Southwestern College
Fall 2023
GENERAL INFORMATION

www.swccd.edu/fall
Please visit www.swccd.edu/fall for most current class schedule information.
HELP CENTER FOR STUDENTS
www.swccd.edu/student-support/help-center.aspx

Area Code 619

Academic Success Center ........................................ 482-6348
Admissions ................................ 482-6488 or admissions@swccd.edu
Art Gallery ......................................................... 216-6605
Assessment Center (Placements) ................ 482-6385
Associated Student Organization (ASO) .............. 482-6568
Athletics .............................................................. 482-6370
Basic Police Academy ........................................... 482-6462
Basic Needs/SWC Cares ........................................ 421-6700...... 5404
Bookstore ............................................................. bookstore@swccd.edu
CalWORKS Program ............................................. 482-6510
Career and Transfer Connections .................... 421-6700........ 5247
Cashier’s Office/Student Accounts ................... 482-6307
Child Development Center ................................ 216-6695
College Police (EMERGENCIES ONLY) ............... 216-6691
College Police (NON-EMERGENCIES) ................. 482-6380
Communications, Community and Government Relations ........................................... 482-6304
Counseling Center ............................................ 421-6700...... 5240
Crown Cove Aquatic Center ............................... 575-6176
Customized Training for Business .................... 482-6533
Dental Hygiene ..................................................... 216-6665...... 4862
Disability Support Services .................................... 482-6512/
  VP 207–4480
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

Area Code 619

Library .......................................................... 421-6700...... 5697
Medical Assisting Program ............................... 216-6665........ 4886
Medical Laboratory Technician Program ............. 216-6665........ 4886
Nursing Programs and Courses ......................... 482-6352
Online Learning Center ........................................ 482-6595 or onlinelearning@swccd.edu
Outreach .......................................................... 482-6518
Parking Services .................................................. 216-6611
Personal Wellness Services ............................... 421-6700........ 5279
Prerequisite (Assessment Center/Placement) ........ 482-6385
Registration Information ..................................... 421-6700........ 5215
Second Year Experience (SYE) .......................... 421-6700........ 5670
Small Business Development Center ................. 482-6391
Student Accounts .............................................. 482-6307
Student Activities .............................................. 482-6568
Student Newspaper ............................................ mbranscomb@swccd.edu
  (Southwestern Sun)
Superintendent/President .................................. 482-6301
Tennis Courts and Tennis Center ......................... 421-6622
Veterans Center ................................................. 482-6548
Veterans Services .............................................. 482-6324
Workability III Program ..................................... 216-6714
Workforce Development Office ......................... 482-6373
Writing Center ................................................... 421-6700........ 5830
Y.E.S. Academy .................................................. 421-6700........ 5953

Schools, Units and Centers

Applied Technology and Hospitality Management ................. 482-6374
Arts, Communication Design, and Media ........... 482-6372
Business .......................................................... 482-6582
Education, Humanities, Social and Behavioral Sciences ........................................... 482-6419
Counseling and Student Support Programs ............ 482-6471
Languages and Literature .................................... 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

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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**FALL 2023 IMPORTANT DATES AND DEADLINES**

**JUNE 2**
- Email registration information to students

**JUNE 12**
- Registration begins by appointment
- Waitlist available (as classes fill).

**AUGUST 7**
- 2023 Fall programs for nursing and paramedics

**AUGUST 8**
- Drop for non-payment

**AUGUST 20**
- Residency determination date

**AUGUST 21**
- Fall 2023 Semester Begins
- Textbooks and required class materials must be returned by the first week of Fall (see bookstore website)

**SEPTEMBER 1**
- Deadline to complete items below through WebAdvisor (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

**SEPTEMBER 3**
- No classes in observance of Labor Day

**SEPTEMBER 4**
- Holiday—Labor Day

**SEPTEMBER 15**
- Last day to file a petition for Independent Study
- Financial Aid Freeze Date.

**OCTOBER 6**
- Last day to file a petition for Credit by Examination

**OCTOBER 16**
- Second 8-week session begins

**NOVEMBER 1**
- Deadline to Petition for Fall 2023 Graduation
- **NOTE: Associate Degree for Transfer (ADT) petition deadline is October 1**

**NOVEMBER 9**
- 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)

**NOVEMBER 10**
- Holiday—Veterans Day (No classes in observance of Holiday)

**NOVEMBER 23–24**
- Holiday—Thanksgiving

**DECEMBER 4–10**
- Final Examination Week

**DECEMBER 10**
- Last day of classes—end of Fall semester

**DECEMBER 18–JANUARY 2**
- Winter Break

**DECEMBER 15**
- Final grades are due for all classes

**REMINDER TO FACULTY!**
Grade rosters must be submitted on WebAdvisor and are due by: MIDNIGHT ON FRIDAY, December 15, 2023.

