

# HIGHER EDUCATION CENTER AT NATIONAL CITY

## FACULTY GUIDE SPRING 2018



880 National City Boulevard National City, CA 91950  
619-216-6665 [www.swccd.edu/hecnc](http://www.swccd.edu/hecnc)



### **Governing Board of the Southwestern Community College District**

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### **Mission Statement**

Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The college District also stimulates the development and growth of the region through its educational, economic and workforce opportunities, community partnerships and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation and evaluation.

The College District provides educational opportunities in the following areas:

- Associate degree and certificate programs
- Transfer
- Professional, technical, and career advancement
- Basic skills
- Personal enrichment
- Continuing education

*Revised & Adopted by the Governing Board: January 14, 2015*

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**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 towards your individual goals. We offer a variety of occupational, transfer, and general education courses, and have over 100 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 in the process of expanding. The Center currently includes 16 “smart” classrooms, a biology laboratory, 30-station open computer lab, a health services center, and an 18-chair Dental Hygiene Clinic offering free cleanings to students.*

*Last year, the center was remodeled to include additional office space; a new multi-purpose room; faculty workroom and a new Center for Business Advancement (CBA). The new CBA houses the Center for International Trade Development, the San Diego Contracting Opportunities Center; and the Small Business Development Center.*

*Over the past 12 months a new two-story building has been constructed on the south side of the existing Higher Education Center. The new building includes modern laboratory spaces, classrooms, a teaching clinic for the medical office professions program, and a community room seating 90 people for guest and community related events. The project also includes a small courtyard for students to enjoy.*

*In addition, the Center is proud to announce the opening of the new HECN, NC Jag Kitchenette located next to student services. The mission of the JAG Kitchenette is to provide temporary relief for Southwestern College students who are experiencing food insecurities. The JAG Kitchenette is a safe and judgement-free zone that can be used by currently enrolled SWC students.*

*The Higher Education Center constantly strive to improve its services to our student 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



## The History of the Higher Education Center

Established in 1961, Southwestern College (SWC) is the only institution of public Higher Education in the southern portion of San Diego County. The key component to the mission of SWC is providing access to quality education for all residents of its entire service area. With that in mind, the first education center was established 15 years ago in San Ysidro. The San Ysidro campus proved that satellite campuses are a vital part of providing access to education for South Bay residents.

In 1998 city leaders of National City requested the administrators of SWC and SDSU to explore the idea of offering courses in National City. From that meeting emerged what we fondly call the HEC, NC – The Higher Education Center at National City. The HEC, NC officially opened its doors for the Fall 1998 to 423 students!

In the Spring of 2000, Southwestern College offered San Diego County residents its only Dental Hygiene Program, in collaboration with the US Naval Dental Center SW. The dental hygiene program has distinguished itself by ranking 3rd out of 236 dental hygiene programs nationwide. Additionally, the program boasts a 100% pass rate on National board examinations. On July 29, 2003 the ground breaking ceremony was held at the new location and the grand opening was held in January, 2005. Enrollment has steadily grown and we now serve well more than the original 420 students.

The Higher Education Center prides itself in being able to provide an intellectually stimulating environment for our students, faculty, and staff where we work together to serve the educational needs of the South County community. As a valuable member of the SWC teaching faculty, your contribution to the learning experience of our students is of utmost importance.

The following are interesting statistics about the students taking classes at the Higher Education Center:

- Approximately 38% of our student body are looking to obtain an Associate's degree, while 31% are look to transfer to a 4 year college.
- Approximately 24% of the students indicate they are the first in their family to attend college.
- Students at the approximate between the 22-25 age group
- Over 58% would recommend others to attend HEC, National City

The information contained in this abridged Faculty Guide has been developed to assist your orientation to Southwestern College and the Higher Education Center at National City. It is **not** a substitute for official college publications regarding policies and procedures. Therefore, you are strongly urged to read the ***Southwestern College Curriculum Faculty Handbook*** (available in the Administrative Offices), ***SCEA Contract*** and the ***College Catalog*** with special attention to attendance, grading and final examination policies and procedures.



