

HIGHER EDUCATION CENTER AT NATIONAL CITY

STUDENT GUIDE SPRING 2013



880 National City Boulevard National City, CA 91950
619-216-6665 www.swccd.edu/hecnc



Governing Board of the Southwestern Community College District

Norma L. Hernandez, *President*

Humberto Peraza, *Vice President*

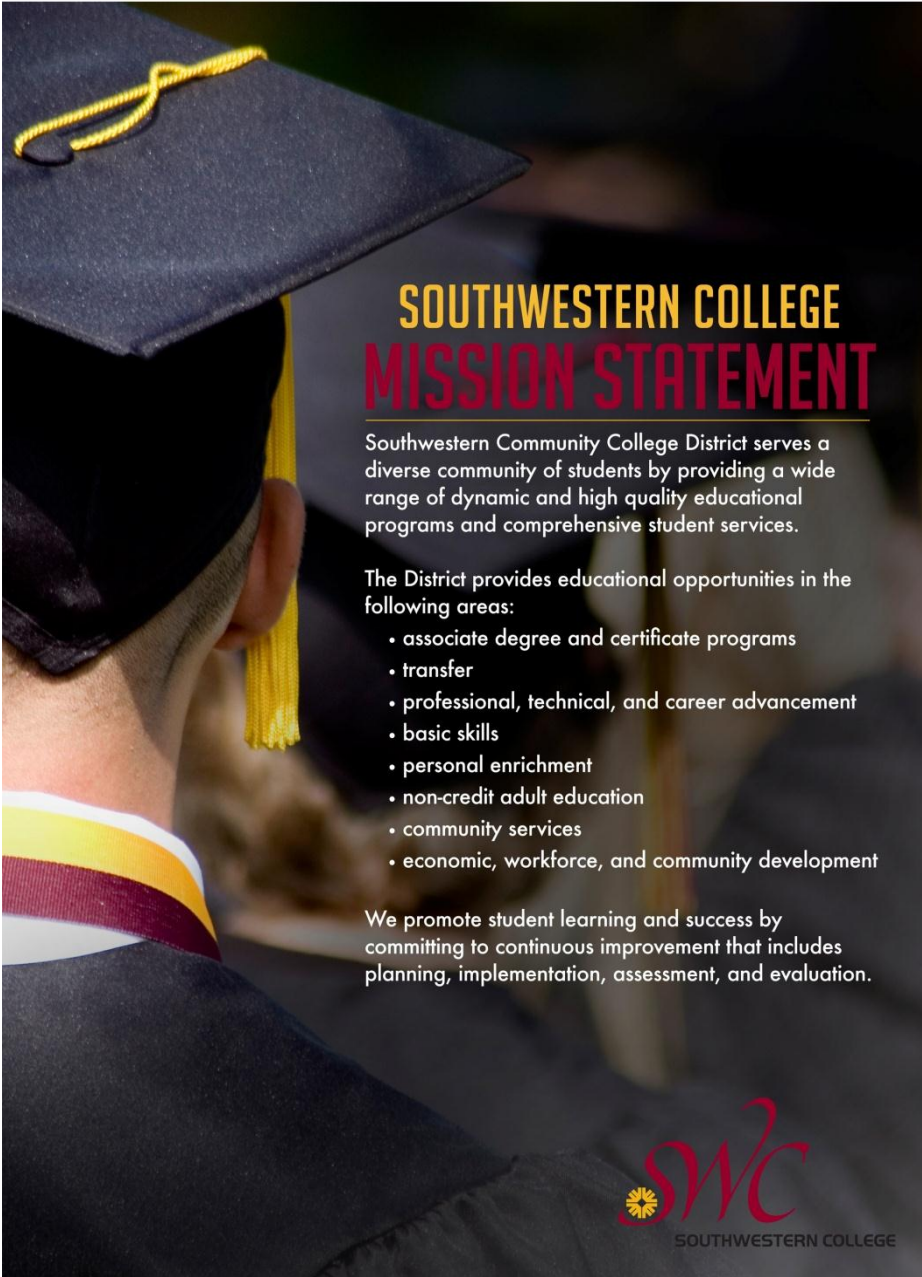
Tim Nader

William R. Sterwart

Terri Valladolid

Dr. Melinda Nish, *Superintendent/President*

Juan Luis Espinoza, *Student Trustee*



SOUTHWESTERN COLLEGE MISSION STATEMENT

Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality educational programs and comprehensive student services.

