STUDENT GUIDE FALL 2015









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

Governing Board of the Southwestern Community College District

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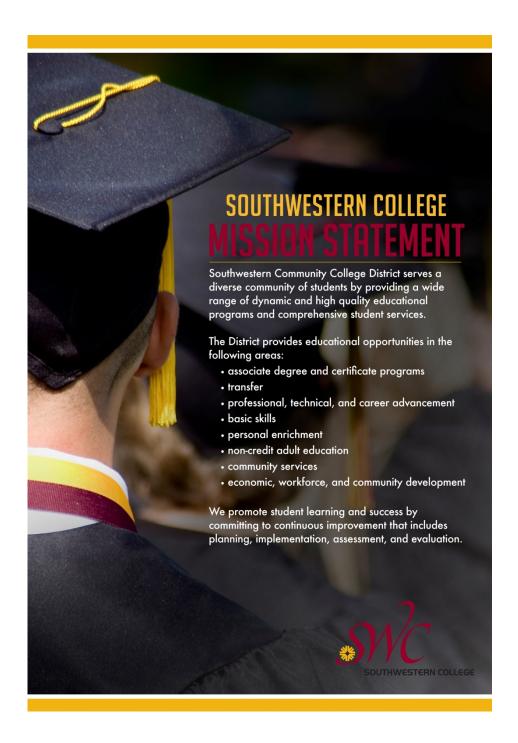




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Welcome,

As Dean of the Higher Education Center (HEC, NC) at National City, let me be the first to welcome you to the Center. At the HEC, NC, you will find faculty and staff members who are committed to academic excellence and assisting you to work toward your individual goals. We offer a variety of occupational, transfer and general education courses, and have nearly 200 classes for you to choose from. In addition to academic course offerings, we provide many student services to assist you, 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 now located in a new, state-of-the-art facility. The Center includes 16 "smart" classrooms, a biology laboratory, 30-station open computer lab, a health services center, a bookstore and an 18-chair Dental Hygiene Clinic offering free cleanings to students. During the last six years, the HEC, NC has increased in enrollment and now tops 1,500 students per semester.

The Higher Education Center constantly strives to improve its services to our students and neighboring community. Your success is important to us and we will do all we can to help you achieve it. Thank you for allowing us to share in this part of your academic life and best wishes for a successful semester and future!

Sincerely,

Christine Perri, RDH, MA

Christine ferri

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

Student Services

Higher Education Students are offered higher quality services!

The Student Services staff at the Higher Education Center can help you with the following:

- Admissions and Registration
- Financial Aid
- Cashiering
- Assessment
- Academic counseling
- EOPS services
- Career services
- Personal Wellness
- Transfer services
- Library services
- Tutoring (English, MEDOP, Dental Hygiene, Writing, and Math)
- DSS services
- Veteran's services

Counseling Services

The Counseling staff at the Higher Education Center can help you with the following:

Basic Skills Assessment

Interpret your test scores so that you can be placed in classes where you can succeed.

Career Development

Assist you in learning how to define what career fits you. Help you find a career that you will enjoy, will match your personality and interests, and will represent your work values.

Developing an Educational Plan

Map your educational plan so that the courses you take count towards your educational goal. We will develop a semester-by-semester plan, which will let you know when you complete your course requirements.

Selection of University or Training Program

Search for the best educational training program or educational institution for you.

Scholarships

Help you access and apply for scholarships and other types of financial aid.

Personal Development

Assist you in identifying options to developing your study skills, job search, career options, and university transfer options through an array of workshops.



Personal Counseling/Personal Wellness

Assist you in difficult situations by helping you create options for yourself.

To receive any of the above listed services, stop by the Student Services Office and make an appointment to meet with a counselor. You can make an appointment Monday thru Thursday, 8:00 a.m. to 6:30 p.m. and Friday's from 8:00a.m, to 5:00p.m at 619-216-6665, extension 4851, or stop by Room 7116.

