

# OTHER COLLEGE SERVICES FOR STUDENTS

## ACADEMIC SUCCESS CENTER

PHONE: (619) 482-6348

The Academic Success Center provides free tutoring to all registered students. Highly-trained tutors provide academic support on an individual basis, in small groups, or in open labs. Learning assistance is provided in almost every subject area and is designed to assist all students in successful completion of college coursework.

The Academic Success Center cooperates with faculty to offer assistance in the Writing Center, Reading Center, Math/Science Center, open labs, and other learning support areas at the Chula Vista Campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro.

Students are encouraged to visit the Academic Success Center (Building 420) early in the semester to schedule appointments for tutorial assistance. Walk-in assistance is provided in some Centers.

Fee-based services include tutoring for students in grades 5–12 through the T3 program, as well as test proctoring for non-Southwestern College students.

## BOOKSTORE

PHONE: (619) 482-6416

The Campus Store stocks new, used, and rental textbooks as well as supplies required for classes. The bookstore also carries a large selection of study aids, testing materials, school and art supplies, backpacks, software, general books, and SWC imprinted items. The bookstore also buys back textbooks on a year-round basis. Extended hours are offered at the beginning of each semester and textbooks can also be purchased online at [www.SWCBookstore.com](http://www.SWCBookstore.com). The Bookstore also offers services at each of the Higher Education Centers at the beginning of each semester.

## FOOD SERVICES

PHONE: (619) 482-6359

The SWC Food Service Department provides breakfast, lunch, and dinner options which meet various price points. The Cafeteria located at the 610 Building, the Time Out Café is in the 480 Building and the Tradewinds Café is in the 1501 Building, which proudly serves Starbucks Coffee offerings.

## LEARNING RESOURCE CENTER

PHONE: (619) 482-6397

The three-story Learning Resource Center is located on the Chula Vista campus. The Learning Resource Center houses library resources and services, a computer commons, meeting rooms, staff development services, and a telemedia center.

## LIBRARY

PHONE: (619) 482-6397

The library, located in the Learning Resource Center, is open Monday through Friday. See the Library's website [www.swccd.edu/~library](http://www.swccd.edu/~library) for current hours. Its resources, including in excess of 95,000 books, approximately 25,000 electronic books, and approximately 300 current periodical subscriptions, are available to Southwestern College students, staff, faculty, and to adult residents of San Diego County. Library collection information may be accessed through the easy-to-use online catalog on the library website.

In addition, students have access to online databases of full text articles from thousands of magazines, journals, newspapers, and other information resources. Students may also obtain passwords at the Library Reference Desk to gain access to the online databases for off-campus use. Internet access is available for research purposes. Interlibrary Loan Services are available for students needing materials from other collections.

Students can access video cassettes, CDs, CD-ROMs, DVDs, audio cassettes, and sound filmstrips by searching the library's automated catalog. They may use these media in private listening carrels or in group viewing rooms on the second floor.

Professional librarians are always on duty during open hours to assist library users. Appointments may be made for individual reference service. Instructors may make appointments for customized orientations for their classes and are encouraged to do so early in the semester. These orientations are available in the library or the professor's classroom. The librarians also teach credit courses on college-level research skills (LIB 110) and on research using the Internet (LIB 151).

Located on the top floor of the library, the computer commons offers students access to standard computer tools for class work and research. Students have access to the online databases, the Internet, the Microsoft Office Suite (Word, Excel, Access and PowerPoint), the library catalog, and electronic books. Scanners, assistive technology hardware and software, copy machines, and a typewriter are available in the library.

The student ID card is used to borrow library materials. Students are responsible for all library materials borrowed with their cards. Lost ID cards should be reported immediately to the staff at the library circulation desk.

The library continuously adds new materials and new services in order to contribute to student academic success. Library services are also available at the National City, Otay Mesa, and San Ysidro Higher Education Centers.

## ONLINE LEARNING CENTER

PHONE: (619) 482-6595

This center is for support of students, faculty, and staff who work, learn, or teach in an online environment.

**Email:** [OnlineLearning@swccd.edu](mailto:OnlineLearning@swccd.edu)

**Telephone:** 619-482-6595

**Location:** Room L103 located on the first floor of the LRC, Building 620

**Hours:** Monday–Thursday: 9 a.m.–6 p.m.

**Friday:** 9 a.m.–4 p.m.

**Saturday and Sunday and all School Holidays:** Closed

**Note:** Hours are subject to change based on the academic calendar.

Prior to the start of each term, online information cards will be mailed to students registered in online courses. These cards contain detailed log-in information.

## SOUTHWESTERN COLLEGE CAMPUS POLICE

PHONE: (619) 482-6380

The safety and wellbeing of our students, faculty, and staff is important. Although the campus is a safe place, crime does occur.

