

Admission Information

Academic Advising

All students should confer with an academic advisor when they first enroll at SWIC.

Courses and programs should always be carefully selected with the assistance of an academic advisor to ensure applicability toward the student's program requirements and the most effective fulfillment of the student's educational goals.

All areas of Academic Advising work together to provide students and potential students with the best possible service and assistance. Academic Advising services are designed to foster academic, personal and career success.

General Admission

SWIC has an open-door admission policy.

Admission

Individuals seeking admission to the college are required to submit a New Student Information Form online at swic.edu or to the Enrollment Services office, Southwestern Illinois College, 2500 Carlyle Ave., Belleville, IL, 62221. All applicants will be required to provide proof of residency as detailed under *Residency*.

Individuals eligible for admission to the college include:

- Graduates from a state-recognized high school or individuals with a GED® (High School Equivalency) certificate.
- Individuals 18 years of age or older and no longer enrolled in high school.
- Transfer students from other colleges and universities who meet one of the above criteria.
- Individuals younger than 18 years of age who have quit attending high school and have authorization to participate in college courses and programs from appropriate high school officials. These students will be evaluated through the use of an assessment program to determine their appropriate English, reading and math placement levels.
- High school students age 16 and older or who are juniors or seniors who have authorization to participate in college courses and programs from appropriate college and high school officials (using the dual enrollment /dual credit form). Students may enroll only in the course(s) authorized on the dual enrollment form.

Students attending high school and college in the same semester are required to submit a Dual Enrollment Form at the time of registration. The Dual Enrollment Form outlines the dual enrollment requirements for participation in college-level courses.

Admission to the college does not guarantee entrance into a particular course or program of study. The college reserves the right to establish selective admission procedures and to give preference to residents of Community College District 522. Students wishing to be admitted to the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science, Associate in Science or selected health sciences programs must meet special admission requirements.

Students seeking an F-1 student visa should refer to the section titled *International Student Admission*.

Transcripts

Students should submit official copies of high school transcripts. All financial aid recipients are required to submit an official copy of their final high school or GED® (High School Equivalency) transcripts. In addition, students who have attended other postsecondary institutions are encouraged to have official college transcripts submitted. Students who will be required to submit transcripts are those students who fall into one of the following categories:

- Students applying to enter the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science, Associate in Science degree or Associate in General Studies degree programs.
- Students wishing to apply college credit earned at other postsecondary institutions toward SWIC degrees or certificates.
- Students intending to use federal veterans benefits.
- Students needing to provide proof of course requisites.
- Students intending to use financial aid.

Official transcripts must be sent directly from the issuing institution to the SWIC Enrollment Services office.

Home-school transcripts must be submitted in a typed transcript format. The transcript must include the student's name (first, middle and last), date of birth, address, course title, units of credit, semester completed, grades, description of grading system, graduation date, signature of parent or home-school administrator and a graduation date if the transcript is complete. Individual course requisite requirements must be approved by the appropriate instructional department. It is the student's responsibility to contact the department for approval.

The admission, degree and certificate requirements that are published in this catalog should be used as a guide for students who begin their course of study at SWIC in the 2017-2018 school year.

Admission to Associate in Arts, Fine Arts, Arts in Teaching, Engineering Science and Science Degree Programs

To apply to the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science or Associate in Science degree program:

- A. Students are required to complete a SWIC New Student Information form (available at each SWIC campus and online at swic.edu).
- B. Submit the New Student Information form to: Enrollment Services, Southwestern Illinois College, 2500 Carlyle Ave., Belleville, IL 62221 or complete the form online at swic.edu.
- C. Students are encouraged to contact their high school, and request their transcript be sent to the address above. Students currently enrolled in high school should wait to send their high school transcript until after their graduation.
- D. Transfer students must submit transcripts from all colleges and universities attended.
- E. Visit the Testing Center to take the SWIC Placement Test, then see an academic advisor.

Completion of the following high school units (years) is required for full admission to the AA, AFA, AAT, AES or AS degree programs.

Admission Information (continued)

Units/ Years	Subjects
4	English (written and oral communications)
2	Mathematics (geometry plus one year after geometry)
3	Social Studies (emphasizing history, government, geography, others also apply)
3	Science (two of which must be laboratory sciences)
1	Electives (Foreign Language, Music, Art, or Vocational Education)
2	Additional coursework from any of the above

Please note: Students enrolled at the college prior to the Fall 1993 Semester are EXEMPT from the admission requirement process.

Assessment and Remediation

Students who are unable to provide a high school transcript or do not meet the requirements above will be provisionally admitted subject to assessment/remediation of deficiencies as outlined as follows.

English and Math

All students seeking to enter the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science, Associate in Science or Associate in General Studies degree program will be assessed and placed in English and math classes. Assessment scores identify which English and math classes the student will be required to complete. Information regarding assessment is available in the Testing Center, 618-235-2700, ext. 5182.

Social Science

Students who are lacking appropriate high school courses in social science will be required to meet the AA/AFA/AAT/AES/AS admission requirement by achieving a minimum grade of C in a college social science course.

Science

Students who are lacking appropriate high school courses in science will be required to meet the AA/AFA/AAT/AES/AS admission requirements by achieving a minimum grade of C in a college life science course with a lab **and** a college physical science course with a lab.

Math and English Course Placement

The main goal of the placement process for SWIC students is to gather information about current skills. This process will not prohibit a student from entering college, but determines the math and English competency levels for each student. Many courses require specific math and/or English competencies to enroll.

Math and English are disciplines that require thinking and reasoning skills, so starting with the right courses is essential for success in future classes. Improving these skills will be necessary throughout a student's educational career and of great importance throughout life.

The SWIC Placement Test is available at each SWIC campus. Once students have completed the New Student Information Form and received their SWIC Student ID number, they may go to any SWIC Testing Center and take the SWIC Placement Test. For locations and hours, see the *Testing Center* section in

this catalog or go to the website at swic.edu/testing-centers. This placement exam identifies skill levels in math, reading and language usage. Since results of this placement exam may determine future coursework, it is important to prepare well and take it seriously. Students are allowed to retest once in each discipline if they have not enrolled in a class in that discipline. If a student retests then the higher of the two scores is used for placement. Proof of Geometry completion and/or additional courses may be required to enroll in math courses numbered 112 and above.

Some of the SWIC Health Sciences programs may require additional testing before acceptance into the programs. Please refer to program pages for more details.

In addition to the SWIC Placement Test, ACT scores of 22 or higher (or SAT equivalent scores) on the mathematics and English test scores will result in a placement into the first college-level (i.e., for college credit) math and English courses. PARCC scores may also be considered. Further testing may result in a higher placement.

Following the placement process, it is recommended that students meet with an academic advisor in an individual appointment to discuss placement results, individual needs, academic plans and class schedules. See the Academic Advising website at swic.edu/advising for locations, hours, and contact information.

Who needs a math and/or English placement?

- New students taking three or more college credit classes.
- Students taking a math or English course for the first time.
- Students wishing to enroll in classes which require specific English and/or math competency levels.
- All students MUST be assessed prior to accumulating more than 12 baccalaureate semester credits.

Who will be exempt?

- Students who have successfully completed approved college-level math and English courses at another college or university.
- Students enrolling in certificate programs or classes that do not require math or English competencies.

If students believe they are exempt, they must see an academic advisor or the appropriate department chair or dean to obtain written permission before enrolling. Students are required to bring documentation of previous college coursework (transcript, grade report, etc.) or ACT/SAT scores. Students should allow adequate time for the evaluation of transcripts. Any questions should be addressed to advisors at the Belleville, Sam Wolf Granite City or Red Bud campuses.

