



HIGHER EDUCATION CENTER AT NATIONAL CITY **FACULTY GUIDE** **FALL 2026**

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Governing Board of the Southwestern Community College District

KRISTINE GALICIA BROWN, GOVERNING BOARD PRESIDENT

NICHOLAS SEGURA, GOVERNING VICE PRESIDENT

DON DUMAS, GOVERNING BOARD MEMBER

ROBERT MORENO, GOVERNING BOARD MEMBER

CORINA SOTO, GOVERNING BOARD MEMBER

ORLANDO VICENTE-LAZO, STUDENT TRUSTEE

DR. MARK SANCHEZ, SUPERINTENDENT/PRESIDENT

2026 - 2028 Board Commitment and Goals

Commitment and Guiding Principles

The Southwestern College Board of Governors is deeply committed to the development and success of all students. We value the diversity of the district's students, faculty, staff, and campus community. We believe in the importance of honoring our history, our designation as a Hispanic-Serving Institution (HSI), and the rich diversity of our community while working towards creating an equity-focused inclusive college.

The board affirms that the district shall provide an education and work environment that is welcoming and supportive of all members of the college community, regardless of race, ethnicity, gender, disability, sexual orientation, age or religion. The environment shall be such that students and employees can learn and work together in an atmosphere that is productive and not only free from discrimination, harassment, exploitation, and hate crimes, but affirmatively empowers people of all backgrounds. We expand on this commitment in our ***SWC Student Access, Equity, Success and Completion Commitment Statement***.

The Board will uphold the values expressed in our college mission statement ensuring that we embody and promote them as we carry out our responsibilities, hold ourselves and the Superintendent/President accountable and engage in ongoing learning opportunities to strengthen our policies and practices.

Guiding Principles

To guide our policy development and decision-making process, the Board has identified the following principles as critical to upholding our institutional values:

- Student Access, Completion, and Equity
- Student Success
- Equity, Inclusion, Accessibility, and Belonging
- Leadership Development
- Systems Collaboration

Goal 1: Legislative and Policy Leadership – Advancing Student Access, Completion, and Equity

The Governing Board will lead with integrity and foresight by both advocating for external legislation and enacting internal district policies that expand student access, retention, completion, and equity.

Objectives

- The Board will champion their approved legislative platform and establish annual priorities that reflect the district's most urgent needs related to student access, completion, equity, and institutional sustainability, and ensure that annual priorities are aligned with local and state higher education priorities.
- The Board will receive regular briefings on key local, state, and federal policy developments, including legislation that impacts access, retention, and completion for underrepresented student groups, and use this information to guide decision-making and advocacy.
- Board members will actively engage in coordinated advocacy efforts at the local, state, and federal levels, such as meeting with legislators, providing public comment, or submitting letters of support, to advance legislation that aligns with the district's Educational Vision Plan 2030.
- The Board will participate in regional and statewide trustee and policy networks (e.g., CCCT, ACCT, local education or workforce coalitions) to amplify the college's priorities and collaborate on systemic reforms affecting student success.

Goal 2: Leverage Innovation, Resources, and Strategic Efforts for Student Success

The Governing Board will actively monitor the fiscal health of the district, adopt responsible long-range financial plans, and ensure that innovation and infrastructure decisions are grounded in total cost of ownership and institutional sustainability. They will support college leadership through initiatives prioritizing efforts that diversify the district's revenue streams, serve as scalable models of mission-aligned innovation, and reduce dependency on unpredictable state and federal funding.

Objectives

- The Board will exercise its budget adoption and oversight authority to dismantle systems of white supremacy and institutional racism by adopting policies that remove structural barriers, advance racial equity, and address disparities affecting other protected classes, consistent with the California Community Colleges' Diversity, Equity, Inclusion, and Accessibility (DEIA) framework.
- The Board will direct that all major innovation and infrastructure proposals presented to the Board include a total cost of ownership (TCO) analysis and a statement of how the initiative supports student success and institutional resilience.
- The Board will establish a Board-level practice of reviewing and recognizing mission-aligned innovation annually, including a discussion of lessons learned and scalability of programs that advance student success and financial sustainability.
- The Board will receive and review regular reports on capital projects and facilities upgrades with attention to energy efficiency, environmental impact, and cost-reduction strategies, in line with long-term sustainability goals.

- The Board will ensure financial stability and continuity of services by reviewing annual risk assessments from the Superintendent/President that incorporate total cost of ownership and long-range financial planning, and by considering mitigation strategies to address potential impacts from fluctuations in state and federal funding.

Goal 3: Equity, Inclusion, Accessibility, and Belonging

The Governing Board will adopt policies that eliminate barriers, promote belonging, and address racial and structural inequities that prioritize support for binational, historically underrepresented, and economically disadvantaged students and create an inclusive environment for all students, employees, and the broader community.

Objectives

- The Board will actively promote a culture of equity, inclusion, accessibility, and belonging through its leadership, policy decisions, and public engagement.
- The Board will participate in ongoing professional development and self-reflection to deepen its understanding of systemic inequities and to inform effective governance practices.
- The Board will advocate for and support institutional budget decisions that reflect a commitment to equitable access, support services, and outcomes for all students.
- The Board will continue to receive regular reporting from the administration on progress toward achieving equitable student success and will use those findings to guide strategic oversight.
- The Board will commit to Board-level professional development on equity, leadership, and inclusive governance to model the values of continuous learning and accountability the Board seeks to promote throughout the institution.

Goal 4: Leadership Development – Investing in SWC Talent

The Governing Board will support inclusive, equitable leadership development policies and systems that cultivate and retain diverse talent across all employee roles. This includes oversight of district policies, budgetary investments, professional learning, and long-term institutional capacity.

Objectives

- The Board will support the Superintendent/President in advancing equitable retention strategies in support of programs, tools, training, mentoring and other opportunities so all employees can thrive.
- The Board will assess progress on equity in leadership development by reviewing annual data on employee demographics, promotion trends, and retention by race/ethnicity, gender, and job classification.
- The Board will encourage the development of an equity-minded succession planning framework that prepares talent for leadership roles across all departments and provide support through policy and budget decisions.

Goal 5: Systems Collaboration for Whole-Person Impact

The Governing Board will champion and advance the district's mission and impact by advocating at local, state, and national levels, and promoting institutional practices that support students, employees, and the broader community with attention to cost-effective, high-impact solutions that support institutional sustainability and the needs of our diverse service area. In this context, whole-person refers to addressing the academic, basic needs, mental health, and social-emotional factors that influence success for students, employees, and the communities we serve.

Objectives

- The Board will support strategic community engagement by allocating resources for partnerships, sponsorships, and events that raise the visibility of the college, strengthen community relationships, and position the college as a hub for regional learning, culture, and innovation.
- The Board will actively participate in advocacy efforts that promote systemic change, including increased support for basic needs, mental health services, workforce alignment, and regional infrastructure benefiting students and underserved communities.
- The Board will support the development of strategic partnerships with K–12, four-year universities, local governments, nonprofits, and employers that align with the district's mission and improve student transitions, workforce outcomes, and community well-being.
- The Board will commit to Board-level engagement with community partners by participating in local coalitions, hosting joint forums, and fostering open communication with city, county, and state leaders to better align services that affect students' lives.

Governing Board Approved, October 20, 2025

Welcome,

I hope this message finds you well and refreshed after a well-deserved summer break. As we embark on the upcoming semester at the Higher Education Center (HEC, NC) at National City, I am honored to extend a warm welcome to each of you.

Your dedication to academic excellence and commitment to our students continue to be the driving force behind the success of our college. The Fall semester brings with it renewed energy and exciting opportunities for learning, collaboration, and student achievement.