The District provides educational opportunities in the following areas:

- associate degree and certificate programs
- transfer
- professional, technical, and career advancement
- basic skills
- personal enrichment
- non-credit adult education
- community services
- economic, workforce, and community development

We promote student learning and success by committing to continuous improvement that includes planning, implementation, assessment, and evaluation.




Table of Contents

Welcome.....	4
Student Services.....	5
Counseling Services.....	5
Important Dates.....	7
Final Exams Week.....	8
Spring 2013 Hours.....	9
Important Numbers.....	10
HEC, NC Parking Rules and Regulations.....	11
Police and Safety.....	12
No Smoking Policy.....	12
Building Map.....	13
City Map and Directions.....	15
Eatery Locations.....	16
Schools and Departments Contact List.....	17



Welcome,

As Dean of the Higher Education Center (HEC, NC) at National City, let me be the first to welcome you to the Center. At the HEC, NC, you will find faculty and staff members who are committed to academic excellence and assisting you to work toward your individual goals. We offer a variety of occupational, transfer and general education courses, and have over 200 classes for you to choose from. In addition to academic course offerings, we provide many student services to assist you, including academic counseling, admissions/registration, cashiering, assessment, financial aid and tutoring.

These are very exciting times for Higher Education Center at National City as we are now located in a new, state-of-the-art facility. The Center includes 16 “smart” classrooms, a biology laboratory, 30-station open computer lab, a health services center, a bookstore and an 18-chair Dental Hygiene Clinic offering free cleanings to students. During the last six years, the HEC, NC has increased in enrollment and now tops 1,500 students per semester.

The Higher Education Center constantly strives to improve its services to our students and neighboring community. Your success is important to us and we will do all we can to help you achieve it. Thank you for allowing us to share in this part of your academic life and best wishes for a successful semester and future!

Sincerely,



Christine Perri, RDH, MA

Dean, Higher Education Center, National City & Crown Cove Aquatic Center



Student Services

Higher Education Students are offered higher quality services!

The Student Services staff at the Higher Education Center can help you with the following:

- Admissions and Registration
- Financial Aid
- Cashiering
- Assessment
- Academic counseling
- EOPS services
- Career services
- Transfer services
- Library services
- Tutoring services
- DSS services
- Veteran's services

Counseling Services

The Counseling staff at the Higher Education Center can help you with the following:

Basic Skills Assessment

Interpret your test scores so that you can be placed in classes where you can succeed.

Career Development

Assist you in learning how to define what career fits you. Help you find a career that you will enjoy, will match your personality and interests, and will represent your work values.

Developing an Educational Plan

Map your educational plan so that the courses you take count towards your educational goal. We will develop a semester-by-semester plan, which will let you know when you complete your course requirements.

Selection of University or Training Program

Search for the best educational training program or educational institution for you.

Scholarships

Help you access and apply for scholarships and other types of financial aid.

Personal Development



Assist you in identifying options to developing your study skills, job search, career options, and university transfer options through an array of workshops.

Personal Counseling

Assist you in difficult situations by helping you create options for yourself.

To receive any of the above listed services, stop by the Student Services Office and make an appointment to meet with a counselor. You can make an appointment Monday thru Friday, 8:00 a.m. to 7:00 p.m. at 619-216-6665, extension 4851, or stop by Room 7116.



Important Dates

IMPORTANT DATES AND DEADLINES

OCTOBER 1

- Spring 2013 application period begins. Apply online at www.swccd.edu
- New and returning students are emailed registration information when they apply.

NOVEMBER 13

- Email registration information to continuing students

NOVEMBER 28

- Registration begins by appointment for continuing students.
- Wait list available (as classes fill)
- Students will be able to register for up to 14 units maximum.

DECEMBER 10

- Registration begins by appointment for new and returning students (up to 14 units maximum)

DECEMBER 12

- Students allowed to enroll in a maximum of 19 units.

