

HIGHER EDUCATION CENTER
AT SAN YSIDRO

FACULTY GUIDE
SPRING 2026



460 West San Ysidro Blvd., San Ysidro, CA 92173
619-216-6790 www.swccd.edu/hecsy



Governing Board of the Southwestern Community College District

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Mission Statement

Southwestern Community College District is the premier public institution of higher education in Southern San Diego County that serves a diverse community of students by providing quality academic programs, comprehensive student support services that ensure equitable access, and clear pathways to student success.

Southwestern Community College District promotes learning and success to prepare students to become critical thinkers and engaged life-long learners/global citizens. The District is committed to continuous improvements through the use of data-informed planning, implementation, and evaluation.

Southwestern Community College District utilizes a variety of instructional modalities to provide educational and career opportunities in the following areas: Associate degree and certificate programs, transfer, professional, technical and career advancement, foundational skills, personal enrichment, and continuing education.

Governing Board approved August 12, 2024



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Welcome,

As the Director of the Higher Education Center (HEC, SY) at San Ysidro, let me be the first to welcome you to the Center. We are pleased to have you join us as an instructor for the HEC, SY students. We appreciate your willingness to provide your teaching expertise and experience in partnership with the staff of the HEC, SY 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, SY offers 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, assessment, financial aid, and tutoring.

We appreciate your commitment to continue this level of service to the growing HEC, SY student body and to help us build on the legacy of service and support that has been established by our staff. To assist you in providing this experience for your students, the HEC, SY staff provides a wide array of services and support for you, the faculty, and for the students enrolled in your classes. Those services are outlined in this handbook.

Thank you for joining us! We wish you tremendous success and know you will enjoy your time with the HEC, SY family.

Sincerely,

Patricia M. Bartow, MA

Director, Higher Education Center, San Ysidro



The History of the Higher Education Center

Established in 1961, Southwestern College (SWC) is the only public institution of higher education serving the southern portion of San Diego County. At the heart of SWC's mission is the commitment to providing access to quality education for all residents throughout its service area.

In support of this mission, the Higher Education Center at San Ysidro (HECSY) became the college's first satellite campus, opening in 1988. Its establishment demonstrated the vital role that education centers play in expanding access to higher education for the South Bay community.

The HEC San Ysidro campus occupies a site with deep historical significance. On July 18, 1984, the community experienced one of the worst mass shootings in U.S. history—the San Ysidro McDonald's Massacre, where twenty-one innocent lives were tragically lost. It remained the deadliest mass shooting in the nation until 1991.

Following the closure of the restaurant, McDonald's donated the land to the City of San Diego with the stipulation that no restaurant be built on the site again. For several years, various proposals were considered to transform the location into a memorial space. In February 1988, the land was sold to Southwestern College with the agreement that a 300-square-foot area at the front of the campus would be preserved as a permanent memorial honoring the victims.

This abridged Faculty Guide has been developed to assist with your orientation to Southwestern College and the Higher Education Center at San Ysidro. While it provides helpful information, it is not a substitute for official college publications. You are strongly encouraged to review the **Southwestern College Curriculum Faculty Handbook** (available in the Administrative Offices), the **SCEA Contract**, and the **College Catalog**, with particular attention to policies on **attendance, grading, and final examinations**.



Important Dates & Deadlines

Spring 2026- February 2, 2026 to May 29, 2026

FEBRUARY 2

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

FEBRUARY 13 - FEBRUARY 16

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

FEBRUARY 16

- **DEADLINE TO COMPLETE BELOW THROUGH SELF-SERVICE (ONLINE-ONLY)**
- LAST DAY TO DROP Spring REGULAR classes without receiving a "W" on record or being charged fees
- LAST DAY TO DROP Spring 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 17

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

FEBRUARY 17

- FIRST DAY of Withdrawal with "W" for a Spring regular (full 16 week) semester class. Students who drop on or after this date will be charged unit fees.

FEBRUARY 20

- Financial Aid Freeze Date

MARCH 30 - APRIL 5

- **SPRING BREAK - CAMPUS CLOSED**

APRIL 6

- **SECOND 8-WEEK SESSION BEGINS**

MAY 1

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

MAY 25

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

MAY 23-29

- **FINALS WEEK**

MAY 29

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

JUNE 8

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



Spring 2026 Hours ***Building Open for Classes**

Monday - Thursday	7:45AM – 8:00PM
Friday	7:45AM – 3:30PM

Campus Bookstore

*Please visit swcbookstore.com to view Bookstore hours

Counselor

Monday – Friday	<i>*Please call Student Services to schedule an appointment</i>
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Health Services Room 5108

Monday	10:00AM – 12:00PM
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IT Department Room 5202

Monday – Thursday	8:00AM – 4:30PM
Friday	8:00AM – 4:00PM

Computer Lab Room 5203

Monday – Thursday	8:00AM – 8:00PM
Friday	8:00AM – 3:30PM

Library Services Room 5105

Monday	9:00AM – 1:00PM
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Tuesday	9:00AM – 12:00PM
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Wednesday	2:00PM – 5:00PM
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Thursday	9:00AM – 12:00PM
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Student Services Room 5100

