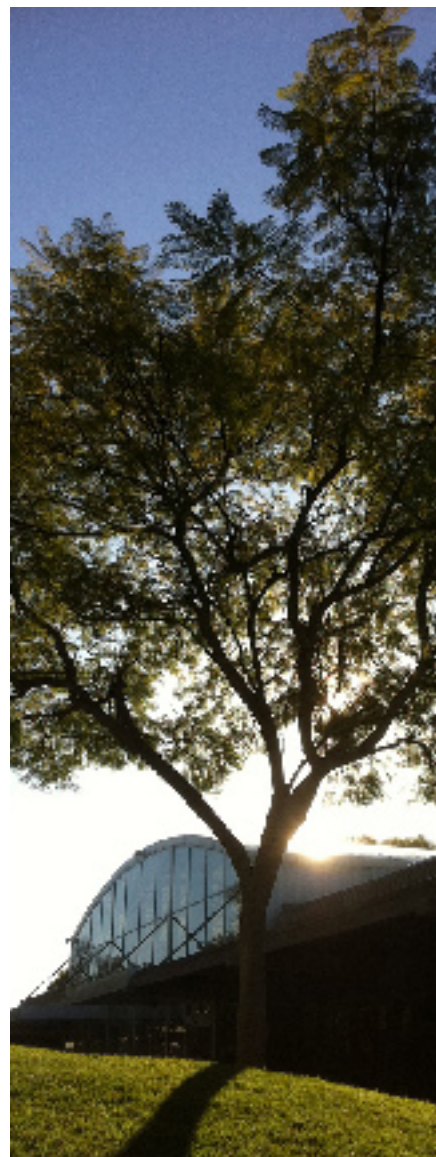


# 2014 Summer

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## Information for Summer 2014 Classes

Check online for class listings at [www.swccd.edu](http://www.swccd.edu)

# FREQUENTLY CALLED PHONE NUMBERS

For questions or department not listed below, call 619-421-6700 and press "0" for Operator or visit [www.swccd.edu](http://www.swccd.edu)

	Area Code 619	Ext	Area Code 619	Ext
Academic Success Center .....	482-6348		Emergency Medical Technology:	
Adjunct Faculty Voicemail .....	482-6565		Paramedic (EMT/EMTP) .....	216-6760
Admissions .....	421-6700	5215 or 5216	Extended Opportunity Programs and Services (EOPS) .....	482-6456
Art Gallery .....	216-6605		Evaluations .....	482-6326
Assessment (Placement Tests) .....	482-6385		Evening Office .....	216-6640
Associated Student Organization (ASO) .....	482-6443		Facilities Use .....	482-6319
Athletics .....	482-6370		Financial Aid .....	482-6357
Basic Police Academy .....	482-6462		Fiscal Services .....	482-6312
Bookstore .....	482-6416		Health Services .....	482-6354
Cafeteria .....	482-6359		High School Student Information (Outreach) .....	482-6518
CalWORKs Program .....	482-6510		Higher Education Center at National City .....	216-6665
Career Center .....	421-6700	5247	Higher Education Center at Otay Mesa .....	216-6750
Cashier's Office .....	482-6307		Higher Education Center at San Ysidro .....	216-6790
Center for Technical Education and Career .....	421-6700	5805	Instructional Support Services .....	482-6442
Success (CTECS) .....			Library .....	482-6397
Child Development Center .....	216-6695		Nurse .....	482-6354
College Police (EMERGENCIES ONLY) .....	216-6691		Nursing Programs and Courses .....	482-6352
College Police (NON-EMERGENCIES) .....	482-6380		Online Learning Center .....	482-6595
Communications, Community and Government .....	482-6304		Outreach .....	482-6518
Relations .....			Perkins Grant/CTE Office .....	421-6700
Continuing Education .....	482-6376		Prerequisite Review .....	216-6659
Counseling .....	421-6700	5240	Registration Information .....	482-6550
Crown Cove Aquatic Center .....	575-6176		Security .....	482-6380
Customized Training .....	482-6376		Small Business Development Center .....	482-6391
Dental Hygiene .....	216-6663		Student Accounts .....	482-6307
Disability Support Services .....	482-6512		Student Activities .....	482-6568
Economic Development .....	482-6479		Student Employment Services .....	482-6356
			Student Newspaper (Southwestern Sun) .....	482-6368
			Superintendent/President .....	482-6301
			TechPrep/2+2 .....	421-6700
			Tennis Courts and Tennis Center .....	421-6622
			Theatre Box Office .....	482-6367
			Transfer Center .....	482-6472
			Veterans .....	482-6324
			Women's Resource Center .....	421-6700

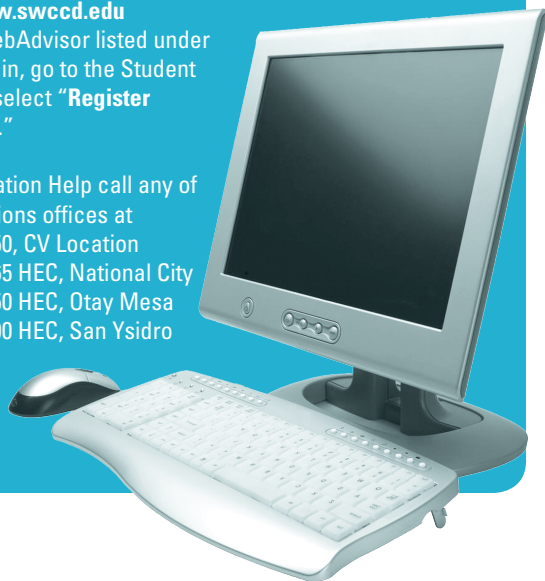
## Online Registration & Registration Help

Online Registration starts **November 12** by appointment

WebAdvisor is now available 7 days a week, 7 a.m.—Midnight  
**GO TO [www.swccd.edu](http://www.swccd.edu)**

Click on WebAdvisor listed under E-tools, log in, go to the Student Menu and select **"Register for Classes."**

For Registration Help call any of the Admissions offices at  
619-482-6550, CV Location  
619-216-6665 HEC, National City  
619-216-6750 HEC, Otay Mesa  
619-216-6790 HEC, San Ysidro



## SCHOOLS AND DEPARTMENTS

Arts and Communication .....	482-6372
Continuing Education, Economic and Workforce Development .....	482-6479
Counseling and Personal Development .....	482-6471
Health, Exercise Science, Athletics and Applied Technology .....	216-6626
Language and Literature .....	482-6461
Mathematics, Science, and Engineering .....	482-6459
Social Sciences, Business, and Humanities .....	482-6582

\* During peak times, some offices may not be able to answer all telephone lines. Please refer to the College website for more information.

## IMPORTANT DATES AND DEADLINES

### MARCH 3

Begin accepting summer online application at [www.swccd.edu](http://www.swccd.edu). New and returning students will be emailed registration information after submitting the application.

### APRIL 21

Email registration information to Continuing Students

### APRIL 28

Registration begins by appointment—Waitlist available (as classes fill)

### MAY 26

HOLIDAY

### JUNE 5

Last day to register in classes or get placed on waitlist

### JUNE 8

Residency determination date

### JUNE 9

Summer instruction begins 9-week sessions

### JUNE 16

Summer instruction begins 8-week sessions

### JULY 3

Campus Closed/District Holiday

### JULY 4

HOLIDAY—Independence Day Observed

### AUGUST 7

All summer sessions end

\*You may add classes with an add code or drop from classes via WebAdvisor at [www.swccd.edu](http://www.swccd.edu). (Click on WebAdvisor or go to <https://webadvisor.swccd.edu>)

### Summer Session Deadlines:

Deadlines for less-than-full-semester classes are determined as indicated below: Note: Check WebAdvisor for specific deadline dates. Click on the Course Name & Title on WebAdvisor.

- **Deadline to add classes:** First week class meets
- **Deadline for refund:** 10% of actual class meeting days  
(Note: in some cases this may be the first day of class)
- **Deadline to apply for pass/no pass option:** 30% of actual class meeting days
- **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



# Information for Summer 2014 Classes

Check online for class listings at [www.swccd.edu](http://www.swccd.edu)

## OFFICE HOURS

\* Building 1400 is the Cesar Chavez Building/ Student Services Center

The Cesar Chavez Student Services building and Student Center will be open Monday-Thursday this summer. Please check the College website for department for hours of operation.

### Academic Success Center

The ASC will be open June 4–28, Mon.–Thurs., from 10 a.m. to 5 p.m.

