GRADUATION APPLICATION

Enrollment Services
866-942-SWIC (7942) ext. 5281
2500 Carlyle Avenue, Belleville, IL 62221-5899

Application Deadlines

☐ Fall/**December**	*October 15
☐ Spring/**May**	*February 15
☐ Summer/**July**	*June 15

***Note: If the deadline date falls on a holiday or weekend, applications will be due no later than the next business day.**

Your application will always be accepted by Enrollment Services, however if you have indicated a term for which the deadline has passed, your application will automatically be reviewed for the following term. If a term is not indicated, your application will be reviewed for the nearest term in which the deadline has not passed.

Preparing for Graduation

- Send all official transcripts from all previously attended institutions (high school, GED, college) showing completed courses used to satisfy degree requirements to Enrollment Services, at the address above. All documents must be received by the last day of the term in which you plan to graduate.

- Prior to submitting the graduation application, students should log into eSTORM and review their student advisement report to ensure all graduation requirements have or will be completed by the end of the term applied for. If requirements are remaining and you need assistance selecting courses to complete your degree, please make an appointment to see a Academic Advisor at one of the following campuses: Belleville ext. 5206, Sam Wolf Granite City ext. 6633, Red Bud ext. 8114

Applying for Graduation

- Submit your completed application to Enrollment Services at the Belleville Campus, the Administrative Office at the Sam Wolf Granite City Campus or the Student Development Office at the Red Bud Campus. Regardless of whether a student wishes to take part in the commencement ceremony, prospective graduates must submit a graduation application to the Enrollment Services Office by the deadline for the term in which all graduation requirements will be completed.

If you have not activated your SWIC student email account, please do so as soon as possible.

You may also submit this form through your Student Center or download the form at: www.swic.edu.

Keep this page for your records.

Revised 10/2016

What to expect:

Your application will be reviewed at the Belleville Campus. You can view your graduation status through your student center by clicking on the My Academic Tab/Graduation. You will be notified through your SWIC student email account regarding your degree status. If you do not receive notification by mid-semester in the term in which you plan to graduate, you should contact Enrollment Services in person or by phone at ext. 5018 to ensure that your application was received.

At the end of the term if you do not successfully complete your enrollment and /or pending requirements, you will receive notification indicating that your degree was denied. You will need to reapply for graduation. If you have questions or concerns, you should contact us immediately.

All applicants will be reviewed after grades are submitted at the end of the term. If you have completed requirements successfully, your degree will be conferred and your diploma will be mailed within four weeks. Your diploma will be mailed directly to the address indicated on this application so please notify Enrollment Services at ext. 5281 if it changes**.**

Commencement

While we confer degrees each term, we only offer one graduation ceremony each year. The ceremony is held in May at the end of the spring semester. All degree candidates for spring term and students who received degrees in the previous summer or fall term will be invited to participate in the ceremony. Students needing to complete requirements beyond the spring term will be invited to the ceremony in the following year.

Commencement Honors

At the annual graduation ceremony held each spring, students who have achieved an accumulative grade point average of 3.5 or higher will be eligible to wear a blue tassel, which represents the achievement of high honors, rather than a black tassel. The grade point average that determines this achievement is the cumulative average through the fall term. Spring grades do not affect commencement honor status.

Degree Verification - Student Center

- View and verify your degree conferral by viewing an unofficial transcript.
- Request Official Transcript – Your official transcript is the official record of degree completion at Southwestern Illinois College. Transcripts are only released with your written consent. Transcripts may be requested through your Student Center or by visiting.swic.edu/transcripts.

Directory Information – It is the practice of Southwestern Illinois College to confirm or deny receipt of a degree over the telephone when requested. Typically these requests would come from potential employers, professional licensure agencies, or other colleges/universities. However, we will provide this information without confirming the identity of the caller, as we have no way of making formal identification over the phone. We do not, under any circumstance, release grade or GPA information over the phone. Releasing any information aside from degree and/or enrollment status (ft, pt) requires your written consent and is never released over the phone. If it is your preference that degree and/or enrollment status information is not released without your written consent, please submit a Request to Withhold Directory Information. A form may be obtained from Enrollment Services or you may submit your intentions in the form of a letter to Enrollment Services.

Degree Application

Submit this page to Enrollment Services

Application effective for one term only. Check one box only.

