

# HIGHER EDUCATION CENTER AT NATIONAL CITY

## FACULTY GUIDE SUMMER 2015



880 National City Boulevard National City, CA 91950  
619-216-6665 [www.swccd.edu/hecnc](http://www.swccd.edu/hecnc)



**Governing Board of the Southwestern Community College District**

Melinda Nish Ed.D., Superintendent/President

Norma L. Hernandez, Board President

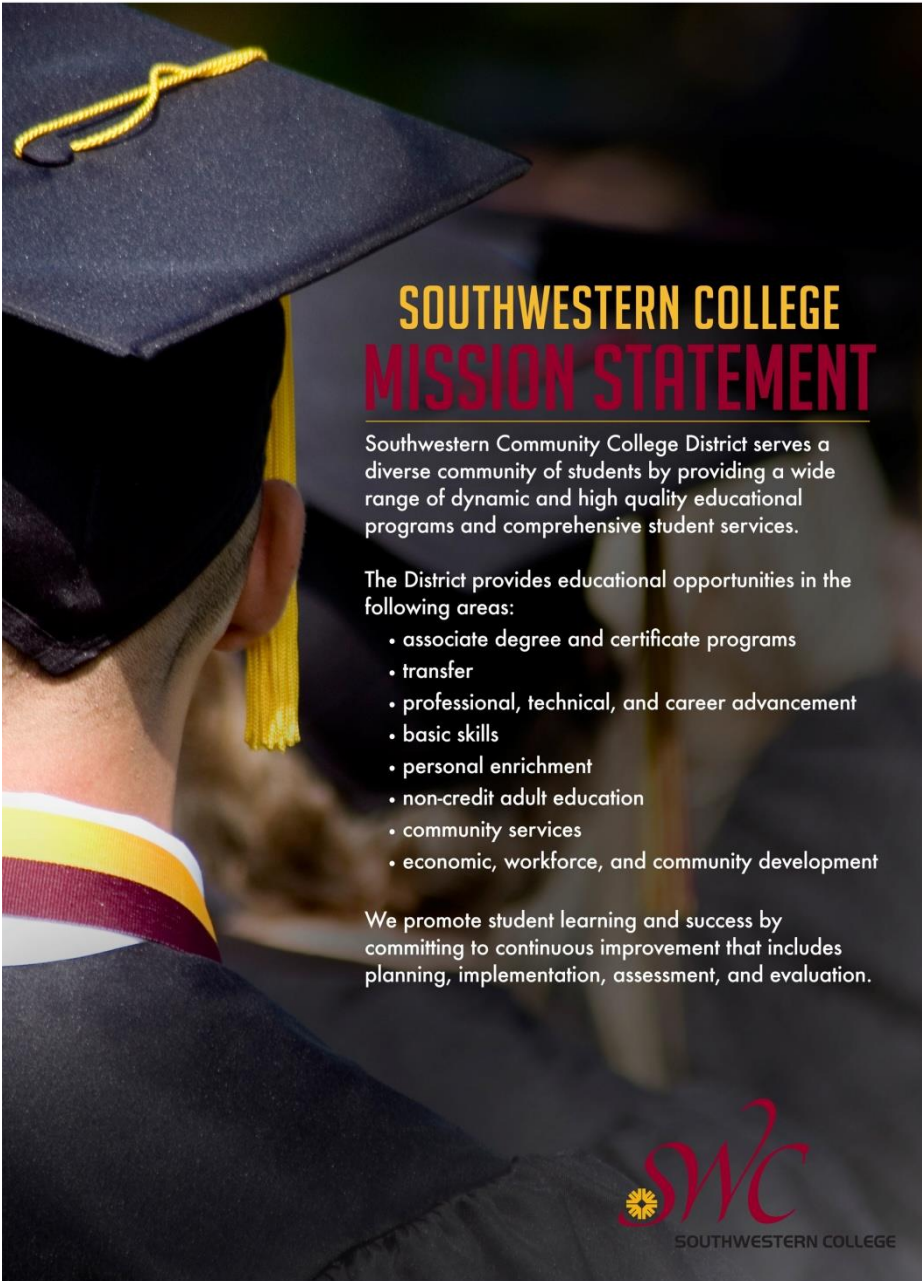
Nora E. Vargas, Board Vice President

Tim Nader

Humberto Peraza, Jr.