In order to keep all constituent groups informed, the Southwestern College Campus Police maintains a Crime Awareness and Campus Safety Report (which can be accessed online with the following link: [www.swccd.edu/crimeawareness](http://www.swccd.edu/crimeawareness)). The purpose of this report is to heighten community awareness about campus crime and prevention.

A truly safe campus can only be achieved through the cooperation of everyone. Campus emergencies can be reported by dialing \*91 on any college telephone. Students may arrange for an escort to and from class by contacting the respective police office at the Chula Vista campus and the Higher Education Centers at National City, Otay Mesa and San Ysidro.

If you need additional information, please stop by the Southwestern College Campus Police Office located in Building 105, Room 105D, on the Chula Vista campus.

## CAMPUS SEXUAL VIOLENCE ELIMINATION (SAVE) ACT

The Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the Violence Against Women Reauthorization Act of 2013 on March 7, 2013.

### What is the "SaVE Act"

- This means Sexual Violence Elimination (SaVE)
- It expands the 1992 sexual violence reporting and policy
- Became law March 2013, the Campus SaVE Act has four central components:

1. Identify the institution's Campus Security Authority personnel
2. Create a Campus Sexual Assault Victim Bill of Rights
3. Expand sexual crime reporting on campus
4. Ensure the college has standard operating procedures for handling incidents of sexual violence

Campus Sexual Assault Victim Bill of Rights  
Victims of sexual assault will have the right to the following:

- Reasonable changes to the academic and living situations
- Referrals to counseling, assistance in notifying law enforcement
- Same opportunity as accused to have others present at disciplinary hearing
- Unconditional notification of outcomes of hearing, sanctions and terms of sanctions in place
- Opportunities and assistance to speak (or choose not to speak) to anyone regarding the outcome
- Name and identifying information kept confidential (FERPA)

### Campus SaVE: Violence Against Women Act (Sect. 304): Crime Statistics

- The SaVE Act adds the following offenses to the list of criminal offense for which statistics must be reported:
  - Domestic violence
  - Dating violence
  - Sexual assault
  - Stalking
- A student or employee who reports to an institution of higher education that she/he has been a victim of these crimes, whether it has occurred on or off-campus, shall be provided with a written explanation of his or her rights and options.

### Who is a Campus Security Authority?

- The District Police
- The Vice President of Student Services;
- The Vice President of Employee Services
- The Dean of Student Services
- Faculty or staff advisors to the ASO (Associated Student Organization) & authorized clubs
- Coaches and/or the Athletic Director

### Examples of who is not a Campus Security Authority

- We want to make sure your privacy and rights are protected so it is important to know who cannot serve as a "Campus Security Authority":
  - A faculty member who does not have responsibility for a student or campus activity beyond the classroom
  - Support staff
  - Cafeteria staff
  - Custodial or maintenance staff

**Note:** When in doubt, ask a counselor to direct you to the right person.

### Definition of Important Terms to help you understand the following:

- Consent
- Sexual Assault
- Domestic Violence
- Dating Violence
- Stalking

### What is "consent"

- Consent is an act of reason and deliberation
- A person who has sufficient mental capacity to make an intelligent. Decision demonstrates consent by performing an act recommended by another
- Consent assumes that a person has the physical power to act and can reflect, and be unencumbered in exerting these powers
- To be consensual, there must be "... positive cooperation" and "the person must act freely and voluntarily ...". (See California Penal Code, 261.6 for complete definition)

### Sexual Assault

- Sexual assault means conduct in violation of one or more of the following California penal code sections:
  - Section 261—rape
  - Section 261.5—statutory rape; 264.1—rape in concert
  - Section 285—incest
  - Section 286—sodomy
  - Subdivision c of section 288—lewd or lascivious acts upon a child; 288a—oral copulation; 289—sexual penetration; or 647.6—child molestation.

## Domestic Violence/Family Violence

- Domestic violence means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to:
  1. Sexual relations between the parties while sharing the same living quarters
  2. Sharing of income or expenses
  3. Joint use or ownership of property
  4. Whether the parties hold themselves out as husband and wife
  5. The continuity of the relationship, and (6) the length of the relationship.
 (For complete information see California Penal Code Section 13700)

## Dating Violence

- Dating violence includes any abuse, mistreatment, or sexual contact without consent at any stage of a dating relationship.
- For resources and references please refer to the following:
- Title 4 Protective Orders and Family Violence Code
- A Guide to Confidentiality and Reporting Laws in California

## Stalking

- Any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, of his or her immediate family.
- The Elements of Stalking:
  - A person willfully, maliciously, and repeatedly followed or harassed another person
  - That person following or harassing made a credible threat
  - The person who made the threat did so with the specific intent to place the other person in reasonable fear for his or her safety or the safety of

the immediate family of such person(s).

