

# Frequently Called Phone Numbers

For questions or department not listed below, please visit [www.swccd.edu](http://www.swccd.edu)

<b>Area Code 619</b>	<b>Ext.</b>	<b>Area Code 619</b>	<b>Ext.</b>
Academic Success Center .....	482-6348	Library .....	421-6700.....5697
Admissions .....	421-6700.....5215	Medical Assisting Program.....	216-6665 .....4886
or 5216 or 6531 or 5220		Medical Laboratory Technician Program.....	216-6665 .....4886
Art Gallery.....	482-6372	Nursing Programs and Courses .....	482-6352
Assessment (Placements) .....	482-6385	Online Learning Center .....	482-6595
Associated Student Organization (ASO) .....	482-6568	Outreach.....	482-6518
Athletics .....	482-6370	Parking Services.....	216-6611
Basic Police Academy.....	482-6462	Perkins Grant/CTE Office .....	421-6700 .....5261
Bookstore .....	bookstore@swccd.edu.	Personal Wellness Services.....	421-6700 .....5279
CalWORKs Program.....	482-6510	Prerequisite Review.....	482-6385
Career Center .....	421-6700 .....5247	Registration Information .....	421-6700 ... 5215 or 5216
Cashier's Office/Student Accounts .....	482-6307	Small Business Development Center .....	482-6391
Child Development Center .....	216-6695	Student Accounts .....	482-6307
College Police (EMERGENCIES ONLY).....	216-6691	Student Activities .....	482-6568
College Police (NON-EMERGENCIES).....	482-6380	Student Employment Services .....	482-6356
Communications, Community and		Student Newspaper (Southwestern Sun).....	mbranscomb@swccd.edu
Government Relations.....	482-6304	Superintendent/President .....	482-6301
Continuing Education .....	482-6376	Tennis Courts and Tennis Center .....	421-6622
Counseling Center.....	482-6317	Transfer Center .....	482-6472
Crown Cove Aquatic Center.....	575-6176	Veterans Center.....	482-6548
Customized Training .....	482-6376	Workability III Program .....	216-6714
Dental Hygiene .....	216-6665 .....4862	Writing Center .....	421-6700 .....5830
Disability Support Services .....	482-6512/VP 207-4480		
DSS Test Proctor .....	421-6700 .....5271		
Economic Development .....	482-6479		
Emergency Medical Technology/ Paramedic (EMT/EMTP) .....	216-6760		
Extended Opportunity Programs and Services (EOPS) .....	482-6456		
Evaluations .....	482-6326		
Facilities Leasing .....	482-6319		
Facilities, Operations and Planning.....	482-6573		
Financial Aid .....	482-6357		
Financial Services and Budgeting.....	216-6641		
First Year Experience (FYE) .....	421-6700 .....5625		
Health Services .....	482-6354		
High School Student Information (Outreach)	482-6518		
Higher Education Center at National City .....	216-6665 .....4851		
Higher Education Center at Otay Mesa.....	216-6750		
Higher Education Center at San Ysidro .....	216-6790		
Instructional Support Services .....	482-6442		

## Schools, Units and Centers

Arts, Communication and Social Sciences ...	482-6372
Business and Technology.....	482-6460
Continuing Education and Workforce Development.....	482-6376
Counseling and Student Support Programs .	482-6471
Language, Literature, and Humanities .....	482-6461
Mathematics, Science, and Engineering.....	482-6459
Wellness, Exercise Science and Athletics .....	216-6626
Higher Education Center at National City .....	216-6665 .....4851
Higher Education Center at Otay Mesa.....	216-6750
Higher Education Center at San Ysidro .....	216-6790

\* Please refer to the College website for more information.

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# Office Hours

## Academic Success Center

619-482-6348 or go to Canvas online tutoring center

## Admissions and Records

619-421-6700 ext. 5215 or 5216 or 6531 or 5220  
[admissions@swccd.edu](mailto:admissions@swccd.edu)

## Assessment/Prerequisites

619-482-6385  
Available on Cranium Cafe or email  
[SWCAssessment@swccd.edu](mailto:SWCAssessment@swccd.edu)

## Bookstore

[bookstore@swccd.edu](mailto:bookstore@swccd.edu).  
(hours vary, check the Bookstore website at [www.swcbookstore.com](http://www.swcbookstore.com))

## CalWORKs Program

619-482-6510

## Career Center

619-421-6700, ext. 5247  
[careercenter@swccd.edu](mailto:careercenter@swccd.edu)

## Cashier's Office/Student Accounts

619-482-6307 and (619) 482-6314.

