

**Email Address Change**

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

**Grades**

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

**Name Change**

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

**Open Enrollment**

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

**Pass/No Pass (Formerly Credit/No Credit)**

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

**Student Records and Directory Information**

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

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

**Student Holds**

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

**Withdrawal Policy**

It is the student's responsibility to officially withdraw from class. Students may drop classes on WebAdvisor at <https://webadvisor.swccd.edu>. In addition, instructors may drop a student for excessive absences. See page 18, "Dropping Students from Classes."

**Full-Term Classes**

- To drop with a refund—August 31
- To drop without a "W" grade—September 7
- To drop with a "W" grade—November 8

**Short-Term Classes**

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

Check WebAdvisor for specific dates.

A student failure to officially withdraw from a class may result in a grade of "F" or "NP" if applicable. Students who withdraw from classes and are receiving a Pell grant may be required to repay some or all of funds received. Please see the "Withdrawals and Return to Title IV" tab on the Financial Aid webpage at [www.swccd.edu/financialaid](http://www.swccd.edu/financialaid) for more information.

## SUPPORT SERVICES FOR STUDENTS

### ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) provides services to assist ALL Southwestern College students in achieving academic success both at the Chula Vista campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro. The ASC promotes learning by offering free services in six areas: individual tutoring, group tutoring, walk-in centers and labs, computerized tutorials, workshops and test proctoring. The ASC 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. As a resource for students, faculty, and staff, ASC works to provide the fullest opportunities for mastering the strategies, skills, understandings, and attitudes that foster effective and self-directed learning in college and beyond. Information on ASC, tutoring schedules, community services and resources can be found on the LAS/ASC webpage <http://www.swccd.edu/index.aspx?page=1283>.

### 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.

# INFORMATION FOR FALL 2014 CLASSES

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

## BOOKSTORE

Regular hours for the Chula Vista Campus are as follows:

Mon.–Thurs.....	7:45 a.m.–6:30 p.m.
Fri.....	7:45 a.m.–2 p.m.
Sat.....	Closed

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

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 Centers as well as at [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).
- TEXTBOOK RENTALS available year-round. Check website for availability.
- Personal checks accepted; SWC and California ID required; no two-party or payroll checks accepted.
- Visa, MasterCard, and Discover cards accepted.
- Refunds and buyback are done at the windows at the front of the Bookstore. ID Required.
- ABSOLUTELY NO REFUNDS OR EXCHANGES WITHOUT SALES RECEIPT. NO EXCEPTIONS.
- Used books can be sold back year-round. SWC ID required.
- LAST DAY TO RETURN FALL 2014 BOOKS FOR REFUND IS SATURDAY, AUGUST 23, 2014
- THE BOOKSTORE WILL ISSUE REFUNDS WITH RECEIPT UNTIL SATURDAY, AUGUST 23, 2014 FOR STUDENTS WHO CAN PROVIDE THEIR REGISTRATION STATEMENT WITH CLASS DROP, THE REFUND WILL BE EXTENDED TO AUGUST 25–29 WITH PROOF OF REGISTRATION DROP SLIP ONLY. RECEIPT REQUIRED FOR ANY TRANSACTION.

## 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.–Tues.....	8 a.m.–6:30 p.m.
Wed.–Thurs.....	8 a.m.–5 p.m.
Fri.....	8 a.m.–1 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

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

### Student Union

Mon.–Thurs.....	7 a.m.–4 p.m.
Fri.....	7 a.m.–2 p.m.

### Time Out Café

Mon.–Thurs.....	7 a.m.–8:15 p.m.
Fri.....	7 a.m.–2 p.m.

### Tradewinds Café

Mon.–Thurs.....	7 a.m.–6 p.m.
Fri.....	7 a.m.–1:30 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.

## STUDENT ACTIVITIES STICKER

Students may purchase a student activities sticker. Proceeds from the Student Activities sticker are monitored and allocated by the Associated Students Organization to provide leadership opportunities, and sponsor cultural, social, and educational programs for all students. Student Activities sticker and other information is available at the Student Center. For credit/refund information, call 619-482-6568, or stop by the Student Center information counter. The last day for credit/refunds of the student activities sticker will be August 31, 2014.

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

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

## 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.