Griselda Delgado

Sayaka Ridley, *Student Trustee*




## SOUTHWESTERN COLLEGE MISSION STATEMENT

Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality educational programs and comprehensive student services.

The District provides educational opportunities in the following areas:

- associate degree and certificate programs
- transfer
- professional, technical, and career advancement
- basic skills
- personal enrichment
- non-credit adult education
- community services
- economic, workforce, and community development

We promote student learning and success by committing to continuous improvement that includes planning, implementation, assessment, and evaluation.



SOUTHWESTERN COLLEGE

**Table of Contents**

Welcome.....	4
The History of the Higher Education Center .....	5
Important Dates .....	7
Summer 2014 Hours .....	8
Telephone Directory .....	9
Important Numbers.....	11
Academic Accommodations .....	12
Telephone Instructions.....	21
How to Operate a Smart Podium.....	22
Building Map.....	24
City Map and Directions.....	26
Schools and Departments Contact List.....	27



***Welcome,***

*As the Dean of the Higher Education Center (HEC, NC) at National City, 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, NC students. We appreciate your willingness to provide your teaching expertise and experience in partnership with the staff of the HEC, NC to insure 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, assessment, financial aid, and tutoring.*

*These are very exciting times for Higher Education Center at National City as we are located in a new, 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, physical exercise room, a bookstore and an 18-chair Dental Hygiene Clinic offering free cleanings to the college community. During the last seven years, the HEC, NC has increased in enrollment and now tops 1,500 students per semester.*

*We appreciate your commitment to continue this level of service to the growing HEC, NC 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, NC 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, NC family.*

*Sincerely,*



*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 15 years ago 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 city leaders of National City 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 to 423 students!

In the Spring of 2000, Southwestern College offered San Diego County residents its only Dental Hygiene Program, in collaboration with the US Naval Dental Center SW. The dental hygiene program has distinguished itself by ranking 3rd out of 236 dental hygiene programs nationwide. Additionally, the program boasts a 100% pass rate on National board examinations. On July 29, 2003 the ground breaking ceremony was held at the new location and the grand opening was held in January, 2005. Enrollment has steadily grown and we now serve well more than the original 420 students.

The Higher Education Center prides itself in 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 following are interesting statistics about the students taking classes at the Higher Education Center:

- Over 52% of the students have declared their goal as transfer preparation.
- Approximately 24% of the students indicate they are the first in their family to attend college.
- Approximately 49% of the students are employed, with 18% full-time and 31% part-time.
- Students at the HEC, NC tend to be older in age than students at the Chula Vista campus (28 compared to 26 average age).
- Students enrolled at the HEC, NC carry an average unit load of 8.8 units.

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*** (available in the Administrative Offices), ***SCEA Contract*** and the ***College Catalog*** with special attention to attendance, grading and final examination policies and procedures.



## Important Dates

# Important Dates and Deadlines

## MARCH 2

Summer 2015 application is available online at [www.swccd.edu](http://www.swccd.edu).

## APRIL 20

Registration information emailed to Students

## MAY 4

Registration begins by appointment—Wait list available (as classes fill)

## MAY 25

HOLIDAY- Memorial Holiday

## JUNE 7

Last day to register in classes or get placed on wait lists

## JUNE 7

Residency determination date

## JUNE 8

Summer instruction begins 9-week sessions

## JUNE 15

Summer instruction begins 8-week sessions

## JULY 2

HOLIDAY—Independence Day Observed

## AUGUST 6

All summer sessions end

\* You may add classes with an add code or drop from classes via WebAdvisor at [www.swccd.edu](http://www.swccd.edu). (Click on WebAdvisor or go to <https://webadvisor.swccd.edu>)

Reminder to Faculty!  
Grade rosters must be submitted electronically on WebAdvisor and are due by MIDNIGHT on TUESDAY, August 11, 2015

## SUMMER SESSION DEADLINES:

Check WebAdvisor to view the following deadline dates by clicking on the class title of a specific class section. Deadlines for short-session classes are determined as indicated below.

