

COURSE ENROLLMENT POLICIES

Attendance Regulations

Each student is responsible for his/her registration of classes, for attending every class meeting, for informing instructors in case of absence, and for officially withdrawing from classes. Furthermore, each student is responsible for following the rules and regulations in the college catalog.

Educational Program

The College offers a number of resources to assist the student in planning an educational program.

Class Changes

Students are responsible for each course he/she enrolls in during registration. Official class withdrawals (made the first week of classes through the end of the fourth week for a regular semester and until the deadline published for fast track courses or summer session) will not appear on the student's record.

Adding a Class after the Semester or Session Begins

Students may add a class only by attending class and obtaining an add code from the instructor or by having the instructor sign a Class Add form. Students may register online or by calling the telephone registration line to add by telephone or submit the Class Add form at Admissions on the Chula Vista campus, at the Higher Education Center at National City, San Ysidro and Otay Mesa during the class change period.

NOTE: A class enrollment is not official until the Class Add is processed and fees are paid. A request to add a course may be accepted, but rejected later if found to be a repeated course or if prerequisites have not been met.

NOTE: A student changing classes (adding or dropping) must present a valid student identification card to complete the transaction.

An instructor adding a student's name to the class roster is only the first step. The instructor, after granting approval to the student to add, must direct the student to add the class online, by telephone, or in Admissions located in the Student Services Center.

NOTE: The student should present, by the next class meeting, a registration statement to verify adding the class.

Withdrawing From Class After Registration

A student must officially withdraw from a course he/she no longer wishes to attend. Students may drop classes by going online, by calling telephone

registration or by filing a Class Withdrawal form in Admissions on the Chula Vista campus, the Higher Education Center at National City, the Education Center at San Ysidro and Otay Mesa.

Students are permitted to withdraw from a course through the twelfth week of the regular semester and the deadline established for fast track classes or a summer session. The result will be "W" grade. After the withdrawal deadline, students must be assigned a grade (A, B, C, D, F, I, CR, or NC).

Source: SWC Catalog 2005, Pages 15-16