DECEMBER 21–JANUARY 1

- College closed

JANUARY 13

- Residency determination date

JANUARY 14

- Spring instruction begins for full-term and short-term sessions

JANUARY 14–26

- Add/drop period/class change period—Admissions

JANUARY 21

- Holiday—Martin Luther King Jr. Day

*JANUARY 26

- Last day to add classes
- Refunds—Last day to withdraw from full-semester classes and qualify for a full refund or enrollment fees and non resident tuition (See information below for short session deadline).
- Last day to get a refund in the Bookstore
- Last day to get a refund for Student Activities Stickers
- Last day to get a refund for Parking

FEBRUARY 1

- Last day to file a petition for independent study

FEBRUARY 2

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

FEBRUARY 3

- Last day to withdraw from a class without receiving a "W" grade

FEBRUARY 22

- Last day to file a petition for Credit by Challenge Examination

FEBRUARY 15–18

- Holiday—President's Weekend

MARCH 3

- Deadline to petition for Spring 2013 Graduation

MARCH 18

- 2nd Short Session begins

APRIL 12

- Last day to withdraw from full-semester courses and receive a "W" grade for full-term (18-week sections).

MARCH 25–31

- Spring Break

APRIL 1

- Holiday—Cesar Chavez Day

MAY 3–5

- Grad Fest

MAY 17

- No classes—Independent Flex Day

MAY 18–24

- Final Examination Week

MAY 24

- Commencement

MAY 27

- Holiday—Memorial Day

* You may add classes with an add code or drop from classes via WebAdvisor at www.swccd.edu. (Click on **WebAdvisor** or go to <https://webadvisor.swccd.edu>)

Short Session Deadlines:

Short Sessions begin **January 14** and **March 18**

Deadlines for less-than-full-semester classes are determined as indicated below: (**Note:** Contact Admissions for specific dates for a specific class.)

- **Deadline to add classes:** First week class meets
- **Deadline for refund:** 10% of actual class meeting days
(Note: in some cases this may be the first day of class)
- **Deadline to apply for pass/no pass option:** 30% of actual class meeting days
- **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

* You may add classes with an add code or drop from classes via WebAdvisor at www.swccd.edu. (Click on **WebAdvisor** or go to <https://webadvisor.swccd.edu>)



Final Exams Week

FINAL EXAMINATION SCHEDULE

May 18–24, 2013

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 Regular Class Time	Regular Class Day	Exam Date	Exam Day	Exam Time
	6:45, 7, 7:30 a.m.	MWF or Daily	May 20 & 22	(MW)	7–7:50 a.m.
			OR May 20	(M)	6–7:50 a.m.
	6:30, 7, 7:30 a.m.	TTh	May 21 & 23	(TTh)	7–7:50 a.m.
			OR May 21	(T)	6–7:50 a.m.
	7:45, 8, 8:30 a.m.	MWF, MW, Daily	May 20	(M)	8–10 a.m.
	8, 8:30 a.m.	TTh	May 21	(T)	8–10 a.m.
	9, 9:30 a.m.	MWF, MW, Daily	May 22	(W)	8–10 a.m.
	9, 9:30 a.m.	TTh	May 23	(Th)	8–10 a.m.
	10 a.m.	MWF, MW, Daily	May 20	(M)	10:30 a.m.–12:30 p.m.
	10, 10:30 a.m.	TTh	May 23	(Th)	10:30 a.m.–12:30 p.m.
	11 a.m.	MWF, MW, Daily	May 22	(W)	10:30 a.m.–12:30 p.m.
	11 a.m.	TTh	May 24	(F)	10:30 a.m.–12:30 p.m.
	Noon, 12:30 p.m.	MWF, MW, Daily	May 20	(M)	1–3 p.m.
	Noon, 12:30 p.m.	TTh	May 21	(T)	10:30 a.m.–12:30 p.m.
	1, 1:30 p.m.	MWF, MW, Daily	May 22	(W)	1–3 p.m.
	1, 1:30 p.m.	TTh	May 23	(Th)	1–3 p.m.
	2, 2:30 p.m.	MWF, MW, Daily	May 24	(F)	1–3 p.m.
	2, 2:30 p.m.	TTh	May 21	(T)	1–3 p.m.
	3, 3:30 p.m., 4 p.m.	MWF, MW, Daily	May 20	(M)	3:15–5:15 p.m.
	3, 3:30 p.m., 4 p.m.	TTh	May 23	(Th)	3:15–5:15 p.m.
	4:30 p.m., 5 p.m.	MWF, Daily	May 22	(W)	3:15–5:15 p.m.
	4:30 p.m., 5 p.m.	TTh	May 21	(T)	3:15–5:15 p.m.

