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

Enrollment Information

New Student Checklist:

- Complete Application for Admission online at http://www.swtjc.edu or with the Registrar's office at any SWTJC campus location.
- 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.
- Provide THEA, Accuplacer, Compass, Asset, or any placement exam scores to the Office of Admissions and Registrar.
- Apply for Financial Aid (if applicable) http://www.fafsa.ed.gov
 School code: 003614
- 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 Advisor
- 9. Register for classes at http://www.swtjc.edu and select WebAdvisor.
- 10. Pay for classes.

Returning Student Requirements:

(For students who have not enrolled at SWTJC for two or more consecutive semesters)

- Complete Re-admission Application to update all records.
- Submit official transcripts from each college or university attended while not at SWTJC.

Assignment of Transfer Credit

To receive transfer credits from other college or universities attended students must:

- 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.

Refunds

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.

Financial aid credit balance refunds will be transmitted to the Higher One Card.

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.

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.

The college reserves the right to withhold refunds in cases when the student is suspended for disciplinary reasons.

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Financial Aid

The Financial Aid Office's philosophy is to provide financial assistance to students who would otherwise be unable to pursue a post- secondary education. The Financial Aid Office offers a variety of financial assistance programs to help eligible students pay their cost of attending SWTJC. The money provided through these programs can be in a form of a grant, a payment for part-time employment, a loan, a scholarship, or a combination of any of these programs.

Financial Aid Applications are due:

For Summer 2013, the 2012-2013 FAFSA is required.

FALL APPLICANTS

Complete the Free Application for Student Aid (FAFSA) for 2013-2014. New and returning students can complete the FAFSA for 2012-2013 at http://www.fafsa.ed.gov

Summer Priority Deadline: MARCH 1, 2013 Fall Priority Deadline: MARCH 29, 2013

Late applications are accepted; however, some funds may not be available.

ALL STUDENTS NEED TO RE-APPLY for Financial Aid at www.fafsa.ed.gov.

• 2013-2014 FAFSA (Fall 2013-Summer 2014), available January 1.

Financial Aid Information

Students must actively participate in their classes. Financial aid will be reduced or canceled for those who don't comply with this student eligibility requirement. This affects students not showing up to class. Students not attending class are required to drop the class(es) on their own and responsible for properly completing the required documents. Students are required to meet with a financial aid advisor for Federal Pell Grants, William D. Ford Direct Loan, Direct PLUS Loans, Federal SEOG (Supplemental Educational Opportunity Grants), Federal Work- Study Program. Please refer to the SWTJC catalog. For more information about financial aid awards, log on to the following Web site: www.swtjc.edu/financialaid.

Financial Aid at Two Colleges/Universities

Financial aid applicants are responsible for notifying colleges when two or more colleges are providing financial aid awards. A consortium agreement must be completed. Two colleges will not be able to award for the same student in the same semester. Students will be responsible for repayment of balances due to over awards.

Class attendance and Schedule Changes

- It is very important that you review your schedule.
- If you stop attending, without officially dropping the class, you will earn failing grades and may owe federal and/or institutional aid to the Department of Education and/or the College.
- Attend the classes that are on your schedule.
- If you withdraw from SWTJC or stop participating in all of your classes before the 60% mark of the semester, you may owe money to the Department of Education and/or to SWTJC.

Registration and Degree Plans

Review your degree plan and register for classes required by your program. Only classes in your degree plan will be paid by financial aid, if you are eligible.

Eligibility Requirements

Some awards are for full-time status. Awards will be adjusted based on enrollment. Example: Pell Grant, TPEG, and some scholarships.

Veteran Program Benefits

The benefits that Veterans and their dependents may apply for are available on the SWTJC webpage. U.S. Veteran's Affairs (Education Regional Office): 1-888-442-4551

Student Loans

New Direct Loan Program borrowers at SWTJC will have to complete an annual pre-loan session in person. Please visit the SWTJC Web site for a schedule of dates and times. All new and returning borrowers will also be required to sign online a Master Promissory Note at www.studentloans.gov before loan funds are released.

Due to federal guidelines, first time borrowers must wait 30 days after the first day of class before receiving their first loan disbursement.

Federal and State Work Study Programs Eligible

FAFSA applicants selecting work study as part of their financial aid program will be notified via Portal if they are selected for the program participation. Students who are selected for the Work Study Program must complete an online training. Funds awarded are subject to change due to the student's eligibility. Please visit the Financial Aid Web site for work study vacancies.

Scholarships

For a complete list of scholarships available, visit www.swtjc.edu/CounselingCenter and click on Scholarships.

Scholarship Deadlines:

FALL 2013 April 1, 2013

Optional Fees

Other optional fees assessed at registration include housing fees.

Contact Information

| Office of Admissions and Registrar | (830) 591-7255 | admoffice@swtjc.edu |
|------------------------------------|----------------|--------------------------|
| Financial Aid Office | (830) 591-7368 | financialaid@swtjc.edu |
| Business Office | (830) 591-7206 | businessoffice@swtjc.edu |
| Academic Advising | (830) 591-7271 | advising@swtjc.edu |

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Installments (Payment Plan)

| | Summer I 2013 | | | | |
|------------------------------------|-----------------------------|--------------------------|--|--|--|
| 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 | | |
| May 21, 2013 | 50% | 2 | June-July | | |
| June 2, 2013 | 50% | 1 | July | | |

| Summer II 2013 | | | | | |
|------------------------------------|-----------------------------|--------------------------|---|--|--|
| 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 | | |
| May 21,2013 | 25% | 3 | June- August | | |
| June 20,2013 | 50% | 2 | July- August | | |
| July 14, 2013 | 50% | 1 | August | | |

Fall 2013

| Last day to Submit | Required down payment | Number of payments | Month of payments (5 th of each month) |
|--------------------------|-----------------------------|--------------------------|---|
| Online | | | |
| June 20, | 10% | 5 | July-August |
| 2013 | | | |
| July 22, | 20% | 3 | August- |
| 2013 | | | November |
| August | 25% | 3 | September- |
| 16, 2013 | | | November |
| August | 50% | 2 | October- |
| 25, 2013 | | | November |
| | 1 | 1 | I |

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