

S O U T H W E S T E R N C O L L E G E

SPRING 2023

G E N E R A L I N F O R M A T I O N



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

www.swccd.edu

Virtual Welcome Center for Students:<https://www.swccd.edu/virtualchat>Reopening Plan and On Campus Procedures: <https://www.swccd.edu/about-swc/swc-returns/>**Frequently Called Phone Numbers**For questions or department not listed below, please visit www.swccd.edu

Area Code 619	Ext.	Area Code 619	Ext.
Academic Success Center.....	482-6348	Library.....	421-6700.....5697
Admissions.....	421-6700.....5215	Medical Assisting Program.....	216-6665.....4886
or 5216 or admissions@swccd.edu		Medical Laboratory Technician Program.....	216-6665.....4886
Art Gallery.....	216-6605	Nursing Programs and Courses.....	482-6352
Assessment (Placements).....	482-6385	Online Learning Center.....	482-6595 or
Associated Student Organization (ASO).....	482-6568	onlinelearning@swccd.edu	
Athletics.....	482-6370	Outreach.....	482-6518
Basic Police Academy.....	482-6462	Parking Services.....	216-6611
Bookstore.....	bookstore@swccd.edu	Personal Wellness Services.....	421-6700.....5279
CalWORKs Program.....	482-6510	Prerequisite Review.....	482-6385
Career and Transfer Connections.....	421-6700.....5247	Registration Information.....	421-6700.....5215
Cashier's Office/Student Accounts.....	482-6307	or 5216	
Child Development Center.....	216-6695	Small Business Development Center.....	482-6391
College Police (EMERGENCIES ONLY).....	216-6691	Student Accounts.....	482-6307
College Police (NON-EMERGENCIES).....	482-6380	Student Activities.....	482-6568
Communications, Community and		Student Newspaper (Southwestern Sun).....	mbranscomb@swccd.edu
Government Relations.....	482-6304	Superintendent/President.....	482-6301
Continuing Education.....	482-6376	Tennis Courts and Tennis Center.....	421-6622
Counseling Center.....	482-6361	Veterans Center.....	482-6548
Crown Cove Aquatic Center.....	575-6176	Veterans Services.....	482-6324
Customized Training for Business.....	482-6376	Workability III Program.....	216-6714
Dental Hygiene.....	216-6665.....4862	Workforce Development Office.....	482-6373
Disability Support Services.....	482-6512/VP 207-4480	Writing Center.....	421-6700.....5830
DSS Test Proctor.....	421-6700.....5271		
Emergency Medical Technology/ Paramedic.....	(EMT/EMTP).....216-6760		
Extended Opportunity Programs and Services (EOPS).....	482-6456		
Evaluations.....	482-6326		
Facilities Leasing.....	482-6319		
Facilities, Operations and Planning.....	482-6573		
Financial Aid.....	482-6357		
Financial Services and Budgeting.....	216-6641		
First Year Experience (FYE).....	421-6700.....5625		
Health Services.....	482-6354		
High School Student Information (Outreach).....	482-6518		
Higher Education Center at National City.....	216-6665.....4851		
Higher Education Center at Otay Mesa.....	216-6750		
Higher Education Center at San Ysidro.....	216-6790		
Instructional Support Services.....	482-6442		

Schools, Units and Centers

Arts, Communication and Social Sciences...	482-6372
Business and Technology.....	482-6582
Continuing Education and Workforce Development.....	482-6373
Counseling and Student Support Programs..	482-6471
Language, Literature, and Humanities.....	482-6461
Mathematics, Science, and Engineering.....	482-6459
Wellness, Exercise Science and Athletics.....	216-6626
Higher Education Center at National City.....	216-6665.....4851
Higher Education Center at Otay Mesa.....	216-6750
or hecom@swccd.edu	
Higher Education Center at San Ysidro.....	216-6790
or hecsy@swccd.edu	

* Please refer to the College website for more information.



DISCLAIMER While every reasonable effort is made to ensure that statements in the schedule are accurate, the information contained herein is subject to change or elimination without notice by the administration of the Southwestern Community College District. Students should consult the appropriate campus, campus/district website or department for current information, as well as for any special rules or requirements imposed. Please visit: www.swccd.edu/WebAdvisor for most current scheduling information.

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Spring 2023 Office Hours

Academic Success Center

619-482-6348 or SWCLASTutor@swccd.edu
or <https://www.swccd.edu/student-support/tutoring/>

On Campus Hours (Bldg. 26):

Monday through Thursday 8 a.m.–6 p.m./
Friday 8 a.m. to 12 p.m.

Online Tutoring:

Monday through Friday 10 a.m.–6 p.m.

Admissions and Records

619-421-6700, ext. 5215 or 5216 or
admissions@swccd.edu or www.swccd.edu/admissions

On Campus Hours (Bldg. 68-101):

Monday through Tuesday 8 a.m.–6:30
p.m./Wednesday through Thursday 8
a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday through Tuesday 8 a.m.–6:30
p.m./Wednesday through Thursday 8
a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Assessment/Prerequisites

619-482-6385 or SWCAssessment@swccd.edu

On Campus:

Monday/Tuesday 8 a.m.–6:30 p.m./
Wednesday/Thursday 8 a.m.–5 p.m./
Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday/Tuesday 8 a.m.–6:30 p.m./
Wednesday/Thursday 8 a.m.–5 p.m./
Friday 8 a.m.–3 p.m.

Bookstore

Check the Bookstore website at www.swcbookstore.com or bookstore@swccd.edu

CalWORKs Program

619-482-6510 or swccalworks@swccd.edu
or <https://swccd.craniumcafe.com/group/calworks-front-desk/>

Online at Cranium Café:

Monday & Tuesday 8 a.m.–6:30 p.m./
Wednesday & Thursday 8 a.m.–5 p.m./
Friday 8 a.m.–3 p.m.

Career and Transfer Connections

619-421-6700 Ext. 5247 or swcctc@swccd.edu

On Campus:

Monday/Tuesday 8 a.m.–6:30 p.m./
Wednesday/Thursday 8 a.m.–5 p.m./
Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday 10 a.m.–1 p.m. and 3:30
p.m.–6:30 p.m./Tuesday 3:30 p.m.–6:30
p.m./Wednesday 10 a.m.–1 p.m. and 3:30
p.m.–5 p.m. Thursday 2 p.m.–5 p.m./
Friday 8 a.m.–12 p.m. and 1 p.m.–3 p.m.

Cashier's Office/Student Accounts

619-482-6307 and 619-482-6314 or
swcwebregcashier@swccd.edu or <https://swccd.craniumcafe.com/group/cashiers/lobby>

On Campus Hours (Bldg. 68-102):

Monday through Thursday 8 a.m.–5 p.m./
Tuesday 8 a.m.–6:30 p.m.

Online at Cranium Café:

Monday through Thursday 8 a.m.–6:30
p.m./Friday 8 a.m.–3 p.m.

Child Development Center

619-216-6695 and 619 216-6694 or cdc@swccd.edu or icarrasco@swccd.edu

On Campus Hours (Bldg. 99):

Monday through Thursday 7 a.m.–5:30 p.m./
Friday 8 a.m.–12 p.m.

College Police Department

619-216-6691 (Emergencies Only)
619-482-6380 (Non-emergencies)

Building 22 in Parking Lot C at the Chula Vista Campus:

Police Services hours: Mon.–Sat., 5am–
Midnight
Parking Services hours: Mon.–Fri.,
8am–5pm

Parking or citation information:

Please visit www.swccd.edu/parking or
[email swccparking@swccd.edu](mailto:swccparking@swccd.edu)

Continuing Education & Workforce Development

619-482-6376 or www.swccd.edu/continuing

Workforce Development 619 482-6373

On Campus Hours (Bldg. 59A-101):

Monday through Friday 8 a.m.–4:30 p.m.

Online at Cranium Café:

Monday through Friday 8 a.m.–4:30 p.m.

Cooperative Work Experience Education (CWEE)

Student Employment Services 619-482-6356
or jswanson@swccd.edu

On Campus:

Monday/Tuesday 8 a.m.–6:30 p.m./
Wednesday/Thursday 8 a.m.–5 p.m./Fri-
day 8 a.m.–3 p.m.

Online at Cranium Café:

Monday 10 a.m.–1 p.m. and 3:30
p.m.–6:30 p.m./Tuesday 3:30 p.m.–6:30
p.m./Wednesday 10 a.m.–1 p.m. and
3:30 p.m.–5 p.m. Thursday 2 p.m.–5 p.m./
Friday 8 a.m.–12 p.m. and 1 p.m.–3 p.m.

Counseling Center

619-421-6700 Ext. 5240 or swccounseling@swccd.edu

On Campus:

Monday/Tuesday 8 a.m.–6:30 p.m.
Wednesday/Thursday 8 a.m.–5 p.m./
Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday/Tuesday 8 a.m.–6:30 p.m./
Wednesday/Thursday 8 a.m.–5 p.m./
Friday 8 a.m.–3 p.m.

Disability Support Services (DSS)

619-482-6512 or dss@swccd.edu or VP
619-207-4480

On Campus:

Monday/Tuesday 8 a.m.–6:30 p.m./
Wednesday/Thursday 8 a.m.–5 p.m./
Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday/Tuesday 8 a.m.–6:30 p.m./
Wednesday/Thursday 8 a.m.–5 p.m./
Friday 8 a.m.–3 p.m.

District Lost and Found

619-216-6611 or Contact College Police

Extended Opportunity Programs and Services (EOPS)

619-482-6456 or eops@swccd.edu or <https://swccd.craniumcafe.com/group/extended-opportunity-programs--services-eopscare-front-desk/lobby>

Online at Cranium Café:

Monday/Tuesday 8 a.m.–6:30 p.m./
Wednesday/Thursday 8 a.m.–5 p.m./Friday
8 a.m.–3 p.m.

