EMAIL ADDRESS CHANGE
Student email addresses should be kept current in order to receive important information from the College and communicate with their online class faculty. Students should place SWC in their email safe list or personal address book. Students may update their email address on WebAdvisor at **https://webadvisor.swccd.edu**

GRADES
Grades are only available online to students through WebAdvisor approximately ten (10) days after the course end date. Students can check daily for grade posting at **https://webadvisor.swccd.edu**.

NAME CHANGE
Currently enrolled students who wish to change their name must file a "Name Change" form with any Admissions Office. Two forms of identification are required to process the name change.

OPEN ENROLLMENT
It is the policy of the Southwestern Community College District that every course, course section or class, wherever offered and conducted throughout the District, shall be fully open to enrollment and participation by any person who is eligible for admission to the College and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

PASS/NO PASS (FORMERLY CREDIT/NO CREDIT)
Students may petition to receive Pass/No Pass for classes offered as regular graded courses (A, B, C, D, or F), with instructor approval by the end of the fourth week of the semester or the first week of a short session class. The form is available online at **www.swccd.edu**, click Admissions, and then printable forms. Refer to the Southwestern College Catalog for courses that are GRADED only.

STUDENT RECORDS AND DIRECTORY INFORMATION
Pursuant to the Federal Family Education Rights and Privacy Act of 1974, Southwestern College is authorized to verify public directory information concerning students currently attending the College. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

The student directory information may be released by the Dean of Student Services or designee, unless prior written objection is received from the student specifying information which the student requests not be released. Students who wish to have information concerning themselves excluded from designation as directory information must inform Admissions in writing.

STUDENT HOLDS
Students shall have grades, transcripts, diplomas and registration privileges withheld for financial obligations such as returned checks, unpaid enrollment fees and/or non-resident tuition, unpaid loans, unreturned equipment, equipment breakages, unpaid fines, etc.

WITHDRAWAL POLICY
It is the student's responsibility to officially withdraw from class. Students may drop classes on WebAdvisor at ***https://webadvisor.swccd.edu***. In addition, instructors may drop a student for excessive absences. See page 13, "Dropping Students from Classes."

SHORT-TERM CLASSES
- To drop with a refund—10% of actual class meeting days—in most cases this may be the first day of class.
- To drop without a "W" grade—20% of actual class meeting days.
- To drop with a "W" grade—75% of actual class meeting days.

Check WebAdvisor for specific dates.

A student failure to officially withdraw from a class may result in a grade of "F" or "NP" if applicable.

Students who withdraw from classes and are receiving a Pell grant may be required to repay some or all of funds received. Please see the "Withdrawals and Return to Title IV" tab on the Financial Aid webpage at **www.swccd.edu/financialaid** for more information.

SUPPORT SERVICES FOR STUDENTS

ACADEMIC SUCCESS CENTER/LEARNING ASSISTANCE SERVICES
The Academic Success Center (ASC)/Learning Assistance Services (LAS) provides services to assist ALL Southwestern College students in achieving academic success both at the Chula Vista campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro. The ASC promotes learning by offering free services in six areas: individual tutoring, group tutoring, walk-in centers and labs, computerized tutorials, workshops and test proctoring. The LAS 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 students in successful completion of college course work. Free online 24/7 tutoring for SWC students available at **http://www.swccd.edu/index.aspx?page=3264**. As a resource for students, faculty, and staff, LAS works to provide the fullest opportunities for mastering the strategies, skills, understandings, and attitudes that foster effective and self-directed learning in college and beyond. Information on LAS, tutoring schedules, community services and resources can be found on the LAS/ASC webpage **http://www.swccd.edu/index.aspx?page=1283**, for further assistance or inquiries call (619) 482-6348.

ASSOCIATED STUDENTS ORGANIZATION (ASO)
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. For more information on how to get involved please contact the Associated Students Organization at 619-421-6700, ext. 5968 or 619-482-6568.