Services will only be provided for the following programs.

- T3+ Program (tutorial fee-based program grades 5—College level courses for community
- Test Proctoring for SWC exams and our fee—based test-proctoring program (non-SWC exams).

### Admissions and Records

619-482-6550, \*Building 1400, Room S101  
 Mon.–Tues. .... 8 a.m.–6:30 p.m.  
 Wed.–Thurs. .... 8 a.m.–5:00 p.m.  
 Fri. .... Closed

### Assessment/Prerequisites

619-482-6385, \*Building 1400, Room S107  
 Mon./Tues. .... 8:00 a.m.–6:30 p.m.  
 Wed./Th. .... 8:00 a.m.–5 p.m.  
 Fri. .... Closed

### Bookstore

619-482-6416, Building 630  
 For Summer Bookstore Hours please visit:

**[www.swcbookstore.com](http://www.swcbookstore.com)**

Bookstore hours for the Summer term at the Chula Vista campus and the Higher Education Centers will be posted online

### CalWORKs Program

619-482-6510, Room 5210  
 Mon./Tues. .... 8:00 a.m.–6:30 p.m.  
 Wed./Th. .... 8:00 a.m.–5 p.m.  
 Fri. .... Closed

### Career/Transfer Center

619-421-6700, ext. 5247 \*Building 1400, Room S206  
 Mon./Tues. .... 8:00 a.m.–6:30 p.m.  
 Wed./Th. .... 8:00 a.m.–5 p.m.  
 Fri. .... Closed

### Cashier's Office

619-482-6307, \*Building 1400, Room S102  
 Mon.–Th. .... 7:45 a.m.–6 p.m.  
 Fri. .... Closed

### Center for Technical Education and Career Success (CTECS)/Women's Resource Center (WRC)

619-421-6700, ext. 5805, \*Building 1400, Room S210  
 Mon./Tues. .... 8:00 a.m.–6:30 p.m.  
 Wed./Th. .... 8:00 a.m.–5 p.m.  
 Fri. .... Closed  
 Closed for the month of July

### Child Development Center

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

### College Police Department

619-216-6691 (EMERGENCIES ONLY)  
 619-482-6380 (Non-emergencies), Building 105, Room 105D  
 Mon.–Sat. .... 6:30 a.m.–10 p.m.

### Continuing Education

619-482-6376, Building 660  
 Mon.–Th. .... 8 a.m.–4:30 p.m.  
 Fri. .... Closed

### Counseling Center

619-421-6700, ext. 5240, \*Building 1400, Room S204  
 Mon./Tues. .... 8:00 a.m.–6:30 p.m.  
 Wed./Th. .... 8:00 a.m.–5 p.m.  
 Fri. .... Closed

### Disability Support Services (DSS)

619-482-6512, Building \*1400, Room S108  
 TTY 619-482-6470  
 Mon./Tues. .... 8:00 a.m.–6:30 p.m.  
 Wed./Th. .... 8:00 a.m.–5 p.m.  
 Fri. .... Closed

### District Lost and Found

619-482-6380, Building 105, Room 105D  
 Mon.–Sat. .... 7:30 a.m.–10 p.m.

### Extended Opportunity Programs and Services (EOPS)

619-482-6456, \*Building 1400, Room S201  
 Mon./Tues. .... 8:00 a.m.–6:30 p.m.  
 Wed./Th. .... 8:00 a.m.–5 p.m.  
 Fri. .... Closed

### Evaluations

619-482-6326, \*Building 1400, Room S104  
 Mon.–Th. .... 7:45 a.m.–6 p.m.  
 Fri. .... Closed

### Financial Aid

619-482-6357, \*Building 1400, Room S104  
 Mon.–Th. .... 7:45 a.m.–6 p.m.  
 Fri. .... Closed

### Food Services

See also: Time Out Cafe  
 Student Union Building 610  
 Student Union will be closed for Summer 2014.

### Health Services (Student Center)

619-482-6354, Building 600, Room 601F  
 Please call for summer hours.

### Honors Program

619-482-6472, \*Building 1400  
 Mon.–Th. .... 7:30 a.m.–4:30 p.m.  
 Fri. .... Closed

### Information Booth (Student Services)

619-421-6700, ext. 5167, \*Building 1400  
 Mon.–Th. .... 7:45 a.m.–4:30 p.m.  
 Fri. .... Closed

### Library

619-482-6397, Building 620  
 For Summer Library Hours please visit: <http://www.swccd.edu/~library/Lvl1/index.asp?L1=18>  
 Library Hours for the Summer term at the Chula Vista campus and the Higher Education Centers will be posted online

### Mathematics, Engineering, Science Achievement Program (MESA)

619-482-6381, Building 390, Room 396  
 Mon.–Th. .... 8 a.m.–6 p.m.  
 Fri. .... Closed

### Online Learning Center

619-482-6595, Building 620, Room L103  
 Location: First floor of the Library and Resource Center/Building 620  
 Call 888-517-4765 after business hours

### Outreach Services

619-482-6518, Building 1400, Room S101A  
 Mon. .... 10 a.m.–6:30 p.m.  
 Tues.–Th. .... 8 a.m.–4:30 p.m.  
 Fri. .... Closed

**Perkins Grant/CTE Office**

619-421-6700, ext 5261, Building 660

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

619-482-6568, \*Building 600

Please call for summer hours.

**Student Activities (Student Center)**

619-482-6568 Building 600, Room 601C

Please call for summer hours.

**Student Employment Services**

619-482-6356 \*Building 1400, Room S208

Mon./Tues ..... 8:00 a.m.-6:30 p.m.

Wed./Th. .... 8:00 a.m.-5 p.m.

Fri. .... Closed

**Tech Prep/2 + 2**

619-421-6700, ext. 5740, \*Building 1400

**Time Out Cafe**

Building 480

Mon.-Th..... 7 a.m.-2 p.m.

Fri. .... Closed

**Transfer Center**

619-482-6472 \*Building 1400, Room S205

Mon./Tues ..... 8:00 a.m.-6:30 p.m.

Wed./Th. .... 8:00 a.m.-5 p.m.

Fri. .... Closed

**Veterans Services**

619-482-6324 \*Building 1400, Room S104

Tues. .... 7:45 a.m.-6 p.m.

Mon./Wed./Th. .... 7:45 a.m.-4:30 p.m.

Fri. .... Closed

## SCHOOL AND DEPARTMENT HOURS

**Crown Cove Aquatic Center**

Christine Perri, Dean

Patrice Milkovich, Director

619-575-6176

Please call for summer hours of operation

**Office of Student Services**

Mia McClellan, Dean

619-482-6369, Building 1400, Room S109

Please call for summer hours of operation

**School of Arts and Communication**

Donna Arnold, Dean

619-482-6372, Room 702B

Please call for summer hours of operation

**School of Continuing Education, Economic and Workforce Development**

Mink Stavenga, Dean

619-482-6479, Building 660

Please call for summer hours of operation

**School of Counseling and Personal Development**

Beatrice Zamora-Aguilar, Dean

619-482-6471, Room S204

Please call for summer hours of operation

**School of Health, Exercise Science, and Athletics and Applied Technology**

Terry Davis, Dean

619-482-6551, Room 1000J

Please call for summer hours of operation

**School of Language and Literature**

Joel Levine, Dean

619-482-6461, Room 430J

Please call for summer hours of operation

**School of Mathematics, Science, and Engineering**

Janet Mazzarella, Dean

619-482-6459, Room 345

Please call for summer hours of operation

**School of Social Sciences, Business and Humanities**

Mark Meadows, Ph.D., Dean

619-482-6582, Room 470K

Please call for summer hours of operation

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

Christine Perri, Dean

619-216-6665

Please call for summer hours of operation

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

Silvia Cornejo, Dean

619-216-6750

Please call for summer hours of operation

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

Silvia Cornejo, Dean

Cynthia Nagura, Director

619-216-6790

Please call for summer hours of operation



# HOW TO APPLY AND REGISTER.

## SIX EASY STEPS TO ENROLLMENT!

**Step 1:** *Apply Online for Admissions*

**Step 2:** *Attend Assessment and Orientation*

**Step 3:** *Registration*

**Step 4:** *Pay Fees*

**Step 5:** *Send Your Transcripts*

**Step 6:** *Access College Services (after you have applied)*



### Step 1: Apply online for Admissions

Go to [www.swccd.edu](http://www.swccd.edu). Click on "Apply and Register". New and former students (anyone not registered for the Spring 2014 semester) must complete the College admissions application. The online application can be accessed at a computer with internet access.