Important Dates

IMPORTANT DATES AND DEADLINES

MARCH 2

Fall 2015 application period begins. Applications are online at www.swccd.

JULY 1

Email registration information to students

JULY 2

Holiday - 4th of July Campus Closed

JULY 13

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

Rectangular Snip

JULY 27-28

 Registration begins by appointment for new and returning students with SSS steps completed

JULY 29

Open Registration

AUGUST 23

- · Last day to enroll in full-term classes or get placed on waitlists
- · Residency determination date

AUGUST 24

· Fall instruction begins for full-term and first 8-week session

AUGUST 29

· Last day to get a refund in the Bookstore

SEPTEMBER 6

· No Sunday classes in observance of Labor Day

AUGUST 24 - SEPTEMBER 6

Deadlines for Full-term classes

- Add/drop period/class change period
 Last day to add classes on WebAdvisor.
- You may add classes with an add code or drop from classes via WebAdvisor at www.swccd.edu. (Click on WebAdvisor or go to https://webadvisor.swccd.edu)

No late adds will be accepted. Deadline will be enforced.

 Refunds—Last day to withdraw from full-semester classes and qualify for a full refund of enrollment fees and non resident tuition (See information below for short session deadline).

SEPTEMBER 7

- Holiday—Labor Day Campus Closed
- · Last day to drop classes without a 'W' grade (via WebAdvisor)

SEPTEMBER 8

Last day to get a refund for Student Activities Stickers

SEPTEMBER 11

· Last day to file a petition for independent study

SEPTEMBER 18

Last day to file a petition for Pass/No Pass

OCTOBER 2

· Last day to file a petition for Credit by Exam

OCTOBER 19

2nd Short Session begins

NOVEMBER 1

Deadline to Petition for Fall 2015 Graduation

NOVEMBER 11

· Holiday-Veterans Day Campus Closed

NOVEMBER 13

 Last day to withdraw from full-semester courses and receive a "W" grade for full-semester classes

NOVEMBER 26-29

Thanksgiving Holiday Campus Closed

DECEMBER 6-12

· Final Examination Week

DECEMBER 12

Last day of classes—End of Semester

DECEMBER 19-JANUARY 3

Campus closed

Reminder to Faculty

Grade rosters must be submitted on WebAdvisor and are due by MIDNIGHT on Wednesday. December 16

Short Session Deadlines:

