



HIGH SCHOOL SPECIAL PROGRAM

Enroll now and have your Enrollment Fees Waived!

High school students enrolled in 10th through 12th grades may apply for concurrent enrollment at Southwestern College to enroll in Advanced Scholastic or Career and Technical Education courses.

Benefits of Enrollment in the High School Special Program:

- Southwestern College will waive the \$46 a unit enrollment fee
- All courses will be taken for college credit.
- Shortens the time to attain a college degree.

Students must meet all of the following criteria:

1. Be enrolled in 10th through 12th grades.
2. Must have a minimum grade point average of 2.5.
3. A maximum of 6 units are allowed per semester.
4. 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. Complete a High School Special Program form and take it to your school counselor to obtain your GPA, his/her signature and discuss your selection. The form must include classes recommended by your high school counselor.
2. Obtain your school Principal's signature.
3. Form must be signed and approved by parents.
4. Wait listed students must obtain add codes from the instructors to enroll.
5. Students are responsible for any other fees (e.g., parking, course materials, books, and health fees).

Follow these steps to enroll:

Step 1 – Apply for Southwestern College online admission application at www.swccd.edu.

Step 2 – Submit the completed High School Special form to the admissions department in person at any of our four locations (Chula Vista campus, or to the Higher Education Centers at National City, Otay Mesa and San Ysidro.)

Parents will not have access to their child's college records without the student's written consent or court documentation. The Family Education Rights Privacy Act (FERPA) 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 files 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.

If the course description in the Class Schedule lists an English prerequisite or skills advisory, you must take the assessment test and place at that level (or higher) in order to enroll in that class.

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 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.

If you are not able to commit to the vigor and demand of a college course you might consider withdrawing from a course for several reasons. Just stop attending a class is not withdrawing. If they do not fill the appropriate paperwork, he/she will receive an "F" in the class.

- **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.

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

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

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 _____ **SWC Student ID#** _____

Last Name _____ First Name _____

Address _____

Phone _____ Date of Birth _____ Email _____

Are you participating in a Home Schooled High School program? YES NO 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	Units (6 max)	Course Title & Number	Units (6 max)
GPA (min 2.5)		Counselor's Signature		
		Date		

STUDENT	I understand that the courses listed above are for College Credit, and that enrollment at Southwestern College creates a permanent record that must be reported to any college I apply to in the future. I agree to abide by all the rules and regulations set forth 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 on the part of 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 my child's college records without his/her written consent or a court order.	
	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, and if as a summer student, he/she has exhausted all opportunities to enroll in equivalent courses, if any, at his or her school of attendance. 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 <input type="checkbox"/> NO <input type="checkbox"/> Documentation Submitted <input type="checkbox"/>
	STNT <input type="checkbox"/>
	PERC <input type="checkbox"/>
	Completed by: _____ Date _____