## Important Dates and Deadlines

# IMPORTANT DATES AND DEADLINES

### SEPTEMBER 18

- Spring 2018 application period begins. Applications are online at [www.swccd.edu](http://www.swccd.edu).

### NOVEMBER 6

- Email registration information to students

### NOVEMBER 10

- Holiday – Veterans Day Campus Closed

### NOVEMBER 13

- Registration begins by appointment
- Waitlist available (as classes fill).

### DECEMBER 6

- 1<sup>st</sup> Drop for non-payment

### JANUARY 1

- Residency determination date

### JANUARY 2

- January Intersession Begins

### JANUARY 15

- Martin Luther King Jr. Day – Campus Closed

### JANUARY 17

- 2<sup>nd</sup> Drop for non-payment

### JANUARY 25

- January intersession ends

### JANUARY 29

- Spring 2018 full-term semester begins
- 1<sup>st</sup> 8-week session begins
- Textbooks and required class materials must be returned by the first week of Spring (see bookstore website)

### JANUARY 29 – FEBRUARY 9

#### DEADLINES FOR FULL-TERM CLASSES

Check WebAdvisor to view the following deadline dates by clicking on the class title of a specific class section.

- Add/drop period/class change period. You may add classes with an add code or withdrawl from classes via WebAdvisor at <https://webadvisor.swccd.edu>
- 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
- 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).

### FEBRUARY 9

- Last day to get a refund for Student Activities Stickers
- Last day to drop without a "W" for Full Term classes

### FEBRUARY 15

- Last day to file a petition for Independent Study

### FEBRUARY 16-19

- Holiday—Presidents Weekend – Campus Closed

### FEBRUARY 23

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

### MARCH 1

- Deadline to Petition for Spring 2018 Graduation

### MARCH 9

- Last day to file a petition for Credit by Exam

### MARCH 28-APRIL 1

- Spring break • Campus Closed

### APRIL 2

- Second 8 week session begins

### APRIL 27

- Last day to withdraw from full-semester classes and receive a "W" grade (via WebAdvisor)

### MAY 19-25

- Final Examination Week

### MAY 18-29

- Online Grading is open

### MAY 25

- Last day of classes—End of Semester/Commencement

### MAY 30

- Final grades are due

## REMINDER TO FACULTY!

Grade rosters must be submitted on WebAdvisor and are due by: MIDNIGHT on Tuesday, May 29, 2018.

## SHORT SESSION DEADLINES:

Short Sessions begin JANUARY 29 and APRIL 2. 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





**Spring 2017 Hours \*****Building Open for Classes**

Monday – Friday	6:45AM – 10:00PM
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<b>Campus Bookstore</b>	Room 7118	<i>Subject to Change</i>
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Monday, Jan. 29 – Friday, Feb. 2.	8:30A.M. – 12:00P.M.
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Tuesday & Wednesday Only	4:00P.M. – 6:30P.M.
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\*Please visit [swcbookstore.com](http://swcbookstore.com) at all other times

**Counselor**

Monday – Friday	<i>*Please call Student Services to schedule an appointment</i>
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<b>Health Services</b>	Room 7119
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Monday	7:45A.M – 1:30PM
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Wednesday	4:00P.M. – 6:30PM
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<b>IT Department</b>	Room 7207
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Monday - Friday	7:30AM – 3:30PM
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<b>Computer Lab</b>	Room 7208A
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Monday – Thursday	7:00AM – 8:45PM
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Friday	7:00AM – 5:00PM
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<b>Library Services</b>	Room 7120
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Monday & Tuesday	8:00AM – 12:00PM
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Wednesday & Thursday	5:00PM – 7:00PM
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Friday	CLOSED
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<b>Student Services</b>	Room 7116
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Monday – Thursday	8:00AM – 6:30PM
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Friday	8:00AM – 5:00PM
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<b>Tutoring Services</b>	Room 7208A
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Math Tutor	TBA
TBA	

