

HIGHER EDUCATION CENTER AT NATIONAL CITY

FACULTY GUIDE SUMMER 2014



880 National City Boulevard National City, CA 91950
619-216-6665 www.swccd.edu/hecnc



Governing Board of the Southwestern Community College District

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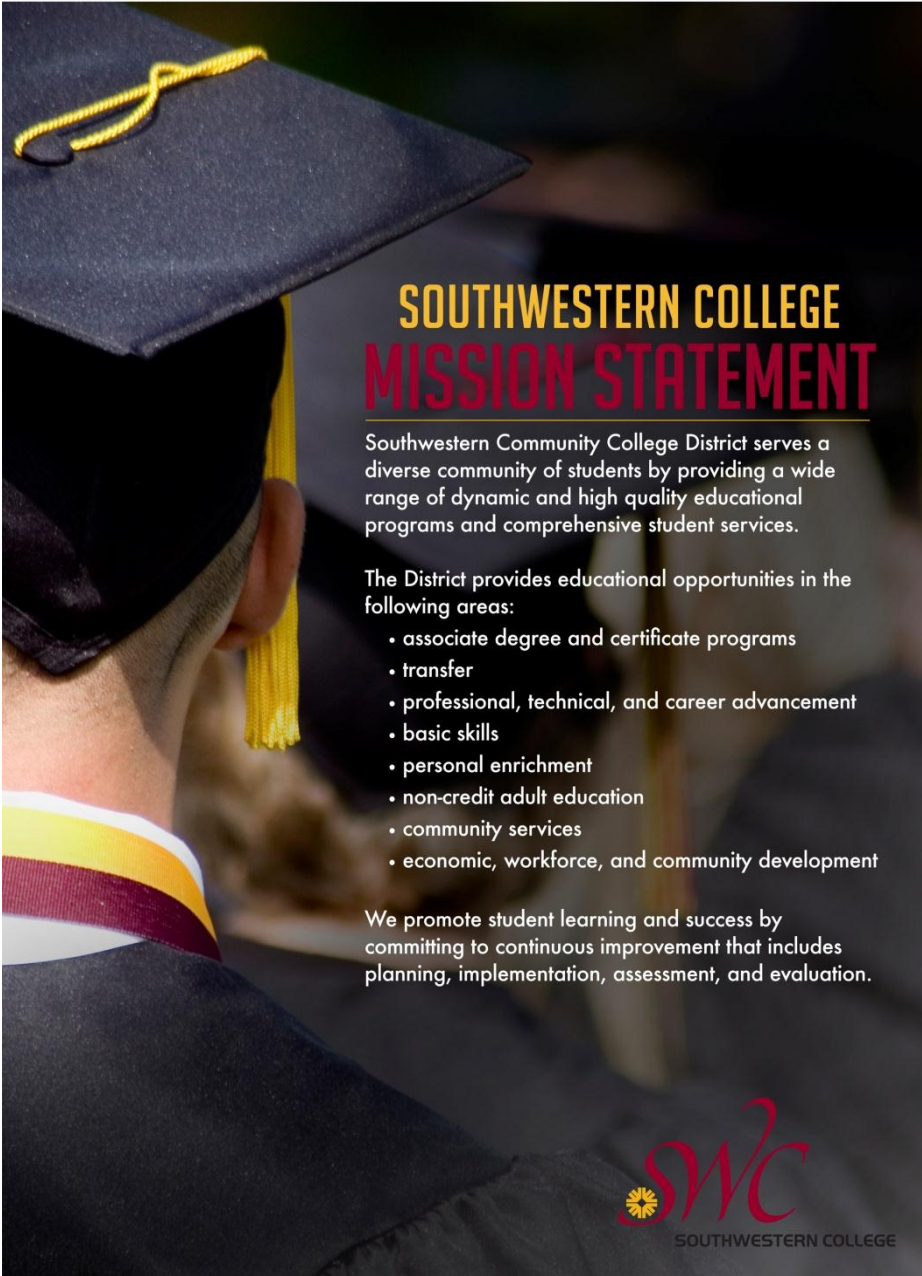
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SOUTHWESTERN COLLEGE MISSION STATEMENT

Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality educational programs and comprehensive student services.

The District provides educational opportunities in the following areas:

- associate degree and certificate programs
- transfer
- professional, technical, and career advancement
- basic skills
- personal enrichment
- non-credit adult education
- community services
- economic, workforce, and community development

We promote student learning and success by committing to continuous improvement that includes planning, implementation, assessment, and evaluation.