Evaluations

619-482-6326 or evaluations@swccd.edu
or <https://swccd.craniumcafe.com/group/evaluations/lobby>

On Campus Hours (Bldg. 68-104):

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Financial Aid

619-482-6357 or financialaid@swccd.edu
or <https://www.swccd.edu/admissions-and-financial-aid/financial-aid/contact-us.aspx>

On Campus Hours (Bldg. 68-104):

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

First Year Experience (FYE)

619-421-6700, ext. 5625 or SWCFYE@swccd.edu
or <https://swccd.craniumcafe.com/group/first-year-experience/lobby>

On Campus Hours (Bldg. 67A-101):

Monday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Health Services

619-482-6354 or enurse@swccd.edu
<https://swccd.craniumcafe.com/group/health-services-front-desk/lobby>

On Campus Hours (Bldg. 67A-102):

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Honors Program

619-482-6472

Library

619-482-6397 or <https://www.swccd.edu/student-support/library/index.aspx>

On Campus Hours (Bldg. 64):

<https://www.swccd.edu/student-support/library/about/hours-and-locations.aspx>

Online:

Monday through Thursday 8 a.m.–7:00 p.m./Friday 8 a.m.–noon

Mathematics, Engineering, Science Achievement Program (MESA)

619-482-6381 or mmjahed@swccd.edu

On Campus Hours (Bldg. 60-101):

Monday through Thursday 9 a.m.–6:00 p.m./Friday 9 a.m.–1 p.m.

Math Center

619-421-6700, ext. 5270 or tluque@swccd.edu

On Campus Hours (Bldg. 60-110):

Monday through Thursday 8:30 a.m.–6:30 p.m./Friday 9 a.m.–1 p.m.

Online Learning Center

619-482-6595 or onlinelearning@swccd.edu

Located on the third floor of the library (Bldg. 64):

Monday through Thursday 9 a.m.–4 p.m./Friday by appointment only

Online:

Live Chat–24/7 coverage

Outreach Services

619-482-6518 or outreach@swccd.edu or
<https://swccd.craniumcafe.com/group/outreach/lobby>

On Campus Hours

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Personal Wellness Services

619-421-6700, ext. 5279 or
SWCPersonalWellness@swccd.edu or <https://swccd.craniumcafe.com/group/health-services-front-desk/lobby>

On Campus Hours (Bldg. 58A-101):

Monday, Wednesday, Thursday 8 a.m.–5 p.m./Tuesday 8 a.m.–6:30 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday, Wednesday, Thursday 8 a.m.–5 p.m./Tuesday 8 a.m.–6:30 p.m./Friday 8 a.m.–3 p.m.

Restorative Justice Program

619-216-6657 or pmilkovich@swccd.edu

Service Learning

619-482-6537 or jdavis@swccd.edu

Student Activities

619-482-6568 or SWCStudentActivities@swccd.edu or
<https://swccd.craniumcafe.com/group/student-activities-front-desk/lobby>

On Campus Hours (Bldg. 67A-105):

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Student Employment Services (part of Career and Transfer Connections)

619-482-6356 or ses@swccd.edu

On Campus Hours:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday 10 a.m.–1 p.m. and 3:30 p.m.–6:30 p.m./Tuesday 3:30 p.m.–6:30 p.m./Wednesday 10 a.m.–1 p.m. and 3:30 p.m.–5 p.m./Thursday 2 p.m.–5 p.m./Friday 8 a.m.–12 p.m. and 1 p.m.–3 p.m.

Veterans Resource Center

619-482-6548 or swcvrc@swccd.edu or www.swccd.edu/vrc or
<https://swccd.craniumcafe.com/group/veteran-services/lobby>

On Campus:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Veterans Services

619-482-6324 or swcveterans@swccd.edu or
www.swccd.edu/veterans or <https://swccd.craniumcafe.com/group/veteran-services/lobby>

On Campus:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Online at Cranium Café:

Monday through Tuesday 8 a.m.–6:30 p.m./Wednesday through Thursday 8 a.m.–5 p.m./Friday 8 a.m.–3 p.m.

Workability III Program

619-216-6714 or jnominni@swccd.edu
Please call or email for an appointment In-Person or on Cranium Café

Spring 2023 School, Unit and Center Hours

Crown Cove Aquatic Center

Christine Perri, M.A., Dean
Fernando Poveda, M.Ed., Director
619-575-6176 or ccac@swccd.edu
On Campus: Mondays–Closed/Tuesday through Sunday 8 a.m.–4:30 p.m.

School of Arts, Communication and Social Sciences

Cynthia McGregor, Ph.D., Dean
619-482-6372 or
ezwierski@swccd.edu
rkatzenstein@swccd.edu
lcarey@swccd.edu
On Campus: Monday through Thursday 8 a.m.–5 p.m./Fridays 8 a.m.–4 p.m.

School of Business and Technology

Mink Stavenga, D.B.A., Dean
619-482-6460 or tgallegos@swccd.edu,
cgallegos@swccd.edu
On Campus: Monday through Friday 8 a.m.–4:30 p.m.

School of Continuing Education and Workforce Development

Jennifer Lewis, M.S., Dean
619-482-6373 or jtrinidad@swccd.edu
Myesha Jackson, MBA, Director, Continuing Education
619-482-6376 or continuinged@swccd.edu
On Campus (Bldg. 59A): Monday through Friday 8 a.m.–4:30 p.m.
Online at Cranium Café: Monday through Friday 8 a.m.–4:30 p.m.

School of Counseling and Student Support Programs

Steven Baissa, M.A., Dean
619-482-6471 or sbaissa@swccd.edu

School of Language, Literature, and Humanities

Bill Kinney, Acting Dean
619-482-6461
On campus: Monday through Thursday .8 a.m.–6:45 p.m.
Online: Friday 8 a.m.–4:30 p.m.

School of Mathematics, Science and Engineering

Silvia Nadalet, Ed.D., Dean
619-482-6459 or mse@swccd.edu
On campus: Monday through Thursday ..7 a.m.–5:30 p.m./Friday 9 a.m.–1 p.m.

School of Wellness, Exercises Science and Athletics

Jennifer Harper, M.A., Interim Dean
619-421-6700, ext. 5353
On Campus: Monday through Friday 7 a.m.–4:00 p.m.

Higher Education Center at National City (HEC, NC)

Christine Perri, M.A., Dean
619-216-6665 or hecnc@swccd.edu or
<https://www.swccd.edu/locations/higher-education-center-at-national-city/>
On Campus: Monday through Friday 7:15 a.m.–5 p.m.
Online at Cranium Café: Monday through Friday 7:15 a.m.–5 p.m.

Higher Education Center at Otay Mesa (HEC, OM)

Silvia Cornejo, M.A., Dean
619-216-6750 or hecom@swccd.edu or
<https://swccd.craniumcafe.com/group/higher-education-center-otay-mesa-front-desk/>

On Campus: Monday through Thursday 7:30 a.m.–6 p.m. /Friday 7:30 a.m.–4 p.m.
Online at Cranium Café: Monday through Thursday 7:30 a.m.–6 p.m. /Friday 7:30 a.m.–4 p.m.

Higher Education Center at San Ysidro (HEC, SY)

Silvia Cornejo, M.A., Dean
Patricia Bartow, M.A., Director
619-216-6790 or hecny@swccd.edu or
<https://swccd.craniumcafe.com/group/higher-education-center-san-ysidro-front-desk/lobby>
On Campus: Monday through Thursday 8 a.m.–6:30 p.m./Friday 8 a.m.–3:30 p.m.
Online at Cranium Café: Monday through Thursday 8 a.m.–6:30 p.m./Friday 8 a.m.–3:30 p.m.

Office of Student Services

Rachel Fischer, M.Ed., Dean
619-482-6369 or
SWCOOfficeOfStudentServices@swccd.edu
or <http://www.swccd.edu/administration/office-of-student-services/index.aspx>

On Campus (Bldg. 68-109): Monday through Thursday 8 a.m.–4:30 p.m./Friday 8 a.m.–3 p.m.
Online at Cranium Café: Monday through Thursday 8 a.m.–4:30 p.m./Friday 8 a.m.–3 p.m.

Instructional Support Services

Mia McClellan, M.Ed., Dean
619-482-6442 or nlloyd@swccd.edu
On Campus (Bldg. 64-347): Monday through Thursday 8 a.m.–4:30 p.m./Friday 8 a.m.–3 p.m.

Spring 2023

Important Dates and Deadlines

October 31

- Email registration information to students

November 7

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

November 17

- 1st Drop for non-payment

December 8

- 2nd Drop for non-payment

January 2

- Residency determination date

January 18

- 2022 Fall programs for nursing and paramedics

January 30

- Spring 2023 Semester Begins
- Textbooks and required class materials must be returned by the first week of Fall (see bookstore website)

February 10

- Deadline to complete items below through Colleague Self-Service (online only)
- Refunds: Last day to withdraw from classes and qualify for a full refund
- Last day to drop without a "W" for full-term classes
- Last day to add classes. No late adds will be accepted. Deadline will be enforced.
- Last day to get a refund for Student Activities fee

February 16

- Last day to file a petition for Independent Study
- Financial Aid Freeze Date.

February 17 - February 20

HOLIDAY-PRESIDENTS WEEKEND

March 1

- Deadline to Petition for Spring 2023 Graduation
(Note: Associate Degree for Transfer (ADT) petition deadline is February 1)

March 10

- Last day to file a petition for Credit by Examination

March 27-April 2

- No classes—Spring Break

March 31

- Holiday—Cesar Chavez Day

April 3

- Second 8-week session begins

April 28

- Last day to withdraw from full-semester classes and receive a "W" grade
- Last day to file a petition for Pass/No Pass (Subject to change at Chancellor's discretion)

May 12-June 2

- Online Grading is open

May 20-May 26

- Final Examination Week

May 26

- Last day of classes—End of the semester
- Commencement

May 29

- Holiday- Memorial Day

June 05

- Final grades are due for all classes.

REMINDER TO FACULTY!