Monday - Thursday	7:45AM – 8:00PM
Friday	7:45AM – 3:30PM

Tutoring Services Room Library

TBA

***Subject to Change**



Important Phone Numbers *

Please find below The Higher Education Center at San Ysidro hours of operation and our Staff contact information. Dial **619-216-6790 + extension**. *Any extension beginning with a six (6) you can dial directly.*

Administrative/Instructional Office		
Monday/Wednesday/Thursday	8:00am – 6:00pm	
Tuesday	8:00am – 5:30pm	
Friday	7:45am – 4:00pm	
<ul style="list-style-type: none"> ▪ Patricia M. Bartow, Director ▪ Corina Elizarraras, Higher Education Center Coordinator ▪ Margarita Scavone, Clerical Assistant II 	6795 6793 4918	pbartow@swccd.edu celizarraras@swccd.edu m scavone@swccd.edu
Student Services		
Monday – Thursday	7:45am – 8:00pm	
Friday	7:45am – 3:30pm	
<ul style="list-style-type: none"> ▪ Cristal Arredondo, Center Supervisor ▪ Nancy McKenzie, Education Center Technician ▪ Jazmin Velazquez, Education Center Technician ▪ Tamara Gallegos, Education Center Technician 	6792 4903 4902 4901	carredondo@swccd.edu nmckenzie@swccd.edu jvelazquez@swccd.edu tgallejos@swccd.edu
IT Department		
Monday – Thursday	8:00am – 4:30pm	
Friday	8:00am – 4:00pm	
<ul style="list-style-type: none"> ▪ Rommel Vazquez, Instructional Lab Technician <p><i>*For assistance with any IT issues or questions, log into your MySWC account, submit a ticket through ServiceNow and list Rommel Vazquez under “Watch List”</i></p>	4911	rvazquez@swccd.edu

Note: In case of an emergency please contact the HECSY, Director, Coordinator, or Supervisor.



Academic Accommodations

Academic accommodations are modifications made in an academic setting to afford the student with a disability an equal opportunity to learn in a lecture and lab course and to show what they have learned on tests. Examples of common accommodations include a note-taker in class, extra time on tests, and enlarged print. The educational institution, via instructional faculty, must provide reasonable accommodations to the student with a known disability.

In order for the student to receive an accommodation, she/he must request the "reasonable" accommodation in a timely manner by providing the instructor or Disability Support Services Office with written documentation of the disability. The instructor and the student discuss the requested accommodation(s) and how the accommodations(s) will be provided. All communications are confidential. DSS verifies the existence of a disability, functional limitations, and authorizes reasonable academic accommodations according to the Title V regulations. Faculty will receive a copy of the "Authorized Academic Accommodations" form verifying student qualification. DSS can help instructors organize and provide accommodations using their standard procedures/forms. Forms are available in the HEC, SY Student Services Office. DSS is not responsible for providing academic accommodations, which are a faculty/institutional responsibility.

The Disability Support Services Office recommends all students discuss accommodation requests in the first two weeks of the semester; however, students are not required to do so. Students with a disability have the right to decide when to disclose their disability and request accommodations from a professor.

If you need additional information on academic accommodations, please stop by the HEC, SY Student Services Office in Room 5100. Faculty cannot deny reasonable Academic Accommodations. If a conflict exists, and it is not resolved in five (5) instructional days, the student has the option to request its review by the College Academic Accommodations Panel. For students whose disabling condition has been verified, the accommodation will be allowed for a maximum of three (3) weeks during which time a resolution will be achieved. Recent case laws mandate the need for this procedure. While the district is ultimately responsible for providing academic accommodations, a faculty member may be held personally liable for not allowing an accommodation. (Wood v. Strickland, 1979; Howe v. Hull, 1994; US v. Morvant, 1994).



DSS recommends the following statement be included on your course syllabi:

“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.”

Alternate format refers to the translation of print into a format that a person with a disability can comprehend, e.g. tape, e-text or Braille for blind or visually impaired. The Disability Support Services (DSS) can assist with these requests and can be reached at 619-482-6512.

Other services the DSS 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, SY Student Services Office, Room 5100, or call the DSS Office if you have any questions. The DSS Office is located at the Chula Vista campus, Student Services Center, Building 68, First Floor and can be reached at 619-482-6512.



HEC, SY Operational Procedures

Books on Reserve

Instructors may place books on reserve to be used by students during the semester. Students will be required to provide an ID prior to checking out the material for a limited amount of time. Please refer your students to the HEC, SY Library for assistance.

Campus Service Officer (CSO)

A CSO is available at HEC SY during designated hours to be on hand and assist with any safety-related issues. The CSO is usually situated in Student Services. In addition, Monday through Thursday, the CSO will randomly monitor both HEC SY Faculty and Staff Parking Lots. If you are at HEC SY and need help with a dead battery, lock-out, or to be escorted to your vehicle, you may request this from the CSO directly, who is typically stationed in Student Services, or call 619-421-6700, Ext. 5128, or Ext. 6380 from any campus phone.

