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Glossary of College Terms

Academic Advisor: A trained professional who helps students decide what courses to take, clarifies degree requirements, and aids in assessing progress toward degree and certificate completion. Academic advisors are available to assist students in person at the Belleville and Sam Wolf Granite City campuses as well as provide assistance remotely through Teams and via email.

Accreditation: The certification that a school or program meets a set of quality standards. SWIC is accredited by the Higher Learning Commission, one of six regional accreditation associations in the United States. In addition, many SWIC programs are individually accredited by professional organizations.

Adjunct Instructor: A faculty member who is employed by the college to teach on a part-time basis. These instructors often currently work in the field in which they are teaching.

Admission Requirements: The educational background and/or academic abilities that a student must demonstrate before being fully admitted into a particular instructional program. PLEASE NOTE THAT ADMISSION REQUIREMENTS DO NOT PREVENT A STUDENT FROM ENROLLING AT SWIC. For more information about admission requirements, see the *Admission Information* section in this catalog.

Adult Education: Courses and programs designed to enable students to improve basic literacy skills, earn a high school equivalency credential, obtain vocational training or improve their English skills as an English as a Second Language learner.

Advanced Placement (AP): A program of college-level courses offered to advanced high school students that leads to a final exam administered by the College Entrance Examination Board. SWIC will grant credit to students who achieve scores of three or higher on the final exams. See the *Advanced Placement* section.

Articulation Agreements: An arrangement between two educational institutions that defines a process for the equating of their courses for transfer purposes. SWIC has articulation agreements with many colleges and universities.

Associate Degree: A type of college degree offered by community colleges throughout the United States. At SWIC, most associate degrees consist of three parts: general education requirements, major requirements and electives.

Associate in Applied Science (AAS): An associate degree that is designed to prepare students to enter the job market immediately after graduation. Students in “career” or “occupational” programs are generally working toward the completion of AAS degrees.

Associate in Arts (AA): An associate degree that provides the first two years of study for students who plan to pursue a bachelor’s degree in the areas of Business, Communications, Education, Humanities or the Social Sciences.

Associate in Engineering Science (AES): An associate degree that provides the first two years of study for students who plan to pursue a bachelor’s degree in the area of Engineering or another closely related field.

Associate in Fine Arts (AFA): An associate degree that provides the first two years of study for students who plan to pursue a bachelor’s degree in the areas of Art, Music Education or Music Performance.

Associate in General Studies (AGS): An associate degree for students whose interests and educational objectives do not fall within either a traditional transfer or occupational program.

Associate in Science (AS): An associate degree that provides the first two years of study for students who plan to pursue a bachelor’s degree in areas such as Biology, Environmental Science, Mathematics, Chemistry or Physics.

Bachelor’s Degree: A degree awarded by a college or university to a person who has completed undergraduate studies in a specific subject. Also known as a four-year degree. SWIC does not award Bachelor Degrees.

Career Programs: One- or two-year occupational programs leading directly to employment. Students completing one-year career programs receive Certificates of Completion; students completing two-year programs receive the Associate in Applied Science degree.

Career/Technical Programs: Academic programs that prepare students to enter the workforce immediately after graduation.

Certificates: Academic programs ranging from 2 to 50 semester credits that provide students with the basic skills necessary to gain entry-level employment in a specific career field.

College Level Examination Program (CLEP): A series of exams administered by the College Level Examination Board that is designed to assess students’ college-level knowledge and skills. CLEP exams are of two types, General and Course Specific. Please see the CLEP section of this catalog.

Coordinator: A faculty member who is designated as the academic leader of a specific set of career programs.

Course: A particular component of a subject selected for study. A course is identified by a course number: for example, ENG 101 or PSYC 151.

Course Description: Information about a course, including its semester credits, requisites (if any), general requirements and the subject areas it covers. Course descriptions can be found in the *Course Description Guide* section of this catalog.

Course Fee: A charge in addition to tuition costs to cover supplies or equipment usage in a classroom.

