Urban Scholars Handbook
A Guide for Justice-Involved Students at Southwestern College

Created March 2018
Welcome to Southwestern College! Congratulations on taking the next step of your educational journey! We know this is an exciting time for you, but understand that our processes may seem a little overwhelming sometimes. Don’t worry because we have a dedicated team of faculty, staff and fellow students who are here to help you every step of the way.

Southwestern College provides full academic and student support services to help justice-involved students and prospective students reach their educational and career goals. Whether you want to transfer to a four-year university or earn a degree or certificate in one of our 60 career education programs, we’ll help you develop the plan that gets you there.

We are so excited to welcome you. At Southwestern College you will find students from all walks of life who are here to learn, grow and succeed... just like you.

We wish you every success.

Dr. Kindred Murillo
Dr. Kindred Murillo
Superintendent/President
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GETTING STARTED

➢ APPLYING TO SWC

1. Submit an online application by visiting www.swccd.edu/apply and click on APPLY HERE. All new and returning students (those who have been away from SWC for one semester or more) need to submit an application.

2. All applications can take up to two business days to process. You will be notified of your status and receive a student ID number via email. Please make sure to have a professional/personal email created before submitting your application.

   ❖ Once you are admitted, you will be given a SWC Student Email Account.

3. If you have attended any colleges other than SWC, you must be sure to submit official transcripts to the Admissions and Records Office from your prior school(s). Hand-delivered transcripts will not be accepted.

   Have your transcripts sent to:
   Southwestern College
   Admissions & Records Office
   900 Otay Lakes Road
   Chula Vista, CA 91910

4. Take an assessment exam. Reading, English, and mathematics assessments are essential to evaluate skill levels and to assist you in the selection of the proper level of course work. The assessment exam takes approximately two (2) hours. Visit www.swccd.edu/assessment for testing hours, requirements, and more information.

   ❖ If you have taken assessments at other colleges, you may be able to use those results instead of having to retake the exam. Contact Assessment Center staff for questions at (619) 482-6385 or visit Student Services Center, Building 1400, 1st Floor.


   ❖ Parts 1 and 2

➢ CONTACT INFORMATION

*Contact an Admissions staff member if you would like to schedule a meeting for further assistance/information:

Admissions & Records Technician   Serene Vannoy   (619) 482-6531   svannoy@swccd.edu   Building 1400, Room S101
REGISTRATION

- After you apply for admission, you will receive an email when your registration date and time has been assigned. Your registration information will always be available on WebAdvisor. For registration instructions and access to WebAdvisor, visit www.swccd.edu/apply and find the links toward the bottom of the webpage.

- If you have attended another accredited college or university, you may transfer coursework credits to SWC. The transcripts from your previous college(s) should have already been sent to the Admissions and Records Office (refer to Page 2).

- You must pay your registration fees before the 1st Drop for non-payment date. If you register for classes after this date, you must pay your fees before the 2nd Drop for non-payment date. Visit http://swccd.edu/index.aspx?page=2247 for important dates and deadlines.

- If you qualify for Financial Aid, those funds will be used to cover the fees owed to SWC. Although you may not be required to pay registration fees, it is your responsibility to keep track of payments made to SWC.

ACADEMIC COUNSELING

- Counseling and career advisement are offered through The School of Counseling & Student Support Programs. The team of counselors are prepared to talk with you about your academic performance, choice of career, personal goals, and transfer opportunities. They are also available to assist you with registration and selection of coursework.

  1. Your counseling experience begins after you complete orientation and assessment exam. These are important steps to ensure you succeed and achieve priority registration!

  2. Complete the Student Services Needs Assessment “Intake Form,” print and submit it to the Counseling Center. A counselor will review it and recommend the next steps you should take to plan your college education experience.

    ✦ Intake Form:
    http://www.swccd.edu/modules/showdocument.aspx?documentid=20822

  3. You are now ready to meet with a counselor who will assist you with the Student Education Plan (SEP). The SEP will be a semester by semester layout of what courses you will be taking while at SWC. You should review the SEP occasionally with a counselor and update any changes.

