



Student Information Guide—Fall 2013

Higher Education Center at Otay Mesa

8100 Gigantic Street

San Diego, CA 92154

(619) 216-6750

Office/Department	Services	Hours of Operation
ASSESSMENT Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Assessment Placement Tests for: * English * Mathematics * Reading	The Assessment Schedule is posted on the SWC Webpage http://swccd.edu/ under Student Information, Assessment, Testing Schedule. Testing is by appointment only. You may schedule an appointment in person or by phone.
BOOKSTORE Bldg. 4200, 1st floor (619) 216-6750, Ext. 4464 Textbook Refund Deadline: Saturday, August 24, 2013 Refunds with registration of dropped classes: August 26-30	Offers: * Textbooks * Scantron Forms * School Supplies * Food Snacks * Movie tickets * Bus Pass Information * Online orders at www.swcbookstore.com	August 19—August 30, 2013 8 a.m. through 1 p.m. August 19-22 and August 26-29, 2013 4:15 p.m. through 6:30 p.m. No shipping fees. You may order online and pick up your textbooks at the HECOM Bookstore. Delivery requires 48 hours for processing. If bookstore is closed inquire in Student Services Office, Bldg. 4100.
COMPUTER LAB Room 4424, 2nd Floor (619) 216-6750, Ext 4474, 4456	Offers: * Open lab * Computers available on first come basis * Pay for print, black and white and color printing available	Monday—Thursday 7:30 a.m.—7:50 p.m. Friday 7:30 p.m.—5:50 p.m.
COUNSELING Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403. Felipe Ballon, Counselor Maria Elena Solis, Counselor Grace McKissick, Psychologist Intern, PhD Candidate	Offers: * Academic, Transfer, and Vocational Counseling, * Career Assessment * Crisis and Personal Referrals * Disqualification Petitions * Transfer Information * Orientations * Student Education Plan (SEP)	Counseling services are provided by Felipe Ballon and Maria Elena Solis. Call to schedule an appointment or stop by for additional information. Walk-ins are available daily for quick questions. Ms. McKissick is in on the first and third Wednesday of the month from 9 a.m.—3 p.m.
DISABILITY SUPPORT SERVICES Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403. Sherilyn Salahuddin, Counselor	Offers: * Disability Counseling * Disability Testing * Educational Planning * Note Takers * Priority Registration * Test Accommodations	Counseling services are provided by Sherilyn Salahuddin by appointment only. Call to schedule an appointment.
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (E.O.P.S.) Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Offers: * Book Loan Program * Counseling Appointments * Priority Registration * Student Employment Services	Counselors are available by appointment only.
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FINANCIAL AID SERVICES Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403.	Offers: * Application Assistance for Free Application Federal Student Aid (FAFSA) * Board of Governors Waiver (BOGW) * Loan Assistance, Fall and Spring only * Scholarships Assistance * Student Employment Information available	Services provided by Walk-in Only
HEALTH SERVICES Room 4501 (619) 216-6758 Grace Cruz, R.N. Nurse Associate	Offers: * Blood Pressure Screening * Health Education and Counseling * Immunizations * Over the counter medications * Pregnancy Tests * Referral Services * Tuberculosis Skin Test and Readings	Tuesday: 4 p.m. – 6:30 p.m. Friday : 8 a.m. – 1:30 p.m.
LIBRARY SERVICES Room 4201A (619) 216-6750, Ext. 4424 Librarians: Erika Prange, John Stanton, Sidney Laramie, John Tibbals Librarian Assistant: June Gomez	Offers: * Encyclopedias and Dictionaries * Magazines and Newspapers * On-Line Information Requests * Paper-back Books * Reserved Books * Returned of Checked-out Books and Magazines	Monday: 11 a.m.—3 p.m. Tuesday and Wednesday 9 a.m.—6 p.m. Thursday: 9 a.m.—Noon
STUDENT SERVICES Student Services Office Bldg. 4100 (619) 216-6750, Ext. 4401, 4402, or 4403. Diana Hernandez, Ed Center Tech Maria D. Martinez, Ed Center Asst Alejandra Torres-Lacy, Ed Center Tech	Offers: * Admissions and Records Information * General Information * Cashiering Services * Lost and Found Services * Petitions * Transcript Requests * Student ID Cards * ASO Cards	Monday through Thursday: 7:45 a.m.—6 p.m. Friday: 7:45 a.m.—4 p.m.
TUTORING SERVICES Raul Tehran — Biology Room 4421	Disciplines: * Anatomy * Biology	Tuesday and Thursday: 8 a.m.—11 a.m. Friday: 3 p.m.—6 p.m.
COMPUTER APPLICATIONS Maria Teresa Serrano-Sandoval Computer Lab – Room 4424	* Accounting * Blackboard/Web Advisor * Microsoft Computer Applications	Tuesday and Thursday: 9 a.m.—2 p.m. Wednesday: 2 p.m.—7 p.m.
MATHEMATICS WORKSHOPS Mathematics Transfer Center Room 4101	* Developmental Mathematics * Mathematics	Mid-Term Workshop Dates: TBD Finals' Week Workshops: TBD
NURSING Megan Bates—Nursing Lab Room 4402	* Nursing	Monday and Thursday: 8 a.m.—4 p.m.