GRADE ROSTERS MUST BE SUBMITTED ON COLLEAGUE SELF-SERVICE AND ARE DUE BY:
MIDNIGHT ON MONDAY, JUNE 5, 2023



SHORT SESSION DEADLINES:

SHORT SESSIONS BEGIN JANUARY 30 AND APRIL 3

CHECK COLLEAGUE SELF-SERVICE 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: 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

Deans and Department Chairs

School of Arts, Communication & Social Sciences

Cynthia McGregor, Dean

Visual Arts	John Pickelle	jpickelle@swccd.edu
Performing Arts	Jeff Nevin	jnevin@swccd.edu
Communication	Rebecca Wolniewicz	rwolniewicz@swccd.edu
Behavioral Sciences	Christopher Hayashi	chayashi@swccd.edu
History and Ethnic Studies	Victor Chavez	vchavez@swccd.edu

Higher Education Center at San Ysidro

Silvia Cornejo, Dean

Family Studies	Leslynn Gallo	lgallo@swccd.edu
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Higher Education Center at Otay Mesa

Silvia Cornejo, Dean

Nursing	Jamie O'Connor-Florez	jflorez@swccd.edu
Administration of Justice, Fire Science	David Caspi	dcaspi@swccd.edu
Emergency Medical Technician, & Paramedic		

School of Wellness, Exercise Science & Athletics

Jennifer Harper, Interim Dean

Health	Toni Pfister	tpfister@swccd.edu
Exercise Science & Athletics	Carolina Soto	csoto2@swccd.edu

School of Language, Literature & Humanities

Bill Kinney, Acting Dean

English	John Rieder	jrieder@swccd.edu
ESL	Courtney Lackeys Bussell	cbussell@swccd.edu
World Languages	Nora Portillo	nportillo@swccd.edu
Reading	Sylvia Garcia-Navarrete	sgarcia@swccd.edu
Humanities	Peter Bolland	pbolland@swccd.edu

School of Mathematics, Science & Engineering

Silvia Nadalet, Dean

Life Science	Shaunte Griffith-Jackson/Co-Chair	sgriffith@swccd.edu
Anthropology	Erin Browder/Co-Chair	ebrowder@swccd.edu
Mathematics	Kimberly Eclar	keclar@swccd.edu
Physical Sciences	Grant Miller/Co-Chair	gmiller@swccd.edu
Physical Sciences/Chemistry	Joann Um/Co-Chair	jum@swccd.edu

School of Business & Applied Technology

Mink Stavenga, Dean

Accounting & Business Admin.	Elisabeth Shapiro	eshapiro@swccd.edu
Office Information Systems	Marisa Soler-McElwain	lsoler@swccd.edu
Applied Technology	Marie Vicario	mvicario@swccd.edu
Computer Information Systems,	Tom Luihel	tluihel@swccd.edu
Computer Literacy, & Electronics		

Continuing Education and Workforce Development

Jennifer Lewis, Dean

Noncredit/Continuing Education	Diane Edwards-LiPera	dedwards@swccd.edu
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Instructional Support Services

Mia McClellan, Dean

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SOUTHWESTERN COLLEGE

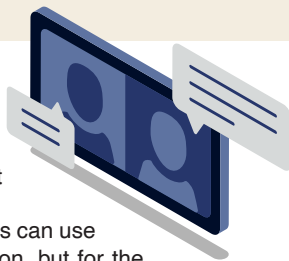

Virtual WELCOME CENTER

Monday through Thursday: 8 a.m.–6:30 p.m.
Wednesday through Thursday: 8 a.m.–5 p.m.
Friday: 8 a.m.–3 p.m.

Welcome to this one-stop to connect with us virtually. All of our Student Services departments have personnel to answer your questions.

Your first stop is our Virtual Welcome Center where we can answer general questions. If you require information that is specific to your records and applications, you will be referred to those specific departments. We ask for your patience as there is a high volume of calls.

Even if you know which department you are seeking, we ask that you begin in the Welcome Center because our representatives will be able to give you a comprehensive overview of which departments will best answer your specific questions.



Technical Requirements

You can login to our lobby with MySWC, Google, Facebook, and a Guest Registration. Students be sure to login with MySWC so we know it's you! Most browsers can use the lobby without downloading an application, but for the best experience please use Chrome or Firefox.

If you would like to use your webcam and microphone during your meetings, be sure to read the following:

MAC users:

Using Chrome or Firefox is required. Make sure you unblock your camera and microphone before you meet with us. At this time Safari is not supported.

IPHONE/IPAD users:

- Please download and sign into the ConexED app through the app store.
- You can test your setup by using the Pre-Meeting check.

Virtual Chat-Connect with us using Cranium Café

- Student Services is also available for live chat and video meetings. Find an online staff/faculty member, click "chat with me," sign in and begin your chat.
- Applicants: Haven't applied yet but would like to talk to us? Use Facebook, Google, LinkedIn, or create a ConexED login and ask away.

Current/Returning Students:

- Use your MySWC login so we can verify it's you!
- We recommend the following to use this service:
- Know your MySWC login. If you do not have a login or SWC ID, please consider applying to the college.
- All PCs, Laptops, Macbooks, as well as Android devices are compatible but will require you to use Chrome or Firefox. At this time Safari will not work.
- Apple iOS users (iPhone and iPad) must have the ConexED iOS app installed and logged in prior to starting a video chat.
- Use this service in a quiet and private environment.

Jaguar Call Center:

Need to reach us by phone? Our Jaguar Call Center team is here to support you by phone. If our representatives don't know the answer, they'll connect you with the departments that will best answer your questions.

- Call 619-482-6482.
- 8 am - 6:30 pm Monday–Tuesday
- 8 am- 5:00 pm Wednesday - Thursday
- 8 am - 3 pm Friday

Important Information

Student Support and Success Steps

Complete the steps listed below to get you on the right track to Student Success!

Don't delay!

Assessment and Prerequisites

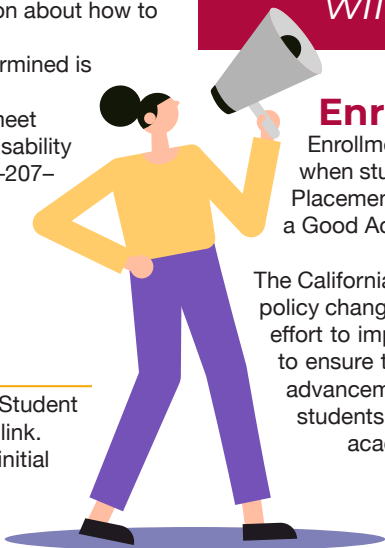
Approximately 15 minutes

- Most students should receive an email with information about English and math placements or a request for more information shortly after applying to the college. If you do not receive an email, check the MySWC Assessment Placements section of the Academic Profile in Colleague Self-Service.
- Students who cannot be placed based on high school data will need to complete a Guided Self-Placement session. Visit <https://www.swccd.edu/student-support/assessment-testing/guided-self-placement-schedule.aspx> for more information about how to complete the Guided Self Placement.
- More information about how placements are determined is available on the Assessment website.
- Individualized accommodations are available to meet the needs of students with disabilities. Contact Disability Support Services (DSS) at 619-482-6512/VP 619-207-4480 or dss@swccd.edu

Student Orientation and First Semester Plan

Approximately 45 Minutes Online

- Log into Colleague Self-Service and select "New Student Orientation" located under the Online Orientation link.
- Student Orientation informs you about important initial services.
- Informs you for Reading, English, and Math assessment/placement process.
- Prepares you for the registration process and academic planning.
- Within the Student Orientation, you must complete your First Semester Plan and submit electronically. (This will qualify you for a registration date.)
- Complete the quiz to finish Student Orientation.



Students need to complete these **3 Steps** to be eligible for **Enrollment Priority Registration**.
Registration information will be emailed to you.

Enrollment Priority Registration

Enrollment priority and the registration date will be determined when students have completed: 1) New Student Orientation 2) Placement, and 3) First Semester Plan. Students have to be in a Good Academic Standing.

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

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

Level 1

State-mandated enrollment priority groups: Homeless/Foster Youth or Former Foster Youth, Homeless Youth, Active Military, Veterans, EOPS, DSS, CalWORKs, and Tribal TANF

Level 2

College enrollment priority groups: Associated Student Organization-Executive & Senate Members, District Identified Learning Communities, MESA, University Links, Vocational Rehabilitation, Honors Program, eligible student athletes, undocumented students who have self-identified with the District, completed the California Dream Act Application, or registered under AB540, Restorative Justice students who have recently been released from incarceration during the past year, and current Southwestern College student workers in good academic standing

Level 3

SWC Early Admission Program students (Fall term only)

Level 4

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

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

Students who attend an Altus School (Charter School of San Diego, Audeo, Audeo II, Audeo III, Audeo Valley Charter School, Grossmont Secondary, Sweetwater Secondary, Mirus).

Level 5

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

Level 6

- Student who have lost enrollment priority enrollment
- Students with 100 or more units

What can I do if I lose my enrollment priority?

Enrollment priority shall be lost at the first registration opportunity after the student:

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

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

Extenuating Circumstances:

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

Students with Disabilities: Academic Accommodations

Student with disabilities should contact Disability Support Services (DSS) for questions regarding enrollment priority at 619-482-6512, VP 619-207-4480, dss@swccd.edu.

Students who have demonstrated significant academic improvement:

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

Students who are enrolled in high unit majors or units in categories listed below:

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

Honor Students:

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

Final semester before degree certificate and/or Transfer Completion:

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

Petitions available online at www.swccd.edu/admissions (click on Admissions Forms)



How to Apply and Register

Seven Easy Steps to Enrollment!

STEP 1: Apply Online for Admission

STEP 2: Assessment and Prerequisites

STEP 3: Complete New Student Orientation

STEP 4: Registration

STEP 5: Pay Fees

STEP 6: Send Your Transcripts

STEP 7: Access College Services (after you have applied)

Step 1: Apply online for Admissions

Go to www.swccd.edu/apply. New and former students (anyone not registered for the Spring 2022 semester) must complete the College admissions application.

Step 2: Assessment and Prerequisites

Follow these steps:

- Review the email regarding placement that you received within several days after completing the application. If you do not get an email, you can check your placements in Colleague Self-Service under Academic Profile in the section labeled My SWC Assessment Placement Results.
- If Guided Self Placement is required, instruction will be emailed to you or visit <https://www.swccd.edu/student-support/assessment-testing/guided-self-placement-schedule.aspx> for more information
- Be sure to complete these steps prior to registration. The results will help you select appropriate English and math courses.
- Students who have coursework from other institutions or AP scores can submit a petition to have them evaluated for prerequisite clearance. More information and necessary forms are available at <http://www.swccd.edu/prerequisites>.
- The Assessment Center can be reached at SWCAssessment@swccd.edu. or at Cranium Café. Visit <https://www.swccd.edu/student-support/assessment-testing/index.aspx> for assessment procedures and policies.
- Students enrolling in online classes are not required to attend the on-campus assessment but should complete the online orientation. Contact your instructor for more information.
- Individualized accommodations are available to meet the needs of students with disabilities. Contact Disability Support Services (DSS) at 619-482-6512/VP 619-207-4480 or swccd.edu/dss

Step 3: New Student Orientation and First Semester Plan

Orientation is required of all new students who are planning to complete a degree, certificate, or transfer to a university. Learn all about college resources, general education, major requirements, and select the best courses for your first semester plan. Access the Online Orientation through the college website Colleague Self-Service link or through your MySWC portal.

