

SWTJC Multi-Semester Registration Guidelines
(Summer I, Summer II, and Fall 2013 Registration will begin April 1, 2013)

Enrollment Information

<p>New Student Checklist:</p> <ol style="list-style-type: none">1. Complete Application for Admission online at http://www.swtjc.edu or with the Registrar's office at any SWTJC campus location.2. Submit proof of Bacterial Meningitis Vaccination to the Office of Admissions and Registrar. For all new, transfer, or students who did not enroll in a fall or spring semester, that are under the age of 30.3. Provide THEA, Accuplacer, Compass, Asset, or any placement exam scores to the Office of Admissions and Registrar.4. Apply for Financial Aid (if applicable) http://www.fafsa.ed.gov School code: 0036145. Submit official transcript(s): High school, College, or GED to the Office of Admissions and Registrar.6. Complete College Housing Application (if applicable) and submit to the Business Office.7. Attend New Student Orientation (information available at time of registration).8. Meet with Academic Advisor9. Register for classes at http://www.swtjc.edu and select WebAdvisor.10. Pay for classes.	<p>Returning Student Requirements: (For students who have not enrolled at SWTJC for two or more consecutive semesters)</p> <ul style="list-style-type: none">• Complete Re-admission Application to update all records.• Submit official transcripts from each college or university attended while not at SWTJC. <p>Assignment of Transfer Credit To receive transfer credits from other college or universities attended students must:</p> <ul style="list-style-type: none">• Have earned transfer course work at an accredited college-level institution.• Have been assigned a grade of "D" or better from the originating institution.• Submit an official transcript from all previously attended college-level institutions with Office of Admissions and Registrar.• Request an evaluation of that credit, which will be completed prior to, but no later than the end of the student's first term of enrollment.
<p>Refunds</p> <p>A student who officially withdraws from the college may be eligible for a refund based on the date the Course Schedule Change Form is completed and returned to the Admissions Office as specified in the withdrawal procedure in the admission section of the college catalog.</p> <p>Financial aid credit balance refunds will be transmitted to the Higher One Card.</p> <p>The college charges mandatory and non- mandatory fees. Mandatory fees include Tuition and Designated Tuition. Non-mandatory fees include housing fees. The housing fee refunds are prorated based on the date of the withdrawal. Fees are non-refundable. Students receiving a refund from housing fees should notify the Business Office at Student Services as soon as possible.</p> <p>A refund of normally non-refundable fees can be approved in cases where the student is not accepted by the college or when classes are cancelled. No other provisions are provided for refunding these fees.</p> <p>The college reserves the right to withhold refunds in cases when the student is suspended for disciplinary reasons.</p>	

(See other side for Financial Aid Information)

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Installments (Payment Plan)

Summer I 2013				Summer II 2013			
Last day to Submit Online	Required down payment	Number of payments	Month of payments (5 th of each month)	Last day to Submit Online	Required down payment	Number of payments	Month of payments (5 th of each month)
April 22, 2013	25%	3	May-July	April 22, 2013	25%	3	May-July
May 21, 2013	50%	2	June-July	May 21, 2013	25%	3	June-August
June 2, 2013	50%	1	July	June 20, 2013	50%	2	July-August
				July 14, 2013	50%	1	August

Fall 2013			
Last day to Submit Online	Required down payment	Number of payments	Month of payments (5 th of each month)
June 20, 2013	10%	5	July-August
July 22, 2013	20%	3	August-November
August 16, 2013	25%	3	September-November
August 25, 2013	50%	2	October-November

Emergency Tuition Loans

- Potential applicants must visit with the Dean of Student Services
- Applicants must complete an application for financial aid at the Financial Aid Office
- Emergency Tuition Loans are for tuition only
- This loan does not cover housing fees
- All loans must be paid by the due date, or the student risks being dropped or barred from classes. A student owing money will not be allowed to register for the following semester
- Withdrawing or dropping a course does not void the obligation of repayment of the tuition loan or any other debt

The eligible student must meet all of the following criteria:

- Have completed all financial aid paperwork and be able to demonstrate financial need www.fafsa.gov
- Be in good academic standing. (Must not be on financial aid suspension)
- Have no delinquent loan under this program
- Not be in default on another loan program or have other debts to SWTJC