- Deadline to add classes: Day before Census Date
- Deadline for refund: 10% of actual meeting days (Note: in some cases this may be the first day of class)
- Deadline to apply for pass/no pass option is Thursday of the first week for short term classes
- Deadline to withdraw from class without receiving a "W": 20% of actual class meeting days
- Deadline to withdraw from class and receive a "W": 75% of actual meeting days





**Summer 2015 Hours \*****Building Open for Classes**

Monday through Thursday June 8 – August 6

7:45AM – 6:30PM

Building closes at 9:00 P.M.

Closed Fridays

**Campus Bookstore**

Room 7101

*Subject to Change*

Online Only

**Counselor**

Monday – Thursday

*\*Please call Student Services  
to schedule an appointment***Health Services**

Room 7119

Thursday

8:00AM – 12:30PM

**IT Department**

Room 7209

Monday - Thursday

8:00AM – 8:45PM

**Computer Lab**

Room 7208A

Monday – Thursday

8:00AM – 8:45PM

**Library Services**

Room 7120

Mondays

9:00AM – 12:00PM

Tuesdays

9:00AM – 12:00PM

Wednesdays

3:00PM – 6:00PM

**Student Services**

Room 7116

Monday – Thursday

8:00AM – 6:30PM

**Tutoring Services**

Room 7208A

Math Tutor

9:00AM – 1:00PM

Tuesday &amp; Wednesday

Writing Tutor

Tuesday &amp; Wednesday

9:00AM – 1:00PM

**\*Subject to Change**

### Important Numbers

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

Name	Extension	Room
<b>Administrative/Instructional Office</b>		
▪ Christine Perri, Dean	<b>6668</b>	7103
▪ Andre Harris, Higher Education Center Coordinator	<b>6669</b>	
▪ Mireya Cortez, Clerical Assistant II	<b>4896</b>	
<b>Biology Lab Tech Office</b>		
▪ Heather Anderson, Instructional Lab Technician Science & Allied Health	<b>4872</b>	7206
<b>Counseling Services</b>		
▪ Dean Aragoza, Counselor	<b>4856</b>	7112
▪ Leticia Aguirre, Counselor (Hourly)	<b>4851</b>	
<b>Dental Hygiene Program</b>		
▪ Vickie Kimbrough-Walls, Director	<b>6670</b>	7103C
▪ Sylvia Banda-Ramirez, Administrative Secretary I	<b>4862</b>	
▪ Beth Gray, Associate Professor	<b>4860</b>	
▪ Linda Lukacs, Associate Professor	<b>4865</b>	
▪ Karen Kubischta, Associate Professor	<b>6667</b>	
▪ Kesa Hopkins, Associate Professor	<b>4860</b>	
▪ Gabby Castillo, Dental Hygiene Clinical Facility Coordinator	<b>4870</b>	
▪ Frank Montejano, Evening Instructional Assistant II		
<b>Health Services</b>		
▪ Campus Nurse	<b>4855</b>	7119
<b>IT Department</b>		
▪ Barry Thele, Education Center IT Support Coordinator	▪ <b>4877</b>	7209
▪ Marcelo Arman, Instructional Lab Technician Microcomputer	▪ <b>4893</b>	
<b>Library Services</b>		
▪ Campus Librarian	<b>4868</b>	7120
<b>Medical Laboratory Technician Program</b>		
▪ Deanna Reinacher, Program Director	<b>6673</b>	7103C
▪ Luis Osuna, Associate Professor	<b>4884</b>	
▪ Elizabeth Sisco, Administrative Secretary II	<b>4896</b>	
<b>Student Services</b>		
▪ Fernando Poveda, Supervisor	<b>4858</b>	7211 7116
▪ Evana Peinado, Education Center Technician	<b>4852</b>	
▪ Virginia Castillo, Education Center Technician	<b>4853</b>	

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

EMERGENCY	Phone Number
Emergency	<b>911</b>
National City Police Department	<b>619-336-4411</b>
National City Fire Department	<b>619-336-4550</b>





## 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, NC 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, NC Student Services Office in Room 7116. 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 discuss academic accommodations with their professors during the first two weeks of class. An alternate format of the syllabus and class handouts is 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 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.