- Log into Colleague Self-Service and select “New Student Orientation” located under the Online Orientation link.
- Student Orientation informs you about important initial services.
- Informs you for Reading, English, and Math assessment/ placement process.
- Prepares you for the registration process and academic planning.
- Within the Student Orientation, you must complete your First Semester Plan and submit electronically. (This will qualify you for a priority registration date.)
- Complete the quiz to finish Student Orientation.

Step 4: Registration

Important Note: if you haven't registered for classes recently, you may need to Apply to SWC first!

Visit <https://www.swccd.edu/classes-and-registration/registration-instructions.aspx> for additional assistance.

For assistance logging in, go to <https://www.swccd.edu/student-support/help-center.aspx>

Step 5: Pay Fees

Students may pay their fees online through MySWC/Colleague Self-Service or by phone. To pay by phone, call Student Accounts at (619) 482-6307 or (619) 482-6314.

To Pay through MySWC:

Login to MySWC and find the Colleague Self-Service on MySWC section - follow the steps below:

- Select the Registration menu in the "Colleague Self-Service for Students" accordion.
- Follow the Register for Classes link.
- On your schedule page, select the link Make A Payment after you register for courses.
- You will proceed to a page that will redirect you to Southwestern College's Payment Center.
- You can proceed to make a payment by selecting Make Payment.

For Fall 2022, there will be two Drop for nonpayment dates: November 17 and December 8, 2022. If a student owes more than \$184 by November 17th they will be dropped from classes that cause their unpaid balance to be more than \$184. The drop sequence will be from last enrollment to first. Students will be allowed to enroll again; however, the same rule will apply on the second drop date on December 8th. After December 8th, students are responsible for dropping their classes by the appropriate refund deadlines or they will be financially responsible.

If a student is registered or active in any class after the term begins, it will be the student's responsibility to drop themselves if not attending. Non-payment or non-attendance does not release the student from this responsibility and may result in a failing grade being issued with fees owed.

Fee payment options:

- Students may pay on site (cash, check, credit card) or by credit card at MySWC Portal Colleague Self-Service on MySWC (swccd.edu)
- Southwestern College is pleased to announce the availability of tuition payment plans for students! Check out the SWC Student Payment Plans at Payment Plans (swccd.edu)
- Apply for Financial Aid at www.swccd.edu/financialaid

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

The California College Promise Grant (CCPG) is also available and easy to apply for. If you qualify, your enrollment fees are waived and covered by the State of California. You may apply at swccd.edu/ccpg throughout the academic year.

Step 6: Send your Transcript

Official transcripts from all accredited external institutions attended are needed to award credit for degrees and certificates. College transcripts will be evaluated by the Evaluations Office. Official transcripts must be sent directly from other schools, colleges and universities to the Admissions Office. Hand-carried transcripts will not be accepted. If you have ever attended another college or university, request transcripts be sent to:

**Southwestern College,
Admissions Office**
900 Otay Lakes Road
Chula Vista, CA 91910
Or electronically to admissions@swccd.edu

Step 7: Access College Services after you have applied

Visit the Virtual Welcome Center <https://www.swccd.edu/student-support/virtual-welcome-center.aspx> for assistance or the college website for a full list of student services in the following departments:

- **SWC Cares** - <http://swccd.edu/swccares>
If you are a student in need of basic assistance — food, housing, transportation, textbooks, technology or other resources — SWC Cares is here to support you.
- **Counseling Center** - swccd.edu/counseling
After the second week of the semester, schedule an individual appointment with a College counselor to develop your Student Education Plan (SEP).
- **Career Center** - swccd.edu/careercenter
Learn more about your personality, interests, and strengths and how they relate to your major and career.
- **First Year Experience (FYE)** - swccd.edu/fye
Join with other new students to learn all about higher education and skills for success.
- **Transfer Center** - swccd.edu/transfercenter
Learn how SWC prepares you for transferring to the university.
- **Disability Support Services** - swccd.edu/dss
For students with disabilities to request support and accommodations for their classes.
- **EOPS** - swccd.edu/eops
Apply for over-and-above college support, counseling, and book service.
- **Financial Aid Office** - swccd.edu/financialaid
Provides assistance in applying for and receiving aid and scholarship information.
- **Student Employment Services** - swccd.edu/ses
Assistance in finding a part-time job or a career job once you have completed your training.
- **Evaluations Office** - swccd.edu/evaluations
Petition for graduation. Have external college transcripts evaluated for SWC credit.
- **Veterans Services** - swccd.edu/veterans
Offers support if you are in the military, a veteran, or qualified member of the family.
- **Resource Center** - swccd.edu/resources Provides community resources to all students.

Student Equity and Achievement Program (SEA)

The Student Equity and Achievement Program (SEA) is a State of California categorically-funded program. The intent of the SEA Program is to support the California Community Colleges in advancing the system-wide goal to increase achievement for all students with an emphasis on eliminating achievement gaps for students from traditionally underrepresented groups. Southwestern College’s goal is to implement activities and practices that align with the Jaguar Pathways model, provide support services to students who enter college, offer quality curriculum and instruction, and ensure students complete their educational goals in a timely manner.

Southwestern College agrees to:

- Provide orientation services
- Evaluate English, math and reading skills—through appropriate course placement.
- Provide application and registration assistance.
- Provide access to counselors who can help with education planning.
- Monitor student progress and keep you informed about campus resources.

Student agrees to:

- Explore the fields of study and declare a major and educational goal.
- Participate in a required course placement session and orientation session (online or in-person).
- Adhere to prerequisite and corequisite requirements.
- Develop a comprehensive Student Educational Plan (SEP) with a college counselor.
- Attend and successfully complete the courses in which you enroll.

All students are required to participate in on-boarding services, unless they are exempted by the following:

- Already have earned an Associate or Bachelor’s Degree.
- Are attending SWC for: personal enrichment, noncredit courses only, upgrading job skills, enrolled in apprenticeship or career technical programs, or are concurrently enrolled in another college or university.
- Exempt students may not receive a registration date by not participating in on-boarding services

Fees and Refunds

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

Registration Fees

Required Fees	
Enrollment Fee	\$46 per unit
Waived for CCPG (BOGFW) recipients.	
Non-Resident Tuition.....	\$291 per unit
Plus other registration fees.	
Course/Materials Fee (if applicable).....	Cost Varies

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

Payment Plan Information:

Tuition Payment Plans Now Available

Southwestern College is pleased to announce the availability of tuition payment plans for students! These plans are designed to help fill the gap of tuition/fees that financial aid does not cover.

If you’re interested, please go to: <https://www.swccd.edu/admissions-and-financial-aid/tuition-and-fees/payment-plans.aspx> review the FAQs, and then head over to Colleague Self-Service on MySWC. Look for the View Account and Make Payments link in the Financial Information menu under Colleague Self-Service for Students.

How much does it cost?

- There is a \$25.00 nonrefundable fee charged each semester you establish a payment plan. There is no additional payment required until your plan begins. You must owe at least \$100 to eligible for a plan.
- There are no charges for interest, late fees, paying using a debit or credit card.
- Your plan will adjust automatically as you add or drop classes.

Health Fee

Pursuant to Education Code and District policy, Southwestern College has a mandatory health fee. The summer session has a health fee of \$18. The health fee and/or health fee exceptions are subject to change should the State Legislature take action to change them. Students may petition for exception for the following reasons:

- Students who depend exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization;
- Students who qualify of a California College Promise Grant (CCPG-A) to cover enrollment fees;
- High School students enrolled at the Sweetwater Union High School District or selected charter or private high schools taking designated classes.
- High School students enrolled in the High School Special program
- Students attending under an approved apprenticeship training program;

Health Fee**

0.5 to 5.5 more units	\$18*
6 or more units	\$21*

Refer to Health Services Center for services.

Accident Insurance/Liability Fee	\$2
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** Upon request, the health fee will be refunded to any student who withdraws from all courses prior to the 10% date of the length of the course.

Other Fees

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

Student Activities Fee	\$8 per semester
(Some students may be exempt from this fee)	

Student Representation Fee.....	\$2 per semester
Effective January 2020	

Students may opt-out of paying this fee during registration

(Assembly Bill 1504—Fee to support the Student Senate of the California Community Colleges (SSCCC) and SWC student leaders promote the viewpoints of our students to federal, state and local governments.

Returned Check Service Charge

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

Refund Policy

A student will be refunded registration fees for course withdrawals made before the first two weeks of instruction for a primary term (Fall and Spring semesters) or by 10% point of actual class meeting days. Please check with MySWC/WebAdvisor for dates for specific classes.

- Mandatory fees to include health, student center, and material fees are also subject to the above policy.
- A class added after the refund deadline is not eligible for a refund.

Refunds are not automatic.

* Eligible students should request a refund by phone at any Cashiers Office at the following locations: Chula Vista Campus 619-482-6314; Higher Education Center, Otay Mesa 619-216-6750; Higher Education Center, San Ysidro 619-216-6790, ext. 4902 or 4903; and Higher Education Center, National City 619-216-6665, ext. 4853.

You may also download and complete the Refund Request Form and submit as stated on the form. Please allow 3–4 weeks for receipt of your refund check.

Accounts of students who officially withdraw from class by the refund deadline will be credited. It is imperative that the student's current address be on file in Admissions and Records. (Title 5—Section 58508)

Refund Deadlines

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

Parking Information and Fees**Parking Permits**

Parking permits are required for all vehicles that park on District property.

NEW! Southwestern College is excited to announce our transition from physical permits to virtual permits! Virtual parking permits can be purchased at <https://swc.thepermitstore.com>. Once in the permit site, registered students can log in by clicking on the MySWC Login button and using their SWC username and password. Once a permit is purchased, students can park in any white-lined space throughout campus. For more information about virtual parking permits and tips on how to avoid citations, please visit <https://swccd.edu/parking>.