## Child Development Center

619-216-6695, Building 99

## College Police Department

619-216-6691 (Emergencies Only)  
619-482-6380 (Non-emergencies)  
Building 22 in Parking Lot C Chula Vista Campus

**Police:** Mon.–Sat.

5 a.m. – Midnight; Sun 7a.m. – 5p.m.

**Police Lobby:** Closed until further notice.

## Parking or citation information:

please visit [www.swccd.edu/parking](http://www.swccd.edu/parking) or email  
[swcparking@swccd.edu](mailto:swcparking@swccd.edu)

## Continuing Education

619-482-6376  
[continuinged@swccd.edu](mailto:continuinged@swccd.edu)

## Cooperative Work Experience Education (CWEE)

Student Employment Services  
619-482-6356 or [jswanson@swccd.edu](mailto:jswanson@swccd.edu)

## Counseling Center

619-482-6317  
[counseling@swccd.edu](mailto:counseling@swccd.edu)  
Available on Cranium Cafe

## Disability Support Services (DSS)

619-482-6512 or [dss@swccd.edu](mailto:dss@swccd.edu)  
VP 619-207-4480

## District Lost and Found

619-216-6611  
Contact Campus Police

## Extended Opportunity Programs and Services (EOPS)

619-482-6456

## Evaluations

619-482-6326 or [evaluations@swccd.edu](mailto:evaluations@swccd.edu)

## Financial Aid

619-482-6357

## First Year Experience (FYE)

619-421-6700, ext. 5625  
[SWCFYE@swccd.edu](mailto:SWCFYE@swccd.edu)

## Health Services

619-482-6354 or [enurse@swccd.edu](mailto:enurse@swccd.edu)

## Honors Program

619-482-6472

## Library

619-482-6397 or [www.swccd.edu/libraryhours](http://www.swccd.edu/libraryhours)

## Mathematics, Engineering, Science Achievement Program (MESA)

619-482-6381 or [mmjahed@swccd.edu](mailto:mmjahed@swccd.edu)

## Math Center

619-421-6700, ext. 5270 or  
[tluque@swccd.edu](mailto:tluque@swccd.edu)

## Online Learning Center

619-482-6595 or [onlinelearning@swccd.edu](mailto:onlinelearning@swccd.edu)  
or 1-844-629-6835 – 24/7 coverage

## Outreach Services

619-482-6518 or [outreach@swccd.edu](mailto:outreach@swccd.edu)

## Personal Wellness Services

619-421-6700, ext. 5279 or  
[SWCPersonalWellness@swccd.edu](mailto:SWCPersonalWellness@swccd.edu)

## Restorative Justice Program

(619) 216-6657 or [pmilkovich@swccd.edu](mailto:pmilkovich@swccd.edu)

## Service Learning

619-482-6537 or [jmarasigan@swccd.edu](mailto:jmarasigan@swccd.edu)

## Student Activities

619-482-6568 or  
[SWCStudentActivities@swccd.edu](mailto:SWCStudentActivities@swccd.edu)

## Student Employment Services

619-482-6356 or [ses@swccd.edu](mailto:ses@swccd.edu)

## Transfer Center

619-482-6472 or  
[SWCTransferCenter@swccd.edu](mailto:SWCTransferCenter@swccd.edu)

## Veterans Resource Center

619-482-6548 or [jwhite2@swccd.edu](mailto:jwhite2@swccd.edu)

## Veterans Services

619-482-6324 or [SWCVETERANS@swccd.edu](mailto:SWCVETERANS@swccd.edu)

## Workability III Program

619-216-6714 or [jnominni@swccd.edu](mailto:jnominni@swccd.edu)

# School, Unit and Center Hours

## **Crown Cove Aquatic Center**

Christine Perri, M.A., Dean  
Fernando Poveda, M.Ed., Director  
619-575-6176 or [ccac@swccd.edu](mailto:ccac@swccd.edu)

## **School of Arts, Communication and Social Sciences**

Cynthia McGregor, Ph.D., Dean  
619-482-6372

## **School of Business and Technology**

Mink Stavenga, D.B.A., Dean  
619-482-6460 or [tgallegos@swccd.edu](mailto:tgallegos@swccd.edu)