CONTACT INFORMATION

*Contact a Counselor to schedule a meeting after completing Step 2:

Counselor          Abdishakur Omar       (619) 421-6700 x5288       aomar@swccd.edu       S204R
WebAdvisor User Guide

Sign in at [www.swccd.edu](http://www.swccd.edu) and click on "WebAdvisor" at the bottom of the page. [https://webadvisor.swccd.edu](https://webadvisor.swccd.edu)

To begin click "Log In"

STUDENTS:
Enter your User Name:
Use the first initial of your first name, the first initial of your last name, o (zero) and your student ID# (all lower case - no spaces)
Example: John Smith ID# 999-999 would enter: j09999999

FACULTY & STAFF:
Enter your User Name:
Use the first initial of your first name then your last name
Example: John Baker would enter: jbkake

Enter your password:
First time users only need to enter their date of birth (in mmmdd format). Once you do this your password will expire and you will need to change it. When changing your password you will need to choose a password that is 6 to 9 characters in length and include both letters and numbers.

If you cannot remember your password click on this link: Reset my password.

Type your User ID and your password

If you need help, call any of the Admissions Offices at:
619-482-6550, CV campus
619-216-6665 HEC, National City
619-216-6750 HEC, Otay Mesa
619-216-6790 HEC, San Ysidro
WebAdvisor User Guide

Change Password

Your password has expired. Please choose a new password.
Your new password must be 6 to 9 characters in length and include both letters and numbers.

User ID:* 
Old Password:* 
New Password:* 
Confirm Password:* 
My password hint:

Your new password must be 6 to 9 characters in length and include both letters and numbers.

Click on “Register for Classes”

There are two primary registration options:
1. “Search and Register for Classes”— if you do NOT know the course section and number
2. “Express Registration”— if you DO know the course section number
For OPTION ONE—Select the corresponding **Term** from pull-down menu (i.e. Spring 2018)

Select **Subject** from the pull-down menu, then type in the course number you are interested in finding.

For Option Two—Select the **Term** from the pull-down menu

Type in a Class Number then click **Submit**

Click the box next to the class(es) you want to register for.
Attention all students Got email?

A valid email account is required at Southwestern College for registration.

Need an email account? Check out these free websites:
Hotmail www.hotmail.com
Google Mail www.gmail.com
Yahoo Mail www.mail.yahoo.com

To update your email address, please visit WebAdvisor at https://webadvisor.swccd.edu or if you need more information call any admissions office.

A valid email account will be required in order to:
• Get your registration appointment date and time.
• Get confirmation on your registration and fees.
• Get your current schedule when you make registration changes.
• Get into a waitlist.
• Get Financial Aid updates.

Here are the classes for which you are currently registered. If you are done registering, click “Make Payment” to pay online.
**NEW STUDENT CHECK LIST**

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<tr>
<td><strong>1</strong></td>
<td>Complete the admissions <strong>online application</strong> swccd.edu/apply</td>
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<tr>
<td><strong>2</strong></td>
<td>Receive a Southwestern College student ID number via email (approximately 1-2 business days after applying)</td>
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<tr>
<td><strong>3</strong></td>
<td>Apply for aid such as Financial Aid, EOPS, and/or other special programs</td>
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<tr>
<td><strong>3</strong></td>
<td><strong>Request transcripts</strong> – Official transcripts from all colleges and universities previously attended must be requested. <strong>ALL</strong> transcripts must be mailed directly from your former school to Southwestern College to be considered official transcripts. Hand-carried transcripts are not considered official and cannot be accepted. Transcripts must be mailed to: Southwestern College ATT: Admissions &amp; Records 900 Otay Lakes Road Chula Vista, CA 91910</td>
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<td><strong>4</strong></td>
<td>Take an <strong>assessment</strong> (placement) exam swccd.edu/assessment</td>
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<td><strong>5</strong></td>
<td>Clear course <strong>pre-requisites</strong> Have your former school transcripts sent to SWC and submit a course pre-requisite form or take the college placement exam to fulfill prerequisite requirements</td>
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<td><strong>6</strong></td>
<td>Complete the online <strong>orientation</strong> (on WebAdvisor)</td>
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<td><strong>7</strong></td>
<td>Register for classes via <strong>WebAdvisor</strong> on your scheduled registration appointment date and time</td>
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<td><strong>8</strong></td>
<td>Pay registration fees in full by the <strong>Drop for non-payment deadlines</strong> <em>Refer to WebAdvisor for important payment dates/deadlines</em></td>
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<td><strong>9</strong></td>
<td>Purchase semester <strong>parking permit</strong> in WebAdvisor or discounted bus pass from the college Bookstore</td>
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<td><strong>10</strong></td>
<td>Purchase <strong>textbooks</strong> for your classes</td>
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<td><strong>11</strong></td>
<td>Have your photo taken for SWC <strong>student identification card</strong> at the Student Activity Center</td>
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<td><strong>12</strong></td>
<td>Meet with a Student Specialist – <strong>Student Equity Programs and Services</strong> – <strong>Get assistance with CalFresh, CalWORKs, and SWC Cares</strong></td>
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<tr>
<td><strong>13</strong></td>
<td>Meet with <strong>Urban Scholars Union</strong></td>
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**Congratulations! You are now a Jaguar!**
PAYING FOR YOUR EDUCATION