### Step 2: Attend Assessment and Orientation

- Complete assessments before you register. The results will help you select appropriate English and math courses.
- Computerized and paper-and-pencil assessments are available at the Assessment Center located in Room 107 in the Cesar E. Chavez Student Services Building. You should plan to take the assessment at least two days before you complete the online orientation or attend a guided orientation and preregistration session. Visit the assessment website at <http://www.swccd.edu/assessment> for assessment schedules, testing procedures, and practice tests, or see the College Catalog for more information.
- Orientation is required of all new students. Learn all about College resources, general education, major requirements, and about transferring to a university. Orientation can be completed online at [www.swccd.edu](http://www.swccd.edu)
- Students enrolling in online classes are not required to attend the on-campus assessment and/or orientation, however, each course may have its own orientation. Check with your faculty.

### Step 3: Registration

Register for classes online on or after your registration date, or visit one of our Admissions Offices for assistance.

#### Before you register

- Refer to your registration appointment to ensure that you are registering on or after your assigned appointment time.
- Clear any outstanding fees or holds.
- Meet prerequisites. Unofficial transcripts or grade notices can be used for prerequisite review. (Room S107)

#### Registration Online

To register go to <https://webadvisor.swccd.edu>, click "Log In," enter your User ID and Password. First time users only will enter their date of birth (six digits) for the password. Read the login instructions carefully.

Don't remember your password? Click on the "Reset my password" link. Follow the steps and a temporary password will be sent to your email address on file in WebAdvisor. This will enable you to create a new password.

### Step 4: Pay Fees

You may pay fees online through WebAdvisor, in person at the Cashier's Office located at all campus sites, or by phone. To pay by phone call Student Accounts at 619-482-6307.

Fees are due five (5) calendar days after registration. If payments are not received, students WILL BE DROPPED from classes to make seats available for other students. Drop for non-payment will be administered Monday through Thursday. If students have payments with due dates on Saturday, Sunday, or official holiday, they will be dropped on the following Monday. After the first day of classes, students are responsible for dropping their classes or they will be financially responsible.

If registration occurs within five (5) days of class start, fees are due prior to the class start date. Any class registered or active after the term begins is the student's responsibility to drop if not attending. Non-payment or non-attendance does not release the student from this responsibility and may result in a failing grade with fees owed.

#### Fee Payment Method

Students may pay fees by credit card, check/money order, or cash. See page 12 for more information about fees.

Optional: Apply for Financial Aid Please see page 13 for more information Federal and State Financial Aid is available for qualified students. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or visit the Financial Aid Office at any College location for additional information.

Board of Governors Fee Waivers are also available and easy to apply for. If you qualify, your enrollment fees are waived and covered by the State of California. You may apply at [www.cccapply.org/bog\\_waiver](http://www.cccapply.org/bog_waiver) throughout the academic year.

## Step 5: Send Your Transcripts

Official transcripts are needed to clear prerequisites and to award prior credit for degrees and certificates. To have other college transcripts evaluated for SWC use, please request through the Evaluations Office located in the Student Services Center after official transcripts are on file with the Admissions Office. Official transcripts must be sent directly from other schools, colleges and universities to the Admissions Office. Hand-carried transcripts will not be accepted. If you have ever attended another college or university, request transcripts be sent to:

Southwestern College  
Admissions Office  
900 Otay Lakes Road  
Chula Vista, CA 919100

## Step 6: Access College Services (after you have applied)

Visit the Cesar E. Chavez Building for assistance in the following departments:

- **Assessment Center**—For basic skills placement testing and to clear prerequisites with courses completed at other colleges.
- **Counseling Center**—After the second week of the semester, schedule an individual appointment with a College counselor to develop your educational plan.
- **Career Center**—Learn more about career options and choose your major.
- **Transfer Center**—Learn how SWC prepares you for the university.
- **CTECS**—Support for students enrolled in Career-Tech majors.
- **Disability Support Services**—For students needing assistance or wondering if the DSS Department can help improve your learning experience.
- **EOPS**—Apply for over-and-above college support, counseling and book service.
- **Financial Aid Office**—Provides assistance in applying for and receiving federal and state aid and scholarship information.
- **Student Employment Services**—Assistance in finding a part-time job or a career job once you have completed your training.
- **Evaluations Office**—Petition for graduation. Have other college transcripts evaluated for SWC credit.
- **Veterans Services**—Offers support if you are in the military, a veteran, or qualified member of the family.
- **Women's Resource Center**—Provides community resources to all students.

Note: All of these services are available at the Chula Vista campus in the Cesar E. Chavez Building, Student Services Center, and most are available at all Center locations.

## Matriculation Rights and Responsibilities

Matriculation is a State of California categorically-funded program that assists in choosing, planning, and achieving educational and career goals. It is Southwestern College's way of supporting student's right to succeed in college.

Matriculation is a partnership between student and the College.

### Southwestern College agrees to:

- Evaluate English, math and reading skills.
- Provide application and registration assistance, including orientation services.
- Provide access to counselors who can help plan your education.
- Monitor progress and keep you informed about campus resources.

### Student agrees to:

- Decide upon major and educational goal.
- Participate in a required assessment session and orientation session (online or on campus).
- Adhere to prerequisite and corequisite requirements.
- Develop a Student Educational Plan with a college counselor by the time you have completed 24 college units.
- Attend and successfully complete the courses in which you enroll.

### All students are required to participate in Matriculation Services, unless they are exempted by the following:

- Already have earned an Associate or Bachelor Degree.
- Are attending SWC for: personal enrichment, noncredit courses only, upgrading job skills, enrolled in apprenticeship or career technical programs, or are concurrently enrolled in another college or university.

### Coming this Fall:

- The new Student Success and Support Program (SSSP) will begin Fall 2014. Look for targeted college services as the SSSP replaces matriculation.

# WEBADVISOR REGISTRATION INSTRUCTIONS



Sign in at [www.swccd.edu](http://www.swccd.edu) and click on "WebAdvisor" under E-tools  
<https://webadvisor.swccd.edu>

To begin click  
**"Log In"**



## STUDENTS:

### Enter your User Name:

Use the first initial of your first name, the first initial of your last name, 0(zero) and your student ID# (all lower case - no spaces)

**Example:** John Smith ID# 999-999 would enter: js0999999

## FACULTY & STAFF:

### Enter your User Name:

Use the first initial of your first name then your last name

**Example:** John Baker would enter: jbaker

### Enter your password.

**First time users only** need to enter their date of birth (in mmddyy format). Once you do this your password will expire and you will need to change it. When changing your password you will need to choose a password that is 6 to 9 characters in length and include **both letters and numbers**.

**If you cannot remember your password click on this link** [Reset my password.](#)

User ID

Password

Hint ☐

Type your User ID and your password

If you need help, call any of the Admissions Offices at:  
 619-482-6550, CV campus  
 619-216-6665 HEC, National City  
 619-216-6750 HEC, Otay Mesa  
 619-216-6790 HEC, San Ysidro



## Change Password

**Your password has expired. Please choose a new password.**

Your new password must be 6 to 9 characters in length and include both letters and numbers.

\* = Required

User ID:\*

Old Password:\*

New Password:\*

Confirm Password:\*

My password hint:

Your new password must be 6 to 9 characters in length and include both letters and numbers.

## CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome

The following links may display confidential information.

### User Account

- I'm New to WebAdvisor
- What's my User ID?
- Change/Reset my Password
- Update your email/telephone number/address

### Academic Profile

- Administrative Holds
- My class schedule
- Grade Point Average by Term
- My class schedule
- National Student Clearinghouse
- Prerequisite Petitions
- Unofficial Transcript

### Registration

- Buy Parking Permit
- Drop Classes
- My Waitlist
- Registration Appointment
- Register for Classes
- Registration Statement
- Registration and Waitlist Information
- Search for Classes
- Register and Pay for Continuing Education Classes

### Courses and Programs

- Academic Calendar
- Adding and Dropping a Class Procedures
- Adding a Waitlisted Class Procedure
- Class Change Procedures

## CURRENT STUDENTS

Search and register for classes  
Use this option if you would like to look for classes, add them to your preferred list of classes and then register.

Express registration  
Use this option if you know the exact subject, course number, and section (or synonym) of the class you want to register. (Example: MATH 100 01 or Synonym 42765).

