HEC, Otay Mesa-Nursing and Health Occupations Program

8100 Gigantic Street, San Diego, CA 92154

Nursing & Health Occupations Office: (619) 482-6352

Student Services: (619) 216-6750 ext. 4401, 4402 or 4403

www.swccd.edu

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. Go to http://www.swccd.edu and select **Apply and Register.** 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/SWCOutreach

Step 3: ASSESMENT

Start your college career at the appropriate English, Math and Reading level. If the program that you are applying for requires that you take the Assessment test, you can view the testing dates online. 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 5: REGISTRATION

All students will be emailed a registration appointment. **All students are responsible for registering for classes online!** Being accepted into a program does not mean you are automatically registered into the classes. The Student Services office will clear you for registration once you've been accepted into the program. **Register online at:** http://webadvisor.swccd.edu **See how to register for classes online on YouTube: http://www.youtube.com/SWCOutreach**

FAFSA
U.S. DEPARTMENT OF EDUCATION
FEDERAL STUDENT AID

·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.
www.swccd.edu/financialaid

Step 2: NURSING PROGRAM APPLICATION

Students applying for any of the following programs must go to the Nursing and Health occupations website to obtain specific program requirements and view application deadlines.

Associate Degree Nursing (ADN), Vocational Nursing to Associate Degree Nursing (VN to ADN), Vocational Nursing (VN), Certified Nursing Assistant (CNA), Acute Care CNA, Operating Room Nursing (ORN), Surgical Technology Program (ST), or Central Service Technology (CST).

Step 4: 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) 216-6750 ext. 4402 or 4403

The online orientation is available at: http://www.swccd.edu/counseling

Step 6: 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 such as testing or malpractice insurance will need to be paid in person. **Student must make a copy of the receipts and submit them to Nursing.**

VIEW CLASS SCHEDULE

Go to: **http://www.swccd.edu**

Click on **Web Advisor** and log in **(Current Students)**

Click on Prospective Students **(Non-current Students)**

Click on **Search for Classes** and follow the instructions

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

CLEARING COURSE/PROGRAM PRE-REQUISITES

Students with External Transcripts that need to clear Program/Course Pre-Requisites 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 and copies of external transcripts present to be cleared. Upon clearance, students will be issued a copy of **approved Pre-Requisite Evaluation Request for Program Enrollment that is to be attached with your Program application.**

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

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) 216-6750 ext. 4401, 4402, or 4403.   DSS Chula Vista (619) 482-6512

http://www.swccd.edu/dss

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

STUDENT CENTER (STUDENT PHOTO 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.**