➢ FINANCIAL AID

• New financial aid applications for the upcoming academic year are available on October 1st of every year. Don’t wait until you are admitted to SWC to apply! The Free Application for Federal Student Aid (FAFSA) is the starting point to be considered for federal and state grants, student loans, and work study. Apply online at www.fafsa.gov using School Code - 001294.

  ❖ You need to complete a new FAFSA each academic year! The FAFSA is an annual application so you don’t need to submit a new application every semester.

• All admitted students will receive important financial aid award information via the SWC Student Email Account. It is your responsibility to check your account regularly to stay informed of important updates and notices. The SWC Financial Aid Office uses SWC student email to communicate with students.

• Once your FAFSA application is processed, you will be notified about your award status by SWC email. If you are awarded aid, funds are disbursed after basic tuition and fees are paid. You can choose the disbursement method that works best for you:
  - Electronically deposit funds to your checking or savings account
  - Receive a paper check mailed to your address
  - Open a BankMobile checking account

➢ TYPES OF AID

• Southwestern College offers a number of financial aid programs to assist students with their educational expenses. Assistance comes in the form of:

  ❖ Grants: Money from the federal or state government that is awarded based on your financial need, income, and assets
  ❖ Loans: An amount of money that you borrow and repay at a later date
  ❖ Work Study: Employment for financial aid eligible students
  ❖ Scholarships: A “gift of money” from private donors for students meeting certain criteria
  ❖ CCPG Fee Waiver: A program for California residents that waives the $46 per unit Enrollment Fee at SWC for those who qualify
  ❖ SWC Cares: Emergency grant, emergency loan, and textbook assistance to students enrolled in at least six (6) units

• Loans are the only type of financial aid that require repayment. You borrow directly from the federal government and the amount offered is based on your financial need. You are not required to borrow the full amount that is offered.

• For more information about the types of aid available at SWC, visit http://www.swccd.edu/index.aspx?page=1079.
CALIFORNIA COLLEGE PROMISE GRANT

- Formerly known as the Board of Governor’s (BOG) Fee Waiver, the California College Promise Grant (CCPG) is available to California residents who meet specific income eligibility requirements. The program waives the cost of enrollment fees.

  - Other fees such as Student Health fees, parking fees, and Student Center fees may be reduced or waived under the California College Promise Grant.

- Visit [https://bog.openccapply.net/gateway/bog?cccMisCode=001](https://bog.openccapply.net/gateway/bog?cccMisCode=001) to apply for CCPG. The SWC Financial Aid Department can also use the results of your FAFSA to determine eligibility if you did not qualify on CCCapply. If you are eligible, you will automatically be awarded after you have registered for classes.

- **AB540 Students:** Allows nonresident students (including the formerly incarcerated) to be exempt from nonresident fees who have attended high school for at least three (3) years and received a high school diploma or its equivalent in California. For more information on AB540 eligibility, visit [http://www.swccd.edu/index.aspx?page=1882](http://www.swccd.edu/index.aspx?page=1882).

IMPORTANT DATES

- New FAFSA applications are available on October 1st for the following academic year and the Cal Grant Programs have a March 2nd deadline. Because of this deadline, Southwestern College encourages all students to complete the FAFSA on or before March 2nd but can still accept FAFSA and Dream applications filed after that date.