**Short Session Deadlines:** Short Sessions begin August 21 and October 16
Check WebAdvisor to view the following deadline dates by clicking on the class title of a specific class section. Deadlines for short-session classes are determined as indicated below.

- Deadline to add classes: 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: 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
General Information

FALL 2023 DEPARTMENT 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.–12 p.m.

ONLINE VIA ZOOM
Monday through Friday: 11 a.m.–7 p.m.

ADMISSIONS AND RECORDS
619-482-6488 or admissions@swccd.edu

ON CAMPUS HOURS (BLDG. 68-101)
Monday and Tuesday: 8 a.m.–6:30 p.m.
Wednesday and Thursday: 8 a.m.–5 p.m.
Friday: 8 a.m.–3 p.m.

ASSESSMENT CENTER (PLACEMENT)/PREREQUISITES
619-482-6385 or swcassessment@swccd.edu

ON CAMPUS
Monday through Thursday: 7 a.m.–6 p.m.

ONLINE: CRANIUM CAFÉ:
Monday through Thursday: 10 a.m.–6 p.m.

BASIC NEEDS/SWC CARES
619-421-6700 Ext. 5404 or https://www.swccd.edu/student-support/more-services/swc-cares/

ON CAMPUS (16-105):
Monday, Wednesday and Thursday: 8 a.m.–5 p.m.
Tuesday: 8 a.m.–6:30 p.m.
Friday: 8 a.m.–3 p.m.

ONLINE CRANIUM CAFÉ
Visit our Cranium Café lobby at: https://swccd.craniumcafe.com/group/swc-cares/lobby

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

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

ONLINE AT CRANIUM CAFÉ:
Monday through Thursday: 8 a.m.–6:30 p.m
Friday: 8 a.m.–3 p.m.

CAREER AND TRANSFER CONNECTIONS CENTER
619-421-6700, Ext. 5247 or swcctc@swccd.edu

ON CAMPUS HOURS:
Monday and Tuesday: 8 a.m.–6:30 p.m.
Wednesday and Thursday: 8 a.m.–5 p.m.
Friday: 8 a.m.–3 p.m.

ONLINE AT CRANIUM CAFÉ:
Monday and Wednesday:
10 a.m.–1 p.m. and 3 p.m.–5 p.m.
Tuesday: 3 p.m.–6:30 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) AND ONLINE AT CRANIUM CAFÉ:
Monday and Tuesday: 8 a.m.–6:30 p.m.
Wednesday and Thursday: 8 a.m.–5 p.m.
Friday: 8 a.m.–3 p.m.

CHILD DEVELOPMENT CENTER
619-216-6695; Bldg 99
Monday through Thursday: 7 a.m.–6 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:
Monday through Saturday: 5 a.m.–Midnight
POLICE LOBBY HOURS:
Monday through Friday: 8 a.m.–5 p.m.
PARKING OR CITATION INFORMATION:
Please visit www.swccd.edu/parking or email swcparking@swccd.edu

COMMUNITY EDUCATION/FEE-BASED/Y.E.S. ACADEMY
619-482-6376 or www.swccd.edu/continuinged
ON CAMPUS (BLDG. 59A-101) AND 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, Wednesday, Thursday: 8 a.m.–4:30 p.m.
Tuesday: 8 a.m.–6:30 p.m.
ONLINE AT CRANIUM CAFÉ:
Friday: 8 a.m.–4:30 p.m.

COUNSELING CENTER
619-421-6700 ext. 5240 or counseling@swccd.edu
ON CAMPUS:
Monday–Thursday: 7 a.m.–6 p.m.
Tuesday 8 a.m.–6:30 p.m.
ONLINE AT CRANIUM CAFÉ:
Monday–Thursday: 10 a.m.–6 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 or
https://swccd.craniumcafe.com/group/disability-support-services-front-desk/lobby
ON CAMPUS AND ONLINE AT CRANIUM CAFÉ:
Monday and Tuesday: 8 a.m.–6:30 p.m.
Wednesday and 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-eopscares-front-desk/lobby
ONLINE AT CRANIUM CAFÉ:
Monday through Thursday: 8 a.m.–6:30 p.m.
Friday: 8 a.m.–3 p.m.