Writing Tutor	TBA
TBA	

**\*Subject to Change**

## Important Numbers

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

Name	Extension	Room
<b>Administrative/Instructional Office</b>		
▪ Christine Perri, Dean	<b>6668</b>	7101
▪ Andre Harris, Higher Education Center Coordinator	<b>6669</b>	
▪ Mireya Cortez, Clerical Assistant II	<b>4896</b>	
<b>Biology Lab Tech Office</b>		
▪ Heather Anderson, Instructional Lab Technician Science & Allied Health	<b>4872</b>	7206
<b>Counseling Services</b>		
▪ Antoinette Nagai, Counselor	<b>4859</b>	7112
▪ Maria Elena Solis, Counselor	<b>4856</b>	7114
<b>Dental Hygiene Program</b>		
▪ William DiZinno, Interim-Director	<b>6670</b>	7101
▪ Sylvia Banda-Ramirez, Administrative Secretary I	<b>4862</b>	
▪ Beth Gray, Associate Professor	<b>4860</b>	
▪ Linda Lukacs, Associate Professor	<b>4865</b>	
▪ Karen Kubischta, Associate Professor	<b>6667</b>	
▪ Gabby Castillo, Dental Hygiene Clinical Facility Coordinator	<b>4870</b>	
▪ Frank Montejano, Evening Instructional Assistant II	<b>4870</b>	
<b>Health Services</b>		
▪ Campus Nurse	<b>4855</b>	7119
<b>IT Department</b>		
▪ Marcelo Arman, Instructional Lab Technician Microcomputer	<b>4893</b>	7207
<b>Library Services</b>		
▪ Campus Librarian	<b>4868</b>	7120
<b>Medical Laboratory Technician &amp; Medical Office Profession Program</b>		
▪ Deanna Reinacher, Program Director	<b>6673</b>	7119
▪ Luis Osuna, Associate Professor	<b>4884</b>	
▪ Josceline Castro-Valencia, Interim Program Technician	<b>4886</b>	
<b>Student Services</b>		
▪ Fernando Poveda, Supervisor	<b>4858</b>	7211
▪ Virginia Castillo, Education Center Technician	<b>4853</b>	
▪ Mireya Cortez, Interim Education Center Technician	<b>4896</b>	

**Note:** In case of an emergency, please contact the HECN, Dean, Coordinator, or supervisor.

EMERGENCY	Phone Number
Emergency	<b>911</b>
National City Police Department	<b>619-336-4411</b>
National City Fire Department	<b>619-336-4550</b>





## Academic Accommodations

Academic accommodations are modifications made in an academic setting to afford the student with a disability an equal opportunity to learn in a lecture and lab course and to show what they have learned on tests. Examples of common accommodations include a note-taker in class, extra time on tests, and enlarged print. The educational institution, via instructional faculty, must provide reasonable accommodations to the student with a known disability.

In order for the student to receive an accommodation, she/he must request the "reasonable" accommodation in a timely manner by providing the instructor or Disability Support Services Office with written documentation of the disability. The instructor and the student discuss the requested accommodation(s) and how the accommodations(s) will be provided. All communications are confidential. DSS verifies the existence of a disability, functional limitations, and authorizes reasonable academic accommodations according to the Title V regulations. Faculty will receive a copy of the "Authorized Academic Accommodations" form verifying student qualification. DSS can help instructors organize and provide accommodations using their standard procedures/forms. Forms are available in the HEC, NC Student Services Office. DSS is not responsible for providing academic accommodations, which are a faculty/institutional responsibility.

The Disability Support Services Office recommends all students discuss accommodation requests in the first two weeks of the semester; however, students are not required to do so. Students with a disability have the right to decide when to disclose their disability and request accommodations from a professor.

