



Student Information Guide—Fall 2014

Higher Education Center at Otay Mesa
8100 Gigantic Street
San Diego, CA 92154
(619) 216-6750

Monday through Thursday: 7:45 a.m. –6 p.m.
Friday: 7:45 a.m.—4 p.m.

Office/Department	Services	Hours of Operation
ASSESSMENT Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Assessment Placement Tests for: * English * Mathematics * Reading	The Assessment Schedule is posted on the SWC Webpage http://swccd.edu/ under Student Information, Assessment, Testing Schedule. Testing is by appointment only. You may schedule an appointment in person or by phone. Testing will be held at 12:30-3:30 p.m. on Fridays, 9/26, 10/17, 11/14, and 12/12, Room 4426.
BOOKSTORE Bldg. 4200, 1st floor (619) 216-6750, Ext. 4464 Textbook Refund Deadline: 8/23/14 Refunds with registration of dropped classes: August 25-29, 2014 Bookstore will be closed during the fall semester.	Offers: * Textbooks * Scantron Forms * School Supplies * Food Snacks	The bookstore encourages students to order online. ♦ <i>Free shipping to any Higher Ed Center.</i> ♦ <i>All orders placed Monday through Thursday will be delivered next day to the Student Services Center Office by noon.</i> ♦ <i>Picture ID required for pick up.</i> ♦ <i>Orders placed Friday afternoon, Saturday or Sunday will be delivered the following Monday by noon.</i>
COMPUTER LAB Room 4424, 2nd Floor (619) 216-6750, Ext 4474, 4456	Offers: * Open lab * Computers available on first come basis * Pay for print, black and white and color printing available	Monday through Thursday: 7:30 a.m.—7:30 p.m. Friday: 7:30 a.m.—3 p.m.
COUNSELING Student Services Office Felipe Ballon, Counselor Maria Elena Solis, Counselor Kimi Rodriguez-McSwain, Counselor Grace McKissick, Personal Wellness Counselor Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403	Offers: * Academic, Transfer, and Vocational Counseling, * Career Assessment * Crisis and Personal Referrals * Disqualification Petitions * Transfer Information * Orientations * Student Education Plan (SEP)	Call to schedule an appointment for a Student Education Plan (SEP). Walk-ins are available Monday—Thursday for quick questions at: 10 a.m.—10:30 a.m. Noon—12:30 p.m. 3 p.m.—3:30 p.m. <u>Ms. McKissick Services on Tuesday at 3:30 p.m.-6 p.m. on 9/2, 9/23, 10/7, 10/21, 11/4, 12/2.</u>
DISABILITY SUPPORT SERVICES Student Services Office Sherilyn Salahuddin, Counselor Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403	Offers: * Disability Counseling * Disability Testing * Educational Planning * Note Takers * Priority Registration * Test Accommodations	DSS counseling services are provided by appointment only. Call to schedule an appointment.
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (E.O.P.S.) Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Offers: * Book Loan Program * Counseling Appointments * Priority Registration * Student Employment Services	Counselors are available by appointment only. Extended Opportunity Programs and Services, EOPS, will be accepting applications for spring 2015 from November 17 through December 19.
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FINANCIAL AID SERVICES Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Offers: <ul style="list-style-type: none"> * Application Assistance for Free Application Federal Student Aid (FAFSA) * Board of Governors Waiver (BOGW) * Loan Assistance, Fall and Spring only * Scholarships Assistance * Student Employment Information available 	Services provided by Walk-in only.
HEALTH SERVICES Grace Cruz, R.N. Nurse Associate Room 4501 (619) 216-6758	Offers: <ul style="list-style-type: none"> * Blood Pressure Screening * Health Education and Counseling * Immunizations * Over the counter medications * Pregnancy Tests * Referral Services * Tuberculosis Skin Test and Readings 	August 18 through December 19, 2014 Tuesday: 4 p.m.—6:30 p.m. Friday: 8 a.m.—1:30 p.m.
LIBRARY SERVICES Librarians: Ann Willard, John Tibbals, Arnold Josafat, Sidney Laramie, Librarian Assistant: June Gomez Room 4201A (619) 216-6750, Ext. 4424	Offers: <ul style="list-style-type: none"> * Encyclopedias and Dictionaries * Magazines and Newspapers * On-Line Information Requests * Paper-back Books * Reserved Books * Returned of Checked-out Books and Magazines 	August 18 through December 19, 2014 Monday: 11 a.m.—6 p.m. Tuesday and Wednesday: 9 a.m.—6 p.m. Thursday: 9 a.m.—Noon <i>Closed on Fridays.</i>
STUDENT SERVICES Student Services Office Diana Hernandez, Ed Center Tech Alejandra Torres-Lacy, Ed Center Tech Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Offers: <ul style="list-style-type: none"> * Admissions and Records Information * General Information * Cashiering Services * Lost and Found Services * Petitions * Transcript Requests * Student ID Cards * ASO Cards 	August 18 through December 19, 2014 Monday through Thursday: 7:45 a.m.—6 p.m. Friday: 7:45 a.m.—4 p.m.
TUTORING SERVICES Marisol Ortiz—Anatomy Rissa J. Choi—Anatomy Laura Gomez-Pintor—Anatomy Room 4421	Disciplines: <ul style="list-style-type: none"> * Anatomy * Biology 	Tuesday: 8 a.m.—10 a.m. Thursday: 8 a.m.—11 a.m. Friday: 11 a.m.—6 p.m.
COMPUTER APPLICATIONS Maria Teresa Serrano-Sandoval Computer Lab – Room 4424	<ul style="list-style-type: none"> * Accounting * Blackboard/Web Advisor * Microsoft Computer Applications 	Tuesday through Thursday: 2 p.m.—7 p.m.
MATHEMATICS WORKSHOPS Transfer Center Room 4101	<ul style="list-style-type: none"> * Developmental Mathematics * Mathematics 	Mid-Term Workshop Dates: TBD Finals' Week Workshops: TBD
NURSING Christopher Brandt—Nursing Lab Room 4402	<ul style="list-style-type: none"> * Nursing 	Tuesday and Thursday: 8 a.m.—4 p.m.