### **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, NC Student Services Office for assistance.

### **Classroom Security**

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 7209 or by calling 619-216-6665 ext. 4877, ext. 4893. All classrooms are equally equipped and 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; i.e. video/DVD player, 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**

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. 4877, ext. 4893. For installation of special freeware and/or files, contact the HEC, NC IT Support Specialist two (2) weeks in advance.

***IT Department Services Summer Hours***

Monday – Thursday

8:00 a.m. – 8:45 p.m.

**Counseling Services**

The HEC, NC has one on site counselor who is 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, NC. The counselor is available Monday through Thursday, with some evening hours. Students can schedule an appointment in the HEC, NC Student Services Office, Room 7116.

**Copiers**

The HEC, NC has a self-service copier located in Student Services, Room 7116 for your convenience. The Office Support Services (OSS) at the Chula Vista Campus, Room 101A offers duplicating services and also has self service copiers for your use.

**Course Material Reproduction Services and Clerical Assistance**

All classroom materials requiring typing, word-processing, and/or duplication must be submitted directly to Office Support Services (OSS), Room 101A at the Chula Vista Campus on an OSS request form, in person or via interoffice mail, with approval from your School Dean. The form is available from the Administrative/Instructional Services Office.



### 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. 4852 (*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.

### 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 7103E.

### 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
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. 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.



## Grade Rosters/Online Grading

Faculty can enter grades online via **WebAdvisor** at [www.swccd.edu](http://www.swccd.edu) under the E-Tools menu.

Procedures for online grading can be downloaded via WebAdvisor (see below).

The image displays two screenshots of the Southwestern College WebAdvisor website. The top screenshot shows the main navigation menu with the 'E-Tools' link highlighted. The bottom screenshot shows the 'E-Tools' menu with the 'WebAdvisor' link highlighted, and the 'Procedures for faculty grading' link highlighted under the 'Faculty Information' section.

**Top Screenshot: Main WebAdvisor Page**

- Navigation: Community Relations | Faculty & Staff | Student Services | Test Only | Keywords
- Header: SMC SOUTHWESTERN COLLEGE
- Left Sidebar: About SMC, Academic Programs, Admissions & Registration, Bookstore, Catalog and Schedule, Counseling/Career Guidance, Education Centers, Events Calendar, Finance Aid, Human Resources, Institutional Planning, Land Development, Library, News, Online Learning, Student Leadership.
- Center Content:
  - What's New: SMC Fall Festival, Fall 2006 Schedule of Classes, You will take over for Hernandez.
  - Events Calendar: May 22 - August 10, 2006, August 10, 2006, July 31 - August 13, 2006, August 21, 2006.
  - E-Tools: Open Classes Link, WebAdvisor, Home e-Portfolio, Register Online, Search for Classes, First user free, Add/Update My Position, Apply Online, Curts Link.
- Right Content:
  - Introduction to WebAdvisor: WebAdvisor is a Southwestern College secure web application that allows prospective and current students to access college information.
  - To Login enter your User Name: First initial first name, first initial last name, 0 (zero) and your student ID number (all lower case - no spaces).
  - Example: John Smith ID number 999-999 would enter: j00999999.
  - First time users, your password is your date of birth (mmddyy).
  - Example: December 1, 1984 would enter: 120184.
  - Browser Specifications: To use WebAdvisor, your Internet browser must have a 128-bit cipher strength.