EVALUATIONS
619-482-6326 or evaluations@swccd.edu
ON CAMPUS HOURS (BLDG. 68-104) AND ONLINE CRANIUM CAFÉ
https://swccd.craniumcafe.com/group/evaluations/lobby
Monday and Tuesday: 8 a.m.–6:30 p.m.
Wednesday and 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
ONLINE HOURS AT CRANIUM CAFÉ:
Monday through Thursday: 8 a.m.–6:30 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 AND ONLINE:
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 or
https://swccd.craniumcafe.com/group/health-services-front-desk/lobby
ON CAMPUS: BLDG. 62A-106 AND ONLINE:
Monday and Tuesday: 8 a.m.–6:30 p.m.
Wednesday and 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 (BLDG. 64):
Visit website below for hours:
https://www.swccd.edu/student-support/library/about/hours-and-locations.aspx

Please visit www.swccd.edu/fall most current class schedule information
MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT PROGRAM (MESA)
619-482-6381 or mmjahed@swccd.edu or 619-421-6700 Ext. 5480 or cocana@swccd.edu

ON CAMPUS (BLDG. 60-101):
Monday through Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–1 p.m.

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

ON CAMPUS (BLDG. 60-110):
Monday through Thursday: 9 a.m.–7 p.m.
Friday: 9:30 a.m.–1:30 p.m.

ONLINE LEARNING CENTER
619-482-6595 or onlinelearning@swccd.edu

ON CAMPUS (64-347) LOCATED ON THE THIRD FLOOR OF THE LIBRARY:
Monday through Thursday: 8 a.m.–4:30 p.m.
Friday: 9 a.m.–2 p.m.

ONLINE:
Live Chat: 24/7 coverage

OUTREACH SERVICES/JAGUAR CALL CENTER
619-482-6518 or https://www.swccd.edu/admissions-and-financial-aid/outreach/index.aspx

ON CAMPUS (16-101) AND ONLINE:
Monday and Tuesday: 8 a.m.–6:30 p.m.
Wednesday and 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 (58A-104):
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 through Thursday: 8 a.m.–6:30 p.m.
Friday: 8 a.m.–3 p.m.

RESTORATIVE JUSTICE PROGRAM
619-216-6655 or SWCRestorativeJustice@swccd.edu

ON CAMPUS HEC NATIONAL CITY (7118)
Monday through Friday: 9 a.m.–2 p.m.

SECOND YEAR EXPERIENCE (SYE)
619-421-6700, ext. 5670 or SWCSYE@swccd.edu

ON CAMPUS (62A-101):
Monday through Thursday: 8 a.m.–5 p.m.
Friday: 8 a.m.–3 p.m.

SERVICE LEARNING
619-482-6537 or jmarasigan@swccd.edu

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

ON CAMPUS BLDG. 62A-114:
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 through Thursday: 8 a.m.–6:30 p.m.
Friday: 8 a.m.–3 p.m.

VETERANS RESOURCE CENTER
619-482-6548 or www.swccd.edu/vrc or https://swccd.craniumcafe.com/group/veteran-services/lobby

VETERANS SERVICES
619-482-6324 or www.swccd.edu/veterans or https://swccd.craniumcafe.com/group/veteran-services/lobby

WORKABILITY III PROGRAM
619–800-3747, VP 619-207-4480 or jnominni@swccd.edu

Available In Person or online via Zoom.
Please call or email for an appointment
SCHOOL, UNIT AND CENTER HOURS

CROWN COVE AQUATIC CENTER
Christine Perri, M.A., Dean
Fernando Poveda, M.Ed., Director
619–575–6176 or c cac@swccd.edu

ON CAMPUS:
Tuesday through Friday: 8:30 a.m.–5 p.m.
Saturday & Sunday: 8:30 a.m.–4 p.m.

SCHOOL OF APPLIED TECHNOLOGY AND HOSPITALITY MANAGEMENT
Jennifer Lewis, M.S., Dean
619-482-6374 or jtrinidad@swccd.edu

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

SCHOOL OF ARTS, COMMUNICATION, DESIGN, AND MEDIA
Cynthia McGregor, Ph.D., Dean
619-482-6372 or ezwierski@swccd.edu; rkatzenstein@swccd.edu; lcarey@swccd.edu

ON CAMPUS:
Monday through Friday: 8 a.m.–5 p.m.

