

Academic/College Policies

ACADEMIC ACCOMMODATION

Students with verified disabilities who may require academic adjustments or auxiliary aids are strongly recommended to contact the Disability Support Services office (DSS) early to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students enrolled in online courses are encouraged to contact DSS to request academic accommodation.

ACADEMIC HONESTY

Academic honesty is expected from all students at Southwestern College. Dishonesty in the classroom, cheating or plagiarism, and/or knowingly furnishing false information to the College are all grounds for discipline.

ADDRESS CHANGE

Students can update their mailing address, email address and telephone number on WebAdvisor. Failure to comply will result in an administrative hold.

ATTENDANCE

Each student is expected to attend every class meeting. In the case of absence, it is the student's responsibility to inform the instructor. Instructors will drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.

AUDITING COURSES

If you want to take a class for fun or to learn a new language or skill and don't need the college credit, auditing may be an option for you. To audit a class you need to obtain a course audit application form from the Admissions Center before you go to the class. If there is space available, the instructor will sign the form. You must return the form to any of the Admissions Offices for processing. Students taking the class for college credit have first priority for acceptance.

The charge for auditing is \$15 per unit plus the mandatory health fees. A maximum of two classes may be audited in any regular instructional term (fall, spring, summer). If you are enrolled for college credit in 10 or more units, you may audit one three-unit class for free. Once you use the audit option for a class you can not change to college credit.

CATALOG

For further information on courses, College policies, and procedures see the Southwestern College catalog on our Website at www.swccd.edu, **click on schedules and Catalog on the left menu**. The Catalog is also available for \$3 in the bookstore or \$8 if you request that it be mailed. Catalogs are provide to all students who attend an orientation/preregistration session.



CLASS CANCELLATIONS

Southwestern College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation and to change the class hours and/or days as necessity demands.

PASS/NO PASS (FORMERLY CREDIT/NO CREDIT)

Beginning fall 2009, courses offered on a Pass/No Pass grading basis only are listed in the college catalog as: Pass/No Pass. For classes offered as regular graded courses (A, B, C, D, or F), students may petition to receive Pass/No Pass with instructor approval by the end of the fourth week of the semester or the first week of a short session class.

COURSE REPETITION

Course repetition is allowed only under the following conditions: A grade of D, F, or NP has been earned or the courses have been designated as repeatable such as activity, performance, and/or studio art courses. Courses designated as AB may be taken twice, ABC may be taken three times, and ABCD may be taken four times.

Students may file a petition to repeat a course in which a grade of "C" or better was earned if the student believes the following:

Extenuating Circumstances

Such as verified cases of accidents, illness or other situation occurred beyond the control of the student.

Significant Time

A significant lapse of time has passed

Training

To meet legally mandated training such as Certified Nursing or Emergency Medical or Paramedic Training. **Note:** *Effective spring 2010, SWC imposed a limitation of three "W"s that a student can receive as a result of withdrawal from the same course.*

See the SWC College catalog for more detailed information on course repetition.

DROPPING STUDENTS FROM CLASSES

- Instructors will drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.
- Students will be dropped from a class for lack of a prerequisite.
- During the add period of the term, instructors may drop a student from a class with or without an explanation for never attending class, unless the student has contacted the instructor and the instructor has granted an excused absence.
- After the add period of the term, instructors will drop a student from a class if the hours of unexcused absences for the semester exceed the number of hours the class meets per week, or if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.
- Instructors must drop from class any student who has not been in attendance during a period of 14 consecutive calendar days unless an approved leave of absence petition has been filed with the Admissions Office.

DESCRIPTIONS OF COURSES

Course descriptions can be found in the College Catalog.

EMAIL ADDRESS CHANGE

Student email addresses should be kept current to receive important information from the college.

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GRADES

Grades are not mailed to students but are available online through WebAdvisor approximately two–five days after the course end date. Students can check daily for grade posting by faculty.