  - Be sure to check your SWC student email to determine if you need to submit additional documentation and for important information and updates for your financial aid.

- If you need assistance completing your FAFSA (during the spring semester), attend **FAFSA Fridays**. Sit down with a Financial Aid staff member to discuss your questions and complete your application. Visit [http://www.swccd.edu/index.aspx?page=3307](http://www.swccd.edu/index.aspx?page=3307) for more information.

CONTACT INFORMATION

*Contact a Financial Aid Specialist for more information and assistance:

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<tr>
<td>CA College Promise Grant</td>
<td>Kathy Abara</td>
<td>(619) 421-6700 x5253</td>
<td><a href="mailto:kabara@swccd.edu">kabara@swccd.edu</a></td>
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</table>
| Financial Aid Information & SWC Cares | Angel Salazar | (619) 421-6700 x5255 | asalazar@swccd.edu    | 1400, S104

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Southwestern College offers career and technical degree and certificate programs that prepare students for entry into a chosen career, to upgrade job skills, and also prepare students to transfer to a four-year college or university.

The following academic programs (majors) are offered at SWC and are acceptable for formerly incarcerated students to pursue.

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>Associate Degree for Transfer</th>
<th>Associate of Arts Degree</th>
<th>Associate of Science Degree</th>
<th>Certificates of Achievement</th>
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<td>Leadership and Supervision</td>
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<td>Office Intensive Training (Administrative Office Assistant)</td>
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<tr>
<th>MAJORS</th>
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<th>Associate of Science Degree</th>
<th>Certificates of Achievement</th>
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<td>Women’s Studies</td>
<td></td>
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</table>

- With an **Associate Degree for Transfer** (ADT), students who meet the California State University’s (CSU) minimum eligibility requirements are guaranteed priority admission to a CSU campus. These degrees are **fully transferable to the CSU**.

**CONTACT INFORMATION**

*For more information about academic programs and Gainful Employment, visit http://www.swccd.edu/index.aspx?page=2080.*

*Contact a Counselor for academic counseling and to discuss career opportunities:

Counselor    Abdishakur Omar (619) 421-6700 x5288 aomar@swccd.edu S204R
Student Services Technician Maribel Aguirre (619) 482-6317 maguirre@swccd.edu S204
### ACADEMIC SUPPORT
- At SWC, there is a wide variety of educational services and resources provided to students in the effort to achieve academic success. The following services are available on campus for you to receive support to meet your educational goals.

<table>
<thead>
<tr>
<th>Service/Resource</th>
<th>What is Provided?</th>
<th>Contact Information</th>
<th>Building/Room</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Success Center (ASC)</strong></td>
<td>The ASC offers tutoring in many subjects on a walk-in basis and by appointment. Tutoring is free for all SWC students!</td>
<td>John Rieder (619) 482-6348</td>
<td>420</td>
<td>M-Th 7:00am-8:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Friday 8:00am-2:00pm</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>The primary purpose of the Bookstore is to provide the essential books, supplies and services to support the educational goals of students, faculty, staff and the other members of the college community.</td>
<td>(619) 482-6416</td>
<td>630</td>
<td>M-Th 7:45am-6:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Friday 7:45am-2:00pm</td>
</tr>
<tr>
<td><strong>Disability Support Services (DSS)</strong></td>
<td>DSS provides support to students who have a disability or who think they may have a learning disability in obtaining services and accommodations.</td>
<td>(619) 482-6512</td>
<td>1400 / Rm. S108</td>
<td>M-Th 8:00am-6:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Friday 8:00am-3:00pm</td>
</tr>
<tr>
<td><strong>Extended Opportunity Program and Services (EOPS)</strong></td>
<td>EOPS is a special assistance program for students who are socially, economically, and academically or language disadvantaged.</td>
<td>Leticia Diaz (619) 482-6456</td>
<td>1400 / EOPS Office</td>
<td>M-Th 8:00am-6:30pm</td>
</tr>
</tbody>
</table>
| Library          | The library offers many services such as borrowing materials, research assistance, study rooms, computer workstations, and more. | Arnold Josafat (619) 482-6397 | 620 | M-Th 7:30am-9:00pm  
Friday 7:30am-2:00pm  
Saturday 10:00am-2:00pm |
|------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----|---------------------------------------------------------------------|
| Math Center      | The Math Center provides students an interactive and collaborative peer tutoring environment in the area of mathematics.             | Teri Luque (619) 421-6700 x5270 | 420 / Rm. 426 | M-Th 8:30am-6:30pm  
Friday 9:00am-12:00pm |
| Writing Center   | The Writing Center offers a wide variety of services to help students become skilled, confident, independent writers. They are available to help at any stage in the writing process. | (619) 421-6700 x5830       | 420 D | M-Th 9:00am-7:00pm  
Friday 10:00am-1:00pm |

