



HIGHER EDUCATION CENTER AT NATIONAL CITY FACULTY GUIDE SPRING 2025

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Governing Board of the Southwestern Community College District

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2022 - 2025 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

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

- Student-Centered
- Equity-Focused
- Data-Informed
- Community Connected

Welcome,

I hope this message finds you well. 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 Spring semester brings with it a sense of renewal and the promise of new opportunities for growth and achievement.

We appreciate your willingness to provide your teaching expertise and experience in partnership with the staff of the HEC, NC to ensure that the student body is provided an academic experience that upholds the standards of rigor and student-faculty interaction and involvement that have come to be expected of 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 counseling, admissions/registration, cashiering, financial aid, and tutoring.

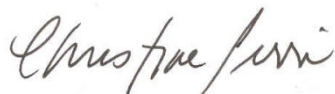
The Higher Education Center at National City is located in a state-of-the-art facility. The Center includes 16 "smart" classrooms, a biology laboratory, medical assisting laboratory, 30-station open computer lab, a health services center, library and an 18-chair Dental Hygiene Clinic offering free cleanings to the college 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 office profession program's medical clinic and multi-use community room.

Thank you for your ongoing contributions to the Higher Education Center at National City and Southwestern College. May the Spring semester be a period of inspiration, discovery, and accomplishment for you and our entire academic community.

Wishing you a successful and fulfilling semester ahead!

Warm regards,



Christine Perri, RDH, MA

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

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

SPRING 2025 – February 3, 2025 to May 30, 2025

FEBRUARY 3

- **SPRING REGULAR (16 WEEK) SESSION BEGINS**
- Deadline to petition for Spring 2025 Graduation – Student on CSU E-Verification List

FEBRUARY 6

- Winter Intersession 2025 grades due from faculty by 5:00 PM

FEBRUARY 7

- Winter Intersession grades available online at Self Service at [MySWC](#)

FEBRUARY 14 - FEBRUARY 17

- **HOLIDAY - Presidents Weekend - CAMPUS CLOSED**

FEBRUARY 17

- 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

FEBRUARY 18

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

FEBRUARY 19

- FIRST DAY of Withdrawal with "W" for a Spring regular (full 16 week) semester class

FEBRUARY 21

- Financial Aid Freeze Date

FEBRUARY 28

- Deadline to Petition for Spring 2025 Graduation

MARCH 31 - APRIL 6

- **SPRING BREAK - CAMPUS CLOSED**

APRIL 7

- Second 8-week session begins

MAY 2

- LAST DAY TO DROP a Spring regular (full 16-week term) session class and receive a "W" on record

MAY 26

- **HOLIDAY - Memorial Day Holiday – CAMPUS CLOSED**

MAY 30

- **SPRING REGULAR (16 WEEK) SESSION ENDS – COMMENCEMENT DAY CEREMONY**

JUNE 9

- **Spring 2025 Grades Due from Faculty by 5:00 PM**

Spring 2025 Hours *

Building Open for Classes

Monday – Thursday	7:15AM – 9:00PM
Friday	7:15AM – 8:00PM
Saturday & Sunday	7:15AM – 3:00PM

Campus Bookstore Room 7118 **Subject to Change*

*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
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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 Room 7120

library@swccd.edu

Monday & Tuesday	1:00PM – 5:00PM
Wednesday	9:00AM – 2:00PM
Thursday	9:00AM – 1:00PM
Friday - Sunday	CLOSED

Student Services Room 7116

Monday	7:15AM – 4:00PM
Tuesday – Thursday	7:15AM – 6:00PM
Friday	7:15AM – 5:00 PM
Saturday	7:45AM – 3:00PM