If you need additional information on academic accommodations, please stop by the HEC, NC Student Services Office in Room 7116. Faculty cannot deny reasonable Academic Accommodations. If a conflict exists, and it is not resolved in five (5) instructional days, the student has the option to request its review by the College Academic Accommodations Panel. For students whose disabling condition has been verified, the accommodation will be allowed for a maximum of three (3) weeks during which time a resolution will be achieved. Recent case laws mandate the need for this procedure. While the district is ultimately responsible for providing academic accommodations, a faculty member may be held personally liable for not allowing an accommodation. (Wood v. Strickland, 1979; Howe v. Hull, 1994; US v. Morvant, 1994).



DSS recommends the following statement be included on your course syllabi:

*“Southwestern College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If a student believes they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice), (619) 207-4480 (video phone), or email at DSS@swccd.edu. Alternate forms of this syllabus and other course materials are available upon request.”*

Alternate format refers to the translation of print into a format that a person with a disability can comprehend, e.g. tape, e-text or Braille for blind or visually impaired. The Disability Support Services (DSS) can assist with these requests and can be reached at 619-482-6512.

Other services the DDS Office provides include:

- Disability counseling
- Test proctoring
- Note-takers (when a volunteer from class cannot be found)
- Training in the use of adaptive computer hardware and software
- Testing for learning disabilities and speech/language disabilities
- Short term equipment loan
- Sign language interpreters
- Specialized classes in basic skills and learning strategies
- Tutoring
- Community liaison with outside agencies

Please stop by the HEC, NC Student Services Office, Room 7116, or call the DSS Office if you have any questions. The DSS Office is located at the Chula Vista campus in Room 1400 (One-Stop) and can be reached at 619-482-6512.

### **Books on Reserve**

Instructors may place books on reserve to be used by students during the semester. Students will be required to provide an ID prior to checking out the material for a limited amount of time. Please refer your students to the HEC, NC Student Services Office for assistance.

### **Classroom Technology**

Your assistance is needed in securing our existing equipment. Please do not change or alter the equipment connections or transfer the equipment without notifying the HEC, NC IT Department in Room 7207 or by calling 619-216-6665 ext. 4893. All classrooms are equally equipped and we need to keep an accurate inventory of equipment location as part of our security measures.



It is especially important to lock lab rooms and rooms that contain audio-visual equipment; i.e. video/DVD player, computers, when you leave.

### **Clean Classroom**

Drinking and eating are not permitted in classrooms. A trash can is provided in each classroom.

### **IT Department Services**

If you plan to use the computer lab as a classroom and need special freeware installed, or have any questions regarding the operation of the equipment, please contact the HEC, NC IT Department in Room 7209 or by calling 619-216-6665, ext. 4893. For installation of special freeware and/or files, contact the HEC, NC IT Support Specialist two (2) weeks in advance.

#### ***IT Department Services Spring Hours***

Monday – Friday	7:30 A.M. – 3:30 P.M.
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### **Counseling Services**

The HEC, NC has one on site counselor who is ready to work with students on a variety of topics that include academic, personal, and career issues. Please remind students to schedule a counseling appointment early in the semester to develop a Student Educational Plan (SEP) that will serve as their roadmap to reaching their individual career/academic goals. A counselor is available to provide class presentations on a variety of counseling services provided at the HEC, NC. The counselor is available Monday through Thursday, with some evening hours. Students can schedule an appointment in the HEC, NC Student Services Office, Room 7116.

### **Copiers**

The HEC, NC has a self-service copier located in Student Services, Room 7116 for your convenience. The Central Services (CS) at the Chula Vista Campus, Room 101A offers duplicating services and also has self service copiers for your use.

### **Duplicating/Printing Services**

Faculty and staff members who need duplicating/printing of materials or finishing work (e.g. collate, staple, punch, padding, folding, comb or coil binding, lamination, perforation, scoring, etc.) may submit work directly to Central Services in Room 101 or via e-mail at oos@swccd.edu (some restrictions apply). With a few exceptions\* this service is complimentary. We can produce many types of documents in black and white or color, such as exams/quizzes, classroom handouts, handbooks, curriculum modules, posters, flyers, forms, envelope imprinting, business cards, newsletters, and signs to name a few.