Student Permits:

1-Day permit.....	\$3
Valid until 11pm for date of purchase	
Monthly permit	\$10
Valid for 30 days from date of purchase	
Motorcycle permit	\$20
Valid in motorcycle spaces only	
Financial Aid CCPG recipient*	\$20
For approved CA CCPG recipients only	
Semester permit (Spring).....	\$40
Valid from January 1 – May 26, 2023	

Visitor Permits:

1-Hour permit	\$1
Valid for 1 hour maximum	
1-Day permit.....	\$3
Valid until 11 p.m. for date of purchase	
Monthly permit	\$10
Valid for 30 days from date of purchase	

Financial Aid and Scholarships

Financial Aid

www.swccd.edu/financialaid

The Financial Aid Office offers a full array of financial aid programs, in the form of grants, fee waivers, employment, loans, and scholarships. These funds are intended to assist students with the cost of education, which includes fees, books, supplies, food, housing, transportation, and personal expenses. Additional information on Financial Aid programs and services can be found at www.swccd.edu/financialaid.

Application Procedure

Step 1—Apply

Submit a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. AB540 students without a valid social security number should submit the California Dream Act Application at <https://dream.csac.ca.gov/>. The Federal School Code for Southwestern College is 001294.

Step 2—Submit Forms

Submit forms online at <https://go.swccd.edu/dropbox>

Step 3—Application Processing

Meet Satisfactory Academic Progress (SAP) standards to be eligible for award.

Have file reviewed for completeness and respond to requests for any additional documentation or information.

Step 4—Financial Aid Awarding

Review award letter email or view awards on Colleague Self-Service and register desired method of disbursement.

Financial Aid Programs

Federal Programs

- Federal Pell Grants are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. Pell Grants are funds that do not need to be repaid, except under certain circumstances, and the amount of money awarded is based upon a student's need and the number of units enrolled. In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant award for an award year. For more information, go to <https://www.swccd.edu/admissions-and-financial-aid/financial-aid/financial-aid-types/grants/pell-grant.aspx>.
- Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to eligible undergraduate students with exceptional financial need. It is awarded based on eligibility and the date of FAFSA submission. Funds are limited and dependent upon availability.
- Federal Work-Study (FWS) is a program which provides employment to help pay for part of a student's educational costs and is based on financial need. Students on FWS may work approximately 15 hours per week on or off campus.
- William D. Ford Federal Direct Subsidized and Unsubsidized Loans are funds that must be repaid. Loan amounts follow federal guidelines and will be determined at the time the Financial Aid Office certifies a loan application. Both entrance and exit counseling are required and students must maintain at least half-time enrollment status to receive a loan. For more information, go to www.swccd.edu/faloans

State Programs

- CALIFORNIA COLLEGE PROMISE GRANT (CCPG) formerly the Board of Governors Fee Waiver, is a program that waives the \$46/unit enrollment fees for eligible students. Students must be California residents or verified AB540 students and meet the requirements in one of the following categories:
- CCPG Method A: Student or family must currently be receiving public assistance from the Aid to Families with Dependent Children or Temporary Assistance for Needy Families (TANF), CalWORKs, Supplemental Security Income (SSI), State Supplemental Program (SSP), or General Assistance (GA). Documentation is required.
- CCPG Method B: Student must meet income standards based on family size. Documentation may be required.
- CCPG Method C: Student must have applied for FAFSA and demonstrate required level of financial need.

IMPORTANT: Effective Fall 2016, there were important eligibility changes to the CCPG program. Students who are placed on academic and/or progress probation or disqualification in two consecutive primary terms (fall and spring) will lose eligibility for CCPG at the first registration opportunity after the determination is made. Students will be notified within 30 days of the end of the term, which will include information about available student support services. Students will have the ability to regain eligibility at appeal, working back into satisfactory academic status or sitting out two consecutive primary terms. There are special consideration factors for CalWORKs, EOPS, DSPS, and student veterans. Foster youth and former foster youth who are 24 years old and younger are exempt from these regulations. For more information, please go to www.swccd.edu/bogfwchanges.

- Cal Grants are state-funded, need-based, cash grants given to California college students to help pay for college expenses. A Cal Grant is money for college you don't have to pay back. To qualify, you must apply for the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) by the deadline and meet the eligibility and financial requirements as well as any minimum GPA requirements. Students at Southwestern College may receive either a Cal Grant A, B or C. Initial eligibility is made by the California Student Aid Commission (CSAC) which establishes income, asset and GPA requirements annually.

Scholarships

A scholarship is considered a gift of money to assist a student in financing their higher education. The requirements and amount available for individual awards vary, and many do not require the student to be financial aid eligible. Our scholarship cycle occurs during the Spring semester. Visit our website for information on scholarships and scholarship eligibility, at www.swccd.edu/scholarships.

Disbursements

Financial aid disbursements are made on a regular basis by the Finance Office. Students awarded financial aid may receive their aid by electronic deposit made to a students' existing bank account, paper check, or deposit directly to the BankMobile VIBE! Card. The disbursement schedule can be viewed at <https://www.swccd.edu/admissions-and-financial-aid/financial-aid-information/disbursement-schedules.aspx>.

Withdrawal from Courses and Return of Title IV Funds Financial Aid funds are awarded under the assumption that students will attend school for the entire payment period or period of enrollment for which the aid was awarded and will complete all the units on which their award was calculated. Students who withdraw from all classes will have the amount of Title IV Federal Financial Aid that was earned and are entitled to keep determined by a mandated federal formula. The Freeze Date for Spring 2023 is Friday, January 16, 2023.

Satisfactory Academic Progress (SAP) Standards

Federal and state financial aid regulations require Southwestern College to establish, define, and apply Satisfactory Academic Progress standards for all financial aid applicants. The regulations require that SAP be evaluated every academic year, and measure both the qualitative standard (cumulative GPA) and quantitative standards (completion rate, Pace) and (Maximum Time Frame). Students enrolled in a program of less than two years (Certificate of Achievement) are reviewed for SAP after the end of every semester. All periods of enrollment at Southwestern College and applicable transferable units from other colleges will be included as part of the SAP review.

- **GRADE POINT AVERAGE (GPA) REQUIREMENT (QUALITATIVE)**—students are required to maintain a minimum cumulative GPA of 2.0 or better.
- **UNIT COMPLETION RATE—Pace of Progress (Quantitative)** students are required to complete a minimum of 67% of the units in which they have enrolled. All units are considered in this calculation. Units for which a grade of W, I, NP and/or F was received are considered as units attempted but not completed.
- **MAXIMUM TIME FRAME (QUANTITATIVE)**—students must complete their academic program within a maximum time frame of 150% of the published program's required units. For example, associate in arts, associate in science and transfer degrees generally require 60 units to complete, so 150% of these programs would be 90 units.



- Repeated courses will count toward the 150% maximum units allowed.
- The maximum time frame will not be extended for students who change academic programs or have prior degrees or certificates.
- Students who have a bachelor's degree or higher from a domestic or foreign school have exceeded the maximum time frame and will not be eligible for additional financial aid.

Students who are disqualified have the right to appeal the decision, by participating in a SAP Workshop and providing a written statement describing the extenuating circumstances and experiences, detailing what has changed and how those changes will ensure future academic success. More information can be found at www.swccd.edu/sap.

More information on all financial aid programs, policies, and procedures can be found at www.swccd.edu/financialaid.

Registration Policies and Definitions

NOTE: All forms are available online at www.swccd.edu/admissions: Click “Admissions Forms.” Assistance and processing are available at the Chula Vista campus and Higher Education Centers at National City, Otay Mesa, and San Ysidro, or in our Cranium Café lobbies.

Adding Closed Classes

Once classes start, students need to email the instructor to obtain instructor approval to enroll. If space permits, the instructor will issue an add code. Students can use add codes on MySWC/Colleague Self-Service or go to www.swccd.edu/virtualchat for assistance with Colleague Self-Service. Note: Students on the waitlist will be given first priority if space becomes available.

Cancelled Class

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

Closed Class

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

Corequisites

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

Course Repetition

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

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

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

Duplicate Course

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

High School Special Admissions

High school students who are enrolled in grades 9–12 may be admitted for concurrent enrollment at SWC. A High School Special or CCAP Agreement Form signed by the high school principal and high school counselor is required. All necessary forms and instructions are available at www.swccd.edu/hss. Enrollment is limited to no more than eleven (11) units per semester. See the SWC College Catalog for more information.

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

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

Limitation on Enrollment

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

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

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

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

Online Class Restrictions

In accordance with federal regulations, Southwestern College may not permit students residing outside of California to enroll in online classes.

Prerequisites

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

Recommended Concurrent Enrollment

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

Recommended Preparation

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

Registration Statement

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

See a Counselor

Developing a comprehensive Student Education Plan (SEP) is critical in understanding the requirements and resources needed to successfully fulfill your education and/or occupational goals. Counselors will help you understand the myriad of factors such as previous academic history, course placement results, transcripts, current employment and familial responsibilities, and personal motivation that play an important role in your success. To schedule an appointment with a counselor, start by completing a Student Success Needs Assessment with the Counseling Center.

Thirty-unit Remediation Limit

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

Time Conflict/Class Overlay

Students are not permitted to register for two (2) classes that are scheduled during the same or overlapping time periods, even if the instructor will allow it. This includes online and/or hybrid courses with mandatory on-campus meetings that conflict with other on-campus courses. Class overlays are only allowed by petition, and never for courses that overlap more than 15 minutes per day or 30 minutes per week.