Jag Kitchenette Room 7116

Monday – Friday	8:00AM – 7:00PM
Saturday & Sunday	8:00AM – 3:00PM

**Subject to Change*



HIGHER EDUCATION CENTER AT NATIONAL CITY

TUTORING

SPRING 2025 • ROOM 7208A

SUBJECTS	HOURS	TUTOR
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 9:00 AM – 3:00 PM	AYMARA
BIOLOGY 100, 190, 260 & 261; CHEMISTRY 100	WEDNESDAY 10:00 AM – 4:00 PM THURSDAY 2:30 PM – 5:30 PM FRIDAY 1:00 PM – 6:00 PM <i>Except: 2/19, 2/20 & 2/21</i>	BERNADETTE
BIOLOGY 265; CHEMISTRY 100 & 110	WEDNESDAY 10:00 AM – 4:00 PM THURSDAY 1:00 PM – 6:00 PM* 1:00 PM – 4:00 PM** FRIDAY 1:00 PM – 6:00 PM* 1:00 PM – 4:00 PM** SATURDAY 9:00 AM – 3:00 PM *2/12/25-3/8/25 **3/12/25-5/30/25	MARIA
BIOLOGY 100 & 265; CHEMISTRY 100 & 170	SATURDAY 9:00 AM – 3:00 PM	SHONTELLE
CHILD DEVELOPMENT 170; ENGLISH 45, 71, 99, 114, 115, 115H, 116, 120, 121, 122, 130, 131, 132, 140, 141, 142, 150, 151, 152, 160, 161, 162, 200, 220, 225, 230, 231, 240 & 241; HEALTH 212; HISTORY 141; JOURNALISM 151; PSYCHOLOGY 101; READING 52 & 158; WRITING ASSISTANCE FOR ALL DISCIPLINES	WEDNESDAY 10:00 AM – 3:00 PM	ANAIIS
ART 104; COMMUNICATION 103; ENGLISH 45, 71, 99, 114, 115, 115H, 116, 120, 121, 122, 130, 131, 132, 140, 141, 142, 150, 151, 152, 160, 161, 162, 200, 220, 225, 230, 231, 240 & 241; WRITING ASSISTANCE FOR ALL DISCIPLINES	THURSDAY 1:00 PM – 6:00 PM	DONOVAN
ENGLISH 45, 71, 99, 114, 115, 115H, 116, 120, 121, 122, 130, 131, 132, 140, 141, 142, 150, 151, 152, 160, 161, 162, 200, 220, 225, 230, 231, 240, 241, 250, 251, 255, 256, 260, 265, 270, 271, 272, 273, 274, 280, 281 & 299; ESL 15, 16, 17, 18, 19A1, 19A2, 19B1, 19B2, 27A, 27B, 27C, 27D, 29D, 29E, 30, 39D, 39E, 40, 52, 55, 56, 57, 58, 85, 86, 104, 115A, 149D, 149E, 159A & 159B; READING 52, 100 & 158; SPANISH 101, 101A, 101B, 101H, 102, 201, 202, 215, 216, 221, 225, 226, 299; WRITING ASSISTANCE FOR ALL DISCIPLINES	FRIDAY 1:00 PM – 6:00 PM SATURDAY 10:00 AM – 3:00 PM	STEVEN

SWC students enrolled for the **SPRING 2025** semester are eligible to receive **FREE** tutoring. The hours and location of ITC 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

Important Numbers

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

Name	Extension	Room
Administrative/Instructional Office <ul style="list-style-type: none"> Christine Perri, Dean Virginia Castillo, Center Coordinator 	6668 6669	7101
Biology Lab Tech Office <ul style="list-style-type: none"> Heather Anderson, Instructional Lab Technician Science & Allied Health Daniela Alves, Instructional Lab Technician Science & Allied Health Maria Vazquez Ramos, Instructional Lab Technician Science & Allied Health 	4872 4867 4883	7234B 7136B 7136A
Counseling Services <ul style="list-style-type: none"> Antoinette Nagai, Counselor Annette Rempt, Counselor Robert Worlds, Counselor 	4859 4866 4885	7112 7114 7113
Dental Hygiene Program <ul style="list-style-type: none"> Gay Teel, Program Director Tamara Gallegos, Program Technician Beth Gray, Associate Professor Trisha-Ann Thomas, Associate Professor Angela Barnett, Associate Professor Alyssa Golden, Associate Professor Gabby Castillo, Dental Hygiene Clinical Facility Coordinator Frank Montejano, Evening Instructional Assistant II 	6670 4862 4860 4876 4878 4865 4870 4879	7101
Health Services <ul style="list-style-type: none"> Campus Nurse 	4855	7119
IT Department <ul style="list-style-type: none"> Arick Sandoval, IT Support Coordinator Enrique Velez, Instructional Lab Technician Microcomputer 	4893 4877	7207
Library Services <ul style="list-style-type: none"> Campus Librarian 	4868	7120
Medical Laboratory Technician & Medical Office Profession Program <ul style="list-style-type: none"> Deanna Reinacher, Program Director Luis Osuna, Associate Professor Martha Martinez-Tribolet, Program Technician 	6673 4884 4886	7101 7119 7101
Student Services <ul style="list-style-type: none"> Antonio (Tony) Martin, Center Operations Supervisor Elizabeth Parada, Education Center Technician Sandra Salazar, Education Center Technician Sarah Valdivia, Education Center Technician 	6667 4852 4853 4851	7116