SOUTHWESTERN COLLEGE

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Welcome,

As the Dean of the Higher Education Center (HEC, NC) at National City, let me be the first to welcome you to the Center. We are pleased to have you join us as an instructor for the HEC, NC students. We appreciate your willingness to provide your teaching expertise and experience in partnership with the staff of the HEC, NC to insure that the student body is provided an academic experience that upholds the standards of rigor and student-faculty interaction and involvement that have come to be expected of the "SWC Experience." The HEC, NC offers over 200 classes for students to choose from, including occupational, transfer and general education courses. In addition to academic course offerings, we provide many services to assist students, including academic counseling, admissions/registration, cashiering, assessment, financial aid, and tutoring.

These are very exciting times for Higher Education Center at National City as we are located in a new, state-of-the-art facility. The Center includes 16 "smart" classrooms, a biology laboratory, medical assisting laboratory, 30-station open computer lab, a health services center, physical exercise room, a bookstore and an 18-chair Dental Hygiene Clinic offering free cleanings to the college community. During the last seven years, the HEC, NC has increased in enrollment and now tops 1,500 students per semester.

We appreciate your commitment to continue this level of service to the growing HEC, NC student body and to help us build on the legacy of service and support that has been established by our staff. To assist you in providing this experience for your students, the HEC, NC staff provides a wide array of services and support for you, the faculty, and for the students enrolled in your classes. Those services are outlined in this handbook.

Thank you for joining us! We wish you tremendous success and know you will enjoy your time with the HEC, NC family.

Sincerely,



Christine Perri, RDH, MA

Dean, Higher Education Center, National City & Crown Cove Aquatic Center



The History of the Higher Education Center

Established in 1961, Southwestern College (SWC) is the only institution of public Higher Education in the southern portion of San Diego County. The key component to the mission of SWC is providing access to quality education for all residents of its entire service area. With that in mind, the first education center was established 15 years ago in San Ysidro. The San Ysidro campus proved that satellite campuses are a vital part of providing access to education for South Bay residents.

In 1998 city leaders of National City requested the administrators of SWC and SDSU to explore the idea of offering courses in National City. From that meeting emerged what we fondly call the HEC, NC – The Higher Education Center at National City. The HEC, NC officially opened its doors for the Fall 1998 to 423 students!

In the Spring of 2000, Southwestern College offered San Diego County residents its only Dental Hygiene Program, in collaboration with the US Naval Dental Center SW. The dental hygiene program has distinguished itself by ranking 3rd out of 236 dental hygiene programs nationwide. Additionally, the program boasts a 100% pass rate on National board examinations.

On July 29, 2003 the ground breaking ceremony was held at the new location and the grand opening was held in January, 2005. Enrollment has steadily grown and we now serve well more than the original 420 students.

The Higher Education Center prides itself in being able to provide an intellectually stimulating environment for our students, faculty, and staff where we work together to serve the educational needs of the South County community. As a valuable member of the SWC teaching faculty, your contribution to the learning experience of our students is of utmost importance.

The following are interesting statistics about the students taking classes at the Higher Education Center:

- Over 52% of the students have declared their goal as transfer preparation.
- Approximately 24% of the students indicate they are the first in their family to attend college.
- Approximately 49% of the students are employed, with 18% full-time and 31% part-time.
- Students at the HEC, NC tend to be older in age than students at the Chula Vista campus (28 compared to 26 average age).
- Students enrolled at the HEC, NC carry an average unit load of 8.8 units.



The information contained in this abridged Faculty Guide has been developed to assist your orientation to Southwestern College and the Higher Education Center at National City. It is ***not*** a substitute for official college publications regarding policies and procedures. Therefore, you are strongly urged to read the ***Southwestern College Curriculum Faculty Handbook*** (available in the Administrative Offices), ***SCEA Contract*** and the ***College Catalog*** with special attention to attendance, grading and final examination policies and procedures.



Important Dates

Information for Summer 2014 Classes

Check online for class listings at www.swccd.edu

General Information

IMPORTANT DATES AND DEADLINES

MARCH 3

Begin accepting summer online application at 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. (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



Summer 2014 Hours ***Building Open for Classes**

Monday through Thursday June 2 – August 7

7:45AM – 7:00PM

Building closes at 9PM

Closed Fridays

Campus Bookstore

Room 7101

Subject to Change

Online Only

Counselor

Monday – Thursday

**Please call Student Services
to schedule an appointment***Health Services**

Room 7119

Thursday

8:00AM – 12:30PM

IT Department

Room 7209

Monday - Thursday

8:00AM – 8:45PM

Computer Lab

Room 7208A

Monday – Thursday

8:00AM – 8:45PM

Library Services

Room 7120

Mondays

9:00AM – 12:00PM

Tuesdays

9:00AM – 12:00PM

Wednesdays

3:00PM – 6:00PM

Student Services

Room 7116

Monday – Thursday

8:00AM – 6:30PM

Tutoring Services

Room 7208A

Math Tutor

9:00AM – 1:00PM

Tuesday & Wednesday

Writing Tutor

Tuesday & Wednesday

9:00AM – 1:00PM

***Subject to Change**

Important Numbers

Dial **619-216-6665 + extension**. Any extension beginning with a six (6) you can dial directly.