Classrooms

All classrooms are equipped with dry-erase markers, a stapler and hole puncher as well as disinfecting wipes. We will do our best to maintain these filled and readily available, please notify the Administration Office if we need to update these and we will be more than happy to do so. Some classrooms also have storage cabinets that may be used. If you are interested in using classroom storage, you may request a key from the Administrative Office, and one can be issued to you for the semester. Classroom furniture can be rearranged if needed; however, we do ask that you place the furniture in its original setting before the end of class. It is especially important to ensure that the classroom is left unlocked and that all students have exited the room once you have finished using it.

Classroom Technology

All classrooms have the standard SWC Smart Podium setup. They have a podium, all-in-one computer, projector, projector screen, speakers, confidence monitor, document camera and blue ray player. 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, SY IT Department. All classrooms are equally equipped, and we need to keep an accurate inventory of equipment location as part of our security measures. If you have any questions or assistance with using the classroom technology, please reach out to our HEC, SY IT Department in Room 5202 or by calling 619-216-6790 ext. 4911.



Colleague Self-Service

The SWC Admissions and Records team has compiled a set of reference guides and step-by-step videos to support you throughout the semester. These resources cover key tasks such as accessing add codes, dropping students, certifying Census, submitting grades, and more. You can access them at the following Google Drive link:

https://drive.google.com/drive/folders/1M_Z2mAYccbt6vvJ_RD7yem_KLj90BkJw?usp=sharing

Counseling Services

The HEC, SY has two (2) on-site counselors who are ready to work with students on a variety of topics that include academic, personal, and career issues. 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 individual career/academic goals. A counselor is available to provide class presentations on a variety of counseling services provided at the HEC, SY. The counselors are available Monday through Friday, with some evening hours. Students can schedule an appointment in the HEC, SY Student Services Office, Room 5100.

Copiers

The HEC, SY has a self-service copier located in the Faculty Workroom, Room 5102, for your convenience. Each instructor is issued a Copy Code, with a copy limit of 1,500 copies per class for each semester/session. Note that the copier also scans documents. Your Copy Code is your full Southwestern College I.D. number. The Central Services (CS) 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 via e-mail at swcentralservices@swccd.edu (some restrictions apply). With a few exceptions* this service is complimentary. We 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



Emergency Services

Serious injuries or accidents should be reported, as follows:

LIFE-THREATENING	911
Health Services	619-216-6790 ext. 4909
SWC College Police	619-482-6380
San Diego Police Department	619-424-0400

Serious injuries or accidents should be reported to the HEC, SY Administrator on duty and to the HEC, SY 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. An accident/incident report form must be completed by the administrator for each incident.

Important Note: All classroom phones connect immediately to Chula Vista Campus Police upon removal of headset from base.

Emergency Evacuation

If the fire alarm sounds or the order is given to evacuate the building, please exit the classroom and find the nearest escape route for the office/classroom that you are located in.

Instructors will lead their class to the designated meeting area. Instructors should remain with their class, line up their students and take roll so we may account for all students.

➤ AED (Automated External Defibrillator)

We have two AED machines at our center. One is located on the first floor in front of Student Services, and the second is located in the second-floor hallway between Rooms 5207 and 5208. Both are mounted in special cases. In the event of an emergency where CPR needs to be administered, please access the nearest unit immediately. Turn on the power, and the AED will audibly guide you through the exact steps to follow.

➤ First Aid Kit

A first aid kit is located in the HEC, SY Student Services Office, Room 5100.

➤ Narcan (Naloxone) Kit

A Narcan kit is located in front of Student Services, mounted on the wall below the AED. In the event of a suspected opioid overdose (unresponsive, slow or no breathing), administer Narcan



immediately and call 911. The nasal spray is easy to use by following the instructions on the package.

Faculty Absence

If you are unable to meet your class or will be arriving late to class, you must call the HEC, SY Administrative/Instructional Office at 619-216-6793 (*before 4:30 p.m.*) or 619-216-6792 (*after 4:30 p.m.*). This will allow the staff on duty 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 ***Instructional and Non-Instructional Faculty Evaluation & Tenure Review Policy and Procedures Manual***.

Faculty Substitutions

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

Faculty/Staff Lounge

The Faculty/Staff Lounge is located on the first floor of the Center, Room 5107. The lounge is equipped with a microwave oven, toaster oven, refrigerator, dining table, and sink. This room is for use by staff and faculty only. Student meetings may not be held here.



Faculty Workroom

The Faculty Workroom, Room 5102 (1st floor) is equipped with three Computer Stations, a Printer, an Epson Photo Scanner, a SCANTRON Test Scoring Machine, a heavy duty copier (SHARP) which also scans, and two work area tables with chairs. If you need SCANTRON Test Scoring Forms, these are available in the Administration/Instructional Office. A telephone is available for inter-campus calls and for external local calls (dial 9 to obtain an outside line). Long distance calling service is not available.

The computer stations and/or any other equipment in the Faculty Workroom may be used on a first-come-first-served basis. For questions or concerns with the equipment, please consult with the Computer Lab Technician at Ext. 4911.

Limited storage space is available to faculty on a first-come, first-served basis in the cabinets above the long counter and in the drawers beneath the computer stations. These storage spaces are not lockable so leaving items is at your own risk. To occupy a space, please write your full name on a blank name card affixed to the outside of the cabinet or drawer. If you vacate the space, please remove your name card so that others are aware that the space is free.

