

Frequently Called Phone Numbers

For questions or department not listed below, call 619-421-6700 and press "0" for Operator or visit www.swccd.edu

Area Code 619

	Ext.
Academic Success Center	482-6348
Adjunct Faculty Voicemail	482-6565
Admissions	421-6700 5215 or 5216
Art Gallery	216-6605
Assessment (Placement Tests)	482-6385
Associated Student Organization (ASO)	482-6443
Athletics	482-6370
Basic Police Academy	482-6462
Bookstore	482-6416
Cafeteria	482-6359
CalWORKs Program	482-6510
Career Center	421-6700.....5247
Cashier's Office/Student Accounts.....	482-6307
Child Development Center.....	216-6695
College Police (EMERGENCIES ONLY)	216-6691
College Police (NON-EMERGENCIES).....	482-6380
Communications, Community and Government Relations	482-6304
Continuing Education	482-6376
Counseling	421-6700.....5240
Crown Cove Aquatic Center	575-6176
Customized Training	482-6376
Dental Hygiene.....	216-6663
Disability Support Services	482-6512/ VP 207-4480
Economic Development	482-6479
Emergency Medical Technology: Paramedic (EMT/EMTP)	216-6760
Extended Opportunity Programs and Services (EOPS)	482-6456
Evaluations.....	482-6326
Facilities	482-6319
Financial Services and Budgeting	216-6641

Area Code 619

	Ext.
Health Services.....	482-6354
High School Student Information (Outreach)	482-6518
Higher Education Center at National City	216-6665
Higher Education Center at Otay Mesa.....	216-6750
Higher Education Center at San Ysidro.....	216-6790
Instructional Support Services	482-6442
Library	482-6397
Nurse.....	482-6354
Nursing Programs and Courses	482-6352
Online Learning Center	482-6595
Outreach.....	482-6518
Perkins Grant/CTE Office	421-6700.....5261
Prerequisite Review	216-6659
Registration Information	421-6700.....5215 or 5216
Security	482-6380
Small Business Development Center.....	482-6391
Student Accounts	482-6307
Student Activities	482-6568
Student Employment Services	482-6356
Student Newspaper (Southwestern Sun)	482-6368
Superintendent/President	482-6301
TechPrep/2+2	421-6700.....5740
Tennis Courts and Tennis Center	421-6622
Theatre Box Office	482-6367
Transfer Center	482-6472
Veterans.....	482-6324
Workability III Program	216-6714

Schools, Units and Centers

Arts, Communication and Social Sciences	482-6372
Business and Technology	482-6582
Continuing Education	482-6479
Counseling and Student Support Programs.....	482-6471
Language, Literature and Humanities.....	482-6461
Mathematics, Science, and Engineering.....	482-6459
Wellness, Exercise Science and Athletics.....	216-6626
Higher Education Center at National City	216-6665
Higher Education Center at Otay Mesa.....	216-6750
Higher Education Center at San Ysidro.....	216-6790

* During peak times, some offices may not be able to answer all telephone lines. Please refer to the College website for more information.

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IMPORTANT DATES AND DEADLINES

SEPTEMBER 8

- Spring 2016 application period begins. Applications may be completed online at www.swccd.edu

NOVEMBER 9

- Email registration information to students

NOVEMBER 11

- Holiday—Veteran's Day

NOVEMBER 16

- Registration begins by appointment for students
- Wait list available (as classes fill)

NOVEMBER 26–29

- Holiday—Thanksgiving Holiday

DECEMBER 19–JANUARY 3

- Winter Break - College closed

JANUARY 3

- Residency determination date

JANUARY 4 – JANUARY 28

- January Session – short term classes

JANUARY 18

- Holiday—Martin Luther King, Jr. Day

FEBRUARY 1

- Spring instruction begins for full-term and first 8-week session

FEBRUARY 1–15

Deadlines for Full-term classes

- Add/drop period/class change period
- Last day to add classes on WebAdvisor. No late adds will be accepted. Deadline will be enforced.
- Last day to withdraw from a class without receiving a "W" grade
You may add classes with an add code or withdrawal from classes via WebAdvisor at <https://webadvisor.swccd.edu>
- Refunds—Last day to withdraw from full-semester classes and qualify for a full refund of enrollment fees and non-resident tuition (See information below for short session deadline).
- Last day to get a refund for Student Activities Stickers

FEBRUARY 4

- Last day to receive a refund in the Bookstore without proof of drop, original sales receipt required

FEBRUARY 6–10

- Textbook Refunds only with proof of drop and original sales receipt. Course Materials and Textbooks Subject to 10% restocking fee without proof of drop

FEBRUARY 12 - 15

- Holiday—President's Weekend

FEBRUARY 19

- Last day to file a petition for independent study

FEBRUARY 26

- Last day to file a petition for Pass/No Pass

MARCH 1

- Last day to submit Graduation Petition for Spring 2016

MARCH 11

- Last day to file a petition for Credit by Examination

MARCH 28–APRIL 3

- Spring Break

APRIL 4

- 2nd Short Session begins

APRIL 29

- Last day to withdraw from full-semester courses and receive a "W" grade for full-semester (16-week sections)

MAY 6–8

- Grad Fest Chula Vista. Please see website www.swcbookstore.com for up-to-date information

MAY 21–27

- Final Examination Week

MAY 27

- Commencement

MAY 30

- Holiday—Memorial Day

Reminder to Faculty

Grade rosters must be submitted on WebAdvisor and are due by MIDNIGHT on Tuesday, May 31

Short Session Deadlines:

SHORT SESSIONS BEGIN JANUARY 4, FEBRUARY 1 AND APRIL 4

Check WebAdvisor to view the following deadline dates by clicking on the class title of a specific class section. Deadlines for short-session classes are determined as indicated below.

- Deadline to add classes: The day prior to Census
- Deadline for refund: 10% of actual meeting days (Note: in some cases this may be the first day of class).
- Deadline to apply for pass/no pass option is the first week for short term classes
- Deadline to withdraw from class without receiving a "W": 20% of actual class meeting days
- Deadline to withdraw from class and receive a "W": 75% of actual meeting days

Office Hours

ACADEMIC SUCCESS CENTER

619-482-6348, Building 420
 Mon.–Thurs..... 7:30 a.m.–8 p.m.
 Fri..... 7:30 a.m.–4 p.m.
 Sat. & Sun..... Closed

ADMISSIONS AND RECORDS

619-421-6700 ext. 5215 or 5216, *Building 1400, Room S101
 Mon.–Thurs. 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

ASSESSMENT/PREREQUISITES

619-482-6385, *Building 1400, Room S107
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

BOOKSTORE

619-482-6416, Building 630
 Mon.–Thurs. 7:45 a.m.–6:30 p.m.
 Fri. 7:45 a.m.–2 p.m.
 (Saturday hours vary, check the Bookstore website at www.swcbookstore.com)

CALWORKS PROGRAM

619-482-6510, Building 1400, Room S210
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri..... 8 a.m.–3 p.m.