**Bottom Screenshot: WebAdvisor 2.19 - Faculty Information**

- Navigation: Community Relations | Faculty & Staff | Student Services
- Header: SMC SOUTHWESTERN COLLEGE
- Left Sidebar: WebAdvisor, Main Menu, WebAdvisor for Students, WebAdvisor for Prospective Students, WebAdvisor for Faculty, WebAdvisor for Employees.
- Center Content:
  - For Faculty: The following links may display confidential information.
  - User Account: What's my user ID?, What's my password?, Change password, Update your email address/telephone #/address.
  - Personal Profile: Leave plan summary, Position summary.
  - Faculty Information: Class roster, Grading, My class schedule, Search for classes, Attendance Accounting Manual, Attendance Accounting Schedule, Procedures for faculty grading, Record Change Form.

**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. A guest parking pass will be issued.

**Keys**

Classroom keys may be picked up in the Administrative/Instructional Office, Room 7103E. Please contact the HEC, NC Coordinator, to complete the necessary form. All keys are to be returned at the end of each semester. If keys are lost, the member must write a memo to the Dean listing the keys lost, when they were lost, and if possible the approximate location. The Dean of the HEC, NC must then approve the memo and forward it to the Facilities Office at which time new keys will be issued.

**Library Services**

Library collection information may be accessed through the easy-to-use online catalog ([www.swccd.edu.library](http://www.swccd.edu/library)). Faculty can request books/materials to be sent to them at the HEC, NC by making advance arrangements in the Administrative/Instructional Services Office, Room 7103.

**Mailboxes**

The major means of formal communication is through the faculty mailboxes. Faculty mailboxes are located in Room 7207. 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 7207 has a PC, a Scantron Test Scanner, printer, 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 7209 or by calling 619-216-6665 ext. 4877, ext. 4893.

Supplies for classroom instruction may be obtained by completing a requisition form in school offices on the main campus (or the HEC, NC for Dental Hygiene instructors). However, the HEC, NC provides limited instructional supplies for use in the classroom only (e.g. dry-erase markers, erasers).





**Parking**

The Human Resources office issues staff 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).

**Salary Payment**

Salary payment for part-time instructors is made in three monthly equal warrants that are available on the 5<sup>th</sup> of every month and sent to the location designated by the faculty member with Payroll Services at the Chula Vista campus. Checks that are to be picked up at the HEC, NC will be available by the end of the day on the 5<sup>th</sup> of each month (or the previous working weekday if the 5<sup>th</sup> falls on the weekend) from the Administrative/Instructional Office, Room 7103E.

**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

**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, NC, please contact the Administrative/Instructional Office, Room 7103E or by calling 619-216-6669.

***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 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 which 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 Dental Hygiene Director for DH faculty)*
- *Administrative/Instructional Office at the HEC, NC, NC Room 7103E*



**Telephone Instructions**

Telephones in all the classrooms are for ***emergency situations only***. A telephone is available for your convenience in the Faculty Lounge, Room 7207.

- To place a call within the HEC, NC, just dial the extension.
- To place a call to the main 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, 1, and the extension.
- 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

### SMART Classrooms

Everything you need to know to launch your multimedia lesson



1

### Open the cabinet

- Grab the handle and gently pull it towards you...



2

### Familiarize yourself with the Lectern Podium



3

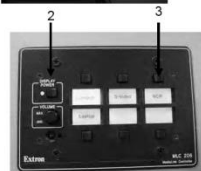
### How to use the Computer

1. Turn on the PC (computer)
2. Turn on the Display Power button
3. Select "Computer" on the Display Panel



### How to use the VCR/DVD

1. Turn on the VCR/DVD player
2. Turn on the Display Power button
3. Select "VCR" on the Display Panel



### How to Use a Laptop

1. Turn on the Display Power button
2. Connect the video cable from the Laptop Compartment to the laptop
3. Turn on the laptop
4. Select "Laptop" on the Display Panel

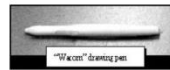


6



## Writing Tablets

- Many instructors like to use the tablets and special pens
- These tablets can be plugged into the rear of the computer



7

## Power Off!!!

1. Shut down PC
2. Power off all equipment
3. Hold down "Display Power" button for 3 seconds until green light flashes.

\*LCD projector fan will keep running for a few minutes before it powers off.



8

## Close the Cabinet

- Push gently on the podium lid to close, making sure the area is free of obstructions, including the mouse.