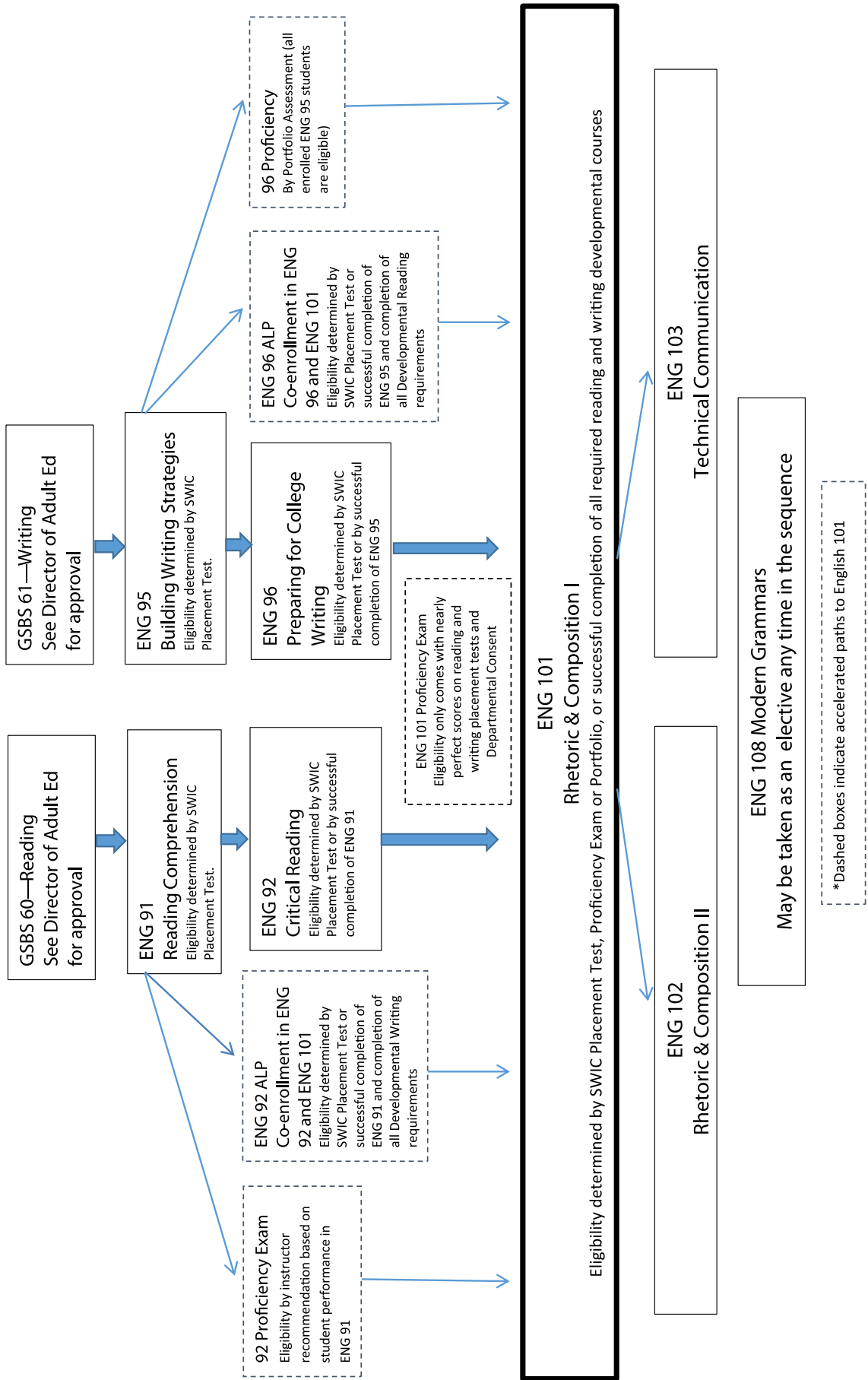
The Geometry Requirement

Students who wish to enroll in MATH 105, MATH 106, MATH 112 or MATH 114 need to meet the geometry requirement. This requirement may be met by:

- Providing a high school transcript showing successful completion of two semesters of high school geometry at a regionally accredited school
- Showing proficiency by testing with the Math department chair
- Completing MATH 96 with a grade of C or better

English Course Placement Sequence

English courses are also requisites for many courses in other subjects.



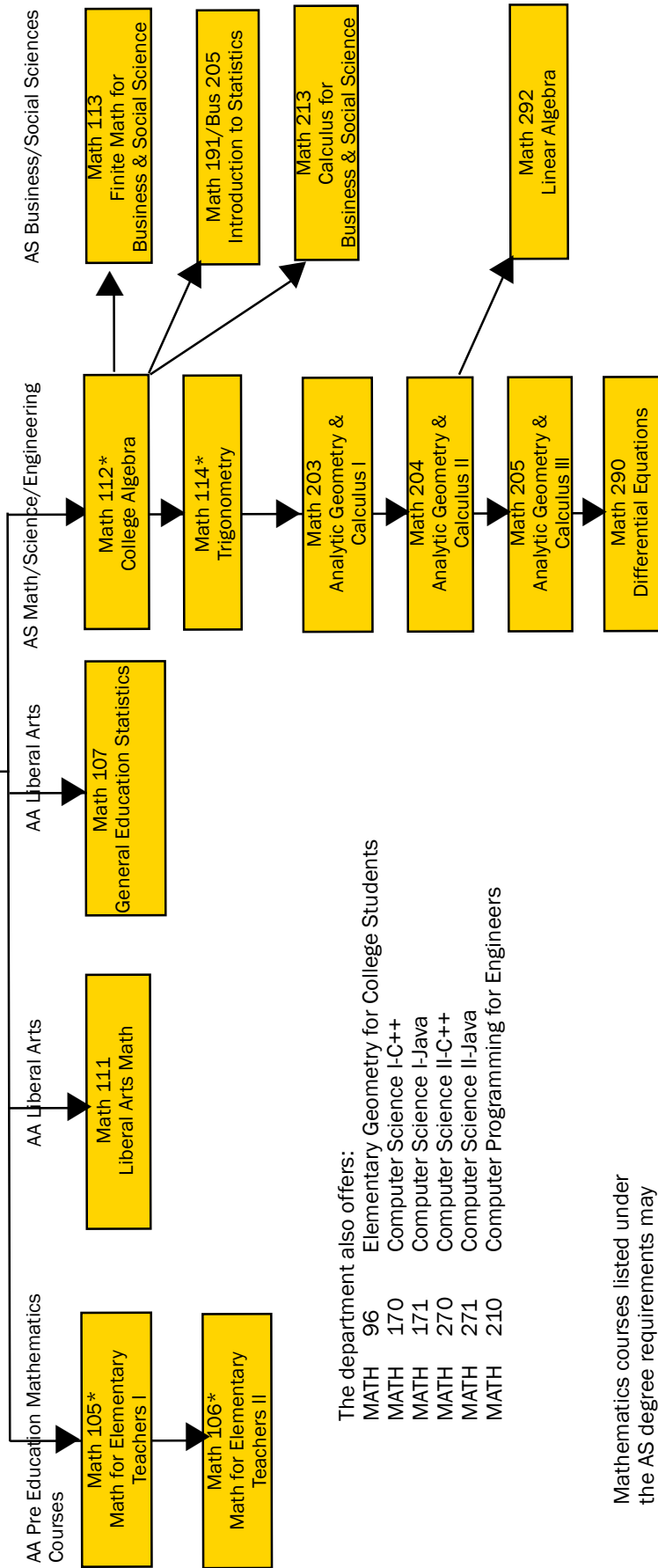
Math Sequence

Implementation

Placement into mathematics courses is based on score on the SWIC Placement Test, ACT/SAT math sub-score, or prior college course work.

