

FULL-TERM CLASSES

- To drop with a refund—February 4
- To drop without a "W" grade—February 8
- To drop with a "W" grade—April 17

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—20% of actual class meeting days.
- To drop with a "W" grade—75% of actual class meeting days.

Check WebAdvisor for specific dates.

A student failure to officially withdraw from a class may result in a grade of "F" or "NP" if applicable.

Students who withdraw from classes and are receiving a Pell grant may be required to repay some or all of funds received. Please see the "Withdrawals and Return to Title IV" tab on the Financial Aid webpage at www.swccd.edu/financialaid for more information.

Support Services for Students

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) provides services to assist ALL Southwestern College students in achieving academic success both at the Chula Vista campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro. The ASC promotes learning by offering free services in six areas: individual tutoring, group tutoring, walk-in centers and labs, computerized tutorials, workshops and test proctoring. The ASC 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. As a resource for students, faculty, and staff, ASC works to provide the fullest opportunities for mastering the strategies, skills, understandings, and attitudes that foster effective and self-directed learning in college and beyond. Information on ASC, tutoring schedules, community services and resources can be found on the LAS/ASC webpage <http://www.swccd.edu/index.aspx?page=1283>.

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. For more information on how to get involved please contact the Associated Students Organization at 619-421-6700, ext. 5968 or 619-482-6568.

BOOKSTORE

Regular hours for the Chula Vista Campus are as follows:

Mon.–Thurs.....7:45 a.m.–6:30 p.m.
 Fri.....7:45 a.m.–2 p.m.
 Sat.....Closed

Follow us on Facebook for updated information, sales, store hours, rental return reminders and bus pass information.

Regular hours for the Education Centers are as follows:

Hours for the Higher Education Centers at National City, Otay Mesa, and San Ysidro will be posted at the Centers 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.
- TEXTBOOK RENTALS available year-round. Check website for availability.
- 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. ID Required.
- 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 2015 BOOKS FOR REFUND IS SATURDAY, JANUARY 24, 2015
- THE BOOKSTORE WILL ISSUE REFUNDS WITH RECEIPT UNTIL SATURDAY, JANUARY 24, 2015
- FOR STUDENTS WHO CAN PROVIDE THEIR REGISTRATION STATEMENT WITH CLASS DROP, THE REFUND WILL BE EXTENDED TO JANUARY 26–30 WITH PROOF OF REGISTRATION DROP SLIP ONLY. RECEIPT REQUIRED FOR ANY TRANSACTION.

COUNSELING SERVICES

Counseling services are provided to students in various college departments. Counseling services assist students with their educational planning: career development and selecting a major, personal counseling, and various other support services. Departments providing these services include: CalWORKs, CTECS, Career Center, Counseling Center, DSS, EOPS, and Transfer Center. Please visit one of these departments for assistance, located at all campuses.

CAMPUS STUDENT ID CARDS

New students need to provide their semester registration statement with official government identification when arriving at the information counter in the Student Center. 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.

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, equipment loans, and other appropriate services which will help the student have a successful educational experience.

Disability Support Services Office Hours:

Mon.–Thurs.....8 a.m.–6:30 p.m.
 Fri.....8 a.m.–3 p.m.

Call 619-482-6512 or VP 619-207-4480 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.

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 park in any legal parking space on campus. A College parking permit would not be required.

FOOD SERVICES

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

Student Union

Mon–Thurs..... 7 a.m.–4 p.m.

Fri. 7 a.m.–2 p.m.

Time Out Café

Mon–Thurs..... 7 a.m.–8:15 p.m.

Fri. 7 a.m.–2 p.m.

Tradewinds Café

Mon–Thurs..... 7 a.m.–6 p.m.

Fri. 7 a.m.–1:30 p.m.

Vending machines are available 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.

HEALTH CENTER

The Health Services/Wellness Center is located in room 601F in the Student Center and is open Monday through Friday. 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.

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. Inter-library 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 four (4) 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 (partially online and partially 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 toll-free after-hours technical support service 1-888-556-6718.