We appreciate your willingness to share your teaching expertise and experience in partnership with the staff of the HEC, NC to ensure that our students receive an academic experience that upholds the standards of rigor, student-faculty engagement, and excellence that have come to define the "SWC Experience." The HEC, NC offers over 200 classes for students to choose from, including occupational, transfer, and general education courses. In addition to academic course offerings, we provide many services to assist students, including academic advising, admissions/registration, cashiering, financial aid, and tutoring in our expanded Brain Bar!

The Higher Education Center at National City encompasses several state-of-the-art facilities. The Center includes 16 "smart" classrooms, a biology laboratory, medical assisting laboratory, 30-station computer lab, a health services center, library, and an 18-chair Dental Hygiene Clinic offering free cleanings to the college and community.

In 2018, the Center expanded to include the Plaza Building. The facility includes science labs for Anatomy, Physiology, Chemistry, and Microbiology. Additionally, the Plaza Building houses our Medical Assisting program's medical clinic and a multi-use community room.

Thank you for the important role you play in the success of our students and for your continued contributions to the Higher Education Center at National City and Southwestern College. I look forward to partnering with you throughout the year as we continue to foster a welcoming, inclusive, and student-centered learning environment.

May the Fall semester be one of inspiration, discovery, and accomplishment for you and our entire academic community.

Wishing you a successful and fulfilling semester ahead!

Warm regards,



Billy W. Miller, MPA, MA

Dean, Higher Education Center, National City & Crown Cove Aquatic Center

This message is being sent on behalf of Billy Miller, Dean:

Welcome to the Higher Education Center at National City!

The staff at the HEC, NC and I are looking forward to working with you this semester to create a positive and productive teaching and learning environment.

I would like to introduce to you 3 key staff members who are available to assist you throughout the semester.

From our Student Services area we have Elizabeth Parada, Sandra Salazar, and Sarah Valdivia:



Elizabeth Parada



Sandra Salazar



Sarah Valdivia

As Education Center Specialists, Elizabeth, Sandra, and Sarah can assist students in all aspects of registration (admissions, counseling appointments, financial aid assistance, payments, DSS services and more!)

From our Instructional/Administrative Office, I'd like you to meet Virginia Castillo, Education Center Coordinator and Isaiah Brown, Clerical Assistant II.



Virginia Castillo



Isaiah Brown

Virginia and Isaiah can assist faculty with classroom keys, copy codes, room reservations, and anything related to instruction that will make your teaching experience with us run smoothly.

Attached you will find valuable information and resources that will support your success here at the HEC at National City.

Best wishes for an amazing semester!

Fondly,
Billy

Please remember to submit your syllabus and provide emergency contact information using the link below:

<https://www.cognitoforms.com/SWCHigherEducationCenterAtNC/Fall2026FacultyEmergencyContactForm>

.The History of the Higher Education Center

Established in 1961, Southwestern College (SWC) is the only institution of public Higher Education in the southern portion of San Diego County. The key component to the mission of SWC is providing access to quality education for all residents of its entire service area. With that in mind, the first education center was established in San Ysidro. The San Ysidro campus proved that satellite campuses are a vital part of providing access to education for South Bay residents.

In 1998 National City leaders requested the administrators of SWC and SDSU to explore the idea of offering courses in National City. From that meeting emerged what we fondly call the HEC, NC – The Higher Education Center at National City. The HEC, NC officially opened its doors for the Fall 1998 semester to 423 students!

Throughout the years, the Center has expanded to include the Dental Hygiene, Medical Laboratory Technician, Medical Assisting, and Optical Technician programs offered in state-of-the-art facilities. Most recently, we expanded access to higher education opportunities for students through our weekend college program, offering some of the most popular general education courses, career education programs, as well as a variety of fitness and enrichment classes.

The Higher Education Center prides itself on being able to provide an intellectually stimulating environment for our students, faculty, and staff where we work together to serve the educational needs of the South County community. As a valuable member of the SWC teaching faculty, your contribution to the learning experience of our students is of utmost importance.

The information contained in this abridged Faculty Guide has been developed to assist your orientation to Southwestern College and the Higher Education Center at National City. It is **not** a substitute for official college publications regarding policies and procedures. Therefore, you are strongly urged to read the ***Southwestern College Curriculum Faculty Handbook***, ***SCEA Contract***, and the ***College Catalog*** with special attention to attendance, grading and final examination policies and procedures.

Important Dates & Deadlines

August 24, 2026 to December 13, 2026

AUGUST 24

- **FALL REGULAR (16 WEEK) SESSION BEGINS**

SEPTEMBER 7

- **Deadline to complete items below through Self-Service (online only)**
- **LAST DAY TO DROP Fall REGULAR classes without receiving a “W” on record or being charged fees**
- **LAST DAY TO DROP Fall REGULAR classes with eligibility for a refund of registration fees**
- **LAST DAY TO ADD using add authorization code from instructor for Fall REGULAR classes**

SEPTEMBER 8

- **CENSUS DAY – Census Rosters due from Faculty by 5:00PM**

SEPTEMBER 9

- **FIRST DAY of Withdrawal with “W” for a Fall regular (full 16-week) semester class**

SEPTEMBER 18

- **Financial Aid Freeze Date**

OCTOBER 19

- **Second 8-week session begins**

OCTOBER 31

- **Deadline to Petition for Fall 2026 Graduation**

NOVEMBER 11

- **HOLIDAY — Veterans Day — CAMPUS CLOSED**

NOVEMBER 13

- **LAST DAY TO DROP a Fall regular (full 16-week term) session class and receive a “W” on record**

NOVEMBER 26-27

- **HOLIDAY — Thanksgiving — CAMPUS CLOSED**

DECEMBER 7 - 13

- **Finals Week**

DECEMBER 13

- **FALL REGULAR (16 WEEK) SESSION ENDS**

DECEMBER TBA

- **Fall 2026 Grades Due from Faculty by 5:00 PM**

Fall 2026 Hours

Building Open for Classes		
Monday – Thursday		7:30AM – 9:00PM
Friday		7:30AM – 8:00PM
Saturday & Sunday		7:30AM – 3:00PM
Campus Bookstore	Room 7118	<i>*Subject to Change</i>
*Please visit swcbookstore.com to view Bookstore hours		
Health Services	Room 7132	
Tuesday		10:00AM – 12:00PM
Wednesday		8:00AM – 10:00AM
IT Department	Room 7207	
Monday - Friday		7:00AM – 7:00PM
Computer/Tutoring Lab	Room 7208A/B	
Monday – Thursday		8:00AM – 9:00PM
Friday		8:00AM – 7:00PM
Saturday & Sunday		8:00AM – 3:00PM
Library Services library@swccd.edu	Room 7120	
Monday		10:00AM – 2:00PM
Tuesday		1:00PM – 5:00PM
Wednesday		1:00PM – 5:00PM
Thursday		10:00AM – 2:00PM
Student Services	Room 7116	
Monday		7:30AM – 4:00PM
Tuesday – Thursday		7:30AM – 6:00PM
Friday		7:30AM – 4:30 PM
Saturday		7:30AM – 3:00PM
Jag Kitchenette	Room 7116	
Monday – Friday		8:00AM – 7:00PM
Saturday & Sunday		8:00AM – 3:00PM
Instructional Office	Room 7101	
Monday-Thursday		7:30AM – 6:00PM
Friday		7:30AM – 4:30PM
Sunday		7:30AM – 3:30PM

