

Support Services for Students

ACADEMIC SUCCESS CENTER

The Academic Success Center provides services to assist ALL Southwestern College students and staff in achieving academic success. The center is comprised of three related services: The Writing Center, Reading Center, Math/Science Center, as well as other learning support areas, both on campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro.

The Academic Success Center provides free tutoring to all registered students. Highly trained tutors provide academic support on an individual basis, in small groups or in open labs. Learning assistance is provided in almost every subject area and is designed to assist students in successful completion of college course work.



HEALTH CENTER

The Health Services/Wellness Center is located in room 601F in the Student Center and is open Monday through Saturday. The hours vary during the week at the Higher Education Center at Otay Mesa, National City, and San Ysidro. A registered nurse is on duty to provide emergency treatment, health counseling, and referrals to appropriate agencies. Immunizations and TB skin tests are available at cost. Cholesterol, glucose, anemia testing, tetanus and Hepatitis B vaccines are also available at cost.

All students* (day and evening) who register on campus are covered by an insurance policy which applies to accidents in college-sponsored and supervised activities. An optional student accident and sickness insurance plan is available.

* Except those students enrolled in Regional Occupational Program (ROP) sponsored courses/programs, who are not electing to take college credit, and students in noncredit, or fee-funded courses.

ASSOCIATED STUDENTS ORGANIZATION (ASO)

The Associated Student Organization (ASO) represents all students at Southwestern College and sponsors activities including cultural performances, awards, student clubs, social activities, and student leadership conferences.

The ASO is the recognized student government body of the College. The students elect representatives to both the executive and legislative branches.

CAMPUS STUDENT I.D. CARDS

New students will be provided a temporary student ID, registration information, and other related materials at the time they apply. Former students will receive the same information and will use the ID card and number originally issued. Replacement cards are available in the Student Center for a \$5 fee. Online applicants will receive their student ID number and registration information through email.

STUDENT ACTIVITIES STICKER

Students may purchase a student activities sticker. Proceeds from the Student Activities sticker are monitored and allocated by the Associated Students Organization to provide leadership opportunities,

and sponsor cultural, social, and educational programs for all students. Student Activities sticker and other information is available at the Student Center. For credit/refund information, call 619-482-6568, or stop by the Student Center information counter. The last day for credit/refunds of the student activities sticker will be January 27, 2010.

The Campus Photo ID is the preferred source of identification when setting up campus lab accounts and for all Admissions and Records transactions. It is required for the following services:

- Returns to the Bookstore
- Check or credit card purchases in the Bookstore
- Library materials check out
- Discount tickets and coupons
- Labs on campus
- Cafeteria
- Scholarships
- Calculator Rentals
- Pay for printing

BOOKSTORE

Regular hours for the Chula Vista Campus are as follows:
Chula Vista, **Mon.–Thurs.** 7:45 a.m.–6:30 p.m., **Fri.** 7:45 a.m.–3:30 p.m.

Hours for the Higher Education Centers at National City, Otay Mesa, and San Ysidro will be posted at the Center as well as at www.swcbookstore.com

General Information

- Book list is posted at the textbook counter, and books are arranged on the shelves alphabetically by subject. Textbooks may be purchased online at www.swcbookstore.com.
- Personal checks accepted; SWC and California ID required; no two-party or payroll checks accepted.
- Visa, MasterCard, and Discover cards accepted.
- Refunds and buyback are done at the windows at the front of the bookstore.
- ABSOLUTELY NO REFUNDS OR EXCHANGES WITHOUT SALES RECEIPT. NO EXCEPTIONS.
- Used books can be sold back year-round. SWC ID required.
- LAST DAY TO RETURN Spring 2010 BOOKS FOR REFUND IS WEDNESDAY, JANUARY 27, 2010.