ONLINE:
Monday through Thursday: 7:30 a.m.–6 p.m.
Friday: 7:30 a.m.–4 p.m.

SCHOOL OF BUSINESS
Mink Stavenga, D.B.A., Dean
619-482-6582 or mhicks@swccd.edu; cgallegos@swccd.edu

ON CAMPUS:
Monday through Friday: 8 a.m.–5 p.m.

SCHOOL OF COUNSELING AND STUDENT SUPPORT PROGRAMS
Steven Baissa, M.A., Dean
619-482-6471 or sbaissa@swccd.edu; icastenda@swccd.edu

ON CAMPUS:
Monday through Friday: 8 a.m.–5 p.m.

SCHOOL OF EDUCATION, HUMANITIES, SOCIAL AND BEHAVIORAL SCIENCES
Bill Kinney, M.A. Interim Dean
619-482-6419 or wkinney@swccd.edu

ON CAMPUS:
Monday through Friday: 8 a.m.–5 p.m.

SCHOOL OF LANGUAGES AND LITERATURE
Antonio Alarcon, Dean
619-482-6461 or bramirez@swccd.edu

ON CAMPUS:
Monday through Thursday: 7 a.m.–5:30 p.m.
Friday: 7 a.m.–5 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: 7 a.m.–3:30 p.m.

SCHOOL OF WELLNESS, EXERCISE SCIENCE AND ATHLETICS
Tom Gang M.S., Dean
619-421-6700, ext. 5353 or tgang@swccd.edu

ON CAMPUS:
Monday through Thursday: 7 a.m.–5:30 p.m.
Friday: 7 a.m.–3:30 p.m.

HIGHER EDUCATION CENTER AT NATIONAL CITY (HEC, NC)
Christine Perri, M.A., Dean
619–216–6665 or hecnc@swccd.edu

ON CAMPUS:
Monday through Friday: 7:15 a.m.–6:45 p.m.
Saturday 7:45 a.m.–4:15 p.m.

ONLINE AT CRANIUM CAFÉ:
https://www.swccd.edu/locations/higher-education-center-at-national-city/
HIGHER EDUCATION CENTER AT OTAY MESA (HEC, OM)
Silvia Cornejo, M.A., Dean
619–216–6750 or hecom@swccd.edu
ON CAMPUS:
Monday–Thursday: 7:30 a.m.–6 p.m.
Friday: 7:30 a.m.–4 p.m.
ONLINE AT CRANIUM CAFÉ:
https://swccd.craniumcafe.com/group/higher-education-center-otay-mesa-front-desk/

HIGHER EDUCATION CENTER AT SAN YSIDRO (HEC, SY)
Silvia Cornejo, M.A., Dean
Patricia Bartow, M.A., Director
619–216–6790 or hecsy@swccd.edu
ON CAMPUS:
Monday through Thursday: 7:30 a.m.–6 p.m.
Friday: 7:30 a.m.–4 p.m.
Online: https://tinyurl.com/hecsylobby

OFFICE OF ENROLLMENT MANAGEMENT
Octavio Cruz, M.A., Dean
619-482-6377 or ocruz@swccd.edu
ON CAMPUS:
Monday through Friday: 8 a.m.–5 p.m.

OFFICE OF INSTRUCTIONAL SUPPORT SERVICES
Mia McClellan, M.Ed., Dean
619-482-6442 or nlloyd@swccd.edu
ON CAMPUS:
Monday through Friday: 8 a.m.–5 p.m.

OFFICE OF STUDENT ENGAGEMENT AND COMPLETION
Ronnie Hands, M.B.A., Dean
619-482-6536 or rhands@swccd.edu
ON CAMPUS:
Monday through Friday: 8 a.m.–5 p.m.

OFFICE OF STUDENT SERVICES
Dean Aragoza, M.A., Interim Dean
619-482-6369 or SWCOfficeOfStudentServices@swccd.edu
http://www.swccd.edu/administration/office-of-student-services/index.aspx
ON CAMPUS:
Monday through Friday: 8 a.m.–5 p.m.