Contact Phone: (619)482-6405



### Faculty Absence

If you are unable to meet your class or will be arriving late to class, you must call the HEC, NC Administrative/Instructional Office at 619-216-6669 (*before 4:30 p.m.*) or 619-216-6665 ext. 4852 (*after 4:30 p.m.*). This will allow the staff on duty to provide students with proper notification of your absence or delay.

### Faculty Classroom Attendance

All faculty members are required to remain in class for the ***full meeting time, including the first day***. However, mid-point class breaks are encouraged and necessary to facilitate the retention of student interest and motivation.

Length of Time	Amount of Break Time
50 Mins. – 1 Hr. 35 Mins.	- 0 -
1 Hr. 50 Mins. – 2 Hrs. 35 Mins.	10 Minutes
2 Hrs. 50 Mins. – 3 Hrs. 20 Mins.	20 Minutes
3 Hrs. 50 Mins. – 4 Hrs. 30 Mins.	30 Minutes
4 Hrs. 50 Mins. – 5 Hrs. 30 Mins.	40 Minutes

### Faculty Evaluations

Faculty members will be evaluated in accordance with the policies and procedures that are contained in the ***Instructional and Non-Instructional Faculty Evaluation & Tenure Review Policy and Procedures Manual***.

### Faculty Substitutions

If you require a substitute, please contact your respective school to make arrangements and approval.

### Field Trips

Classes being held off-campus require approval of the **HEC, NC Dean** and the completion of a ***Field Trip Request*** form to be submitted no later than ***fourteen days prior*** to the scheduled event.

Forms may be obtained from the HEC, NC Administrative/Instructional Services Office, Room 7101.

### First Aid and Emergency Services/Health Services

A first aid kit is located in the HEC, NC Student Services Office, Room 7116. Serious injuries or accidents should be reported, as follows:



IF LIFE-THREATENING	911
Health Services	619-216-6665 ext. 4855
SWC College Police	619-482-6380
National City Police Department	619-336-4411
National City Fire Department	619-336-4550

Serious injuries or accidents should be reported to the HEC, NC Administrator on duty and to the HEC, NC Administrative/Instructional Office immediately. Instructors may give first aid to minor injuries sustained by students in the classroom; however, it is recommended that the injured be referred to Health Services. An accident/incident report form must be completed by the administrator for each incident.

**Important Note:** All classroom phones connect immediately to Chula Vista Campus Police upon removal of headset from base.



## Grade Rosters/Online Grading

Faculty can enter grades online via **WebAdvisor** at [www.swccd.edu](http://www.swccd.edu) under the E-Tools menu.

Procedures for online grading can be downloaded via WebAdvisor (see below).

The following screenshots illustrate the steps to access the grading procedures:

- SWCCD Homepage:** The 'E-Tools' menu is highlighted in the top navigation bar.
- WebAdvisor Now:** A button labeled 'WebAdvisor Now' is shown, with an arrow pointing to it.
- Main Menu:** The 'WebAdvisor for Faculty' link is highlighted in the 'Main Menu' section.
- Faculty Information:** The 'Procedures for faculty grading' link is highlighted in the 'Faculty Information' section.

**Guest Speaker**

Faculty who plan to have a guest speaker during classroom instruction should notify the Dean of the HEC, NC prior to the presentations. A guest parking pass will be issued.

**Keys**

Classroom keys may be picked up in the Administrative/Instructional Office, Room 7101. Please contact the HEC, NC Coordinator, to complete the necessary form. All keys are to be returned at the end of each semester. If keys are lost, the member must write a memo to the Southwestern College Police listing the keys lost, when they were lost, and if possible the approximate location. The Dean of the HEC, NC must then approve the memo and forward it to the Facilities Office at which time new keys will be issued.

