

HIGHER EDUCATION CENTER AT NATIONAL CITY

FACULTY GUIDE SUMMER 2013



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



Governing Board of the Southwestern Community College District

Melinda Nish Ed.D., Superintendent/President

Norma L. Hernandez, Board President

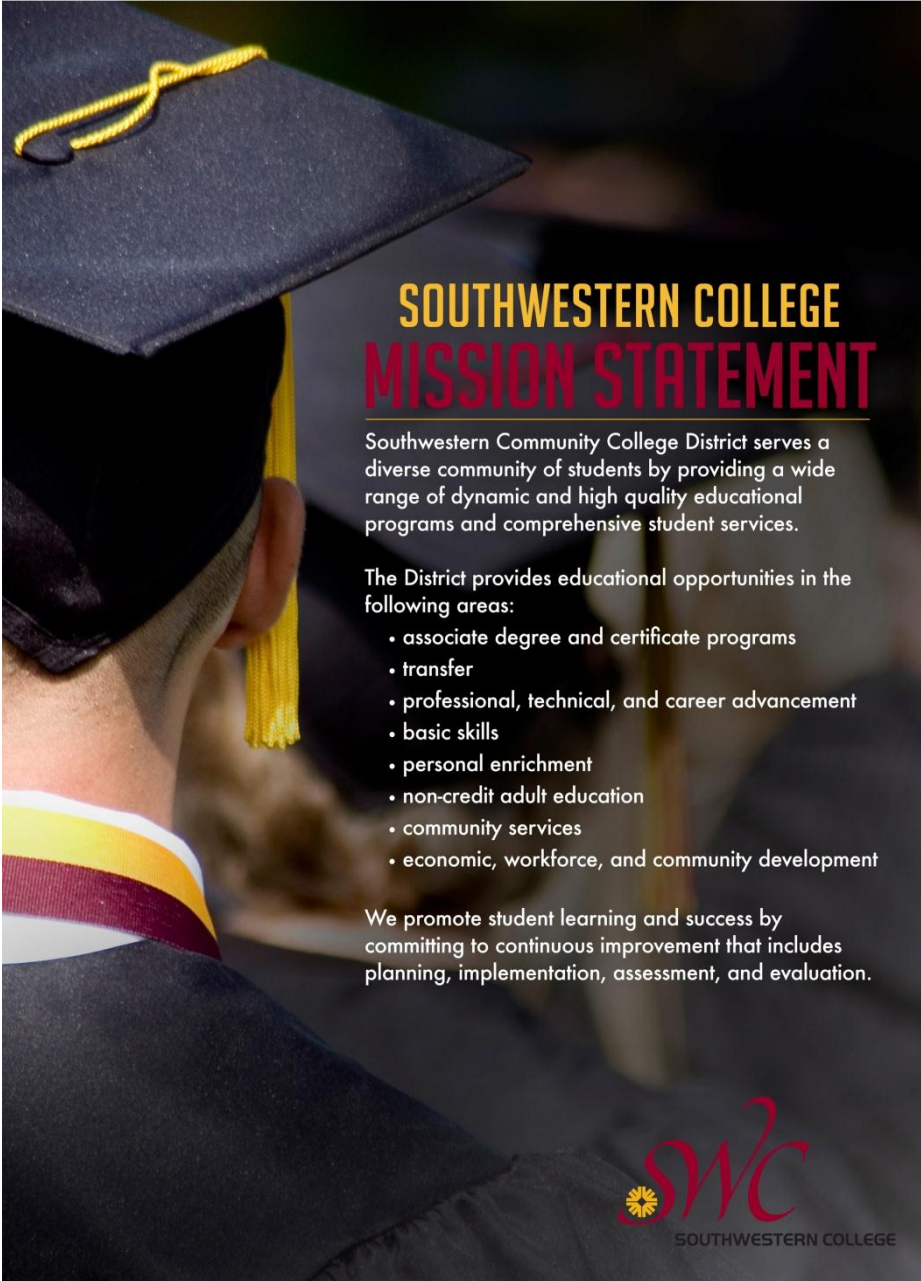
Humberto Peraza, Board Vice President

Tim Nader

Nora E. Vargas

Terri Valladolid

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.