## **School of Counseling and Student Support Programs**

Vacant, Dean  
619-482-6471

## **School of Language, Literature, and Humanities**

Joel Levine, Ed.D. Dean  
619-482-6461

## **School of Mathematics, Science and Engineering**

Michael Odu, Ph.D., Dean  
619-482-6459 or [mse@swccd.edu](mailto:mse@swccd.edu)

## **School of Wellness, Exercises Science and Athletics**

James Spillers, M.S., Dean  
619-421-6700 x5353 or [lescobedo@swccd.edu](mailto:lescobedo@swccd.edu)

## **Higher Education Center at National City (HEC, NC)**

Christine Perri, M.A., Dean  
619-216-6665 or [hecnc@swccd.edu](mailto:hecnc@swccd.edu)

## **Higher Education Center at Otay Mesa (HEC, OM)**

Silvia Cornejo, M.A., Dean  
619-216-6750

## **Higher Education Center at San Ysidro (HEC, SY)**

Silvia Cornejo, M.A., Dean  
Patricia Bartow, M.A., Director  
619-216-6790

## **Office of Student Services**

Rachel Fischer, M.Ed., Interim Dean  
619-482-6369 or  
[SWCOfficeOfStudentServices@swccd.edu](mailto:SWCOfficeOfStudentServices@swccd.edu)

## **Instructional Support Services**

Mia McClellan, M.Ed., Dean  
619-482-6442 or [mfenlon@swccd.edu](mailto:mfenlon@swccd.edu)

## **School of Continuing Education and Workforce Development**

Jennifer Lewis, M.S. Dean  
Myesha Jackson, MBA, Director  
619-482-6376 or [continuinged@swccd.edu](mailto:continuinged@swccd.edu)

# Important Dates and Deadlines

## APRIL 13

- Email registration information to students

## APRIL 27

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

## MAY 20

- Drop for non-payment

## JUNE 7

- Residency determination date

## JUNE 8

- Summer 2020 Semester Begins
- 9-week session begins

## JUNE 11

- Last day to file a petition for Pass/No Pass for 9-week session; deadline is Thursday of the 1st week of class for all summer classes

## JUNE 15

- 8-week summer session begins

## JUNE 17

- Textbooks and required class materials must be returned by the third day of Summer class start date (see SWCBookstore.com)

## JUNE 18

- Last day to file a petition for Credit by Examination

### ADD AND DROP DEADLINES FOR SUMMER CLASSES

Check WebAdvisor to view the deadline dates by clicking on the class title of a specific class section. You may add classes with an add code or withdraw from classes via WebAdvisor by the posted deadline

## JUNE 20

- Financial Aid Freeze Date

## JULY 1

- Deadline to apply for Summer 2020 Graduation

## JULY 2

- CAMPUS CLOSED—INDEPENDENCE DAY

## AUGUST 6-13

- Online Grading is open

## AUGUST 6

- Last day of classes— End of Summer 2020

## AUGUST 13

- Final grades are due for 8 and 9 week classes (Note: in general, grades are due one week after the end date of any section.)

Reminder to Faculty!

Grade rosters must be submitted on WebAdvisor and are due by: 11:59 P.M. ON AUGUST 13, 2020.

### SHORT SESSION DEADLINES:

All summer sessions follow short-session scheduling guidelines. 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 is the first week for short term classes
- Deadline to withdraw from class without receiving a “W”: 20% of actual class meeting days
- Deadline to withdraw from class and receive a “W”: 75% of actual meeting days



# Important Information



## Student Support and Success Steps

Complete the steps listed below to get you on the right track to Student Success!  
Don't delay!

### Assessment and Prerequisites

Approximately 15 minutes

- Most students should receive an email with information about Reading, English, and Math placements or a request for more information shortly after applying to the college.
- Students who cannot be placed based on high school data will need to schedule a Guided Self-Placement session. Email SWCAssesment@swccd.edu to schedule a time.
- 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.

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

### Enrollment Priority Registration

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

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

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

**Level 1**

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

**Level 2**

College enrollment priority groups: Associated Student Organization-Executive & Senate Members, District Identified Learning Communities, MESA, University Links, Vocational Rehabilitation, Honors Program, and eligible student athletes

**Level 3**

SWC Early Admission Program students (Fall term only)

**Level 4**

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

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

**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](http://www.swccd.edu) (click on Admissions and Financial Aid, then Admissions Form).