- For more info see California Penal Code 646.9

## What happens when you report a crime to our police on campus?

- Campus police will write a report and inform the proper on-and off-campus authorities, including Human Resources especially in cases of sexual assault
- The police will investigate this and they will cooperate with the local police, District attorney, and other appropriate agencies
- If you are a current student at Southwestern College, the police will report it to the Dean of Student Services. If another student is involved, the Dean will follow appropriate disciplinary procedures; if it involves a staff member or faculty, Human Resources will handle the case
- Dean of Student Services will need to meet with you and obtain your statement. The Dean will work with the District Police to investigate the reported crime
- Dean of Student Services will provide you information about appropriate support services and resources;
- You will be highly encouraged to reach out to the College's Health Services professional staff
- The Health Services staff will follow up and ask to meet with you.

## Disciplinary procedures

- You have the right to know that your case will be handled appropriately. This means other off-and on-campus authorities may be involved;
- The District/college is required to ensure that disciplinary procedures for such cases must clearly state that the proceedings will:
  - Be conducted by officials who receive annual training on the issues related to:
  - The four types of cases: domestic violence, dating violence, sexual assault, stalking;
  - How to conduct an investigation that protects the safety of victims and promotes accountability
  - How to conduct a hearing process that protects the safety of victims and promotes accountability.

## Campus SaVe: Prevention Program Components

- Primary prevention and awareness programs for all incoming students and new employees, which shall include the applicable jurisdiction's "definition of consent in reference to sexual activity."
  - Safe and positive options for "bystander intervention" targeted to "prevent harm or intervene" in cases of domestic violence, dating violence, sexual assault or stalking;
  - Information on "risk reduction" to recognize warning signs of abusive behavior and how to avoid potential attacks.

## Prevention and Awareness

- As an institution of Higher Education, Southwestern College must engage in "ongoing prevention and awareness campaigns for students and faculty" pertaining to:
  - Education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking;
  - Provide resources and referrals to on and off-campus services.

## How to Report to Authorities

- If you have experienced any of these crimes or have witnessed any of these crimes on campus, you may remain anonymous when reporting
- Call 911 or call the Southwestern College Police at 619-482-6380
- When asked for your name, if you want to remain anonymous, identify the call as a SaVe Act call.

## Check list for Prevention

- Do you know and trust the person before entering in a dating relationship?
- Are you extra cautious when meeting people on-line?
- When you go out, do you make a habit of telling your friends, parents or someone you trust where you are going, with whom and when you expect to be back?
- Do you know your limits and express them?
- Do you avoid drugs and alcohol?
- Do you know and understand the characteristics of a healthy relationship?
- Do you know where to go for on campus support and assistance?

# STUDENT LIFE

Students will find that the college experience is enhanced by active participation in some social or extracurricular activities. The College encourages each student to participate in extracurricular activities. Approval by the administration must be obtained before such events are scheduled or placed on the calendar.

Opportunities are provided to participate in the following: student government; production of campus publications such as the campus newspaper; intercollegiate athletics; band, drama, and choral music performances; a variety of club programs; and social, service, cultural, and recreational activities and events.

Time is designated as college hours. Few classes are scheduled during these hours, allowing for campus activities such as cultural activities, club meetings, and current affairs forums.

## ASSOCIATED STUDENT ORGANIZATION

The Associated Student Organization (ASO) represents all students at Southwestern College and sponsors activities including cultural performances, awards, student clubs, social activities, and student leadership conferences.

The ASO is the recognized student government body of the College. The students elect representatives to both the executive and legislative branches (Ed Code 76060-76065, Title 5 Section 54801, 54803, Policy No. 5400, 5410, and 5420).

The executive branch has seven executive officers: president; executive vice president (who serves as senate chairperson); social vice president; vice president for club affairs; vice president for public relations; executive secretary; and vice president for finance. The Senate is the legislative branch and is composed of twenty-three at-large, School, and Center senators.

## CAMPUS CLUBS

Students should plan to participate in at least one social organization or activity with a goal to further develop social skills. A variety of chartered groups are organized on campus for the welfare and extracurricular interests of the general student body. During the school year, the Interclub Council awards charters to clubs according to the following four categories established in the ASO Constitution:

- Academic clubs stimulate interest in activities related to courses and curricula, encourage high standards of performance in academic work, provide experiences to complement classroom activities, and provide opportunities for service and leadership in areas related to coursework.
- Service clubs recognize and honor students for outstanding achievement in the community and service to the College, and provide opportunities for students to plan and execute programs of meaningful service to the College community.
- Special interest clubs provide opportunities for students with mutual interests to organize for the purpose of investigating, developing, or expanding their common interests.
- Honorary clubs recognize and encourage outstanding achievement in scholarship and provide opportunities for developing leadership ability.