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 February 4, 2015.

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 and Buyback for the Bookstore
- Check or credit card purchases in the Bookstore
- Library materials check out
- Discount tickets and coupons
- Labs on campus
- Cafeteria
- Scholarships. EOPS and all Special Programs at the Bookstore

- Scholarships
- Calculator rentals
- Pay for printing

Parking Rules and Regulations

On-campus parking is supervised by the Southwestern College Police Department. Parking and traffic are enforced at all times in all Southwestern College locations and parking lots. The following rules and regulations pertain to all vehicles within the jurisdiction of Southwestern College. Parking Services hours of operation are Monday through Friday, 8 a.m.–5 p.m. and closed on all District holidays.

If you have any parking related questions that are not addressed here, please contact the Southwestern College Police Department at swcparking@swccd.edu or (619) 216-6611.

Parking Policy

1. All regulatory signs on campus must be obeyed. Violators will be cited under California Vehicle Code.
2. The maximum speed limit on the 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 curb lines is prohibited. Overflow parking will ONLY be allowed in the dirt area adjacent to Lot O on the main campus. Permits are required at all-times including in the overflow parking area.
4. The visitor parking lot located at the Chula Vista campus, located in Parking lot A is marked with green lines. Visitor parking has a time limit of 30 minutes max with the purchase of the visitor parking permit this fee is \$1.00. Visitor permits can be purchased from the permit dispenser located in parking Lot A.
5. Short-term meter parking is intended for only 45 minutes and is available at the Higher Education Centers, Otay Mesa and San Ysidro. Meters have a maximum time limit of 45 minutes for \$1.00. Additional coins will not give additional time on the meters located at the Higher Education Centers.
6. Parking permits are required from the first day of classes at all Southwestern College sites. Permits are not valid in metered spaces. Vehicles parked in disabled person spaces must display a valid State-issued Disabled Person placard at all times.
7. Staff parking spaces (yellow/white marked spaces only) require a valid staff parking permit at all times.
8. Student parking spaces (white marked spaces) require a valid student or daily parking permit, Monday through Saturday, 7 a.m.–10:30 p.m.
9. Daily permits, valid the date of issuance, are available from permit dispensers at various locations on campus. These permits are valid in student spaces only.
10. Motorcycles may be parked only in areas designated with a valid motorcycle or daily permit. If you receive a citation with a daily permit, report to the College Police Department in room 105D with the citation and daily permit for assistance.
11. 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.
12. Southwestern College is not responsible for lost or stolen permits. Replacement permits will be repurchased at full value by student.
13. Special permits may be issued by the College Police Department and Parking Services. Special permits must be displayed on the dashboard, face-up at all times.
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 11 p.m. or after special events is prohibited.
16. Vehicles using duplicated or fraudulent parking permits will be cited, confiscated, and referred to Student Affairs for disciplinary action.

For parking updates please check: <http://www.swccd.edu/index.aspx?page=210>

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. college police and safety

The safety and wellbeing of our students, faculty, and staff is important. Although the campus is a safe place, crime does occur.

In order to keep all constituent groups informed, the Southwestern College Campus Police maintain a Crime Awareness and Campus Safety Report (which can be accessed online with the following link: <http://www.swccd.edu/index.aspx?page=911>). The purpose of this report is to heighten community awareness about campus crime and prevention.

A truly safe campus can only be achieved through the cooperation of everyone. Campus emergencies can be reported by dialing *91 on any college telephone. Students may arrange for an escort to and from class by contacting the respective police office at the Chula Vista campus and the Higher Education Centers at National City, Otay Mesa and San Ysidro.

If you need additional information, please stop by the Southwestern College Campus Police Office located in Building 100, Room 105D, on the Chula Vista campus.

No Smoking Policy

Smoking is prohibited in all enclosed places of employment, including enclosed patios, lobbies, lounges, elevators, stairwells, restrooms, and all District-owned vehicles. Smoking is permitted only within designated smoking areas within the confines of the perimeter road (Chula Vista campus), and in the walkways adjoining the perimeter road. 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