Course Load: The number of semester credits a student carries in a given semester.

Curriculum: A group of courses planned to lead to some specific competence in a field of study and to a certificate or associate degree. For example, a computer science curriculum.

Dean: The administrative leader of the faculty for a specific academic division of the college.

Department Chair: A faculty member who is designated as the academic leader of the faculty in a transfer-oriented college department.

Developmental Course: A pre-college-level course numbered less than 100 that develops skills in reading, writing, or mathematics, and prepares students for college-level English or mathematics. Credits earned in developmental courses do not count toward graduation but may meet the math requirements for some occupational programs.

Glossary of College Terms (continued)

Drop for Nonpayment: Failure to pay in full or to make the required down payment for tuition and fees by a specified due date may result in your class(es) being dropped.

Dual Credit: A college course offered at the high school campus during normal school hours. Through a partnership agreement with the high school, students earn both high school and college credit simultaneously. There is no fee for these courses to the high school or the students. Students must meet minimum requirements to enroll in these classes.

Dual Enrollment: High school students meeting minimum requirements as established by the SWIC Board of Trustees who enroll in traditional college courses offered online or on any campus. All college fees and tuition are applicable.

Elective: Any course not specifically required for a program of study but counting as credit toward a degree or certificate.

ESL: An acronym for English as a Second Language. Describes courses or programs designed to develop proficiency in the use of English for a person whose first language is not English.

eSTORM Services: The Southwestern Total Online Records Management service allows students to log on and enroll, drop classes, make a payment, view or print their course schedule, verify enrollment, view final grade report and unofficial transcripts, and manage account statement.

Financial Aid: Financial aid, in its simplest definition, is financial assistance intended to aid students in reaching their educational goals. This assistance may come in a variety of forms such as grants, scholarships, work-study and loan programs. Information about financial aid programs at SWIC can be found in the *Financial Aid and Scholarships* section of this catalog.

Financial Aid Advisor: A trained professional who assists students in applying for financial aid and interpreting financial aid information.

Full-Time Student: A student enrolled in at least 12 semester credits during the fall or spring semester, or at least six semester credits during the summer term. For financial aid purposes, a student must be enrolled in 12 semester credits to receive a full-time award.

General Education: The required component of each associate degree program that develops breadth of knowledge and the communication skills essential to more complex and in-depth learning throughout life. The academic disciplines comprising the general education curriculum are communications, mathematics, the physical and life sciences, the humanities and fine arts, and the social sciences.

Grade Point Average (GPA): A student's grade point average is a measure of a student's academic achievement in college-level courses. A student's GPA at SWIC is calculated by multiplying the credits each course is worth by the grade points (A=4, B=3, C=2, D=1, F=0) earned for the course, then dividing the total grade points earned by the total number of hours attempted, excluding those courses in which a grade of I, W, PR, AU, CR, PC, SC and P was received. Note that courses numbered below 100 are not considered when calculating the SWIC cumulative grade point average regardless of the grade received.

Graduation Requirements: The designated set of courses that must be successfully completed in order for a student to earn a particular associate degree or certificate.

Grant: A type of financial aid, commonly referred to as "gift aid," because it does not have to be repaid. This aid type is usually based on need. See the *Financial Aid and Scholarships* section of this catalog for more information.

High School Equivalent: The classes offered to help students who have not completed their formal high school education. These classes prepare students for the High School Equivalency Exam. With the High School Equivalency Certificate, students qualify for admission to colleges or other educational institutions, fulfill requirements of local or state licensing boards, and meet educational qualifications for induction into the armed services.

Human Well-Being: A field of study that emphasizes increasing knowledge, applying skills and developing lifelong habits for health.

Hybrid Classes: Classes in which students complete some class hours by way of the internet and meet in a classroom setting for the remaining hours.

Illinois Articulation Initiative (IAI): A statewide agreement that facilitates the transfer of general education and major course credits between two- and four-year colleges and universities. For more details about the IAI, see the *Transfer Information* section of this catalog.