Waitlist

How to Get Added to a Class Waitlist

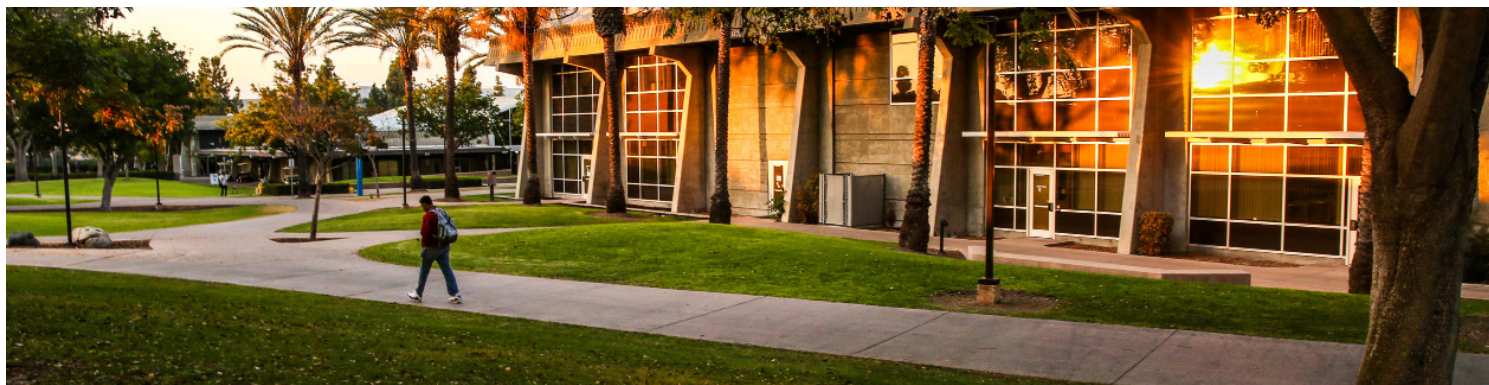
Login to MySWC and find the Colleague Self-Service on MySWC section - follow the steps below:

- Select the Registration menu in the “Colleague Self-Service for Students” accordion.
- Follow the Register for Classes link.
- Follow the Search and Register for Classes link.
- Select the Term/Semester you want to register classes in.
- Select/enter your search options using the search box or by filling out the boxes.
- Press the Search button to see the search results.
- Select the Waitlisted courses you want to enroll in.
- Press the Add button.
- Select the Add Section button.
- Select Register/Drop Classes link to access your schedule.
- Select Waitlist as the “Action” for each course you want to enroll in
- Successful Waitlist is specified when you are placed in a Rank.
- To register for waitlisted courses, you will receive an email with permission to enroll in the waitlisted course.
- You will be notified of successful registration when the status changes from Waitlisted to Registered.

Waitlists will become available at the beginning of the registration period as classes fill. As a student drops from the class roster, the first student on the waitlist will be notified by email. The student will have three (3) calendar days to register in the class and make payment for the class. If the student does not register in the class within three (3) days, they will be dropped from the waitlist.

NOTE: Students who do not meet eligibility requirements will not be moved into the class.

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



Academic/College Policies

Academic Accommodation

Students with verified disabilities who may require academic adjustments or auxiliary aids are strongly recommended to contact the Disability Support Services Office (DSS) early to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students enrolled in online courses are encouraged to contact DSS to request academic accommodations. DSS Contact: dss@swccd.edu

Academic Honesty

Academic honesty is expected from all students at Southwestern College. Dishonesty in the classroom, cheating or plagiarism, and/or knowingly furnishing false information to the College are grounds for discipline. (See Standards of Student Conduct procedure).

Address and Telephone Changes

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

Attendance

Each student is expected to attend every class meeting. In the case of absence, it is the student's responsibility to inform the instructor. Instructors may drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll. Online students must login and perform any requested tasks on the first day of class to confirm attendance.

Auditing Courses

If you want to take a class to learn a new language or new skill and don't need the college credit, auditing may be an option for you. To audit a class, you need to obtain a course audit petition form before you go to the class. Audit petitions are available in any Admissions office or online under Admissions & Financial Aid, then Admissions Forms. If there is space available, the instructor will sign the form. You must return the form to any Admissions Office for processing. Students taking the class for college credit have first priority for acceptance.

The charge for auditing is \$15 per unit plus the mandatory health fees. A maximum of six (6) units may be audited in any regular instructional term (fall, spring, and/or summer). If you are enrolled for college credit in ten (10) or more units, you may audit one (1) three-unit class for free. Once you choose the audit option for a class you cannot change to college credit.

Catalog

For further information on courses and College policies and procedures - see the Southwestern College online catalog on our website at catalog.swccd.edu.

Class Cancellations

Southwestern College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation and to change the class hours and/or days as necessity demands.

Consumer Information

In accordance with federal regulations as set forth in the Higher Education Act, Southwestern College provides a variety of required information to students. This includes the College Navigator, Net Price Calculator, campus safety reports (including Clery reporting), Drug and Alcohol Abuse Prevention Program information, FERPA, Student Right to Know, Equity in Athletics information, and Financial Aid and academic policies. For more information, please go to www.swccd.edu/consumerinfo or contact the Office of Communications, Community and Government Relations at 619-482-6304 or at email at cmrrequest@swccd.edu

Course Repetition

Students may petition to repeat courses under the following circumstances:

Course repetition due to substandard grades and/or withdrawals:

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

Course Repetition of Previously Passed Courses:

Students may file a petition to repeat a course in which a grade of "C" or better was earned. Please refer to the catalog for the details and requirements for the Course Repetition and Repeatable Courses. Petitions are available online at swccd.edu/admissions-and-financial-aid/admissions-forms/ and can be submitted to the Admissions and Records Department if the following conditions are met:

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

Descriptions of Courses

Course descriptions can be found in the College Catalog, Colleague Self-Service, or on the College website at catalog.swccd.edu.

Dropping Students from Classes

- Instructors will drop any student who fails to attend the first class meeting or fails to login and perform any requested tasks for online students if the class is at maximum enrollment and other students are waiting to enroll.
- Students will be dropped from a class for lack of a prerequisite.
- During the add period of the term, instructors will drop a student from a class with or without an explanation for never attending class, unless the student has contacted the instructor and the instructor has granted an excused absence.
- After the add period of the term, instructors may drop a student from a class if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week (for short term classes, twice the number of hours as hours listed for the class in the schedule).

Email Address

SWC provides active students with @swccd.edu email addresses. Official communications from SWC will be sent at that email address. Your SWC email can be accessed at MySWC at my.swccd.edu.

Grades

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

Name Change

Currently enrolled students who wish to change their name must file a name change form with any Admissions Office. Two forms of government-issued identification are required to process the name change. Students who would like a preferred first name that is different from their legal name to appear on class rosters and the online environment can make this request at the Admissions and Records office. Forms can be obtained online at: <https://www.swccd.edu/admissions-and-financial-aid/admissions-forms/>

Open Enrollment

It is the policy of the Southwestern Community College District that every course, section, or class, wherever offered and conducted throughout the District, shall be fully open to enrollment and participation by any person who is eligible for admission to the College and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Pass/No Pass (Formerly Credit/No Credit)

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

Student Holds

Students may have grades, transcripts, diplomas, and registration privileges withheld for financial obligations such as returned checks, unpaid enrollment fees and/or non-resident tuition, unpaid loans, unreturned equipment, equipment breakages, unpaid fines, etc.

Student Records and Directory Information

Pursuant to the Federal Family Education Rights and Privacy Act of 1974, Southwestern College is authorized to verify public directory information concerning students currently attending the College. Directory information includes the student's name, email address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

The student directory information may be released by the Dean of Student Services or designee, unless prior written objection is received from the student specifying information which the student requests not be released. Students who wish to have information concerning themselves excluded from designation as directory information must inform Admissions in writing.

Withdrawal Policy

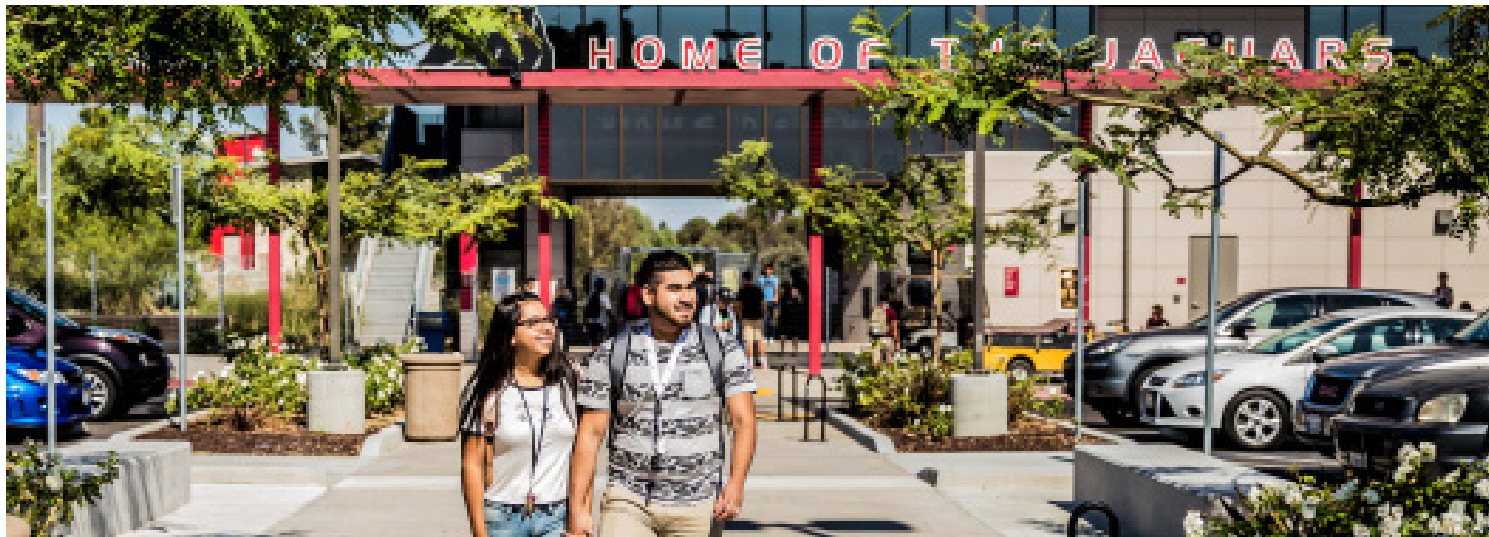
It is the student's responsibility to officially withdraw from class. Students may drop classes on Colleague Self-Service at <https://Colleague Self-Service.swccd.edu>. A student failure to officially withdraw from a class may result in a grade of "F" or "NP" if applicable.