Friday ONLY sections will have finals on **Friday, May 24, 8–10 a.m.**

Classes that begin at 5:30 p.m. or later or Saturday/Sunday (anytime)	Exam Date	Exam Day	Exam Time Final exam time for all Evening Saturday/Sunday classes
M or MW	May 20	(M)	Exceptions: • Evening classes that meet twice a week for 1 hour and 15 minutes: Final examinations may be given either on one night for 1 hour and 15 minutes OR split over two nights for one hour each night. • First Session Fast Track classes ending mid-semester: Final examinations will be given during the last regularly scheduled class meeting.
T or TTh	May 21	(T)	
W (only)	May 22	(W)	
Th (only)	May 23	(Th)	
Sat (only)	May 18	(Sat)	
Sat/Sun, or F/Sat/Sun, or Sun (only)	May 19	(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 28, 2013.

Final examinations 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."

Note: Second Session Fast Track classes: Classes will meet only for their final exam during the last regularly scheduled class meeting.

* Fifteen minute break between 1–3 p.m. and 3:15–5:15 p.m. time blocks.



Spring 2013 Hours

Building Open for Classes		
Monday – Friday		7:45AM – 10:00PM
Campus Bookstore	Room 7101	<i>Subject to Change</i>
Monday, January 14 – Thursday, January 17		8:00AM – 1:00PM 4:00PM – 6:30PM
Friday, January 18		8:00AM – 1:00PM
Tuesday, January 22 – Thursday, January 24		8:00AM – 1:00PM 4:00PM – 6:30PM
Friday, January 25		8:00AM – 1:00PM
Counselor*		
Monday – Thursday*		<i>*Please call Student Services to schedule an appointment</i>
Health Services	Room 7119	<i>Subject to Change</i>
Tuesday		4:00PM – 6:45PM
Friday		8:00AM – 1:30PM
IT Department	Room 7209	<i>Subject to Change</i>
Monday - Wednesday		8:00AM – 8:45PM
Thursday		12:30PM – 8:45PM
Friday		8:30AM – 4:00PM
Interdisciplinary Tutoring Center Computer Lab	Room 7208A	<i>Subject to Change</i>
Monday – Thursday		8:00AM – 8:45PM
Friday		8:00AM – 2:00PM
Library Services	Room 7120	
Monday		10:00AM – 12:00PM
Tuesday		9:00AM – 11:00AM 4:00PM – 7:00PM
Wednesday		4:00PM – 7:00PM
Thursday		9:00AM – 12:00PM
Student Services	Room 7116	<i>Subject to Change</i>
Monday – Friday		8:00AM – 6:30PM
Tutoring Services	Room 7208A	<i>Subject to Change</i>
Computer Literacy Tutor		TBA
Math Tutor		TBA
TBA		TBA
Medical Office Professional	Room 7120A	TBA



Important Numbers

Dial **619-216-6665 + extension**. Any extension beginning with a six (6) you can dial directly.