**Subject to Change*

Important Numbers

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

Name	Extension	Room
Administrative/Instructional Office	6668	7101
▪ Billy Miller, Dean	6669	
▪ Virginia Castillo, Center Coordinator	4896	
▪ Isaiah Brown, Clerical Assistant II		
Biology Lab Tech Office	4872	7234B
▪ Heather Anderson, Instructional Lab Technician Science & Allied Health	4867	7136B
▪ Daniela Alves, Instructional Lab Technician Science & Allied Health	4883	7136A
▪ Maria Vazquez Ramos, Instructional Lab Technician Science & Allied Health		
Counseling Services	4859	7112
▪ Antoinette Nagai, Counselor	4866	7114
▪ Annette Rempt, Counselor	4885	7113
▪ Robert Worlds, Counselor	6654	7118
▪ Eric Luciano, Counselor		
Dental Hygiene Program	6670	7101
▪ Gay Teel, Program Director	4862	
▪ Veronica Jauregui, Program Technician	4860	
▪ Beth Gray, Associate Professor	4876	
▪ Trisha-Ann Thomas, Associate Professor	4878	
▪ Angela Barnett, Associate Professor	4865	
▪ Alyssa Golden, Associate Professor	4870	
▪ Gabby Castillo, Dental Hygiene Clinical Facility Coordinator	4879	
▪ Frank Montejano, Evening Instructional Assistant II		
Health Services	4855	7119
▪ Campus Nurse		
IT Department	4893	7207
▪ Arick Sandoval, IT Support Coordinator	4877	
▪ Enrique Velez, Instructional Lab Technician Microcomputer		
Library Services		
▪ Campus Librarian	4868	7120
Medical Laboratory Technician & Medical Office Profession Program		
▪ Deanna Reinacher, Program Director	6673	7101
▪ Luis Osuna, Associate Professor	4884	7119
▪ Martha Martinez-Tribolet, Program Technician	4886	7101
Student Services	6667	7116
▪ Antonio (Tony) Martin, Center Operations Supervisor	4852	
▪ Elizabeth Parada, Education Center Specialist	4853	
▪ Sandra Salazar, Education Center Specialist	4851	
▪ Sarah Valdivia, Education Center Specialist		
Restorative Justice/Southwest Regional Apprenticeship Program (SWRAP)	6658	7118
▪ Raquel Funches, Director, RJ & Other Off-Campus Programs	6657	7119
▪ Carla Gomez, Assistant Director, Youth Justice Program	6659	
▪ Cesar Lopez, Project Technician	6656	
▪ Eric Luciano, Counselor	6654	
Brain Bar Tutoring Center	4864	7208A
• Liliana Tolson, ITC Adjunct Faculty		

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

EMERGENCY	Phone Number
Emergency	911
National City Police Department	619-336-4411
National City Fire Department	619-336-4550

Academic Accommodations

Providing Academic Adjustments for Students with Disabilities

Students with disabilities are assured equal access to educational institutions and all systems of communication under federal and State laws. Equal access for an individual with a disability is defined as the opportunity to obtain the same result, gain the same benefit or to reach the same level of achievement, in the most integrated setting appropriate to the person's needs. Equal access is achieved either by providing universal access, or by academic adjustments (accommodations). Academic adjustments or accommodations are modifications to the way instructional material is presented, learned, expressed and/or assessed. In post-secondary settings, academic adjustments or accommodations may not fundamentally alter the essential requirements of a course, program, certificate or degree (Section 504 of the Rehabilitation Act of 1973).

1. Verification. The student with a disability must provide written documentation of the disability for verification of the need for academic adjustments or accommodations. The student is responsible for requesting adjustments or accommodations in a timely fashion. Students submit their documentation to DSS or to the 504 Compliance Officer/Dean of Student Services. If the student prefers not to use DSS services, the 504 Compliance Officer/Dean of Student Services will address the issue of accommodations. Professors are not permitted to offer accommodations without authorization from DSS or the 504 Compliance Officer/Dean of Student Services. Accommodations will be recommended after disability verification has been received.
2. If the student does not have appropriate verification of disability, DSS will initiate an assessment to determine and document a disability if within the scope of assessment services provided by DSS and deemed necessary by a DSS professional.
3. The DSS professional, who meets the standards established by State regulations, will assess and document the extent and the effects of the current disability. Depending on the severity and educationally related functional limitations of the assessed disability, the DSS professional shall recommend accommodations immediately upon request of the student.
4. The student will submit to his/her instructors the authorized accommodations forms completed by the DSS professional.

5. Requests. Once the disability is verified, the student will complete the form to request accommodations every enrolled term. This form is completed each time a student is requesting accommodations and can be obtained in the DSS office, by email request at dss@swccd.edu, or at the Student Services counter at the Higher Education Centers in San Ysidro, Otay Mesa, or National City.
6. Student Enrollment and Requirements. Students must be currently enrolled in a credit or noncredit adult education course in order to request and receive academic adjustments. The following statement must be included on course syllabi and read during the first week of class: "Southwestern College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If the student believes they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice), (619) 207-4480 (video phone) or email at dss@swccd.edu. Alternate forms of this syllabus and other course materials are available upon request."

Other services the DDS Office provides include:

- Disability counseling
- Test proctoring
- Note-takers (when a volunteer from class cannot be found)
- Training in the use of adaptive computer hardware and software
- Testing for learning disabilities and speech/language disabilities
- Short term equipment loan
- Sign language interpreters
- Specialized classes in basic skills and learning strategies
- Tutoring
- Community liaison with outside agencies

Please stop by the HEC, NC Student Services Office, Room 7116, or call the DSS Office if you have any questions. The DSS Office is located at the Chula Vista campus in Room 1400 (One-Stop) and can be reached at (619) 482-6512.



Higher Education Center National City

Welcome to the Fall 2026 semester!

Website: <https://www.swccd.edu/student-support/library/index.aspx>

Phone: 619-216-6665, ext. 4868

Email: library@swccd.edu

Hours: In-person librarian help & materials checkout:

Mondays 10:00 am – 2:00 pm

Tuesdays 1:00 pm – 5:00 pm

Wednesdays 1:00 am - 5:00 pm

Thursdays 10:00 am – 2:00 pm

Research Orientations

We can host in-person library instruction sessions for your classes in your classroom or by joining your students online via Zoom. Your students will learn how to find authoritative sources, like [books, ebooks or online articles](#).

Please Submit an [Online Orientation Request Form](#) **OR** call 619-216-6665, ext. 4868, email library@swccd.edu **OR** stop by the library, Room 7120.

SWC Library Canvas modules can be integrated into your online course, or you can invite us to join your course in an embedded librarian role. We can create [customized online research guides](#) specifically for your classes/research assignments.

Textbooks on Reserve

Have an extra copy of your course textbook to share to help your students succeed? The library would be happy to place it on Reserve for them to access and check out for a limited time. If you have any questions, call the library or check the library's [website](#).

If you're looking for Open Educational Resources for your courses, visit the library's [OER guide](#).

Print and Online Resources

For print books or eBooks, use the [One Search](#) service. For online journal articles or streaming media videos, click on a database from the SWC [Articles & Databases](#) list.

Ask a Librarian

Use our [Ask a Librarian](#) chat service where you and your students can receive live online research assistance. Our online [chat service](#) is available 24 hours a day/7 day a week.