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 Spring 2025 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 1:00 pm – 5:00 pm

Tuesdays 1:00 pm – 5:00 pm

Wednesdays 9:00 am - 2:00 pm

Thursdays 9:00 am – 1:00 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!**

Classroom Technology

Equipment available for use in most classrooms include, a classroom computer, keyboard, mouse, WiFi, 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 the HEC, NC. The Central Services (CS) office at the Chula Vista Campus, Room 101A offers duplicating services and also 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

May 24–30, 2025

All examinations will be held in the room where the class regularly meets or 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
7-7:55 a.m.	MWF, MW, Daily	May 30	(F)	7:00a.m.-9:00a.m.
7-7:55 a.m.	TTh	May 29	(Th)	7:00a.m.-9:00a.m.
8-8:55 a.m.	MWF, MW, Daily	May 28	(W)	8:00a.m.-10:00 a.m.
8-8:55 a.m.	TTh	May 27	(T)	8:10a.m.-10:10 a.m.
9-9:55 a.m.	MWF, MW, Daily	May 30	(F)	9:10a.m.-11:10 a.m.
9-9:55 a.m.	TTh	May 29	(Th)	9:10a.m.-11:10 a.m.
10-10:55 a.m.	MWF, MW, Daily	May 28	(W)	10:10a.m.-12:10 p.m.
10-10:55 a.m.	TTh	May 29	(Th)	11:20a.m.-1:20 p.m.
11-11:55 a.m.	MWF, MW, Daily	May 28	(W)	12:20p.m.-2:20 p.m.
11-11:55 a.m.	TTh	May 27	(T)	10:20a.m.-12:20p.m.
12-12:55 p.m.	MWF, MW, Daily	May 30	(F)	11:20a.m.-1:20p.m.
12-12:55 p.m.	TTh	May 27	(T)	12:30p.m.-2:30 p.m.
1-1:55 p.m.	MWF, MW, Daily	May 28	(W)	2:30p.m.-4:30 p.m.
1-1:55 p.m.	TTh	May 29	(Th)	1:30p.m.-3:30p.m.
2-2:55 p.m.	MWF, MW, Daily	May 30	(F)	1:30p.m.-3:30p.m.
2-2:55 p.m.	TTh	May 27	(T)	2:40p.m.-4:40p.m.
3-3:55 p.m.	MWF, MW, Daily	May 30	(F)	3:40p.m.-5:40p.m.
3-3:55 p.m.	TTh	May 29	(Th)	3:40p.m.-5:40p.m.
4-4:55 p.m.	MWF, MW, Daily	May 28	(W)	4:40p.m.-6:40p.m.
4-4:55 p.m.	TTh	May 27	(T)	4:50p.m.-6:50p.m.

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 5 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, MW	May 28	(W)	
T, TTh	May 27	(T)	
W (only)	May 28	(W)	
Th (only)	May 29	(Th)	
F (only)	May 30	(F)	
Sat (only)	May 24	(Sat)	
Sat/Sun, or F/Sat/Sun, or Sun (only)	May 25	(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 5pm on Monday, June 9, 2025.

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:

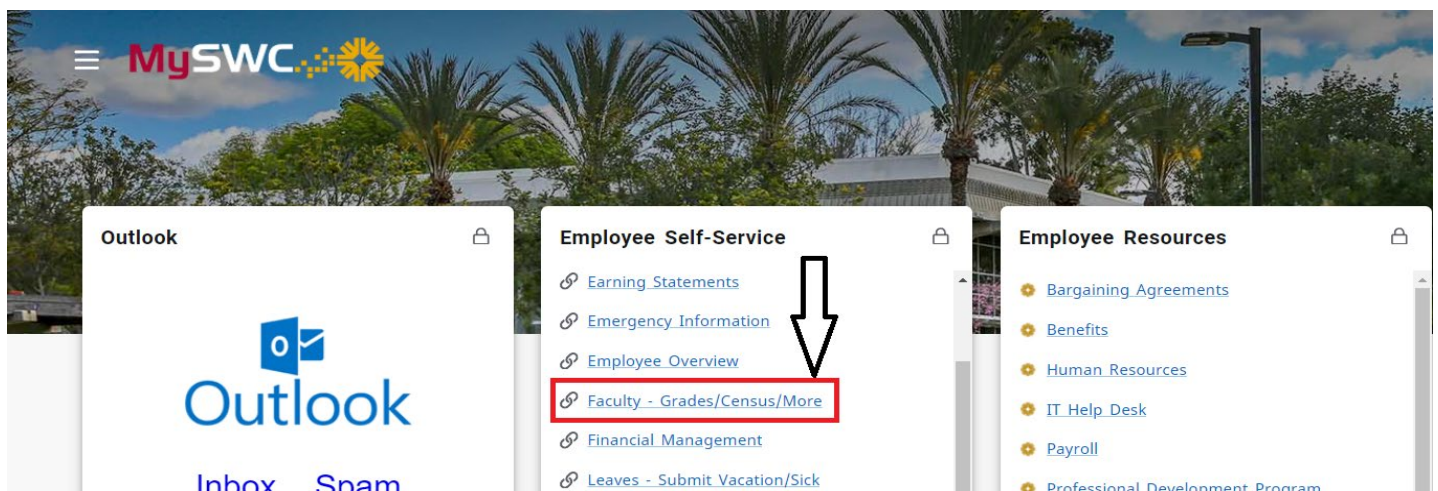
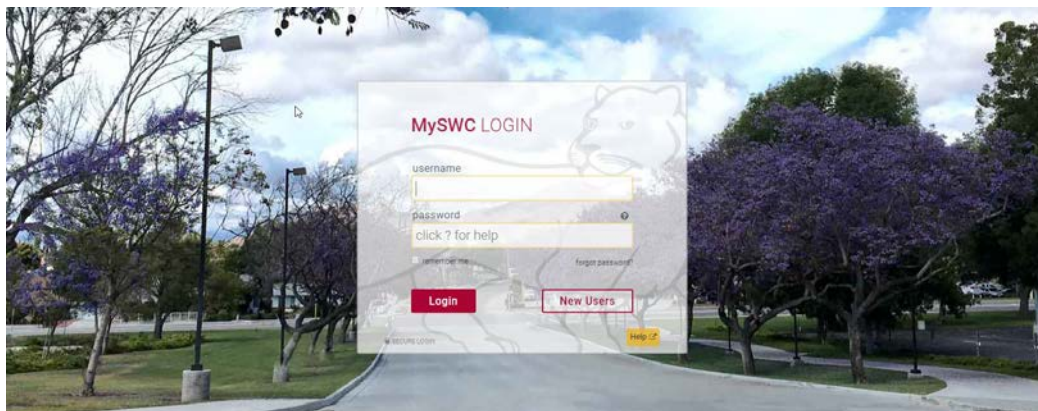
IF LIFE-THREATENING	911
Health Services	619-216-6665 ext. 4855
NC HEC CSO	619-216-6665 ext. 4892
SWC College Police	619-482-6380
National City Police Department	619-336-4411
National City Fire Department	619-336-4550

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.

