REGISTRATION POLICIES AND DEFINITIONS

Note: All forms are available online at **www.swccd.edu**: Under Admissions click "Printable Forms." Assistance and processing are available at the Chula Vista campus and Higher Education Centers at National City, Otay Mesa, and San Ysidro.

ADDING CLOSED CLASSES

Once classes start, students need to attend the first class meeting to obtain instructor approval to enroll. If space permits, the instructor will issue an add code. Students can use add codes on WebAdvisor or go to to any of the Admissions Offices for assistance with WebAdvisor. Students taking online classes need to contact their faculty and request an add code for enrollment. If there is space, the instructor will issue the add code via email. After the student has acquired the add code, then follow the WebAdvisor instructions noted above. **Note:** Students on the waitlist will be given first priority if space becomes available.

CANCELLED CLASS

A cancelled class means that the College is unable to offer the class. The College reserves the right to cancel any class after the schedule goes to print.

CLOSED CLASS

A class closes when the maximum seat capacity has been reached. During registration a waitlist is created. Students wishing to register for a closed class after class begins must go to the class or contact their faculty for online classes. See entry above, "Adding Closed Classes," for additional information.

COREQUISITES

A corequisite is a course which must be taken during the same semester as another course. In other words, when a course has a corequisite listed, you must register for those courses (often a lecture and lab) concurrently. Knowing the information being presented in the corequisite course is deemed necessary for successful completion of the other course(s). When dropping or withdrawing from a course that has a corequisite, both courses must be dropped concurrently. Corequisites are enforced at Southwestern College. Students may challenge corequisites; see College Catalog for challenge policy and procedures.

COURSE REPETITION

A student may not register for a class in which a passing grade has previously been received, or the maximum number of repetitions allowed have been completed.

A student may receive any combination of three (3) substandard academic work (D, F or NP grade) and/or "W" withdrawal symbol on his or her official record for enrollment in the same course. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student

See "Academic/College Policies" in this class schedule for additional information.

DUPLICATE COURSE

Students may not register for two (2) classes with the same course number and title.

HIGH SCHOOL SPECIAL ADMIT

High school students who are enrolled in grades 10–12 with a minimum grade point average of 2.5 may be admitted for concurrent enrollment at SWC. A High School Special Form signed by the high school principal is required. All necessary forms and instructions are available at Admissions and Records. Enrollment is limited to no more than two (2) classes or six (6) units per semester or summer session. See the SWC College Catalog for more information.

Students enrolled in home school programs must meet one of the following criteria:
1. The home school program must be affiliated with a county department of education program.
2. Must be taught by a person holding a California teaching credential, or
3. Must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

LIMITATION ON ENROLLMENT

Performance courses may require students to try out for intercollegiate athletic teams or to audition for courses involving public performances prior to enrollment.

Enrollment in blocks of courses or sections may be a requirement so that a group of students will enroll together in that set of classes. Typically the students are part of a special program such as a Learning Community.

Enrollment may be limited due to legal requirements (imposed by statute, regulation, and/or contract). For example, some courses may require that the student have a valid driver license, a health clearance, a nursing license or certificate, etc.

Limitations on enrollment are enforced at Southwestern College. Students may challenge limitations on enrollment; see College Catalog for challenge policy and procedures.

PREREQUISITES

When a course has a prerequisite, students must have specific knowledge or skills to register for and be successful in the course. The prerequisite can be a skill, an assessment result or successful completion (grade of A, B, C, or P has been earned) in a prior course. If prerequisites were completed at another college or university, students must bring copies of appropriate transcripts/grade reports and/or assessment results to the Assessment Center to clear the requirements prior to registration. Students may challenge prerequisites; see College Catalog for challenge policy and procedures.

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.