**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.

# How to Apply and Register

## Seven Easy Steps to Enrollment!

- STEP 1: Apply Online for Admission
- STEP 2: Assessment and Prerequisites
- STEP 3: Complete New Student Orientation
- STEP 4: Registration
- STEP 5: Pay Fees
- STEP 6: Send Your Transcripts
- STEP 7: Access College Services (after you have applied)

### Step 1

## Apply online for Admissions

Go to [www.swccd.edu](http://www.swccd.edu). Click on “Apply to SWC.” New and former students (anyone not registered for the Spring 2020 semester) must complete the College admissions application.

### Step 2

## Assessment and Prerequisites

Follow these steps:

- Complete New Student Orientation
- Review the email regarding placement that you received shortly after completing the application.
- If needed, schedule a Guided Self-Placement session.
- Be sure to complete these steps prior to registration. The results will help you select appropriate English and math courses.
- Students who have coursework from other institutions or AP scores can submit a petition to have them evaluated for prerequisite clearance. More information and necessary forms are available at <http://www.swccd.edu/prerequisites>.
- The Assessment Center can be reached at [SWCAssessment@swccd.edu](mailto:SWCAssessment@swccd.edu) or via Cranium Café. Our office is located in Room 68-107 in the Cesar E. Chavez Student Services Building and at each Higher Education Center. Visit <https://www.swccd.edu/student-support/assessment-testing/index.aspx> for assessment procedures and policies.
- Students enrolling in online classes are not required to attend the on-campus assessment but should complete the online orientation. Contact your instructor for more information.
- Individualized accommodations are available to meet the needs of students with disabilities. Contact Disability Support Services (DSS) at 619-482-6512/VP 619-207-4480 or [dss.swccd.edu](mailto:dss.swccd.edu)

### Step 3

## New Student Orientation and First Semester Plan

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

- 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.

### Step 4

## Registration

Register for classes on WebAdvisor on or after your registration date, or visit one of our Admissions Offices for assistance.

Before you register

- Refer to your registration appointment to ensure that you are registering online via MySWC/Webadvisor on or after your assigned registration time.
- Clear any outstanding fees or holds.
- Meet prerequisites. Unofficial transcripts or grade notices can be used for prerequisite review. (Room 68-107)
- Develop an Abbreviated Student Educational Plan (SEP) through New Student Orientation Part 2, or visit the Counseling Center for assistance.

### Registration Online

To register go to MySWC (<http://my.swccd.edu>), enter your User ID and Password and click “Log in”. First-time users will need to set up their account for their password. Former users: Click on the “Forgot password” link on MySWC. Follow the steps and a verification code will be sent to your cell phone or email address. This will enable you to set up a new password for MySWC, which will also be your new WebAdvisor password.



## Step 5 Pay Fees

Students may pay their fees online through MySWC/WebAdvisor or by phone, please call Student Accounts at 619-482-6314.

For Summer 2020, there will be one drop for nonpayment date: May 20, 2020. If a student owes more than \$184 by Wednesday, May 20, they will be dropped from classes that cause their unpaid balance to be in excess of \$184. The drop sequence will be from last enrollment to first. Students will be allowed to enroll again immediately. After May 20, students are responsible for dropping their classes by the appropriate refund deadlines or they will be financially responsible.

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

### Fee payment method

Students may pay fees by credit card

Optional: Fee waivers and grant funding may be available as a method of payment. For more information on applying for Financial Aid visit our website at [www.swccd.edu/financialaid](http://www.swccd.edu/financialaid)

## 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 located in the Student Services Center. 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

## Step 7 Access College Services after you have applied

Visit the Cesar E. Chavez Building for assistance or the college website for a full list of student services in the following departments:

- Counseling Center—Walk-in counseling is available for quick questions. After the second week of the semester, schedule an individual appointment with a College counselor to develop your Student Education Plan (SEP).
- Career Center—Learn more about your personality, interests, and strengths and how they relate to your major and career.
- First Year Experience (FYE)—Join with other new students to learn all about higher education and skills for success.
- Transfer Center—Learn how SWC prepares you for transferring to the university.
- Disability Support Services—For students with disabilities to request support and accommodations for their classes.