CHULA VISTA CAMPUS BOOKSTORE

Spring 2010 hours

Jan.	4–7	Mon.–Thurs.	7:45 a.m. - 6:30 p.m.
	8	Friday	7:45 a.m.–3:30 p.m.
	9	Saturday	9:30 a.m. - 1:30 p.m.
Jan.	11–12	Mon.–Tues.	7:45 a.m.–6:30 p.m.
	13–14	Wed.–Thurs.	7:45 a.m.–8:30 p.m.
	15	Friday	7:45 a.m. - 6:30 p.m.
	16	Saturday	7:45 a.m. - 1:30 p.m.
Jan.	18	Mon.	Closed - Holiday
	19–21	Tues.–Thurs.	7:45 a.m.–7:30 p.m.
	22	Friday	7:45 a.m.–3:30 p.m.
	23	Saturday	Closed
Jan.	25–28	Mon. - Thurs.	7:45 a.m.–6:30 p.m.
	29	Friday	7:45 a.m.–3:30 p.m.
	30	Saturday	Closed

LAST DAY TO RETURN Spring 2010 BOOKS FOR REFUND IS WEDNESDAY, January 27, 2010.

Support Services for Students

DISABILITY SUPPORT SERVICES

Disability Support Services provides programs and services for students with disabilities. Students are encouraged to contact Disability Support Services in order to obtain services or to enroll in special classes. Services include: educational planning, counseling, note takers, sign language interpreters, parking, equipment loans, and other appropriate services which will help the student have a successful educational experience.

Disability Support Services Office Hours:

Monday–Tuesday 7:45 a.m.–6:30 p.m.

Wednesday–Thursday 7:45 a.m.–4:30 p.m.

Friday 7:45 a.m.–3 p.m.

Call 619-482-6512 or TTY 619-482-6470 for an appointment with a counselor or for general program information.

Deaf and Hearing Impaired Students

Public telephones with TTYs are located by Building 103 and Building 480 near the Snack bar.

DISABLED PERSON PARKING

Southwestern College cannot issue temporary or permanent disabled parking passes. Students or staff who require disabled person parking must apply for the official blue disabled person plates or placard with the Department of Motor Vehicles (DMV) at any DMV office. The application will include a section that requires a physician's certification.

For further information, contact your local DMV office, or stop by the Disability Support Services office in the Student Services Center in the Cesar E. Chavez Building.

Only vehicles with state-issued disabled parking plates or placards may park in disabled person parking spaces on campus. All other vehicles will be issued a citation by the College Police. Vehicles with a valid state-issued disabled person placard or plate may be parked in any legal parking space on campus. A College parking permit would not be required.



FOOD SERVICES

Student Union

Food Services provides a large variety of fast food snacks and complete lunches and dinners at reasonable prices.

Monday–Thursday 7 a.m.–8:15 p.m.

Friday 7 a.m.–2 p.m.

Snack Bar

A snack bar located near the Academic Success Center (Bldg. 420) provides a large variety of fast foods.

Monday–Thursday 7 a.m.–8:15 p.m.

Friday and Saturday 7 a.m.–2 p.m.

Vending machines are placed throughout the campus.



GRADUATION REQUIREMENTS

Southwestern College recognizes the educational achievement of its students by granting the Associate in Arts Degree, the Associate in Science Degree, and certificates of achievement, completion, or proficiency.

Students are encouraged to plan their educational objectives in such a manner as to qualify for graduation with an associate degree. Degrees or certificates are not awarded automatically upon completion of the requirements. A candidate must submit a petition for graduation in evaluations. Petitions for graduation may be filed at any time; however, students wishing to graduate in a specified semester (fall, spring, or summer) must submit a petition according to specific dates.

Students who have attended other colleges/universities must have all official transcripts forwarded directly to Admissions. All previous course work must be evaluated whether or not it is needed for the associate degree at Southwestern College.



LIBRARY SERVICES

You are invited to visit the college Library located in the Learning Resources Center. Services are also available at the Higher Education centers at National City, Otay Mesa and San Ysidro. Become acquainted with a collection of more than 80,000 books and approximately 300 current periodical subscriptions.

In addition, students have access to online databases of full text articles from thousands of magazines, journals, newspapers, and other information resources. Students may also obtain passwords at the Library Reference Desk to gain access to the online databases for off-campus use. Internet access is available for research purposes. Interlibrary Loan services are available for students needing materials from other collections.

Ask a staff member for a library tour, browse subject bibliographies, and check out monthly displays. For more information, call 619-482-6397 or see the Library's web page at www.swccd.edu/~library.