- Level 1 Math 93
- Level 2 Math 94
- Level 3 Math 97
- Level 4 Math 105, Math 107, Math 111, Math 112
- Level 5 Math 113, Math 114, Math 191, Math 213
- Level 6 Math 203

*Geometry is also a requisite for these courses. This requirement may be met with completion of Math 96 with a C or better, successful completion of one year of high school geometry at a regionally accredited school, or by proficiency test with the math department chair.



The department also offers:

- MATH 96 Elementary Geometry for College Students
- MATH 170 Computer Science I-C++
- MATH 171 Computer Science I-Java
- MATH 270 Computer Science II-C++
- MATH 271 Computer Science II-Java
- MATH 210 Computer Programming for Engineers

Mathematics courses listed under the AS degree requirements may be used toward the AA degree mathematics requirements.

To enroll in any of the above mathematics classes you must complete or place out of all the courses listed prior to it in the sequence.

Admission Information (continued)

Admission to Health Sciences Programs

Special Application for Admission forms (available in District 522 high school guidance offices, at each SWIC campus and online in the eSTORM Student Center) are used to apply for the following programs:

- Health Information Technology
- Medical Assistant
- Medical Billing & Coding
- Medical Laboratory Technology
- Nursing Education
- Paramedic
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

Specific information for each program is available from the program's Application Planning Guide (online at swic.edu/apply) and in the *Programs that Lead Directly to Employment* section of this catalog (blue pages).

International Student Admission

International students will be considered for admission to SWIC after the following documents are received by the designated school official at least 90 days prior to the start of the semester in which they plan to enroll.

- A completed SWIC New Student Information form.
- Official copies of all secondary school and college transcripts with notarized English translations.
- An official copy of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) test results. F-1 Visa students must achieve a score of 61 or higher on the internet-based TOEFL, 173 on the computer-based TOEFL or 500 on the paper-based TOEFL. The minimum score accepted on the IELTS is a 6. For more detailed information on the TOEFL, visit www.ets.org; for more information on the IELTS, visit www.ielts.org.
- Certification of the availability of funds to meet expenses while attending SWIC. The estimated cost for unmarried students during 2017-2018 is \$24,381 (U.S. currency). (This rate is subject to change without notice. Cost may vary slightly based on tuition changes.)
- Proof of medical and repatriation insurances are required.
- Home country address must be provided prior to issuance of I-20.
- After acceptance to SWIC and issuance of the I-20, the Form 901 must be completed and a \$200 Immigration Fee paid to the consulate prior to seeking a Visa.

Once the above documents have been received and reviewed, you will be notified of your admission status.

International students who have completed coursework at a regionally accredited college or university in the United States or elsewhere may request that their credit be evaluated toward a degree or certificate at SWIC. To request an evaluation, please follow these steps:

- Complete a Transfer Credit Evaluation Request form and submit it to the Enrollment Services office.
- Submit an official transcript from all institutions attended within the United States.
- Submit an official report in English from one of the following services for international institutions attended:
ECE/Education Credential Evaluators or
WES/World Education Services

More information can be found at www.ece.org or www.wes.org. SWIC will utilize the report as a guideline for the evaluation of course credit and reserves the right to award appropriate credit.

- When all documents are received, your transcripts will be reviewed by an academic records evaluator to determine if any courses would apply toward your intended program. Additional information, such as course descriptions may be requested to determine the appropriate equivalency.
- Courses accepted for credit will be applied to your SWIC transcript. Check your Student Center "To do list" for your final evaluation results.

Readmission

Degree Completion Requirements

If a student is readmitted after having no enrollment for three consecutive semesters (excluding summer term), the student will be required to complete the degree/certificate requirements published in the catalog at the time of re-enrollment. Students who attend continuously will have six years to complete the degree/certificate requirements outlined in the catalog at the time of original entry or any catalog published throughout the course of continued enrollment. Regardless of continuing enrollment status, students may never follow any catalog that is older than six years.

The above terms do not apply to the following Health Sciences programs: Health Information Technology, Medical Assistant, Medical Billing & Coding, Massage Therapy, Medical Laboratory Technology, Nursing, Paramedic/Paramedicine, Physical Therapist Assistant, Radiologic Technology and Respiratory Care. Requirements for completion of these programs are outlined in the respective Student Handbooks and/or course syllabi distributed to students upon admission or enrollment in program.

Forgiveness Clause

The Enrollment Services office may forgive the three lowest grades (D, F) if the student's cumulative grade point average is less than 2.0 when readmitted to SWIC after more than a three-year break. Students must be enrolled in the current semester. Courses and grades that are forgiven will not be factored in the grade point average or applied toward degree and/or certificate requirements; however, the grades will continue to be part of the permanent record. Forgiveness cannot be granted until after two weeks into each semester. To be considered for this option, a student must submit a Forgiveness Clause Application to the Enrollment Services office.

Registration

General Information

Day, evening and weekend classes are available at the Belleville, Red Bud and Sam Wolf Granite City campuses, and at other locations throughout the community. Video conference, hybrid, and online courses are also available. Students may register in person at any one of the three campuses or online via eSTORM.

Although SWIC uses Student ID numbers as the primary method of identification in the student records system, students are required to submit their Social Security number when completing the New Student Information Form. Students must enter their full name and Social Security number exactly as it appears on their Social Security card or face potential fines from the IRS. The SSN is retained in a secured field on the student system and can be viewed by limited staff. The SSN is required for:

Admission Information (continued)

- Setting up an eSTORM account, where the student can enroll, run a degree audit, order a transcript and view other important financial and academic information.
- Search/match. When entering a new record into the database, the SSN is one of the “keys” or data elements, in addition to the date of birth and name, utilized by SWIC’s student information system to perform a match on a record in order to guard against duplicate entries of the same student.
- Enrollment verification. The National Student Clearinghouse requires the SSN for enrollment verification purposes.
- SWIC must comply with Illinois state auditors when reporting enrollment data. The SSN is required by the Illinois Community College Board as part of the reporting process.
- Financial Aid. The FAFSA requires that the student provide the SSN before aid can be processed.
- Veteran and government sponsored tuition assistance programs. The SSN is required for certification of benefits and tuition payments.
- 1098T. SWIC must obtain your current identifying number or SSN to file certain returns regarding tuition and related expenses with the IRS and to furnish a statement to the student. Without the SSN, students will not receive a 1098T federal income tax document, which SWIC is mandated by the IRS to issue annually to each student for income tax purposes. In addition to the institution being fined for filing incomplete information, individuals may be subject to a fine for failing to provide an institution with their SSN and their full name EXACTLY as it appears on your social security card.

Course Numbering System

Courses numbered 100-199 are first-year or freshman-level courses. Courses numbered 200-299 are second-year or sophomore-level courses. Courses numbered below 100 are developmental, general studies or refresher courses and do not count toward graduation requirements. Credit may not be earned beyond the number of hours indicated.

Course Credit

Credit is awarded as semester credits. The number of hours earned for completion of each course is indicated with the course description in this catalog.

To ensure that credit earned is applicable to a specific degree or certificate program, check with an academic advisor. In addition, colleges and universities have individual policies for the acceptance of credit. Check with transfer institutions and/or advisors to ensure the transferability of credits.