**Visit the Library! We welcome your questions at the Reference Desk during library hours.
We look forward to working with you this semester!**



SOUTHWESTERN COLLEGE • HIGHER EDUCATION CENTER AT NATIONAL CITY

BRAIN BAR TUTORING CENTER

SPRING 2026 • ROOM 7208A

SUBJECTS	HOURS	SKILL BOOSTERS (TUTORS)
CHEMISTRY 100, 170 & 200 MATH 100, 101, 104, 120, 121, 122, 244, 250, 251, 252, 253 & 254 PHYSICS 150, 151, 152, 153, 170, 171, 172, 173, 174, 175, 270, 271, 272, 273, 274 & 275	SATURDAY 9:30 AM – 2:30 PM SUNDAY 9:30 AM – 2:30 PM	AYMARA
BIOLOGY 100, 101 & 185 CHEMISTRY 100, 170 & 200 ENGLISH C1000, C1001 & 120 MATH 100, 101, 104, 118, 121, 122, 130, 140, 244, 250, 251, 252, 253 & 265 PHYSICS 150, 151, 152, 153, 270, 271, 272, 273, 274 & 275 STATISTICS C1000	TUESDAY 10:00 AM – 2:00 PM WEDNESDAY 10:00 AM – 2:00 PM FRIDAY 1:00 PM – 5:00 PM	BRYON
BIOLOGY 100, 101, 260, 261 & 265	FRIDAY 3:00 PM – 6:00 PM SATURDAY* 9:30 AM – 2:30 PM *Available 2/28, 3/21, 3/28, 4/11, 4/18, 5/2 & 5/9	CARLOS
COMPUTER INFORMATION SYSTEMS 146 & 181 COMPUTER LITERACY 120 ENGINEERING 104, 221 & 280 ENGLISH C1000 & C1001 MATH 100, 101, 104, 110, 111, 118, 120, 121, 122, 130, 140, 244, 250, 251, 252, 253, 254, 260 & 265 STATISTICS C1000 & 84	FRIDAY 1:00 PM – 4:00 PM SATURDAY 9:30 AM – 2:30 PM SUNDAY 9:30 AM – 2:30 PM	EVAN
BIOLOGY 260 & 261	FRIDAY 1:00 PM – 3:00 PM	RODA
BIOLOGY 100 & 265 CHEMISTRY 100 & 170	SATURDAY 9:30 AM – 2:30 PM SUNDAY 9:30 AM – 2:30 PM	SHONTELLE

SWC students enrolled for the **SPRING 2026** semester are eligible to receive **FREE** tutoring. The hours and location of computer lab and tutoring services are subject to change. All services are closed on college holidays.

880 NATIONAL CITY BLVD • NATIONAL CITY, CA 91950 | (619) 216-6665 | www.swccd.edu/hecn

Revised 02/22/2026

Classroom Technology

Equipment available for use in most classrooms includes a classroom computer, keyboard, mouse, Wi-Fi, projector, monitors, video/DVD player, audio speakers, a headset, and a webcam. Special equipment may be provided by the IT department upon request, i.e., microphones, laptops, etc. Your assistance is needed in securing our existing equipment. Please do not change or alter the equipment connections or transfer the equipment without notifying the HEC, NC IT Department in Room 7207 or by calling 619-216-6665 ext. 4893. We need to keep an accurate inventory of equipment location as part of our security measures. It is especially important to lock lab rooms and rooms that contain audio-visual equipment and computers when you leave.

Clean Classroom

Drinking and eating are not permitted in classrooms. A trash can is provided in each classroom.

IT Department Services

The IT department can troubleshoot and assist in operating classroom technology, if you plan to use the computer lab as a classroom and need special freeware installed or have any questions regarding the operation of the equipment, please contact the HEC, NC IT Department in Room 7209 or by calling 619-216-6665, ext. 4893 or 4877. For installation of special freeware and/or files, contact the HEC, NC IT Support Specialist two (2) weeks in advance. For any account access issues please contact the SWC Help Desk by calling 619-421-6700 ext. 4357 or emailing HelpDesk@swccd.edu. If you experience any issues with Canvas please contact Hong Ho at 619-421-6700 ext. 5677. You can also reach out to Canvas Support, 24/7 at: Phone: (833) 507-7237

<i>IT Department Services Hours</i>	
Monday – Thursday	7:00 A.M. – 7:00 P.M.
Friday	7:00 A.M. – 5:00 P.M.

Counseling Services

The HEC, NC has one full-time and one part-time counselor who are ready to work with students on a variety of topics that include academic, personal, and career issues. As well as a full-time counselor that primarily assists students in our Restorative Justice (RJ) and Southwest Regional Apprenticeship Programs (SWRAP). Please remind students to schedule a counseling appointment early in the semester to develop a Student Educational Plan (SEP) that will serve as their roadmap to reaching their academic goals. The counselor is available Monday through Thursday. Students can schedule an appointment at the HEC, NC Student Services Office, in Room 7116 or by e-mail at hecnc@swccd.edu.

Copiers & Copy Codes

The HEC, NC has two self-service copiers, one located in Student Services, in Room 7116 and in the Administration office in room 7101G. Your **faculty ID number** has been assigned as your **copy code** at HEC, NC. The Central Services (CS) office at the Chula Vista Campus, Room 101A offers duplicating services and has self-service copiers for your use.

Duplicating/Printing Services

Faculty and staff members who need duplicating/printing of materials or finishing work (e.g. collate, staple, punch, padding, folding, comb or coil binding, lamination, perforation, scoring, etc.) may submit work directly to Central Services in Room 101 or via e-mail at SWCcentralservices@swccd.edu (some restrictions apply). With a few exceptions, this service is complimentary. Central Services can produce many types of documents in black and white or color, such as exams/quizzes, classroom handouts, handbooks, curriculum modules, posters, flyers, forms, envelope imprinting, business cards, newsletters, and signs to name a few. Contact Phone: (619)482-6405.

Faculty Absence

If you are unable to meet your class or will be arriving late to class, you must call the HEC, NC Administrative/Instructional Office at 619-216-6669 (*before 4:30 p.m.*) or 619-216-6665 ext. 4851 (*after 4:30 p.m.*). This will allow the staff to provide students with proper notification of your absence or delay.

Faculty Classroom Attendance

All faculty members are required to remain in class for the ***full meeting time, including the first day***. However, mid-point class breaks are encouraged and necessary to facilitate the retention of student interest and motivation.

Length of Time	Amount of Break Time
50 Mins. – 1 Hr. 35 Mins.	- 0 -
1 Hr. 50 Mins. – 2 Hrs. 35 Mins.	10 Minutes
2 Hrs. 50 Mins. – 3 Hrs. 20 Mins.	20 Minutes
3 Hrs. 50 Mins. – 4 Hrs. 30 Mins.	30 Minutes
4 Hrs. 50 Mins. – 5 Hrs. 30 Mins.	40 Minutes

Faculty Evaluations

Faculty members will be evaluated in accordance with the policies and procedures that are contained in the ***Tenure Review & Faculty Evaluation Manual***.

<https://swccd.instructure.com/courses/66972>

Faculty Substitutions

If you require a substitute, please contact your respective school to make arrangements and obtain approval.

Field Trips

Classes being held off-campus require approval of the **HEC, NC Dean**, and the completion of a ***Field Trip Request*** form to be submitted no later than ***fourteen days prior*** to the scheduled event. Forms may be obtained from the HEC, NC Administrative/Instructional Services Office, Room 7101.

FINAL EXAMINATION SCHEDULE

December 7-13, 2026

All examinations will be held online. In classes composed of both laboratory and lecture hours, the lecture period will determine the examination schedule. For any class with a starting time not designated below, the instructor should consult with the cognizant School Dean to determine examination time. No student will be excused from a final examination. Final examination meeting times may not be altered from this published schedule. **NOTE TO FACULTY:** Please review *Faculty Handbook Final Examination Week Activity Procedure*.