SOUTHWESTERN COLLEGE



Table of Contents

Welcome..... 4

The History of the Higher Education Center 5

Important Dates 7

Summer 2013 Hours 8

Telephone Directory 9

Important Numbers..... 11

Academic Accommodations 12

Telephone Instructions 21

How to Operate a Smart Podium..... 22

Building Map..... 24

City Map and Directions..... 26

Schools and Departments Contact List..... 27



Welcome,

As the Dean of the Higher Education Center (HEC, NC) at National City, let me be the first to welcome you to the Center. We are pleased to have you join us as an instructor for the HEC, NC students. We appreciate your willingness to provide your teaching expertise and experience in partnership with the staff of the HEC, NC to insure that the student body is provided an academic experience that upholds the standards of rigor and student-faculty interaction and involvement that have come to be expected of the "SWC Experience." The HEC, NC offers over 200 classes for students to choose from, including occupational, transfer and general education courses. In addition to academic course offerings, we provide many services to assist students, 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 located in a new, state-of-the-art facility. The Center includes 16 "smart" classrooms, a biology laboratory, medical assisting laboratory, 30-station open computer lab, a health services center, physical exercise room, a bookstore and an 18-chair Dental Hygiene Clinic offering free cleanings to the college community. During the last seven years, the HEC, NC has increased in enrollment and now tops 1,500 students per semester.

We appreciate your commitment to continue this level of service to the growing HEC, NC student body and to help us build on the legacy of service and support that has been established by our staff. To assist you in providing this experience for your students, the HEC, NC staff provides a wide array of services and support for you, the faculty, and for the students enrolled in your classes. Those services are outlined in this handbook.

Thank you for joining us! We wish you tremendous success and know you will enjoy your time with the HEC, NC family.

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:

- Over 52% of the students have declared their goal as transfer preparation.
- Approximately 24% of the students indicate they are the first in their family to attend college.
- Approximately 49% of the students are employed, with 18% full-time and 31% part-time.
- Students at the HEC, NC tend to be older in age than students at the Chula Vista campus (28 compared to 26 average age).
- Students enrolled at the HEC, NC carry an average unit load of 8.8 units.



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



Summer 2013 Schedule of Classes

Check online for newly added classes and instructor updates at www.swccd.edu

IMPORTANT DATES AND DEADLINES

MARCH 4

Begin accepting summer online application at www.swccd.edu. New and returning students are emailed registration information when they apply

APRIL 22

Email registration information to Continuing Students

APRIL 29

Registration begins by appointment—Wait list available (as classes fill)

MAY 27

HOLIDAY

JUNE 3

Residency determination date

JUNE 3

Summer instruction begins 8-week sessions

JUNE 10

Summer instruction begins 7-week sessions

JULY 4

HOLIDAY—Independence Day Observed

JULY 25

All summer sessions end

* 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>)

Summer Session Deadlines:

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



Summer 2013 Hours ***Building Open for Classes**

Monday through Thursday May 20 – May 31 7:45AM – 7:00PM

Building closes at 7:00PM Closed Fridays

Monday through Thursday June 3 – August 9 7:45AM – 7:00PM

Building closes at 10PM Closed Fridays

Campus Bookstore Room 7101 *Subject to Change*

Monday, June 4 – Thursday, June 7 9:00AM – 1:00PM

Monday, June 4 – Tuesday, June 5 4:00PM – 6:00PM

Friday, June 8 Closed

CounselorMonday – Thursday **Please call Student Services to schedule an appointment***Health Services** Room 7119