BOOKSTORE

619-482-6416, Building 630
For hours of operation at the Chula Vista campus and Higher Education Centers visit the Bookstore website at **www.SWCBookstore.com**

Follow us on Facebook for updated information, sales, store hours, rental return reminders and bus pass information.

General Bookstore Information

- Book list is posted at the textbook counter, and books are arranged on the shelves alphabetically by subject.
- Textbooks may be purchased online at **www.SWCBookstore**.com.
- TEXTBOOK RENTALS available year-round. Check website for availability.
- Personal checks accepted; SWC and California ID required; no two-party or payroll checks accepted.
- Visa, MasterCard, and Discover cards accepted.
- Refunds and buyback are done at the windows at the front of the Bookstore. ID Required.
- ABSOLUTELY NO REFUNDS OR EXCHANGES WITHOUT SALES RECEIPT. NO EXCEPTIONS.
- Used books can be sold back year-round. SWC ID required.

COUNSELING SERVICES

Counseling services assist students with planning for their educational goal: career development and selecting a major, personal counseling, and various other support services. Departments providing these services include: CalWORKs, Career Center, Counseling Center, DSS, EOPS, First Year Experience (FYE) and Transfer Center. Please visit one of these departments for assistance, located at all campuses.

CAMPUS STUDENT ID CARDS

New students need to provide their SWC ID number and present a government-issued photo ID or previous high school ID when requesting a SWC ID at any campus. Former students can still use the same ID card originally issued.

DISABILITY SUPPORT SERVICES

Disability Support Services provides programs and services for students with disabilities. Students are encouraged to contact Disability Support Services in order to obtain services or to enroll in special classes. Services include: educational planning, counseling, note takers, sign language interpreters, equipment loans, and other appropriate services which will help the student have a successful educational experience.

Disability Support Services Office Hours:
Mon.–Thurs. .....8 a.m.–6:30 p.m.
Fri. .....Closed

Call 619-482-6512 or VP 619-207-4480 for an appointment with a counselor or for general program information.

DEAF AND HEARING IMPAIRED STUDENTS

Public telephones with TTYs are located by Building 103 and Building 480.

DISABLED PERSON PARKING

Southwestern College cannot issue temporary or permanent disabled parking passes. Students or staff who require disabled person parking must apply for the official blue disabled person plates or placard with the Department of Motor Vehicles (DMV) at any DMV Office. The application will include a section that requires a physician's certification.

For further information, contact your local DMV Office, or stop by the Disability Support Services Office in the Student Services Center in the Cesar E. Chavez Building.

Only vehicles with state-issued disabled parking plates or placards may park in disabled person parking spaces on campus. All other vehicles will be issued a citation by the College Police. Vehicles with a valid state-issued disabled person placard or plate may park in any legal parking space on campus. A College parking permit would not be required.

FOOD PANTRY

The Jag Kitchen Food Pantry is open to assist students facing food insecurity. The Jag Kitchen is a safe and judgement-free zone that can be used by currently enrolled SWC students needing assistance. The Jag Kitchen is located in Room 554 on the Chula Vista campus.
Eligibility

- SWC Students with a valid SWC identification card.
- No eligibility forms or proof of income is necessary.

Process

- Sign-in with a Jag Kitchen volunteer.
- A satisfaction survey and SWC information will be sent to you via email.

Upon request: Boxed and canned items along with fresh produce may be available to take home.

FOOD SERVICES

Food Services provides a large variety of fast food snacks and complete lunches and dinners at reasonable prices.

Vending machines are available throughout the campus.

GRADUATION REQUIREMENTS

Southwestern College recognizes the educational achievement of its students by granting the Associate in Arts Degree, the Associate in Science Degree, and certificates of achievement, completion, or proficiency.

Students are encouraged to plan their educational objectives in such a manner as to qualify for graduation with an associate degree. Degrees or certificates are not awarded automatically upon completion of the requirements. A candidate must submit a petition for graduation online using the Southwestern College website. Click on "Apply for Degree/Certificate." Petitions for graduation may be filed at any time; however, students wishing to graduate in a specified semester (fall, spring, or summer) must submit a petition according to specific dates.