*For more information, visit the links below:

- **ASC**: [http://www.swccd.edu/index.aspx?page=1283](http://www.swccd.edu/index.aspx?page=1283)
- **Math Center**: [http://www.swccd.edu/index.aspx?page=88](http://www.swccd.edu/index.aspx?page=88)
- **Writing Center**: [https://www.swccd.edu/index.aspx?page=1918](https://www.swccd.edu/index.aspx?page=1918)
The Office of Student Equity Programs and Services was established to demonstrate the institutional commitment to creating equity minded, inclusive and diverse environments designed to advance student success. The Office of Student Equity Programs and Services is dedicated to working collaboratively to extend the values of diversity and equity broadly through teaching, service, policy, and practice, thus advancing the college’s student equity and success initiatives.

Students are encouraged to visit the Office of Student Equity Programs and Services to get connected with various on-campus support services to help achieve their educational and career goals. Office Staff guide students to resources that can assist with obtaining employment, financial support, nutritious food, and more. Office Staff will accompany and direct students to locate the following resources:

❖ **CalFresh**: CalFresh (formerly known as Food Stamps) is a program that provides monthly benefits to assist low-income households in purchasing the food they need to maintain adequate nutritional levels. In general, these benefits are for any food or food product intended for human consumption and can add to your food budget to put healthy and nutritious food on the table.

❖ **CalWORKs**: CalWORKs stands for California Work Opportunities and Responsibility to Kids. The CalWORKs Program at Southwestern College provides assistance to TANF (Temporary Assistance to Needy Families) participants which include academic, career, personal counseling, and employment assistance. The Southwestern College CalWORKs participants are students who need to meet county Welfare-to-Work requirements.

❖ **SWC Cares**: In an effort to provide a supportive learning environment for students, SWC Cares is a new initiative that centralizes the diverse services and resources provided in one location. SWC Cares offers support with Food Pantry resources, Financial Assistance, Personal Wellness, Safety, Legal and Immigration Resources, Specialized Programs, Childcare/Family Support, and Homelessness.

The Office of Student Equity Programs and Services also offer resources to particular students/organizations who identify as: Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Allies (LGBTQIA), African American/Black, Asian Pacific Islander American, Latinx, Undocumented, and Formerly Incarcerated.

➢ **CONTACT INFORMATION**

*Contact for more information about campus services and resources:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Dr. Guadalupe Corona</td>
<td>(619) 482-6544</td>
<td><a href="mailto:gcorona@swccd.edu">gcorona@swccd.edu</a></td>
<td>Room 651</td>
</tr>
<tr>
<td>Student Services Specialist</td>
<td>Carla Sevilla</td>
<td>(619) 482-6504</td>
<td><a href="mailto:csevilla@swccd.edu">csevilla@swccd.edu</a></td>
<td>Room 651</td>
</tr>
</tbody>
</table>
State legislation passed in 2014 that provided California’s Community Colleges with the funding to support face-to-face instruction to the incarcerated population. Southwestern College began offering face-to-face college credit courses inside California Department of Corrections and Rehabilitation’s Richard J. Donovan Correctional Facility (RJD) in the Spring of 2016 and inside San Diego County Sheriff Department’s (SDSD) East Mesa Reentry Facility (EMRF) for adult males in the Fall of 2016.