Tuesday 8:00AM – 6:30PM

IT Department Room 7209

Monday - Thursday 8:00AM – 8:45PM

Computer Lab Room 7208A

Monday – Thursday 8:00AM – 8:45PM

Library Services Room 7120

Monday 9:00AM – 12:00PM

Thursday 2:00PM – 4:00PM

Student Services Room 7116

Monday – Thursday 8:00AM – 6:30PM

Tutoring Services Room 7208A

Computer Literacy Tutor

Monday & Wednesday 10:00AM – 3:00PM

Thursday 10:30AM – 12:30PM

Math Tutor

Monday & Wednesday 10:00AM – 3:00PM



Writing Tutor

Monday & Wednesday

10:30AM – 1:30PM

Thursday

10:30AM – 2:30PM

***Subject to Change**



Telephone Directory**Main Number 619-216-6665****Fax Number 619-216-6678**

Last Name	First Name	Department	Extension	Room
Anderson	Heather	Biology Lab Tech Office	4872	7206
Arman	Marcelo	IT Department	4893	7209
Aragoza	Dean	Counseling Services	4856	7112
Banda-Ramirez	Sylvia	Dental Hygiene	4862	7103
Castillo	Gabby	Dental Hygiene Clinic Lab Tech Office	4870	7217C
Castillo	Virginia	Student Services	4853	7116
Harris	Andre	Administrative/Instructional Office	6669	7103E
Hopkins	Kesa	Dental Hygiene Program	4861	7106
Kimbrough-Walls	Vickie	Dental Hygiene Program	6670	7103D
Lukacs	Linda	Dental Hygiene Program	6667	7105
Montejano	Frank	Dental Hygiene Clinic Lab Tech Office	4870	7217C
Munshower	Donald	Counseling Services	4857	7114
Newhouse	Heidi	Supervisor	4853	7111
Ngige Kenyatta	Murugi	Family Resource Center	6671	7118
Nuñez	Luis	Medical Laboratory Technician Program	6673	7103C
Osuna	Luis	Medical Assistant Program	5704	7110
Peinado	Evana	Student Services	4852	7116
Perri	Christine	Administrative/Instructional Office	6668	7103B
Petralia	Laurie	Dental Hygiene Program	4858	7113
Pineda	Veronica	Medical Laboratory Technician Program	4896	7103C
Poulos	Terri	Dental Hygiene Program	4860	7107
Silvestre	Jay	Health Services	4855	7119
Sisco	Elizabeth	Administrative/Instructional Office	4886	7103
Thele	Barry	IT Department	4877	7209



Department Name	Extension	Room
Administrative/Instructional Office	6669	7103
Biology Lab Tech Office	4872	7206
Counseling Services	4851	7112
Dental Hygiene Clinic	4875	7217A
Dental Hygiene Program	4862	7103
Faculty Lounge	4873 / 4874	7207
Family Resource Center	6672	7118
Health Services	4855	7119
IT Department	4877	7209
Medical Assistant Program	4886	7103
Medical Laboratory Technician Program	6673	7103C
Multi-Purpose Room / Library / Tutoring	4868	7120
Student Services	4851	7116



