

HIGHER EDUCATION CENTER  
AT NATIONAL CITY

# FACULTY GUIDE SPRING 2017



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**

Kindred Murillo., Superintendent/President

Norma Vargas, Board President

Tim Nader, Board Vice President

Griselda Delgado

Norma L. Hernandez

Humberto Peraza

Melissa Rodriguez, *Student Trustee*

### **Mission Statement**

Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The college District also stimulates the development and growth of the region through its educational, economic and workforce opportunities, community partnerships and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation and evaluation.

The College District provides educational opportunities in the following areas:

- Associate degree and certificate programs
- Transfer
- Professional, technical, and career advancement
- Basic skills
- Personal enrichment
- Continuing education

*Revised & Adopted by the Governing Board: January 14, 2015*

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**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:

- Approximately 38% of our student body are looking to obtain an Associate's degree, while 31% are look to transfer to a 4 year college.
- Approximately 24% of the students indicate they are the first in their family to attend college.
- Students at the approximate between the 22-25 age group
- Over 58% would recommend others to attend HEC, National City

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



*Spring 2017*  
SCHEDULE OF CLASSES

## IMPORTANT DATES AND DEADLINES

### SEPTEMBER 19

- Spring 2017 application period begins. Applications may be completed online at [www.swccd.edu](http://www.swccd.edu)

### NOVEMBER 7

- Email registration information to students

### NOVEMBER 11

- Holiday—Veteran's Day

### NOVEMBER 14

- Registration begins by appointment for students
- Waitlists available (as classes fill)

### NOVEMBER 24–27

- Holiday—Thanksgiving Holiday

### DECEMBER 12

- Drop for non-payment

### DECEMBER 17–JANUARY 2

- Winter Break—College closed

### JANUARY 2

- Residency determination date

### JANUARY 3–JANUARY 26

- January Intersession—short term classes

### JANUARY 16

- Holiday—Martin Luther King, Jr. Day

### JANUARY 17

- Drop for non-payment

### JANUARY 30

- Spring instruction begins for full-term and first 8-week session

### JANUARY 30–FEBRUARY 12

#### Deadlines for Full-term classes

- Check WebAdvisor to view the following deadline dates by clicking on the class title of a specific class section.
- Add/drop period/class change period
- Last day to add classes on WebAdvisor. No late adds will be accepted. Deadline will be enforced.
- Last day to withdraw from a class without receiving a "W" grade

### FEBRUARY 17–20

- Holiday—President's Weekend

### FEBRUARY 24

- Last day to file a petition for Pass/No Pass

### FEBRUARY 28

- Last day to submit Graduation Petition for Spring 2017

### MARCH 10

- Last day to file a petition for Credit by Examination

### MARCH 27–APRIL 2

- Spring Break

### APRIL 3

- Second 8-week session begins

### APRIL 25–27

- Grad Fest Chula Vista. Please see website [www.swcbookstore.com](http://www.swcbookstore.com) for up to date information

### APRIL 28

- Last day to withdraw from full-semester courses and receive a "W" grade for full-semester (16-week sections)

### MAY 20–26

- Final Examination Week

### MAY 26

- Commencement

### MAY 29

- Holiday—Memorial Day

### SHORT SESSION DEADLINES:

#### SHORT SESSIONS BEGIN JANUARY 3, JANUARY 30 AND APRIL 3

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: The day prior to Census
- 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



**Spring 2017 Hours \*****Building Open for Classes**

Monday – Friday	6:45AM – 10:00PM
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<b>Campus Bookstore</b>	Room 7118	<i>Subject to Change</i>
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\*Please visit [swcbookstore.com](http://swcbookstore.com) to view Bookstore hours