Field Trips

Classes being held off-campus require approval from the department administrator 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 HECSY Administrative/Instructional Services Office, Room 5101.

Grade Rosters/Online Grading

Faculty can enter grades online via the new **Colleague Self-Service** web application. For further information on how to navigate the Colleague Self Service web application, please click on the following link which will direct you to the SWC Colleague Self-Service Faculty Reference Guide and more resources:

https://drive.google.com/drive/folders/1M_Z2mAYccht6vvj_RD7yem_KLj90BkJw?usp=sharing

Guest Speaker

Faculty who plan to have a guest speaker during classroom instruction should notify the Director of the HEC, SY prior to the presentations. A guest parking pass will be issued.



IT Department Services

If you would like to reserve the computer classroom and/or need special freeware installed or have any questions regarding the operation of the equipment, please contact the HEC, SY IT Department in Room 5202 or by calling 619-216-6790, ext. 4911. For installation of special freeware and/or files, contact the HEC, SY IT Support Specialist two (2) weeks in advance.

IT Department Services Fall 2025 Hours

Monday – Thursday	8:00AM – 4:30PM
Friday	8:00AM – 4:00PM

Keys

We are currently not issuing classroom keys. All classrooms, along with the Faculty Workroom and Faculty/Staff Lounge, will remain unlocked throughout the day. **We ask that you please make sure that the door remains unlocked as you leave the classroom at the end of class. This helps maintain smooth accessibility for everyone and facilitates a welcoming environment.**

If you have any questions or issues with locks, please reach out to the Administrative/Instructional Office, Room 5101.

Lactation Pod

Our center is equipped with a lactation pod, which is located inside the Faculty Workroom, Room 5102. The pod is available for use by faculty, staff, and students. To ensure availability, you can reserve the lactation pod through the Administration Office, located in Room 5101. Please contact the office in advance to schedule a time that works for you.

Library Services

Library collection information may be accessed through the easy-to-use online catalog (www.swccd.edu/library). Faculty can request books/materials to be sent to them at the HEC, SY by making advance arrangements in the Administrative/Instructional Services Office, Room 5101.

Mail

The District's interoffice mail is picked up/dropped off on Tuesday afternoons. Note: It may take up to two days (maximum) for mail to reach designated offices at the Chula Vista campus or any of the Centers once it is picked up from HEC, SY. The Administration Office will retain any incoming mail addressed to Faculty and promptly notify you via email if there are items for you to collect.



Mailboxes

Faculty mailboxes are located in the Faculty Work Room, Room 5102.

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 workroom, Room 5102 has a PC, a Scantron Test Scanner, printer, copier, and a telephone available for faculty use.

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 5202 or by calling 619-216-6790, ext. 4911.

Wireless Remote Clickers for Power Point presentations can be checked out for the semester. These can be checked out at the Administration/Instructional Office, Room 5101. Checking these out are on a first-come, first served basis, and must please be returned at the end of the semester.

HEC, SY provides limited instructional supplies for use in the classroom only (e.g. dry-erase markers, scantrons, pens, pencils, and erasers).

Office Hours for Part-Time/Full-Time Faculty

Adjunct faculty have the OPTION to work office hours and be compensated. The specific, maximum number of hours you can be paid for is based on your assigned LHE. Please refer to the office hours form which explains how to calculate these or reach out to Corina Elizarraras, Center Coordinator, who can also help.

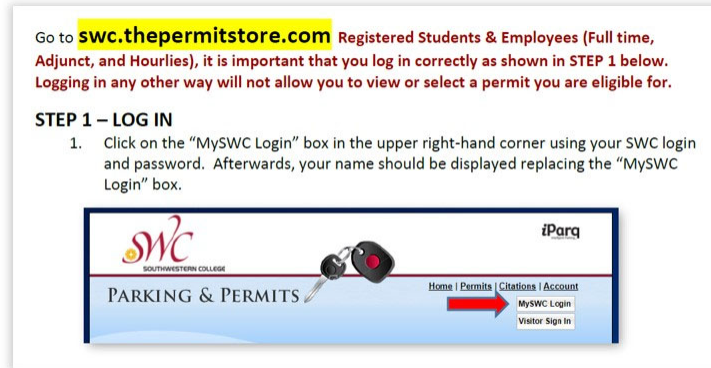
The “SWC Office Hours Form for Part-Time Faculty (Spring and Fall Terms) or Part-Time/Full-Time Faculty (Winter and Summer Intersession Terms)” must be submitted to the Administration/Instructional Office by the course census date; to ensure prompt processing of your form, please submit a copy of your course syllabus listing the office hours, dates and location(s) information. Since space is very limited at HEC SY, we appreciate your flexibility as we will make every creative effort to fit your requested hours.

Once the hours are approved by the Dean, the Administration Office will submit the form to Payroll for processing.



Parking

Parking permits **are required** at the Chula Vista Campus and at the HEC, SY. This applies to students and staff. The Faculty/Staff parking lot is located directly outside of our center. Permits can be requested at swc.thepermitstore.com.