Register for previously selected sections  
Use this option if you have already placed sections on your preferred list and would like to now register.  
**Note: This information is deleted one week prior to registration for the next term.**

**There are two primary registration options:**

1. **"Search and Register for Classes"** — if you do NOT know the course section and number
2. **"Express Registration"** — if you DO know the course section number

# WEBADVISOR REGISTRATION INSTRUCTIONS

Southwestern College WebAdvisor  
900 Otay Lakes Road • Chula Vista, CA 91910-7299  
CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

CURRENT STUDENTS Welcome Guest!

## Search/Register for Classes

\* = Required

Term\*

Starting On/After Date (mm/dd/yy)  Ending by Date (mm/dd/yy)

Subject	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Course Title Keyword(s)  Course Types

Location  Academic Level

Instructor's Last Name

For OPTION ONE—Select **"Summer 2014"** from the **"Term"** pull-down menu

Select **"Subject"** from the pull-down menu, then type in the course number you are interested in finding

CURRENT STUDENTS

Welcome Guest!

For Option Two—Select the **Term** from the pull-down menu

Type in a Class Number then click **"Submit"**

CURRENT STUDENTS

## Section Selection Results

Narrow my search ☐Re-sort my results 

Select Section(s)	Term	Status	Section Title	Faculty	Available/Capacity/Waitlist	Credits	Acad Level	Material Fees
<input type="checkbox"/>	2008		(3954)	atory MWF 08:00AM -	Nielson, Janis	-6 / 36 / 4	1.00	UG
<input type="checkbox"/>	Fall 2008	Waitlisted	ES/A-	atory MWF 11:00AM -	Hardiman, Melanie	-12 / 36 / 3	1.00	UG
<input type="checkbox"/>	Fall 2008	Waitlisted	ES/A-1 (39551) Body Sculpt-HV	atory TTH 07:30PM -	Redmond, Janis	6 / 36 / 3	1.00	UG

Put a check mark next to the class(es) you want to register for

Southwestern College WebAdvisor  
900 Otay Lakes Road • Chula Vista, CA 91910-7299

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS

### Register and Drop Sections

Preferred Sections

Action	Term	Section Name and Title	Information	Faculty	Available/ Capacity/ Waitlist	Credits	Add Code (After Term Begins)
<input type="button" value="Register"/>	Fall 2008	ES/A-111ABCD-04 (3) for Cardiovascular Fit	9-12/19/2008 Laboratory MWF 08:50AM, Room TRAK	Stone,Art	3 / 36 / 0	1.00	<input type="text"/>
<input type="button" value="Drop"/>	Fall 2008	ES/A-111ABCD-03 (3) for Cardiovascular Fit	9-12/18/2008 Laboratory TTH 09:15AM, Room TRAK	Stone,Art	10 / 36 / 0	1.00	<input type="text"/>

Under "Action" select "Register" and click Submit

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title
<input type="button" value="Drop"/>			You are not currently registered in any courses.

Southwestern College WebAdvisor  
900 Otay Lakes Road • Chula Vista, CA 91910-7299

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS

### Registration Results

An electronic acknowledgement of this event has been mailed to [prament@swccd.edu](mailto:prament@swccd.edu)

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	Material Fees
Fall 2008	Registered for this section		CIS-10B-50 (38998) ROP- Hardware/Software Upgrade	Main Campus	10/25/2008-12/06/2008 Lecture S 08:00AM - 12:00PM, Room 544 Laboratory S 12:30PM - 04:30PM, Room 544	J. Ancho	2.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	Material Fees
Fall 2008		CIS-10B-50 (38998) ROP- Hardware/Software Upgrade	Main Campus	10/25/2008-12/06/2008 Lecture S 08:00AM - 12:00PM, Room 544 Laboratory S 12:30PM - 04:30PM, Room 544	J. Ancho	2.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	Material Fees
		You are not currently waitlisted in any courses.					

OK

Here are the classes for which you are currently registered. If you are done registering click "Make Payment" to pay online.

# Attention all students Got email?

A **valid email account** is **required** at Southwestern College for registration.

Need an email account? Check out these free websites:

Hotmail [www.hotmail.com](http://www.hotmail.com)

Google Mail [www.gmail.com](http://www.gmail.com)

Yahoo Mail [www.mail.yahoo.com](http://www.mail.yahoo.com)

To update your email address, please visit WebAdvisor at <https://webadvisor.swccd.edu> or if you need more information call any Admissions Office.

A valid email account will be required in order to:

- Get your registration appointment date and time.
- Get confirmation on your registration and fees.
- Get your current schedule when you make registration changes.
- Get into a waitlist
- Get Financial Aid updates.



## Information for Summer 2014 Classes

Check online for class listings at [www.swccd.edu](http://www.swccd.edu)

# FEES AND REFUNDS

\*At the time of publication, the Enrollment Fee is \$46 per unit (Example: a 3 unit course is \$138) Note: All fees are subject to change. Enrollment Fees are set by the California Legislature.

## Registration Fees

### Required Fees

Enrollment Fee .....\$46 per unit  
Waived for BOGFW recipients.

Non Resident Tuition.....\$190 per unit (May change in FEB)  
Plus other registration fees.  
Course/Materials Fee (if applicable) .....\$ Varies

All student fees are set in accordance with the California Legislature and are subject to change. The enrollment fees set by the Legislature apply to every community college in the State. In the event the Legislature increases fees, students will be responsible for paying the difference. Students who have already registered for classes will be billed for the difference in accordance with any new state requirement.

## Health Fee

Pursuant to Education Code and District policy, Southwestern College has a mandatory health fee. The health fee is \$19 per term for each full-time student. The health fee and/or health fee exceptions are subject to change should the State Legislature take action to change them. Students may petition for exception for:

- Students who depend exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization;
- Students on AFDC, SSI, or General Relief;
- High School students enrolled at the Sweetwater Union High School District taking designated classes at high school sites only;
- Students attending under an approved apprenticeship training program;
- Exclusive online courses.

### Health Fee\*\*

.5— units or more .....\$16  
Refer to Health Services Center for services.

Accident Insurance/Liability Fee.....\$2  
(Students enrolled in off-campus classes where no health services are available; classes at the Chula Vista campus when no health services are available, or travel study classes which meet outside of California.)

\*\*Upon request, the health fee will be refunded to any student who withdraws from all courses prior to the 10% date of the length of the course.

### Other Fees

Student Center Fee \$1 per unit—\$10 maximum per academic year.  
(Students on AFDC, SSI, or General relief are exempt from this fee)

## Parking Information and Fees

Registered students can purchase parking permits online beginning May 5, 2014, on WebAdvisor at <https://webadvisor.swccd.edu>. You will need your license plate number and a credit card.

The process is:

- Log into WebAdvisor:
- Go to the Academic Profile and you will see SWC Parking Permits
- Follow the directions and it will lead you to the Credentials website
- Pay for your permit
- Print out your temporary permit ( if needed)

For Non-Students: in order to purchase your permits you will need to go to room 105D Monday thru Thursday, 8:30am-4:30pm.

Parking permits are not available for purchase in the Cashier's Office

Once you have purchased your permit, you will receive the permit via U.S. mail, between 5 to 10 business days.

- You cannot exchange the permit once you place your order
- There will be no refunds
- Permits are not valid in metered spaces Alaine

Permits are required from the first day of classes at all Southwestern sites. All vehicles must have a valid college parking permit properly displayed while parked at any campus except in metered or disabled parking spaces.

Multi vehicle/car.....	\$22
Lots "O" and "G".....	\$30
Motorcycle .....	\$20
Eligible Financial Aid BOGFW Recipients.....	\$20*
Daily Parking .....	\$3 per day
Visitor Parking (Lot A, Chula Vista Campus) .....	\$1 for 30 minutes
	in green marked spaces
Meter Parking (San Ysidro and Otay Mesa) .....	\$1 for 45 minutes
Automobile Permit Replacement fee.....	\$22
Motorcycle Permit Replacement fee .....	\$20

Note:

\* Only for students who are receiving BOGF Waiver, A, B, C. For additional policies pertaining to parking fees please visit: Home > Admissions & Registration > Tuition and Fees

## Returned Check Service Charge

Checks returned for non-sufficient funds or "Stop Payments" must be paid by MasterCard, VISA, Discover, American Express, cash or money order, and a \$25 service charge will be added to the amount of the check. Your enrollment at Southwestern College, as well as your credit, may be affected.