Students who have attended other colleges/universities must have all official transcripts forwarded directly to Admissions. All previous course work must be evaluated whether or not it is needed for the associate degree at Southwestern College.

HEALTH SERVICES

Health Services is located in room 601F in the Student Center and is open Monday through Friday. The hours vary during the week at the Higher Education Center at Otay Mesa, National City, and San Ysidro. A registered nurse is on duty to provide first aid, health assessment, health counseling, and referrals to appropriate agencies. A physician is available to students during the fall and spring semesters. TB skin tests and over the counter medications are available at no cost. Immunizations (hepatitis B, Tdap, Influenza) and blood testing (cholesterol, glucose, anemia) are available at cost.

All students (day and evening) who register on campus and pay the health fee are eligible for services and are also covered by an insurance policy which applies to accidents in college sponsored and supervised activities. This does not apply to students enrolled in non-credit, fee-based courses, or online classes. Resources for personal health insurance is available.

LIBRARY SERVICES

You are invited to visit the College Library located in the Learning Resources Center. Services are also available at the Higher Education Centers at National City, Otay Mesa and San Ysidro. The library is the One Stop Center for learning. Our helpful library staff will assist with all of your information needs. The Library's collections include print as well as electronic resources. The Library has over 200 computers with applications needed to complete school work. Wireless access, printers, and scanners are also available. Printing and photocopying are available for a fee.

Access the online databases of full text articles from thousands of magazines, journals, newspapers, and other information resources from on campus as well as off-campus.

The Library offers a variety of tours, workshops and displays throughout the semester. For more information, call (619) 482-6397 or see the Library's web page at **www.swccd.edu/library.**

ONLINE LEARNING CENTER

The Online Learning Center (OLC) is a physical space for faculty, students, staff, and community members to get help with online learning. The Online Learning Center, located on the first floor of the Library, Room L103, provides four (4) computers for online class and system support.

Students and faculty visit the Center primarily to receive hands-on support for the online learning system and class content. The Center also provides faculty and student training in small groups, one-on-one sessions and classroom training visitations.

A partnership has been formed with Staff Development to help facilitate workshops on both technical and pedagogical issues and online learning.

The online project supports more than purely online classes. The Online Learning Center provides support for hybrid (partially online and partially traditional face-to-face) classes and traditional classes that use the online learning system to augment their course content and teaching.

The Online Learning Center has toll-free after-hours technical support service 1-888-556-6718.

PERSONAL WELLNESS SERVICES

Personal Wellness Services (PWS) is located on the second floor of the Cesar Chavez Building in room S204. PWS offers personal counseling sessions for emotional wellness and professional resources and referrals

PHOTO ID

The Campus Photo ID is the preferred source of identification when setting up campus lab accounts and for all Admissions and Records transactions. It is required for the following services:

- Returns and Buyback for the Bookstore
- Check or credit card purchases in the Bookstore
- Library materials check out
- Discount tickets and coupons
- Labs on campus
- Cafeteria
- Scholarships. EOPS and all Special Programs at the Bookstore
- Scholarships
- Calculator rentals
- Pay for printing

SHOWER FACILITIES ACCESS

New legislation requires that community colleges make shower facilities available to homeless students. The legislation defines homeless students as those who are enrolled in coursework, have paid enrollment fees, and are in good standing with the college district.
Shower facilities will be open a minimum of two hours per day. Check with the Athletics Department for shower usage times during the summer session.

VETERANS SERVICES & VETERANS RESOURCE CENTER

The Veterans Services Office provides information and services to support veteran students who qualify for and wish to use education benefits. Students are provided with assistance in filing for and receiving benefits, completing required forms, receiving credit for prior coursework and military experience and meeting required academic progress. For more information, please go to **www.swccd.edu/veterans**

The Veterans Resource Center (VRC) is located in Room 345 and provides a centralized locations for services for veterans and their families as they transition from military to academic life. Included at the VRC provides a dedicated computer lab, peer support and mentoring, referrals to on and off-campus services and a lounge and meeting area. For more information, please go to **www.swccd.edu/vrc**