9

## You are now a Smart Classroom Expert!

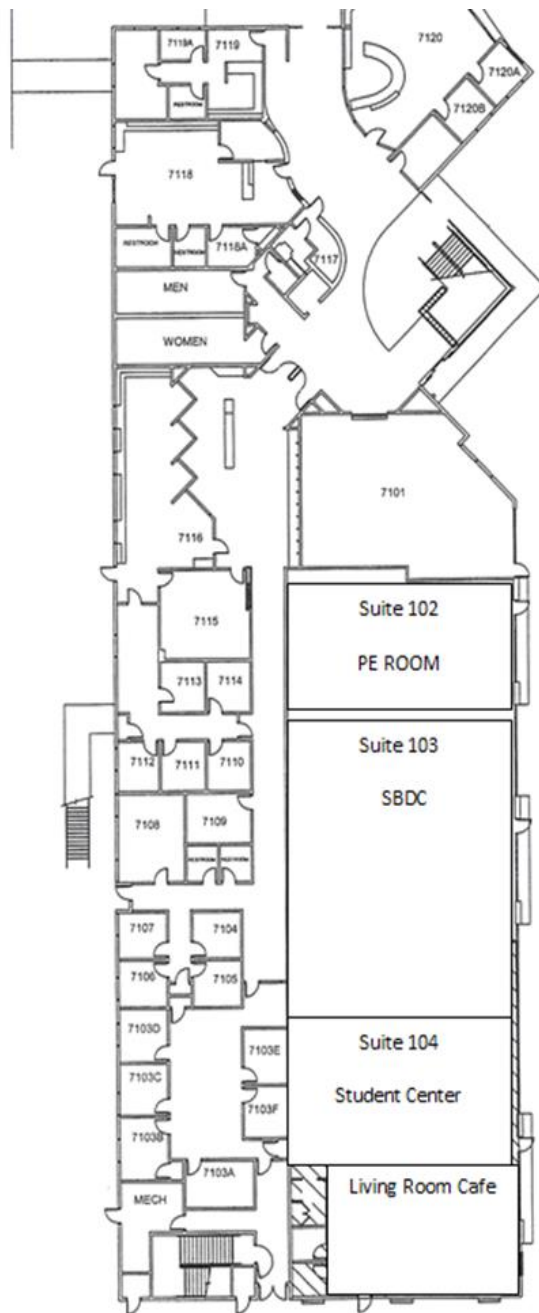
For more information, contact...

- Your **dean**
- Your **school lab tech**
- Your **Instructional Designer**
- The SMART classroom Helpline: Ext. 5188
- Off-campus: 619-421-6700, ext. 5188