Please visit www.swccd.edu/fall for most current class schedule information
### DEANS AND DEPARTMENT CHAIRS

#### SCHOOL OF ARTS, COMMUNICATION, DESIGN, AND MEDIA
Cynthia McGregor, Dean  
Visual Arts and Design ........................................... Diana Arredondo ................................... darredondo@swccd.edu  
Performing Arts .................................................. Dr. Jeff Nevin ............................................... nevin@swccd.edu  
Communication .................................................. Mar-Kell Law ............................................. mlaw@swccd.edu

#### SCHOOL OF APPLIED TECHNOLOGY AND HOSPITALITY MANAGEMENT
Jennifer Lewis, Dean  
Applied Technology ............................................. Mark Valen .............................................. mvalen@swccd.edu

#### SCHOOL OF BUSINESS
Mink Stavenga, Dean  
Business Admin and Accounting ......................... Elisabeth Shapiro ........................................ eshapiro@swccd.edu  
Computer Information Systems, ............................ Tom Luibel ............................................... tluibel@swccd.edu

#### SCHOOL OF EDUCATION, HUMANITIES, SOCIAL AND BEHAVIORAL SCIENCES
Bill Kinney, Acting Dean  
Behavioral Sciences .......................................... Dr. Christopher Hayashi ........................... chayashi@swccd.edu  
Child, Family and Education Studies ...................... Leslynn Gallo ............................................ lgallo@swccd.edu  
Criminal Justice, Political Science and ..................... David Caspi ............................................. dcaspi@swccd.edu  
Public Administration  
History and Ethnic Studies ................................... Victor Chavez ............................................. vchavez@swccd.edu  
Philosophy and Humanities ................................ Peter Bolland ............................................. pbolland@swccd.edu

#### SCHOOL OF COUNSELING & STUDENT SUPPORT PROGRAMS
Steven Baissa, Dean  
Counseling & Student Support Programs ............... Art Guarcha ........................................... aguarcha@swccd.edu  
Disability Support Services ................................. Maria Constein ........................................... mconstein@swccd.edu  
.......................................................................... Jaquelyn Gardea ......................................... jgardea@swccd.edu

#### SCHOOL OF WELLNESS, EXERCISE SCIENCE AND ATHLETICS
Thomas Gang, Dean  
Health ................................................................. Toni Pfister ............................................... tpfister@swccd.edu  
Exercise Science & Athletics ................................. Carolina Soto ........................................... csoto2@swccd.edu

#### SCHOOL OF LANGUAGES AND LITERATURE
Antonio Alarcon, Dean  
English ................................................................. John Rieder ............................................... jrieder@swccd.edu  
ESL ........................................................................ Courtney Leckey Bussell .......................... cbusell@swccd.edu  
World Languages ................................................. Surian Figueroa ........................................ sfigueroa@swccd.edu  
Reading ................................................................. Sylvia Garcia-Navarrete ......................... sgarcia@swccd.edu

#### SCHOOL OF MATHEMATICS, SCIENCE & ENGINEERING
Silvia Naadalet, Dean  
Life Science ........................................................ Shaunte Griffith-Jackson/Co-Chair  ............ sgriffith@swccd.edu  
Mathematics ......................................................... Kimberly Eclar ........................................... keclar@swccd.edu  
Physical Sciences ............................................... Grant Miller/Co-Chair ................................ gmiller@swccd.edu  
Physical Sciences/Chemistry ................................. Tinh Khoung/Co-Chair ........................... tkhoung@swccd.edu

#### HIGHER EDUCATION CENTER AT OTAY MESA
Silvia Cornejo, Dean  
Nursing ............................................................... Jamie O’Connor-Florez .............................. jflorez@swccd.edu  
Public Safety ....................................................... Marie Vicario ............................................. mvicario@swccd.edu

#### INSTRUCTIONAL SUPPORT SERVICES
Mia McClellan, Dean  
Library .................................................................... Margaret Drehobl ................................... mdrehobl@swccd.edu
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.

VIRTUAL WELCOME CENTER
HELP CENTER FOR STUDENTS
Monday through Thursday: 8 a.m.–6:30 p.m.
Fridays: 8 a.m.–3 p.m.

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 a 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.

Please visit www.swccd.edu/fall for most current class schedule information

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**General Information**

**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 WebAdvisor.
- 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](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 WebAdvisor 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.

**STUDENT SUPPORT AND SUCCESS STEPS**

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

**DON’T DELAY!**

**IMPORTANT INFORMATION**

Don’t delay!

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**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 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–69 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)
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)

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**STEP 1: APPLY ONLINE FOR ADMISSIONS**
Go to [www.swccd.edu/apply](http://www.swccd.edu/apply). New and former students (anyone not registered for the Spring 2023 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 WebAdvisor 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](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](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](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](http://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 though the college website WebAdvisor link or through your MySWC portal.