CAREER CENTER

619-421-6700, ext. 5247 *Building 1400, Room S206
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

CASHIER'S OFFICE/STUDENT ACCOUNTS

619-482-6307, *Building 1400, Room S102
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

CHILD DEVELOPMENT CENTER

619-216-6695, *Building 2000
 Mon.–Fri. 7 a.m.–6 p.m.

COLLEGE POLICE DEPARTMENT

619-216-6691 (EMERGENCIES ONLY)
 619-482-6380 (Non-emergencies), Building 105, Room 105D
 Police: Mon.–Sat. 6 a.m.–10:30 p.m.
 Police Lobby: Mon.–Fri. 8 a.m.–5 p.m.

CONTINUING EDUCATION

619-482-6376, Building 660
 Mon.–Fri. 8 a.m.–4:30 p.m.

COUNSELING CENTER

619-421-6700, ext. 5240, *Building 1400, Room S204
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

DISABILITY SUPPORT SERVICES (DSS)

619-482-6512, Building *1400, Room S108
 VP 619-207-4480
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

DISTRICT LOST AND FOUND

619-482-6380, Building 105, Room 105D
 Mon.–Sat. 8 a.m.–5 p.m.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

619-482-6456, *Building 1400, Room S201
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

EVALUATIONS

619-482-6326, *Building 1400, Room S104
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

FINANCIAL AID

619-421-6700, ext. 5258 *Building 1400, Room S104
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

FIRST YEAR EXPERIENCE (FYE)

619-421-6700, ext. 5805 *Building 1400, Room S210
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

FOOD SERVICES

See also:
 Student Union
 Time Out Café
 Trade Winds Café

HEALTH SERVICES

619-482-6354, Building 600, Room 601F
 Mon.–Thurs. 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

HONORS PROGRAM

619-482-6472, *Building 104, Room 104B
 Mon.–Thurs. 7:30 a.m.–4 p.m.

LIBRARY

619-482-6397, Building 620
 See Library webpage for hours of operation
www.swccd.edu/~library

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT PROGRAM (MESA)

619-482-6381, Building 390, Room 396
 Mon.–Thurs. 8 a.m.–6 p.m.
 Fri. 8 a.m.–2 p.m.

ONLINE LEARNING CENTER

619-482-6595, Building 620, Room L103
 Call 888-556-6718 after business hours
 Mon.–Fri. 9 a.m.–4 p.m.

OUTREACH SERVICES

619-482-6518, Building 1400, Room S101A
 Mon.–Thurs..... 8 a.m.–5:30 p.m.
 Fri. 8 a.m.–3 p.m.

PERKINS GRANT/CTE OFFICE

619-421-6700, ext 5261, Building 660
 Mon.–Fri. 8 a.m.–4:30 p.m.

SERVICE LEARNING/COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

619-482-6537, Building 600, Room 601C
 Mon.–Thurs. 8:15 a.m.–4:45 p.m.
 Fri. 7:45 a.m.–3 p.m.

STUDENT ACTIVITIES

619-482-6568, Building 600, Room 601C
 Mon.–Thurs. 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

STUDENT EMPLOYMENT SERVICES

619-482-6356, *Building 1400, Room S208
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

STUDENT UNION

619-482-6359, Building 610
 Mon.–Thurs. 7 a.m.–4 p.m.
 Fri. 7 a.m.–2 p.m.

TECH PREP/2 + 2

619-421-6700, ext. 5740, Building 200, *Room 200A
 Mon.–Fri. 11 a.m.–3 p.m.

TIME OUT CAFÉ

619-421-6700, ext. 5305, Building 480
 Mon.–Thurs. 7 a.m.–8:15 p.m.
 Fri. 7 a.m.–2 p.m.

TRADE WINDS CAFÉ

619-421-6700, ext. 5971, Building 150S
 Mon.–Thurs. 7 a.m.–6 p.m.
 Fri. 7 a.m.–1:30 p.m.

TRANSFER CENTER

619-482-6472, *Building 1400, Room S205
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

VETERANS SERVICES

619-482-6324, *Building 1400, Room S104
 Mon.–Thurs..... 8 a.m.–6:30 p.m.
 Fri. 8 a.m.–3 p.m.

WORKABILITY III PROGRAM

619-216-6714, *Building 1400, Room S207A
 Mon.–Thurs..... 9 a.m.–4 p.m.
 Fri. 9 a.m.–11 a.m.

*..Building 1400 is the Cesar E. Chavez Building/Student Services Center

School, Unit and Center Hours

CROWN COVE AQUATIC CENTER

Christine Perri, Dean
 Patrice Milkovich, Director
 619-575-6176
 Mon–Fri.8:30 a.m.–5p.m.

OFFICE OF STUDENT SERVICES

Dean To Be Determined
 619-482-6369, Building 1400, Room S109
 Mon–Thurs.....8 a.m.–5 p.m.
 Fri.8 a.m.–3 p.m.

SCHOOL OF ARTS, COMMUNICATION AND SOCIAL SCIENCES

William Kinney, Acting Dean
 619-482-6372, Room 702B
 Mon–Thurs.7:30 a.m.–6:45 p.m.
 Fri.8:00 a.m.–4:30 p.m.

SCHOOL OF BUSINESS AND TECHNOLOGY

Mink Stavenga, D.B.A., Dean
 619-482-6582, Room 470K
 Mon–Thurs.7:45 a.m.–6:45 p.m.
 Fri.7:45 a.m.–4:30 p.m.

SCHOOL OF COUNSELING AND STUDENT SUPPORT PROGRAMS

Beatrice Zamora-Aguilar, Dean
 619-482-6471, Room S204
 Mon.–Thurs.....8 a.m.–6:30 p.m.
 Fri.8 a.m.–3 p.m.

SCHOOL OF INSTRUCTIONAL SUPPORT SERVICES AND CONTINUING EDUCATION

Mia McClellan, Dean
 619-482-6479, Building 660
 Mon–Fri.....7:30 a.m.–4 p.m.

