HIGH SCHOOL SPECIAL PROGRAM

High school students enrolled in 9th through 12th grades may apply for concurrent enrollment at Southwestern College to enroll in Advanced Scholastic or Career and Technical Education courses not offered at their high schools.

Attention: High School Staff

Student must meet all of the following criteria:

1. Be enrolled in 9th through 12th grades.
2. Must have a minimum grade point average of 2.5 .
3. Obtain Counselor's signature, which verifies the student's grade point average.
4. Obtain high school Principal's signature to approve the High School Special form, and courses requested. **No forms will be accepted without Principal's signature.**
    - **All courses will be taken for college credit**.
    - A maximum of 6 units are allowed per semester.
    - No more than 5% of any grade level from each high school may enroll during the college summer session(s).

Attention: Students and Parents

1. You must complete the Southwestern College online application at www.swccd.edu, click on Apply Online.
2. Submit the completed High School Special form to the Admissions Department at any of our four locations (Chula Vista campus or to the Higher Education Centers at National City, Otay Mesa and San Ysidro.) Note: A completed and signed is required each semester.
3. **Form must be signed by the student, parent/legal guardian, high school Counselor and Principal**.
4. Participants are required to have a minimum grade point average of 2.5.
5. All registration must completed in person at any Admissions & Records Department.
6. Wait listed students must obtain add codes from the instructors to enroll.

Parents will not have access to their child's college records without the student's written consent or court The Family Education Rights Privacy Act applies to the student regardless of age.

Note: Students enrolled in home school programs must provide the following documentation prior to enrolling for classes:

- Home School Program affiliation with a County Department of Education Program.
- California teaching credential of their parent.
- Current private school affidavit filed with the State Superintendent of Public Instruction.

Students with verified disabilities should contact Disability Support Services before classes begin to discuss appropriate accommodations and/or services.

High School Special Program

Dear Student and Parents,

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like other members of the academic community, each student's conduct is expected to be in accordance with the standards of the college that are designed to promote its educational purposes.

In order to make your college academic experience a positive one, we would like to address the following areas:

- Attendance/Participation - 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.

- 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 Standard of Student Conduct and Discipline policy.

- Health Services – We provide many different types of health-related workshops such as body piercing, drug and alcohol awareness. In addition, we provide many health services such as family planning, immunizations, etc.

- In the case of a medical emergency, by signing the High School Special Program Request Form you hereby authorize the medical staff of Southwestern College Health Services, as agents for the undersigned, to perform diagnostic procedure, to administer any counseling, medical, first aid treat, or to 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.

- 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:

1. Cheating, plagiarism
2. Excessive tardiness
3. Excessive profanity
4. Children in class
5. Private conversation or affection
6. Uncooperativeness
7. Continually leaving their seats
8. Eating and drinking
9. Reading other than class materials
10. Talking or text messaging on cell phones
11. Personal electronic equipment (phones, games, iPods®)

Southwestern College is not authorized to permit access to student records to any person without the written consent of the student.

We encourage you to discuss any other college-related topics with your student and if you have any questions, please feel free to contact the Outreach Office at (619) 482-6518.

HIGH SCHOOL SPECIAL PROGRAM
Enrollment Request

☐ Fall ☐ Spring ☐ Summer 20__

High School _____ Grade Level _____

*Last Name _____ *First Name _____ *Email _____

*Address _____

*Phone (____)____-_____ *Date of Birth_____ *SWC Student ID#_____

*All fields required

Are you participating in a Home School High School program? Yes _____ No _____

Home School Program offered by _____

ALL FIELDS MUST BE COMPLETED AND SIGNED PRIOR TO SUBMITTING TO ADMISSIONS & RECORDS

HS COUNSELOR

See current SWC class schedule for specific course information. Course approval does not guarantee a seat in class.

APPROVED COURSES		ALTERNATE COURSES	
Course Title & Number (Example Hist 101)	Units (6 max)	Course Title & Number (Example: Mus 109)	Units (6 max)

GPA: Counselor's Signature Date

STUDENT

I understand that the courses listed above are for College Credit, and will be a permanent record on my college transcript. I agree to abide to all rules and regulations in the Southwestern College catalog. I also understand that my enrollment at Southwestern College will be limited to no more than 6 units per semester.

Student's Signature Date

PARENT

I support this request for my child to attend Southwestern College. I understand that the courses are for College Credit, and that college courses may contain adult content. I understand and agree that my child is subject to the rules and regulations of Southwestern College as listed in the college catalog. I also agree to be responsible for any and all fees incurred by my child in the enrollment process. I am aware that I will not have the right to access to my child's college records without his/her written consent.

Parent's Signature Date

PRINCIPAL

Pursuant to Education Code 48800, I have reviewed the academic record of this student and certify that he/she demonstrates adequate preparation in the discipline to be studied and has the ability to benefit from college instruction in the courses listed. For any particular grade level, I certify that I am limiting the number of recommendations to no more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation for this summer session.

Principal's Signature Date

COLLEGE USE

Home School Student YES ☐ NO ☐ Documentation Submitted ☐

STNT ☐

PERC ☐

Completed by: Date

SOUTHWESTERN COLLEGE

High School Special Checklist

Check off each item as you read/complete it.

STATEMENT	✓
I have completed the SWC online application and received a SWC ID number.	
My counselor, parent, and principal have approved my participation in Advanced Scholastic or Career & Technical Education courses, by signing my High School Special form.	
I have submitted my High School Special form to:_____.	
I attend a home school program. The proper required documentation is attached to the High School Special Form. _____Yes _____No	
I have taken the assessment test(s) (if applicable).	
I have met all the prerequisites for the class.	
I know the class schedule, course title and number.	
I need to register at the Admissions Department. (Chula Vista Campus, Higher Education Center at National City, Otay Mesa Campus, or San Ysidro Campus).	
If courses are full, I can be placed on a waiting list. Once classes start, the instructor will provide an add code to enroll ***if*** space is available.	
I have 5 calendar days to pay for my course(s) after registering or I will be dropped to make seats available for other students.	
I understand that my parents will not have access to my records without my written consent.	
I understand that if I no longer wish to participate in the course, I must drop the course in person at the Admissions Office before the drop deadline(s).	

Student Signature_____

Student ID #_____

Office Use Only

Copy to Student _____