Short-Term Classes

- To drop with a refund—10% of actual class meeting days—in many cases this may be the first day of class.
- To drop without a "W" grade—20% of actual class meeting days.
- To drop with a "W" grade—75% of actual class meeting days.

Students who withdraw from classes and are receiving a Pell grant may be required to repay some or all of funds received. Please click on "Information" and then "Withdrawals and Return to Title IV" tab on the Financial Aid webpage at www.swccd.edu/financialaid for more information.

In addition, instructors may drop a student for excessive absences; please see the SWC catalog at catalog.swccd.edu. See "Dropping Students from Classes."



Support Services for Students

Academic Success Center/Learning Assistance Services

Free online and on-ground tutoring for SWC students is available at <https://www.swccd.edu/student-support/tutoring/> including online tutoring at Zoom, evening and weekend tutoring at eTutoring, and asynchronous writing assistance at our Online Writing Lab (OWL).

Appointments for LAS tutoring are available at <https://sarsanywhere.swccd.edu/esars/tutoring>

Additional live, online tutoring can be accessed at the Western eTutoring Consortium at <https://www.swccd.edu/student-support/tutoring/etutoring.aspx>. This service is available seven days a week and most major holidays from 5 a.m. until 12 a.m. Midnight.

Finally we have our Online Writing Lab (OWL) available at <https://www.swccd.edu/student-support/tutoring/online-writing-lab.aspx>. This is an asynchronous service that features detailed, written responses to student writing for any class or educational need

For further assistance or inquiries, please contact us at SWCLASTutor@swccd.edu or call 619-482-6348 or go to <https://www.swccd.edu/student-support/tutoring/>

Associated Student Organization (ASO)

The Associated Student Organization (ASO) represents all students at Southwestern College and sponsors activities including cultural performances, awards, student clubs, social activities, and student leadership conferences. The ASO is the recognized student government body of the College. The students elect representatives to both the executive and legislative branches. For more information on how to get involved, please contact the Associated Students Organization at 619-482-6568.

Bookstore

bookstore@swccd.edu

Visit the Bookstore website at www.SWCBookstore.com or follow us on Facebook for updated information, sales, store hours, rental return reminders, and bus pass information.

General Bookstore Information

- Required course materials are available online at www.SWCBookstore.com.
- Textbooks may be purchased online at www.SWCBookstore.com.
- TEXTBOOK RENTALS available year-round. Check website for availability.
- Personal checks accepted; SWC and California ID required; no two-party or payroll checks accepted.
- Visa, MasterCard, and Discover cards accepted.
- Refunds and buybacks—SWC ID Required. Used books can be sold back year-round - SWC ID required.
- ABSOLUTELY NO REFUNDS OR EXCHANGES WITHOUT SALES RECEIPT. NO EXCEPTIONS.

Campus Student ID Cards

NEED AN SWC ID?

If you require an SWC Student ID card, please fill out the: SWC ID Request Form

Requirement to receive an SWC ID under special circumstance:

Submit a picture of yourself (shoulder and up) against a plain white wall similar to a DMV style picture.

- You may smile if you would like.
- If you wear eyeglasses and a glare shows, please remove your glasses and retake the picture.
- No sunglasses, beanies, ball cap, or hat are not allowed. If you wear a headdress for religious belief, that will be allowed.

Submit a picture of a valid picture ID for verification of identity, we only need one from these:

- California ID or Drivers License
- Any US State ID or Drivers License
- Passport (not expired, US or foreign)
- Senti Pass
- Previous High School ID

After Verification of enrollment and acceptance of Picture ID submitted and quality of picture approved, you will receive an email with the schedule to pick up.

Pick up Schedule: Once your SWC ID is ready, you will receive an email as to when you can come to pick it up on campus.

*** Students taking Audit class must pay the \$8.00 Student Activities (ASO) fee and provide the approved Audit paperwork and receipt of \$8.00 payment, before issuance of SWC ID.

*** Students taking Non-Credit class and needs an SWC ID, please go to the Office of Continuing Education, Room 59A-101B to secure your ID.

SWC ID Request Form located at <https://www.swccd.edu/student-life/student-activities/>.

Counseling Services

Counseling services assist students with planning for their educational goal: career development and selecting a major, personal counseling, and various other support services. Departments providing these services include: CalWORKs, Career Center, Counseling Center, DSS, EOPS, First Year Experience (FYE), Learning Communities, and Transfer Center. Please visit one of these departments for assistance, located at all campuses.

Disability Support Services

Disability Support Services provides specialized support and services for students with disabilities. Students are encouraged to apply for Disability Support Services in order to obtain services or to enroll in special classes. Services may include: educational assistance classes, academic accommodations, such as volunteer note takers, sign language interpreters, equipment loans, educational planning, counseling, and other appropriate services which will help the student have a successful educational experience.

Call 619-482-6512 or VP 619-207-4480 or email at dss@swccd.edu for an appointment with a counselor or for general program information. Please refer to the DSS webpage at <https://www.swccd.edu/student-support/disability-support-services-dss/index.aspx>

Disabled Parking

Southwestern College cannot issue temporary or permanent disabled parking passes. Students or Staff who require disabled parking must apply for the official blue disabled plates or placard with the Department of Motor Vehicles (DMV) at any DMV Office. The application will include a section that requires a physician's certification.

Only vehicles with state-issued disabled parking plates or placards may park in disabled parking spaces on campus. All other vehicles will be issued a citation by the College Police. Vehicles with a valid state-issued disabled placard or plate may park in any legal parking space on campus. A College parking permit would not be required.

Food Pantry and Cares Closet

The Jag Kitchen Food Pantry and SWC Cares Closet are located in Building 16-104. Resources are available for enrolled students and include food and clothing support. If you are a student in need of basic assistance — food, housing, transportation, textbooks, technology or other resources — **SWC Cares is here to support you.** Complete a Basic Needs Request form and let us know what support is needed. https://cm.maxient.com/reportingform.php?SouthwesternCollege&layout_id=42

SWC Cares is a campus-wide initiative that centralizes the many resources at SWC. A number of programs are available that can help you in school and at home so you can thrive in the classroom.

Eligibility

- Currently enrolled student
- Valid ID

Process:

- Complete the Basic Needs Request for located on the SWC Cares page: <https://www.swccd.edu/student-support/more-services/swc-cares/>

Graduation Requirements

Southwestern College recognizes the educational achievement of its students by granting the Associate in Arts Degree, the Associate in Science Degree, and certificates of achievement, completion, or proficiency.

Students are encouraged to plan their educational objectives in such a manner as to qualify for graduation with an associate degree. Degrees or certificates are not awarded automatically upon completion of the requirements. A candidate must submit a petition for graduation online using the Southwestern College website. Click on "Degrees and Certificates" and then "Apply for Degree/Certificate." Petitions for graduation may be filed at any time; however, students wishing to graduate in a specified semester (fall, spring, or summer) must submit a petition according to specific dates.

Students who have attended other colleges/universities must have all official transcripts forwarded directly to Admissions. All previous course work must be evaluated to determine whether or not it is needed for the associate degree at Southwestern College.

Health Services

A registered nurse provides basic health assessment, health counseling, and referrals to appropriate agencies. Visit <https://www.swccd.edu/student-support/health-services/> for more information.

Library Services

Visit the Library's website to get up-to-date information on hours, services, and to connect to electronic databases, articles, eBooks, streaming media, computers, study rooms, printing and scanning services, and more. Librarians are available in person during open hours, at 24/7 online chat, and one-on-one Zoom appointments can be scheduled. For email assistance, please direct your questions to library@swccd.edu.

Online Learning Center

The Online Learning Center (OLC) assists SWC students and faculty by offering hands-on support for teaching and learning in the Canvas learning management system for remote and fully online classes using Canvas. The OLC also provides student and faculty training through workshops, webinars, and one-on-one sessions.

Resources that can help SWC students get Canvas-ready include:

SWC Online Learning: orientations, Canvas info, frequently asked questions, and more

Canvas Video Guides: targeted tutorials for a variety of Canvas tasks

Quest for Online Success: self-paced tutorials to prepare for online learning

SWC also offers 24/7 after-hours Canvas support for students at Canvas Live Chat

Personal Wellness Services

Personal Wellness Services (PWS) offers personal counseling sessions for emotional wellness and professional resources and referrals.

Visit <https://www.swccd.edu/student-support/health-services/personal-wellness-mental-health/index.aspx> for more information.

Veterans Services & Veterans Resource Center

The Veterans Services Office provides information and services to support veteran students who qualify for and wish to use education benefits. Students are provided with assistance in filing for and receiving benefits, completing required forms, receiving credit for prior coursework and military experience, and meeting required academic progress. For more information, please go to www.swccd.edu/veterans.

The Veterans Resource Center (VRC) provides a centralized location for services for veterans and their families as they transition from military to academic life. The VRC provides a dedicated computer lab, peer support and mentoring, referrals to on and off-campus services, and a lounge and meeting area. For more information, please go to www.swccd.edu/vrc.

Parking Rules and Regulations

On-campus parking is supervised by the Southwestern College Police Department. Parking and traffic are enforced at all times in all Southwestern College locations and parking lots. It is the responsibility of every driver who enters District property to review and follow the California Vehicle Codes and the Southwestern College District Parking policies and regulations. For a full list of these policies and regulations, or to view tips on how to avoid citations, please visit: <https://swccd.edu/parking>

Parking related questions can be directed to Parking Services at the Southwestern College Police Department: Email: swcparking@swccd.edu | Phone: 619-216-6611.

Parking Policy

1. Parking permits are required for all vehicles that park on District property.
2. The maximum speed limit on campus is 20 MPH. No stopping, parking, or passing is allowed on the perimeter road of the Chula Vista campus at any time.
3. Parking is allowed in marked spaces only. Parking in other areas, such as marked triangle zones, crosshatched areas, along roadways, or along parking lot curb lines is prohibited.
4. Unaccompanied vehicles that are left parked in a loading zone for longer than 15 minutes may be cited.
5. Parking and loitering on campus after 11 p.m. or after special events is prohibited.