**Counselor**

Monday – Thursday	<i>*Please call Student Services to schedule an appointment</i>
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<b>Health Services</b>	Room 7119
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Monday	7:45A.M – 1:30PM
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Wednesday	4:00P.M. – 6:30PM
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<b>IT Department</b>	Room 7207
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Monday - Friday	7:30AM – 3:30PM
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<b>Computer Lab</b>	Room 7208A
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Monday – Thursday	7:00AM – 8:45PM
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Friday	7:00AM – 5:00PM
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<b>Library Services</b>	Room 7120
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Monday & Tuesday	8:00AM – 12:00PM
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Wednesday & Thursday	5:00PM – 7:00PM
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Friday	CLOSED
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<b>Student Services</b>	Room 7116
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Monday – Thursday	8:00AM – 6:30PM
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Friday	8:00AM – 5:00PM
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<b>Tutoring Services</b>	Room 7208A
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Math Tutor	
TBA	TBA

Writing Tutor	
TBA	TBA

**\*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>	7101
▪ 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>	
▪ Antoinette Nagai	<b>4859</b>	
<b>Dental Hygiene Program</b>		
▪ William DiZinno, Interim-Director	<b>6670</b>	7101
▪ 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>	
▪ Gabby Castillo, Dental Hygiene Clinical Facility Coordinator	<b>4870</b>	
▪ Frank Montejano, Evening Instructional Assistant II	<b>4870</b>	
<b>Health Services</b>		
▪ Campus Nurse	<b>4855</b>	7119
<b>IT Department</b>		
▪ Marcelo Arman, Instructional Lab Technician Microcomputer	<b>4893</b>	7207
<b>Library Services</b>		
▪ Campus Librarian	<b>4868</b>	7120
<b>Medical Laboratory Technician &amp; Medical Office Profession Program</b>		
▪ Deanna Reinacher, Program Director	<b>6673</b>	7119
▪ 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 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 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 Technology**

Your assistance is needed in securing our existing equipment. Please do not change or alter the equipment connections or transfer the equipment without notifying the HEC, NC IT Department in Room 7207 or by calling 619-216-6665 ext. 4893. 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. 4893. For installation of special freeware and/or files, contact the HEC, NC IT Support Specialist two (2) weeks in advance.

<i><b>IT Department Services Spring Hours</b></i>	
Monday – Friday	7:30 A.M. – 3:30 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.

### **Duplicating/Printing Services**

Faculty and staff members who need duplicating/printing of materials or finishing work (e.g. collate, staple, punch, padding, folding, comb or coil binding, lamination, perforation, scoring, etc.) may submit work directly to Central Services in Room 101 or via e-mail at oos@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

### 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 7116.



**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:

<b>IF LIFE-THREATENING</b>	<b>911</b>
Health Services	<b>619-216-6665 ext. 4855</b>
SWC College Police	<b>619-482-6380</b>
National City Police Department	<b>619-336-4411</b>
National City Fire Department	<b>619-336-4550</b>

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 following steps illustrate how to access the online grading procedure via WebAdvisor:

- Visit the Southwestern College website ([www.swccd.edu](http://www.swccd.edu)). The 'E-Tools' menu is highlighted.
- Click on the 'WebAdvisor Now' button.
- Click on the 'WebAdvisor for Faculty' link in the main menu.
- Click on the 'Procedures for faculty grading' link in the Faculty Information section.

**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 7101. 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 Southwestern College Police 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 7101.

**Mailboxes**

The major means of formal communication is through the faculty mailboxes. Faculty mailboxes are located in Room 7104. It is essential for each instructor to check his/her mailbox on a regular basis.

**Materials/Equipment/Supplies**

College equipment and supplies are for instructional use only and should not be employed for personal use. For your convenience, the adjunct faculty lounge, Room 7104 has a PC, a Scantron Test Scanner, printer, and a telephone available for faculty use.

Audiovisual equipment is available in your assigned classroom. If you need assistance with the operation of equipment in the classroom, or if equipment does not work, please contact the IT Department in Room 7207 or by calling 619-216-6665, ext. 4893.

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 7101.