Name	Extension	Room
Administrative/Instructional Office <ul style="list-style-type: none"> ▪ Christine Perri, Dean ▪ Andre Harris, Center Coordinator ▪ Heidi Newhouse, Center Supervisor ▪ Elizabeth Sisco, Clerical Assistant II 	<ul style="list-style-type: none"> ▪ 6668 ▪ 6669 ▪ 4858 ▪ 4886 	7103B 7103E 7111 7103
Sciences and Allied Health Laboratory <ul style="list-style-type: none"> ▪ Heather Anderson, Instructional Lab Technician Science & Allied Health 	4872	7206
Counseling Services <ul style="list-style-type: none"> ▪ Diana Avila, Counselor ▪ Donald Munshower, Adjunct Counselor 	<ul style="list-style-type: none"> ▪ 4856 ▪ 4857 	7112
Dental Hygiene Program <ul style="list-style-type: none"> ▪ Vickie Kimbrough-Walls, Director ▪ Sylvia Banda-Ramirez, Administrative Secretary I ▪ Linda Lukacs, Associate Professor ▪ Terri Poulos, Associate Professor ▪ Gabby Castillo, Dental Hygiene Clinical Facility Coordinator ▪ Frank Montejano, Evening Instructional Assistant II 	6670 4862 6667 4860 4870	7103C
Family Resource Center <ul style="list-style-type: none"> ▪ Cynthia Nagura, Director ▪ Yvette Rodriguez, Project Clerk 	6672	7118A
Health Services <ul style="list-style-type: none"> ▪ Campus Nurse 	4855	7119
IT Department <ul style="list-style-type: none"> ▪ Barry Thele, Education Center IT Support Coordinator ▪ Marcelo Arman, Instructional Lab Technician Microcomputer 	<ul style="list-style-type: none"> ▪ 4877 ▪ 4893 	7209
Library Services <ul style="list-style-type: none"> ▪ Campus Librarian 	4868	7120
Medical Laboratory Technician Program <ul style="list-style-type: none"> ▪ Luis Nuñez, Program Director ▪ Veronica Pineda (Hourly) 	6673 4896	7103C
Medical Assistant Program <ul style="list-style-type: none"> ▪ Luis Osuna 	4884	7110
Student Services <ul style="list-style-type: none"> ▪ Evana Peinado, Education Center Technician ▪ Virginia Castillo, Education Center Technician 	4852 4853	7116

Note: In case of an emergency, please contact the Dean, HEC, NC Coordinator, or Administrator on Duty.

*Hourly

EMERGENCY	Phone Number
Emergency	911
National City Police Department	619-336-4411



HEC, NC Parking Rules and Regulations

The Higher Education Center parking and traffic is supervised by the Southwestern College Police Department and Public Safety Assistants. The following rules and regulations pertain to all students, staff and public. A copy of the college parking policy is available in the Business and Operations office, Main Campus, Room 1651.

- All regulatory signs within the parking structure must be obeyed. Violators will be cited under California Vehicle Code Section 21113(a).
- The maximum speed limit within the parking structure is 10 MPH.
- Parking is allowed in marked spaces only.
- Except in disabled parking spaces, all vehicles must have a valid college parking permit, properly displayed, while parked in the parking structure. Vehicles parked in disabled person spaces must display state-issued disabled person identification at all times.
- Staff parking spaces (gold-lined parking stalls) require a valid staff parking permit at all times. Staff permits are valid in student and staff parking spaces.
- Student parking spaces (white-lined parking stalls) require a valid student semester parking permit or a single day parking permit, Monday through Thursday from 7:00 a.m. to 10:00 p.m., and Friday from 7:00 a.m. to 4:30 p.m. Student semester parking permits are available through telephone registration. After the registration period, permits may be purchased at the Higher Education Center Student Services, Room 7116.
- Single day permits, valid the date of issuance, are available for \$3.00 from the permit dispenser located on the second level of the structure next to the elevator.
- Parking on the roof of the structure is prohibited and its use is solely for the staff and visitors of the San Diego County of Education Facility.
- 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.
- Southwestern College is not responsible for lost or stolen permits. Replacement permits may be purchased in the Higher Education Center Student Services, Room 7116.
- A refund (or a credit of the fee) for a student semester parking permit can be processed in Student Services during the class change/refund period **ONLY** of the semester for which it was purchased. The permit must be returned in order for a refund or a credit to be processed. Refunds for parking permits are mailed and may take up to four weeks after the class change/refund period. Refunds are not given for single day parking permits.



- Special permits may be issued on a case-by-case basis. Such permits must be displayed on the dash, face up.

Parking or loitering on campus after 10:00 p.m. or after special events is prohibited.