## Refund Policy

A student will be refunded registration fees for course withdrawals made by the 10% point of actual class meeting days, to include short term classes. This 10% point may be on the first day of classes. Please check WebAdvisor for the specific course dates.

REFUNDS ARE NOT AUTOMATIC. Eligible students should request a refund in person or by phone at any Cashiers Office at the following locations: Main Campus—(619) 482-6307; Higher Education Center, Otay Mesa—(619) 216-6750; Higher Education Center, San Ysidro—(619) 216-6790 Ext. 4902 or 4903; and Higher Education Center, National City—(619) 216-6665 Ext. 4853. You may also download and complete the Refund Request Form and submit as stated on the form.

## Refund Deadlines

Students who officially withdraw from class by the refund deadline will be mailed a refund upon request only. It is imperative that a current address be on file in Admissions. Refunds may take up to four weeks after the receipt of the refund request. In most cases refunds will not be processed until after the refund deadline.

# FINANCIAL AID AND SCHOLARSHIPS

The Financial Aid staff will be happy to serve you and answer any questions you may have. For more information, come to Student Services Center in the Cesar E. Chavez Building or any of our Higher Education Centers at National City, Otay Mesa, or San Ysidro. You can call Financial Aid at 619-482-6357, Monday through Thursday, 8 a.m.–6 p.m.

There are frequent changes to federal and state regulations that may affect students' eligibility. The latest information about these and other changes is posted on the Financial Aid page of the College website: [www.swccd.edu/financialaid](http://www.swccd.edu/financialaid).

The Financial Aid Office helps students who might otherwise be unable to continue their education because of financial challenges. Students who need financial assistance to attend Southwestern College are urged to contact the Financial Aid Office located in the Cesar E. Chavez Building.

Financial Aid provides assistance for eligible students in the form of:

### Board of Governors Fee Waiver

- Covers enrollment fees

Federal and State Grants

- Pell Grants (range from \$564 to \$5,645 per year)
- Cal Grants (range from \$547 to \$1,473 per year)

### Federal Work Study

- Work on campus, 15 hours per week employment

### Loans

- Direct loans and emergency loans

## Scholarships

These funds can help students who qualify for financial aid to meet their educational expenses such as fees, books, transportation, and room and board.

### Please Apply Early

The Financial Aid staff will be happy to serve you and answer any questions you may have. For more information, come to Student Services Center in the Cesar E. Chavez Building or any of our Higher Education Centers at National City, Otay Mesa, or San Ysidro. You can call Financial Aid at 619-482-6357, Monday through Thursday, 8 a.m.–6 p.m.

### Eligibility for Financial Aid

Eligibility for financial aid can vary depending on the type of aid. For specific requirements, please see the "Eligibility Requirements" section of the Financial Aid Student Guide at [www.swccd.edu/financialaid](http://www.swccd.edu/financialaid)

## Pell Grant

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students to promote access to post secondary education. Grant amounts are dependent on: the student's expected family contribution; the cost of attendance; the student's enrollment status; and whether the student attends for the full academic year or less.

As of Fall 2012, the lifetime of the Pell Grant eligibility is six (6) full-time years (600%) at any college. The latest information about these and other changes is posted on the Financial Aid page at : [www.swccd.edu/financialaid](http://www.swccd.edu/financialaid)



## Information for Summer 2014 Classes

Check online for class listings at [www.swccd.edu](http://www.swccd.edu)

### Board of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver (BOGFW) program is designed to ensure that the cost of registration fees at California community colleges is not a financial barrier to education for any qualifying California resident. Eligibility is determined based on the information given in the Free Application for Federal Student Aid (FAFSA) or BOGFW application.

At Southwestern College the BOGFW program waives enrollment fees throughout an academic year—summer, fall, and spring sessions. Eligibility may be obtained by one of the following:

- Method A—Recipient of public assistance. Provide current proof of receipt of benefits (dated same month of application or month prior).
- Method B—Eligibility based on income and household size.
- Method C—Based on information provided on the FAFSA.

To apply go to [www.swccd.edu](http://www.swccd.edu) and click on “Financial Aid” then click on “BOGFW Application.” Log on or create an account, or apply through [www.cccapply.org](http://www.cccapply.org). Please note the processing time of the BOGFW application will take approximately three (3) to five (5) working days. We recommend that you apply at least five (5) days prior to your registration date. Important: students wishing to receive BOGFW for Summer 2014 must submit a new application for 2014-15. 2013-14 BOGFW eligibility does not include the Summer 2014 term.

The latest information about these and other changes is posted on the financial aid page of the College website: [www.swccd.edu/financialaid](http://www.swccd.edu/financialaid).

## REGISTRATION POLICIES AND DEFINITIONS

Note: All forms are available online at [www.swccd.edu](http://www.swccd.edu): Under Admissions click “Printable Forms.” Assistance and processing are available at the Chula Vista campus and Higher Education Centers at National City, Otay Mesa, and San Ysidro.

### Adding Closed Classes

Once classes start, students need to attend the first class meeting to obtain instructor approval to enroll. If space permits, the instructor will issue an add code or sign an add form. Students can use add codes on WebAdvisor or submit signed add forms to any of the Admissions Offices for processing. Students taking online classes need to contact their faculty and request an add code for enrollment. If there is space, the instructor will issue the add code via email. After the student has acquired the add code, then follow the WebAdvisor instructions noted above. Note: Students on the waitlist will be given first priority if space becomes available.

### Cancelled Class

A cancelled class means that the College is unable to offer the class. The College reserves the right to cancel any class after the schedule goes to print.

### Closed Class

A class closes when the maximum seat capacity has been reached. During registration a waitlist is created. Students wishing to register for a closed class after class begins must go to the class or contact their faculty for online classes. See entry above, “Adding Closed Classes,” for additional information.

### Corequisites (Concurrent Enrollment)

When a class has a corequisite, students must register for one or more classes (often a lecture and lab) concurrently. Knowing the information being presented in the corequisite course is deemed necessary for successful completion of the other course. When dropping or withdrawing from a course that has a corequisite, both courses must be dropped or withdrawn concurrently. Students may challenge corequisites; see College Catalog for challenge policy and procedures.

### Course Repetition

A student may not register for a class in which a passing grade has previously been received, or the maximum number of repetitions allowed have been completed.

A student may receive any combination of three (3) substandard academic work (D, F or NP grade) and/or “W” withdrawal symbol on his or her official record for enrollment in the same course. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

See “Academic/College Policies” in this class schedule for additional information.

### Duplicate Course

Students may not register for two (2) classes with the same course number and title.

## High School Special Admit

High school students who are enrolled in grades 10–12 with a minimum grade point average of 2.5 may be admitted for concurrent enrollment at SWC. A High School Special Form signed by the high school principal is required. All necessary forms and instructions are available at Admissions and Records. Enrollment is limited to no more than two (2) classes or six (6) units per semester or summer session. See the SWC College Catalog for more information.

Students enrolled in home school programs must meet one of the following criteria:

1. The home school program must be affiliated with a county department of education program.
2. Must be taught by a person holding a California teaching credential, or
3. Must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

## Limitation on Enrollment

Performance courses may require students to try out for intercollegiate athletic teams or to audition for courses involving public performances prior to enrollment.

Enrollment in blocks of courses or sections may be a requirement so that a group of students will enroll together in that set of classes. Typically the students are part of a special program such as a Learning Community.

Enrollment may be limited due to legal requirements (imposed by statute, regulation, and/or contract). For example, some courses may require that the student have a valid driver license, a health clearance, a nursing license or certificate, etc.

## Prerequisites

When a course has a prerequisite, students must have specific knowledge or skills to register for and be successful in the course. The prerequisite can be a skill, an assessment result or successful completion (grade of A, B, C, or P has been earned) in a prior course. If prerequisites were completed at another college or university, students must bring copies of appropriate transcripts/grade reports and/or assessment results to the Assessment Center to clear the requirements prior to registration. Students may challenge prerequisites; see College Catalog for challenge policy and procedures.

## Recommended Preparation

A course or previous training that a student should complete—but is not required to complete—to help ensure success in the indicated course. Completion of the recommended preparation course with a grade of “C” or better increases student success. You are strongly encouraged to follow recommended preparation whenever they are listed in the class schedule to improve chances for success. Enrollment may not be denied to any student not meeting a recommended preparation.