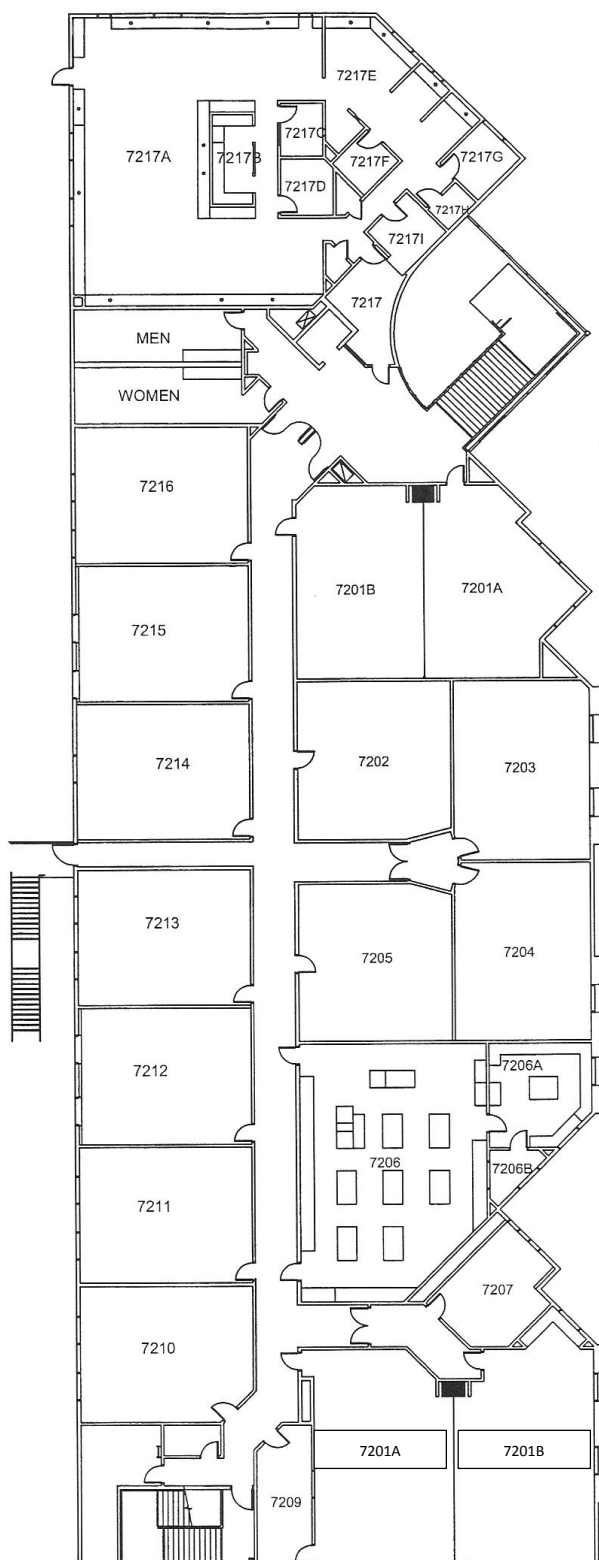
10



**Building Map****Legend – First Floor**

- Instructional/Administrative Office 7103
- Transfer/Career Center 7115
- Student Services 7116
- Family Resource Center 7118
- Health Services/Campus Nurse 7119
- Library/Tutoring/Multipurpose 7120
- Bookstore 7101
- Student Center Suite 104





### Legend – Second Floor

- Biology Lab
- ITC Computer Lab
- Dental Hygiene Clinic
- Faculty Lounge

**7206**  
**7208A**  
**7217A**  
**7207**





### City Map and Directions



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

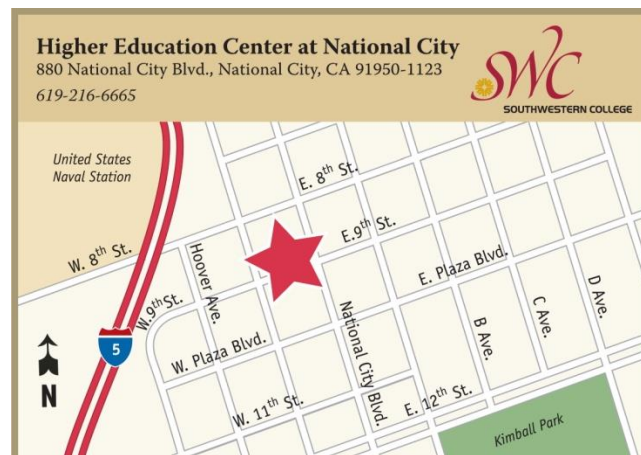
- Take **I-805 North** ramp.
- Merge onto **I-805 North**.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto **CA-54 W**.
- Take **I-5 North**.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into the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



## Schools and Departments Contact List

Main Campus Phone Number 619-421-6700

### Office Hours

#### ACADEMIC SUCCESS CENTER

619-482-6348, Building 420  
Mon.-Thurs. .... 7:30 a.m.-6 p.m.  
Fri. .... Closed

#### ADMISSIONS AND RECORDS

619-421-6700 ext. 5215 or 5216, \*Building 1400, Room S101  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### ASSESSMENT/PREREQUISITES

619-482-6385, \*Building 1400, Room S107  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### BOOKSTORE

619-482-6416, Building 630  
Check the Bookstore website at  
[www.swcbookstore.com](http://www.swcbookstore.com)

#### CALWORKS PROGRAM

619-482-6510, Building 1400, Room S210  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### CAREER CENTER

619-421-6700, ext. 5247 \*Building 1400, Room S206  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### CASHIER'S OFFICE/STUDENT ACCOUNTS

619-482-6307, \*Building 1400, Room S102  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### CHILD DEVELOPMENT CENTER

619-216-6695, \*Building 2000  
Mon.-Fri. .... 7 a.m.-5 p.m.