SCHOOL OF LANGUAGE, LITERATURE AND HUMANITIES

Joel Levine, Ed.D., Dean
 619-482-6461, Room 430J
 Mon.–Thurs.7:30 a.m.–6:45 p.m.
 Fri.7:30 a.m.–4:30 p.m.

SCHOOL OF MATHEMATICS, SCIENCE AND ENGINEERING

Dean To Be Determined
 619-482-6344, Room 215
 Mon.–Thurs.7 a.m.–6:45 p.m.
 Fri.7 a.m.–4:15 p.m.

SCHOOL OF WELLNESS, EXERCISE SCIENCE AND ATHLETICS

Dean To Be Determined
 619-216-6626, Room H403
 Mon.–Thurs.7:30 a.m.–6 p.m.
 Fri.7:30 a.m.–4:30 p.m.

HIGHER EDUCATION CENTER AT NATIONAL CITY (HEC, NC)

Christine Perri, Dean
 619-216-6665, Room 7103
 Mon.–Thurs.7:45 a.m.–6:30 p.m.
 Fri.7:45 a.m.–5 p.m.

HIGHER EDUCATION CENTER AT OTAY MESA (HEC, OM)

Silvia Cornejo, Dean
 619-216-6750
 Mon.–Thurs.7:45 a.m.–6 p.m.
 Fri.7:45 a.m.–4 p.m.

HIGHER EDUCATION CENTER AT SAN YSIDRO (HEC, SY)

Silvia Cornejo, Dean
 619-216-6790
 Mon & Fri.....7:15 a.m.–4:45 p.m.
 Tues, Wed & Thurs...7:15 a.m.–6:45 p.m.
 Sat.....7:45 a.m.–3:45 p.m.

Important Information

Student Support and Success Steps

Complete the steps listed below to get you on the right track to Student Success!
Don't delay!

STUDENT ORIENTATION PART 1

Approximately 30 Minutes Online

- Log into WebAdvisor and select "Student Orientation" located under the Orientation link.
- Student Orientation informs you about important initial services
- Prepares you for Reading, English, math assessment/placement
- Reviews the study guides to prepare for assessment testing, if needed.
- Individualized accommodations are available to meet the needs of students with disabilities. Contact DSS at 619-482-6512 / VP 619-207-4480.

ASSESSMENT

Approximately 2–3 Hours

- Go to the Assessment website for walk-in testing schedule.
- Bring a photo ID and your SWC student ID number.
- If you have completed math and English courses or assessment at another college, submit proof to the Assessment Center, <http://www.swccd.edu/assessment>.

STUDENT ORIENTATION PART 2 AND FIRST SEMESTER PLAN

Approximately 45 Minutes Online

You can access Student Orientation part 2 and the First Semester plan the day after you complete the assessment/placement process. If you have already completed the SWC assessment within the last three years, please contact the Assessment Center for clearance.

- Login to WebAdvisor and select "STUDENT ORIENTATION PART 2"
- Student Orientation will prepare students for the registration process and academic planning.
- Within the Student Orientation, you must complete your First Semester Plan and submit electronically. (This will qualify you for a registration date.)
- Complete the quiz to finish Orientation PART 2.

STUDENTS NEED TO COMPLETE THESE 3 STEPS TO BE ELIGIBLE FOR ENROLLMENT PRIORITY REGISTRATION.

REGISTRATION INFORMATION WILL BE EMAILED TO YOU.

Enrollment Priority Registration

Enrollment priority and the registration date will be determined when students have completed;

1) Student Orientation Part One 2) Assessment, and 3) Student Orientation Part Two and First Semester Plan and the number of degree applicable units at Southwestern College. Students have to be in a Good Academic Standing.



The California Community College Board of Governors approved a policy change to establish system-wide registration priorities in an effort to improve student success. The new regulations are designed to ensure that classes are available for students seeking career advancement, an associate degree or transfer, and to reward students who are making academic progress towards their academic goals. Consequently, enrollment priorities have been redefined and changes have been in effect since Fall 2014.

Under the new regulations, new or returning students who have completed assessment, orientation and the student education plan, as well as continuing students in good academic standing who have not exceeded 100 units (not to include units in Basic skills, English as a Second Language) will have enrollment priority over students who do not meet these criteria. Students will now register for courses according to an enrollment priority system as defined by Title 5 regulations and the Southwestern Community College District.

LEVEL 1

State-mandated enrollment priority groups: Foster Youth or Former Foster Youth, Active Military, Veterans, EOPS, DSPS and CalWORKs

LEVEL 2

College enrollment priority groups: Associated Student Organization-Executive & Senate Members, District Identified Learning Communities, MESA, University Links, Vocational Rehabilitation, Honors Program and eligible student athletes

LEVEL 3

SWC Early Admission Program students (Fall term only)

LEVEL 4

Continuing Students in good standing with less than 100 degree-applicable units completed at SWC.

- a) 50 units – 90 units
- b) 30 units – 49 units
- c) 0–29 units
- d) 90 units–99 units

LEVEL 5

Open Enrollment – New and Returning students on a first come, first served basis

LEVEL 6

Student who have loss enrollment priority enrollment Students with 100 or more units

What can I do if I lose my enrollment priority?

ENROLLMENT PRIORITY SHALL BE LOST AT THE FIRST REGISTRATION OPPORTUNITY AFTER THE STUDENT:

- Placed on academic or progress probation for two consecutive terms; or
- Earned 100 or more degree applicable semester units or

Students who have lost enrollment priority can petition to appeal their status, if they can provide documentation for the following area:

EXTENUATING CIRCUMSTANCES:

Extenuating circumstances: Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Examples of documentation include: medical records, police reports, court documents, etc.

STUDENTS WITH DISABILITIES: ACADEMIC ACCOMMODATIONS

Students who applied for academic accommodations, but did not receive reasonable accommodations in a timely manner.

STUDENTS WITH A DISABILITY WHO ARE AUTHORIZED FOR PRIORITY ENROLLMENT:

Students with a disability who are authorized for priority enrollment as a DSS authorized academic accommodation and are making progress towards their academic goal.

STUDENTS WHO HAVE DEMONSTRATED SIGNIFICANT ACADEMIC IMPROVEMENT:

Students who have demonstrated significant academic improvement defined as achieving no less than the minimum grade point average and progress standards. Examples of documentation include: Transcript which shows academic improvement in a minimum of two semesters.

STUDENTS WHO ARE ENROLLED IN HIGH UNIT MAJORS OR UNITS IN CATEGORIES LISTED BELOW:

Students who are enrolled in High Unit Majors or have accumulated units from Advanced Placement, 2+2 or Credit by Examination.