Course Load

A student who is registered for 12 or more semester credits during the fall and spring semesters or six or more semester credits during the summer is considered a full-time student.

For students receiving financial aid, awarding is based on enrollment that falls within one of the following course load groups:

- 12 or more semester credits = Full time
- 9.0-11.5 semester credits = Three-quarter time
- 6.0-8.5 = Half time
- 0.5-5.5 semester credits = Less than half time

The institution reports enrollment to the National Student Clearinghouse which lenders may access to verify enrollment information.

Registration for more than 18 semester credits during fall and spring semesters and nine semester credits during the summer term must be approved by an academic advisor. Students with a grade point average of 3.0 (B) or better generally are considered for such approval.

The Veterans Administration and some other funding agencies designate minimum course loads for qualification purposes. Your ability and how many hours you work should be taken into account when you determine your course load.

Auditing Courses

Auditing a course means that a student will attend the class but will not receive credit for attendance or work performed. The instructor may or may not allow participation in class assignments, testing, classroom discussion and/or other class activities the instructor deems appropriate. Students auditing courses should discuss their audit status with the instructor.

SWIC courses fall into three categories – those which may not be audited (see listing following), those which may be audited with the approval of the department (see listing following) and those which require no approval to audit (any credit class NOT listed may be audited without departmental approval).

Non-Audit Classes

All apprenticeship classes (BLA, CCA, CMA, IDM, IDP, IDW, IEW, IML, IMW, IWA, PDA, SMA)

All internship classes

AGRI	All courses
AOJ	All courses
ATY	All courses
AVIA	280
BIOL	All courses
BUS	205
CHEM	All courses
CIS	296, 297
CISC	All courses
CSA	All community service activity classes
EMTP	All courses
ENGR	All courses
ES	All courses
GEOG	143
GS	All general studies classes
HES	All courses
HIST	154
HORT	287, 288, 289
HUM	200
IND	296
MA	192, 195, 243, 255
MATH	All courses
MLT	245, 275
MT	All courses
OAT	260, 293
PHYS	All courses
PTA	170, 270, 280
RT	112, 152, 160, 241, 242, 298, 299

Admission Information (continued)

Audit by Permission Courses

ACRT	All courses
AVIA	All courses except internships
AVMT	All courses
CAD	All courses
EET	All courses
FS	All courses
HIT	All courses
HORT	All courses except internships
HRO	105, 115, 167, 299
HVAR	All courses
MA	All courses except 192, 195, 243, 255
MLT	150, 200, 210, 220, 240, 250, 260, 270
NE	All courses
PARL	All courses
PTA	All courses except 170, 270, 280
RC	All courses
RT	All courses except clinical courses
SLS	All courses
WLDT	All courses

Enrolling for Audit Status

Students wanting to audit a course must wait until after the class has begun to register. Audit registration must be completed in person at one of the three campuses or at Scott AFB, as an Audit Request Form must be completed by the student.

If the student wishes to register for an Audit By Permission Course(s) he should visit the appropriate department and request approval of the department chair or program coordinator and the dean using the Restricted Audit Approval Form which is available in that department.

There is no difference in tuition or fees when auditing a class. Once a student is registered, changing from audit to credit status and vice versa is not permitted. Students will not be admitted to a class at maximum capacity. Audit classes are not considered for financial aid eligibility.

Please remember that audited classes cannot be used at a later date for college credit or to fulfill admission or graduation requirements.

Repeating Courses

Some courses may be repeated in an attempt to improve a grade. When a course is repeated, only the most recent attempt is counted toward program requirements at SWIC. However, all attempts will remain part of your permanent academic record at SWIC. It is important to note that each school has its own policy on the way that repeated courses are calculated into a grade point average. Check with transfer institutions prior to admission in order to determine calculation rules.

It is important to note that some classes have been identified by SWIC and approved by the Illinois Community College Board as “repeatable” classes. In this case, the class would be factored into a student’s grade point average each time it is repeated up to the allowable limit. As stated in the previous paragraph, it is important to check with transfer institutions prior to admission in order to determine calculation rules.

Course repeatability can adversely affect your financial aid eligibility, and you should contact the Financial Aid office to see how repeating a course could affect your eligibility.

Dropping Courses

If a student wishes to withdraw from a class, the student must submit a Drop/Add Section Change Form to the Enrollment Services office in person or by mail or complete the process online at estorm.swic.edu. Students should not assume they are withdrawn from a class in good standing if they do not attend the class. Drop/Add Section Change Forms are available in the Belleville Campus Enrollment Services office, the Belleville Campus Academic Advising Department, Red Bud and the Sam Wolf Granite City campus offices, the East St. Louis Community College Center, and the Scott Air Force Base Education Office. Students who submit withdrawal notification by mail will be withdrawn from class as of the postmark date on their notification. Withdrawals will not be accepted by telephone.

Deadlines for withdrawal are based on the meeting patterns of the class. Withdrawal deadline for classes scheduled to meet seven days or longer reflect 85 percent of the scheduled meeting patterns. Withdrawal deadlines for classes scheduled to meet one to six days are one day prior to the first meeting date. Students should refer to their schedule for specific withdrawal dates.

Any student dropped with an effective date prior to the midterm date of the class will receive a W. If the effective date of the withdrawal is after the midterm date of the class, the instructor may assign a W or a WF grade.

Graduation Information

Degrees

SWIC awards degrees at the end of each academic term (fall, spring and summer).

Application for Graduation

It is the responsibility of the student to notify the Enrollment Services office of his/her intention to graduate by submitting a Graduation Application during the last expected term of required enrollment.

Applications can be submitted through eSTORM, in person at the Enrollment Services office or by printing the form at swic.edu and mailing it to Enrollment Services, 2500 Carlyle Ave., Belleville, IL 62221. A student can apply for more than one degree on an application. Students who reach graduation eligibility without having submitted an Application for Graduation may risk not being included in the graduation ceremony.

If your last term enrolled is	Apply to Graduate for the	Apply by
AUG-DEC	Fall Semester	Oct. 15
JAN-MAY	Spring Semester	Feb. 15
JUNE-JULY	Summer Term	June 15

Once the form is received in the Enrollment Services office, the student will be informed of all remaining degree requirements. Diplomas are mailed directly to students at the end of each semester after successful completion of coursework is verified by the Enrollment Services office.

Prior to receipt of your degree you must:

- Complete all degree requirements as outlined in the curriculum guides for the Associate in Arts, Science, Fine Arts, Teaching-Secondary Mathematics, Engineering Science, Applied Science or General Studies by the end of the term in which you plan to graduate.
- Complete the minimum degree semester credit requirements as outlined in the curriculum guide.
- Earn a minimum cumulative GPA of 2.0.
- Complete at least 15 of the last 24 semester credits or a minimum of 36 semester credits at SWIC. (Active duty U.S. armed forces and reserve service members must earn only 15 semester credits at SWIC.)
- Submit a Graduation Application via eSTORM Student Center. Students are encouraged to meet with an advisor to review their Student Advisement Report prior to submitting a Graduation Application.
- Clear all financial obligations to the college.
- Ensure that official documents (high school transcripts, college transcripts, program requirement exception forms, etc.) used to satisfy degree requirements are received by Enrollment Services by the last day of the term in which you plan to graduate.
- All grade change forms including grade changes for Incomplete (I) grades must be received in the Enrollment Services office by the last day of the term.