Smoking Policy

Southwestern College campuses are smoke-free campuses. Smoking and other uses of tobacco products are prohibited in all properties and in all vehicles owned, leased or controlled by the College District. Restrictions on smoking apply to all campuses of the Southwestern Community College District currently operating and any future campuses. Policy No. 3570.

Student Material Pick-up

If you wish to leave student materials at the end of the semester for students to pick-up at the HEC, SY, please contact the Administrative/Instructional Office, Room 5101 or by calling 619-216-6793.

Please note that materials will be held for two weeks after the end of the semester and then discarded.

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:

- Goals and objectives for the course
- Content for the course of study
- Attendance requirements and Tardy Policy
- Behavior/discipline requirements as deemed necessary
- Planned schedule of examinations, field trips, or other special activities
- Out-of-class assignment policy
- Method of evaluating student progress toward, and achievement of course goals and objectives, including method by which the final grade is derived



- Information about office hours availability and appointment procedure
- Information that advises students of requirements established by the instructor for meeting course objectives
- Information about student accommodations provided by Disability Support Services
- Academic Dishonesty Policy
- Faculty Contact Information, i.e., Email, Voice Mail
- Faculty Name, Course Title and Number (ex. COMM 103-70, Oral Communication), Times/Days the class meets.
- Instructor's Grading Policy
- Required and Optional Textbooks
- Required and Supplementary Tools and Materials

Instructional and Non-Instructional Faculty Evaluation and Tenure Review Policy & Procedures, 1993, p. 34

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 Program Director for Signature Programs)*
- *Administrative/Instructional Office via the Cognito Forms link included in the Faculty Packet email.*

Telephone Instructions

Telephones in all the classrooms are for ***emergency situations only***. A telephone is available for your convenience in the Faculty Lounge, Room 5102.

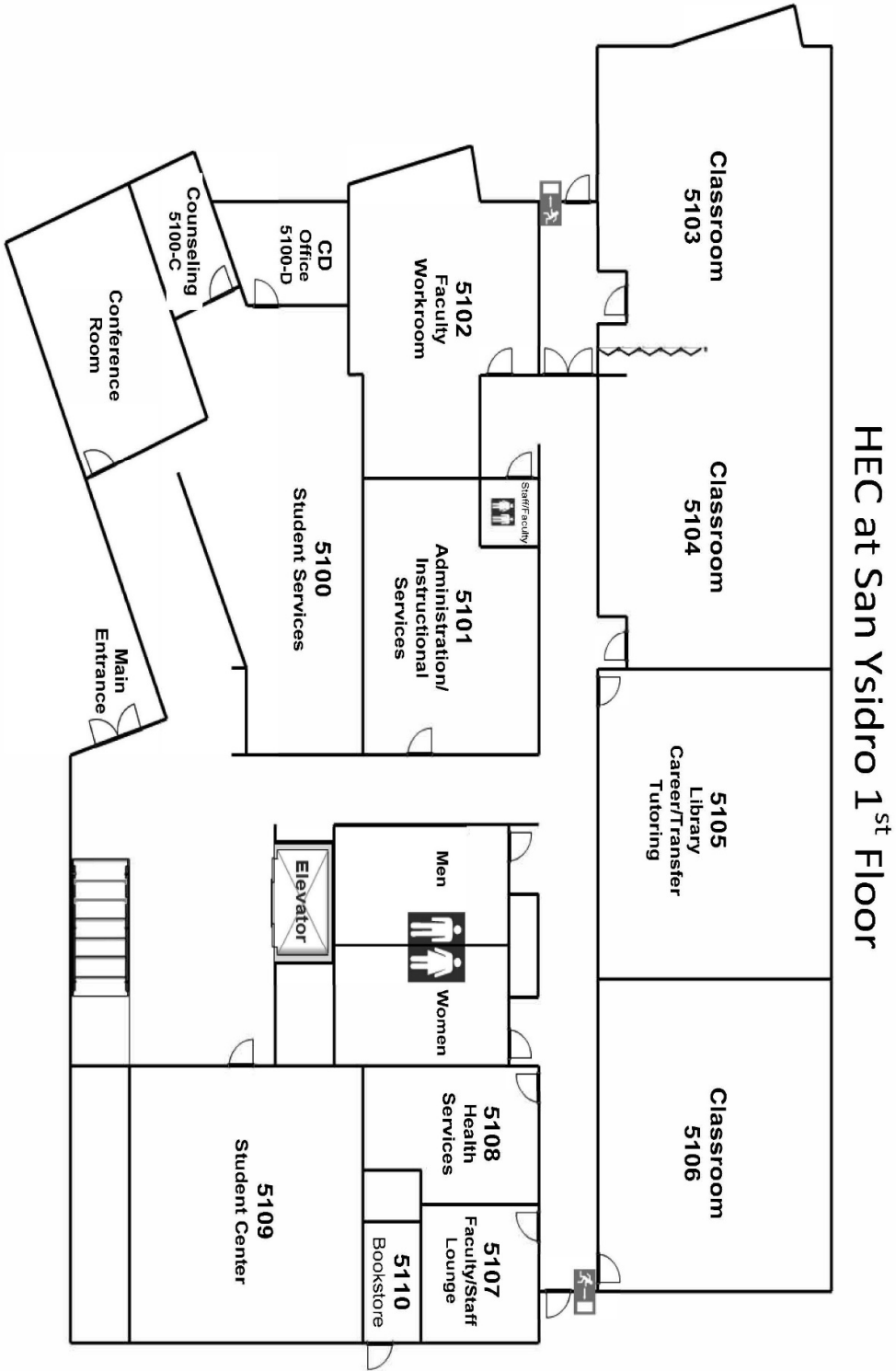
- To place a call within the HEC, SY, just dial the extension.
- To place a call to the main campus, just dial the extension.
- To make a call outside of the HEC, SY, dial 9, then the number.
- To call the HEC, SY, dial 619-216-6790, 1, and the extension.
- The San Diego Police number is 619-531-2000.
- The SWC Campus Police number is 619-482-6380.