Police and Safety

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

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

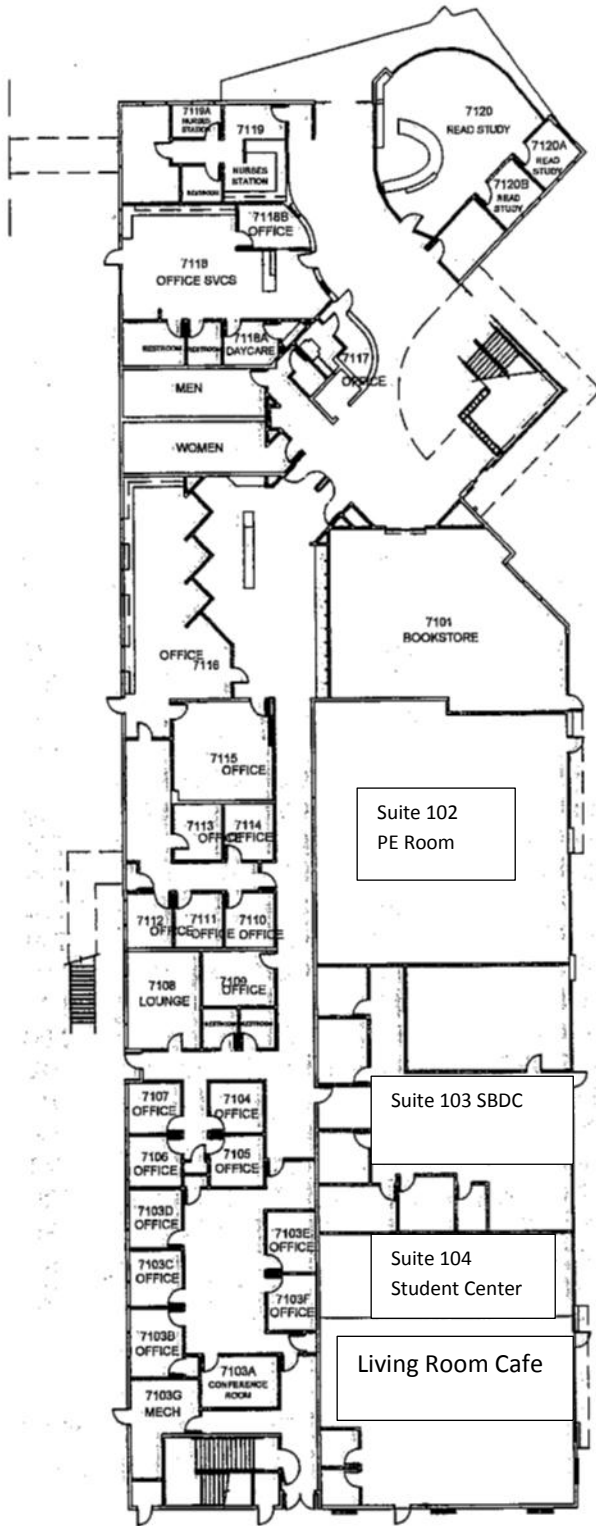
The National City Police Department investigates crimes and provides services to the HEC, NC. Dial 911 for emergency services. Please alert the Center Administrator at 619-216-6665 or the College Police Department at the Chula Vista campus at 619-482-6691 of all incidents and reports.

No Smoking Policy

The Governing Board adopted a policy effective July 1, 1989. Smoking is prohibited in all interior spaces of any building or vehicle, on-campus or extension sites, which are owned or leased by the District. Smoking shall be permitted outdoors.