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

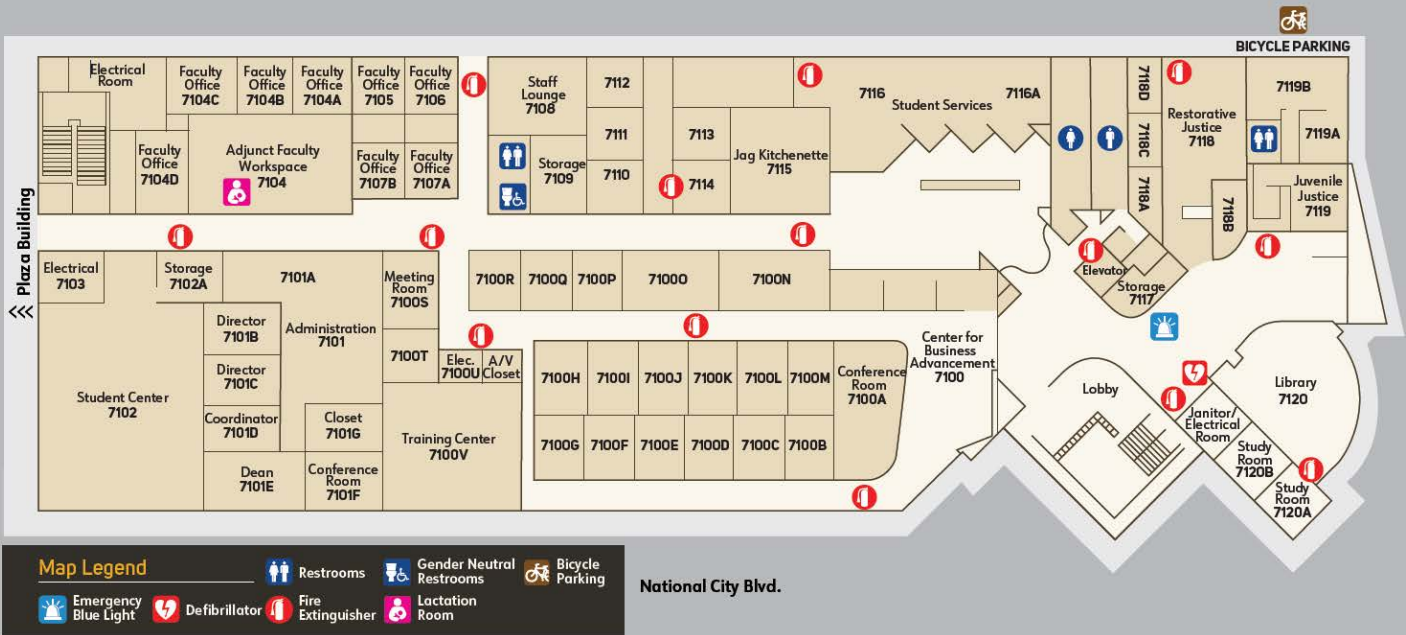
Schools, Units, and Centers

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

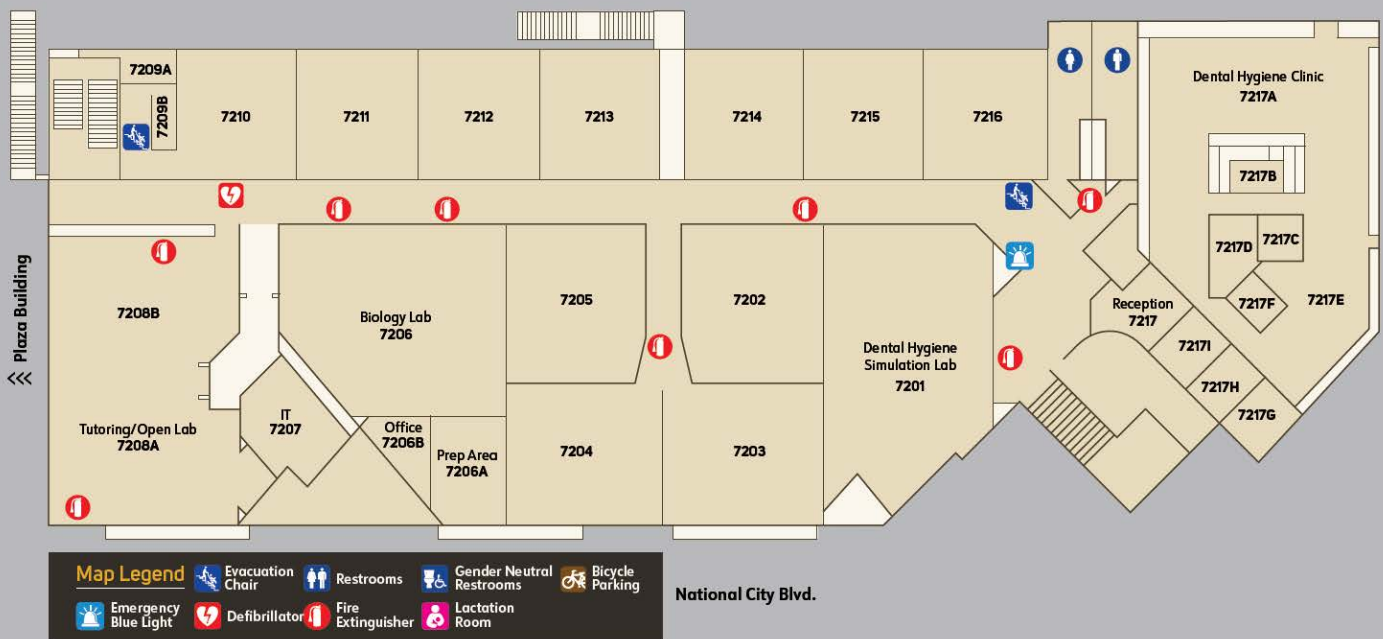
Southwestern College
Higher Education Center at National City
 880 National City Blvd., National City, CA 91950