Name	Extension	Room
Administrative/Instructional Office		
▪ Christine Perri, Dean	6668	7103
▪ Andre Harris, Higher Education Center Coordinator	6669	
▪ Elizabeth Sisco, Clerical Assistant II	4886	
Biology Lab Tech Office		
▪ Heather Anderson, Instructional Lab Technician Science & Allied Health	4872	7206
Counseling Services		
▪ Dean Aragoza, Counselor	4856	7112
▪ Leticia Aguirre, Counselor (Hourly)	4851	
Dental Hygiene Program		
▪ Vickie Kimbrough-Walls, Director	6670	7103C
▪ Sylvia Banda-Ramirez, Administrative Secretary I	4862	
▪ Beth Gray, Associate Professor	4860	
▪ Linda Lukacs, Associate Professor	4865	
▪ Karen Kubischta, Associate Professor	6667	
▪ Kesa Hopkins, Associate Professor	4860	
▪ Gabby Castillo, Dental Hygiene Clinical Facility Coordinator	4870	
▪ Frank Montejano, Evening Instructional Assistant II		
Health Services		
▪ Campus Nurse	4855	7119
IT Department		
▪ Barry Thele, Education Center IT Support Coordinator	▪ 4877	7209
▪ Marcelo Arman, Instructional Lab Technician Microcomputer	▪ 4893	
Library Services		
▪ Campus Librarian	4868	7120
Medical Laboratory Technician Program		
▪ Deanna Reinacher, Program Director	6673	7103C
▪ Veronica Pineda (Hourly)	4896	
Medical Assistant Program		
▪ Deanna Reinacher, Program Director	6673	7110
▪ Luis Osuna, Associate Professor	4884	
Student Services		
▪ Fernando Poveda, Supervisor	4858	7211 7116
▪ Evana Peinado, Education Center Technician	4852	
▪ Virginia Castillo, Education Center Technician	4853	

Note: In case of an emergency, please contact the HECN, Dean, Coordinator, or supervisor.

EMERGENCY	Phone Number
Emergency	911
National City Police Department	619-336-4411
National City Fire Department	619-336-4550



Academic Accommodations

Academic accommodations are modifications made in an academic setting to afford the student with a disability an equal opportunity to learn in a lecture and lab course and to show what they have learned on tests. Examples of common accommodations include a note-taker in class, extra time on tests, and enlarged print. The educational institution, via instructional faculty, must provide reasonable accommodations to the student with a known disability.

In order for the student to receive an accommodation, she/he must request the "reasonable" accommodation in a timely manner by providing the instructor or Disability Support Services Office with written documentation of the disability. The instructor and the student discuss the requested accommodation(s) and how the accommodations(s) will be provided. All communications are confidential. DSS verifies the existence of a disability, functional limitations, and authorizes reasonable academic accommodations according to the Title V regulations. Faculty will receive a copy of the "Authorized Academic Accommodations" form verifying student qualification. DSS can help instructors organize and provide accommodations using their standard procedures/forms. Forms are available in the HEC, NC Student Services Office. DSS is not responsible for providing academic accommodations, which are a faculty/institutional responsibility.

The Disability Support Services Office recommends all students discuss accommodation requests in the first two weeks of the semester; however, students are not required to do so. Students with a disability have the right to decide when to disclose their disability and request accommodations from a professor.

If you need additional information on academic accommodations, please stop by the HEC, NC Student Services Office in Room 7116. Faculty cannot deny reasonable Academic Accommodations. If a conflict exists, and it is not resolved in five (5) instructional days, the student has the option to request its review by the College Academic Accommodations Panel. For students whose disabling condition has been verified, the accommodation will be allowed for a maximum of three (3) weeks during which time a resolution will be achieved. Recent case laws mandate the need for this procedure. While the district is ultimately responsible for providing academic accommodations, a faculty member may be held personally liable for not allowing an accommodation. (Wood v. Strickland, 1979; Howe v. Hull, 1994; US v. Morvant, 1994).

DSS recommends the following statement be included on your course syllabi:



"Southwestern College recommends that students with disabilities discuss academic accommodations with their professors during the first two weeks of class. An alternate format of the syllabus and class handouts is available upon request."

Alternate format refers to the translation of print into a format that a person with a disability can comprehend, e.g. tape, e-text or Braille for blind or visually impaired. The Disability Support Services (DSS) can assist with these requests and can be reached at 619-482-6512.