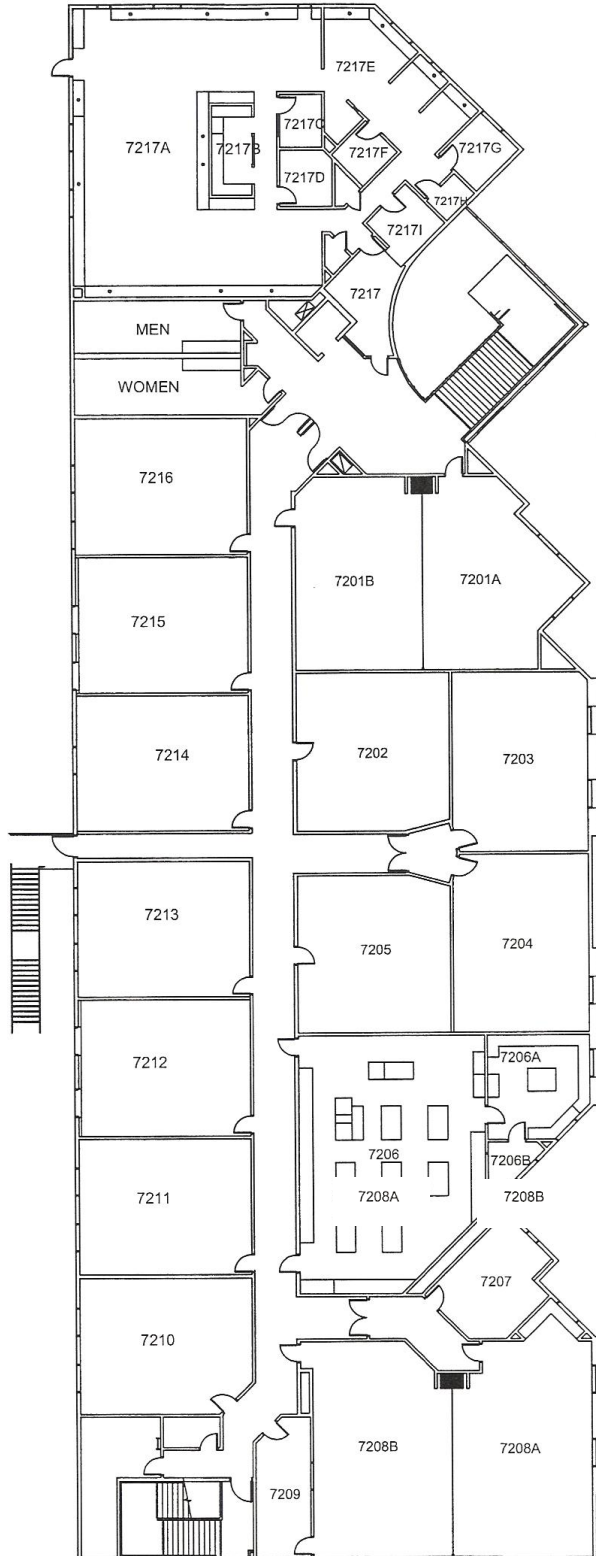
Building Map



Legend - First Floor

- Instructional/Administrative Office **7103**
- Transfer/Career Center **7115**
- Student Services **7116**
- Family Resource Center **7118**
- Health Services/Campus Nurse **7119**
- Library/Tutoring/Multipurpose **7120**
- Bookstore **7101**





Legend - Second Floor

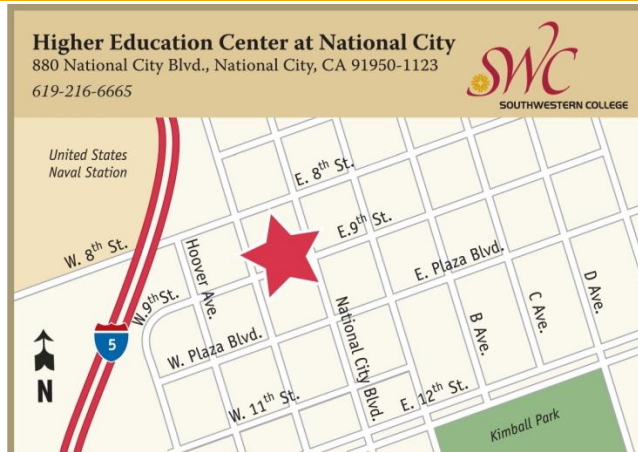
- Biology Lab 7206
- ITC Computer Lab 7208A
- Dental Hygiene Clinic 7217A
- Faculty Lounge 7207