**Library Services**

Library collection information may be accessed through the easy-to-use online catalog ([www.swccd.edu.library](http://www.swccd.edu/library)). Faculty can request books/materials to be sent to them at the HEC, NC by making advance arrangements in the Administrative/Instructional Services Office, Room 7101.

**Mailboxes**

The major means of formal communication is through the faculty mailboxes. Faculty mailboxes are located in Room 7104. It is essential for each instructor to check his/her mailbox on a regular basis.

**Materials/Equipment/Supplies**

College equipment and supplies are for instructional use only and should not be employed for personal use. For your convenience, the adjunct faculty lounge, Room 7104 has a PC, a Scantron Test Scanner, printer, and a telephone available for faculty use.

Audiovisual equipment is available in your assigned classroom. If you need assistance with the operation of equipment in the classroom, or if equipment does not work, please contact the IT Department in Room 7207 or by calling 619-216-6665, ext. 4893.

Supplies for classroom instruction may be obtained by completing a requisition form in school offices on the main campus (or the HEC, NC for Dental Hygiene instructors). However, the HEC, NC





provides limited instructional supplies for use in the classroom only (e.g. dry-erase markers, erasers).

### **Parking**

The Human Resources office issues staff parking permits to all new instructors. Parking permits **are required** at the Chula Vista Campus and at the HEC, NC. This applies to students and staff. The parking structure can be accessed from Roosevelt Avenue (right behind the Higher Education Center, National City).

### **Salary Payment**

Salary payment for part-time instructors is made in three monthly equal warrants that are available on the 5<sup>th</sup> of every month and sent to the location designated by the faculty member with Payroll Services at the Chula Vista campus. Checks that are to be picked up at the HEC, NC will be available by the end of the day on the 5<sup>th</sup> of each month (or the previous working weekday if the 5<sup>th</sup> falls on the weekend) from the Administrative/Instructional Office, Room 7101.

### **Smoking Policy**

Smoking is prohibited in all enclosed places of employment, including enclosed patios, lobbies, lounges, elevators, stairwells, restrooms, and all District-owned vehicles. Smoking is permitted only within designated smoking areas within the confines of the perimeter road (Chula Vista campus), and in the walkways adjoining the perimeter road. This prohibition shall apply to all on-campus buildings, including enclosed patios, as well as all extension sites that are owned or leased by the District. Smoking shall be prohibited in all District-owned vehicles. Smoking shall be permitted at designated outdoor locations. Policy No. 3570.

### **Student Material Pick-up**

If you wish to leave student materials at the end of the semester for students to pick-up at the HEC, NC, please contact the Administrative/Instructional Office, Room 7101 or by calling 619-216-6669. ***Please note that materials will be held for two weeks after the end of the semester and then discarded.***



**Syllabus**

After familiarizing yourself with the **course outline**, a **syllabus** must be prepared and distributed to each student on the first day of instruction. The syllabus must include, when appropriate, the following information:

- Goals and objectives for course
- Content for the course of study
- Attendance requirements and Tardy Policy
- Behavior/discipline requirements as deemed necessary
- Planned schedule of examinations, field trips, or other special activities
- Out-of-class assignment policy
- Method of evaluating student progress toward, and achievement of course goals and objectives, including method by which the final grade is derived
- Information about office hours availability and appointment procedure
- Information which advises students of requirements established by the instructor for meeting course objectives
- Information about student accommodations provided by Disability Support Services
- Academic Dishonesty Policy
- Faculty Contact Information, i.e., Email, Voice Mail
- Faculty Name, Course Title and Number (ex. COMM 103-70, Oral Communication), Times/Days the class meets.
- Instructor's Grading Policy
- Required and Optional Textbooks
- Required and Supplementary Tools and Materials

***Instructional and Non-Instructional Faculty Evaluation and Tenure Review Policy & Procedures***, 1993, p. 34

***You are required to submit a copy of each course syllabus by the end of the first week of instruction to the following:***

- *Respective School Dean (or Dental Hygiene Director for DH faculty)*
- *Administrative/Instructional Office at the HEC, NC, NC Room 7101*



**Telephone Instructions**

Telephones in all the classrooms are for *emergency situations only*. A telephone is available for your convenience in the Faculty Lounge, Room 7104.