- EOPS—Apply for over-and-above college support, counseling, and book service.
- Financial Aid Office—Provides assistance in applying for and receiving aid and scholarship information.
- Student Employment Services—Assistance in finding a part-time job or a career job once you have completed your training.
- Evaluations Office—Petition for graduation. Have external college transcripts evaluated for SWC credit.
- Veterans Services—Offers support if you are in the military, a veteran, or qualified member of the family.
- Resource Center—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 Degree.
- Are attending SWC for: personal enrichment, noncredit courses only, upgrading job skills, enrolled in apprenticeship or career technical programs, or are concurrently enrolled in another college or university.
- Exempt students may not receive a registration date by not participating in on-boarding services.



## Fees and Refunds

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

### Registration Fees

#### Required Fees

Enrollment Fee ..... \$46 per unit

Waived for CCPG (BOGFW) recipients.

Non Resident Tuition ..... \$275 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.

### Health Fee

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

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

#### Health Fee\*\*

0.5 to more units ..... \$18\*

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—\$8 per semester

Student Representation Fee - \$2 per semester – Effective January 2020  
Students may petition to be exempt from the fee

(Assembly Bill 1504 – Fee to support the Student Senate of the California Community Colleges (SCCC) 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 in person or by phone at any Cashiers Office at the following locations: Chula Vista Campus 619-482-6314; Higher Education Center, Otay Mesa 619-216-6750; Higher Education Center, San Ysidro 619-216-6790, ext. 4902 or 4903; and Higher Education Center, National City 619-216-6665, ext. 4853.

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

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

### Refund Deadlines

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

## Parking Information and Fees

### Parking Permits

All summer class offerings will be held online and there is no need for students to purchase a parking permit for the summer sessions. However, all persons who park their vehicles on District campuses are subject to paying for a daily or visitors permit, per the District parking policy.

Daily permits allow the purchaser to park in white-lined spaces. Visitor permits allow the purchaser to park in short-term green-lined spaces (1 hour maximum). Persons with valid disabled placards and license plates may park in marked disabled parking spaces or white-lined spaces without charge.

Vehicles found parked without permits or those parked in violation of the District’s parking policy are subject to being cited.

# Financial Aid and Scholarships

## Financial Aid

[www.swccd.edu/financialaid](http://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](http://www.swccd.edu/financialaid).

## Application Procedure

### Step 1—Apply

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

### Step 2—Submit Forms

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

### Step 3—Application Processing

Meet Satisfactory Academic Progress (SAP) standards to be eligible for award.  
Have file reviewed for completeness and respond to requests for any additional documentation or information.

### Step 4—Financial Aid Awarding

Review award letter email or view awards on WebAdvisor 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](http://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:
- BOGFW A: Student or parent must currently be receiving Temporary Assistance for Needy Families (TANF), CalWORKs, Supplemental Security Income (SSI), State Supplemental Program (SSP), or General Assistance (GA). Documentation is required.
- BOGFW-B: Student must meet income standards based on family size. Documentation may be required.
- BOGFW-C: Student must have applied for FAFSA and demonstrate required level of financial need.

IMPORTANT: Effective Fall 2016, there were important eligibility changes to the CCPG program. Students who are placed on academic and/or progress probation or disqualification in two consecutive primary terms (fall and spring) will lose eligibility for CCPG at the first registration opportunity after the determination is made. Students will be notified within 30 days of the end of the term, which will include information about available student support services. Students will have the ability to regain eligibility via 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](http://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. Cal Grants B & C are the only CalGrant awards offered at SWC.
- AB540 STUDENTS: Under AB131, eligible students who are registered as AB540 are entitled to receive CalGrants. 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 state grant provided to students to help offset the total cost of community college attendance. It incentivizes students to enroll at least full time and to ensure on-time completion of their program of study. Students must be receiving the Cal Grant B or C and be meeting Satisfactory Academic Progress standards. Students enrolled in 12–14 units each term (fall/spring) will be eligible for up to \$1,298 annually and students enrolled in 15 units per semester will be eligible for up to \$4,000 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 aid that does not have to be repaid. Our scholarship cycle occurs during the Spring semester. Visit our website for information on scholarships and scholarship eligibility, at [www.swccd.edu/scholarships](http://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 [www.swccd.edu/fadisburse](http://www.swccd.edu/fadisburse).

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 Summer 2020 is Saturday, June 20, 2020.

## 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](http://www.swccd.edu): Under Admissions & Financial Aid 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.