Other services the DDS Office provides include:

- Disability counseling
- Test proctoring
- Note-takers (when a volunteer from class cannot be found)
- Training in the use of adaptive computer hardware and software
- Testing for learning disabilities and speech/language disabilities
- Short term equipment loan
- Sign language interpreters
- Specialized classes in basic skills and learning strategies
- Tutoring
- Community liaison with outside agencies

Please stop by the HEC, NC Student Services Office, Room 7116, or call the DSS Office if you have any questions. The DSS Office is located at the Chula Vista campus in Room 1400 (One-Stop) and can be reached at 619-482-6512.

Books on Reserve

Instructors may place books on reserve to be used by students during the semester. Students will be required to provide an ID prior to checking out the material for a limited amount of time. Please refer your students to the HEC, NC Student Services Office for assistance.

Classroom Security

Your assistance is needed in securing our existing equipment. Please do not change or alter the equipment connections or transfer the equipment without notifying the HEC, NC IT Department in Room 7209 or by calling 619-216-6665 ext. 4877, ext. 4893. All classrooms are equally equipped and we need to keep an accurate inventory of equipment location as part of our security measures. It is especially important to lock lab rooms and rooms that contain audio-visual equipment; i.e. video/DVD player, computers, when you leave.

Clean Classroom



Drinking and eating are not permitted in classrooms. A trash can is provided in each classroom.

IT Department Services

If you plan to use the computer lab as a classroom and need special freeware installed, or have any questions regarding the operation of the equipment, please contact the HEC, NC IT Department in Room 7209 or by calling 619-216-6665 ext. 4877, ext. 4893. For installation of special freeware and/or files, contact the HEC, NC IT Support Specialist two (2) weeks in advance.

<i>IT Department Services Summer Hours</i>	
Monday – Thursday	8:00 a.m. – 8:45 p.m.

Counseling Services

The HEC, NC has one on site counselor who is ready to work with students on a variety of topics that include academic, personal, and career issues. Please remind students to schedule a counseling appointment early in the semester to develop a Student Educational Plan (SEP) that will serve as their roadmap to reaching their individual career/academic goals. A counselor is available to provide class presentations on a variety of counseling services provided at the HEC, NC. The counselor is available Monday through Thursday, with some evening hours. Students can schedule an appointment in the HEC, NC Student Services Office, Room 7116.

Copiers

The HEC, NC has a self-service copier located in Student Services, Room 7116 for your convenience. The Office Support Services (OSS) at the Chula Vista Campus, Room 101A offers duplicating services and also has self service copiers for your use.

Course Material Reproduction Services and Clerical Assistance

All classroom materials requiring typing, word-processing, and/or duplication must be submitted directly to Office Support Services (OSS), Room 101A at the Chula Vista Campus on an OSS request form, in person or via interoffice mail, with approval from your School Dean. The form is available from the Administrative/Instructional Services Office.

Faculty Absence

If you are unable to meet your class or will be arriving late to class, you must call the HEC, NC Administrative/Instructional Office at 619-216-6669 (*before 4:30 p.m.*) or 619-216-6665 ext. 4852 (*after 4:30 p.m.*). This will allow the staff on duty to provide students with proper notification of your absence or delay.



Faculty Classroom Attendance

All faculty members are required to remain in class for the ***full meeting time, including the first day***. However, mid-point class breaks are encouraged and necessary to facilitate the retention of student interest and motivation.

Length of Time	Amount of Break Time
50 Mins. – 1 Hr. 35 Mins.	- 0 -
1 Hr. 50 Mins. – 2 Hrs. 35 Mins.	10 Minutes
2 Hrs. 50 Mins. – 3 Hrs. 20 Mins.	20 Minutes
3 Hrs. 50 Mins. – 4 Hrs. 30 Mins.	30 Minutes
4 Hrs. 50 Mins. – 5 Hrs. 30 Mins.	40 Minutes

Faculty Evaluations

Faculty members will be evaluated in accordance with the policies and procedures that are contained in the ***Instructional and Non-Instructional Faculty Evaluation & Tenure Review Policy and Procedures Manual***.

Faculty Substitutions

If you require a substitute, please contact your respective school to make arrangements and approval.

Field Trips

Classes being held off-campus require approval of the **HEC, NC Dean** and the completion of a ***Field Trip Request*** form to be submitted no later than ***fourteen days prior*** to the scheduled event.

Forms may be obtained from the HEC, NC Administrative/Instructional Services Office, Room 7103E.

