



Student Information Guide—Summer 2014

Higher Education Center at Otay Mesa
8100 Gigantic Street
San Diego, CA 92154
(619) 216-6750

HECOM Center is open Monday through Thursday

Office/Department	Services	Hours of Operation
ASSESSMENT Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Assessment Placement Tests for: * English * Mathematics * Reading	The Assessment Schedule is posted on the SWC Webpage http://swccd.edu/ under Student Information, Assessment, Testing Schedule. Testing is by appointment only. You may schedule an appointment in person or by phone.
BOOKSTORE Bldg. 4200, 1st floor (619) 216-6750, Ext. 4464 Textbook Refund Deadline: Three days from start of class. Bookstore will remain closed during the summer semester.	Offers: * Textbooks * Scantron Forms * School Supplies * Food Snacks	Bookstore will be closed during the summer. You may order online. Your order will be guaranteed next day delivery for all “in stock” textbook orders that are placed Monday – Wednesday.
COMPUTER LAB Room 4424, 2nd Floor (619) 216-6750, Ext 4474, 4456	Offers: * Open lab * Computers available on first come basis * Pay for print, black and white and color printing available	June 2-5 and June 17– July 2, 2014 7:30 a.m.—5:50 p.m. June 9, and June 16, 2014 7:30 a.m.—3:20 p.m. June 9-12, 2014—Monday through Thursday 9 a.m.—1:50 p.m. July 7—August 7 — Monday through Thursday 7:30 a.m.—6:50 p.m.
COUNSELING Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403. Felipe Ballon, Counselor Maria Elena Solis, Counselor	Offers: * Academic, Transfer, and Vocational Counseling, * Career Assessment * Crisis and Personal Referrals * Disqualification Petitions * Transfer Information * Orientations * Student Education Plan (SEP)	Call to schedule an appointment for a Student Education Plan (SEP). Walk-ins are available Monday—Thursday for quick questions at: 10 a.m.—10:30 a.m. Noon—12:30 p.m. 3 p.m.—3:30 p.m.
DISABILITY SUPPORT SERVICES Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403. Sherilyn Salahuddin, Counselor	Offers: * Disability Counseling * Disability Testing * Educational Planning * Note Takers * Priority Registration * Test Accommodations	DSS counseling services are provided by appointment only. Call to schedule an appointment.
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (E.O.P.S.) Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Offers: * Book Loan Program * Counseling Appointments * Priority Registration * Student Employment Services	Counselors are available by appointment only. Extended Opportunity Programs and Services, EOPS, will be accepting applications for fall 2014 from May 19 through June 30 , Monday through Thursday.
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FINANCIAL AID SERVICES Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Offers: * Application Assistance for Free Application Federal Student Aid (FAFSA) * Board of Governors Waiver (BOGW) * Loan Assistance, Fall and Spring only * Scholarships Assistance * Student Employment Information available	Services provided by Walk-in only.
HEALTH SERVICES Room 4501 (619) 216-6758 Grace Cruz, R.N. Nurse Associate	Offers: * Blood Pressure Screening * Health Education and Counseling * Immunizations * Over the counter medications * Pregnancy Tests * Referral Services * Tuberculosis Skin Test and Readings	June 9 through August 7, 2014 Wednesday: 8 a.m.—12:30 p.m.
LIBRARY SERVICES Room 4201A (619) 216-6750, Ext. 4424 Librarians: Tony McGee, Sidney Laramie, Nathan Martin, John Tibbals Librarian Assistant: June Gomez	Offers: * Encyclopedias and Dictionaries * Magazines and Newspapers * On-Line Information Requests * Paper-back Books * Reserved Books * Returned of Checked-out Books and Magazines	June 9 through August 7, 2014 Monday and Tuesday: Noon - 5 p.m. Wednesday: 9 a.m. - 1 p.m. Thursday: Closed
STUDENT SERVICES Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403. Diana Hernandez, Ed Center Tech Alejandra Torres-Lacy, Ed Center Tech	Offers: * Admissions and Records Information * General Information * Cashiering Services * Lost and Found Services * Petitions * Transcript Requests * Student ID Cards * ASO Cards	June 9 through August 7, 2014 Monday through Thursday: 7:45 a.m.—6 p.m.
TUTORING SERVICES	Disciplines: * Anatomy * Biology	None available in the summer.
	* Developmental Mathematics * Mathematics	None available in the summer.
	* Nursing	None available in the summer.
COMPUTER APPLICATIONS Maria Teresa Serrano-Sandoval Computer Lab – Room 4424	Tutoring in: * Accounting * Blackboard * Business Math * Microsoft Computer Applications: Word, Excel, and PowerPoint	June 9-12, 2014 Tuesday, Wednesday, and Thursday: 9 a.m.—2 p.m. June 16– August 7, 2014 Tuesday, Wednesday, and Thursday: 1 p.m. –6 p.m.