- Log into WebAdvisor 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](https://www.swccd.edu/classes-and-registration/registration-instructions.aspx) for additional assistance.

For assistance logging in, go to [www.swccd.edu/virtualchat](http://www.swccd.edu/virtualchat).
**STEP 5: PAY FEES**
Students may pay their fees online through MySWC/WebAdvisor or by phone. To pay by phone, call Student Accounts at (619) 482-6307 or (619) 482-6314.

ToPay through MySWC:
Login to MySWC and find the WebAdvisor on MySWC section - follow the steps below:

- Select the Registration menu in the “WebAdvisor 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 2023, the Drop for nonpayment date is August 8, 2023. If a student owes more than $184 by Tuesday, August 8, 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. After August 9th, students will be allowed to enroll again and will be 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 WebAdvisor 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

- **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. https://swccd.craniumcafe.com/group/veteran-services/lobby

- **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.

REGISTRATION FEES

**Required Fees**

Enrollment Fee .......................................................... $46 per unit
Waived for CCPG (BOGFW) recipients.

Non-Resident Tuition .................................................. $332 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 WebAdvisor on MySWC. Look for the View Account and Make Payments link in the Financial Information menu under WebAdvisor 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 $22. 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 ..........................................................$22 *
6 or more units .......................................................................$26 *

Refer to Health Services Center for services.

Accident Insurance/Liability Fee ........................................ $2

** 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 .................................................. $16 per semester
(Certain 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

(Associated with 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

Permits are required to park on all campuses of the Southwestern Community College District, every semester, Monday through Sunday, 6 a.m. until 11 p.m. 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 located at https://www.swccd.edu/parking. Parking permits are now virtual, and you will no longer receive a physical permit. Virtual permits can be purchased at https://swc.thepermitstore.com

Student Permits:
1-Day permit ................................................................. $3
Valid until 11 p.m. 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 FA CCPG recipients only

Semester permit (Fall) .................................................. $40
Valid from August 21–December 10, 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

Please note designated parking spaces to avoid citations:
WHITE-LINED SPACES = Student, Visitor, Hourly parking
YELLOW-LINED SPACES = Adjunct, Contract Employee, Faculty parking
ORANGE-LINED SPACES = Community Fitness Center parking
(No student or employee parking)

NOTE:
* Special Classification (CCPG aka BOGFW) recipients do not qualify for a cost reduction in parking fees. If you are approved for BOGFW but (Self Service) is not displaying the option to purchase the permit at the BOGFW reduced price, please contact a BOGFW Financial Aid Specialist before purchasing a permit to verify your eligibility.

NOTE:
Financial Aid CCPG recipients do not qualify for a cost reduction in parking fees. If you are approved for BOGFW but (Self Service) is not displaying the option to purchase the permit at the BOGFW reduced price, please contact a BOGFW Financial Aid Specialist before purchasing a permit to verify your eligibility.
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

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 at WebAdvisor on MySWC for students 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 disqualified 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](https://www.swccd.edu/bogfwchanges).

- **CAL GRANTS A, B & C**: are state-funded grants given to California college students and do not have to be repaid.

- **Students must be California residents or verified AB540 student, enrolled at least half-time (6 units), have a high school diploma, and meet federal aid requirements. Students at Southwestern College may receive either a Cal Grant A*, B or C. Cal Grant A Access Award can be awarded at SWC for students who have certified their SWD eligibility on Webgrants.**

- **AB540 STUDENTS**: Under AB131, eligible students who are registered as AB540 are entitled to receive a Cal Grant award. Students with valid SSNs should complete the FAFSA application and students without SSNs should complete the California Dream Application.

- **CHAFEE GRANTS** are administered by the California Student Aid Commission (CSAC). The program is for foster or former foster youth to help pay for college, career, or technical training. Funding is limited.

- The **STUDENT SUCCESS COMPLETION GRANT (SSCG)** is a community college financial aid program for Full Time Cal Grant B and Cal Grant C recipients enrolled in 12 or more units. The purpose of the SSCG grant is to provide students with additional financial aid to help offset the total cost of community college attendance, and to encourage full-time attendance and successful on-time completion.

- **STUDENT SUCCESS COMPLETION GRANT (SSCG)** pays Cal Grant recipients enrolled in at least 12 but fewer than 15 semester units $1298 per semester ($2596 annually). Cal Grant recipients enrolled in 15 or more semester units receive $4,000 per semester ($8,000 annually). Students may also use units enrolled in the summer term to maximize program eligibility. SSCG is a state funded program and is subject to the availability of funds each year.