First Aid and Emergency Services/Health Services



A first aid kit is located in the HEC, NC Student Services Office, Room 7116. Serious injuries or accidents should be reported, as follows:

IF LIFE-THREATENING	911
Health Services	619-216-6665 ext. 4855
SWC College Police	619-482-6380
National City Police Department	619-336-4411
National City Fire Department	619-336-4550

Serious injuries or accidents should be reported to the HEC, NC Administrator on duty and to the HEC, NC Administrative/Instructional Office immediately. Instructors may give first aid to minor injuries sustained by students in the classroom; however, it is recommended that the injured be referred to Health Services. An accident/incident report form must be completed by the administrator for each incident.

Important Note: All classroom phones connect immediately to Chula Vista Campus Police upon removal of headset from base.



Grade Rosters/Online Grading

Faculty can enter grades online via **WebAdvisor** at www.swccd.edu under the E-Tools menu.

Procedures for online grading can be downloaded via WebAdvisor (see below).

The screenshots illustrate the following navigation steps:

- Screenshot 1:** The main Southwestern College website. An arrow points to the 'E-Tools' link in the top right navigation bar.
- Screenshot 2:** The 'WebAdvisor Now' page. An arrow points to the 'Use WebAdvisor Now' button.
- Screenshot 3:** The 'WebAdvisor for Faculty' page. An arrow points to the 'WebAdvisor for Faculty' link in the 'Main Menu' section.
- Screenshot 4:** The 'WebAdvisor 2.19' page for faculty. An arrow points to the 'Procedures for faculty grading' link under the 'Faculty Information' section.

WebAdvisor 2.19

Community Relations | Faculty & Staff | Student Services

WebAdvisor

Menu | FAQ | Log In | Log Out | Accessibility

Main Menu

[WebAdvisor for Students](#)

[WebAdvisor for Prospective Students](#)

[WebAdvisor for Faculty](#)

[WebAdvisor for Employers](#)

For Faculty

The following links may display confidential information.

User Account	Faculty Information
What's my user ID?	Class roster
What's my password?	Grading
Change password	My class schedule
Update your email address/telephone #/address	Search for classes
Personal Profile	Attendance Accounting Manual
Leave plan summary	Procedures for faculty grading
Position summary	Records/Grade Point

WebAdvisor 2.19

Menu | FAQ | Log Out

Guest Speaker

Faculty who plan to have a guest speaker during classroom instruction should notify the Dean of the HEC, NC prior to the presentations. A guest parking pass will be issued.

Keys

Classroom keys may be picked up in the Administrative/Instructional Office, Room 7103E. Please contact the HEC, NC Coordinator, to complete the necessary form. All keys are to be returned at the end of each semester. If keys are lost, the member must write a memo to the Dean listing the keys lost, when they were lost, and if possible the approximate location. The Dean of the HEC, NC must then approve the memo and forward it to the Facilities Office at which time new keys will be issued.

Library Services

Library collection information may be accessed through the easy-to-use online catalog ([www.swccd.edu.library](http://www.swccd.edu/library)). Faculty can request books/materials to be sent to them at the HEC, NC by making advance arrangements in the Administrative/Instructional Services Office, Room 7103.

Mailboxes

The major means of formal communication is through the faculty mailboxes. Faculty mailboxes are located in Room 7207. It is essential for each instructor to check his/her mailbox on a regular basis.

Materials/Equipment/Supplies

College equipment and supplies are for instructional use only and should not be employed for personal use. For your convenience, the adjunct faculty lounge, Room 7207 has a PC, a Scantron Test Scanner, printer, and a telephone available for faculty use.

Audiovisual equipment is available in your assigned classroom. If you need assistance with the operation of equipment in the classroom, or if equipment does not work, please contact the IT Department in Room 7209 or by calling 619-216-6665 ext. 4877, ext. 4893.

Supplies for classroom instruction may be obtained by completing a requisition form in school offices on the main campus (or the HEC, NC for Dental Hygiene instructors). However, the HEC, NC provides limited instructional supplies for use in the classroom only (e.g. dry-erase markers, erasers).



Parking

The Human Resources office issues staff parking permits to all new instructors. Parking permits **are required** at the Chula Vista Campus and at the HEC, NC. This applies to students and staff. The parking structure can be accessed from Roosevelt Avenue (right behind the Higher Education Center, National City).

Salary Payment

Salary payment for part-time instructors is made in three monthly equal warrants that are available on the 5th of every month and sent to the location designated by the faculty member with Payroll Services at the Chula Vista campus. Checks that are to be picked up at the HEC, NC will be available by the end of the day on the 5th of each month (or the previous working weekday if the 5th falls on the weekend) from the Administrative/Instructional Office, Room 7103E.

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 Material Pick-up

If you wish to leave student materials at the end of the semester for students to pick-up at the HEC, NC, please contact the Administrative/Instructional Office, Room 7103E or by calling 619-216-6669.