HONOR STUDENTS:

Honors Students who have no other available opportunity for honor addendums, based on their academic goal. Examples of documentation include: Honors addendum contracts for the completion of at least 15 semester units and Student Education Plan. (Conflict in work or class schedule is not a valid reason not enrolling in an honors addendum)

FINAL SEMESTER BEFORE DEGREE CERTIFICATE AND/OR TRANSFER COMPLETION:

Student is within his/her final semester of degree, certificate and/or transfer completion. Student Education Plan, provide updated transcript must show only the remaining classes before graduation.

Petitions available online at www.swccd.edu click on Admissions then Printable forms.

HOW TO APPLY AND REGISTER

Eight Easy Steps to Enrollment!

- Step 1:** Apply Online for Admissions
- Step 2:** Complete Student Orientation-Part 1
- Step 3:** Assessment
- Step 4:** Orientation-Part 2 and First Semester Plan
- Step 5:** Registration
- Step 6:** Pay Fees
- Step 7:** Send Your Transcripts
- Step 8:** Access College Services (after you have applied)



Step 1: Apply online for Admissions

Go to www.swccd.edu. Click on "Apply and Register". New and former students (anyone not registered for the fall 2015 semester) must complete the College admissions application.

Step 2: Complete Student Orientation–Part 1

Orientation is required of all new students who are planning to complete a degree, certificate, or transfer to a university. Learn all about college resources, general education and major requirements and select the best courses for your first semester plan. Access the online Orientation through the college website/Web Advisor link.

- Student Orientation will inform you about important initial services
- Prepare you for Reading, English, math assessment/placement
- Review the study guides to prepare for assessment testing, if needed.

Step 3: Assessment

Follow these steps:

- Complete Orientation Part I
- Prepare for the Assessment tests or provide transcripts from external colleges
- Schedule your Assessment tests and complete the tests
- Be sure to complete these steps and Assessment test prior to registration. The results will help you select appropriate English and math courses.
- The Assessment Center is located in Room S 107 in the Cesar E. Chavez Student Services Building and at each Higher Education Center. Visit <http://www.swccd.edu/assessment> for assessment schedules, testing procedures, and practice tests.
- Student enrolling in online classes are not required to attend the on-campus assessment, but should complete the online orientation. Contact your instructor for more information.

Step 4: Student Orientation–Part 2 and First Semester Plan

- Student Orientation will prepare students for the registration process and academic planning.
- Within the Student Orientation, you will complete your First Semester Plan and submit electronically. 24 hours later, access Orientation Part 2.
- Complete the quiz to finish Orientation PART 2.

Step 5: Registration

Register for classes on WebAdvisor on or after your registration date, or visit one of our Admissions Offices for assistance.

BEFORE YOU REGISTER

- Refer to your registration appointment to ensure that you are registering on or after your assigned appointment time.
- Clear any outstanding fees or holds.
- Meet prerequisites. Unofficial transcripts or grade notices can be used for prerequisite review. (Room S107)
- Develop an Abbreviated Student Educational Plan (SEP) through Online Orientation, or visit the Counseling Center for assistance.

REGISTRATION ONLINE

To register go to <https://webadvisor.swccd.edu>, click "Log In," enter your User ID and Password. First time users only will enter their date of birth (six digits) for the password. Read the login instructions carefully.

Don't remember your password? Click on the "Reset my password" link. Follow the steps and a temporary password will be sent to your email address on file in WebAdvisor. This will enable you to create a new password.

Step 6: Pay Fees

You may pay fees online through WebAdvisor, in person at the Cashier's Office located at all campus sites, or by phone. To pay by phone call Student Accounts at 619-482-6307.

Fees are due five (5) calendar days after registration. If payments are not received, students WILL BE DROPPED from classes to make seats available for other students. Drop for non-payment will be administered Monday through Friday. If students have payments with due dates on Saturday, Sunday, or official holiday, they will be dropped on the following Monday. After the first day of classes, students are responsible for dropping their classes or they will be financially responsible.

If registration occurs within five (5) days of class start, fees are due prior to the class start date. Any class registered or active after the term begins is the student's responsibility to drop if not attending. Non-payment or non-attendance does not release the student from this responsibility and may result in a failing grade with fees owed.

FEE PAYMENT METHOD

Students may pay fees by credit card, check/money order, or cash. See page 12 for more information about fees.

Optional: Apply for Financial Aid. Please see page 10 for more information.

Federal and State Financial Aid is available for qualified students. Apply online at www.fafsa.ed.gov or visit the Financial Aid Office at any College location for additional information.

Board of Governors Fee Waivers are also available and easy to apply for. If you qualify, your enrollment fees are waived and covered by the State of California. You may apply at <http://swccd.edu/index.aspx?page=1080> throughout the academic year.

Step 7: Send Your Transcripts

Official transcripts are needed to clear prerequisites and to award prior credit for degrees and certificates. To have other college transcripts evaluated for SWC use, please request through the Evaluations Office located in the Student Services Center after official transcripts are on file with the Admissions Office. Official transcripts must be sent directly from other schools, colleges and universities to the Admissions Office. Hand-carried transcripts will not be accepted. If you have ever attended another college or university, request transcripts be sent to:

Southwestern College
Admissions Office
900 Otay Lakes Road
Chula Vista, CA 91910

Step 8: Access College Services after you have applied

Visit the Cesar E. Chavez Building for assistance or the college website for a full list of student services in the following departments:

- **ASSESSMENT CENTER**—For basic skills placement testing and to clear prerequisites with courses and/or assessment completed at other colleges.
- **COUNSELING CENTER**—After the second week of the semester, schedule an individual appointment with a College counselor to develop your educational plan.
- **CAREER CENTER**—Learn more about career options and choose your major.
- **FIRST YEAR EXPERIENCE (FYE)**—Join with other new students to learn all about higher education and skills for success.
- **TRANSFER CENTER**—Learn how SWC prepares you for the university.
- **DISABILITY SUPPORT SERVICES**—For students needing assistance or wondering if the DSS Department can help improve your learning experience.
- **EOPS**—Apply for over-and-above college support, counseling and book service.
- **FINANCIAL AID OFFICE**—Provides assistance in applying for and receiving aid and scholarship information.
- **STUDENT EMPLOYMENT SERVICES**—Assistance in finding a part-time job or a career job once you have completed your training.
- **EVALUATIONS OFFICE**—Petition for graduation. Have other college transcripts evaluated for SWC credit.
- **VETERANS SERVICES**—Offers support if you are in the military, a veteran, or qualified member of the family.
- **RESOURCE CENTER**—Provides community resources to all students. (Visit Student Employment counter.)