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

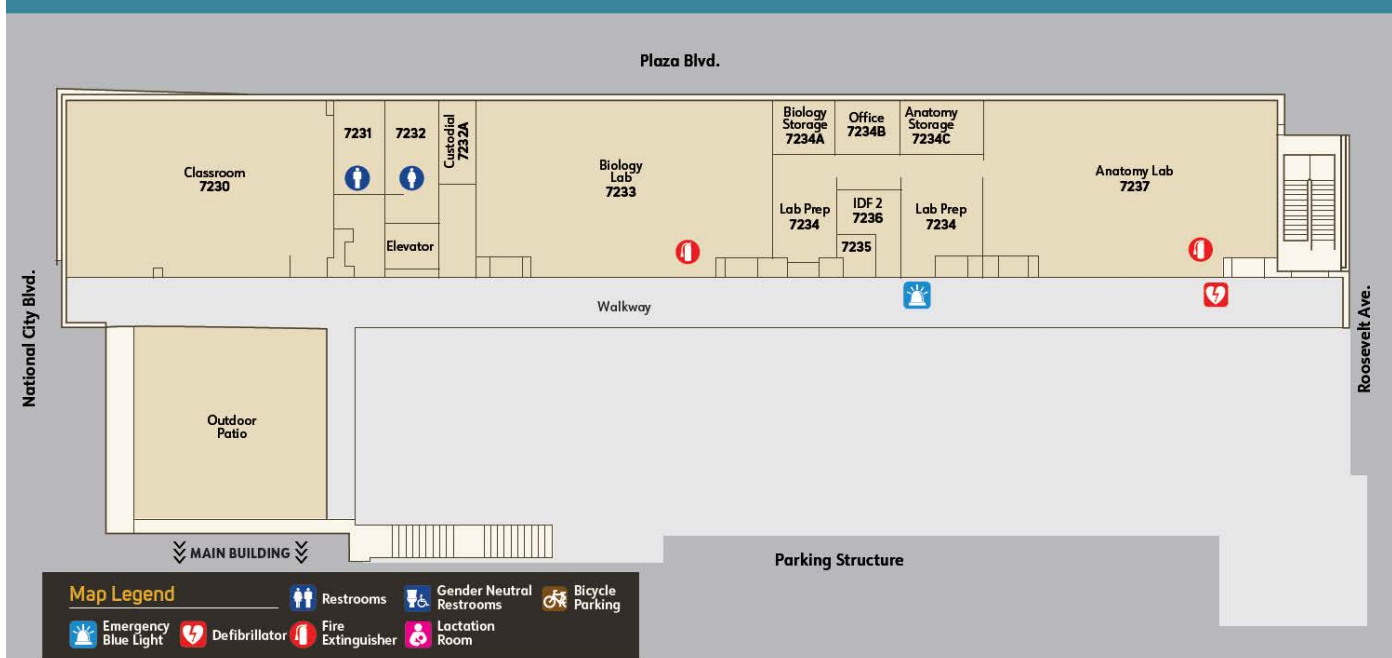
PLAZA BUILDING 1ST FLOOR



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

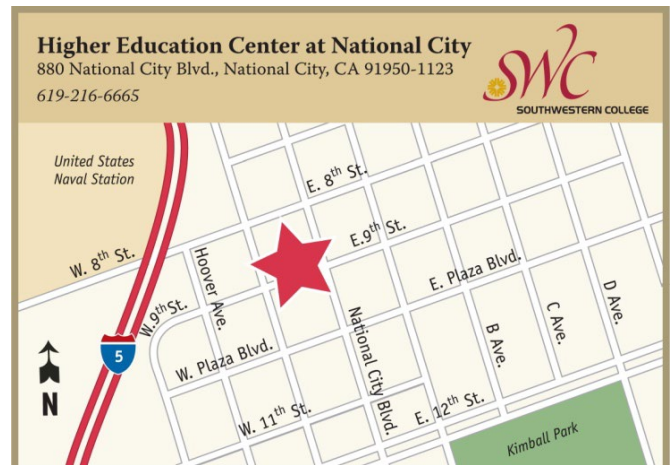
- Take **I-805 North** ramp.
- Merge onto **I-805 North**.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto **CA-54 W**.
- Take **I-5 North**.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into the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