Please note that materials will be held for two weeks after the end of the semester and then discarded.

Syllabus

After familiarizing yourself with the **course outline**, a **syllabus** must be prepared and distributed to each student on the first day of instruction. The syllabus must include, when appropriate, the following information:

- Goals and objectives for course
- Content for the course of study
- Attendance requirements and Tardy Policy



- Behavior/discipline requirements as deemed necessary
- Planned schedule of examinations, field trips, or other special activities
- Out-of-class assignment policy
- Method of evaluating student progress toward, and achievement of course goals and objectives, including method by which the final grade is derived
- Information about office hours availability and appointment procedure
- Information which advises students of requirements established by the instructor for meeting course objectives
- Information about student accommodations provided by Disability Support Services
- Academic Dishonesty Policy
- Faculty Contact Information, i.e., Email, Voice Mail
- Faculty Name, Course Title and Number (ex. COMM 103-70, Oral Communication), Times/Days the class meets.
- Instructor's Grading Policy
- Required and Optional Textbooks
- Required and Supplementary Tools and Materials

Instructional and Non-Instructional Faculty Evaluation and Tenure Review Policy & Procedures, 1993, p. 34

You are required to submit a copy of each course syllabus by the end of the first week of instruction to the following:

- *Respective School Dean (or Dental Hygiene Director for DH faculty)*
- *Administrative/Instructional Office at the HEC, NC, NC Room 7103E*



Telephone Instructions

Telephones in all the classrooms are for ***emergency situations only***. A telephone is available for your convenience in the Faculty Lounge, Room 7207.

- To place a call within the HEC, NC, just dial the extension.
- To place a call to the main campus, just dial the extension.
- To make a call outside of the HEC, NC, dial 9, then the number.
- To call the HEC, NC, dial 619-216-6665, 1, and the extension.
- The National City Police number is 619-336-4411.
- The SWC Campus Police number is 619-482-6380.

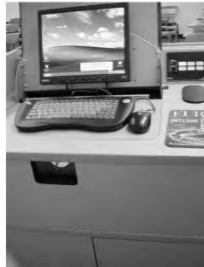
Voice Mail: Every instructor has been assigned a telephone extension number. The Higher Education Center at National City staff seeks to serve the needs of faculty and students; therefore, if you require assistance, do not hesitate to ask for help. Welcome and enjoy the semester!



How to Operate a Smart Podium

SMART Classrooms

Everything you need to know to launch your multimedia lesson



1

Open the cabinet

- Grab the handle and gently pull it towards you...



2

Familiarize yourself with the Lectern Podium



3

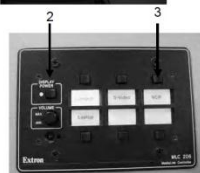
How to use the Computer

1. Turn on the PC (computer)
2. Turn on the Display Power button
3. Select "Computer" on the Display Panel



How to use the VCR/DVD

1. Turn on the VCR/DVD player
2. Turn on the Display Power button
3. Select "VCR" on the Display Panel



How to Use a Laptop

1. Turn on the Display Power button
2. Connect the video cable from the Laptop Compartment to the laptop
3. Turn on the laptop
4. Select "Laptop" on the Display Panel



6



Writing Tablets

- Many instructors like to use the tablets and special pens
- These tablets can be plugged into the rear of the computer



7

Power Off!!!

1. Shut down PC
2. Power off all equipment
3. Hold down "Display Power" button for 3 seconds until green light flashes.

*LCD projector fan will keep running for a few minutes before it powers off.



8

Close the Cabinet

- Push gently on the podium lid to close, making sure the area is free of obstructions, including the mouse.



9

You are now a Smart Classroom Expert!