Note: All of these services are available at the Chula Vista campus in the Cesar E. Chavez Building, Student Services Center, and most are available at all Center locations.

Student Success and Support Program

The Student Success and Support Program (SSSP) is a State of California categorically-funded program that assists in choosing, planning, and achieving educational and career goals. It is Southwestern College's way of supporting student's right to succeed in college.

SSSP is a partnership between the student and the College. SSSP college link: <http://www.swccd.edu/index.aspx?page=3322>

Southwestern College agrees to:

- Provide orientation services
- Evaluate English, math and reading skills – through assessments.
- Provide application and registration assistance.
- Provide access to counselors who can help plan your education.
- Monitor student progress and keep you informed about campus resources.

Student agrees to:

- Decide upon major and educational goal before completing 15 units.
- Participate in a required assessment session and orientation session (online or on campus).
- Adhere to prerequisite and corequisite requirements.

- Develop a Student Educational Plan with a college counselor.
- Attend and successfully complete the courses in which you enroll.

All students are required to participate in SSSP Services, unless they are exempted by the following:

- Already have earned an Associate or Bachelor Degree.
- Are attending SWC for: personal enrichment, noncredit courses only, upgrading job skills, enrolled in apprenticeship or career technical programs, or are concurrently enrolled in another college or university.

Fees and Refunds

*At the time of publication, the Enrollment Fee is \$46 per unit (Example: a 3-unit course is \$138) Note: All fees are subject to change. Enrollment Fees are set by the California Legislature.

Registration Fees

REQUIRED FEES

Enrollment Fee \$46 per unit
Waived for BOGFW recipients.

Non Resident Tuition \$193 per unit
Plus other registration fees.

Course/Materials Fee (if applicable) \$Varies

All student fees are set in accordance with the California Legislature and are subject to change. The enrollment fees set by the Legislature apply to every community college in the State. In the event the Legislature increases fees, students will be responsible for paying the difference. Students who have already registered for classes will be billed for the difference in accordance with any new state requirement.

Health Fee

Pursuant to Education Code and District policy, Southwestern College has a mandatory health fee. The health fee is \$19 per term for each full-time student. The health fee and/or health fee exceptions are subject to change should the State Legislature take action to change them. Students may petition for exception for:

- Students who depend exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization;
- Students on AFDC, SSI, or General Relief;
- High School students enrolled at the Sweetwater Union High School District taking designated classes at high school sites only;
- Students attending under an approved apprenticeship training program;
- Exclusive online courses.

HEALTH FEE**

Full-time students \$19 per term

Part-time students (.5–5.5 units) \$16

Refer to Health Services Center for services.

Accident Insurance/Liability Fee \$2
(Students enrolled in off-campus classes where no health services are available; classes at the Chula Vista campus when no health services are available, or travel study classes which meet outside of California.)

** Upon request, the health fee will be refunded to any student who withdraws from all courses prior to the 10% date of the length of the course.

OTHER FEES

Student Center Fee \$1 per unit—\$10 maximum per academic year.
(Students on AFDC, SSI, or General relief are exempt from this fee)

Student Activities Fee \$8 per semester
(See Student activity sticker in this schedule for more information)

Parking Information and Fees

Registered students can purchase parking permits online on WebAdvisor at <https://webadvisor.swccd.edu>. You will need your license plate number and a credit card.

The process is:

- Log into WebAdvisor:
- Go to the Academic Profile and you will see SWC Parking Permits
- Follow the directions and it will lead you to the Credentials website
- Pay for your permit
- Print out your temporary permit (if needed)

For Non-Students: in order to purchase your permits you will need to go to room 105D Monday thru Friday 8:30am-4:30pm.

Parking permits are not available for purchase in the Cashier's Office

If you purchase your parking permit less than 5 days before the semester begins, you will be able to print out a temporary permit until the permanent one is received. Once you have purchased your permit, you will receive the permit via U.S. mail, between 5 to 10 business days.

- You cannot exchange the permit once you place your order
- There will be no refunds
- Permits are not valid in metered spaces

Permits are required from the first day of classes at all Southwestern sites. All vehicles must have a valid college parking permit properly displayed while parked at any campus except in metered or disabled parking spaces.

Multi vehicle/car	\$40
Lots G and O parking only (Chula Vista Campus)	\$30
Motorcycle	\$20
Eligible Financial Aid BOGFW Recipients	\$20*
Daily Parking	\$3 per day
Visitor Parking (Lot A, Chula Vista Campus)	\$1 for 30 minutes in green marked spaces
Meter Parking (San Ysidro and Otay Mesa)	\$1 for 45 minutes
Automobile Permit Replacement fee	\$40
Motorcycle Permit Replacement fee	\$20

Note:

- * Only for students who are receiving BOGF Waiver, A, B, C. Veteran Dependent must pay full amount. For additional policies pertaining to parking fees please visit: Home > Admissions & Registration > Tuition and Fees

Returned Check Service Charge

Checks returned for non-sufficient funds or "Stop Payments" must be paid by MasterCard, VISA, Discover, American Express, cash or money order, and a \$25 service charge will be added to the amount of the check. Your enrollment at Southwestern College, as well as your credit, may be affected.

Refund Policy

A student will be refunded registration fees for course withdrawals made by the 10% point of actual class meeting days, to include short term classes. This 10% point may be on the first day of classes. Please check with WebAdvisor for dates for specific classes.

A class added after the refund deadline is not eligible for a refund.

REFUNDS ARE NOT AUTOMATIC. Eligible students should request a refund in person or by phone at any Cashiers Office at the following locations: Chula Vista Campus—(619) 482-6307; Higher Education Center, Otay Mesa—(619) 216-6750; Higher Education Center, San Ysidro—(619) 216-6790 Ext. 4902 or 4903; and Higher Education Center, National City—(619) 216-6665 Ext. 4853. You may also download and complete the Refund Request Form and submit as stated on the form.

Refund Deadlines

Students who officially withdraw from class by the refund deadline will be mailed a refund upon request only. It is imperative that a current address be on file in Admissions. Refunds may take up to four weeks after the receipt of the refund request. In most cases refunds will not be processed until after the refund deadline.

Financial Aid and Scholarships

There are frequent changes to federal and state regulations that may affect students' eligibility. The latest information about these and other changes is posted on the Financial Aid page of the College website: www.swccd.edu/financialaid.

The Financial Aid Office helps students who might otherwise be unable to continue their education because of financial challenges. Students who need financial assistance to attend Southwestern College are urged to contact the Financial Aid Office located in the Cesar E. Chavez Building.