### Adding Closed Classes

Once classes start, students need to attend the first class meeting 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 any of the Admissions Offices for assistance with WebAdvisor. Students adding online classes need to contact their instructors to request add codes for enrollment. If there is space, the instructor will issue the add code via email. After acquiring the add code, students can enroll in the course on MySWC/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 go to the class or contact their 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 10–12 with a minimum grade point average of 2.5 may be admitted for concurrent enrollment at SWC. A High School Special Form signed by the high school principal and high school counselor is required. All necessary forms and instructions are available at Admissions and Records. Enrollment is limited to no more than or six (6) units per semester or summer session. 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 bring 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

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 and on the “Manage My Waitlist” page of WebAdvisor of the reserved space available to register in the class. 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](mailto: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 WebAdvisor at <https://webadvisor.swccd.edu>. Failure to comply will result in an administrative hold. This information is critical in receiving emergency and safety information by email, cell phone, etc.

### Attendance

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

### Auditing Courses

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

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

### Catalog

For further information on courses and College policies and procedures - see the Southwestern College online catalog on our website at [catalog.swccd.edu](http://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](http://www.swccd.edu/consumerinfo) or contact the Office of Communications, Community and Government Relations at 619-482-6304 or via email at [cmrrequest@swccd.edu](mailto:cmrrequest@swccd.edu)

### Course Repetition

Students may petition to repeat courses under the following circumstances:

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

### Course Repetition of Previously Passed Courses

Students may file a petition to repeat a course in which a grade of "C" or better was earned. Please refer to the catalog for the details and requirements for the Course Repetition and Repeatable Courses. Petitions are available online and can be submitted to any Admissions Office 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 [www.swccd.edu](http://www.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 Change

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

### Grades

Grades are only 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.

### 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](http://www.swccd.edu), click Admissions & Financial Aid, and then 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](http://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](http://catalog.swccd.edu). See "Dropping Students from Classes."



## Support Services for Students

### Academic Success Center/Learning Assistance Services

Free online tutoring for SWC students is available in Canvas under the LAS Online Tutoring Center. Information on LAS, tutoring schedules and resources can be found on the LAS webpage <https://www.swccd.edu/student-support/tutoring/>, for further assistance or inquiries call 619-482-6348.

The LAS Online Tutoring Center, our online cross-discipline tutoring center offers tutoring in a myriad of subjects, including specialized tutoring centers (English, Math, Chemistry, Biology, ESL, and more). Tutorial services are offered through a Canvas course while using ConferZoom for drop-in open lab tutoring and using discussion boards for quick questions that don't require a full session. We also have an appointment system for DSS, EOPS, Veterans, and general tutoring.

How do you enroll? The LAS Online Tutoring Center can be found on the Canvas dashboard after the student sign into their MySWC portal, but first SWC students must self-enroll in the LAS Online Tutoring Center course to access tutoring. Student can enroll via this link: <https://swccd.instructure.com/enroll/NKP9TP>

Monday through Thursday: 8 AM to 9 PM  
Friday: 8 AM to 2 PM  
Saturday: 10 AM to 2 PM

Student can also receive tutoring through eTutoring at [www.swccd.edu/etutoring](http://www.swccd.edu/etutoring)

### Associated Student Organization (ASO)

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

### Bookstore

[bookstore@swccd.edu](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 -. ID Required.
- ABSOLUTELY NO REFUNDS OR EXCHANGES WITHOUT SALES RECEIPT. NO EXCEPTIONS.
- Used books can be sold back year-round. SWC ID required.

### Campus Student ID Cards

New students need to provide their SWC ID number and present a government-issued photo ID or previous high school ID when requesting a SWC ID at any campus. Former students can still use the same ID card originally issued.

### 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: academic accommodations, such as volunteer note takers, sign language interpreters, equipment loans, educational planning, counseling, and other appropriate services which will help the student have a successful educational experience. Call 619-482-6512 or VP 619-207-4480 or email at [dss@swccd.edu](mailto: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.

For further information, contact your local DMV Office, or stop by the Disability Support Services Office in the Student Services Center in the Cesar E. Chavez Building.

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

## Food Pantry

The Jag Kitchen Food Pantry is open to assist students facing food insecurity. The Jag Kitchen is a safe and judgement-free zone that can be used by currently enrolled SWC students needing assistance.

