

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.

Parking Services hours of operation are Monday through Friday, 8 a.m.–5 p.m. and closed on all District holidays.

## INFORMATION FOR FALL 2014 CLASSES

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

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 main 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.
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.
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

The safety and wellbeing of our students, faculty, and staff is important. Although the campus is a safe place, crime does occur.

In order to keep all constituent groups informed, the Southwestern College Campus Police maintain a Crime Awareness and Campus Safety Report (which can be accessed online with the following link: <http://www.swccd.edu/index.aspx?page=911>). The purpose of this report is to heighten community awareness about campus crime and prevention.

A truly safe campus can only be achieved through the cooperation of everyone. Campus emergencies can be reported by dialing \*91 on any college telephone. Students may arrange for an escort to and from class by contacting the respective police office at the Chula Vista campus and the Higher Education Centers at National City, Otay Mesa and San Ysidro.

If you need additional information, please stop by the Southwestern College Campus Police Office located in Building 100, Room 105D, on the Chula Vista campus.

## 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 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: [srtk.cccco.edu/index.asp](http://srtk.cccco.edu/index.asp).

## 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.*