Financial Aid means assistance for eligible students in the form of:

BOARD OF GOVERNORS FEE WAIVER

- Covers enrollment fees

FEDERAL AND STATE GRANTS

- Grants range from \$609 to \$5,550
(Pending final federal allotment)

FEDERAL WORK STUDY

- Work on campus, 15 hours per week employment

LOANS

- Direct loans and emergency loans

These funds can help students who qualify for financial aid to meet their educational expenses such as fees, books, transportation, and room and board.

PLEASE APPLY EARLY

The Financial Aid staff will be happy to serve you and answer any questions you may have. For more information, come to Student Services Center in the Cesar E. Chavez Building or any of our Higher Education Centers at National City, Otay Mesa, or San Ysidro. You can call Financial Aid at 619-482-6357, Monday -Thursday, 8 a.m.–6:30 p.m.; Friday, 8 a.m.–3 p.m.

Eligibility for Financial Aid

Conditions to be met by all students applying for financial aid are citizenship or permanent U.S. residency status, Selective Service, high school graduate or equivalency, and established financial need. In addition, all students must declare an educational objective at the time they begin receiving financial aid.

PELL GRANT

As of Fall 2012, the lifetime of the Pell Grant eligibility is six (6) full-time years (600%) at any college. The latest information about these and other changes is posted on the Financial Aid page of the College website: www.swccd.edu/financialaid.

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and postbaccalaureate students to promote access to post-secondary education. Grant amounts are dependent on: the students expected family contribution; the cost of attendance; the student's enrollment status; and whether the student attends for the full academic year or less.

Scholarships

Scholarships are available at Southwestern College based on various factors, including: majors, career goals, grade point average, and club involvement. On-campus scholarships for continuing and transferring students are available each spring semester. Contact the Financial Aid Office for the Scholarship Application deadline. Scholarships are also available from outside sources. These scholarships are updated by the Financial Aid Office on a monthly basis. Selection criteria, award amounts, and application deadlines are determined by the donors.

Students are encouraged to stop by the Cesar E. Chavez Student Services Building, first floor, for more information. You may also find additional scholarship sources in the reference section of any library or at www.finaid.org or www.fastweb.com.

Board of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver (BOGFW) program is designed to ensure that the cost of registration fees at California community colleges is not a financial barrier to education for any qualifying California resident. Eligibility is determined based on the information given in the Free Application for Federal Student Aid (FAFSA) or BOGFW application.

At Southwestern College the BOGFW program waives enrollment fees throughout an academic year—summer, fall, and spring sessions. Eligibility may be obtained by one of the following:

- Method A—Recipient of public assistance. Provide current proof of receipt of benefits (dated same month of application or month prior).
- Method B—Eligibility based on income and household size.
- Method C—Based on information provided on the FAFSA.

To apply go to www.swccd.edu and click on “Financial Aid” then click on “BOGFW Application.” Log on or create an account, or apply through www.cccapply.org.

Please note the processing time of the BOGFW application will take approximately three (3) to five (5) working days. We recommend that you apply at least five (5) days prior to your registration date.

* Pending California State Legislative changes, BOGFW eligibility and qualification may be changed.

The latest information about these and other changes is posted on the Financial Aid page of the College website: www.swccd.edu/financialaid.

Registration Policies and Definitions

Note: All forms are available online at www.swccd.edu: Under Admissions click “Printable Forms.” Assistance and processing are available at the Chula Vista campus and Higher Education Centers at National City, Otay Mesa, and San Ysidro.

ADDING CLOSED CLASSES

Once classes start, students need to attend the first class meeting to obtain instructor approval to enroll. If space permits, the instructor will issue an add code. Students can use add codes on WebAdvisor or go to any of the Admissions Offices for assistance with WebAdvisor. Students taking online classes need to contact their faculty and request an add code for enrollment. If there is space, the instructor will issue the add code via email. After the student has acquired the add code, then follow the WebAdvisor instructions noted above. Note: Students on the waitlist will be given first priority if space becomes available.

CANCELLED CLASS

A cancelled class means that the College is unable to offer the class. The College reserves the right to cancel any class after the schedule goes to print.

CLOSED CLASS

A class closes when the maximum seat capacity has been reached. During registration a waitlist is created. Students wishing to register for a closed class after class begins must go to the class or contact their faculty for online classes. See entry above, “Adding Closed Classes,” for additional information.

COREQUISITES

A corequisite is a course which must be taken during the same semester as another course. In other words, when a course has a corequisite listed, you must register for those courses (often a lecture and lab) concurrently. Knowing the information being presented in the corequisite course is deemed necessary for successful completion of the other course(s). When dropping or withdrawing from a course that has a corequisite, both courses must be dropped concurrently. Corequisites are enforced at Southwestern College. Students may challenge corequisites; see College Catalog for challenge policy and procedures.

COURSE REPETITION

A student may not register for a class in which a passing grade has previously been received, or the maximum number of repetitions allowed have been completed.

A student may receive any combination of three (3) substandard academic work (D, F or NP grade) and/or “W” withdrawal symbol on his or her official record for enrollment in the same course. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

See “Academic/College Policies” in this class schedule for additional information.

DUPLICATE COURSE

Students may not register for two (2) classes with the same course number and title.

HIGH SCHOOL SPECIAL ADMIT

High school students who are enrolled in grades 10–12 with a minimum grade point average of 2.5 may be admitted for concurrent enrollment at SWC. A High School Special Form signed by the high school principal is required. All necessary forms and instructions are available at Admissions and Records. Enrollment is limited to no more than two (2) classes or six (6) units per semester or summer session. See the SWC College Catalog for more information.

Students enrolled in home school programs must meet one of the following criteria:

- 1.The home school program must be affiliated with a county department of education program.
- 2.Must be taught by a person holding a California teaching credential, or
- 3.Must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

LIMITATION ON ENROLLMENT

Performance courses may require students to try out for intercollegiate athletic teams or to audition for courses involving public performances prior to enrollment.

Enrollment in blocks of courses or sections may be a requirement so that a group of students will enroll together in that set of classes. Typically the students are part of a special program such as a Learning Community or Puente Project.

Enrollment may be limited due to legal requirements (imposed by statute, regulation, and/or contract). For example, some courses may require that the student have a valid driver license, a health clearance, a nursing license or certificate, etc.

Limitations on enrollment are enforced at Southwestern College. Students may challenge limitations on enrollment; see College Catalog for challenge policy and procedures.