#### COLLEGE POLICE DEPARTMENT

619-216-6691 (EMERGENCIES ONLY)  
619-482-6380 (Non-emergencies), Building 105, Room 105D  
Police: Mon.-Sat. .... 6 a.m.-10:30 p.m.  
Police Lobby: Mon.-Fri. .... 8 a.m.-5 p.m.

#### CONTINUING EDUCATION

619-482-6376, Building 660  
Mon.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### COUNSELING CENTER

619-421-6700, ext. 5240,  
\*Building 1400, Room S204  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### DISABILITY SUPPORT SERVICES (DSS)

619-482-6512, Building \*1400, Room S108  
VP 619-207-4480  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed./Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### DISTRICT LOST AND FOUND

619-482-6380, Building 105, Room 105D

#### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

619-482-6456, \*Building 1400, Room S201  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### EVALUATIONS

619-482-6326, \*Building 1400, Room S104  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### FINANCIAL AID

Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### FOOD SERVICES

See also:  
*Student Union*  
*Time Out Café*  
*Trade Winds Café*

#### HEALTH SERVICES

619-482-6354, Building 600, Room 601F  
Mon.-Thurs. .... 8 a.m.-6:30 p.m.  
Fri. .... Closed

#### HONORS PROGRAM

619-482-6472, \*Building 104, Room 104B  
Mon.-Thurs. .... 7:30 a.m.-4 p.m.  
Fri. .... Closed

#### LIBRARY

619-482-6397, Building 620  
See Library webpage for hours of operation  
[www.swccd.edu/~library](http://www.swccd.edu/~library)

#### MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT PROGRAM (MESA)

619-482-6381, Building 390, Room 396

#### ONLINE LEARNING CENTER

619-482-6595, Building 620, Room L103  
Call 888-556-6718 after business hours  
Mon.-Fri. .... 9 a.m.-4 p.m.

#### OUTREACH SERVICES

619-482-6518, Building 1400, Room S101A  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### PERKINS GRANT/CTE OFFICE

619-421-6700, ext. 5261, Building 660  
Mon.-Thurs. .... 7 a.m.-3:30 p.m.  
Fri. .... Closed

#### SERVICE LEARNING/COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

619-482-6537, \*Building 600 Room 601C  
Mon.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### STUDENT ACTIVITIES

619-482-6568, Building 600, Room 601C  
Mon.-Thurs. .... 8 a.m.-6:30 p.m.  
Fri. .... Closed

#### STUDENT EMPLOYMENT SERVICES

619-482-6356, \*Building 1400, Room S208  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### STUDENT UNION

619-482-6359, Building 610  
Tech Prep/2 + 2  
619-421-6700, ext. 5740, \*Room 200A  
Mon.-Thurs. .... 11 a.m.-3 p.m.  
Fri. .... Closed

#### TIME OUT CAFÉ

619-421-6700, ext. 5305, Building 480

#### TRADE WINDS CAFÉ

619-421-6700, ext. 5971

#### TRANSFER CENTER

619-482-6472, \*Building 1400, Room S205  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### VETERANS SERVICES

619-482-6324, \*Building 1400, Room S104  
Mon.-Tues. .... 8 a.m.-6:30 p.m.  
Wed.-Thurs. .... 8 a.m.-5 p.m.  
Fri. .... Closed

#### WORKABILITY III PROGRAM

619-216-6714, \*Building 1400, Room S207A  
Mon.-Thurs. .... 9 a.m.-4 p.m.  
Fri. .... Closed

*\* Building 1400 is the Cesar E. Chavez Building/ Student Services Center.*