## Recommended Concurrent Enrollment

A course that a student should complete—but is not required to complete—while enrolled in another course. Students are strongly encouraged to follow recommended concurrent enrollment whenever they are listed in the class schedule to improve chances for success. Enrollment may not be denied to any student not meeting a recommended concurrent enrollment.

## Registration Statement

The Registration Statement is proof of enrollment or waitlist status in classes. Registration statements can be obtained through WebAdvisor at any time. Students should review their Registration Statements carefully to verify registration, class meeting days and times, locations and fee payment. Instructors, labs and any office on campus may request to see a student's Registration Statement prior to providing services.

## See a Counselor

For assistance in the evaluation and selection of educational or occupational goals and to relate selection of classes to abilities and objectives. The advice received will be based on many different factors, such as assessment results, transcripts, and educational or career technical goals. To schedule appointments with counselors, start by filing a Student Success Needs Assessment with the Counseling Center and soon after you will be provided a plan for success.

## Thirty Unit Remediation Limit

Students will not receive credit for more than 30 units of remedial or basic skills courses in the District. A student who exhausts this unit limitation will be referred to appropriate noncredit continuing education services.

## Time Conflict/Class Overlay

Students are not permitted to register for two (2) classes that are scheduled during the same or overlapping time periods, even if the instructor will allow it. This includes online and/or hybrid courses with mandatory on-campus meetings that conflict with other on-campus courses. Class overlays are only allowed under special circumstances with appropriate dean approval.

## Waitlist

Waitlists will become available at the beginning of the registration period as classes fill. As a student drops from the class roster, the first student on the waitlist will be notified by email of the reserved space available to register in the class. The student will have three (3) calendar days to register in the class and make payment for the class. If the student does not register in the class within three (3) days, they will be dropped from the waitlist. Note: Students without an email address or do not meet eligibility requirements will not be moved into the class.

If you add yourself to a waitlist and enroll for another section of the same course you will be dropped from the waitlisted course. The waitlist may be used during the first week only. Instructors will issue an add code and have the student take the code to Admissions or enter their add code in WebAdvisor for online students. Students may register with add codes on WebAdvisor at <https://webadvisor.swccd.edu>.

## Information for Summer 2014 Classes

Check online for class listings at [www.swccd.edu](http://www.swccd.edu)

# ACADEMIC/COLLEGE POLICIES

## Academic Accommodation

Students with verified disabilities who may require academic adjustments or auxiliary aids are strongly recommended to contact the Disability Support Services Office (DSS) early to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students enrolled in online courses are encouraged to contact DSS to request academic accommodation.

## Academic Honesty

Academic honesty is expected from all students at Southwestern College. Dishonesty in the classroom, cheating or plagiarism, and/or knowingly furnishing false information to the College are grounds for discipline. (See Standards of Student Conduct procedure).

## Address and Telephone Changes

Students can update their mailing address, email address and telephone number on WebAdvisor at <https://webadvisor.swccd.edu>. Failure to comply will result in an administrative hold. This information is critical in receiving emergency and safety information by email, cell phone, etc.

## Attendance

Each student is expected to attend every class meeting. In the case of absence, it is the student's responsibility to inform the instructor. Instructors may drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll. Online students must login and perform any requested tasks on the first day of class.

## Auditing Courses

If you want to take a class to learn a new language or new skill and don't need the college credit, auditing may be an option for you. To audit a class you need to obtain a course audit application form before you go to the class. Audit petitions are available online under Admissions, then printable forms. If there is space available, the instructor will sign the form. You must return the form to any Admission Office for processing. Students taking the class for college credit have first priority for acceptance.

The charge for auditing is \$15 per unit plus the mandatory health fees. A maximum of two (2) classes may be audited in any regular instructional term (fall, spring, summer). If you are enrolled for college credit in ten (10) or more units, you may audit one (1) three-unit class for free. Once you choose the audit option for a class you can not change to college credit.

## Catalog

For further information on courses, College policies, and procedures see the Southwestern College Catalog on our website at [www.swccd.edu](http://www.swccd.edu), click on Schedules and Catalog on the left menu. The Catalog is also available for \$5 in the Bookstore or \$12 if you request that it be mailed. Catalogs are provided to all students who attend an orientation/preregistration session.

## Class Cancellations

Southwestern College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation and to change the class hours and/or days as necessity demands.

## 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](http://www.swccd.edu), click Admissions, then printable forms. Refer to the Southwestern College Catalog for courses that are GRADED only.

## Course Repetition

Students may petition to repeat courses under the following circumstances: Course Repetition Due to Substandard Grades and/or Withdrawals. Students are allowed a maximum of three substandard grades (D, F, or NP) and/or "W" withdrawal in a course. Students may petition to repeat and attach supporting documentation to demonstrate extenuating circumstances requiring one additional repetition. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

## Course Repetition of Previously Passed Courses

Students may file a petition to repeat a course in which a grade of "C" or better was earned. Please refer to the catalog for the details and requirements for the Course Repetition and Repeatable Courses. Petitions are available online and can be submitted to any Admissions Office if the following conditions are met:

- I. Significant Lapse of Time
- II. Variable Units—Open Entry/Open Exit
- III. Occupational Work Experience
- IV. Special classes for students with disabilities
- V. Legally Mandated Training
- VI. Significant Change in Industry

## Dropping Students from Classes

- Instructors will drop any student who fails to attend the first class meeting or fails to login and perform any requested tasks for online students if the class is at maximum enrollment and other students are waiting to enroll.
- Students will be dropped from a class for lack of a prerequisite.
- During the add period of the term, instructors may drop a student from a class with or without an explanation for never attending class, unless the student has contacted the instructor and the instructor has granted an excused absence.
- After the add period of the term, instructors will drop a student from a class if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.

## Descriptions of Courses

Course descriptions can be found in the College Catalog, WebAdvisor or on the College website at [www.swccd.edu](http://www.swccd.edu).

## 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.

## 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 16, "Dropping Students from 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.

Contact Admissions for specific dates.

A student's 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](http://www.swccd.edu/financialaid) for more information.





## Information for Summer 2014 Classes

Check online for class listings at [www.swccd.edu](http://www.swccd.edu)

# SUPPORT SERVICES FOR STUDENTS

## Academic Success Center

The Academic Success Center provides services to assist ALL Southwestern College students in achieving academic success. The Center is comprised of three related services: The Writing Center, Reading Center, and Math/Science Center, as well as other learning support areas, both at the Chula Vista campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro. 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 students in successful completion of college course work.

## 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 x5968 or 619-482-6568.

## Bookstore

Regular hours for the Chula Vista Campus are as follows: Chula Vista, Mon.–Thurs. 7:45 a.m.–3:30 p.m., Fridays closed.

Regular hours for the Education Centers are as follows: Hours for the Higher Education Centers at National City, Otay Mesa and San Ysidro will be posted at the Center as well as at the [www.swcbookstore.com](http://www.swcbookstore.com)

## General 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](http://www.SWCBookstore.com).
- 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.
- ABSOLUTELY NO REFUNDS OR EXCHANGES WITHOUT SALES RECEIPT. NO EXCEPTIONS.
- Used books can be sold back year-round. SWC ID required.
- LAST DAY FOR SUMMER 2014 TEXTBOOK REFUND IS: FIRST THURSDAY OF CLASS START DATE. RECEIPT/PROOF OF REGISTRATION IS REQUIRED.

Chula Vista Campus Bookstore Summer 2014 Hours  
For Summer Bookstore Hours please visit:  
[www.swcbookstore.com](http://www.swcbookstore.com)

Bookstore hours for the Summer term at the Chula Vista campus and the Higher Education Centers will be posted online

Last day for Summer 2014 textbook refund is: FIRST THURSDAY OF CLASS START

## Campus Student ID Cards

New students need to provide their semester registration statement with official government identification when arriving at the information counter in the Student Center. Former students will receive the same information and will use the ID card and number originally issued. Replacement cards are available in the Student Center for a \$5 fee.

## 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.–6:00 p.m.

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 Services

### Student Union

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

Mon.–Thurs. .... 7 a.m.–4 p.m.

### Time Out Café

Mon.–Thurs. .... 7 a.m.–8:15 p.m.

### Tradewinds Café

Mon.–Thurs. .... 7 a.m.–6 p.m.

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 in Evaluations. 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 Center

The Health Services/Wellness Center 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 emergency treatment, health counseling, and referrals to appropriate agencies. Immunizations and TB skin tests are available at cost. Cholesterol, glucose, anemia testing, tetanus and Hepatitis B vaccines are also available at cost.

