

## What can I do if I lose my enrollment priority?

### **ENROLLMENT PRIORITY SHALL BE LOST AT THE FIRST REGISTRATION OPPORTUNITY AFTER THE STUDENT:**

- Placed on academic or progress probation for two consecutive terms; or
- Earned 100 or more degree applicable semester units

Students who have lost enrollment priority can petition to appeal their status, if they can provide documentation for the following area:

### **EXTENUATING CIRCUMSTANCES:**

**EXTENUATING CIRCUMSTANCES:** Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Examples of documentation include: medical records, police reports, court documents, etc.

**STUDENTS WITH DISABILITIES:** Academic Accommodations Students who applied for academic accommodations, but did not receive reasonable accommodations in a timely manner.

**STUDENTS WITH A DISABILITY** who are authorized for priority enrollment: Students with a disability who are authorized for priority enrollment as a DSS authorized academic accommodation and are making progress towards their academic goal.

**STUDENTS WHO HAVE DEMONSTRATED SIGNIFICANT ACADEMIC IMPROVEMENT:** Students who have demonstrated significant academic improvement defined as achieving no less than the minimum grade point average and progress standards. Examples of documentation include: Transcript which shows academic improvement in a minimum of two semesters.

**STUDENTS WHO ARE ENROLLED IN HIGH UNIT MAJORS OR UNITS IN CATEGORIES LISTED BELOW:** Students who are enrolled in High Unit Majors or have accumulated units from Advanced Placement, 2+2 or Credit by Examination.

**HONOR STUDENTS:** Honors Students who have no other available opportunity for honor addendums, based on their academic goal. Examples of documentation include: Honors addendum contracts for the completion of at least 15 semester units and Student Education Plan. (Conflict in work or class schedule is not a valid reason not enrolling in an honors addendum)

**FINAL SEMESTER BEFORE DEGREE CERTIFICATE AND/OR TRANSFER COMPLETION:** Student is within his/her final semester of degree, certificate and/or transfer completion. Examples of documentation include: Student Education Plan, updated transcript must show only the remaining classes before graduation.

Petitions available online at [www.swccd.edu](http://www.swccd.edu) click on Admissions then Printable forms.

## HOW TO APPLY AND REGISTER

### **EIGHT EASY STEPS TO ENROLLMENT!**

**Step 1:** Apply Online for Admissions

**Step 2:** Complete New Student Orientation-Part 1

**Step 3:** Assessment

**Step 4:** New Orientation-Part 2 and First Semester Plan

**Step 5:** Registration

**Step 6:** Pay Fees

**Step 7:** Send Your Transcripts

**Step 8:** Access College Services (after you have applied)

### **STEP 1: APPLY ONLINE FOR ADMISSIONS**

Go to [www.swccd.edu](http://www.swccd.edu). Click on "Apply and Register". New and former students (anyone not registered for the Spring 2016 semester) must complete the College admissions application.

### **STEP 2: COMPLETE NEW STUDENT ORIENTATION-PART 1**

Orientation is required of all new students who are planning to complete a degree, certificate, or transfer to a university. Learn all about college resources, general education and major requirements and select the best courses for your first semester plan. Access the Online Orientation through the college website/Web Advisor link.

- New Student Orientation Part 1 will inform you about important initial services
- Prepare you for Reading, English, math assessment/ placement
- Review the study guides to prepare for assessment testing, if needed.



### STEP 3: ASSESSMENT

#### FOLLOW THESE STEPS:

- Complete New Student Orientation Part I
- Prepare for the Assessment tests or provide transcripts from external colleges
- Schedule your Assessment tests and complete the tests
  - Be sure to complete these steps and Assessment test prior to registration. The results will help you select appropriate English and math courses.
  - The Assessment Center is located in Room S107 in the Cesar E. Chavez Student Services Building and at each Higher Education Center. Visit <http://www.swccd.edu/assessment> for assessment schedules, testing procedures, and practice tests.
  - Students enrolling in online classes are not required to attend the on-campus assessment, but should complete the online orientation. Contact your instructor for more information.
  - Individualized accommodations are available to meet the needs of students with disabilities. Contact DSS at 619-482-6512 /VP 619-207-4480.

### STEP 4: NEW STUDENT ORIENTATION-PART 2 AND FIRST SEMESTER PLAN

- New Student orientation Part 2 is available 24 hours after you complete your Assessment.
- New Student Orientation Part 2 will prepare students for the registration process and academic planning.
- Within the New Student Orientation Part 2, you will complete your First Semester Plan and submit electronically.
- Complete the quiz to finish New Student Orientation PART 2.

### STEP 5: REGISTRATION

Register for classes on WebAdvisor 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)
- Develop an Abbreviated Student Educational Plan (SEP) through New Student Orientation Part 2, or visit the Counseling Center for assistance.

#### 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 6: 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 8 for more information about fees.

**Optional:** Apply for Financial Aid. Please see page 10 for more information.

Federal and State Financial Aid is available for qualified students. Apply online at [www.fafsa.ed.gov](http://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 7: SEND YOUR TRANSCRIPTS

Official transcripts are needed to clear prerequisites and to award prior credit for degrees and certificates. College transcripts will be evaluated for SWC use 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 8: ACCESS COLLEGE SERVICES AFTER YOU HAVE APPLIED

Visit the Cesar E. Chavez Building for assistance or the college website for a full list of student services in the following departments:

- **Assessment Center**—For basic skills placement testing and to clear prerequisites with courses and/or assessment 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.
- **First Year Experience (FYE)**—Join with other new students to learn all about higher education and skills for success.
- **Transfer Center**—Learn how SWC prepares you for the university.
- **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.
- **Resource Center**—Provides community resources to all students. (Visit Student Employment counter.)

**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 the student and the College. SSSP college link: <http://www.swccd.edu/index.aspx?page=3322>

Southwestern College agrees to:

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

Student agrees to:

- Decide upon major and educational goal before completing 15 units.
- 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.
- Exempt students may not receive a registration date by not participating in SSSP Services.

### FEES AND REFUNDS

\*At the time of publication, the Enrollment Fee is \$46 per unit (Example: a 3-unit course is \$138) Note: All fees are subject to change. Enrollment Fees are set by the California Legislature.

### REGISTRATION FEES

Required Fees

Enrollment Fee ..... \$46 per unit  
Waived for BOGFW recipients.

Non Resident Tuition ..... \$211 per unit  
Plus other registration fees.

Course/Materials Fee (if applicable)..... \$Varies

All student fees are set in accordance with the California Legislature and are subject to change. The enrollment fees set by the Legislature apply to every community college in the State. In the event the Legislature increases fees, students will be responsible for paying the difference. Students who have already registered for classes will be billed for the difference in accordance with any new state requirement.

### HEALTH FEE

Pursuant to Education Code and District policy, Southwestern College has a mandatory health fee. The health fee is \$19 for fall and spring semesters. The summer session has a health fee of \$16. The health fee and/or health fee exceptions are subject to change should the State Legislature take action to change them. Students may petition for exception for:

- Students who depend exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization;
- Students on AFDC, SSI, or General Relief;
- High School students enrolled at the Sweetwater Union High School District taking designated classes at high school sites only;
- Students attending under an approved apprenticeship training program;
- Exclusive online courses.