop for testing. Student Services office: (619) 216-6750 ext. 4401, 4402, or 4403. DSS Chula Vista (619) 482-6512 **<http://www.swccd.edu/dss>**

STUDENT IDENTIFICATION CARD

The Southwestern ID card is your official ID as a SWC student. To obtain an ID card, visit the Student Center Information window or any Higher Education Center.

Students must: Present a valid government photo ID & Attend classes in the current semester.