SHORT SESSIONS BEGIN AUGUST 24 AND OCTOBER 19

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

Final Exams Week

FINAL EXAMINATION SCHEDULE

December 6-12, 2015

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
7-755 am.	MWF or Daily		Dec 7 & 9	(MW)	7-7-50 a.m.
		OR	Dec 7	(M)	6–7:50 a.m.
7–755 a.m.	TTh		Dec 8 & 10	(TTh)	7–7:50 a.m.
		OR	Dec 8	(T)	6–7:50 a.m.
8-855 a.m.	MWF, MW, Daily		Dec 7	(M)	8–10 am.
8-855 a.m.	TTh		Dec 8	(T)	8–10 am.
9-955 a.m.	MWF, MW, Daily		Dec 9	(W)	8–10 am.
9-955 a.m.	TTh		Dec 10	(Th)	8–10 am.
10-1055 a.m.	MWF, MW, Daily		Dec 7	(M)	10:30 a.m12:30 p.m.
10–1055 a.m.	TTh		Dec 10	(Th)	10:30 a.m12:30 p.m.
11–11:55 a.m.	MWF, MW, Daily		Dec 9	(W)	10:30 a.m12:30 p.m.
11–1155 a.m.	TTh		Dec 8	(T)	10:30 a.m.–12:30 p.m.
12-12:55 p.m.	MWF, MW, Dally		Dec 11	(F)	8-10 am.
12-12:55 p.m.	TTh		Dec 11	(F)	10:30 a.m12:30 p.m.
1–1:55 p.m.	MWF, MW, Daily		Dec 9	(W)	1–3 p.m.
1–1:55 p.m.	TTh		Dec 10	(Th)	1–3 p.m.
2-2:55 p.m.	MWF, MW, Dally		Dec 7	(M)	1-3 p.m.
2-2-55 p.m.	TTh		Dec 8	(T)	1–3 p.m.
3-3-55 p.m.	MWF, MW, Daily		Dec 11	(F)	1–3 p.m.
3-3:55 p.m.	TTh		Dec 11	(F)	3:15-5:15 p.m.
4-455 p.m.	MWF, MW, Daily		Dec 9	(W)	3:15-5:15 p.m.
4-455 p.m.	TTh		Dec 8	(T)	3:15-5:15 p.m.
5-5:55 p.m.	MWF, MW, Daily		Dec 7	(M)	3:15-5:15 p.m.
5–5:55 p.m.	TTh		Dec 10	(Th)	3:15-5:15 p.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 6 p.m. or later or Saturday/Sunday (anytir	Exam Date	Exam Day	Exam Time Final exam time for evening and Saturday/Sunday classes will begin at the regular class meeting time and are scheduled for a two-hour period unless stated otherwise under 'Exceptions'.
M or MW	Dec 7	(M)	Exceptions:
TorTTh	Dec 8	(T)	 Evening classes that meet twice a week: Final examinations may be
W (only)	Dec 9	(W)	given either on one night for two hours OR split over two nights for
Th (only)	Dec 10	(Thi)	one hour each night.
F (only)	Dec 11	(F)	 First Session Fast Track classes ending mid-semester will have
Cint Specials	Dec 12	45 mm	final permitations along during the last social rise school destriber

(Sun):

Don 6

Reminder to Faculty!

Sat/Sun, or F/Sat/Sun, or Sun (only)

Grade rosters must be submitted electronically on WebAdvisor and are due by MIDNIGHT on Wednesday, December 16, 2015.

- week: Final examinations may be hours OR split over two nights for
- ling mid-semester will have final examinations given during the last regularly scheduled class
- 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.



Fall 2015 Hours

Building Open for Classes	3	
Monday –Thursday		7:45AM - 10:00PM
Friday		7:45AM - 9:00PM
Campus Bookstore	Room 7101	Subject to Change
Monday, August 24 – Thu	rsday, August 24	8:00AM - 1:00PM 4:00PM - 6:30PM
Friday, August 28		8:30AM - 12:00PM
Counselor*		
Monday – Friday*		*Please call Student Services to schedule an appointment
Health Services R	oom 7119	Subject to Change
Monday		8:00AM - 1:30PM
Wednesday		4:00PM - 6:30PM
IT Department	Room 7209	Subject to Change
Monday - Wednesday		8:00AM - 8:45PM
Thursday		8:00AM - 4:00PM
Friday		8:00AM - 4:00PM
Computer Lab Room 7208	BA	Subject to Change
Monday - Thursday		8:00AM - 8:30PM
Friday		8:00AM - 4:00PM
Library Services	Room 7120	ТВА
Chrydon & Compiess	Doom 711(
Student Services	Room 7116	Subject to Change
Monday – Thursday		8:00AM – 6:30PM
Friday		8:00AM - 5:00PM
Tutoring Services	Room 7208A	Subject to Change
Computer Literacy Tutor		ТВА
Math		ТВА
Medical Office Profession	aal Room 7120A	ТВА
Writing Tutor*		
		TBA
*For an individual appoin	tment, contact tcarr@swccd.ed	