PREREQUISITES

When a course has a prerequisite, students must have specific knowledge or skills to register for and be successful in the course. The prerequisite can be a skill, an assessment result or successful completion (grade of A, B, C, or P has been earned) in a prior course. If prerequisites were completed at another college or university, students must bring copies of appropriate transcripts/grade reports and/or assessment results to the Assessment Center to clear the requirements prior to registration. Students may challenge prerequisites; see College Catalog for challenge policy and procedures.

RECOMMENDED PREPARATION

A course or previous training that a student should complete—but is not required to complete—to help ensure success in the indicated course. Completion of the recommended preparation course with a grade of “C” or better increases student success. You are strongly encouraged to follow recommended preparation whenever it is listed in the class schedule to improve your chances for success. Enrollment may not be denied to any student not meeting a recommended preparation.

RECOMMENDED CONCURRENT ENROLLMENT

A course that a student should complete—but is not required to complete—while enrolled in another course. You are strongly encouraged to follow recommended concurrent enrollment whenever it is listed in the class schedule to improve your chances for success. Enrollment may not be denied to any student not meeting a recommended concurrent enrollment.

REGISTRATION STATEMENT

The Registration Statement is proof of enrollment or waitlist status in classes. Registration statements can be obtained through WebAdvisor at any time. Students should review their Registration Statements carefully to verify registration, class meeting days and times, locations and fee payment. Instructors, labs and any office on campus may request to see a student's Registration Statement prior to providing services.

SEE A COUNSELOR

For assistance in the evaluation and selection of educational or occupational goals and to relate selection of classes to abilities and objectives. The advice received will be based on many different factors, such as assessment results, transcripts, and educational or career technical goals. To schedule appointments with counselors, start by filing a Student Success Needs Assessment with the Counseling Center and soon after you will be provided a plan for success.

THIRTY UNIT REMEDIATION LIMIT

Students will not receive credit for more than 30 units of remedial or basic skills courses in the District. A student who exhausts this unit limitation will be referred to appropriate noncredit continuing education services.

TIME CONFLICT/CLASS OVERLAY

Students are not permitted to register for two (2) classes that are scheduled during the same or overlapping time periods, even if the instructor will allow it. This includes online and/or hybrid courses with mandatory on-campus meetings that conflict with other on-campus courses. Class overlays are only allowed under special circumstances with appropriate dean approval.

WAITLIST

Waitlists will become available at the beginning of the registration period as classes fill. As a student drops from the class roster, the first student on the waitlist will be notified by email of the reserved space available to register in the class. The student will have three (3) calendar days to register in the class and make payment for the class. If the student does not register in the class within three (3) days, they will be dropped from the waitlist. Note: Students without an email address or do not meet eligibility requirements will not be moved into the class.

If you add yourself to a waitlist and enroll for another section of the same course you will be dropped from the waitlisted course. The waitlist may be used during the first week only. Instructors will issue an add code and have the student take the code to Admissions or enter their add code in WebAdvisor for online students. Students may register with add codes on WebAdvisor at <https://webadvisor.swccd.edu>.

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 grounds for discipline. (See Standards of Student Conduct procedure).

ADDRESS AND TELEPHONE CHANGES

Students can update their mailing address, email address and telephone number on WebAdvisor at <https://webadvisor.swccd.edu>. Failure to comply will result in an administrative hold. This information is critical in receiving emergency and safety information by email, cell phone, etc.

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 may 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. Online students must login and perform any requested tasks on the first day of class.

AUDITING COURSES

If you want to take a class to learn a new language or new 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 before you go to the class. Audit petitions are available online under Admissions, then printable forms. If there is space available, the instructor will sign the form. You must return the form to any Admission Office 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 (2) classes may be audited in any regular instructional term (fall, spring, summer). If you are enrolled for college credit in ten (10) or more units, you may audit one (1) three-unit class for free. Once you choose 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 \$5 in the Bookstore or \$12 if you request that it be mailed.

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.

COURSE REPETITION

Students may petition to repeat courses under the following circumstances:

COURSE REPETITION DUE TO SUBSTANDARD GRADES AND/OR WITHDRAWALS

Students are allowed a maximum of three substandard grades (D, F, or NP) and/or "W"ithdrawal in a course. Students may petition to repeat and attach supporting documentation to demonstrate extenuating circumstances requiring one additional repetition. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

COURSE REPETITION OF PREVIOUSLY PASSED COURSES

Students may file a petition to repeat a course in which a grade of "C" or better was earned. Please refer to the catalog for the details and requirements for the Course Repetition and Repeatable Courses. Petitions are available online and can be submitted to any Admissions Office if the following conditions are met:

- I. Significant Lapse of Time
- II. Variable Units—Open Entry/Open Exit
- III. Occupational Work Experience
- IV. Special classes for students with disabilities
- V. Legally Mandated Training
- VI. Significant Change in Industry

DROPPING STUDENTS FROM CLASSES

- Instructors will drop any student who fails to attend the first class meeting or fails to login and perform any requested tasks for online students 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 will 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 may drop a student from a class if the student's total hours of absence for any reason exceed twice the number of hours indicated for that course in the college catalog.

DESCRIPTIONS OF COURSES

Course descriptions can be found in the College Catalog, WebAdvisor or on the College website at www.swccd.edu.

EMAIL ADDRESS CHANGE

Student email addresses should be kept current in order to receive important information from the College and communicate with their online class faculty. Students should place SWC in their email safe list or personal address book. Students may update their email address on WebAdvisor at <https://webadvisor.swccd.edu>

GRADES

Grades are only available online to students through WebAdvisor approximately ten (10) days after the course end date. Students can check daily for grade posting at <https://webadvisor.swccd.edu>.

NAME CHANGE

Currently enrolled students who wish to change their name must file a "Name Change" form with any Admissions Office. Two forms of identification are required to process the name change.

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.

PASS/NO PASS (FORMERLY CREDIT/NO CREDIT)

Students may petition to receive Pass/No Pass for classes offered as regular graded courses (A, B, C, D, or F), with instructor approval by the end of the fourth week of the semester or the first week of a short session class. The form is available online at www.swccd.edu, click Admissions, then printable forms. Refer to the Southwestern College Catalog for courses that are GRADED only.

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 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 at <https://webadvisor.swccd.edu>. In addition, instructors may drop a student for excessive absences. See page 18, "Dropping Students from Classes."

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. Free online 24/7 tutoring for SWC students available at <http://www.swccd.edu/index.aspx?page=3264>. 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>, for further assistance or inquiries call (619) 482-6348.