Day Classes with

Start Times between:	Regular Class Day	Exam Date	Exam Day	Exam Time
7:00am - 7:55am	MWF or Daily	Dec 7 & 9	(MW)	7:00am - 8:00am
		Dec 11	(F)	6:00am - 8:00am
7:00am - 7:55am	TTh	Dec 8 & 10	(TTh)	7:00am - 8:00am
		Dec 8	(T)	6:00am - 8:00am
8:00am - 8:55am	MWF, MW, Daily	Dec 7	(M)	
8:00am - 8:55am	TTh	Dec 8	(T)	8:10am - 10:10am
9:00am - 9:55am	MWF, MW, Daily	Dec 9	(W)	8:10am - 10:10am
9:00am - 9:55am	TTh	Dec 10	(Th)	8:10am - 10:10am
10:00am - 10:55am	MWF, MW, Daily	Dec 7	(M)	10:40am - 12:40pm
10:00am - 10:55am	TTh	Dec 10	(Th)	10:40am - 12:40pm
11:00am - 11:55am	MWF, MW, Daily	Dec 9	(W)	10:40am - 12:40pm
11:00am - 11:55am	TTh	Dec 8	(T)	10:40am - 12:40pm
12:00pm - 12:55pm	MWF, MW, Daily	Dec 11	(F)	8:10am - 10:10am
12:00pm - 12:55pm	TTh	Dec 11	(F)	10:40am - 12:40pm
1:00pm - 1:55pm	MWF, MW, Daily	Dec 9	(W)	1:10pm - 3:10pm
1:00pm - 1:55pm	TTh	Dec 10	(Th)	1:10pm - 3:10pm
2:00pm - 2:55pm	MWF, MW, Daily	Dec 7	(M)	1:10pm - 3:10pm
2:00pm - 2:55pm	TTh	Dec 8	(T)	1:10pm - 3:10pm
3:00pm - 3:55pm	MWF, MW, Daily	Dec 11	(F)	1:10pm - 3:10pm
3:00pm - 3:55pm	TTh	Dec 11	(F)	3:40pm - 5:40pm
4:00pm - 4:55pm	MWF, MW, Daily	Dec 9	(W)	3:40pm - 5:40pm
4:00pm - 4:55pm	TTh	Dec 8	(T)	3:40pm - 5:40pm
5:00pm - 5:55pm	MWF, MW, Daily	Dec 7	(M)	3:40pm - 5:40pm
5:00pm - 5:55pm	TTh	Dec 10	(Th)	3:40pm - 5:40pm
7:00am - 7:55am	MWF or Daily	Dec 7 & 9	(MW)	7:00am - 8:00am
		Dec 11	(F)	6:00am - 8:00am
7:00am - 7:55am	TTh	Dec 8 & 10	(TTh)	7:00am - 8:00am
		Dec 8	(T)	6:00am - 8:00am

For meeting times not listed above, the school dean will inform the instructor of the appropriate time. Instructors please contact your dean to schedule final examination time.

Classes that begin at 6 p.m. or later or Saturday/Sunday (anytime)	Exam Date	Exam Day	Exam Time
			Final exam time for evening and Saturday/Sunday classes will begin at the regular class meeting time and are scheduled for a two-hour period unless stated otherwise under 'Exceptions'.
M or MW	Dec 7	(M)	
T or TTh	Dec 8	(T)	
W (only)	Dec 9	(W)	
Th (only)	Dec 10	(Th)	
F (only)	Dec 11	(F)	
Sat (only)	Dec 12	(Sat)	
Sat/Sun, or F/Sat/Sun, or Sun (only)	Dec 13	(Sun)	

Exceptions:

- Evening classes that meet twice a week: Final examinations may be given either on one night for two hours OR split over two nights for one hour each night.
- First Session Fast Track classes ending mid-semester will have final examinations given during the last regularly scheduled class meeting.
- Any short-session classes ending **prior** to Finals Week will have final examinations given during the last regularly scheduled class meeting.
- Any short-session section scheduled during Finals Week will need to follow the Finals Examination Schedule.

Online classes:

Check your syllabus and contact your faculty with any questions.

Reminder to Faculty!

Grade rosters must be submitted electronically on Self-Service and due by 5:00pm on Friday, December 18, 2026.

First Aid and Emergency Services/Health Services

A first aid kit is located in the HEC, NC Student Services Office, Room 7116. Serious injuries or accidents should be reported, as follows:

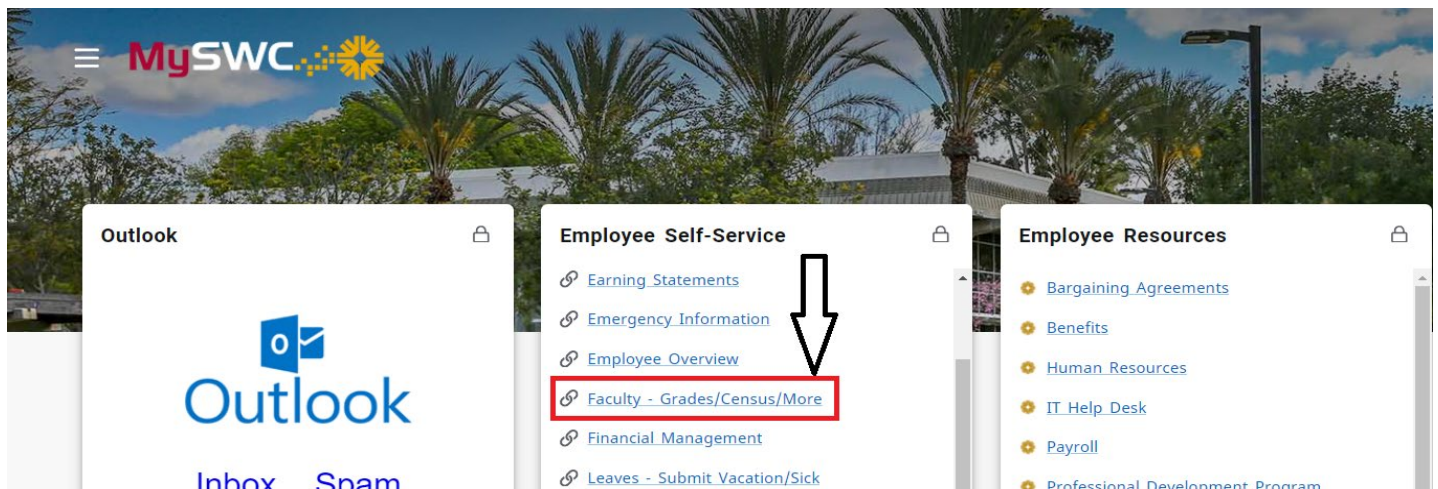
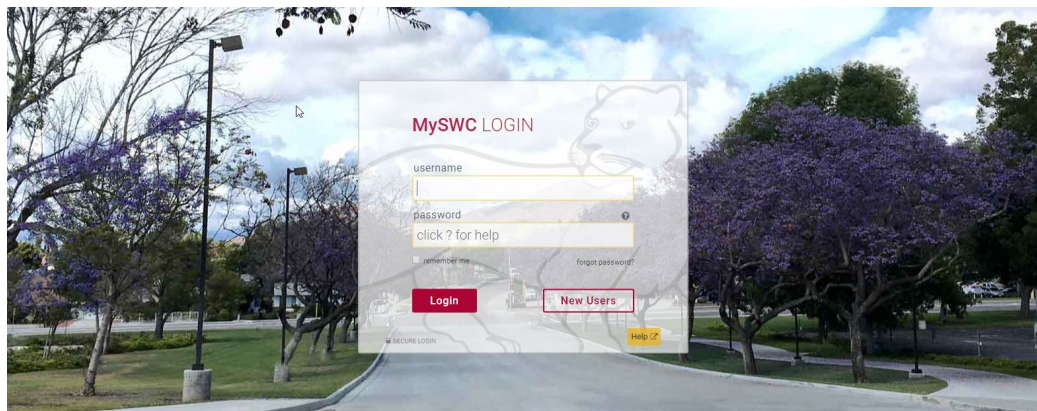
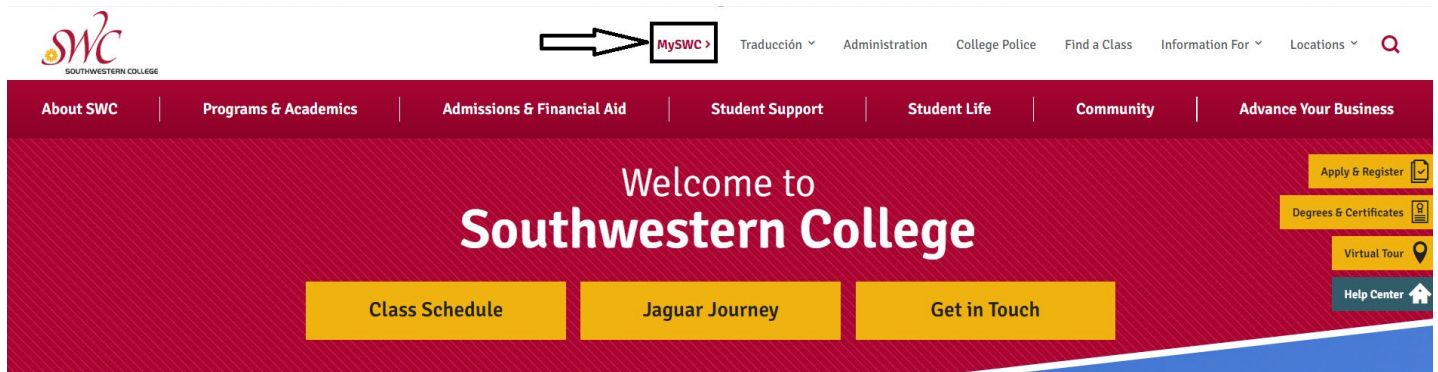
IF LIFE-THREATENING	911
Health Services	619-216-6665 ext. 4855
NC HEC CSO	619-216-6665 ext. 4892
SWC College Police	619-482-6380
National City Police Department	619-336-4411
National City Fire Department	619-336-4550