### **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 7101 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 7101*



### Telephone Instructions

Telephones in all the classrooms are for ***emergency situations only***. A telephone is available for your convenience in the Faculty Lounge, Room 7104.

- To place a call within the HEC, NC, just dial the extension.
- To place a call to the 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 Use Operate a Smart Podium**

Please use the following link for instructions to operate the new podiums at HEC, National City:

<https://youtu.be/tbdEzHJ2G34>



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

• Administrative Offices	7101
• Bookstore	7118
• Faculty Lounge	7104
• Health Services	7119
• Library	7120
• Multipurpose Room	7102
• Student Services	7116



**Second Floor****Legend – Second Floor**

• Biology Lab	7204
• Computer Lab	7208A
• Dental Hygiene Clinic	7217A
• P.E. Room	7201





## City Map and Directions



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

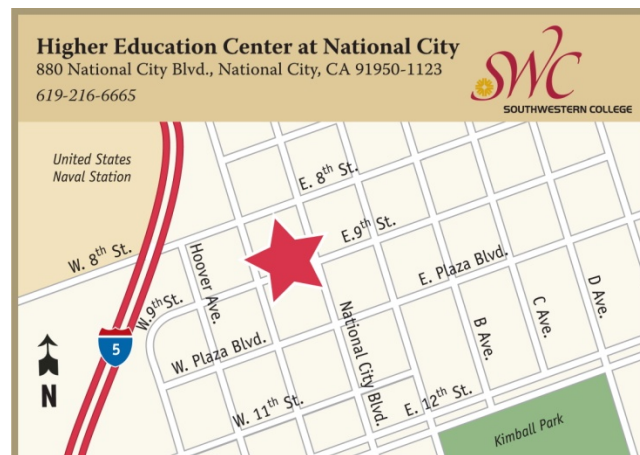
- Take **I-805 North** ramp.
- Merge onto **I-805 North**.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto **CA-54 W**.
- Take **I-5 North**.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into the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

### From I-5 Going South

- Take **I-5 South** to the **8th STREET** exit
- Merge onto **8th STREET**
- Turn **RIGHT** onto **ROOSEVELT AVE**.
- Turn **LEFT** into parking structure located on **ROOSEVELT AVE**.

### From I-5 Going North

- Take **I-5 North** to the **PLAZA BLVD** exit towards **DOWNTOWN**
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into parking structure located on **ROOSEVELT AVE**.



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

## Schools and Departments Contact List

Main Campus Phone Number 619-421-6700

## SCHOOL, UNIT AND CENTER HOURS

### Crown Cove Aquatic Center

Christine Perri, M.A., Dean  
Patrice Milkovich, M.S., Director  
619-575-6176  
Mon.–Fri. .... 8:30 a.m.–5 p.m.  
Sat. & Sun. .... 8:30 a.m.–4 p.m.

### Office of Student Services

Malia Flood, Ph.D., Dean  
619-482-6369, Building 1400, Room S109  
Mon.–Thurs. .... 8 a.m.–5 p.m.  
Fri. .... 8 a.m.–3 p.m.

### School of Arts, Communication and Social Sciences

William Kinney, M.A., Acting Dean  
619-482-6372, Room 702B Mon.–  
Thurs. .... 7:45 a.m.–6:45 p.m. [Fri.](#)  
..... 7:45 a.m.–4:30 p.m.

### School of Business and Technology

Mink Stavenga, D.B.A., Dean 619-482-  
6582, Room 470K  
Mon.–Thurs. .... 7:45 a.m.–6:45 p.m.  
[Fri.](#) .... 7:45 a.m.–4:30 p.m.

### Academic Success Center

619-482-6348, Building 420 Mon.–  
Thurs. .... 7 a.m.–8 p.m.  
Fri. .... 7:30 a.m.–2 p.m.  
Sat. & Sun. .... Closed

### Admissions and Records

619-421-6700 ext. 5215 or 5216,  
\*Building 1400, Room S101 Mon.–  
Thurs. .... 8 a.m.–6:30 p.m. Fri.  
..... 8 a.m.–3 p.m.

