



# HEC, NATIONAL CITY MEDICAL ASSISTANT PROGRAM

880 National City Blvd. National City, CA 91950

Medical Assistant Program Email: [SWCMEDICALASST@SWCCD.EDU](mailto:SWCMEDICALASST@SWCCD.EDU)

Student Services: (619) 216-6665

[www.swccd.edu/hecnc](http://www.swccd.edu/hecnc)

## Step 1: SWC ADMISSIONS APPLICATION

New or Returning students that have missed a semester or more and are applying for a Nursing and Health Occupations program must first submit the SWC Admissions application. You will be emailed a SWC ID number within 48 hours. Go to <http://www.swccd.edu> and select **Apply Now**. Students attending classes at SWC in the current semester do not need to reapply. See how to apply online via YouTube:

<http://www.youtube.com/SWCO Outreach>

## Step 3: COUNSELING

To schedule a Counseling appointment for a Student Education Plan, you must have a SWC ID number. If you are new to SWC, you must first apply for Admission in order to get your ID number. To schedule an appointment call the Student Services Office at (619) 216-6665

The online orientation is available at:

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

## Step 5: 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 may apply, check with student services.

### **Financial Aid Information**



• FAFSA is Free to apply and can help cover the cost of college expenses.

SWC School Code is: 001294

<http://www.fafsa.ed.gov>

**BOG  
FEE WAIVER**

California residents may apply for the Board of Governors Fee Waiver (BOGFW) which can waive the \$46 per unit enrollment fee.

[http://www.cccapply.org/bog\\_waiver/](http://www.cccapply.org/bog_waiver/)

## Step 2: ASSESSMENT

Start your college career at the appropriate English, Math and Reading level. You must have your SWC student ID number and a picture ID when taking the test.

**View assessment schedule online located under Student Services > assessment**

<http://www.swccd.edu/index.aspx?page=288>

## Step 4: REGISTRATION

All students will be emailed a registration appointment.

**All students are responsible for registering for classes online!**

**Register online at:** <http://webadvisor.swccd.edu>

**See how to register for classes online on YouTube:**

<http://www.youtube.com/SWCO Outreach>

## **VIEW CLASS SCHEDULE**

Go to: <http://www.swccd.edu>

Go to Admissions & select Class Schedule.



## **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 SWC student and have an ID number in order to schedule an appointment.**

## **CLEARING COURSE/PROGRAM PRE-REQUISITES**

Students wanting to clear program pre-requisites must fill the appropriate form and 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. To clear the *keyboarding course*, fill out the **Prerequisite Evaluation Request for External Course** form and attached a copy of your typing certificate and turn it in. Upon clearance, students will be able to register for classes.

## **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, Books Vouchers, Emergency Loans, Priority Registration, Tutoring, and specialized support workshops. Check with Student Services for application deadlines.

EOPS: (619) 482-6456

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

<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) 216-6665 or contact the DSS Chula Vista (619) 482-6512 <http://www.swccd.edu/dss>

## **STUDENT CENTER (STUDENT ID CARD)**

The SWC ID card is your official ID as a SWC student. You will need your ID to process transactions in Student Services, Library and Computer Labs. You can take your ID starting the third week of the semester in the Student Services Office. **Present a valid government photo ID & attend classes in the current semester.**