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Important Numbers

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

Name	Extension	Room
Administrative/Instructional Office	6668 6669 4958 4896	7103B 7103E 7111 7103
Sciences and Allied Health Laboratory • Heather Anderson, Instructional Lab Technician Science & Allied Health	4872	7206
Counseling Services Dean Aragoza, Counselor Leticia Aguirre, Counselor, Hourly	4856 4857	7112
 Vickie Kimbrough-Walls, Director Sylvia Banda-Ramirez, Administrative Secretary I Linda Lukacs, Associate Professor Beth Gray, Associate Professor Karen Kubishyta, Associate Professor Kesa Hopkins, Associate Professor Gabby Castillo, Dental Hygiene Clinical Facility Coordinator Frank Montejano, Evening Instructional Assistant II 	6670 4862 4860 4865 4861 4870	7103C
Health Services Campus Nurse	4855	7119
 IT Department Barry Thele, Education Center IT Support Coordinator Marcelo Arman, Instructional Lab Technician Microcomputer 	4877 4893	7209
Library Services - Campus Librarian	4868	7120
 Medical Laboratory Technician Program Deanna Reinacher Program Director Elizabeth Sisco, Administrative Secretary I 	6673 4886	7103C
 Medical Assistant Program Deanna Reinacher, Program Director Luis Osuna, Associate Professor 	6673 4884	7110
Student Services • Evana Peinado, Education Center Technician • Virginia Castillo, Education Center Technician	4852 4853	7116

Note: In case of an emergency, please contact the Dean, HEC, NC Coordinator, or Administrator on Duty. *Hourly

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



HEC, NC Parking Rules and Regulations

The Higher Education Center parking and traffic is supervised by the Southwestern College Police Department and Public Safety Assistants. The following rules and regulations pertain to all students, staff and public. A copy of the college parking policy is available in the Business and Operations office, Main Campus, Room 1651.

- All regulatory signs within the parking structure must be obeyed. Violators will be cited under California Vehicle Code Section 21113(a).
- The maximum speed limit within the parking structure is 10 MPH.
- Parking is allowed in marked spaces only.
- Except in disabled parking spaces, all vehicles must have a valid college parking permit, properly displayed, while parked in the parking structure. Vehicles parked in disabled person spaces must display state-issued disabled person identification at all times.
- Staff parking spaces (gold-lined parking stalls) require a valid staff parking permit at all times. Staff permits are valid in student and staff parking spaces.
- Student parking spaces (white-lined parking stalls) require a valid student semester parking permit or a single day parking permit, Monday through Thursday from 7:00 a.m. to 10:00 p.m., and Friday from 7:00 a.m. to 4:30 p.m. Student parking permits must be purchased through WebAdvisor.
- Single day permits, valid the date of issuance, are available for \$3.00 from the permit dispenser located on the second level of the structure next to the elevator.
- Parking on the roof of the structure is prohibited and its use is solely for the staff and visitors of the San Diego County of Education Facility.
- Purchase of a parking permit does NOT guarantee a parking space. The responsibility for finding a legal parking space rests with the operator of the vehicle. Lack of space is not an excuse for illegal parking.
- Southwestern College is not responsible for lost or stolen permits.
- Once purchased, there are no refunds for parking permits.
- Special permits may be issued on a case-by-case basis. Such permits must be displayed on the dash, face up.

Parking or loitering on campus after 10:00 p.m. or after special events is prohibited.

Police and Safety

Higher Education Center at National City (HEC, NC):

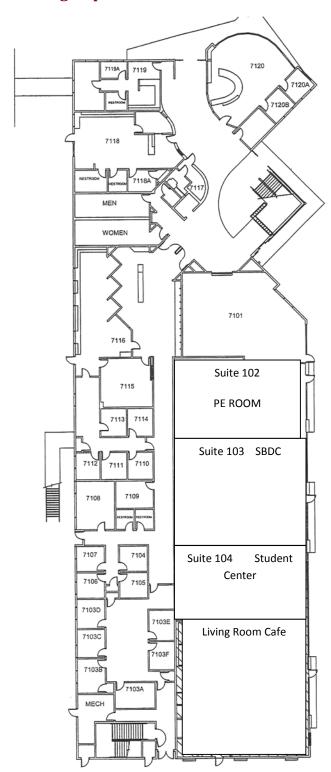
At the HEC, NC, police services are provided by the National City Police Department. There are no college police officers assigned full-time on the premises.