ONLINE LEARNING CENTER

The Online Learning Center (OLC) is a physical space for faculty, students, staff, and community members to get help with online learning. The Online Learning Center, located on the first floor of the library, Room L103, provides six (6) computers for online class and system support.

Students and faculty visit the center primarily to receive hands-on support for the online learning system and class content. The center also provides faculty and student training in small groups, one-on-one sessions and classroom training visitations.

A partnership has been formed with Staff Development to help facilitate workshops on both technical and pedagogical issues and online learning.

The online project supports more than purely online classes. The Online Learning Center provides support for hybrid (50% online and 50% traditional face to face) classes and traditional classes that use the online learning system to augment their course content and teaching.

The Online Learning Center has a toll free 24-hour technical support service: 1-866-471-4246.

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PARKING RULES AND REGULATIONS

On-campus parking and traffic are supervised by the Southwestern College Police Department. The following rules and regulations pertain to all vehicles within Southwestern College jurisdiction. A copy of the College parking policy is available in Business and Operations, Room 1625.

1. All regulatory signs on campus must be obeyed. Parking violations will be cited under California Vehicle Code Section 21113(a).
2. The maximum speed limit on campus is 20 MPH. No stopping, parking, or passing is allowed on the perimeter road of the main campus at any time.
3. Parking is allowed in marked spaces only. Parking in triangles, along roadways, or along parking lot curbing is prohibited. Overflow parking will be allowed ONLY in the dirt area adjacent to Lot O on the main campus. Permits are required in the overflow parking area.
4. Short-term metered parking, intended for visitors to the campus, is available in the visitor parking lot (Lot P) and in parking lot D adjacent to Building 1600 on the main campus. Meter parking is also available at the Southwestern College Education Center, San Ysidro. The maximum time limit is 45 minutes for \$1. Additional coins will not give additional time on the meter.
5. Permits are required from the first day of classes each semester at all Southwestern College sites. Except in metered or disabled person parking spaces, all vehicles must have a valid College parking permit, properly displayed, while parked on any campus. Permits are not valid in metered spaces. Vehicles parked in disabled person spaces must display valid state-issued disabled person identification at all times.
6. Staff parking spaces (gold-lined parking stalls) require a valid staff parking permit at all times. Staff permits are valid in student and staff parking spaces. They are not valid for metered or disabled person spaces.
7. Student parking spaces (white-lined parking stalls) require a valid student semester parking permit or a single-day parking permit, Monday through Thursday 7 a.m.–10 p.m., and Friday and Saturday 7 a.m.–4:30 p.m. Student semester parking permits are available through the Cashiering Office located in the Student Services Center or at the Higher Education Centers.
8. Single-day permits, valid the date of issuance, are available from permit dispensers at various locations in the parking lots for \$3.
9. Motorcycles may be parked only in areas designated for motorcycle parking and require a valid motorcycle parking permit. Multi-vehicle parking permits and single-day parking permits are not available for motorcycle parking at this time.
10. Purchase of a parking permit does NOT guarantee a parking space. The responsibility for finding a legal parking space rests with the operator of the vehicle. Lack of space is not an excuse for illegal parking.

11. Southwestern College is not responsible for lost or stolen permits. Replacement permits may be purchased in Cashiering.
12. A refund (or a credit of the fee) for a student semester parking permit can be processed in the Cashier's Office ONLY during the class change/refund period of the semester for which it was purchased. The permit must be returned in order for a refund or a credit to be processed. Refunds are not given for single-day parking permits.
13. Special permits may be issued by the College Police Department. Such permits must be displayed on the dash, face up.
14. All vehicles remaining for more than 15 minutes in any loading zone on campus will be cited.
15. Parking or loitering on campus after midnight or after special events is prohibited.

TRANSPORTATION INFORMATION



Take the trolley to either:

- Chula Vista Bayfront Trolley Station (E St.) and transfer to Chula Vista Transit Bus Route 705A to Plaza Bonita/Southwestern College.
- Chula Vista H St. Trolley Station and transfer to Chula Vista Transit Bus Route 709/709A to Southwestern College/Otay Ranch Town Center.
- Chula Vista Palomar St. Trolley Station and transfer to Chula Vista Transit Bus Route 712 to Southwestern College.
- The Route 707 also provides service from Otay Ranch Town Center to Southwestern College via East H St. and Eastlake Parkway.