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

619-482-6416, Building 630

For hours of operation at the Chula Vista campus and Higher Education Centers visit the Bookstore website at www.SWCBookstore.com

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

GENERAL BOOKSTORE 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.

COUNSELING SERVICES

Counseling services assist students with planning for their educational goal: career development and selecting a major, personal counseling, and various other support services. Departments providing these services include: CalWORKs, Career Center, Counseling Center, DSS, EOPS, First Year Experience (FYE) 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. 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.

Vending machines are available throughout the campus.

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 online using the Southwestern College website. Click on “Apply for Degree/Certificate.” 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.

PHOTO ID

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

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 15, 2016

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 swccparking@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. 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. Policy and Procedure No. 3570

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

More information concerning SRTK is available from the Office of Academic Affairs. Additional information can be found at the following Website: srtk.cccco.edu/index.asp.

Southwestern Community College District

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT, POLICY NO. 3420

The Southwestern Community College District shall not discriminate against any person in employment or in any program affiliated with the District on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, gender or sex, sexual orientation, physical or mental disability, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District is committed to the implementation of its EEO Plan and to overcoming all forms of institutional and/or personal exclusion or discrimination within the District, whether purposeful or inadvertent. The Governing Board, administration, faculty and staff must recognize that equal employment opportunity is a shared responsibility. Each employee must be held accountable for application and enforcement of the EEO Plan within his or her area of authority. It is only through combined efforts that the District will successfully develop and maintain a workforce that is welcoming to all persons. The District will ensure that the recruitment, screening, selection, hiring and promotional processes are in accordance with principles of equal employment opportunity. In addition, the District will comply with Title I and Title II of the Americans with Disabilities Act of 1990, thereby promoting the values of diversity and inclusion, benefiting all members of the Southwestern Community College District, including individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.

The Governing Board supports the intent set forth by the California Legislature to assure continuing good faith efforts are made to build a community in which opportunity is equalized. Its goal is to foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony and respect, increased student success and better enables students to flourish as citizens of the world. The Governing Board therefore commits itself to promoting the total realization of equal employment through a continuing equal employment opportunity program.

Note: The District's EEO Plan is posted on the website, and is available in hard copy in the Offices of the Superintendent/President, the Vice President for Human Resources, Vice President for Academic Affairs, Vice President for Student Affairs and Vice President for Business & Financial Affairs.

FINAL EXAMINATION SCHEDULE

May 21–27, 2016

All examinations will be held in the room where the class regularly meets or online. In classes composed of both laboratory and lecture hours, the lecture period will determine the examination schedule. For any class with a starting time not designated below, the instructor should consult with the cognizant School Dean to determine examination time. No student will be excused from a final examination. Final examination meeting times may not be altered from this published schedule.

NOTE TO FACULTY: Please review Faculty Handbook Final Examination Week Activity Procedure.

Day Classes with Start Times between:	Regular Class Day		Exam Date	Exam Day	Exam Time
7-7:55 a.m.	MWF or Daily	OR	May 23 & 25	(MW)	7-7:50 a.m.
			May 23	(M)	6-7:50 a.m.
7-7:55 a.m.	TTh	OR	May 24 & 26	(TTh)	7-7:50 a.m.
			May 24	(T)	6-7:50 a.m.
8-8:55 a.m.	MWF, MW, Daily		May 23	(M)	8-10 a.m.
8-8:55 a.m.	TTh		May 24	(T)	8-10 a.m.
9-9:55 a.m.	MWF, MW, Daily		May 25	(W)	8-10 a.m.
9-9:55 a.m.	TTh		May 26	(Th)	8-10 a.m.
10-10:55 a.m.	MWF, MW, Daily		May 23	(M)	10:30 a.m.–12:30 p.m.
10-10:55 a.m.	TTh		May 26	(Th)	10:30 a.m.–12:30 p.m.
11-11:55 a.m.	MWF, MW, Daily		May 25	(W)	10:30 a.m.–12:30 p.m.
11-11:55 a.m.	TTh		May 24	(T)	10:30 a.m.–12:30 p.m.
12-12:55 p.m.	MWF, MW, Daily		May 27	(F)	8-10 a.m.
12-12:55 p.m.	TTh		May 27	(F)	10:30 a.m.–12:30 p.m.
1-1:55 p.m.	MWF, MW, Daily		May 25	(W)	1-3 p.m.
1-1:55 p.m.	TTh		May 26	(Th)	1-3 p.m.
2-2:55 p.m.	MWF, MW, Daily		May 23	(M)	1-3 p.m.
2-2:55 p.m.	TTh		May 24	(T)	1-3 p.m.
3-3:55 p.m.	MWF, MW, Daily		May 27	(F)	1-3 p.m.
3-3:55 p.m.	TTh		May 27	(F)	3:15-5:15 p.m.
4-4:55 p.m.	MWF, MW, Daily		May 25	(W)	3:15-5:15 p.m.
4-4:55 p.m.	TTh		May 24	(T)	3:15-5:15 p.m.
5-5:55 p.m.	MWF, MW, Daily		May 23	(M)	3:15-5:15 p.m.
5-5:55 p.m.	TTh		May 26	(Th)	3:15-5:15 p.m.

**For meeting times not listed above, the school dean will inform the instructor of the appropriate time.
Instructors please contact your dean to schedule final examination time.**

Classes that begin at 6 p.m. or later or Saturday/Sunday (anytime)	Exam Date	Exam Day	Exam Time
			Final exam time for evening and Saturday/Sunday classes will begin at the regular class meeting time and are scheduled for a two-hour period unless stated otherwise under 'Exceptions'.
M or MW	May 23	(M)	Exceptions: <ul style="list-style-type: none"> Evening classes that meet twice a week: Final examinations may be given either on one night for two hours OR split over two nights for one hour each night. First Session Fast Track classes ending mid-semester will have final examinations given during the last regularly scheduled class meeting. Any short-session classes ending prior to Finals Week will have final examinations given during the last regularly scheduled class meeting. Any short session section scheduled during Finals Week will need to follow the Finals Examination Schedule.
T or TTh	May 24	(T)	
W (only)	May 25	(W)	
Th (only)	May 26	(Th)	
F (only)	May 27	(F)	
Sat (only)	May 21	(Sat)	
Sat/Sun, or F/Sat/Sun, or Sun (only)	May 22	(Sun)	

Online classes

Check your syllabus and contact your faculty with any questions.

Reminder to Faculty!

Grade rosters must be submitted electronically on WebAdvisor and are **due by MIDNIGHT on Tuesday, May 31, 2016.**