Committed to meeting students where they are, Southwestern College worked with our South County partners, CDCR and SDSD, to implement voluntary face-to-face instruction to the incarcerated population at both facilities. The College was one of 67 colleges/universities to be awarded the “Second Chance Pell” Pilot Program and in the fall of 2016 launched an Associate Degree for Transfer (ADT) in Business Administration to a Cohort of 25 incarcerated men at RJD. The anticipated date of ADT completion and graduation is early spring 2020.

The courses offered at RJD include coursework that meets the scope of California State University (CSU) General Breadth curriculum. Students who earn a passing grade in their coursework can transfer these units to any CSU in the future. The curriculum at the County Jail (EMRF) serves as an introduction to college for students who may be taking their first college course or for those who are returning to the college environment. Enrolled students at EMRF are anticipating release within a relatively short time frame. Selected courses serve to assist in making a successful reentry and transition to the community.

The students inside correctional and reentry facilities are provided with quality instruction by Southwestern College faculty as well as student services, including tutoring and sessions with college counselors to help determine an appropriate educational pathway. Most student-inmates qualify for the California College Promise Grant (formerly Board of Governor’s Fee Waiver), which covers the cost of tuition. Funding for textbooks and related course materials is provided through a combination of the Southwestern College budget, particularly Student Equity funds. Both CDCR and the SDSD have invested resources to purchase and provide instructional support materials and supplies.

As our Restorative Justice Program grows both on the inside and on our campuses, justice-impacted students are given an opportunity to pursue an education in an effort to enhance the overall quality of life. Meeting students where they are – a commitment regardless of the location of the college classroom!

For further information about the SWC Restorative Justice Program, please contact:

Patrice Milkovich, Director
pmilkovich@swccd.edu
(619)575-6176
CAMPUS RESOURCES FOR FORMERLY INCARCERATED STUDENTS

Urban Scholars Union (USU)
The purpose of the Urban Scholars Union (USU) is to serve as student advocates with lived experience committed to empowering all cultures transitioning from incarceration to education. To cut recidivism rates through empowerment, leadership, development, and reconstruction of social and personal narratives.

Contact Person: John Rieder / jrieder@swccd.edu

Associated Student Organization (ASO)
The Associated Student Organization (ASO) of Southwestern College is the official recognized voice of the college’s 22,000 students. The organization offers a unique opportunity for students to gain both leadership and communication skills while also being able to meet new people and learn the basics of parliamentary procedure. Aside from participating in student government, you can also join one of the clubs/organizations chartered by the ASO each year.

Contact Person: Richard Eberheart, Student Activities Coordinator
Location: Room 600
Website/Phone: http://www.swccd.edu/index.aspx?page=2377 / (619) 482-6700 ext. 5432
Office Hours: M-Th 8:00am-6:30pm / Fri 8:00am-3:00pm

CARE
CARE is a program provided by the State of California to assist single parents who are attending college. CARE stands for Cooperative Agencies Resources for Education. CARE/EOPS services help meet the unique need of single parents by offering various types of assistance such as Grant Aid, Personal Counseling, Academic Counseling, Career Assessment, Workshops, School Supply Grant, Meal Tickets, and Gas card or Buss Pass.

Location: 1400 / EOPS Office
Website/Phone: http://www.swccd.edu/index.aspx?page=1868 / (619) 482-6456
Office Hours: M-Th 8:00am-6:30pm

Child Development Center
The Child Development Center was established out of a desire to provide convenient, affordable child care services to the students and staff of Southwestern College, as well as to the residents of nearby communities. The Center currently serves an average of 144 children – ages 2 to 5 years – per day in six classrooms and focuses on the individual needs of each child.

Contact Person: Patricia Bartow, Director
Location: Child Development Center – Bldg. 2000
Website/Phone: http://www.swccd.edu/index.aspx?page=1375 / (619) 216-6694
Application: http://www.swccd.edu/Modules/ShowDocument.aspx?documentid=4094
**Jag Kitchen/Food Pantry**
The Jag Kitchen Food Pantry assists students facing food insecurity. Now, a campus wide effort, the Jag Kitchen is a safe and judgement-free zone that can be used by currently enrolled SWC students needing assistance. No eligibility forms or proof of income is necessary.

