EFFECTIVE SUMMER REGISTRATION 2013

**CHANGES TO WAITLIST AND
DROP FOR NON-PAYMENT PROCESSES**

Please be aware of the following changes to the Waitlist and Drop for Non-Payment Processes.

The following information will provide you with the current practice and the new practice.

Current Process:

•   Students are automatically moved from the waitlist to the open seat and notified by email of registration status.

•   Students have 5 days to make payment for their classes or they will be dropped for non-payment.

New Process (Effective Summer 2013):

•   When an open seat becomes available, the first student on the waitlist will be notified via email that the seat is now available.

•   Students will have 3 **calendar** days to register into the open seat which is reserved for them. Students will register for the course and make payment within 5 days of registration. If the student does not pay within 5 days, the student may be dropped for non payment.

•   After 3 calendar days, if the student does not register into the open seat, they will be removed from the waitlist for that course.

•   WebAdvisor will be available for payments daily from 7:00 am through midnight.

•   Drop for non-payment will be administered Monday through Friday until the end of the Spring Semester on May 24th.   If students have payments with due dates on Saturday, Sunday or official holiday, they will be dropped on the next available calendar day.

•   Drop for non-payment will be administered Monday through Thursday from May 28 through August 8 during the summer 2013 term. WebAdvisor will remain available for payments every day from 7:00 am through midnight.

Other Important Reminders:

•   During the registration period, when a class reaches its enrollment maximum, the waitlist will open.

•   Students may waitlist on one section of a course.

- If registration occurs within 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.

- Please make sure that your email account is up to date and checked regularly during this process. Please log into your WebAdvisor account at https://webadvisor.swccd.edu to verify and or update your email account:

If you have questions regarding these changes, please contact Admissions at the Chula Vista Campus or any of the Higher Education Centers.

619-421-6700 ext 5215 or 5216 Chula Vista Campus
619-216-6665 Higher Education Center at National City
619-216-6750 Higher Education Center at Otay Mesa
619-216-6790 Higher Education Center at San Ysidro