IAI General Education Core Curriculum (IAI GECC): Successful completion of this set of 12 to 13 courses (37 to 41 credits) at SWIC will guarantee satisfaction of all lower-level general education requirements upon transfer to any participating college or university in Illinois.

International Baccalaureate (IB) Diploma Programme (DP): Diploma Programme curricula is for students aged 16-19. It includes a wide variety of subjects. SWIC will grant credit for DP courses when students provide official documentation for scores of four or better to Enrollment Services.

Joint Agreement: A resident of Community College District 522 desiring to enroll in a curriculum or program not available at SWIC may attend another community college in Illinois which offers that curriculum as long as a joint agreement is approved.

Major: A field of study in which a student specializes.

Off-Campus Sites: A location separate from the three SWIC campuses, such as a high school or community center, within Community College District No. 522, where the college offers college-credit and noncredit courses.

Online Classes: Classes in which students complete their course- work by way of the internet. It should be noted that some online instructors require students to participate in on-campus orientation and/or take exams on campus or at an approved testing site.

Part-Time Student: A student enrolled in fewer than 12 semester credits during the fall or spring semester, or fewer than six semester credits during the summer term. For financial aid purposes, a student must be enrolled in six semester credits to be considered part time during the summer term.

Glossary of College Terms (continued)

Peer Advisor: A SWIC student who has been chosen and trained to assist other students and the public in a general information and resource capacity.

Placement Test: SWIC uses an untimed, computerized assessment of students' reading, writing and math skill levels that is intended to assist in the placement of students into courses appropriate to their current academic abilities.

Refund Period: A limited time frame (within 8 calendar days of start of class) in which students may officially drop classes and receive a full or partial refund/credit. Specific information may be found each semester online at swic.edu/refund-policy.

Registration: The process of selecting courses, completing college forms, and paying tuition and fees, all of which should be completed prior to the beginning of classes each semester. For more information, see the *Registration* section of this catalog.

Requisites: Requirements that must be met and/or courses that must be taken prior to enrolling in a specific course. Requisites for each course are listed as part of its course description in the *Course Description Guide* of this catalog.

Running Start: A program through which highly qualified high school juniors and seniors earn their high school diploma and community college associate degree concurrently.

Scholarships: Monetary awards given to students in recognition of outstanding academic achievement and/or financial need. More information about scholarships is available in the *Financial Aid and Scholarships* section of this catalog.

Semester: An academic period of study. At SWIC, fall and spring semesters are each 16 weeks in length. Summer terms, on the other hand, are only eight weeks long because weekly class times are doubled.

Semester Credits: Units of measurement of academic credit, usually determined by the number of hours a class meets per week, earned at SWIC during periods of study that are 16 weeks in length or the equivalent, such as the accelerated summer session.

State Seal of Biliteracy: Southwestern Illinois College 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.

Student Loan: An awarding of money to students in need of financial assistance that must be repaid. For more details about student loans, see the *Financial Aid and Scholarships* section of this catalog.

Syllabus: A summary or list of the main topics of a course of study, text or lecture usually given to students by each instructor at the beginning of each semester.

TBA (To Be Arranged): Courses for which the meeting days, times, and/or locations have not been established at the time the Semester Class Schedule goes to print or is posted on the website. Students should contact the applicable instructor, department or program to obtain more information about courses listed as TBA. Online courses also have a TBA listed on the printed course schedule, but online courses require no specific days or times for students to attend.

Transcript: An official document that is the record of a student's academic performance. It includes the courses taken, the grades earned, and the cumulative grade point average.

Transfer Student: A student who plans to transfer to a four-year college or university in order to earn a bachelor's degree. While at SWIC, transfer students generally pursue one of the following degrees: Associate in Arts, Associate in Fine Arts, Associate in Science, or Associate in Engineering Science. However, students who earn an Associate of Applied Sciences also can transfer.