Contact Person: Patricia Bartow, Director
Location: Child Development Center – Bldg. 2000, Room 554
Website/Phone: [http://www.swccd.edu/index.aspx?page=3653](http://www.swccd.edu/index.aspx?page=3653) / (619) 216-6694
Office Hours: M-Th 9:00-10:30am (Breakfast Bar) / M 1-2pm, Th 4:30-5:30pm (Pantry)

**Personal Wellness/Behavioral Health**
The overall purpose of the Personal Wellness Services at Southwestern College is to provide high quality behavioral health care to students in order to support the student's emotional well-being, academic success, and retention at the college. Walk-ins are available.

Location: Student Services Center – Bldg. 1400, Room S205
Website/Phone: [http://www.swccd.edu/index.aspx?page=3257](http://www.swccd.edu/index.aspx?page=3257) / (619) 482-6512
Office Hours: M-F 8:00am-4:30pm (closed Fridays in the summer)

**Student Employment Services/Internships**
Student Employment Services is committed to matching the educational goals of its students to employment that promotes continued growth and human potential. Student Employment Services helps students discover and identify employment, internship, and volunteer opportunities. Learn how to develop resumes and prepare for job interviews.

Contact Persons: Julie Swanson, Student Services Technician – (619) 421-6700 x5715
Gerardo Becerra, Internship/Job Developer – (619) 421-6700 x5393
Location: Student Services Center – Bldg. 1400
Website: [http://www.swccd.edu/index.aspx?page=348](http://www.swccd.edu/index.aspx?page=348)

**Veterans Resource Center**
The Veterans Resource Center (VRC) provides a place for students to find resources on VA educational benefits, Southwestern Student Services, community organizations that are dedicated to assisting veterans, and resources on issues such as employment, counseling, housing and healthcare. The VRC also provides a place for students to relax, study, and meet with friends and receive peer-to-peer tutoring.

Location: Room 345
Website/Phone: [http://www.swccd.edu/index.aspx?page=2586](http://www.swccd.edu/index.aspx?page=2586) / (619) 421-6700 x6548
Office Hours: M-Th 9:00am-6:00pm, Fri 9:00am-1:00pm (closed Fridays during the summer)
PREPARING FOR TRANSFER

➢ TRANSFER ADMISSION CRITERIA

- If your goal is to obtain a Bachelor's degree, you must be prepared to meet the requirements for transfer into a four-year university. Below you will find the basic transfer admission requirements for California State University (CSU) and University of California (UC) campuses.

CSU Transfer Requirements
- Complete a minimum of 60 or more transferable semester (or 90 or more quarter) units
- Complete a minimum of 30 units of General Education courses
- Complete with a C- grade or higher, the “Golden Four” courses:
  a. Oral Communication
  b. Written Communication
  c. Critical Thinking
  d. Mathematics
- Meet the GPA required for your major
- Complete all major preparation courses listed in the university General Catalog

UC Transfer Requirements
- Complete the 7-course pattern by the end of the spring term prior to enrollment:
  › Two transferable courses in English composition
  › One transferable course in mathematical concepts and quantitative reasoning
  › Four transferable courses from at least two of these subject areas:
    › Arts and Humanities
    › Social and Behavioral Sciences
    › Physical and Biological Sciences
- Complete at least 60 semester (90 quarter) units of UC-transferable credit
- Earn at least a 2.4 GPA in UC-transferable courses (2.8 if you’re a nonresident)
- Complete the required/recommended courses needed for your intended major

➢ TRANSFER CENTER

- The Transfer Center counselors and services are available to explain the transfer process and help you develop an education plan.

*Contact a Transfer Center counselor for assistance with how to apply, admission filing periods, and current transfer information:

Transfer Center Coordinator
Ed Cosio (610) 421-6700 x5486 ecosio@swccd.edu 1400, S204
APPENDIX - COMMUNITY RESOURCES

2-1-1 San Diego is a resource and information hub that connects people with local community, health, and disaster services through a 24/7 stigma-free confidential phone service and searchable online database.

Contact Information: Dial 2-1-1 or (858) 300-1211
Website: http://211sandiego.org

Center for Employment Opportunities (CEO)
The CEO provides immediate, effective, and comprehensive employment services to men and women with recent criminal convictions. Our highly structured and tightly supervised programs help participants regain the skills and confidence needed for successful transitions to stable, productive lives.