Serious injuries or accidents should be reported to the HEC, NC Administrator on duty and to the HEC, NC Administrative/Instructional Office immediately. Instructors may give first aid to minor injuries sustained by students in the classroom; however, it is recommended that the injured be referred to Health Services or Student Services. An accident/incident report form must be completed for each incident, and it must be completed by the instructor.

Important Note: All classroom phones connect to the Chula Vista Campus Police within 30 seconds upon removal of headset from base.

Grade Rosters/Online Grading

Faculty are required to enter grades online via **MySWC** at www.swccd.edu. (See Below)



Guest Speaker

Faculty who plan to have a guest speaker during classroom instruction should notify the Dean of the HEC, NC prior to the presentations.

Keys and Key Cards

Classroom keys may be picked up in the Administrative/Instructional Office, Room 7101. Please contact the HEC, NC Coordinator, to complete the necessary **Key Release Form**. **All keys are to be returned at the end of each semester.** Lost or stolen keys must be reported to Facilities & College Police immediately upon discovery of the loss or theft. A statement of how the keys were lost must be completed on the *Lost or Stolen Key Report* form and submitted to the Facilities & Operations Office. Form(s) will then be processed & forwarded to the SWCCD Police Department for investigation/report. Any key(s) not returned to the District are deemed lost/stolen and the individual key recipient will be assessed the established lost/stolen key fee(s).

NOTE: For faculty who have provided their **key card number**, key cards to your assigned classroom(s) in the Plaza building will become active on the first day of the semester. If you have been assigned a key card from your department, and would like to request access, please send an email to Virginia Castillo at vcastillo2@swccd.edu and we will request access for you.

Mailboxes

The major means of formal communication is via SWC E-mail and your faculty mailbox. Faculty mailboxes are located in the Staff Lounge, Room 7108. It is essential for each instructor to check his/her mailbox on a regular basis.

Materials/Equipment/Supplies

College equipment and supplies are for instructional use only and should not be employed for personal use. For your convenience, the adjunct faculty lounge, Room 7104 has a PC, a Scantron Test Scanner, printer, and a telephone available for faculty use. The HEC, NC provides **limited** instructional supplies for use in the classroom only (e.g., dry-erase markers, erasers). Audiovisual equipment is available in your assigned classroom. If you need assistance with the operation of equipment in the classroom, or if equipment does not work, please contact the IT Department in Room 7207 or by calling 619-216-6665, ext. 4893 or 4877.

Jag Kitchenette/Food Pantry

The mission of the Higher Education Center, National City Jag Kitchenette is to provide relief for Southwestern College students who are experiencing food insecurities. The Jag Kitchenette is open to currently enrolled students for a few hours a day. All students are required to sign in at the entrance with their current SWC ID number.

Center for Business Advancement

The Higher Education Center at National City is home to the Center for Business Advancement. This hub brings together four business service organizations to better provide support to small businesses that help them achieve success and stimulate the local and regional economy. The Center for Business Advancement is comprised of: The San Diego, Imperial and Orange County APEX Accelerator, the San Diego and Imperial Small Business Development Center Network (SBDC), the South San Diego Small Business Development Center, and the San Diego Women's Business Center (WBC).

Parking

The Human Resources office issues staff **virtual parking permits** to all new instructors. Parking permits **are required** at the Chula Vista Campus and at the HEC, NC. This applies to students and staff. The parking structure can be accessed from Roosevelt Avenue (right behind the Higher Education Center, National City). Go to swc.thepermitstore.com to request your employee permit or:

**Scan here to request a
virtual parking permit**



Salary Payment

Salary payment for full semester hourly instruction will be made in five equal monthly payments. Instructors who terminate prior to the end of the semester may have been overpaid prior to the time of termination and a salary adjustment may be necessary.

Smoking Policy

Smoking is prohibited in all enclosed places of employment, including enclosed patios, lobbies, lounges, elevators, stairwells, restrooms, and all District-owned vehicles. Smoking is permitted only within designated smoking areas within the confines of the perimeter road (Chula Vista campus), and in the walkways adjoining the perimeter road. This prohibition shall apply to all on-campus buildings, including enclosed patios, as well as all extension sites that are owned or leased by the District. Smoking shall be prohibited in all District-owned vehicles. Smoking shall be permitted at designated outdoor locations. Policy No. 3570.

Syllabus

After familiarizing yourself with the **course outline**, a **syllabus** must be prepared and distributed to each student on the first day of instruction. The syllabus must include, when appropriate, the following information:

- Course description and objectives, either verbatim from the course outline or an abridged version that references the course outline.
- Student Learning Outcomes stated.
- Calendar of activities as applicable: topics, themes, etc.
- Required and supplementary textbooks and necessary course materials.
- Attendance and tardiness policy: Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. Students may be dropped from class for excessive tardiness, for failure to attend class the first day or during the entire first week of the class, or if the total number of absences exceeds twice the number of hours the class meets per week.
- Behavior/discipline requirements as deemed necessary (e.g. permission to tape lectures, personal electronic equipment.)
- Out-of-class assignment policy (e.g. homework, papers, field trips.)
- Method of evaluating student progress toward, and achievement of course objectives, including method by which the final grade is determined.
- Faculty contact information: voicemail, SWC email, office hours and/or consultation availability, and appointment procedure.
- Disability Support Services (DSS) Accommodation Statement (please use verbatim): "Southwestern College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If a student believes they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice) (619) 207-4480 (video phone), or email at DSS@swccd.edu. Alternate forms of this syllabus and other course materials are available upon request."
- Plagiarism Statement (please use verbatim): "Academic dishonesty of any type by a student provides grounds for disciplinary action by the instructor or college. In writing work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

Please use the following guide for reference when drafting your syllabi:

<https://www.swccd.edu/resources/vision/documents/1948.pdf>

You are required to submit a copy of each course syllabus by the end of the first week of instruction to the following:

- Respective School Dean ***or***
Dental Hygiene Director for DH faculty
MLT/MEDOP Director for MLT & MEDOP faculty
- Administrative/Instructional Office at the HEC, NC, NC Room 7101

Telephone Instructions

Telephones in all the classrooms are for ***emergency situations only***. A telephone is available for your convenience in the Faculty Lounge, Room 7104.