For parking updates please check: <https://www.swccd.edu/parking>

Transportation Information

Take the trolley to either:

- Chula Vista Bayfront Trolley Station (E St.) and transfer to Chula Vista Transit Bus Route 705A to Plaza Bonita/Southwestern College.
- Chula Vista H St. Trolley Station and transfer to Chula Vista Transit Bus Route 709/709A to Southwestern College/Otay Ranch Town Center.
- Chula Vista Palomar St. Trolley Station and transfer to Chula Vista Transit Bus Route 712 to Southwestern College.
- The Route 707 also provides service from Otay Ranch Town Center to Southwestern College at East H St. and Eastlake Parkway.

For transit information, please visit the www.sdcommute.com website. For traffic, transit, and travel information, please visit: www.511sd.com.

Recorded driving directions are available by calling 619-482-6520.

College Police

The Southwestern College Police Department is entrusted with the responsibility of serving the campus communities with skillful, dedicated, and compassionate constitutional policing and public safety services. We are committed to achieving excellence through professional and unbiased law enforcement services to our students, staff, faculty as well as the surrounding community by treating everyone with dignity and respect and performing our duties in line with the college community's values and priorities. We value the civil rights guaranteed to all persons by the Constitution of the United States and the Constitution of the State of California and recognize the importance of procedural justice in our operations.

The College Police Department is staffed with personnel to provide policing and public safety services from the hours of 5:00 am through 12:00 am, Monday through Saturday. Dispatchers are available to answer your calls and inquiries. In response to a call for service, the College Police will take the required action, either dispatching an officer to a campus location or asking the informant or victim to report to the College Police building (Building 22) located in Parking Lot C to receive services or file a crime or incident report.

Campus safety and security is everyone's responsibility. Students, faculty, staff, visitors, and the College Police share a partnership to create a safe and conducive learning environment. One essential ingredient of any successful crime prevention program is an informed public. Southwestern Community College District seeks to inform students, faculty, and staff members in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their safety. Such information will be distributed to students through the Annual Security Report, newsletters, posted notices, District email, student publications, the District's website, and through emergency and timely warning notification. The College Police Department posts crime alerts and other safety-related information on its website. All students, faculty, and staff members are encouraged to remain alert and security conscious. Be mindful of your surroundings. Take precautions to lock and secure your vehicle and do not leave valuables unattended. Call for an Escort Service at 619-482-6380 if you have safety concerns as you traverse the campus or parking lots.

Crime Reporting

The College Police Department encourages the prompt reporting of all crimes by victims or others with knowledge of crimes or criminal behavior, disturbances, and circumstances that involve violence, the threat of violence, medical or mental health distress or other emergencies. Timely and accurate reporting is essential to ensure prompt enforcement action, investigative follow-up, effective response to emergencies, quick initiation of Timely Warning Notices, and ensure annual crime statistics are accurately reported. Reporting parties should strive to provide clear and accurate information to ensure an immediate and proper response.

Individuals may also make report crimes to a Southwestern College Campus Security Authority (CSA), identified as an individual employee or college organization that has a significant responsibility for student and campus activities. Campus Security Authorities include all Administrators and Management personnel, College Police personnel, faculty advisors to student groups, and athletic coaches.

The College Police Department can be contacted at phone, at emergency blue pole, through email or in person.



Phone Contact

Emergencies

College Police Emergency 619-216-6691 or Extension 6691 from a Campus Phone or Emergency Phones in classrooms dial directly to College Police when the receiver is off the hook for 30 seconds. All persons are encouraged to dial *91 from a Campus or Office Phone or Utilize Emergency Blue Pole intercoms with College Police from various campus locations and parking lots.

Non-Emergencies

College Police Dispatch 619-482-6380 or College Police TTY 619-216-6628 or Email CampusPolice@swccd.edu

In-Person Service: In person contact and service can be made by going to the College Police Building (Building 22) at the Chula Vista campus during business hours, Monday Through Friday 8 a.m. to 5 p.m.

All reported crimes will be investigated and may become a matter of public record. All student conduct-related incident reports are forwarded to the Dean of Student Services for review and potential action. If assistance is required from the local police agencies or the local fire department, the College Police will contact the appropriate department. If a sexual assault or rape should occur, College Police Officers will offer the victim a variety of services and assistance.

No Smoking Policy

Smoking is prohibited at all campus locations including but not limited to all enclosed places of employment, including enclosed patios, lobbies, lounges, elevators, stairwells, restrooms, and all District-owned vehicles. This prohibition shall apply to all on-campus buildings as well as all extension sites that are owned or leased by the District. Smoking shall be prohibited in all District-owned vehicles. Policy and Procedure No. 3570

Student-Right-to-Know

In compliance with the Student Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542) and as a service to its community, the Southwestern Community College District makes available its completion and transfer rates to all current and prospective students.

Beginning in Spring 2001 a cohort of all college students who were certificate, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. The completion and transfer rates are based on information submitted by each college to the U.S. Department of Education. Based on the cohort defined above, 36.2 percent of the SWC cohort attained a certificate or degree or became transfer-prepared from Spring 99 to Spring 2003. In addition, 18.1 percent transferred to another postsecondary institution (University of California, California State University, or another California community college) during the same three-year period.

Note that the above rates do not represent the success rates of the entire student population at Southwestern College (SWC), nor do they account for student outcomes occurring after this three-year tracking period. Additionally, the rates do not describe other important features about the College and its students. As one of the top 100 associate degree producers in the nation—and the twelfth highest degree producer for minorities—SWC contributes significantly to the lives of thousands of students in assisting them to meet their educational goals (Community College Week analysis of U.S. Department of Education Data, November 12, 2001).

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

Title IX and the Violence Against Women Act

Title IX of the Education Amendments Act of 1972 is a federal civil rights law that prohibits sex discrimination in education. The Violence Against Women Act of 1994 (VAWA) is federal legislation that addresses prevention of violence against women, including requirements to offer services for victims of violence and to hold offenders accountable.

In order for the College District to investigate a Title IX complaint, the alleged incident must meet the following conditions:

1. The alleged incident occurred within the US;
2. The individuals involved in the alleged incident must be participating in any educational program or activity controlled by the College District (including buildings or property controlled by recognized student organizations);
3. If the alleged incident took place off-campus, it must have been at a College District sponsored event;
4. The alleged conduct meet the definitions of sexual harassment and/or gender-based harassment under Title IX Final Rule.

Under Title IX, sexual harassment is defined as unwelcome conduct that is based on sex, which must meet ONE of the following conditions:

1. Quid Pro Quo Harassment, a school employee conditions education or employment benefits on an individual's participation in the unwelcome sexual conduct;
2. Hostile Environment Harassment: the unwelcome conduct must be one where a reasonable person determine it is so severe, pervasive, and objectively offensive that it effectively denied a person equal access to the school's employment or education programs;
3. Sexual assault, Dating violence, Domestic violence, or Stalking behavior.

Some examples of behavior that MAY violate Title IX, if found to be severe, pervasive, and objectively offensive, include:

- Sexual comments, sexual jokes, or sexually explicit questions
- Spreading rumors about a person's sexuality or gender identity
- Sending or displaying sexually suggestive content over email, text, or social media
- Requests for sexual favors or pressuring someone for sexual activity
- Unwelcome touching, hugging, stroking, or other physical contact
- Stalking, both in person and online
- Dating or domestic violence
- Attempted or actual sexual violence

Filing a Title IX Complaint

Students can file a Title IX complaint with the Office of Employee Relations and Title IX in the Office Of Human Resources, Room 46B-151 or 619-482-6395.

Southwestern College promptly and thoroughly investigates complaints alleging sex discrimination, sexual harassment, and sexual violence.

Claims of other unlawful discrimination can be made in the Office of Employee Relations and Title IX in the Office Of Human Resources, Room 46B-151 or 619-482-6395.

Confidential Resources

If a student is seeking strictly confidential support, Personal Wellness Services on the Chula Vista campus is designated as a confidential resource. See the Personal Wellness Services webpage for information on how to make an appointment and for other confidential resources.

Drug and Alcohol Abuse Prevention Program

Reference: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g; 34 C.F.R. Section 86.1, et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 70

The College District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the College District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The Superintendent/President shall assure that the College District distributes annually to each student the information required by the Drug-Free School and Communities Act Amendments of 1989 and complies with other requirements of the Act. Policy and Procedure No. 3550.

Equal Employment Opportunity Policy Statement– BP #3420

The Governing Board of the Southwestern Community College District (SCCD) is committed to equal employment opportunity and full recognition of the diversity of cultures, ethnicities, language groups and abilities that are represented in its surrounding communities and student body. The Board believes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and suitable role models for all students.

The District shall demonstrate its commitment to the cultural competence¹ of its employees and students through policies, procedures, professional development, services and activities which promote diversity and mutual respect within the District work force and student body. Members of all hiring committees shall have completed Implicit Bias and Equal Employment Opportunity training as prescribed by the Superintendent/President or designee.

The District is an equal opportunity employer that shall provide an educational and work environment in which no person is denied access to, or the benefits of, any program or activity of the District on the basis of federal or state protected classes including, but not limited to: race and/or trait(s) historically associated with race (including, but not limited to hair texture and “protective hairstyles”); color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including pregnancy, childbirth, breastfeeding or related medical condition); sexual orientation; gender identity, gender expression; physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.

The District shall monitor the success of equal opportunity in its recruitment, selection, retention and promotional policies and procedures by monitoring outcomes to assure no adverse impact against any person or group of individuals, due to race and/or trait(s) historically associated with race (including, but not limited to hair texture and “protective hairstyles”); color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including pregnancy, childbirth, breastfeeding or related medical condition); sexual orientation; gender identity, gender expression; physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics. The District complies with the spirit and law of the Americans with Disabilities Act of 1990 as amended by providing equal opportunity for persons with disabilities. The District shall make reasonable accommodations so that persons of all levels of ability enjoy equal access to all aspects of employment and education in our District, including but not limited to, educational services, selection procedures, retention and promotion. In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

The District will not tolerate offensive or abusive conduct or language including jokes, slurs, derogatory comments, or behaviors or language regarding a person’s race and/or trait(s) historically associated with race (including, but not limited to hair texture and “protective hairstyles”); color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including pregnancy, childbirth, breastfeeding or related medical condition); sexual orientation; gender identity, gender expression; physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.

1 “Cultural Competence” refers to the skills and ability of individuals to act in a sensitive, inclusive and respectful manner in interactions with persons who are different from themselves.

Approved by SWC Governing Board–October 2020