Important Numbers

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

Name	Extension	Room
Administrative/Instructional Office		
▪ Christine Perri, Dean	6668	
▪ Andre Harris, Higher Education Center Coordinator	6669	7103
▪ Elizabeth Sisco, Clerical Assistant II	4886	
Biology Lab Tech Office		
▪ Heather Anderson, Instructional Lab Technician Science & Allied Health	4872	7206
Counseling Services		
▪ Dean Aragoza, Counselor	4856	7112
▪ Donald Munshower, Counselor (Hourly)	4851	
Dental Hygiene Program		
▪ Vickie Kimbrough-Walls, Director	6670	
▪ Sylvia Banda-Ramirez, Administrative Secretary I	4862	
▪ Linda Lukacs, Associate Professor	6667	7103C
▪ Terri Poulos, Associate Professor	4860	
▪ Kesa Hopkins, Associate Professor	4870	
▪ Gabby Castillo, Dental Hygiene Clinical Facility Coordinator		
▪ Frank Montejano, Evening Instructional Assistant II		
Evening Administrator		
▪ Joe Bonilla	4858	7211
▪ Robert Montano		
Family Resource Center		
▪ Murugi Ngige Kenyatta, Director	6672	7118A
Health Services		
▪ Campus Nurse	4855	7119
IT Department		
▪ Barry Thele, Education Center IT Support Coordinator	▪ 4877	7209
▪ Marcelo Arman, Instructional Lab Technician Microcomputer	▪ 4893	
Library Services		
▪ Campus Librarian	4868	7120
Medical Laboratory Technician Program		
▪ Luis Nuñez, Program Director	6673	7103C
▪ Veronica Pineda (Hourly)	4896	
Medical Assistant Program		
▪ Luis Nuñez, Program Director	6673	7110
▪ Luis Osuna, Associate Professor	4884	
Student Services		
▪ Evana Peinado, Education Center Technician	4852	7116
▪ Virginia Castillo, Education Center Technician	4853	

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

EMERGENCY	Phone Number
Emergency	911



National City Police Department	619-336-4411
National City Fire Department	619-336-4550

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 discuss academic accommodations with their professors during the first two weeks of class. An alternate format of the syllabus and class handouts is 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 Security

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 7209 or by calling 619-216-6665 ext. 4877, 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. 4877, 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 Summer Hours

Monday – Thursday

8:00 a.m. – 8:45 p.m.

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 Office Support Services (OSS) at the Chula Vista Campus, Room 101A offers duplicating services and also has self service copiers for your use.

Course Material Reproduction Services and Clerical Assistance

All classroom materials requiring typing, word-processing, and/or duplication must be submitted directly to Office Support Services (OSS), Room 101A at the Chula Vista Campus on an OSS request form, in person or via interoffice mail, with approval from your School Dean. The form is available from the Administrative/Instructional Services Office.

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 7103E.



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 under the E-Tools menu.

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

The image illustrates the steps to access faculty grading procedures in WebAdvisor:

- On the main website, click on the **E-Tools** menu.
- On the WebAdvisor page, click on **Use WebAdvisor Now**.
- Once logged in, go to the **Faculty Information** section and click on **Procedures for faculty grading**.



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 7103E. 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 Dean 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). 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 7103.

Mailboxes

The major means of formal communication is through the faculty mailboxes. Faculty mailboxes are located in Room 7207. 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 7207 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 7209 or by calling 619-216-6665 ext. 4877, 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 5th 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 5th of each month (or the previous working weekday if the 5th falls on the weekend) from the Administrative/Instructional Office, Room 7103E.

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 7103E 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 7103E*



Telephone Instructions

Telephones in all the classrooms are for *emergency situations only*. A telephone is available for your convenience in the Faculty Lounge, Room 7207.

- 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 Operate a Smart Podium

SMART Classrooms

Everything you need to know to launch your multimedia lesson



1

Open the cabinet

- Grab the handle and gently pull it towards you...



2

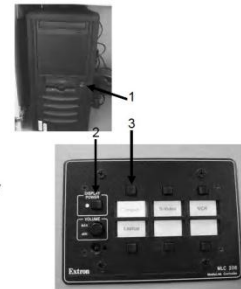
Familiarize yourself with the Lectern Podium



3

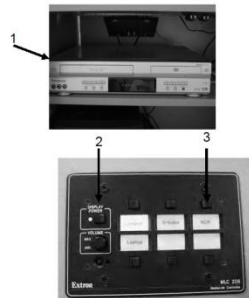
How to use the Computer

1. Turn on the PC (computer)
2. Turn on the Display Power button
3. Select "Computer" on the Display Panel



How to use the VCR/DVD

1. Turn on the VCR/DVD player
2. Turn on the Display Power button
3. Select "VCR" on the Display Panel



How to Use a Laptop

1. Turn on the Display Power button
2. Connect the video cable from the Laptop Compartment to the laptop
3. Turn on the laptop
4. Select "Laptop" on the Display Panel


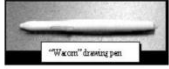


6



Writing Tablets

- Many instructors like to use the tablets and special pens
- These tablets can be plugged into the rear of the computer





7

Power Off!!!