### Eligibility

- SWC Students with a valid SWC identification card.
- No eligibility forms or proof of income is necessary.

### Process

- Sign-in with a Jag Kitchen volunteer.
- A satisfaction survey and SWC information will be sent to you via email.

Upon request: Boxed and canned items along with fresh produce may be available to take home.

## 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.

## Library Services

During the COVID-19 campus closure, the Library is able to provide you with research assistance via chat as well as a wealth of online resources. Visit the Library's website [swccd.edu/library](http://swccd.edu/library) where you will find a special guide. You can also contact the Library via email with any questions [library@swccd.edu](mailto:library@swccd.edu). Once the campus reopens, the Library will continue to be the One Stop Center. Our helpful library staff will assist with all of your information needs. The Library's collections include print as well as electronic resources. The Library has over 200 computers with applications needed to complete school work. Wireless access, printers, and scanners are also available. Printing and photocopying are available for a fee.

## Online Learning Center

The Online Learning Center (OLC) assists SWC faculty and students by offering hands-on support for teaching and learning in the Canvas learning management system for fully online, hybrid (partially online and partially face-to-face), and traditional face-to-face classes using

Canvas to augment onsite instruction. The OLC also provides faculty and student training through workshops, webinars, and one-on-one sessions.

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

SWC Online Learning website: 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, toll-free, after-hours Canvas support for students: 1-844-629-6835.

## Personal Wellness Services

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

## 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](http://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](http://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 here, please contact the Southwestern College Police Department at [swcparking@swccd.edu](mailto:swcparking@swccd.edu) or 619-216-6611.

## Parking Policy

1. Students attending the summer session are not required to purchase a parking permit as all course offerings will be held online. However, all persons to include students, who do park vehicles on campus will be required to purchase a daily or visitor parking permit.
2. Parking permits are required and must be visibly displayed on vehicles that park on Southwestern College District campuses. Please make sure the front portion of the permit is facing outward on your front windshield or dashboard. Failure to visibly display your permit on your front windshield or dashboard may result in a citation.
3. 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.
4. Parking is allowed in marked spaces only. Parking in other areas, such as marked triangle zones, crosshatched areas, along roadways, or along parking lot curb lines is prohibited.
5. Visitor may park within Lot A of the Chula Vista campus in green-lined visitor parking spaces near the north end of the lot. Daily permits can be purchased at any parking permit dispenser throughout campus. Machines accept debit/credit cards and \$1.00 bills only (no change given). Also see #9 below and "Visitor Permits & Parking" tab below).
6. Health First Fitness Club (HFFC) members may park in designated orange-lined HFFC parking spaces in Lot J. Non-HFFC members are prohibited from parking in HFFC marked spaces and their vehicles may be cited.
7. Parking permit dispensers are available at the Otay Mesa, San Ysidro, and National City campuses. The daily permit cost is \$3.00.
8. All vehicles must have a properly displayed and valid parking permit in order to park on the District's campuses with the exception of marked disabled parking spaces. It is imperative that a valid disabled placard is visible when parking in a marked disabled parking spaces, including green-lined visitor spaces.
9. Staff parking spaces are identified as yellow-lined spaces. Vehicles parked in staff spaces require a valid staff parking permit at all times. Staff permits are valid in both student and staff parking spaces. They are not valid in green-lined visitor spaces, or marked disabled parking spaces.
10. Student parking spaces are identified as white-lined spaces. Vehicles parked in student spaces require a valid student semester parking permit or a daily parking permit, Monday through Sunday from 7:00 a.m. to 10:30 p.m. Student semester parking permits are available for purchase online through WebAdvisor.
11. Daily permits are valid on the date of issuance only and can be purchased from permit dispensers located in Lots A, B, F, J, O, and T: Visitor permits are valid for one hour and cost \$1.00. Visitor parking is valid in any Lot A green-lined marked visitor spaces only. All day permits cost \$3.00 and are valid in student lots B, C, D, E, F, G, I, J, L, M, N, O, & T in white-lined student spaces only. Machines accept debit/credit cards and \$1.00 bills only (no change given).
12. Motorcycles may be parked in areas designated for motorcycle parking or regular spaces and require a valid semester permit or a daily permit. Since affixing a permit to a motorcycle is not secure, report any citations issued to the College Police Department in Building 22 where assistance will be provided.
13. The purchase of a parking permit does NOT guarantee a parking space. The responsibility for 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.
14. Southwestern College is not responsible for lost or stolen permits. Replacement permits for students may be purchased through WebAdvisor at full value. Staff may report a lost or stolen permit to the College Police Department in Building 22 located in Lot C or by calling (619) 216-6611. Replacement permits may then be issued.
15. Temporary student, staff, vendor, and visitor permits may be requested and obtained from the College Police Department.
16. Unaccompanied vehicles that are left parked in a loading zone for longer than 15 minutes may be cited.
17. Parking and loitering on campus after 11:00pm or after special events is prohibited.
18. Fraudulent use of parking permits may result in a citation, confiscation, and referral to Student Affairs for disciplinary action.