Apply by October 15th	February 15th	June15th
□Fall/December	□Spring/May	□Summer/July

Name _____

Please type or print neatly.

Previous Name(s)_____ Social Security Number/ID Number_____-_____-_____

Mailing Address_____ Preferred Phone_____

Street/PO Box

_____

City, State, Zip

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1. Record the appropriate 4 digit degree code(s) for each degree that you are completing using the reverse as a reference.

   _____ _____ _____ _____ Opt. _____ (required for Horticulture applicants)

   _____ _____ _____ _____

2. What catalog year have you followed to fulfill degree requirements? _____.

3. Please list any other college(s) from which you expect to receive credit toward your degree at Southwestern:

   _____

   Note: It is your responsibility to ensure that official transcripts are received by Southwestern prior to the end of the term.

4. Please list planned courses that are still needed beyond the current term enrollment:

Term: _____ { _____ _____ _____

Term: _____ { _____ _____ _____

_____ _____

Signature Date

Office Use Only

Date Received _____

Initials _____

Associate Degree Programs

College Transfer Revised 10/2016

0001 Associate in Arts **For students transferring to four-year institutions under any ARTS sequence of courses.**
0002 Associate in Science **For students transferring to four-year institutions under any SCIENCE or BUSINESS sequence of courses.**
0050 Associate in Fine Arts **For students who are majoring in MUSIC PERFORMANCE and planning to transfer to a four-year institution.**
0051 Associate in Fine Arts **For students who are majoring in MUSIC EDUCATION and planning to transfer to a four-year institution.**
0052 Associate in Fine Arts **For students who are majoring in ART and planning to transfer to a four-year institution.**
0092 Associate in Arts Teaching Secondary Math **For students who are interested in becoming high school mathematics teachers and to transfer .**
AES1 Associate in Engineering Science **For students who are majoring in ENGINEERING and planning to transfer to a four-year institutions.**

Non-Transferable

0003 Associate in General Studies **For students whose educational objectives do not fall within either a traditional transfer or occupational program.**

Associate in Applied Science Degree Programs

Career Programs – Associate in Applied Science Degree

049A Accounting
0029 Administration of Justice
0081 Automotive Collision Repair Technology
0008 Aviation Management
0009 Aviation Maintenance Technology
0012 Aviation Pilot Training

AAS Computer Information Systems
0010 Computer Information Systems
010A Tech Support/Help Desk
010B Database Development & Mgmt.
010C Software Development
0116 Computer Mgmt Info Systems

0035 Computer Aided Drafting Technology

Const. Apprenticeship Training Programs
039A Construction Cement Mason
039B Construction Sheetmetal
039C Construction Bricklayer
039D Construction Ironworker
039E Construction Electrical Specialist
039F Construction Painting and Decorating
039G Construction Carpentry

0039 Construction Management Technology
066A Culinary Arts and Food Management
0073 Early Childhood Education

Electrical/Electronics Tech Programs
0061 Electrical Design & Management
0017 Electronics Technology
0053 Industrial Electricity

0057 Fire Science
0140 Graphic Communications
0023 Health Information Technology
0037 Heating, Ventilation, A/C & Refrigeration

AAS Horticulture
(must specify an option)
0005 General Horticulture
B Turf Management
C Floral Design
D Nursery and Landscaping
E Greenhouse
F Fruits and Vegetables

0078 Human Services Technology

AAS Industrial Programs
053D Industrial Maintenance Mechanics
053E Industrial Pipefitting
053H Precision Machining Technology
053K Commercial Maintenance Mechanics

049B Management
0031 Marketing
027B Massage Therapy
0021 Medical Assistant
0032 Medical Billing & Coding
0022 Medical Laboratory Technology
0096 Music Technology
0007 Network Design and Administration
0025 Nursing Education

AAS Office Administration and Technology
032A Office Administration
(Sub Plan Options)
Administrative Assistant
Accounting Office Specialist
Legal Office Specialist
Medical Office Specialist

032B Legal Office Specialist
032C Accounting Office Specialist
032D Medical Office Specialist
0069 Office Technology Specialist

0088 Paralegal Studies
0068 Paramedicine
0090 Paraprofessional Education
0027 Physical Therapist Assistant
0028 Radiologic Technology
020A Respiratory Care
0024 Sign Language Studies: Interpreter
0141 Web Designer
0011 Web Development and Administration
0062 Welding Technology