



# ENROLLMENT CHECKLIST

## School Email

Activate and Manage Email Account: <http://my.swccd.edu>

Southwestern CC Username: \_\_\_\_\_

Southwestern CC Password: \_\_\_\_\_

## Admissions

Login: <https://www.swccd.edu/admissions-and-financial-aid/>

## Student Portal

Login: <https://www.swccd.edu/myswc/index.aspx>

## Financial Aid Account

Financial Aid Login: <https://www.swccd.edu/admissions-and-financial-aid/financial-aid/index.aspx>

## Pay Acceptance Fee

Pay course registration fees in full within the 5 calendar day deadline. \*Deadline is five calendar days from the day that you register for a class.

## Orientation

After you apply and receive your acceptance letter, login to WebAdvisor: <https://webadvisor.swccd.edu>

Click the Students tab. Under Orientation/Assess/Advising, click Step One - Online Orientation.

Virtual Orientation Website:

<https://www.swccd.edu/admissions-and-financial-aid/resources/online-orientation.aspx>

## Placement Tests

Placement Tests: <https://www.swccd.edu/student-support/assessment-testing/>

## Verification

Verification is a process in which Southwestern CC confirms the accuracy of information provided on the FAFSA. Verification is a federally mandated program to ensure accuracy in the administration of federal financial aid.

If you are selected for verification, Southwestern CC will notify you via your college email address. Submit the requested items promptly (within 45 days) or risk losing consideration for some financial aid programs. If you are required to provide your taxes, you can update your FAFSA using the IRS Data Retrieval Tool <https://studentaid.gov/resources/irs-drt-text>. If you are unable to use the Data Retrieval Tool, you must provide an official IRS tax return transcript. There are three options to get an official tax transcript: Visit [www.IRS.gov](http://www.IRS.gov) to request a transcript online or by mail; make sure to request an "IRS Tax Return Transcript." The "IRS Tax Account Transcript" cannot be used for verification purposes. Call 1-800-908-9946, Submit IRS Form 4506T-EZ, or IRS Form 4506-T.

Requested items needed for verification will be listed in the To Do List task of Southwestern CC WebAdvisor. All your federal and need-based aid will be on hold until verification is complete. Once verification is complete, your To Do List will be updated. Southwestern CC may adjust your financial aid package based on the results that were determined through the verification process.

## Student Health Insurance

Student Health Insurance: <https://www.swccd.edu/student-support/health-services/index.aspx>

## Apply for a Federal Work Study Job

Work Study Job Board:

<https://www.swccd.edu/admissions-and-financial-aid/financial-aid/financial-aid-types/work-study/>

## Transportation

SWCCD Parking:

<https://www.swccd.edu/student-support/safety-and-security/parking-services-and-enforcement/>

## College Application

College Application: <https://www.swccd.edu/admissions-and-financial-aid/apply-and-register.aspx>

## Career Center

Career Center: <https://www.swccd.edu/student-support/employment-and-internships/career-center/>

## Counseling Center

Counseling Center: <https://www.swccd.edu/student-support/counseling-and-career-advisement/index.aspx>