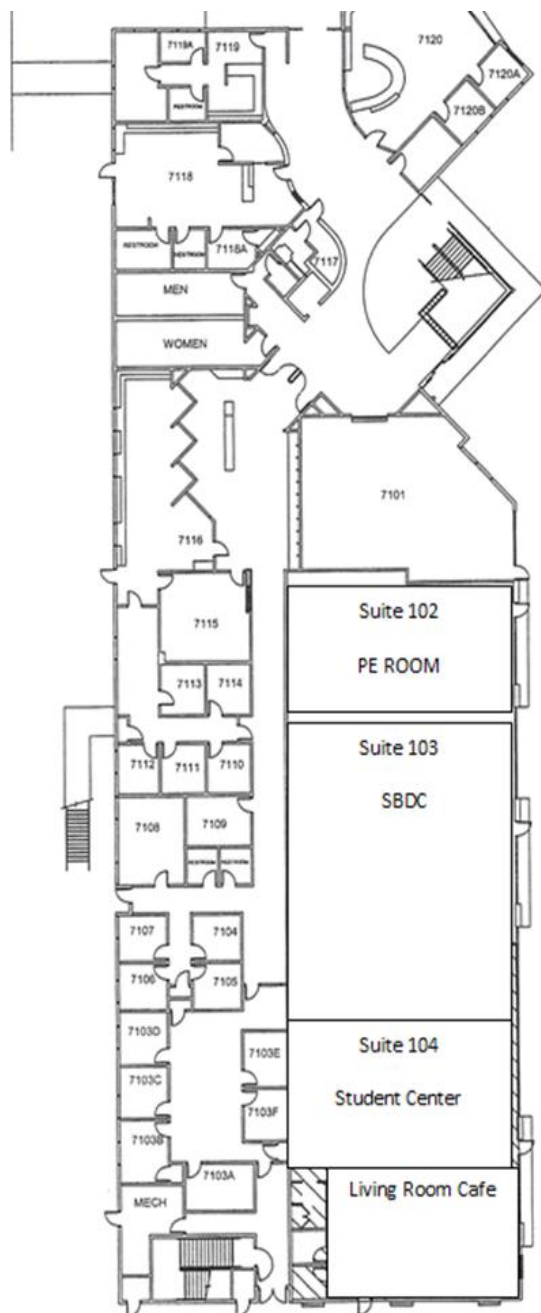
For more information, contact...

- Your **dean**
- Your **school lab tech**
- Your **Instructional Designer**
- The SMART classroom Helpline: Ext. 5188
- Off-campus: 619-421-6700, ext. 5188



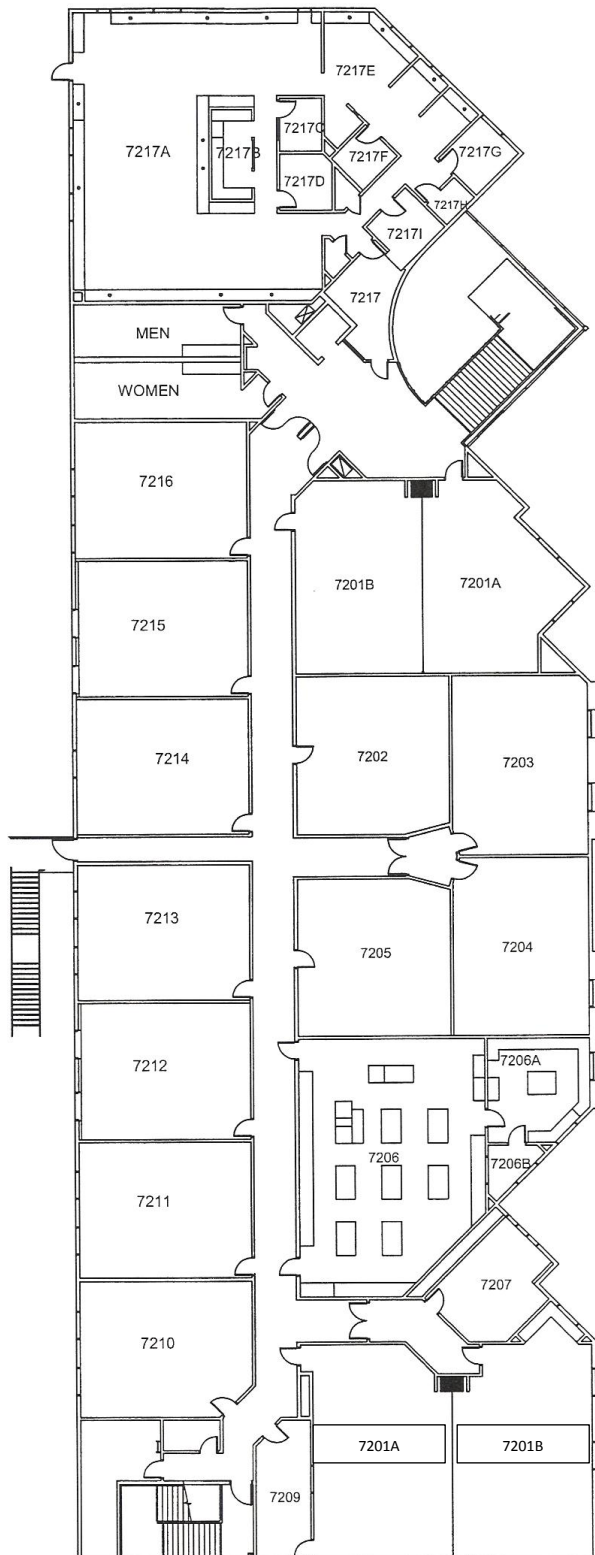
10



Building Map**Legend – First Floor**

- Instructional/Administrative Office 7103
- Transfer/Career Center 7115
- Student Services 7116
- Family Resource Center 7118
- Health Services/Campus Nurse 7119
- Library/Tutoring/Multipurpose 7120
- Bookstore 7101
- Student Center Suite 104