Website/Phone: https://ceoworks.org/our-offices/san-diego / (619) 684-4810
Location: 450 A Street, Suite 300, San Diego, CA 92101

Department of Rehabilitation (DOR)
The DOR assists Californians with disabilities to obtain employment and maximize their equality and ability to live independently in their communities. Incarceration-PAWS (Post Incarceration Withdrawal Syndrome/ Post Incarcerated PTSD) counts as a disability. The DOR can also provide support with transportation, education, and clothing.

Contact Information: bridgett.johnson@dor.ca.gov
Website: http://www.dor.ca.gov/What-Does-DOR-Do.html

Health & Human Services Agency
The Health & Human Services Agency is one of five groups or divisions of the San Diego County government. The Agency has more than 300 programs and services such as Medi-Cal and CalWORKS. The Agency provides a broad range of health and social services, promoting wellness, self-sufficiency, and a better quality of life for all individuals and families in San Diego County.

Website: https://www.sandiegocounty.gov/content/sdc/hhsa/about_hhsa.html
Location: 1600 Pacific Highway, Room 206, San Diego, CA 92101

Project Rebound – San Diego State University
Project Rebound is a resource and advocacy network at San Diego State University supporting the higher education and successful reintegration of the formerly incarcerated. Project Rebound welcomes inquiries from anyone who has been previously incarcerated, or has prior criminal justice system involvement, and is interested in obtaining a university education and degree.

Contact Information: Alan Mobley, Director / Raquel Funches, Outreach Coordinator
(619) 594-2367 / projectrebound@sdsu.edu
**Restoring Citizens**  
Restoring Citizens is a sober-living home that provides individuals not only a stable place to live, but also step-by-step assistance in obtaining necessary resources, reliable pathways to employment opportunities, education that contributes to dignified independence, and a welcoming, trauma-informed environment to grow within.

Contact Information: George Chappell, CEO / Eleña Horvitz, Program Coordinator  
(619) 623-2747 / (415) 488-5735  
ghappell@restoringcitizens.org / ehorvitz@restoringcitizens.org  
Website: [http://www.restoringcitizens.org](http://www.restoringcitizens.org)

**San Diego Clean Slate Clinic**  
The San Diego Clean Slate Clinic is a community-based organization that provides free post-conviction legal assistance with expungements, early termination of probation, and felony reductions to misdemeanor. The Clean Slate Clinic may also be able to assist with Prop 47 and Prop 64.

Contact Information: sdreentryclinic@gmail.com  
Website: [http://www.sd-csc.org/home.html](http://www.sd-csc.org/home.html)  
Location: South Metro Career Center – 4389 Imperial Avenue, San Diego, CA 92113

**San Diego Workforce Partnership (SDWP)**  
The SDWP funds job training programs that empower job seekers to meet the current and future workforce needs of employers in San Diego County. The SDWP provides targeted employment services designed to help eligible adult job seekers identify, or regain, a career that will promote their success.

Contact Information: contact@workforce.org  
Website/Phone: [http://workforce.org](http://workforce.org) / (619) 228-2900  
Location: 3910 University Avenue, Suite 400, San Diego, CA 92105

**Second Chance**  
Second Chance provides workforce readiness training and job placement programs to youth and adults. Second Chance also delivers wrap-around services including transitional housing, behavioral health treatment, and financial literacy.

Contact Information: info@secondchangeprogram.org  
Website/Phone: [https://www.secondchanceprogram.org](https://www.secondchanceprogram.org) / (619) 234-8888  
Location: 145 Imperial Avenue, San Diego, CA 92114

**Tattoo Removal**  
The following website provides various listings of the many programs that offer tattoo removal in California. Programs are listed in alphabetical order by city name.

Website: [https://www.jailstojobs.org/tattoo-removal-locations-west/#California](https://www.jailstojobs.org/tattoo-removal-locations-west/#California)
SWC 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 and continuing education.

Southwestern Community College District Governing Board Members

Robert Alcantar
Griselda A. Delgado
Norma L. Hernandez
Dr. Kindred Murillo
Tim Nader
Nora E. Vargas
Rudolph Villegas