### Assessment/Prerequisites

619-482-6385, \*Building 1400, Room S107  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Bookstore

619-482-6416, Building 630  
Mon.–Thurs. .... 7:45 a.m.–6:30 p.m.  
Fri. .... 7:45 a.m.–2 p.m.  
(Saturday hours vary, check the Bookstore  
website at [www.swcbookstore.com](http://www.swcbookstore.com))

### CalWORKs Program

619-482-6510, Building 1400, Room S210  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Career Center

619-421-6700, ext. 5247 \*Building 1400,  
Room S206  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
[Fri.](#) .... 8 a.m.–3 p.m.

### Cashier's Office/Student Accounts

619-482-6307, \*Building 1400, Room S102  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Child Development Center

619-216-6695, \*Building 2000  
Mon.–Fri. .... 7 a.m.–6 p.m.

### School of Counseling and Student Support Programs

Jonathan King, Ph.D., Dean  
619-482-6471, Room S204 Mon.–  
Thurs. .... 8 a.m.–5 p.m.  
Fri. .... 8 a.m.–3 p.m.

### School of Instructional Support Services and Continuing Education

Mia McClellan, M.Ed., Dean  
619-482-6479, Room 213  
Mon.–Fri. .... 7:30 a.m.–4 p.m.

### School of Language, Literature and humanities

Joel Levine, Ed.D., Dean  
619-482-6461, Room 430J Mon.–  
Thurs. .... 7:30 a.m.–6:45 p.m. [Fri.](#)  
..... 7:30 a.m.–4:30 p.m.

### School of Mathematics, Science and Engineering

Michael Odu, Ph.D., Dean  
619-482-6344, Room 215 Mon.–  
Thurs. .... 7:30 a.m.–6:30 p.m. Fri.  
..... 7:30 a.m.–3 p.m.

### Disability Support Services (DSS)

619-482-6512, Building \*1400, Room S108  
[VP](#) 619-207-4480 Mon.–  
Thurs. .... 8 a.m.–6:30 p.m. Fri.  
..... 8 a.m.–3 p.m.

### District Lost and Found

619-482-6380, Building 105, Room 105D  
Mon.–Sat. .... 8 a.m.–5 p.m.

### Extended Opportunity Programs and Services (EOPS)

619-482-6456, \*Building 1400, Room S201  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Evaluations

619-482-6326, \*Building 1400, Room S104  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Financial Aid

619-421-6700, ext. 5258 \*Building 1400,  
Room S104  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### First Year Experience (FYE)

619-421-6700, ext. 5805 \*Building 1400,  
Room S210  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### 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. .... 8 a.m.–3 p.m.

### School of Wellness, Exercise Science and Athletics

James Spillers, M.S., Dean  
619-216-6626, Room H403 Mon.–  
Thurs. .... 7:30 a.m.–6:45 p.m. [Fri.](#)  
..... 7:30 a.m.–4:30 p.m.

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

Christine Perri, M.A., Dean  
619-216-6665, Room 7116 Mon.–  
Thurs. .... 7:45 a.m.–6:30 p.m. Fri.  
..... 7:45 a.m.–5 p.m.

### Higher Education Center at Otay Mesa (HEC, OM)

Silvia Cornejo, M.A., Dean  
619-216-6750  
Mon.–Thurs. .... 7:30 a.m.–6 p.m.  
Fri. .... 7:30 a.m.–4 p.m.

### Higher Education Center at San Ysidro (HEC, SY)

Silvia Cornejo, M.A., Dean  
619-216-6790  
[Mon.](#) .... 7:45 a.m.–4:45 p.m.  
Tues., Wed. & Thurs. .... 7:45 a.m.–6:45 p.m.  
Fri. & Sat. .... 7:45 a.m.–3:45 p.m.