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](https://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](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 FALL 2022 is Friday, September 16, 2022.
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](http://www.swccd.edu/sap).

More information on all financial aid programs, policies, and procedures can be found at [www.swccd.edu/financialaid](http://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/WebAdvisor or go to www.swccd.edu/virtualchat for assistance with WebAdvisor. 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/WebAdvisor 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 WebAdvisor on MySWC section - follow the steps below:
• Select the Registration menu in the “WebAdvisor 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 WebAdvisor. Students may register with add codes on WebAdvisor at https://webadvisor.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 MySWC under Registration for Students, then User Account. 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

Please visit www.swccd.edu/fall for most current class schedule information
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, WebAdvisor, 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 WebAdvisor approximately ten (10) days after the course end date. Students can check daily for grade posting at https://webadvisor.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 WebAdvisor at https://webadvisor.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.”
Please visit [www.swccd.edu/fall](http://www.swccd.edu/fall) for the most current class schedule information.

### Academic Success Center/Learning Assistance Services
Free tutoring for SWC students is available at [https://www.swccd.edu/student-support/tutoring/](https://www.swccd.edu/student-support/tutoring/) including in person and online via Zoom and asynchronous writing assistance via our Online Writing Lab (OWL).

Appointments for LAS tutoring is available at [https://sarsanywhere.swccd.edu/esars/tutoring](https://sarsanywhere.swccd.edu/esars/tutoring)

If you need tutoring after hours, live, online tutoring can be accessed via the Western eTutoring Consortium at [https://www.swccd.edu/student-support/tutoring/etutoring.aspx](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.

For further assistance or inquiries, please contact us via [SWCLASTutor@swccd.edu](mailto:SWCLASTutor@swccd.edu) or call 619-482-6348.

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### Bookstore
[bookstore@swccd.edu](mailto:bookstore@swccd.edu)
Visit the Bookstore website at [www.SWCBookstore.com](http://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](http://www.SWCBookstore.com).
- Textbooks may be purchased online at [www.SWCBookstore.com](http://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 Driver’s License
- Any US State ID or Driver’s License
- Passport (not expired, US or foreign)
- Sentri 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.

### 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.
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 taking assistance, 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.

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
SWC Library is your one-stop location for research support, borrowing materials, and printing. Visit the Library’s website for the latest information about services, hours, databases, eBooks, streaming media, and more! Librarian assistance is available during open hours, via 24/7 chat, and by scheduling a Zoom appointment. 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

Please visit www.swccd.edu/fall for most current class schedule information
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.

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

- **Location:** Building 16-104 on the Chula Vista Campus.
- **(619) 421-6700 Ext. 5404**

JAG KITCHEN FOOD PANTRY
At Southwestern, we believe every student should have enough food to get them through the day. We’re here to help you get the nutrition you need free of cost.

CARES CLOSET
Students are able to access free clothing at the Cares Closet mini clothing boutique. Visit our Cares Closet for free interview clothing, seasonal wear, and clothes you can wear to classes. Students can select 10 clothing items per semester.

- **Eligibility:** must have Student ID Number, NO eligibility form/proof of income required

BASIC NEEDS REQUEST FORM
Students can experience several needs and stressors that impact their ability to be successful at SWC. If you need support with food, housing, transportation, childcare, etc, please complete the Basic Needs Request Form. Within 1–10 school days, you will be contacted by a SWC Cares Team Member to schedule a Basic Needs Resources Appointment where you will be connected to campus and off campus assistance.

- **Eligibility:** Must be currently enrolled in credit or non credit course, NO eligibility form/proof of income required
- **Basic Needs Request Form:** https://cm.maxient.com/reportingform.php?SouthwesternCollege&layout_id=42

SWC CARES EMERGENCY GRANT
The SWC Cares Emergency Grant provides financial assistance to students at risk of dropping out of college due to unexpected financial emergencies. The maximum lifetime award limit for the SWC Cares Emergency Grant is $500. The SWC Cares Emergency Grant is closed for the summer and will reopen in Fall 2023.

- **Eligibility:** Must be currently enrolled and experiencing a temporary, sudden and unexpected financial emergency. Must complete application on SWC Cares Webpage.