City Map and Directions



<p>From 900 Otay Lakes Road Chula Vista, CA 91910-7299</p>	<p>From I-5 South</p>
<ul style="list-style-type: none"> • Take I-805 North ramp. • Merge onto I-805 North. • Take the CA-54 W/CA-54 E exit. • Keep LEFT at the fork in the ramp. • Merge onto CA-54 W. • Take I-5 North. • Take the PLAZA BLVD exit towards DOWNTOWN. • Turn LEFT onto ROOSEVELT AVE. • Turn RIGHT into the parking structure located on ROOSEVELT AVE. 	<ul style="list-style-type: none"> • Take I-5 South to the 8th STREET exit • Merge onto 8th STREET • Turn RIGHT onto ROOSEVELT AVE. • Turn LEFT into parking structure located on ROOSEVELT AVE. <p>From I-5 North</p> <ul style="list-style-type: none"> • Take I-5 North to the PLAZA BLVD exit towards DOWNTOWN • Turn LEFT onto ROOSEVELT AVE. • Turn RIGHT into parking structure located on ROOSEVELT AVE.



Eatery and Locations

Name	Phone Number
Big Ben Market <ul style="list-style-type: none"> ▪ 108 E. 8th St. 	619-477-1015
Clarion Hotel <ul style="list-style-type: none"> ▪ 700 National City Blvd. 	619-474-2800
Jack in the Box <ul style="list-style-type: none"> ▪ 700 Roosevelt Ave. 	619-477-5804
McDini's <ul style="list-style-type: none"> ▪ 105 E. 8th St. 	619-474-6771
Napoleone Pizza House <ul style="list-style-type: none"> ▪ 619 National City Blvd. 	619-474-2888
Niederfrank's Ice Cream <ul style="list-style-type: none"> ▪ 726 "A" Ave. 	619-477-0828
The Living Room Cafe <ul style="list-style-type: none"> ▪ 880 National City Blvd. 	619-477-2233
Coronado Cafe <ul style="list-style-type: none"> ▪ 801 National City Blvd, Suite D 	619-477-1105
AM/PM <ul style="list-style-type: none"> ▪ 133 W 8th Street 	619-474-5943



Schools and Departments Contact List

Main Campus Phone Number 619-421-6700

SCHOOL AND DEPARTMENT HOURS

Crown Cove Aquatic Center

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

Office of Student Services

Mia McClellan, Dean
 619-482-6369, Building 1400, Room S 109
 Mon.–Thurs..... 8 a.m.–5 p.m.
 Fri..... 8 a.m.–1 p.m.

School of Arts and Communication

Donna Arnold, Dean
 619-482-6372, Room 702B
 Mon.–Thurs..... 7:45 a.m.–6:45 p.m.
 Fri..... 7:45 a.m.–4:30 p.m.

School of Continuing Education, Economic and Workforce Development

Mink Stavenga, D.B.A., Dean
 619-482-6479, Building 660
 Mon.–Fri..... 7:30 a.m.–4:30 p.m.

School of Counseling and Personal Development

Beatrice Zamora-Aguilar, Dean
 619-482-6471, Room S204
 Mon.–Thurs..... 7:45 a.m.–5 p.m.
 Fri..... 7:45 a.m.–1 p.m.

School of Health, Exercise Science, Athletics, and Applied Technology

Terry Davis, Dean
 619-482-6551, Room 1000K
 Mon.–Thurs..... 7:30 a.m.–6 p.m.
 Fri..... 7:30 a.m.–4:30 p.m.

School of Language and Literature

Joel Levine, 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

Kathy Tyner, Acting Dean
 619-482-6459, Room 345
 Mon.–Thurs..... 7 a.m.–6:45 p.m.
 Fri..... 7 a.m.–4:15 p.m.

School of Social Sciences, Business, and Humanities

Mark Meadows, Ph.D., 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.

Higher Education Center at National City (HEC, NC)

Christine Perri, Dean
 619-216-6665
 Mon.–Fri..... 7:45 a.m.–7 p.m.

Higher Education Center at Otay Mesa (HEC, OM)

Silvia Comejo, Dean
 619-216-6750
 Mon.–Thurs..... 7:45 a.m.–6:30 p.m.
 Fri..... 7:45 a.m.–4 p.m.

Higher Education Center at San Ysidro (HEC, SY)

Silvia Comejo, Dean
 619-216-6790
 Mon.–Fri..... 7 a.m.–7 p.m.
 Saturday..... 7:30 a.m.–4 p.m.

