



SOUTHWESTERN COLLEGE STATE FIRE MARSHAL COURSE GENERAL INSTRUCTIONS



The information listed below is to help our students with general information and how to facilitate taking State Fire Marshal courses at our educational facility

Step One: Please email the instructor that you are interested in taking the desired State Fire Marshal course. The instructor will give an email confirmation that they have received your request and that they have reserved a space for you.

Step Two: If you have never taken a course at Southwestern College and don't have an SWC ID number, please go to www.swccd.edu or www.cccapply.org and fill out the SWC student application form. In 48 hours you will receive your SWC student ID number. If you already have a student ID number from previous classes or you're an enrolled student now, then you do not need to apply to SWC for a new number. If you think you have a SWC ID number but don't know what it is, please call 619-216-6750, x4401 to have someone assist you in looking it up.

Step Three: Once you have received your ID number, please make a CASHIERS CHECK for the correct monetary amount made payable to SWC with your student ID number in the memo section. Mail the cashier's check and a self-addressed stamped envelope to the address listed on the class flyer no later than two weeks before the class begins. Example:

**Southwestern College
Higher Education Center at Otay Mesa
8100 Gigantic Street
San Diego, CA 92154
Attn: Instructors name**

Step Four: Once the instructor has received your information by mail, they will send another confirmation email with the class syllabus and the required course textbook and materials.

Directions to Campus: The instructor will email you the map and directions as an attachment.

Parking: There is parking on site for a nominal fee and there is free off-site parking (see attached map).

Cancellation Policy: If the class does not meet the minimum number of students required 7 days prior to the start date, the instructor will notify you via email of cancellation and return the money to your listed address.