SWC CONNECTS
SWC CONNECTS is technology loaner program for students in need of technology (such as computer and internet) to participate in their credit or noncredit courses. Interested students can complete the CONNECTS Request Form found on the SWC Cares Webpage. *Please note students must be logged into student SWC Google account and logged out of other Google accounts to access the request form

- **Eligibility:** Must be currently enrolled in a credit or noncredit course
- **CONNECTS Request Form:** https://docs.google.com/forms/d/e/1FAIpQLSd9-0V7H7Vw91BDAObXOx1JvDc5t6JRqQvJZ73QEPB1g/viewform

COUNTY OF SAN DIEGO SPECIALIST
Many community college students are eligible for public benefits that can help pay for food, healthcare, childcare and more. Southwestern College has a designated County Specialist that can answer questions regarding Medi-Cal, Cal Fresh, and Cal Works. Students can speak with County Specialist over the phone or in person on the Chula Vista Campus in the SWC Cares Offices.

- **Eligibility:** Must be currently enrolled in credit or non-credit course

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. The following rules and regulations pertain to all vehicles within the jurisdiction of Southwestern College.

If you have any parking related questions that are not addressed, please contact the Southwestern College Police Department at swcparking@swccd.edu or 619-216-6611.

Parking Policy

• Parking permits are required to park at any Southwestern College campus at all times with the exception of noted grace periods.
• All regulatory signs on the District’s campuses must be obeyed. Violators may be cited under the appropriate California Vehicle Code.
• 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.
• Parking is allowed in designated parking stalls only. It is prohibited to park in non-designated areas such as marked triangle zones, pathways, driveways, cross hatched areas, along roadways, or along parking lot curb lines.
• All vehicles must have a parking permit in order to park on the District’s campuses, with the exception of marked disabled person parking spaces. It is imperative that a valid disabled person placard is visible when parking in a marked disabled person parking space.
• Employee parking spaces are identified as yellow-lined spaces. Vehicles parked in employee spaces require a valid employee parking permit at all times. Employee permits are valid in both student and staff parking spaces. They are not valid in designated person parking spaces.
• Employee parking spaces are identified as white-lined spaces. Vehicles parked in employee spaces require a valid employee parking permit at all times. Employee permits are valid in both student and staff parking spaces. They are not valid in designated person parking spaces.
• Student and Visitor parking spaces are identified as white-lined spaces. Vehicles parked in student/visitor spaces require a valid 1-hour permit ($1.00), 1-day permit ($3.00), monthly permit ($10.00), or a semester parking permit ($40 for Spring | $20 Summer | $40 for Fall), Monday through Sunday from 6 a.m.-11 p.m. Virtual parking permits are available for purchase online at https://www.swc.thepermitsstore.com.
• 1-day permits are valid until 11 p.m. for the date of purchase only and are valid in any white-lined space throughout campus.
• Motorcycles may be parked in areas designated for motorcycle parking or regular spaces and require a valid 1-hour, 1-day, monthly, or semester permit.
• As with any college district, the purchase of a parking permit does NOT guarantee a parking space. The responsibility of arriving early to find a space or finding a legal parking space rests with the operator of the vehicle. Lack of available parking spaces is not an excuse for illegal parking. Also see #4 above.

• The Southwestern College District is not responsible for theft or damage to vehicles. As with any parking lot, please do not leave valuables in your vehicle or leave your vehicle unlocked.
• Guest parking permits may be requested by school administrators only and may be done so by contacting Southwestern College Parking Services. For event parking, please contact Civic Center Leasing.
• Unaccompanied vehicles that are left parked in a loading zone for longer than 15 minutes may be cited.
• Parking and loitering on campus after 11:00pm or after special events is prohibited.
• Fraudulent or misuse of parking permits may result in a citation and referral to Student Affairs for disciplinary action.

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 a.m.–Midnight, 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 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–Friday 8 a.m.–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 by filling out an **Incident Report Form**. Students can also reach out directly to the Office of Employee Relations and Title IX at swcertix@swccd.edu or 619-482-6329. Southwestern College promptly and thoroughly investigates complaints alleging sex discrimination, sexual harassment, and sexual violence. Claims of other unlawful discrimination can be made to the Office of Employee Relations.

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

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
Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700

Crown Cove Aquatic Center
5000 Highway 75
Coronado, CA 92118
619-575-6176

Higher Education Center at National City (HEC, NC)
880 National City Blvd.
National City, CA 91950
619-216-6665

Higher Education Center at Otay Mesa (HEC, OM)
8100 Gigantic Street
San Diego, CA 92154
619-216-6750

Higher Education Center at San Ysidro (HEC, SY)
460 W. San Ysidro Blvd.
San Ysidro, CA 92173
619-216-6790