- To place a call within the HEC, NC, just dial the extension.
- To place a call to the Chula Vista campus, just dial the extension.
- To make a call outside of the HEC, NC, dial 9, then the number.
- To call the HEC, NC, dial 619-216-6665, and the extension.
- To call the HEC, NC CSO, dial ext. 4892
- The National City Police number is 619-336-4411.
- The SWC Campus Police number is 619-482-6380.

Voice Mail: Every instructor has been assigned a telephone extension number. The Higher Education Center at National City staff seeks to serve the needs of faculty and students; therefore, if you require assistance, do not hesitate to ask for help. Welcome and enjoy the semester!

How to Operate a Smart Podium

Please use the following link for instructions on how to operate the smart podiums at HEC, National City:

<https://youtu.be/tbdEzHj2G34>

Schools and Departments Contact List

Frequently Called Phone Numbers

For questions of departments not listed below, call 619-421-6700 and press "0" for Operator
or visit www.swccd.edu

Area Code 619

Academic Services (ISS).....	482-6442
Academic Success Center.....	482-6348
Adjunct Faculty Voicemail	482-6585
Admissions.....	421-6700 ext. 5215
Aquatic Center (Crown Cove).....	575-6176
Art Gallery	216-6605
Associated Student Organization (ASO)	482-6566
Athletics.....	482-6370
Basic Police Academy.....	482-6462
Bookstore.....	482-6416
Cafeteria	482-6359
CalWORKs Program	482-6510
Canvas Faculty Support.....	482-6595
Career Center	421-6700 ext. 5247
Cashiering/Student Accounts	482-6307
Central Services	482-6408
Child Development Center.....	216-6695
College Police (EMERGENCIES ONLY)	216-6691
College Police (NON-EMERGENCIES)	482-6380
Communications & Government Relations	482-6304
Continuing Education	482-6376
Counseling – National City.....	216-6665 ext. 4851
Crown Cove Aquatic Center	575-6176
Career Technical Education (CTE Transitions).....	421-6700 ext. 5740
Dental Hygiene Program	216-6665 ext. 4852
Disability Support Services	482-6512
DSS Test Proctor.....	421-6700 ext. 5271
Duplicating Services	482-6405
Extended Opportunity Programs & Services (EOPS)	482-6456
Evaluations.....	482-6326
Facilities Leasing.....	482-6319
Facilities, Operations & Planning	482-6573
Financial Aid.....	482-6357
Financial Services & Budgeting.....	216-6641
First Year Experience (FYE).....	421-6700 ext. 5625
Health Services (Campus Nurse).....	482-6354
Library.....	482-6397
Library (National City).....	216-6665 ext. 4868
Medical Assisting Program.....	216-6665 ext. 4886

Area Code 619

Medical Laboratory Technician Program	216-6665 ext. 4886
Nursing Program & Health Occupations.....	482-6352
Online Learning Center	482-6595
Outreach.....	482-6518
Parking Permits (Staff)	216-6611
Payroll Services.....	482-6335
Personal Wellness Services	421-6700 ext. 5279
Photo ID Cards.....	482-6568
Prerequisites	216-6659
Registration Information.....	421-6700 ext. 5215
Small Business Development Center.....	482-6388
Staff Development	421-6700 ext. 5678
Student Accounts & Cashiering.....	482-6307
Student Activities	482-6568
Student Employment Services.....	482-6356
Student Newspaper (SUN)	482-6368
Superintendent/President.....	482-6301
SWC Foundation	482-6426
Tenure Review.....	216-6706
Theatre Box Office.....	482-6367
Training Services Computer Lab	482-6430
Transfer Center	482-6472
Veterans Services	482-6324
Writing Center.....	421-6700 ext. 5830

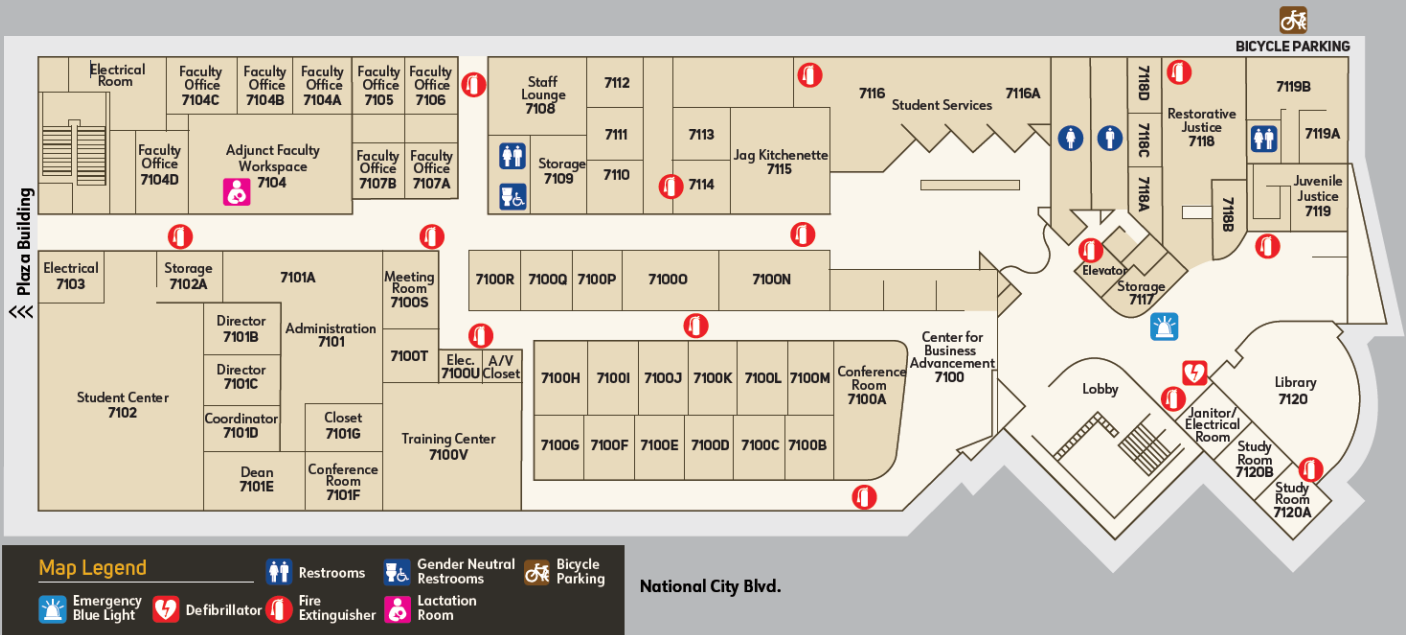
Schools, Units, and Centers

School of Arts, Communication & Social Sciences.....	482-6372
School of Applied Technology & Hospitality Management	482-6479
School of Business.....	482-6582
School of Education, Humanities, Social & Behavioral Sciences	421-6700 ext. 5420
School of Languages & Literature	482-6461
School of Mathematics, Science & Engineering.....	482-6459
School of Wellness, Exercise Science & Athletics.....	421-6700 ext. 5353
School of Counseling & Student Support Programs.....	482-6317
Higher Education Center at National City.....	216-6665 ext. 4851
Higher Education Center at Otay Mesa.....	216-6750
Higher Education Center at San Ysidro	216-6790 ext. 4901