NAME CHANGE

Currently enrolled students who wish to change their name must file a "Name Change" form with the Admissions and Records Office.

OPEN ENROLLMENT

It is the policy of the Southwestern Community College District that every course, course section or class, wherever offered and conducted throughout the District, shall be fully open to enrollment and participation by any person who is eligible for admission to the college and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

STUDENT RECORDS AND DIRECTORY INFORMATION

Pursuant to the Federal Family Education Rights and Privacy Act of 1974, Southwestern College is authorized to verify public directory information concerning students currently attending the college. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

The student directory information may be released by the Dean of Student Services or designee, unless prior written objection is received from the student specifying information which the student requests not be released. Students who wish to have information concerning themselves excluded from designation as directory information must inform Admissions in writing.

STUDENT HOLDS

Students or former students shall have grades, transcripts, diplomas and registration privileges withheld for financial obligations such as returned checks, unpaid enrollment fees and/or non-resident tuition, unpaid loans, unreturned equipment, equipment breakages, unpaid fines, etc.

WITHDRAWAL POLICY

It is the student's responsibility to officially withdraw from class. Students may drop classes on WebAdvisor. In addition, instructors may drop a student for excessive absences. See page 15, "Dropping Students from Classes."

Full-Term Classes

- To drop with a refund - Wednesday, January 27.
- To drop without a "W" grade - Friday, February 5.
- To drop with a "W" grade - Friday, April 9.

Short-Term Classes

- To drop with a refund - 10% of actual class meeting days - in most cases this may be the first day of class.
- To drop without a "W" grade - 30% of actual class meeting days.
- To drop with a "W" grade - 75% of actual class meeting days.

Contact Admissions for specific dates.

Failure to officially withdraw from a class may result in a grade of "F" or "NP."

SWC Honors Program

The Southwestern College Honors Program Mission Statement: To serve students by creating exceptional academic experiences that foster intellectual growth and scholarship while promoting admission to competitive and demanding universities. For general information and to apply to the Honors Program, contact Norma Cazares at the Transfer Center at 619-482-6472. The following course sections, with these specific instructors, may be taken as an Honors Course:

Course	Day	Time	Instructor	E-mail
SPAN 201 01	MTWTh	8:00–9:05 a.m.	D. Alonso	dalonso@swccd.edu
SPAN 102 05	MTWTh	10:30–11:35 p.m.	D. Alonso	dalonso@swccd.edu
SPAN 216 01	MW	1:15–3:30 p.m.	D. Alonso	dalonso@swccd.edu
SPAN 102 03	MTWTh	9:15–10:20 a.m.	D. Guadiana-Costa	dguadiana@swccd.edu
SPAN 102 07	MTWTh	12:–1:05 p.m.	D. Guadiana-Costa	dguadiana@swccd.edu
ENGL 116 E1	MW	4–5:50 p.m.	C. Charter	ccharter@swccd.edu
PSYC 101 29	TTh	12:00–1:15 p.m.	C. Hayashi	chayashi@swccd.edu
PSYC 101 30	MW	12:00–1:15 p.m.	C. Hayashi	chayashi@swccd.edu
ITAL 101 01	MTWTh	10:30–11:35 a.m.	S. Figueroa	sfigueroa@swccd.edu
ITAL 101 03	MTWTh	12:00–1:05 p.m.	S. Figueroa	sfigueroa@swccd.edu
ENGL 115 27	MW	11–12:50 p.m.	H. Eudy	heudy@swccd.edu
ENGL 115 39	MW	1–1:50 p.m.	H. Eudy	heudy@swccd.edu
BIOL 100 16	TTh	1:30–2:45 p.m.	N. Clark	nclark@swccd.edu
BIOL 210 01	TTh	1–4:50 p.m.	N. Clark	nclark@swccd.edu
PHIL 101 09	TTh	9:30–10:45 a.m.	R. Mules	rmules@swccd.edu
PHIL 101 21	TTh	12:30–1:45 p.m.	R. Mules	rmules@swccd.edu