All students (day and evening) who register on campus are covered by an insurance policy which applies to accidents in College-sponsored and supervised activities. An optional student accident and sickness insurance plan 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. Become acquainted with a collection of more than 80,000 books and approximately 300 current periodical subscriptions.

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. Inter-library loan services are available for students needing materials from other collections.

Ask a staff member for a Library tour, browse subject bibliographies, and check out monthly displays. For more information, call (619) 482-6397 or see the Library's web page at [www.swccd.edu/~library](http://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.

## Information for Summer 2014 Classes

Check online for class listings at [www.swccd.edu](http://www.swccd.edu)

### Parking Rules and Regulations

On-campus parking is supervised by the Southwestern College Police Department. Parking and traffic are enforced at all times in all Southwestern College locations and parking lots. The following rules and regulations pertain to all vehicles within the jurisdiction of Southwestern College. Parking Services hours of operation are Monday through Friday, 8 a.m.–5 p.m. and closed on all District holidays. If you have any parking related questions that are not addressed here, please contact the Southwestern College Police Department at [swcparking@swccd.edu](mailto:swcparking@swccd.edu) or (619) 216-6611.

#### Parking Policy

1. All regulatory signs on campus must be obeyed. Violators will be cited under California Vehicle Code.
2. The maximum speed limit on the campus is 20 MPH. No stopping, parking, or passing is allowed on the perimeter road of the main campus at any time.
3. Parking is allowed in marked spaces only. Parking in triangles, along roadways, or along parking lot curb lines is prohibited. Overflow parking will ONLY be allowed in the dirt area adjacent to Lot O on the Chula Vista campus. Permits are required at all-times including in the overflow parking area.
4. Visitor parking at the Chula Vista Campus is located in Lot A with green marked spaces and a maximum time limit of 30 minutes. Visitor permits can be purchased from the permit dispenser.

The visitor parking lot located at the Chula Vista campus, located in parking Lot A with green marked spaces (this is to be considered short-term parking intended for visitors). Visitor parking has a time limit of 30 minutes max with the purchase of the visitor parking permit this fee is \$1.00. Visitor permits can be purchased from the permit dispenser located in parking Lot A.

5. Metered parking is available at the Higher Education Center at Otay Mesa and San Ysidro with a maximum time limit of 45 minutes. Additional coins will not give additional time on the meters located at the Higher Education Centers.
6. Parking permits are required from the first day of classes at all Southwestern College sites. Permits are not valid in metered spaces. Vehicles parked in disabled person spaces must display a valid State-issued Disabled Person placard at all times.
7. Staff parking spaces (yellow marked spaces) require a valid staff parking permit at all times.
8. Student parking spaces (white marked spaces) require a valid student or daily parking permit, Monday through Saturday, 7 a.m.–10:30 p.m.
9. Daily permits, valid the date of issuance, are available from permit dispensers at various locations on campus. These permits are valid in student spaces only.
10. Motorcycles may be parked only in areas designated with a valid motorcycle or daily permit. If you receive a citation with a daily permit, report to the College Police Department in room 105D with the citation and daily permit for assistance.
11. 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.
12. Southwestern College is not responsible for lost or stolen permits. Replacement permits will be repurchased at full value
13. Special permits may be issued by the College Police Department and Parking Services. Special permits must be displayed on the dashboard at all times.

14. All vehicles remaining for more than 15 minutes in any loading zone on campus will be cited.
15. Parking or loitering on campus after 11 p.m. or after special events is prohibited.
16. Vehicles using duplicated or fraudulent parking permits will be cited, confiscated, and referred to Student Affairs for disciplinary action.

### Transportation Information

Take the trolley to either:

- Chula Vista Bayfront Trolley Station (E St.) and transfer to Chula Vista Transit Bus Route 705A to Plaza Bonita/Southwestern College.
- Chula Vista H St. Trolley Station and transfer to Chula Vista Transit Bus Route 709/709A to Southwestern College/Otay Ranch Town Center.
- Chula Vista Palomar St. Trolley Station and transfer to Chula Vista Transit Bus Route 712 to Southwestern College.
- The Route 707 also provides service from Otay Ranch Town Center to Southwestern College via East H St. and Eastlake Parkway.

For transit information, please visit the [www.sdcommute.com](http://www.sdcommute.com) website.

For traffic, transit, and travel information, please visit: [www.511sd.com](http://www.511sd.com).

Recorded driving directions are available by calling (619) 482-6520.

### College Police and Safety

#### Southwestern College Chula Vista Campus:

It is the policy of the Southwestern Community College District to protect the College community and to protect the property of the District under the administrative direction of the Vice President for Business and Financial Affairs.

The Southwestern College Police Department is directed by the Chief of Police and provides around-the-clock police and patrol protection at the Chula Vista campus Mon.–Sat., 6 a.m.–10:30 p.m. A private security company provides protection all day Sunday and Mon.–Sat., 10:30 p.m.–6 a.m. The Southwestern College police officers are sworn armed officers in compliance with the California Education Code and California Penal Code and possess the same authority under the law as municipal police officers. The Southwestern College Police Department is vested by the Governing Board of the District with the authority and responsibility to enforce on District property or at official District events, all applicable local, state, and federal laws.

Southwestern College Police Officers have the authority and duty to conduct criminal investigations, arrest violators, and suppress campus crime. The College Police Department is linked with the Chula Vista Police Department to share criminal records, information on wanted persons, as well as stolen vehicle and property information. The Chula Vista Police Department may also enforce law on District property.

Public safety assistants are employed by the College Police Department to assist in the Southwestern College crime prevention program. They are student workers whose primary duties are parking enforcement, escort service, and vehicle assistance.

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

At the HEC, SY, police services are provided by the San Diego Police Department. There are no College police officers assigned full-time on the premises. Public safety assistants are assigned to provide escort service, parking control, and vehicle assistance.

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. Public safety assistants are assigned to provide escort service, parking control, and vehicle assistance.

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

At the HEC, OM police services are provided by the San Diego Police Department. There are no College police officers assigned full-time on the premises. Public safety assistants are assigned to provide escort service, parking control, and vehicle assistance.

### Access to Campus Facilities

There are no residential facilities for SWC staff or students. Most campus buildings are open 6:30 a.m.–10:30 p.m. when the College is in session. All students and staff have been issued identification cards that they may be asked to produce if there is a question about authorization to be in a specific area.

When staff or students need to be on campus other than during regularly scheduled work or class hours, they must have written permission from the administrative supervisor of their area and a copy must be sent to the College Police Department. Many campus areas are protected by intrusion alarms. Contact the College Police Department before entering such areas.

Campus buildings are regularly locked at midnight on Saturdays and opened again on Monday mornings. Campus entrances are gated and are closed Monday–Friday from midnight to 5 a.m., and from 10 p.m.–5 a.m. on Saturdays and Sundays. The College Police Department provides access to authorized individuals when the gates are closed.

### Incident Reporting

It is important that all crimes occurring on campus be reported immediately so that appropriate action can be taken. Southwestern College endorses a vigorous reporting policy and encourages victims to report all incidents, regardless of their nature, to the College Police Department. Incidents can be reported in person at the College Police Department located at office 105D at the Chula Vista campus, or by calling the College Police at 619-216-6691.

Parking lot incidents can be reported from call boxes at various locations within the parking lots.

Emergencies requiring police, fire, or medical services can be reported in the same way, or by dialing 9-911 from any campus-office telephone, or \*91 from any campus pay phone to contact the College Police Department.

#### Southwestern College Chula Vista Campus:

To request police services contact the College Police Department at ext. 6380, or by dialing \*91 from any campus payphone. From any classroom, lift up the receiver. From an office phone, dial 6691.

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

The College and San Diego Police Department investigate crimes and provide police services to the HEC, SY. From any classroom, lift the receiver to reach the College Police Department. From any office phone dial 6691, or from any campus payphone dial \*91. Please alert the Center Administrator at 619-216-6793, or the College Police Department at the Chula Vista campus at 619-216-6691 from an outside phone for all incidents and reports.

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

The College and National City Police Department investigate crime and provide police services to the HEC, NC. From any classroom, lift the receiver to reach the College Police Department. From any office phone dial 6691, or from any campus payphone dial \*91. Please alert the Center Administrator at 619-216-6665 or the College Police Department at the Chula Vista campus at 619-216-6691 from any outside phone for all incidents and reports.