The National City Police Department investigates crimes and provides services to the HEC, NC. Dial 911 for emergency services. Please alert the Center Administrator at 619-216-6665 or the College Police Department at the Chula Vista campus at 619-482-6691 of all incidents and reports.

No Smoking Policy

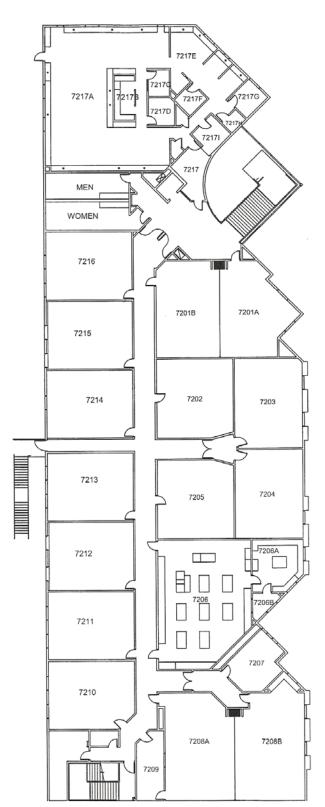
The Governing Board adopted a policy effective July 1, 1989. Smoking is prohibited in all interior spaces of any building or vehicle, on-campus or extension sites, which are owned or leased by the District. Smoking shall be permitted outdoors.

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	7206
ITC Computer Lab	7208A
 Dental Hygiene Clinic 	7217A
■ Faculty Lounge	7207



City Map and Directions



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

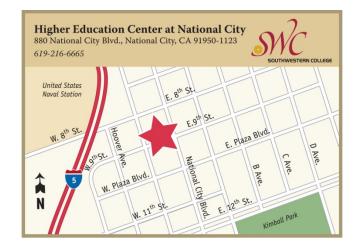
- Take **I-805 North** ramp.
- Merge onto I-805 North.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto CA-54 W.
- Take I-5 North.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn LEFT onto ROOSEVELT AVE.
- Turn **RIGHT** into the parking structure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

From I-5 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 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**.





Eatery and Locations

Name	Phone Number
Big Ben Market	619-477-1015
■ 108 E. 8 th St.	
Clarion Hotel	619-474-2800
■ 700 National City Blvd.	
Jack in the Box	619-477-5804
■ 700 Roosevelt Ave.	
McDini's	619-474-6771
■ 105 E. 8 th St.	
Napoleone Pizza House	619-474-2888
• 619 National City Blvd.	
Niederfrank's Ice Cream	619-477-0828
■ 726 "A" Ave.	
Coronado Cafe	619-477-1105
 801 National City Blvd, Suite D 	
AM/PM	619-474-5943
■ 133 W 8 th Street	

Schools and Departments Contact List

Main Campus Phone Number 619-421-6700

Fall 2013 Schedule of Classes

Check online for newly added classes and instructor updates at $\mathbf{www}.\mathbf{swccd}.\mathbf{edu}$