For transit information, please visit the www.sdcommute.com website.

For traffic, transit, and travel information, please visit www.511sd.com.

Recorded driving directions are available by calling 619-482-6520.

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COLLEGE POLICE AND SAFETY

Southwestern College Chula Vista Campus:

It is the policy of the Southwestern Community College District to protect the College community and to protect the property of the District under the administrative direction of Business, Operations and Facilities Planning.

The Department of Police and Safety is directed by the Chief of Police and provides around-the-clock police and patrol protection at the Chula Vista campus. The Southwestern College police officers are sworn armed officers in compliance with the California Education Code and California Penal Code and possess the same authority under the law as municipal police officers. The Southwestern College Police Department is vested by the Governing Board of the District with the authority and responsibility to enforce on District property or at official District events, all applicable local, state, and federal laws.

Southwestern College Police Officers have the authority and duty to conduct criminal investigations, arrest violators, and suppress campus crime. The College Police Department is linked with the Chula Vista Police Department to share criminal records, information on wanted persons, as well as stolen vehicle and property information. The Chula Vista Police may also enforce law on District property.

Public safety assistants are employed by the College Police Department to assist in the Southwestern College crime prevention program. They are student workers whose primary duties are parking enforcement, escort service, and vehicle assistance.

Higher Education Center at San Ysidro (HEC, SY):

At the HEC, SY, police services are provided by the San Diego Police Department. There are no college police officers assigned full-time on the premises. Public safety assistants are assigned to provide escort service, parking control, and vehicle assistance.

Higher Education Center at National City (HEC, NC):

At the HEC, NC, police services are provided by the National City Police Department. There are no college police officers assigned full-time on the premises. Public safety assistants are assigned to provide escort service, parking control, and vehicle assistance.

Higher Education Center at Otay Mesa (HEC, OM):

At the HEC, OM, police services are provided by the College Police Department. There are officers assigned part-time on the premises. When College Police Officers are not available, police services are provided by the San Diego Police Department. Public safety assistants are assigned to provide escort service, parking control, and vehicle assistance.

ACCESS TO CAMPUS FACILITIES

There are no residential facilities for SWC staff or students. Most campus buildings are open 6:30 a.m.–10:30 p.m. when the College is in session. All students and staff have been issued identification cards that they may be asked to produce if there is a question about authorization to be in a specific area.

When staff or students need to be on campus other than during regularly scheduled work or class hours, they must have written permission from the administrative supervisor of their area and a copy must be sent to the College Police Department. Many campus areas are protected by intrusion alarms. Contact the College Police Department before entering such areas.

Campus buildings are regularly locked at midnight on Saturdays and opened again on Monday mornings. Campus entrances are gated and are closed Monday–Friday from midnight to 5 a.m., and from 10 p.m.–5 a.m. on Saturdays and Sundays. The College Police Department provides access to authorized individuals when the gates are closed.

INCIDENT REPORTING

It is important that all crimes occurring on campus be reported immediately so that appropriate action can be taken. Southwestern College endorses a vigorous reporting policy and encourages victims to report all incidents, regardless of their nature, to the College Police Department. Incidents can be reported in person at the College Police/Information building at the entrance to the Chula Vista campus, or by calling the College Police at 619-482-6380.

Parking lot incidents can be reported from call boxes at various locations within the parking lots.

Emergencies requiring police, fire, or medical services can be reported in the same way, or by dialing 9-911 from any campus telephone, or *91 from any campus pay phone to contact the College Police Department.

Southwestern College Chula Vista Campus:

Requests for police services should be made to the College Police Department at ext. 6380, or by dialing *91 from any campus pay phone, or directly to the Chula Vista Police Department by dialing 9-911.

Higher Education Center at San Ysidro (HEC, SY):

The San Diego Police Department investigates crimes and provides police services to the HEC, SY. Dial 9-911 for emergency services. Please alert the Center Administrator at 619-216-6795, or the College Police Department at the Chula Vista campus at 619-482-6380 of all incidents and reports.