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

The College and San Diego Police Departments investigate crime and provide police services to the HEC, OM. Dial 6691 From any classroom, lift the receiver to reach the College Police Department. From any office phone dial 6691, or from any campus payphone dial \*91. Please alert the Center Administrator at 619-216-6754, or the College Police Department at the Chula Vista campus at 619-216-6691 from any outside phone for all incidents and reports.

### Crime Prevention

Preventing crime is the best measure of protection. Southwestern College supports a proactive crime prevention policy, keeping the campus a safe place to work and learn. You can learn more about crime prevention. The College Police Department provides presentations on personal safety, vehicle and residential safety, office and equipment security, and rape prevention.

If you park on campus, remember to LOCK your vehicle, as the College is not responsible for any theft or damage in the parking lots. Consider investing in a steering wheel locking device. Take advantage of all safety services. Use the escort service if you are out at night. Higher Education Center students (San Ysidro, Otay Mesa and National City) may arrange for an escort at the respective Center office. Learn the location of the public telephones on the Chula Vista campus to call \*91 for emergency assistance.

Read your campus newspaper. Students and staff are alerted to incidents of criminal activity through the *Southwestern Sun*.

Report activities that appear to be suspicious or dangerous. The College Police Department also welcomes the reporting of physical hazards in order that they may be corrected to avoid personal injury.

## Information for Summer 2014 Classes

Check online for class listings at [www.swccd.edu](http://www.swccd.edu)

## EMERGENCY AND CAMPUS ASSISTANCE

### Southwestern College Chula Vista Campus

#### Emergency:

College Police:

619-216-6691

\*91 (From any campus pay phone)

OR ext. 6691 (From campus extensions)

OR 9-911 for Chula Vista Police/Fire Departments

#### Non-emergency:

College Police: 619-482-6380 or ext. 6380

Counseling Center: 619-482-6317 or ext. 6317

Health Services: 619-482-6354 or ext. 6354

Chula Vista Police: 619-691-5151

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

#### Emergency:

National City Police/Fire Department: 9-911

Then call College Police 619-216-6691, ext. 6691 (On campus)

#### Non-emergency:

Center Coordinator: 619-216-6669

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

#### Emergency:

San Diego Police/Fire Department: 9-911

Then call College Police 619-216-6691, ext. 6691 (On campus)

#### Non-emergency:

Center Coordinator: 619-216-6754

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

#### Emergency:

San Diego Police/Fire Department: 9-911

Then call College Police 619-216-6691, ext. 6691 (On campus)

#### Non-emergency:

Center Coordinator: 619-216-6793

## NO 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 POPULATION AND CRIME STATISTICS

Year:	2010	2011	2012
Enrollment for Fall:	19,253	19,094	19,922
Type of Incident: * HEC, NC ** HEC, OM***HEC,SY			

Homicide:	0	0	0
Manslaughter:	0	0	0
Sex Offense:	7	1	2

This number includes exposure, lewd Conduct and subjects having sex on Campus.

Forcible	0	0	1
Non- Forcible	0	0	0
Robbery	2	0	1
Items being taken from person with use of force or fear			
Battery	9	6	7
Burglary	2	5	11 CV 1 SY

This includes vehicle burglary

Larcenies (thefts)	72	56	37 CV 1 SY
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This includes grand theft (12) items valued over \$401 and petty thefts (28) items under \$401. Thefts from lockers(3)

CV=Chula Vista Campus NC=National City Campus OM= Otay Mesa Campus SY= San Ysidro Campus

## STUDENT RIGHT-TO-KNOW

In compliance with the Student Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542) and as a service to its community, the Southwestern Community College District makes available its completion and transfer rates to all current and prospective students.

Beginning in Spring 2001 a cohort of all college students who were certificate, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. The completion and transfer rates are based on information submitted by each college to the U.S. Department of Education. Based on the cohort defined above, 36.2 percent of the SWC cohort attained a certificate or degree or became transfer-prepared from Spring 2000 to Spring 2003. In addition, 18.1 percent transferred to another postsecondary institution (University of California, California State University, or another California community college) during the same three-year period.

Note that the above rates do not represent the success rates of the entire student population at Southwestern College (SWC), nor do they account for student outcomes occurring after this three-year tracking period. Additionally, the rates do not describe other important features about the College and its students. As one of the top 100 associate degree producers in the nation—and the twelfth highest degree producer for minorities—SWC contributes significantly to the lives of thousands of students in assisting them to meet their educational goals (Community College Week analysis of U.S. Department of Education Data, November 12, 2001).

More information concerning SRTK is available from the Office of Academic Affairs. Additional information can be found at the following Website: [srk.cccco.edu/index.asp](http://srk.cccco.edu/index.asp).

### Substance Abuse Policies

Southwestern Community College District has been designated drug and alcohol free. Consumption of drugs and/or alcohol is strictly prohibited. The sale, manufacture, distribution, or possession of most controlled substances are illegal under both state and federal laws. All violators, whether students or employees, are subject to disciplinary action, criminal prosecution, fine, and/or imprisonment. The Education Code and other state laws restrict the sale, consumption, and furnishing of alcohol on the College campus. The College Police Department enforces all alcohol and drug laws on campus.

### Sexual Assault and Harrassment

Southwestern Community College District is committed to providing a safe environment, free from victimization or fear of victimization, free from all sexual offenses or sex crimes, and free from all forms of sexual harassment.

The Dean of Student Services and the Director of Human Resources are committed to protecting and assisting those individuals who believe they have been sexually harassed, abused, and/or assaulted.

If a sex offense occurs, victims and witnesses are urged to contact the College Police immediately. If the offense occurs at the Southwestern College Education Centers in San Ysidro or Otay Mesa contact the San Diego Police. If the offense occurs at National City, contact the National City Police. Victims may also contact Health Services or the Dean of Student Services for assistance, who shall then notify the College Police. If sexual harassment occurs, victims are urged to contact the Director of Human Resources.

Crisis counseling for victims is available from College counselors. The Chula Vista, San Diego, and National City Police Departments have trained personnel assigned to assist victims of sex offenses and may arrange for appropriate transportation for medical attention. Health Services provides students with various types of literature dealing with rape and acquaintance rape. Health Services also presents awareness workshops on these topics throughout the school year. During the annual Social Services Fair, various community agencies are invited to provide information regarding services available to rape victims.

Those who are arrested for sex offense crimes on campus are subject to criminal prosecution, in addition to disciplinary action under District policies. The accuser and the accused may be entitled to information regarding the status of the complaint in accordance with California state law and the District's sex offense procedures.

The District's Sexual Harassment Policy provides that the District is committed to providing all employees, applicants for employment, students, or any other person in a business, service, or professional relationship with the District, an environment free from sexual harassment and that the District will not tolerate such conduct. Sexual harassment is unlawful conduct, a violation of District policy, and will not be tolerated. Those who violate the policy are subject to disciplinary action, up to and including suspension and/or immediate termination of employment or suspension or expulsion from academic programs, as is appropriate. Severity of the disciplinary action will be based upon the circumstances.

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

### Equal Employment Opportunity Policy Statement, Policy No. 3420

The Southwestern Community College District shall not discriminate against any person in employment or in any program affiliated with the District on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, gender or sex, sexual orientation, physical or mental disability, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District is committed to the implementation of its EEO Plan and to overcoming all forms of institutional and/or personal exclusion or discrimination within the District, whether purposeful or inadvertent. The Governing Board, administration, faculty and staff must recognize that equal employment opportunity is a shared responsibility. Each employee must be held accountable for application and enforcement of the EEO Plan within his or her area of authority. It is only through combined efforts that the District will successfully develop and maintain a workforce that is welcoming to all persons. The District will ensure that the recruitment, screening, selection, hiring and promotional processes are in accordance with principles of equal employment opportunity. In addition, the District will comply with Title I and Title II of the Americans with Disabilities Act of 1990, thereby promoting the values of diversity and inclusion, benefiting all members of the Southwestern Community College District, including individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.

The Governing Board supports the intent set forth by the California Legislature to assure continuing good faith efforts are made to build a community in which opportunity is equalized. Its goal is to foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony and respect, increased student success and better enables students to flourish as citizens of the world. The Governing Board therefore commits itself to promoting the total realization of equal employment through a continuing equal employment opportunity program.

Note: The District's EEO Plan is posted on the website, and is available in hard copy in the Offices of the Superintendent/President, the Vice President for Human Resources, Vice President for Academic Affairs, Vice President for Student Affairs and Vice President for Business & Financial Affairs.