Commencement

Students who have applied for graduation and completed requirements for a degree during the spring term and graduates from the previous summer and fall terms will be invited to participate in the graduation ceremony which is held once a year in May. The specific date of the ceremony is listed on the college calendar on the inside cover of this catalog. Students must still submit a Graduation Application even if they choose not to participate in the ceremony.

Commencement Honors

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

Certificates

Students at SWIC can earn certificates in a variety of occupational programs ranging from two semester credits to 50 semester credits in length. Certificates are automatically awarded at the end of term for students who have completed the following:

- Complete all certificate requirements as outlined in the *Programs that Lead Directly to Employment* section of this catalog (blue pages).
- A minimum of 25 percent of the required semester credits through courses offered by SWIC. Consent of the program coordinator/department head, dean and instructional vice president is necessary for any variance from this requirement.
- Achieve a minimum of a 2.0 cumulative grade point average in courses required for the certificate.

Transfer Information

Acceptance of Credit

Transfer Credit

Students who have previously completed college coursework with a grade of D or better can request to have their transcripts evaluated toward a degree or certificate at SWIC. Transfer credit grades are not included in the cumulative grade point average. Transfer credit may be accepted from another college or university that is regionally accredited by any of the following associations:

HLC	The Higher Learning Commission
MSCHE	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NASC	Northwest Association of Schools and Colleges
NEASC-CIHE	New England Association of Schools and Colleges Commission on Institutions of Higher Education
NEASC-CTCI	New England Association of Schools and Colleges Commission on Technical and Career Institutions
NWCCU	Northwest Commission on Colleges and Universities
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
WASC-ACCJC	Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
WASC-WSUC	Western Association of Schools and Colleges Senior College and University Commission

Steps to having your transcripts evaluated:

- Submit a New Student Information form to Enrollment Services
- Request official transcripts be sent to Enrollment Services from each institution attended
- Submit a Transfer Credit Evaluation via eSTORM Student Center.

When the required documentation is received, an official evaluation of the student's coursework will be completed. Evaluation results will be emailed to your SWIC student email account.

A course that meets general education requirements at SWIC will be accepted in transfer to meet comparable general education requirements. If transferring credit that is repeated, coursework will be evaluated based on the most recent completion and the institutional repeat process for the SWIC equivalent coursework. College-level courses that are not direct equivalents will be evaluated for elective credit. Credits accepted in transfer do not necessarily apply to all certificates or degree programs. International students should refer to the *International Student Admissions* section of the catalog.

Proficiency Examinations

Proficiency examinations may be taken in some courses or programs upon petition by the student. These examinations may be taken only with the approval of the instructor/coordinator, dean and vice president for Instruction. They are available to those students who, in the judgment of the responsible college officials, possess the requisite background knowledge as a result of previous coursework, experience, or a combination of coursework and experience.

For ENG 101, interested students should seek additional information from the writing program director in the English department (618-235-2700, ext. 5327).

Students authorized to take proficiency examinations will be required to pay a nonrefundable 50 percent tuition charge. If the student is successful, the 50 percent tuition charge will apply to his/her total tuition for the course. This fee is payable at the time they submit their applications.

Students who successfully complete proficiency examinations will have the credit recorded on their college transcripts with the designation PC (proficiency credit). A letter grade will not be recorded and the credits will not be included when computing grade point averages; however, they may be applied toward graduation requirements. **A student can earn a maximum of 16 semester credits through proficiency examinations.** Information about specific proficiency examinations is available from the dean of the division to which the academic program is assigned.

Proficiency examinations are given in accordance with the following restrictions:

- They may not be taken to raise a grade, remove a final grade of F or replace an incomplete I.
- They may not be taken before a student is officially admitted to SWIC.
- They may not be taken more than once in the same course.
- They may not be taken in a course that is below the level of previously completed coursework.
- They may not be taken in a course which a student has previously audited or in which a student has been enrolled.
- Seminars may not be used as a basis for proficiency examinations or credit.
- They may not be taken prior to receiving written consent from the appropriate instructor, dean and the vice president for Instruction.
- They may not be taken prior to receipt of the non-refundable fee.

Please understand that it is the student's responsibility to check with transfer institutions regarding transferability of proficiency credit.

Advanced Placement, International Baccalaureate Diploma Programme, CLEP and DANTES Examination

If you have earned credit for completing an AP, IBDP, CLEP or DANTES exam, you must request an official score report from AP, IBDP, CLEP or DANTES in order for SWIC to examine the credit and grant it when acceptable. Credit for exams that appear on high school or other institution's transcripts will not be accepted. A Transfer Credit Evaluation form must also be submitted to the Enrollment Services office.

Transfer Information (continued)

Advanced Placement

SWIC will grant credit as listed below to students who score sufficiently on College Board Advanced Placement Examinations.

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Art History	3, 4, 5	ART 104	3
Biology	3, 4, 5	BIOL 101	4
Calculus AB	3, 4, 5	MATH 203	5
Calculus BC	3	MATH 203	5
Calculus BC	4, 5	MATH 203 & MATH 204	10
Chemistry	3, 4, 5	General Elective	5
*Chemistry	3	CHEM 101	5
*Chemistry	4, 5	CHEM 105 & CHEM 106	10
Chinese Language & Culture	3, 4, 5	CHIN 102	4
Comparative Government & Politics	3, 4, 5	POLS 240	3
Computer Science A	3, 4, 5	General Elective	3
Computer Science Principles	3, 4, 5	BUS 209	3
English Language & Composition	3, 4, 5	ENG 101	3
English Literature & Composition	3, 4, 5	LIT 113	3
Environmental Science	3, 4, 5	BIOL 106	3
European History	3, 4, 5	HIST 152	3
French Language & Culture	3	FREN 201	4
French Language & Culture	4, 5	FREN 201 & FREN 202	8
German Language & Culture	3	GERM 201	4
German Language & Culture	4, 5	GERM 201 & GERM 202	8
Human Geography	3, 4, 5	GEOG 152	3
Italian Language & Culture	3, 4, 5	General Elective	4
Japanese Language & Culture	3, 4, 5	General Elective	4
Latin	3, 4, 5	General Elective	4
Macroeconomics	3, 4, 5	ECON 201	3
Microeconomics	3, 4, 5	ECON 202	3
Music Theory	3	MUS 104	3
Music Theory	4, 5	MUS 105	4
Physics 1: Algebra-Based	3, 4, 5	General Elective	5
Physics 2: Algebra-Based	3, 4, 5	General Elective	5
*Physics 1 & 2: Algebra-Based	3, 4, 5	PHYS 151 & PHYS 152	10
Physics C: Electricity & Magnetism	3, 4, 5	General Elective	4
*Physics C: Electricity & Magnetism	3, 4, 5	PHYS 205	4
Physics C: Mechanics	3, 4, 5	General Elective	4
*Physics C: Mechanics	3, 4, 5	PHYS 204	4
Psychology	3, 4, 5	PSYC 151	3
Research	3, 4, 5	General Elective	3
Seminar	3, 4, 5	General Elective	3
Spanish Language & Culture	3, 4, 5	SPAN 201 & SPAN 202	8
Spanish Literature & Culture	3, 4, 5	General Elective	4
Statistics	3, 4, 5	MATH 191	4
Studio Art: 2-D Design	3, 4, 5	General Elective	3
**Studio Art: 2-D Design	3, 4, 5	ART 111	3
Studio Art: 3-D Design	3, 4, 5	General Elective	3
**Studio Art: 3-D Design	3, 4, 5	ART 112	3
Studio Art: Drawing	3, 4, 5	General Elective	3
**Studio Art: Drawing	3, 4, 5	ART 150	3
U.S. Government & Politics	3, 4, 5	POLS 150	3
U.S. History	3	HIST 181	3
U.S. History	4, 5	HIST 180 & HIST 181	6
World History	3, 4, 5	HIST 101	3

*Must show adequate documentation of lab proficiency in AP coursework to receive this credit. See dean of Math & Sciences.