OFFICE HOURS

Academic Success Center	College Police Department	Health Services
619-482-6348, Building 420	619-216-6691 (EMERGENCIES ONLY)	619-482-6354, Building 600, Room 601F
Please call for hours of operation.	619-482-6380 (Non-emergencies),	Mon.—Thurs 8 a.m.—6:30 p.m.
	Building 105, Room 105D	Fri 8 a.m.–1 p.m.
Admissions and Records	Police: MonSat 6 a.m10:30 p.m.	
619-482-6550, *Building 1400, Room S101	Police Lobby: Mon.—Fri 8 a.m.—5 p.m.	Honors Program
Mon.—Thurs 7:45 a.m.—6:30 p.m.		619-482-6472, *Building 104, Room 104B
Fri 7:45 a.m.—1 p.m.	Continuing Education	Mon.—Thurs 7:30 a.m.—4 p.m
	619-482-6376, Building 660	
Assessment/Prerequisites	Mon.—Fri 8 a.m.—4:30 p.m.	Library
619-482-6385, *Building 1400, Room S107		619-482-6397, Building 620
MonTues 7:45 a.m6:30 p.m.	Counseling Center	See Library webpage for hours of operation www.
Wed.—Thurs 7:45 a.m.—4:30 p.m.	619-421-6700, ext. 5240, *Building 1400,	swccd.edu/~library
Fri 7:45 a.m.—1 p.m.	Room S204	
	MonTues	Mathematics, Engineering, Science
Bookstore	Wed.—Thurs 7:45 a.m.—4 p.m.	Achievement Program (MESA)
619-482-6416, Building 630	Fri7:45 a.m.—1 p.m.	619-482-6381, Building 390, Room 396
Mon.—Thurs 7:45 a.m.—6:30 p.m.		Mon.—Thurs 8 a.m.—6 p.m.
Fri	Disability Support Services (DSS)	Fri 8 a.m.–2 p.m.
(Saturday hours vary, check the bookstore website	619-482-6512, Building *1400, Room S108	
at www.swccd.edu/bookstore.com)	TTY 619-482-6470	Online Learning Center
O HAIODIK D	Mon., Wed., Thurs 7:45 a.m.–4:30 p.m.	619-482-6595, Building 620, Room L103
CalWORKs Program	Tues	Call 888-556-6718 after business hours
619-482-6510, Building 1400, Room S210	Fri 7:45 a.m.—1 p.m.	Mon.—Fri 9 a.m.—4 p.m.
Mon.—Fri 8 a.m.—5 p.m.	Production of the contract of	O
Canada Cantan	District Lost and Found	Outreach Services
Career Center	619-482-6380, Building 105, Room 105D	619-482-6518, Building 1400, Room S101A
619-421-6700, ext. 5247 *Building 1400, Room S206	Mon.—Sat 8 a.m.—5 p.m.	Mon., Wed., Thurs
Mon., Wed., Thurs 7:45 a.m.–4:30 p.m.	Fotonded Onnestonito December and	Tues
Tues	Extended Opportunity Programs and Services (EOPS)	Fri 7:45 a.m.—1 p.m.
Fri	619-482-6456, *Building 1400, Room S201	Perkins Grant/CTE Office
Fri 7:45 a.m.—1 p.m.	Mon., Wed., Thurs 7:45 a.m.–4:30 p.m.	619-421-6700, ext 5261, Building 660
Cashier's Office	Tues	Mon.–Fri
619-482-6307, *Building 1400, Room S102		IVIOП.—ГП 6 а.П.—4.30 р.П.
Mon.—Thurs	Fri	Service Learning/Cooperative Work
Fri	Evaluations	Experience Education (CWEE)
7.43 a.m.—1 p.m.	619-482-6326, *Building 1400, Room S104	619-482-6537, ext. 5566, *Building 1400,
Center for Technical Education and Career	Mon., Wed., Thurs	Room S205H
Success (CTECS)/Women's Resource Center	Tues	Mon.—Thurs 8:15 a.m.—4:45 p.m.
(WRC)	Fri 7:45 a.m.—1 p.m.	Fri
619-421-6700, ext. 5805, *Building 1400,	7.43 d.m.—1 p.m.	
Room S210	Financial Aid	Student Activities
Mon., Wed., Thurs 7:45 a.m4:30 p.m.	619-482-6357, *Building 1400, Room S104	619-482-6568, Building 600, Room 601C
Tues	Mon.—Thurs	MonThurs 8 a.m6:30 p.m.
Fri	Fri	Fri 8 a.m.–1 p.m.
·		
Child Development Center	Food Services	Student Employment Services
619-216-6695, *Building 2000	See also: Time Out Cafe	619-482-6356, *Building 1400, Room S208
Mon.—Fri 7 a.m.—6 p.m.	Student Union Building 610	Mon., Wed., Thurs 7:45 a.m.–4:30 p.m.
	Mon.—Thurs 7 a.m.—4 p.m.	Tues
	Fri 7 a.m.–2 p.m.	Fri 7:45 a.m.–1 p.m.