For parking updates please check: <https://www.swccd.edu/student-support/safety-and-security/parking-services-and-enforcement/>



## 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 via East H St. and Eastlake Parkway.

For transit information, please visit the [www.sdcommute.com](http://www.sdcommute.com) website.

For traffic, transit, and travel information, please visit: [www.511sd.com](http://www.511sd.com).

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

## College Police

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

The College Police Department is staffed with personnel to provide policing and public safety services from the hours of 5:00 am through 12:00 am, Monday through Saturday and 7:00am through 5:00pm on Sunday. Dispatchers are available to answer your calls and inquiries. In response to a call for service, the College Police will take the required action, either dispatching an officer to a campus location or asking the informant or victim to report to the College Police building (Building 22) located in Parking Lot C to receive services or file a crime or incident report.

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

## Crime Reporting

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

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

The College Police Department can be contacted via phone, via 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](mailto:CampusPolice@swccd.edu)

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

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

## No Smoking Policy

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

## Student-Right-to-Know

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

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

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

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

Some examples of behavior that could violate Title IX include:

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

- Stalking, both in person and online
- Dating or domestic violence
- Attempted or actual sexual violence

### Filing a Title IX Complaint

Students can file a Title IX complaint with the SWC Title IX Administrator in the Office of Human Resources, Room 46B-151, or by phone at 619-482-6395.

Southwestern College promptly and thoroughly investigates complaints alleging sex discrimination, sexual harassment, and sexual violence. Claims of other unlawful discrimination can be made to the Human Resources Office, Room 46B-151, or through the California Community Colleges Chancellor's Office complaint process State Complaint Process.

### 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

Southwestern Community College is committed to providing a drug-free environment. The Drug Free Schools and Campuses Regulations (34 CFR, Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires Institutions of Higher Education (IHE) to provide written information regarding the institution's Alcohol and Other Drugs (AOD) Program. The purpose of this regulation is to inform and assist students concerning the prevention and unlawful possession, use, or distribution of illicit drugs and alcohol on school premises, or as part of any of its activities.

A copy of the District's Drug and Alcohol Abuse Prevention report and additional information is available upon request in the Office of Student Services or on the SWC website under the Office of Student Services webpage.

# Equal Employment Opportunity Policy Statement-BP #3420

The Southwestern Community College District shall not discriminate against any person in employment or in any program affiliated with the District on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, gender or sex, sexual orientation, physical or mental disability, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District is committed to the implementation of its (EEO) Plan and to overcoming all forms of institutional and/or personal exclusion or discrimination within the District, whether purposeful or inadvertent. The Governing Board, administration, faculty and staff must recognize that EEO is a shared responsibility. Each employee must be held accountable for application and enforcement of the EEO Plan within his or her area of authority. It is only through combined efforts that the District will successfully develop and maintain a workforce that is welcoming to all persons. The District will ensure that the recruitment, screening, selection, hiring, and promotional processes are in accordance with principles of EEO. In addition, the District will comply with Title I and Title II of the Americans with Disabilities Act of 1990, thereby promoting the values of diversity and inclusion, benefiting all members of the Southwestern Community College District, including individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.

The Governing Board supports the intent set forth by the California Legislature to assure continuing good faith efforts are made to build a community in which opportunity is equalized. Its goal is to foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony and respect, increased student success, and better enables students to flourish as citizens of the world. The Governing Board therefore commits itself to promoting the total realization of equal employment through a continuing EEO program.

NOTE: The District's EEO Plan is posted on the website, and is available in hard copy in the Offices of the Superintendent/President, the Vice President for Human Resources, Vice President for Academic Affairs, Vice President for Student Affairs and Vice President for Business & Financial Affairs.