**Must provide portfolio for review to be considered for this credit. See dean of Liberal Arts.

Transfer Information (continued)

International Baccalaureate Diploma Programme

SWIC will grant credit as listed below to students who score sufficiently on International Baccalaureate (IB) Diploma Programme (DP) subject exams.

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Biology HL	4, 5	General Elective	4
Biology HL	6, 7	BIOL 101	4
Biology SL	4, 5	General Elective	4
Biology SL	6, 7	BIOL 100	4
Business Management HL	4, 5, 6, 7	General Elective	3
Business Management SL	4, 5, 6, 7	General Elective	3
Chemistry HL	4, 5, 6, 7	General Elective	4
Chemistry SL	4, 5, 6, 7	General Elective	4
Classical Greek HL	4, 5, 6, 7	General Elective	4
Classical Greek SL	4, 5, 6, 7	General Elective	4
Computer Science HL	4, 5, 6, 7	General Elective	3
Computer Science SL	4, 5, 6, 7	General Elective	3
Dance HL	4, 5, 6, 7	General Elective	3
Dance SL	4, 5, 6, 7	General Elective	3
Design Technology HL	4, 5, 6, 7	General Elective	3
Design Technology SL	4, 5, 6, 7	General Elective	3
Economics SL	4, 5, 6, 7	Social Science Gen Ed Elective	3
Economics HL	4, 5, 6, 7	Social Science Gen Ed Elective	3
English A: Language & Literature HL	4, 5, 6, 7	LIT 113 & ENG 101	6
English A: Language & Literature SL	6, 7	ENG 101	3
English A: Language & Literature SL	4, 5	General Elective	3
English A: Literature & Performance HL	4, 5, 6, 7	ENG 101	3
English A: Literature & Performance SL	4, 5, 6, 7	General Elective	3
English A: Literature HL	4, 5, 6, 7	LIT 113	3
English A: Literature SL	4, 5, 6, 7	General Elective	3
Environmental Systems & Societies SL	4, 5, 6, 7	General Elective	3
Film HL	4, 5, 6, 7	FILM 115	3
Film SL	4, 5, 6, 7	General Elective	3
French A: Language & Literature HL	6, 7	FREN 202	4
French A: Language & Literature HL	4, 5	General Elective	4
French A: Language & Literature SL	4, 5, 6, 7	General Elective	4
French A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
French A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
French A: Literature HL	4, 5, 6, 7	General Elective	4
French A: Literature SL	4, 5, 6, 7	General Elective	4
Further Mathematics HL	4, 5	MATH 203	5
Further Mathematics HL	6	MATH 191 & 203 & 204	14
Further Mathematics HL	7	MATH 191 & 203 & 204 & 292	17
Geography HL	4, 5, 6, 7	GEOG 152	3
Geography SL	4, 5, 6, 7	General Elective	3
German A: Language & Literature SL	4, 5, 6, 7	General Elective	4
German A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
German A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
German A: Literature HL	4, 5, 6, 7	General Elective	4
German A: Literature SL	4, 5, 6, 7	General Elective	4
German: Language & Literature HL	6, 7	GERM 202	4
German: Language & Literature HL	4, 5	General Elective	4
Global Politics HL	4, 5, 6, 7	POL 270	3
Global Politics SL	4, 5, 6, 7	General Elective	3
History HL	4, 5, 6, 7	General Elective	3
History SL	4, 5, 6, 7	General Elective	3
Information Technology in a Global Society HL	4, 5, 6, 7	General Elective	3
Information Technology in a Global Society SL	4, 5, 6, 7	General Elective	3
Latin HL	4, 5, 6, 7	General Elective	4
Latin SL	4, 5, 6, 7	General Elective	4
Mathematical Studies SL	4, 5, 6, 7	General Elective	3

Transfer Information (continued)

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Mathematics HL	4, 5	MATH 107 & MATH 112	8
Mathematics HL	6, 7	MATH 191 & MATH 203	9
Mathematics SL	4, 5	MATH 107 & MATH 112	8
Mathematics SL	6, 7	MATH 114 & MATH 191	7
Music HL	4, 5, 6, 7	MUS 101	3
Music SL	4, 5, 6, 7	MUS 101	3
Philosophy HL	4, 5, 6, 7	PHIL 150	3
Philosophy SL	4, 5, 6, 7	General Elective	3
Physics HL	4, 5, 6, 7	General Elective	4
Physics SL	4, 5, 6, 7	General Elective	4
Psychology HL	4, 5, 6, 7	PSYC 151	3
Psychology SL	4, 5, 6, 7	General Elective	3
Social & Cultural Anthropology HL	4, 5, 6, 7	ANTH 150	3
Social & Cultural Anthropology SL	4, 5, 6, 7	General Elective	3
Spanish A: Language & Literature HL	6, 7	SPAN 202	4
Spanish A: Language & Literature HL	4, 5	General Elective	4
Spanish A: Language & Literature SL	4, 5, 6, 7	General Elective	4
Spanish A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
Spanish A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
Spanish A: Literature HL	4, 5, 6, 7	General Elective	4
Spanish A: Literature SL	4, 5, 6, 7	General Elective	4
Sports, Exercise & Health Science SL	4, 5, 6, 7	General Elective	2
Theatre HL	4, 5, 6, 7	THEA 120	3
Theatre SL	4, 5, 6, 7	THEA 120	3
Visual Arts HL	4, 5, 6, 7	ART 101	3
Visual Arts SL	4, 5, 6, 7	ART 101	3
World Religions SL	6, 7	HIST 286	3
World Religions SL	4, 5	General Elective	3

Transfer Information (continued)

College Level Examination Program

SWIC will grant credit for the successful completion of CLEP Tests under the following conditions:

- All college transcripts must be received by SWIC before CLEP credit will be awarded.
- CLEP General Exams must be taken before completion of 15 semester credits of college-level work.
- A maximum of 30 semester credits may be awarded as a result of CLEP general and/or subject examinations.
- Credit will not be granted for laboratory science courses as a result of CLEP general or subject examinations.
- Credit will not be granted for ENG 101 and/or 102 as a result of CLEP general or subject examinations.
- Credit will not be granted for math courses as a result of CLEP general or subject examinations.

SWIC will grant credit for CLEP examinations as specified in the following list. With the consent of the appropriate dean, credit may be granted for subject exams not listed. These requests will be reviewed on an individual basis.