1. Shut down PC
2. Power off all equipment
3. Hold down "Display Power" button for 3 seconds until green light flashes.

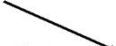
*LCD projector fan will keep running for a few minutes before it powers off.




8

Close the Cabinet

- Push gently on the podium lid to close, making sure the area is free of obstructions, including the mouse.





9

You are now a Smart Classroom Expert!

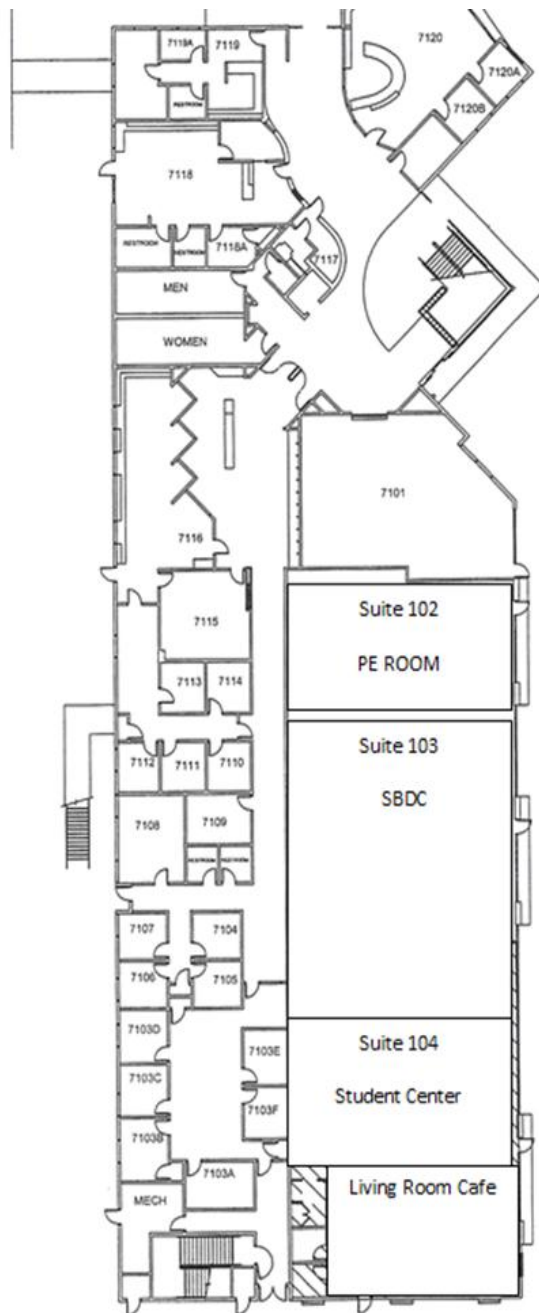
For more information, contact...

- Your **dean**
- Your **school lab tech**
- Your **Instructional Designer**
- The SMART classroom Helpline: Ext. 5188
- Off-campus: 619-421-6700, ext. 5188