- To place a call within the HEC, NC, just dial the extension.
- To place a call to the main campus, just dial the extension.
- To make a call outside of the HEC, NC, dial 9, then the number.
- To call the HEC, NC, dial 619-216-6665, 1, and the extension.
- The National City Police number is 619-336-4411.
- The SWC Campus Police number is 619-482-6380.

**Voice Mail:** Every instructor has been assigned a telephone extension number. The Higher Education Center at National City staff seeks to serve the needs of faculty and students; therefore, if you require assistance, do not hesitate to ask for help. Welcome and enjoy the semester!



**How to Use Operate a Smart Podium**

Please use the following link for instructions to operate the new podiums at HEC, National City:

<https://youtu.be/tbdEzHJ2G34>



## Building Map



### Legend – First Floor

• Administrative Offices	7101
• Bookstore	7118
• Faculty Lounge	7104
• Health Services	7119
• Library	7120
• Multipurpose Room	7102
• Student Services	7116



**Second Floor****Legend – Second Floor**

• Biology Lab	7204
• Computer Lab	7208A
• Dental Hygiene Clinic	7217A
• P.E. Room	7201



### City Map and Directions



#### From 900 Otay Lakes Road Chula Vista, CA 91910-7299

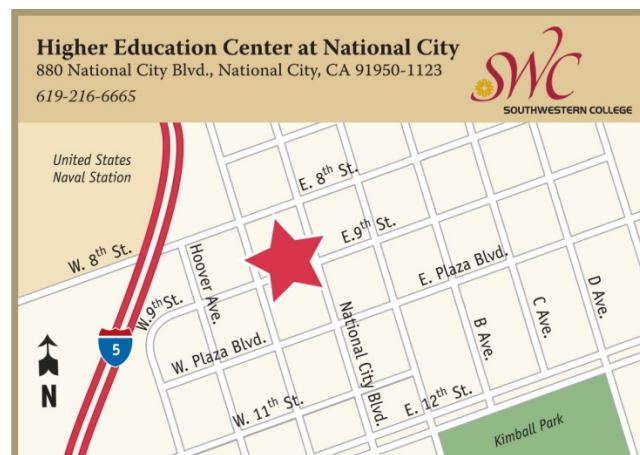
- Take **I-805 North** ramp.
- Merge onto **I-805 North**.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto **CA-54 W**.
- Take **I-5 North**.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into the parking structure located on **ROOSEVELT AVE**.

#### From I-5 Going South

- 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**.

#### From I-5 Going North

- 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**.





**Schools and Departments Contact List****Main Campus Phone Number 619-421-6700**

Contact	Phone Number
Academic Success Center	482-6348
Adjunct Faculty Voicemail	482-6565
Admissions	482-6550
Associated Student Organization (ASO)	482-6568
Assessment Center (Placement Testing)	482-6385
Athletics	482-6370
Basic Police Academy	482-6462
Bookstore	482-6416
Cafeteria	482-6359
Career Center	421-6700, ext. 5247
Cashier's Office	482-6307
College Police	482-6380
College Police Emergency	216-6691
Communications, Community and Governmental Relations	482-6304
Continuing Education	482-6376
Counseling Center	421-6700, ext. 5240
Crown Cove Aquatics Center	575-6176
Disability Support Services	482-6512
Emergency	216-6691
Evaluations	482-6326
Evening Administrator	216-6640
Extended Opportunities Programs and Services (EOPS)	482-6456
Facilities Use	482-6319
Financial Aid	482-6357
Financial Services	482-6312
Health Services	482-6354
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

