

## SOUTHWESTERN COMMUNITY COLLEGE POST-SECONDARY ENROLLMENT

### Policies

1. Students must complete and return the Southwestern Community College post-secondary form by May 15 for Fall enrollment and November 15 for Spring. Forms will be taken after these dates; however, in order for the College to make possible adjustments to the course offerings, these are the priority dates that Southwestern has set. Summer registration forms should be mailed to the College before the high school's last day of class. **Forms received after these deadlines may be denied.**
2. Students must have an ACT composite score of 19 or above or COMPASS Test scores on file in the Admissions Office. **Documentation of the ACT composite must accompany the registration form.** The COMPASS Test may be taken at all three Southwestern campuses.
3. Students who receive a grade below a "C" in any post-secondary course will not be eligible to enroll for additional courses under the post-secondary provision at Southwestern Community College.
4. Students who receive an incomplete grade will not be allowed to register for additional post-secondary courses until the incomplete has been changed to a "C" grade or above.
5. Students who withdraw from classes two consecutive semesters will be unable to register for further post-secondary classes.
6. Students who fail or withdraw from any post-secondary classes, after initial class starting date, are responsible for payments of all tuition, fees and book expenses.
7. A parent signature, student signature, and authorized high school official signature must be on all post-secondary registration forms.
8. Freshmen and sophomores must have a signed letter from their local school district, attached to the post-secondary registration form, stating that they are presently enrolled in a Talented and Gifted (TAG) program.
9. Students are responsible for following their instructor's attendance policy.
10. A school official is responsible for picking up the necessary books from Southwestern for the post-secondary class(es). **Books may be delayed for late registrations.**

Procedures

1. Students and high school counselors should determine which class(es) the student plans to enroll and accurately complete all information on the High School Student Registration Form. **Incomplete forms may be returned to the student.**
2. **Return the completed post-secondary registration form to the Southwestern Admissions Office prior to the May and November deadlines. NOTE: This does not guarantee enrollment in the course(s) selected due to class size limit.**
3. New students are required to attend an orientation prior to the start of each semester. Students will, at this time, review the post-secondary regulations, college student handbook, register for available classes, purchase books, and register their vehicle. New post-secondary students will officially register at this time.
4. The high school principal or counselor must authorize any change in registration.
5. When final registration is complete, an email verification will be sent to the student (if a valid email address is provided) and a final document will be emailed or faxed to the high school counselor/contact.
6. After the registration process is completed, a restriction will be placed on the student's record by Southwestern identifying the student as post-secondary and identifying the student(s) by school district. A record will be kept by Southwestern Community College of all students enrolled under the provisions of the Post-Secondary Enrollment Options Act.
7. Both mid-term and final grades will be mailed to the student's local school district.