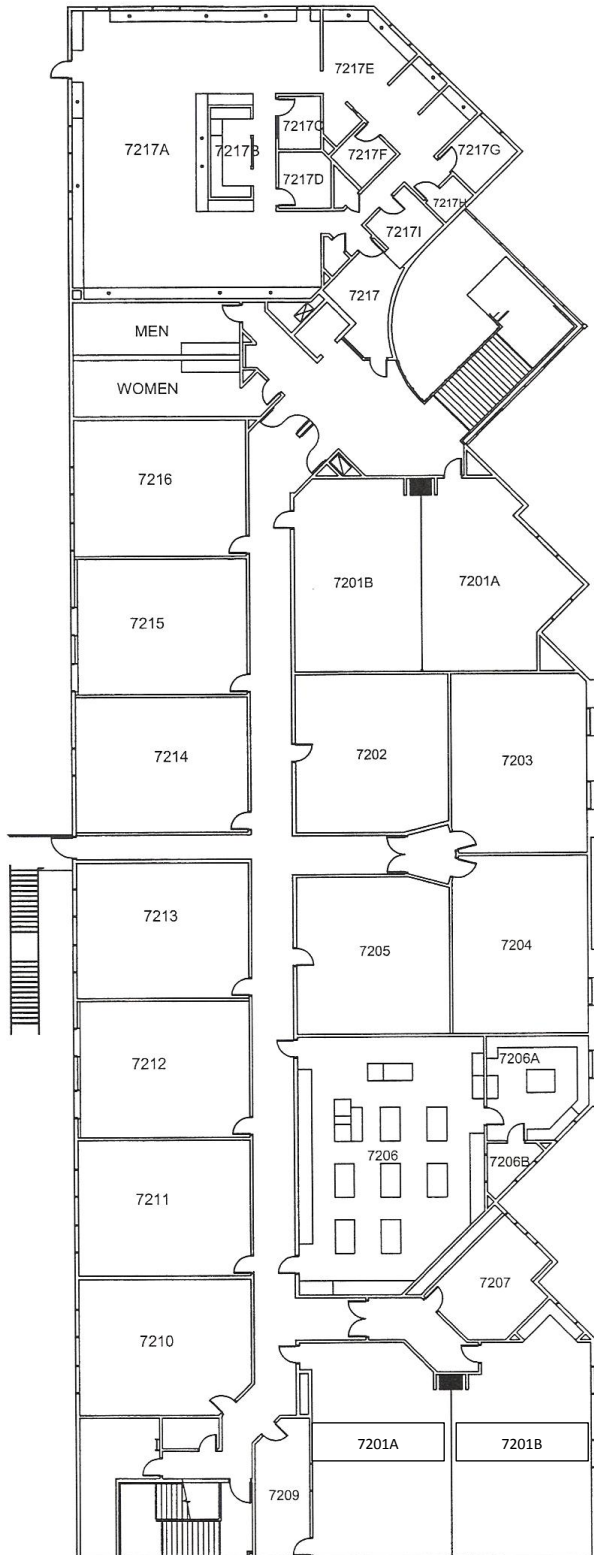
10



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**
- Student Center **Suite 104**





Legend – Second Floor

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



City Map and Directions



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

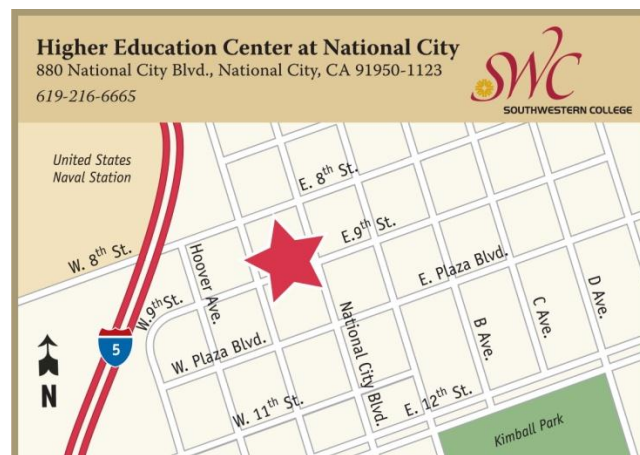
- Take **I-805 North** ramp.
- Merge onto **I-805 North**.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto **CA-54 W**.
- Take **I-5 North**.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into the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



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

Schools and Departments Contact List

Main Campus Phone Number 619-421-6700

Summer 2013 Schedule of Classes

Check online for newly added classes and instructor updates at www.swccd.edu

OFFICE HOURS

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

The Cesar Chavez Student Services building and Student Center will be open Monday-Thursday this summer. Please check the College website for department for hours of operation.