Contact	Phone Number
Learning Resource Center (Library)	482-6397
Nurse (Campus)	482-6354
Nursing Programs/Courses	482-6352
Online Learning Center	482-6595
Outreach	482-6518
Personal Wellness	482-6689
Prerequisite Review	216-6659
Registration Information	482-6550
Student Support Programs	482-6471
School of Arts, Communication, and Social Sciences	482-6372
School of Instructional Support Services and Continuing Education	482-6479
School of Counseling and Student Support Programs	482-6471
School of Wellness, Exercise Science, and Athletics	216-6626
School of Language, Literature and Humanities	482-6461
School of Mathematics, Science, and Engineering	482-6459
School of Business and Technology	482-6582
Student Accounts	482-6307
Student Activities	482-6568
Student Employment Services	482-6356
Student Newspaper (Southwestern Sun)	482-6368
Superintendent/President	482-6301
Tennis Courts and Tennis Center	421-6622
Theatre Box Office	482-6367
Transfer Center	482-6472
Veterans Services	482-6324
Veteran's Resource Center	482-6548
Workforce, AEBG and Continuing Education	482-6376



## Final Exam Schedule Spring 2017

## FINAL EXAMINATION SCHEDULE

MAY 19–25, 2018

- Final examination meeting times may not be altered from this published schedule.
- 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 must consult with the cognizant School Dean to determine examination time.
- No student will be excused from a final examination.

**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	May 21 & 23	(MW)	7-8 a.m.
		May 21	(M)	6-8 a.m.
7-7:55 a.m.	TTh	May 22 & 24	(TTh)	7-8 a.m.
		May 22	(T)	6-8 a.m.
8-8:55 a.m.	MWF, MW, Daily	May 21	(M)	8:10-10:10 a.m.
8-8:55 a.m.	TTh	May 22	(T)	8:10-10:10 a.m.
9-9:55 a.m.	MWF, MW, Daily	May 23	(W)	8:10-10:10 a.m.
9-9:55 a.m.	TTh	May 24	(Th)	8:10-10:10 a.m.
10-10:55 a.m.	MWF, MW, Daily	May 21	(M)	10:40 a.m.-12:40 p.m.
10-10:55 a.m.	TTh	May 24	(Th)	10:40 a.m.-12:40 p.m.
11-11:55 a.m.	MWF, MW, Daily	May 23	(W)	10:40 a.m.-12:40 p.m.
11-11:55 a.m.	TTh	May 22	(T)	10:40 a.m.-12:40 p.m.
12-12:55 p.m.	MWF, MW, Daily	May 25	(F)	8:10-10:10 a.m.
12-12:55 p.m.	TTh	May 25	(F)	10:40 a.m.-12:40 p.m.
1-1:55 p.m.	MWF, MW, Daily	May 23	(W)	1:10-3:10 p.m.
1-1:55 p.m.	TTh	May 24	(Th)	1:10-3:10 p.m.
2-2:55 p.m.	MWF, MW, Daily	May 21	(M)	1:10-3:10 p.m.
2-2:55 p.m.	TTh	May 22	(T)	1:10-3:10 p.m.
3-3:55 p.m.	MWF, MW, Daily	May 25	(F)	1:10-3:10 p.m.
3-3:55 p.m.	TTh	May 25	(F)	3:30-5:30 p.m.
4-4:55 p.m.	MWF, MW, Daily	May 23	(W)	3:30-5:30 p.m.
4-4:55 p.m.	TTh	May 22	(T)	3:30-5:30 p.m.
5-5:55 p.m.	MWF, MW, Daily	May 21	(M)	3:30-5:30 p.m.
5-5:55 p.m.	TTh	May 24	(Th)	3:30-5:30 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
M or MW	May 21	(M)	
T or TTh	May 22	(T)	
W (only)	May 23	(W)	
Th (only)	May 24	(Th)	
F (only)	May 25	(F)	
Sat (only)	May 19	(Sat)	
Sat/Sun, or F/Sat/Sun, or Sun (only)	May 20	(Sun)	

Final Exam tim 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'.

**EXCEPTIONS:**

- 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.

**ONLINE CLASSES:**

Check your syllabus and contact your faculty with any questions.