## INTERCOLLEGIATE ATHLETICS

Southwestern College is a member of the Pacific Coast Conference, which includes Cuyamaca, Grossmont, Imperial Valley, Mira Costa, Palomar, San Diego City, and San Diego Mesa Colleges.

Southwestern College competes in the following sports: men's football, baseball, water polo, track and field, basketball, cross country, soccer, and tennis; and women's basketball, cross country, softball, tennis, soccer, volleyball, water polo, and track and field.

Southwestern College competes in the Foothill Conference in football against Antelope Valley, Chaffey, Citrus, College of the Desert, Grossmont, Mt. San Jacinto, San Bernardino Valley, San Diego Mesa, and Victor Valley Colleges.

Eligibility rules, established by the California Association of Community Colleges and Southwestern College, require that:

- A student athlete passes a physical exam prior to competition.
- A student athlete must be continuously and actively enrolled in 12 units during the season of sport.
- A student athlete may not practice and/or participate with more than one postsecondary institution during the sport season.
- In order to be eligible for a second season of a sport, the athlete must complete 24 units prior to the beginning of the semester of the second season of the sport. Units completed during the first season of the sport and summer shall be included in the required 24 units.
- A student entering college after July 1, 1985, must maintain a cumulative 2.0 grade point average in accredited postsecondary coursework computed since the start of the semester of the first participation in order to continue athletic competition.
- No athlete shall be allowed more than two seasons of competition in any one sport. Exceptions may be made by the conference only in cases of incapacitating illness or injury.
- A student transferring to a California community college for academic or athletic participation purposes and who has previously participated in intercollegiate athletics and whose most recent participation was at another California community college must complete 12 units in residence prior to the beginning of the semester of competition for that college.
- A student athlete who has participated in a sport dropped by his/her college and has remaining eligibility in that sport is entitled to a waiver of the 12 units in residence requirement.
- Once the season of sport begins, the athlete may not participate on any other team in that sport during the season.

Questions regarding athletic eligibility should be referred to the Dean of School of Health, Exercise Science, Athletics and Applied Technology in Building 1000.

## FINE AND PERFORMING ARTS

The School of Arts and Communication offers a variety of courses to provide the student with an opportunity for creative expression in art, music, theatre, speech, dance, telemedia, and journalism. These performing groups/activities include the Concert Choir, Jazz Vocal Ensemble, Chamber Singers, Jazz Ensemble, communication, dance, theatre, forensics, art exhibitions, Sun newspaper, Mariachi Ensemble, African Drum and Dance Ensemble, small performing groups, and musical theatre.

In addition, Southwestern College provides a series of distinguished lectures and performing artists. Performances are held during the day and night to allow every opportunity for students to take part in campus activities.

# ACADEMIC REGULATIONS

## COURSE CLASSIFICATION COURSES AND CREDIT

A course is a planned study in a distinct subject area of a department. Each course has educational objectives which must be achieved in order to receive a final passing grade and to be awarded specified units. Each course has methods of evaluation to determine if the student has met the educational objectives, including written and oral assignments, problem-solving exercises, class and/or lab activities, quizzes, and examinations. Each course employs teaching techniques which can include lecture, individual student assistance, demonstrations, and discussions. All credit courses require a minimum of three hours of work per unit including class time per week.

## BASIC CREDIT INFORMATION

The credit value in semester units of each course is indicated after the title of the course in the College Catalog. In accordance with Title 5, Section 55002.5 (a), one unit of credit requires a minimum of 48 hours of lecture (plus homework) or laboratory work at colleges operating on the semester system. To maximize instruction, Southwestern College uses a common model based on 48 to 54 hours per semester for one unit of credit. The number of hours per week of class is indicated after the title of the course in the College Catalog and is based on a traditional semester of 18 weeks. One hour of lecture and two hours of outside work

(homework) are required per week for each unit. For laboratory courses, three hours of lab are required per week for each unit. For semesters with fewer weeks, such as the 16 week compressed calendar, the number of hours required per week is proportionally increased per unit of credit.

## COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example SOC 101, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID SOC 101 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to **www.assist.org** to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as

preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at **www.assist.org** for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

## CAREER AND TECHNICAL COURSES

Career/technical courses are designed to provide education and experiences that give the student competency in the specific content of the course. The courses have been developed with the help of advisory committees representing business and industries reflective of the course content and program of study. In some cases career/technical courses may be transferable to other colleges and universities. The student should consult a counselor regarding the status of all career/technical course transfers.

A degree or certificate is awarded to students who have completed a selected sequence of courses leading toward a career/technical objective. Courses can be either required or elective with the units applied to fulfillment of the major.