Legend – Second Floor

- Biology Lab
- ITC Computer Lab
- Dental Hygiene Clinic
- Faculty Lounge

7206
7208A
7217A
7207



City Map and Directions



**From 900 Otay Lakes Road
Chula Vista, CA 91910-7299**

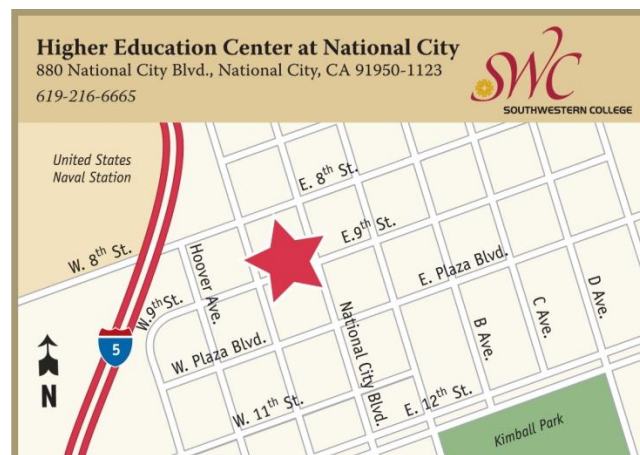
- Take **I-805 North** ramp.
- Merge onto **I-805 North**.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto **CA-54 W**.
- Take **I-5 North**.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into the parking structure located on **ROOSEVELT AVE**.

From I-5 Going South

- Take **I-5 South** to the **8th STREET** exit
- Merge onto **8th STREET**
- Turn **RIGHT** onto **ROOSEVELT AVE**.
- Turn **LEFT** into parking structure located on **ROOSEVELT AVE**.

From I-5 Going North

- Take **I-5 North** to the **PLAZA BLVD** exit towards **DOWNTOWN**
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into parking structure located on **ROOSEVELT AVE**.



880 National City Boulevard National City, CA 91950
619-216-6665 www.swccd.edu/hecn

Schools and Departments Contact List

Main Campus Phone Number 619-421-6700

Information for Summer 2014 Classes

Check online for class listings at www.swccd.edu

General Information

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 Cesar Chavez Center Student Services Hours at www.swccd.edu/chavezcenterhours for department for hours of operation.

Academic Success Center

619-482-6348, Building 420
Please call for hours of operation.

Admissions and Records

619-482-6550, *Building 1400, Room S101
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Assessment/Prerequisites

619-482-6385, *Building 1400, Room S107
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Bookstore

619-482-8416, Building 630
For Summer Bookstore Hours please visit:
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 S210
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
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Cashier's Office

619-482-6307, *Building 1400, Room S102
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

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

619-421-6700, ext. 5905, *Building 1400, Room S210
Please check the college website for summer hours of operation.
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
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Disability Support Services (DSS)

619-482-6512, Building *1400, Room S108
VP 619-207-4480
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

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
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Evaluations

619-482-6326, *Building 1400, Room S104
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Financial Aid

619-482-6357, *Building 1400, Room S104
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Food Services

Student Union
See also: Time Out Café and Tradewinds Café

Health Services (Student Center)

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

Honors Program

619-482-6472, *Building 1400
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Information Booth (Student Services)

619-421-6700, ext. 5167, *Building 1400
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Library

619-482-6397, Building 620
For Summer Library Hours please visit: <http://www.swccd.edu/~library/Lv1/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 888-517-4785 after business hours

Outreach Services

619-482-6518, Building 1400, Room S101A
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Perkins Grant/CTE Office

619-421-6700, ext. 5261, Building 660



Information for Summer 2014 Classes

Check online for class listings at www.swccd.edu

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
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Student Union

Building 610
Mon.–Th. 7 a.m.–2 p.m.
Fri. Closed

Tech Prep/2 + 2

619-421-6700, ext. 5740, *Building 1400
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Time Out Cafe

Building 480
Mon.–Th. 7 a.m.–2 p.m.
Fri. Closed

Time Out Cafe

Building 480
Mon.–Th. 7 a.m.–2 p.m.
Fri. Close

Tradewinds Café

Building 1501
Mon.–Th. 7 a.m.–1:30 p.m.
Fri. Closed

Transfer Center

619-482-6472, *Building 1400, Room S205
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

Veterans Services

619-482-6324, *Building 1400, Room S104
Please visit www.swccd.edu/chavezcenterhours for summer hours of operation.

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, 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)

Christina 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