Building Maps

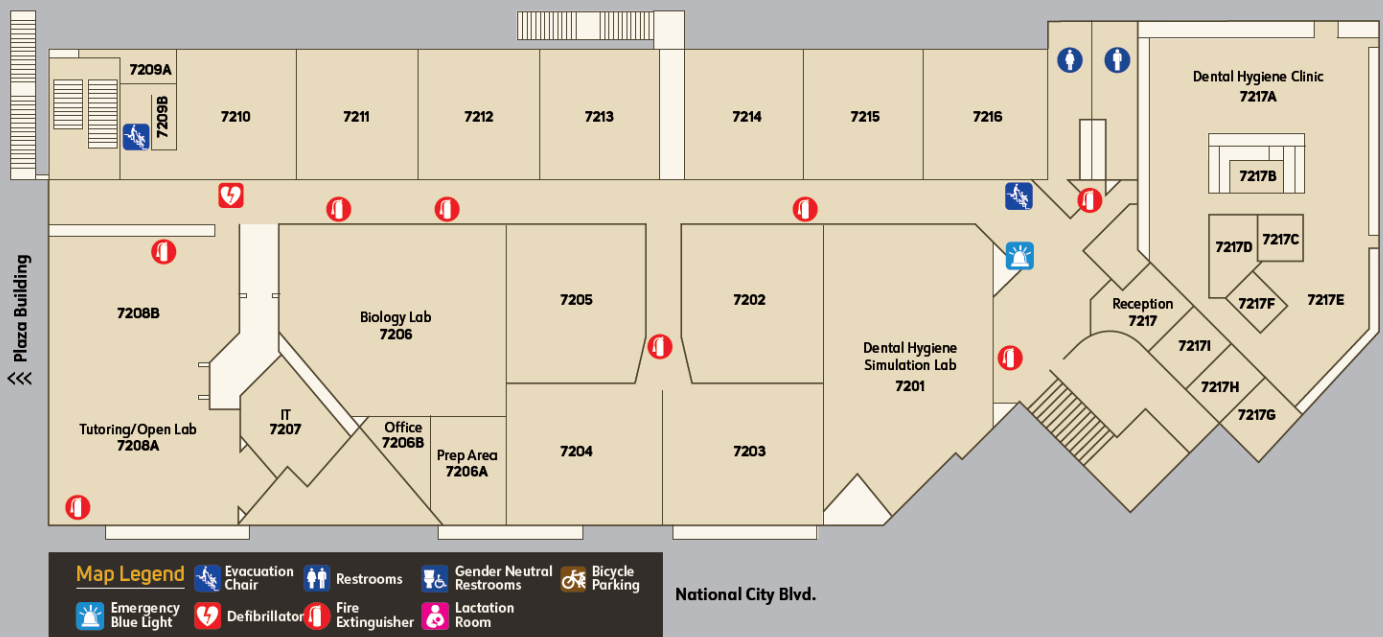
Southwestern College
Higher Education Center at National City
 880 National City Blvd., National City, CA 91950

MAIN BUILDING 1ST FLOOR



Southwestern College
Higher Education Center at National City
 880 National City Blvd., National City, CA 91950

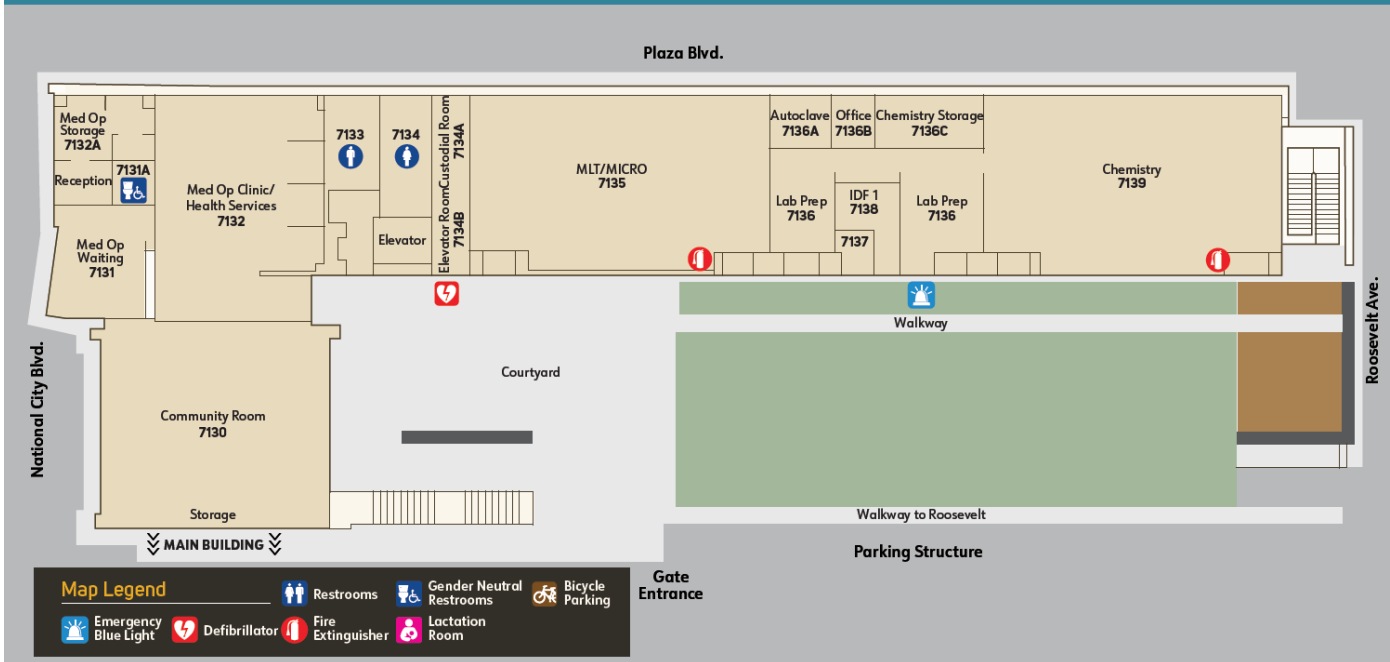
MAIN BUILDING 2ND FLOOR



Southwestern College Higher Education Center at National City

880 National City Blvd., National City, CA 91950

PLAZA BUILDING 1ST FLOOR



Southwestern College Higher Education Center at National City

880 National City Blvd., National City, CA 91950

PLAZA BUILDING 2ND FLOOR



City Map and Directions



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

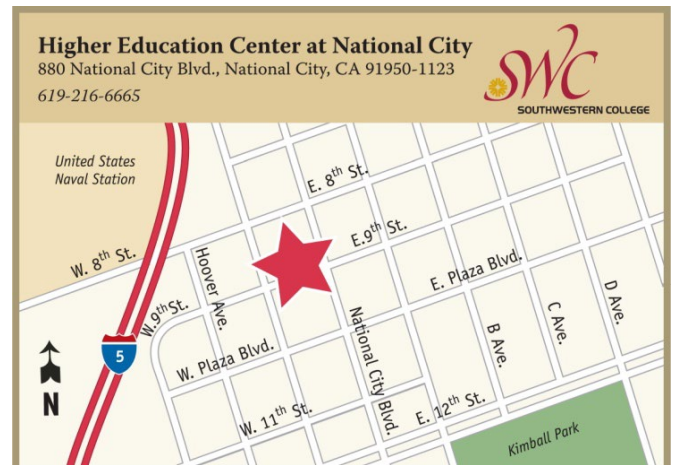
- Take **I-805 North** ramp.
- Merge onto **I-805 North**.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto **CA-54 W**.
- Take **I-5 North**.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into the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

From I-5 Going South

- Take **I-5 South** to the **8th STREET** exit
- Merge onto **8th STREET**
- Turn **RIGHT** onto **ROOSEVELT AVE**.
- Turn **LEFT** into parking structure located on **ROOSEVELT AVE**.

From I-5 Going North

- Take **I-5 North** to the **PLAZA BLVD** exit towards **DOWNTOWN**
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into parking structure located on **ROOSEVELT AVE**.



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