Higher Education Center at National City (HEC, NC):

The National City Police Department investigates crimes and provides police services to the HEC, NC. Dial 9-911 for emergency services. Please alert the Center Administrator at 619-216-6665 or the College Police Department at the Chula Vista campus at 619-482-6380 of all incidents and reports.

Higher Education Center at Otay Mesa (HEC, OM):

The College and San Diego Police Departments investigate crimes and provides police services to the HEC, OM. Dial 9-911 for emergency services. Please alert the Center Administrator at 619-216-6750, or the College Police Department at the Chula Vista campus at 619-482-6380 of all incidents and reports.

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CRIME PREVENTION

Preventing crime is the best measure of protection. Southwestern College supports a proactive crime prevention policy, keeping the campus a safe place to work and learn. You can learn more about crime prevention. The College Police Department provides presentations on personal safety, vehicle and residential safety, office and equipment security, and rape prevention.

If you park on campus, remember to LOCK your vehicle, as the college is not responsible for any theft or damage in the parking lots. Consider investing in a steering wheel locking device. Take advantage of all safety services. Use the escort service if you are out at night. Higher Education Center students (San Ysidro, Otay Mesa and National City) may arrange for an escort at the respective center office. Learn the location of the public telephones on the Chula Vista campus to call *91 for emergency assistance.

Read your campus newspaper. Students and staff are alerted to incidents of criminal activity through the Southwestern Sun.

Report activities that appear to be suspicious or dangerous. The College Police Department also welcomes the reporting of physical hazards in order that they may be corrected to avoid personal injury.

EMERGENCY AND CAMPUS ASSISTANCE

Southwestern College Chula Vista Campus

Emergency:

College Police:

*91 (From any campus pay phone)

OR ext. 6380 (From campus extensions)

OR 9-911 for Chula Vista Police/Fire Departments

Non-emergency:

College Police: 619-482-6380 or ext. 6380

Counseling Center: 619-482-6317 or ext. 6317

Health Services: 619-482-6354 or ext. 6354

Chula Vista Police: 619-691-5151

Higher Education Center at National City (HEC, NC)

Emergency:

National City Police/Fire Department: 9-911

Non-emergency:

Center Administrator: 619-216-6669

Higher Education Center at Otay Mesa (HEC, OM)

Emergency:

San Diego Police/Fire Department: 9-911

Non-emergency:

Center Administrator: 619-216-6750

Higher Education Center at San Ysidro (HEC, SY)

Emergency:

San Diego Police/Fire Department: 9-911

Non-emergency:

Center Administrator: 619-216-6795

NO SMOKING POLICY

Smoking is prohibited within 20 feet of all entryways and operable windows, in all interior spaces of any building, including enclosed patios, or vehicles that are under the direct jurisdiction of Southwestern Community College District. Smoking is permitted only within designated smoking areas. This prohibition shall apply to all on-campus buildings, including enclosed patios, as well as all extension sites that are owned or leased by the District. Smoking shall be prohibited in all District-owned vehicles. Smoking shall be permitted at designated outdoor locations. Policy No. 3570

STUDENT POPULATION AND CRIME STATISTICS

	2005	2006	2007	2008
Enrollment:	18,346	18,492	19,600	20,003
Type of Incident:				
Homicide	0	0	0	0
Manslaughter	0	0	0	0
Sexual Offense:				
Forcible	0	2	0	0
Non-forcible	0	2	0	0
Robbery	0	0	1	1
Battery	8	9	7	10
Burglary	*1 23	27	25	20**1
Arson	**1 0	0	0	0
Vehicle Theft	**3 15	**1 12	12	5
Weapons Offenses	1	1	3	6
Alcohol Offenses	1	6	2	8
Drug Offenses	2	4	6	6

*HEC, NC **HEC, SY ***HEC, OM

STUDENT RIGHT-TO-KNOW

In compliance with the Student Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542) and as a service to its community, the Southwestern Community College District makes available its completion and transfer rates to all current and prospective students.