The Higher Education Center at San Ysidro staff seeks to serve the needs of faculty and students; therefore, if you require assistance, do not hesitate to ask for help.

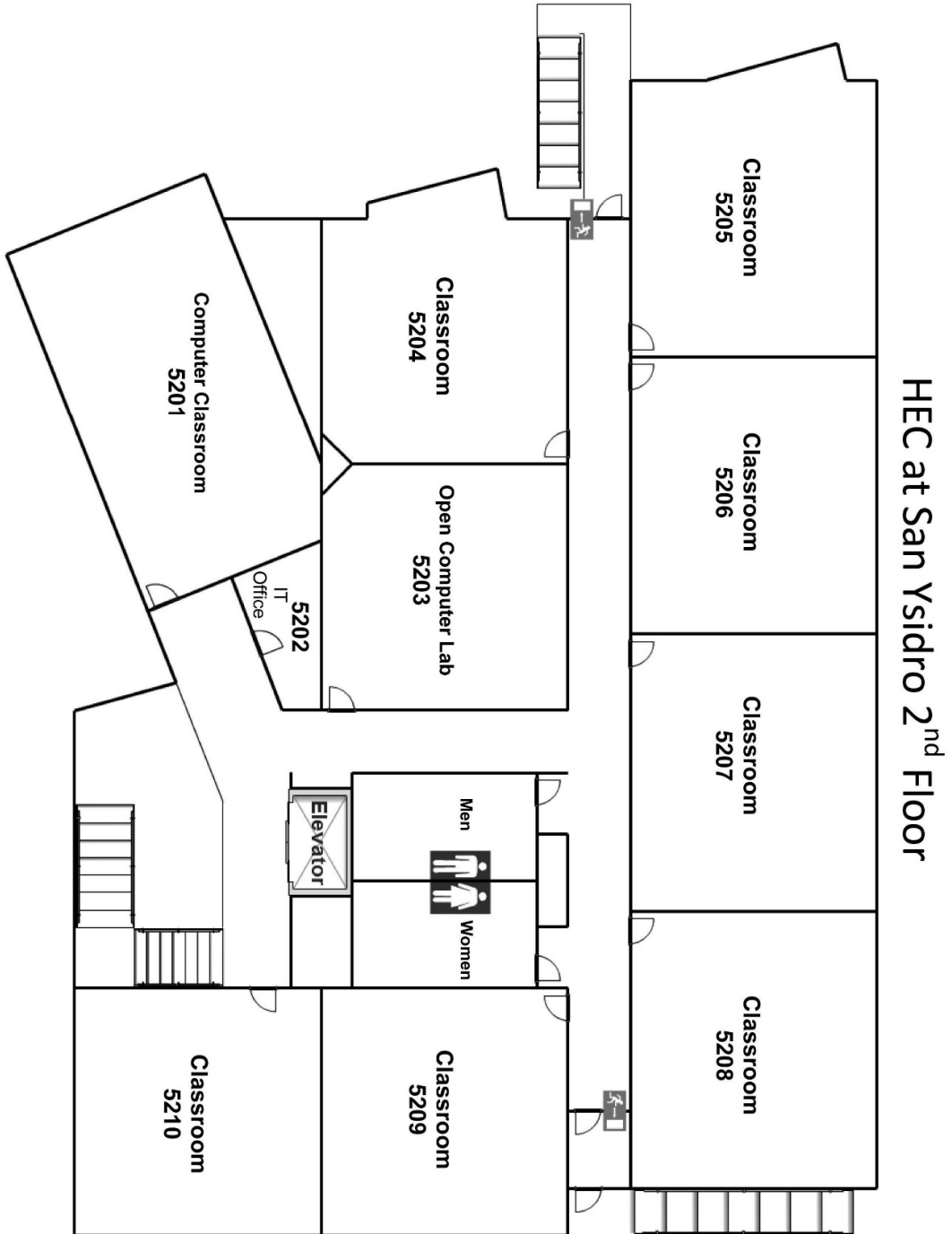
Welcome and enjoy the semester!