### 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.–Thurs. .... 8 a.m.–5:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Perkins Grant/CTE Office

619-421-6700, [ext](#) 5261, Building 660  
Mon.–Fri. .... 8 a.m.–4:30 p.m.

### Personal Wellness Services

619-421-6700, [ext](#) 5279, Building 1400,  
Room S204  
Mon.–Thurs. .... 8 a.m.–5 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Service Learning/Cooperative Work Experience Education (CWEE)

619-482-6537, Building 600, Room 601C  
Mon.–Thurs. .... 8 a.m.–4:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Student Activities

619-482-6568, Building 600, Room 601C  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Student Employment Services

619-482-6356, \*Building 1400, Room S208  
Mon.–Thurs. .... 8 a.m.–6:30 p.m.  
Fri. .... 8 a.m.–3 p.m.

### Student Union

619-482-6359, Building 610 Mon.–  
Thurs. .... 7 a.m.–4 p.m.  
[Fri.](#) .... 7 a.m.–2 p.m.

### Tech Prep/2 + 2

619-421-6700, ext. 5740, Building 200,  
\*Room 200A



## Final Exam Schedule Spring 2017

### FINAL EXAMINATION SCHEDULE

May 20–26, 2017

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 or Daily	May 22 & 24	(MW)	7-7:50 a.m.
		OR May 22	(M)	6-7:50 a.m.
7-7:55 a.m.	TTh	May 23 & 25	(TTh)	7-7:50 a.m.
		OR May 23	(T)	6-7:50 a.m.
8-8:55 a.m.	MWF, MW, Daily	May 22	(M)	8-10 a.m.
8-8:55 a.m.	TTh	May 23	(T)	8-10 a.m.
9-9:55 a.m.	MWF, MW, Daily	May 24	(W)	8-10 a.m.
9-9:55 a.m.	TTh	May 25	(Th)	8-10 a.m.
10-10:55 a.m.	MWF, MW, Daily	May 22	(M)	10:30 a.m.–12:30 p.m.
10-10:55 a.m.	TTh	May 25	(Th)	10:30 a.m.–12:30 p.m.
11-11:55 a.m.	MWF, MW, Daily	May 24	(W)	10:30 a.m.–12:30 p.m.
11-11:55 a.m.	TTh	May 23	(T)	10:30 a.m.–12:30 p.m.
12-12:55 p.m.	MWF, MW, Daily	May 26	(F)	8-10 a.m.
12-12:55 p.m.	TTh	May 26	(F)	10:30 a.m.–12:30 p.m.
1-1:55 p.m.	MWF, MW, Daily	May 24	(W)	1-3 p.m.
1-1:55 p.m.	TTh	May 25	(Th)	1-3 p.m.
2-2:55 p.m.	MWF, MW, Daily	May 22	(M)	1-3 p.m.
2-2:55 p.m.	TTh	May 23	(T)	1-3 p.m.
3-3:55 p.m.	MWF, MW, Daily	May 26	(F)	1-3 p.m.
3-3:55 p.m.	TTh	May 26	(F)	3:15–5:15 p.m.
4-4:55 p.m.	MWF, MW, Daily	May 24	(W)	3:15–5:15 p.m.
4-4:55 p.m.	TTh	May 23	(T)	3:15–5:15 p.m.
5-5:55 p.m.	MWF, MW, Daily	May 22	(M)	3:15–5:15 p.m.
5-5:55 p.m.	TTh	May 25	(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 (anytime)	Exam Date	Exam Day	Exam Time
			<b>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'.</b>
M or MW	May 22	(M)	
T or TTh	May 23	(T)	
W (only)	May 24	(W)	
Th (only)	May 25	(Th)	
F (only)	May 26	(F)	
Sat (only)	May 20	(Sat)	
Sat/Sun, or F/Sat/Sun, or Sun (only)	May 21	(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.