CLEP General Examination (June 2001 and Prior)	Score	SWIC Course Equivalent	Semester Credits Granted
Humanities	500	General Humanities	3 hours
Natural Sciences	500	General Elective	4 hours
Social Sciences & History	500	Social Science	3 hours

CLEP General Examination (July 2001 – Present)	Score	SWIC Course Equivalent	Semester Credits Granted
Humanities	50	General Humanities	3 hours
Natural Sciences	50	General Elective	4 hours
Social Sciences & History	50	Social Science	3 hours

Subject Examination	Score	SWIC Course Equivalent	Semester Credits Granted
History of the United States I: Early Colonization to 1877	50	HIST 180	3 hours
Analyzing & Interpreting Literature	50	Humanities	3 hours
English Literature	50	Humanities	3 hours
French Level 1	50	FREN 101	4 hours
French Level 2	75	FREN 102	4 hours
German Level 1	50	GERM 101	4 hours
German Level 2	75	GERM 102	4 hours
Introductory Psychology	50	PSYC 151	3 hours
Introductory Sociology	50	SOC 153	3 hours
Principles of Macroeconomics	50	ECON 201	3 hours
Principles of Management	50	MGMT 214	3 hours
Principles of Marketing	50	MKT 126	3 hours
Principles of Microeconomics	50	ECON 202	3 hours
Principles of Supervision	50	MGMT 214	3 hours
Spanish Level 1	50	SPAN 101	4 hours
Spanish Level 2	75	SPAN 102	4 hours
Western Civilization I: Ancient Near East to 1648	50	HIST 101	3 hours
Western Civilization II: 1648 to the Present	50	HIST 102	3 hours

Note: Other educational institutions may require a higher score for certain subjects than what is required for credit at SWIC. In this situation, other institutions may not recognize college-level examination program credit issued from SWIC.

Transfer Information (continued)

DANTES

SWIC may grant credit for the successful completion of DANTES Subject Standardized Tests. Subject Exams will be reviewed for possible credit if the score is at or above the 50th percentile.

Seal of Biliteracy

SWIC will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy. Students who have received a State Seal of Biliteracy must request course credit for their seal within three academic years after graduating from high school.

Veteran Service Transfer Credit

The law requires that appropriate credit is granted for all previous education, training or experience. It is your responsibility to ensure all applicable transcripts are received. Failure to have transcripts evaluated can result in termination of VA educational benefits retroactive to the beginning of the semester in which you entered SWIC or the beginning of the semester in which you requested a Change of Program, regardless of whether or not you are currently enrolled. Retroactive termination results in an overpayment of benefits that you may have to pay back to the Department of Veterans Affairs.

Any current member of the U.S. armed forces, U.S. reserves, National Guard, or eligible veteran who has successfully completed basic training may be granted two hours of credit for health (HES 151 or HES 152) and two hours of credit for physical education upon submission of his or her form DD-214 or the equivalent thereof.

Eligibility for Transfer

Universities and colleges set standards of eligibility for admission of transfer students. Usually a student can transfer from SWIC to a four-year college or university after one or more semesters of work with a grade point average of C or better and if courses count toward a degree at the applied college. Students should decide as soon as possible where to transfer and check that college's admission and course requirements with an academic advisor.

International Transcript Evaluation

Students who have completed coursework from a foreign institution may request that their credit be evaluated toward a degree or certificate. To request an evaluation, students must:

- Complete a Transfer Credit Evaluation Form via eSTORM Student Center.
- Submit an official transcript report in English from one of the following services: ECE/Education Credential Evaluators or WES/World Education Services. More information can be found at www.ece.org or www.wes.org. SWIC will utilize the report as a guideline for the evaluation of course credit and reserves the right to award appropriate credit.
- When all documents are received, your transcripts will be reviewed by an academic records evaluator to determine if any courses would apply toward your intended program. Additional information, such as course descriptions may be requested to determine the appropriate equivalency.
- Courses accepted for credit will be applied to your SWIC transcript.
- Check your student center "To Do List" for your final evaluation results.

Recommended Steps and Timeline to Transfer to Four-Year Institutions

Do you plan to transfer from SWIC to a four-year college or university?

Whether you are enrolling in your first SWIC course or applying to graduate, the Academic Advising Department can help you prepare for a successful transfer. Please see an academic advisor for further information on these Steps to Transfer to Four-Year Institutions.

Step 1



Determine your transfer plans and major/career goals (0-16 semester credits)

- Meet with an academic advisor to create an outline of your SWIC coursework. Learn about degree requirements and transfer guides for transfer institutions you are considering. At four-year institutions, most majors prefer that you complete your requisites before you transfer.
- Attend Career Decision-Making Workshops. Visit the Academic Advising Department for a schedule.
- Visit the Career Activities and Employment Center to research careers and find a career mentor.

Step 2



Explore your transfer options (0-32 semester credits)

- Meet with an academic advisor to discuss admission requirements, course transferability, majors, size, location, diversity, cost, etc. of the transfer institutions you are considering.
- Visit the Academic Advising Department to review catalogs and brochures from transfer institutions.
- Meet with college representatives visiting SWIC. See the Academic Advising website for a schedule.
- Attend Transfer Night. Meet with four-year college representatives to discuss issues related to the transfer process. Offered each fall.
- Attend the Metro East Baccalaureate College Fair in February at SWIC.
- Visit www.itransfer.org to research Illinois colleges and the Illinois Articulation Initiative (a statewide agreement that facilitates transfer between Illinois colleges and universities).
- Use the internet to research colleges:
Peterson's Guide – www.petersons.com
College Zone – www.collegezone.com

Step 3



Apply to your transfer institution(s) and complete your SWIC graduation application (33-48 semester credits; 9-12 months in advance)

- Submit your SWIC Graduation Application
- Select 4-6 transfer institutions that best “fit” your needs and apply early.
- Follow directions and submit neat, complete applications. Search online applications. Ask if you must apply BOTH for general admission and for your specific major. Keep a copy of all materials. Follow up to ensure your applications is complete.
- Pay transfer application fee, if applicable.
- Request that official transcripts be sent to the transfer schools from your high school, SWIC and any other institution(s) you have attended. Request a copy for your records. After your last SWIC semester, send a final transcript. Remember the fees and waiting periods.
- If required, ask for letters of recommendation. Provide all materials to your references, including a stamped envelope.

Step 4



Apply for financial aid and scholarships (33-48 semester credits)

- Complete a FAFSA after Oct. 1 (of the year in which you will transfer) listing the FAFSA code(s) for each transfer institution you are considering.
- Research and apply early (deadlines may be months in advance) for any scholarships offered by your transfer institution(s) as well as your employer, civic/church groups and private organizations. Free scholarship searches are available at:
www.collegezone.com
www.collegeboard.org
www.studentaid.ed.gov

Step 5



Choose your college or university and enroll (48-64 semester credits)

- Register for classes, purchase/rent textbooks, obtain a student ID, etc.
- Attend orientation, locate housing, find a job and explore your new college or university.

Transfer Information (continued)

Transfer to an Illinois College or University

Illinois Articulation Initiative

SWIC is a participant in the Illinois Articulation Initiative, a statewide agreement that facilitates transfer of the completed Illinois Transferable General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). The following IAI codes identify qualifying general education courses:

- IAI C (Communications)
- IAI F (Fine Arts)
- IAI H (Humanities)
- IAI S (Social/Behavioral Sciences)
- IAI M (Mathematics)
- IAI P (Physical Sciences)
- IAI L (Life Sciences)

The Illinois Articulation Initiative also includes recommended freshman and sophomore-level programs of study for specific majors in the *Illinois Baccalaureate Majors' Curricula*. The Baccalaureate Majors' Recommendations build on the transferable General Education Core Curriculum by identifying major and requisite courses that students need to complete to transfer as a junior (that is, with a minimum of 60 transferable semester credits) into the specific major. Each major recommendation explicitly encourages community and junior college students to complete an AA or AS degree prior to transfer.

A database has been compiled for the IAI that contains all of the statewide articulated courses at each participating institution. Students who plan to transfer at some point during their college career should see an academic advisor for additional information and can access the IAI transfer information at www.itransfer.org.

General Education Core Curriculum Requirements

Students completing the following general education courses will be considered as having met the Illinois General Education Core Curriculum at SWIC. The list of courses is effective as of November 2016; check with an academic advisor for updated information or check the IAI website for updated listings at SWIC and the 100-plus other Illinois institutions that are IAI participants.