Beginning in Spring 2001 a cohort of all college students who were certificate-, degree-, and transfer-seeking first time, full-time students were tracked over a three-year period. The completion and transfer rates are based on information submitted by each college to the U.S. Department of Education. Based on the cohort defined above, 36.2 percent of the SWC cohort attained a certificate or degree or became transfer-prepared from Spring 2000 to spring 2003. In addition, 18.1 percent transferred to another postsecondary institution (University of California, California State University, or another California community college) during the same three-year period.

Note that the above rates do not represent the success rates of the entire student population at Southwestern College (SWC), nor do they account for student outcomes occurring after this three-year tracking period. Additionally, the rates do not describe other important features about the College and its students. As one of the top 100 associate degree producers in the nation—and the twelfth highest degree producer for minorities—SWC contributes significantly to the lives of thousands of students in assisting them to meet their educational

Support Services for Students

goals (Community College Week analysis of U.S. Department of Education Data, November 12, 2001).

More information concerning SRTK is available from the Academic Affairs offices. Additional information can be found by visiting <http://srtk.cccco.edu/index.htm>.

SUBSTANCE ABUSE POLICIES

Southwestern Community College District has been designated drug and alcohol free. Consumption of drugs and/or alcohol is strictly prohibited. The sale, manufacture, distribution, or possession of most controlled substances are illegal under both state and federal laws. All violators, whether students or employees, are subject to disciplinary action, criminal prosecution, fine, and/or imprisonment. The Education Code and other state laws restrict the sale, consumption, and furnishing of alcohol on the college campus. The College Police Department enforces all alcohol and drug laws on campus.

SEXUAL ASSAULT AND SEXUAL HARASSMENT

Southwestern Community College District is committed to providing a safe environment, free from victimization or fear of victimization, free from all sexual offenses or sex crimes, and free from all forms of sexual harassment.

The Dean of Student Services and the Director of Human Resources are committed to protecting and assisting those individuals who believe they have been sexually harassed, abused, and/or assaulted.

If a sex offense occurs, victims and witnesses are urged to contact the College Police immediately if the offense occurs on the Chula Vista campus, the San Diego Police if the offense occurs at the Southwestern

Southwestern College's International Studies Program and the Child Development Department offer you the opportunity to:

Work with youth in South Africa Spring 2010!

This international education program is specifically geared toward students interested in service-based work in an international setting. Program cost approximately \$2650.

FOR MORE INFORMATION CONTACT:
 Dr. Carla Kirkwood - IP Coordinator
 IPGlobal@swccd.edu
 619-482-6504 - Room 651 (Main Campus)

College Education Center, San Ysidro, or the National City Police if at the Higher Education Center, National City. Victims may also contact Health Services or the Dean of Student Services for assistance, who shall then notify the College Police. If sexual harassment occurs, victims are urged to contact the Director of Human Resources.

Crisis counseling for victims is available from college counselors. The Chula Vista, San Diego, and National City Police Departments have trained personnel assigned to assist victims of sex offenses and may arrange for appropriate transportation for medical attention. Health Services provides students with various types of literature dealing with rape and acquaintance rape. Health Services also presents awareness workshops on these topics throughout the school year. During the annual Social Services Fair, various community agencies are invited to provide information regarding services available to rape victims.

Those who are arrested for sex offense crimes on campus are subject to criminal prosecution, in addition to disciplinary action under District policies. The accuser and the accused may be entitled to information regarding the status of the complaint in accordance with California state law and the District's sex offense procedures.

The District's Sexual Harassment provides that the District is committed to providing all employees, applicants for employment, students, or any other person in a business, service, or professional relationship with the District, an environment free from sexual harassment and that the District will not tolerate such conduct. Sexual harassment is unlawful conduct, a violation of District policy, and will not be tolerated. Those who violate the policy are subject to disciplinary action, up to and including suspension and/or immediate termination of employment or suspension or expulsion from academic programs, as is appropriate. Severity of the disciplinary action will be based upon the circumstances.

Southwestern College and SDICCA presents

Study Abroad in Spain for Fall 2010!

SPEND FALL SEMESTER 2010 STUDYING ABROAD IN SEVILLE AND BARCELONA, SPAIN.

EARN 12 TRANSFER UNITS TO UC AND CSU.

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