



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 10th through 12th 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.

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
2. Print the High School Special (HSS) form at 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.

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).

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. Visit the DSS website to obtain more information at 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.
- **Disability Support Services:** 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. Accommodations provided with K-12 Individualized Education Plans (IEP) or 504 Plans are not automatic. Students must go through an interactive process with a SWC DSS Specialist to determine accommodations for SWC courses. Visit the DSS website to obtain more information at www.swccd.edu/dss.
- **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.