Communication:

3 courses (9 semester credits)

A 2-course sequence in writing (6 semester credits)

1 course in oral communications (3 semester credits)

ENG 101	Rhetoric & Composition I, with a grade of C or better (IAI-C1 900)	3
ENG 102	Rhetoric & Composition II, with a grade of C or better (IAI-C1 901R)	3
SPCH 151	Fundamentals of Public Speaking (IAI-C2 900)	3

Mathematics: 1 course (3 to 5 semester credits)

BUS 205	Economic & Business Statistics (IAI-M1 902)	4
MATH 106	Math for Elementary Teachers II (IAI-M1 903)	4
MATH 107	General Education Statistics (IAI-M1 902)	4
MATH 111	Liberal Arts Mathematics (IAI-M1 904)	4
MATH 113	Finite Math for Bus & Soc Sci (IAI-M1 906)	4
MATH 191	Intro to Statistics (IAI-M1 902)	4

MATH 203	Analytic Geom & Calculus I (IAI-M1 900-1)	5
MATH 204	Analytic Geom & Calculus II (IAI-M1 900-2)	5
MATH 205	Analytic Geom & Calculus III (IAI-M1 900-3)	4
MATH 213	Calculus for Bus & Soc Sci (IAI-M1 900-B)	4

Physical and Life Science: 2 courses (7 to 8 semester credits)

1 course selected from Life Sciences

1 course from Physical Sciences

At least 1 laboratory course must be included

Courses that include a lab component are marked with an asterisk (*).

Life Science

*BIOL 100	General Biology: Ecology, Evolution and Genetics (IAI-L1 900L)	4
*BIOL 101	Principles of Biology I (IAI-L1 910L)	4
*BIOL 102	Principles of Biology II (IAI-L1 910L)	4
*BIOL 104	Biology for Elementary Teachers (IAI-L1 900L)	4
**BIOL 106	Environmental Science (IAI-L1 905)	3
*BIOL 108	General Ecology (IAI-L1 905L)	4
**Does not include a lab component		

Physical Science

*ATY 101	Astronomy (IAI-P1 906L)	4
*CHEM100	Chemistry in Everyday Life (IAI-P1 903L)	4
*CHEM101	Introductory Chemistry (IAI-P1 902L)	5
*CHEM105	General Chemistry I (IAI-P1 902L)	5
*ES 101	Earth Science (IAI-P1 905L)	4
*ES 102	Physical Geology (IAI-P1 907L)	4
*ES 114	Earth and the Environment (IAI-P1 908L)	4
*ES 180	Historical Geology (IAI-P1 907L)	4
*ES 250	Introduction to Meteorology (IAI-P1 905L)	4
*PHYS 101	General Physical Science (IAI-P9 900L)	4
*PHYS 104	Physical Science for Elem Teachers (IAI-P9 900L)	5
*PHYS 151	College Physics I (IAI-P1 900L)	5
*PHYS 204	Physics-Mechanics (IAI-P2 900L)	4

Humanities and Fine Arts: 3 courses (9 semester credits)

1 course selected from Humanities

1 courses selected from Fine Arts

1 course from either Humanities or Fine Arts

Humanities

FREN 202	Intermediate French II (IAI-H1 900)	4
GERM 202	Intermediate German II (IAI-H1 900)	4
HIST 230	African-American History (IAI-H2 909D)	3
HIST 286	History of Religion (IAI-H5 904N)	3
LIT 113	Intro to Fiction (IAI-H3 901)	3
LIT 117	Lit Written by Women (IAI-H3 911D)	3
LIT 120	Introduction to Poetry (IAI - H3 903)	3
LIT 125	Drama as Literature (IAI-H3 902)	3
LIT 133	The Bible as Literature I (IAI-H5 901)	3
LIT 134	The Bible as Literature II (IAI-H5 901)	3
LIT 201	World Literature I (IAI-H3 906)	3
LIT 202	World Literature II (IAI-H3 907)	3

Transfer Information (continued)

MATH	292	Linear Algebra (IAI-MTH 911)	3
MCOM	201	Introduction to Mass Communication (IAI-MC 911)	3
MKT	242	Principles of Advertising (IAI-MC 912)	3
PHYS	204	Physics – Mechanics (IAI-PHY 911)	4
PHYS	205	Physics – Heat, Elect & Magnetism (IAI-PHY 912)	4
PHYS	206	Physics – Light & Modern Physics (IAI-PHY 914)	4
POLS	280	Political Theory (IAI-PLS 913)	3
PSYC	259	Abnormal Psychology (IAI-PSY 905)	3
PSYC	295	Social Psychology (IAI-PSY 908)	3
SPCH	155	Interpersonal Communication (IAI-MC 901)	3
SPCH	200	Oral Interpretation (IAI-TA 916)	3
SPCH	213	Introduction to Public Relations (IAI-MC 913)	3
THEA	256	Theatre Acting (IAI-TA 914)	3

SWIC has adopted the following procedures in order to enhance the articulation of all transfer students:

- Transfer students who have been certified by a participating Illinois institution as having completed the Illinois Transferable General Education Core will be considered as having fulfilled the general education requirements toward the Associate in Arts, Associate in Science and Associate in Fine Arts degrees.
- An AA, AFA, AAT, AS or AES degree-seeking student who matriculates as a first-time freshman or a transfer student who has not yet completed the core will be required to meet admission requirements and complete SWIC's general education degree requirements.
- Completion of the IAI General Education Core Curriculum will be listed on the student's transcript for those who have completed the core.
- Courses with a minimum grade of D will be applied to the Illinois General Education Core Curriculum with the exception of writing courses. However, students must have an overall 2.0 GPA in the General Education Core in order to be considered as having completed the core.
- Transfer students who have satisfactorily completed courses within the Illinois Transferable General Education Core at a participating Illinois institution, but who have not completed the core, will be evaluated upon receipt of the Transfer Credit Evaluation form and an official transcript from the participating institution. In most cases, courses that have been approved within the core will be applied toward the General Education Core and toward SWIC general education requirements.
- Students who transfer to SWIC who have not completed the General Education Core must complete a minimum of 15 hours of the General Education Core at SWIC in order to be certified as having completed the core at SWIC.
- Courses completed at out-of-state or at nonparticipating in-state accredited colleges and universities will be evaluated upon receipt of the Transfer Credit Evaluation form and an official transcript from the accredited college or university.

- Courses which are accepted as equivalent to SWIC courses will be applied toward SWIC general education requirements and to the General Education Core if the courses were taken at an IAI institution and if the courses were approved as IAI courses.
- SWIC will waive a fraction of a semester credit completed in an approved course of the core at a participating college or university. However, students must complete the minimum course requirement in each section of the core and a minimum of 37 semester credits overall to fulfill the core requirements.

Educational Guarantees

SWIC issues educational guarantees applicable to graduates of the Associate in Arts, Associate in Arts in Teaching, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science and career certificate programs, subject to specific conditions and program approval. Transfer program guarantees assure the student that approved courses will transfer to the four-year institution chosen by the student. Occupational guarantees assure the student and employer that a graduate has learned entry-level skills. Further information is available through the Academic Advising Department for programs covered by the educational guarantee.

College Transcripts

Students may view and print unofficial transcripts from eSTORM services.

Students may request an official transcript through the National Student Clearinghouse transcript ordering system or through the Enrollment Services Office. Information and links regarding specific transcript ordering steps can be found at swic.edu/records. Official transcript orders will have a \$6 charge for each copy requested. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.