Tuition: The amount of money charged to a student for each class, usually per semester credits. For more information about tuition, see the *Tuition* section of this catalog.

University Transfer: A degree that is the first two years of study toward a bachelor's degree. It is designed to transfer credits in a specific field of study to a four-year academic institution.

Video Conference Classes: College-level classes that are taught simultaneously at multiple sites and linked through two-way audio and video communication. The instructor of a video conference class teaches directly to students at one site while students at other sites participate fully in the class via telecommunication connections.

Web-Enhanced Classes: Classes in which students meet in a classroom setting during all class hours, but make use of the internet for communication, out-of-class assignments and/or learning resources.

Wellness Advocates: Wellness Advocates assist students in becoming successful learners by helping them develop strategies to address issues that could potentially impede their success. Health and wellness services include personal counseling, crisis intervention, referral to campus and community resources, development of stress and time management techniques, wellness and positive lifestyles programs, and prevention programming.

Work-Study: A program funded by the federal government and the college in order to provide part-time student work opportunities at each campus. Full- and part-time students in need of financial assistance may apply for work-study. More details about work-study are available in the *Financial Aid and Scholarships* section of this catalog.

Frequently Called Telephone Numbers at the College

Belleville Campus	618-235-2700
Red Bud Campus	618-282-6682
Sam Wolf Granite City Campus.....	618-931-0600
East St. Louis Community College Center	618-874-6592
TOLL FREE FROM ILLINOIS.....	866-942-SWIC (7942)

Scott Air Force Base Office	618-746-4200
.....	or 618-746-2166
SAFB National Testing Center	618-641-6677
Programs and Services for Older Persons.....	618-234-4410
Belleville Campus TDD.....	618-234-3347

OFFICE	EXTENSION
Academic Advising Belleville	5186
Academic Advising Sam Wolf Granite City.....	7331
Accounting courses	5487
Administration of Justice courses	5653
Adult Education and Literacy.....	5258/7397/8001/874-6277
Alternative Transportation System	239-0749
AmeriCorps.....	5711
Apprenticeship courses	5252/7475
Art Center, William & Florence Schmidt	5278 (5ART)
Art courses.....	5429
Athletics	5271
Auto Collision Repair Technology courses	7314/7475
Automated Manufacturing Systems	5432-7456
Aviation Maintenance courses	7361
Aviation Pilot Training/Aviation Management courses.....	5683
Behavioral Sciences	5366
Biology courses	5320
Bookstore Belleville	5334
Bookstore Sam Wolf Granite City.....	7379
Business Administration courses.....	5487
Cafe Belleville.....	5549
Career Services.....	5562
Cisco Networking Academy	7374
College Activities.....	5561
Commercial Maintenance Mechanics courses	7457
Community Education	5393
Computer Aided Design courses.....	5376
Computer Information Systems courses	5502/5382
Computer Support Help Desk	4357 (HELP)
Construction Management Technology	5209
Culinary Arts and Food Management courses	5436/7389
Cybersecurity courses.....	7374
Disability & Access Center	5368
Dual Credit.....	5709
Early Childhood Education courses	5593
Education courses	5593
Electrical/Electronics Technology courses	5432/7456
EMT/Paramedic courses.....	5343
English, Literature, Film courses.....	5430
Enrollment Services.....	5455
eSTORM Help Line.....	222-SWIC (7942)
Faculty Development.....	5440
Faculty Technology.....	5737
Financial Aid.....	5288
Fire Science courses.....	234-5138
Foreign Language, Philosophy, Speech courses.....	4975
Foundation scholarships	5493
Graphic Communications courses	5382
Health and Exercise Science courses.....	5320
Health Information Technology courses.....	5385
Heating, Ventilation, Air Conditioning & Refrigeration courses ...	5175/7448