Building Map



Second Floor



City Map and Directions



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

- Turn **RIGHT** onto **OTAY LAKES RD.**
- Continue Straight onto **LA MEDIA RD.**
- Use **RIGHT** 2 lanes onto **OLYMPIC PARKWAY.**
- Keep **LEFT** at the fork in the ramp.
- Use **LEFT** 2 lanes; merge onto **I-805 S.**
- Take 1B Exit for **SAN YSIDRO BLVD.**
- Turn **RIGHT** on **SAN YSIDRO BLVD.**
- Turn **LEFT** into parking lot located off of **SAN YSIDRO BLVD.**

From I-5 Going South

- Take **I-5 South** to the **DAIRY MART RD** exit.
- Turn **LEFT** onto **DAIRY MART RD.**
- Turn **RIGHT** onto **SAN YSIDRO BLVD.**
- Turn **RIGHT** into parking lot located off of **SAN YSIDRO BLVD.**

From Mexico Boarder - Going North I-5

- Take **I-5 North** to the **DAIRY MART RD** exit.
- Turn **RIGHT** onto **SAN YSIDRO BLVD.**
- Turn **RIGHT** into parking lot located off of **SAN YSIDRO BLVD.**





Southwestern Community College District
2025-2026 Academic Year Calendar

Fall 2025 Semester		Spring 2026 Semester		Summer 2026 Semester		LEGEND																																																																																																																																							
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FINAL EXAMINATION SCHEDULE

May 23–29, 2026

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 29	(F)	7:00a.m.-9:00a.m.
7-7:55 a.m.	TTh	May 28	(Th)	7:00a.m.-9:00a.m.
8-8:55 a.m.	MWF, MW, Daily	May 27	(W)	8:00a.m.-10:00 a.m.
8-8:55 a.m.	TTh	May 26	(T)	8:10a.m.-10:10 a.m.
9-9:55 a.m.	MWF, MW, Daily	May 29	(F)	9:10a.m.-11:10 a.m.
9-9:55 a.m.	TTh	May 28	(Th)	9:10a.m.-11:10 a.m.
10-10:55 a.m.	MWF, MW, Daily	May 27	(W)	10:10a.m.-12:10 p.m.
10-10:55 a.m.	TTh	May 28	(Th)	11:20a.m.-1:20 p.m.
11-11:55 a.m.	MWF, MW, Daily	May 27	(W)	12:20p.m.-2:20 p.m.
11-11:55 a.m.	TTh	May 26	(T)	10:20a.m.-12:20p.m.
12-12:55 p.m.	MWF, MW, Daily	May 29	(F)	11:20a.m.-1:20p.m.
12-12:55 p.m.	TTh	May 26	(T)	12:30p.m.-2:30 p.m.
1-1:55 p.m.	MWF, MW, Daily	May 27	(W)	2:30p.m.-4:30 p.m.
1-1:55 p.m.	TTh	May 28	(Th)	1:30p.m.-3:30p.m.
2-2:55 p.m.	MWF, MW, Daily	May 29	(F)	1:30p.m.-3:30p.m.
2-2:55 p.m.	TTh	May 26	(T)	2:40p.m.-4:40p.m.
3-3:55 p.m.	MWF, MW, Daily	May 29	(F)	3:40p.m.-5:40p.m.
3-3:55 p.m.	TTh	May 28	(Th)	3:40p.m.-5:40p.m.
4-4:55 p.m.	MWF, MW, Daily	May 27	(W)	4:40p.m.-6:40p.m.
4-4:55 p.m.	TTh	May 26	(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
M, MW	May 27	(W)	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'.
T, TTh	May 26	(T)	
W (only)	May 27	(W)	
Th (only)	May 28	(Th)	
F (only)	May 29	(F)	
Sat (only)	May 23	(Sat)	
Sat/Sun, or F/Sat/Sun, or Sun (only)	May 24	(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 8, 2026.



Higher Education Center at San Ysidro Tech Support Services Spring 2026



On-site tech support is available to all faculty teaching at our Center. The tech support staff is here to assist you with any technological needs or problems that might occur in the classroom. This may include issues with the podium computer, projector, audio, USB cable, projector screen, document camera, etc.

The tech support office is located in **Room 5202, 2nd floor**, next to the Computer Lab.

To request tech support via phone, call **(619) 216-6790 ext. 4911**.

Rommel Vazquez

Computer Technician

rvazquez@swccd.edu

(619) 216-6790 ext. 4911

Tech support is available during the following hours:

Monday – Thursday..... 8:00 am – 4:30 pm

Friday7:30 am – 4:00 pm

Note: Support hours are subject to change

To reserve the computer classroom, Room 5201, please contact the Computer Technician. He will check the availability and reserve the computer classroom for you.

Please do not hesitate to contact the Computer Technician if you experience any technical issues.





CENTRAL SERVICES

DUPLICATING/PRINTING SERVICES

Phone: (619) 482-6405 Email: swccentralservices@swccd.edu

Room 46D-125 Office Hours: Monday – Friday ~ 7:30 a.m.–4:15 p.m.

Faculty and staff members who need duplicating/printing of documents and materials or finishing work (e.g. collate, staple, hole punch, padding, folding, comb or coil binding, lamination, perforation, scoring, etc.) may submit work directly to Central Services in Room 46D-125 or via e-mail see e-mail submission below (some restrictions apply). We can produce many types of documents in black and white or color, such as exams/quizzes, classroom handouts, handbooks, programs, posters, flyers, postcards, brochures, business cards, newsletters, tickets and signs.

