

STUDENT INFORMATION GUIDE

SPRING 2013

STUDENT CENTER HOURS OF OPERATION

MONDAY: 7:45 A.M. – 4:45 P.M.

TUESDAY, WEDNESDAY, THURSDAY & FRIDAY: 7:45 A.M. – 6:45 P.M.

SATURDAY: 7:45 A.M. – 3:45 P.M.

DEPARTMENT	SERVICES	HOURS
STUDENT SERVICES / FRONT COUNTER (619) 216-6790, Ext. 4901,4902, 4903 	❖ Admissions & Records/Cashier ❖ Counseling Appointments ❖ E.O.P.S. Information ❖ General Information ❖ Lost and Found ❖ Petitions	Monday 7:45 a.m. – 4:45 p.m. Tuesday – Friday 7:45 a.m. – 6:45 p.m. Saturday 7:45 a.m. – 3:45 p.m.
ASSESSMENT TESTS Student Services (619) 216-6790, Ext. 4901, 4902, 4903	❖ ESL ❖ English ❖ Mathematics ❖ Reading	For information or to schedule an appointment, stop by the Student Services Counter.
BOOKSTORE SERVICES (619) 216-6790, Ext. 4910 Student Center #5110  For Store Hours at Chula Vista Campus, Visit the Website at www.swcbookstore.com	January 14-17, 2013 8:00 a.m. – 1:00 p.m. & 4:00–6:30 p.m. January 18, 2013 8:00 a.m. – 1:00 p.m. January 21, 2013 – Holiday! January 22-24, 2013 8:00 a.m. – 1:00 p.m. & 4:00–6:30 p.m. January 25, 2013 8:00 a.m. – 1:00 p.m.	Textbook Refund Deadline January 18, 2013 Refunds with Registration Drop Slip only: January 22-25, 2013
COUNSELING SERVICES Osvaldo Amezcua, General Counselor (619) 216-6790, Ext. 4901, 4902, 4903 Office # 5100-C 	❖ Academic Counseling ❖ Career Assessment ❖ Disqualification Petitions ❖ Orientations – English/Spanish ❖ Scholarships Information ❖ Student Education Plan (SEP) ❖ Transfer Admission Guaranteed (TAG) ❖ Vocational Counseling	For more information or to schedule an appointment, stop by the Student Services Counter.
DISABILITY SUPPORT SERVICES (DSS) Patti Flores-Charter, DSS Counselor (619) 216-6790, Ext. 4901, 4902, 4903	❖ Disability Counseling ❖ Educational Planning ❖ Note Takers as Needed ❖ Priority Registration ❖ Test Accommodations	Friday 9:00 a.m. – 12:00 p.m. Must make an appointment at Student Services Counter.
PERSONAL WELLNESS PROGRAM	❖ Crisis/Personal Referrals ❖ Psychological Counseling	For information, please go to the Student Services Counter.

DEPARTMENT	SERVICES	HOURS
FINANCIAL AID SERVICES Laura Arana Financial Aid Technician (619) 216-6790, Ext. 4904 Office #5100-B	❖ Application Assistance ❖ Classroom Presentations ❖ FAFSA / BOGW ❖ Loans Assistance ❖ Scholarships Assistance ❖ Student Employment Information	For information or to schedule an appointment, stop by the Student Services Counter. 
HEALTH SERVICES Gisela Horton, R.N. (619) 216-6790, Ext. 4909 Room #5108 	❖ Blood Pressure Screening ❖ Health Education & Counseling ❖ Medication Over the Counter ❖ Pregnancy Testing ❖ Referral Services ❖ TB Skin Test & Readings	Monday 8:00 a.m. – 1:30 p.m. Wednesday 4:00 – 6:45 p.m.
LIBRARIAN SERVICES Laura Galvan-Estrada, Librarian Tanya R. Carr, Adjunct Librarian Ann Willard, Adjunct Librarian Library Room #5105 (619) 216-6790, Ext. 4907	❖ Classroom Presentations ❖ Encyclopedias, Dictionaries Magazines, Newspapers and Paper Back Books Available ❖ On-Line Requests Information ❖ Reserved Textbooks Available ❖ Return Library Books and/or Magazines ❖ Library Study Area – Open: Monday – Friday 7:45 a.m. – 7:30 p.m.	Monday 11:30 a.m. – 2:30 p.m. Tuesday 9:30 a.m. – 12:30 p.m. Wednesday 8:00 a.m. – 11:00 a.m. & 2:30 – 6:30 p.m. Thursday 9:30 a.m. – 12:30 p.m.
OPEN COMPUTER LAB Rommel Vazquez, Computer Technician Arick Sandoval, Computer Lab Assistant (619) 216-6790, Ext. 4911 Room #5203 (2 nd floor)	❖ Computers available on a first come basis ❖ Printing Available: .10 Per Black & White Copy .25 Per Color Copy	Monday – Friday 7:45 a.m. – 7:30 p.m. Saturday 7:45 a.m. – 3:45 p.m. 

TUTORING SERVICES

 CHILD DEVELOPMENT TUTOR Edna Marquez (Bilingual)	Thursday 10:00 a.m. – 3:00 p.m. Office 5100-D (1st floor next to Student Services)	 ESL/ENGLISH/WRITING TUTOR Josue Arredondo (Bilingual)	Tuesday 10:00 a.m. – 2:00 p.m. Wednesday 5:00 – 7:00 p.m. Thursday 2:00 – 4:00 p.m. (Library – 1st floor)
 COMPUTER LAB TUTOR Carlos Verdugo (Bilingual)	Monday & Wednesday 9:00 – 11:00 a.m. Monday thru: 3/18/13 5:00 – 7:30 p.m. Tuesday & Thursday 9:30 a.m. – 1:30 p.m. Open Computer Lab (2nd floor)	 MATHEMATICS TUTOR Jesus Madrid (Bilingual)	Tuesday 3:00 – 7:00 p.m. Wednesday 11:30 a.m. – 3:30 p.m. (Library – 1st floor)

ABOVE SCHEDULES AND SERVICES ARE SUBJECT TO CHANGE