Academic Success Center

The ASC will be open June 4–28, Mon.–Thurs., from 10 a.m. to 5 p.m.

Services will only be provided for the following programs.

- T3+ Program (tutorial fee-based program grades 5—College level courses for community)
- Test Proctoring for SWC exams and our fee—based test-proctoring program (non-SWC exams).

Admissions and Records

619-482-6550, *Building 1400, Room S101
Mon.–Thurs. 7:45 a.m.–6 p.m.

Assessment/Prerequisites

619-482-6385, *Building 1400, Room S107
Tues. 7:45 a.m.–6 p.m.
Mon./Wed./Th. 7:45 a.m.–4:30 p.m.

Bookstore

619-482-6416, Building 630
For Summer Bookstore Hours please visit: www.swcbookstore.com
Bookstore hours for the Summer term at the Chula Vista campus and the Higher Education Centers will be posted online

CalWORKs Program

619-482-6510, Room S210
Mon.–Th. 8 a.m.–5 p.m.

Career/Transfer Center

619-421-6700, ext. 5247 *Building 1400, Room S206
Tues. 7:45 a.m.–4 p.m.
Mon./Wed./Th. 7:45 a.m.–4:30 p.m.

Cashier's Office

619-482-6307, *Building 1400, Room S102
Mon.–Th. 7:45 a.m.–6 p.m.

Center for Technical Education and Career Success (CTECS)/Women's Resource Center (WRC)

619-421-6700, ext. 5805, *Building 1400, Room S210
Tues. 7:45 a.m.–6 p.m.
Mon./Wed./Th. 7:45 a.m.–4:30 p.m.
Closed for the month of July

Child Development Center

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

College Police Department

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

Continuing Education

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

Counseling Center

619-421-6700, ext. 5240, *Building 1400, Room S204
Mon./Tues. 7:45 a.m.–6 p.m.
Wed./Th. 7:45 a.m.–4:30 p.m.

Disability Support Services (DSS)

619-482-6512, Building *1400, Room S108
TTY 619-482-6470

District Lost and Found

619-482-6380, Building 105, Room 105D
Mon.–Sat. 7:30 a.m.–10 p.m.

Extended Opportunity Programs and Services (EOPS)

619-482-6456, *Building 1400, Room S201
Tues. 7:45 a.m.–6 p.m.
Mon./Wed./Th. 7:45 a.m.–4:30 p.m.

Evaluations

619-482-6326, *Building 1400, Room S104
Tues. 7:45 a.m.–6 p.m.
Mon./Wed./Th. 7:45 a.m.–4:30 p.m.

Financial Aid

619-482-6357, *Building 1400, Room S104
Mon.–Th. 7:45 a.m.–6 p.m.

Food Services

See also: Time Out Cafe
Student Union Building 610
Student Union will be closed for Summer 2013.

Health Services (Student Center)

619-482-6354, Building 600, Room 601F
Please call for summer hours.

Honors Program

619-482-6472, *Building 1400
Mon.–Th. 7:30 a.m.–4:30 p.m.

Information Booth (Student Services)

619-421-6700, ext. 5167, *Building 1400
Mon.–Th. 7:45 a.m.–4:30 p.m.

Library

619-482-6397, Building 620
For Summer Library Hours please visit: <http://www.swccd.edu/~library/Lv1/index.asp?L1=18>
Library Hours for the Summer term at the Chula Vista campus and the Higher Education Centers will be posted online

Mathematics, Engineering, Science Achievement Program (MESA)

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

Online Learning Center

619-482-6595, Building 620, Room L103
Location: First floor of the Library and Resource Center/Building 620
Call 888-517-4765 after business hours

Outreach Services

619-482-6518, Building 1400, Room S101A
Mon.–Th. 7:45 a.m.–4:30 p.m.

Perkins Grant/CTE Office

619-421-6700, ext 5261, Building 660