SUBMITTING MATERIALS AND LEAD TIME

- || **A Central Services Duplicating/Printing Request Form** needs to be submitted along with original document PDF. **All Work received after 4:00 p.m. will be logged in the next working day.**
- Faculty may submit requests on their signature alone up to a single order of 1,200 copies (20 lb. bond paper available). Requests in excess of 1,200 (or as determined by Central Services Staff) need the approval of the School Dean.
- All Staff requests require an Administrative Approval.**
- Any specific instructions regarding the material should be written in the designated area on the **Central Services Duplicating/Printing Request Form**. **Special Instruction:** If there are any questions regarding material submitted, a CS staff member will contact you, so please include a contact number or e-mail.
- || **Submission via email** of the Duplicating/Printing Request Form is encouraged and available online at www.swccd.edu/cs send to swccentralservices@swccd.edu with your attached pdf (preferred) or word document, **other accepted formats; jpeg files.**
- **Note: Duplicating/Printing Request Forms submitted using electronic format imply approval by the requestor's cognizant administrator. Central Services is not responsible for requests processed without this approval.**



	Lead Time			Approvals		
	Duplicating, Collate & Staple < 1200 copies Stapling & Collating only	Duplicate only (No Finishing work) < 1200 total copies	Duplicate with Finishing Work* < 1200 copies	+/#Color Digital Printing only, < 1200 copies	+/#Color Digital Printing with Finishing work* < 1200 copies	Administrative approval required
Faculty	3 to 4 working days	2 to 3 working days	4 to 5 working days	3 to 4 working days	5 to 6 working days	Requests over 1200 copies
Staff	2 to 3 working days	2 to 3 working days	4 to 5 working days	3 to 4 working days	5 to 6 working days	All Requests

- Large project due dates need to be coordinated with CS staff to make sure we can accommodate your deadline requirements.
- Please check appropriate lead time box on Duplicating/Printing Request Form.
- Weekends and Holidays are not considered working days, and will not be counted.

+/# COLOR DIGITAL PRINTING SERVICES

Color Digital Printing copies are available at 6 cents per page (a page is considered as any side of paper). A budget number is required for all copies printed in color. For **Color Digital Printing only** (less than 1,200 copies) **3 to 4** working days required. For **Color Digital Printing with finishing work***(less than 1,200) **5 to 6** days required.

+ Projects, Grants or Clubs do not qualify for complimentary services (budget number must be provided at time of submission).

1

#Budget number required at time of submission

* Indicates Finishing work



+/#SPECIAL PAPER (STOCK)

- Requests for +/#Special Paper (other than – 20lb. bond) require a **budget number** and **Administrator's approval** before submission. +/#Special stock includes gloss, cardstock, matte, transparencies, 11" x 17" stocks, (basically any stock other than 20lb. bond).
- Xerox digital compatible *customer provided* paper welcome for duplication.

BOOKS, WORKBOOKS, ETC.

- Please contact the Campus Bookstore for copyright clearance, custom printing and reselling of instructor compiled books/workbooks.

+/#PROJECTS, GRANTS OR CLUBS

- Requests supporting projects, grants or clubs *require a budget number and your Administrator approval before processing.*
- CS staff will determine the most efficient and cost-saving method to complete the request.
+Projects, Grants or Clubs do not qualify for complimentary services.

+/#FINISHING WORK* & OTHER SERVICES

- Finishing work* (binding, cutting, hole punching/drilling, perforating, folding, scoring, laminating, and shrink wrap, rounding corners).
- #Personalized notepads (there is a charge for this service).
- #SWC Business cards (there is a charge for this service; 250 cost \$18.79, 500 cost \$33.37).
 - File conversion.
 - Scanning and document clean up, on request only.

SELF-SERVICE COPIERS

- Self-Service copiers are available for staff and faculty use to duplicate classroom materials and official College business materials.
- Copiers are available on a first come/first serve basis.
- Please observe the time limits (300 copies) posted above the machines.
- District offices are limited to 150 copies – White paper only
- Otherwise copies should be planned and submitted to Central Services on a duplicating request form.**



Your School or Office will provide you with a log-in code to operate the self-service copiers.

Hours are subject to change. Hours of operation are posted at each location.

*SUMMMER HOURS ARE LIMITED AND POSTED, *ROOMS CLOSED DURING SUMMER*

Self-service copiers are available at these locations: Rooms 66-113A, 26-130, 15-102 and 58A-103. See posted times for operational use at each location.

DUPLICATING OF PERSONAL MATERIALS NOT PERMITTED

No personal copies, copying of books, copying of materials for other districts, and taking paper supplies are permitted.

+ Projects, Grants or Clubs do not qualify for complimentary services (budget number must be provided at time of submission).

2

#Budget number required at time of submission

* Indicates Finishing work



Southwestern College HEC
@San Ysidro Student Center

Jag Kitchenette



**Students can stop by for
coffee or tea
& a snack**

If students need help with basic needs please visit the
SWC Cares website:

<https://www.swccd.edu/student-support>
or stop by the HECSY Administrative Office.

We are here to help you!