OFFICE	EXTENSION
High School Equivalency Program.....	5525/7397/8001/874-6277
Horticulture/Agriculture courses.....	5320
Human Resources	5120
Human Services Technology courses.....	5198
Industrial Electricity courses.....	5432/7456
Industrial Maintenance Mechanics courses.....	7457/7455
Industrial Technology Center.....	7475
Instructional Technology.....	5737
Library Belleville.....	5204
Library Red Bud.....	8190
Library Sam Wolf Granite City	7354
Management courses	5485
Manufacturing Technology courses	5252/7475
Marketing courses.....	5485
Massage Therapy courses.....	239-6400
Mathematics and Computer Science courses.....	5320
Medical Assistant courses	5332
Medical Laboratory Technology courses	5386
Microcomputer Hardware Maintenance courses	5432/7456
Music courses	5032
Networking courses	7374
Nursing Education courses.....	5263
Office Administration & Technology courses	5489
Online Learning	5737
Paralegal Studies courses.....	5494
Payment Information.....	5367
Physical Sciences courses.....	5320
Physical Therapist Assistant courses.....	5390
Police Academy courses	5396
Precision Machining Technology.....	7457/7475
Programs & Services for Older Persons	7011
Public Information and Marketing.....	5258
Public Safety.....	5221/7372
Radiologic Technology courses.....	5303
Registration Information	5217/6615/8114
Respiratory Care courses	5907
Running Start.....	5064
Schmidt Art Center	5278 (5ART)
Sign Language Studies courses	618-310-0055
Social Science courses	5404
Student Accounts.....	5367/6640/8114
Success Centers.....	5495/7307/8138
Technical Education courses.....	5252/7475
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Frequently Asked Questions

- **How much is tuition at the college?**

See the *Tuition and Fees* section of this catalog or swic.edu/tuition-fees for updated information.

- **What other costs are there?**

Other expenses to consider are course fees for consumables or First Day Program textbook fees and technology fee. More information is available in the *Fees* section of this catalog.

- **Will my classes transfer to another college or university?**

Many SWIC courses are intended to transfer. These courses are identified in the *Course Description Guide* with the letter T, though many C (Career) courses transfer. For specific information about transferring, see an academic advisor prior to choosing your classes each semester. Also see the *Transfer Information* section in this catalog for additional information.

- **How can I get help with college expenses?**

Refer to the *Scholarships, Financial Assistance, WIOA, and Career Services* sections in this catalog to check eligibility for SWIC scholarships, community scholarships, transfer scholarships, veterans' services, student employment and/or state and federal financial aid.

- **Are there services available to adults returning to SWIC after their traditional college years are behind them?**

Refer to WIOA and Career Services. Personal Advocate Linking Services (PALS) supports and encourages all students' endeavors toward academic and career success. There are personal advocates at all campuses and they support students with their successful transition into college. The program also encourages ongoing support to current students for completion of personal and academic goals.

- **Where can I go for assistance in finding a job while I'm a student?**

Assistance is available from both the Financial Aid Office (on-campus jobs) and the Career Services Office (off-campus jobs). Career Services provides job search assistance such as resume and portfolio preparation, interviewing skills, and many other workforce readiness skills.

- **Are tutoring services available?**

Free tutoring is offered in the Success Centers at campuses either in-person or via SCOTY for current SWIC students enrolled in the course for which they seek tutoring. Tutoring is provided in a variety of academic areas and on a walk-in or online basis. Tutor schedules are available at each of the Success Centers and at swic.edu/successcenter/.

- **How do I request accommodations for a disability?**

SWIC is committed to providing equal access to qualified students with disabilities. Contact the Disability & Access Center to request and receive accommodations and support services.

- **What types of extracurricular activities are offered?**

Educational and cultural events and a wide variety of clubs and

organizations are available at SWIC for students, faculty, staff and the community. A broad range of intercollegiate and intramural athletics are available also.

- **What are the different types of degrees offered at the college?**

The degrees available to students who plan to complete a bachelor's degree after transferring to another college or university are the Associate in Arts, Associate in Fine Arts, Associate in Engineering Science and Associate in Science. The degree available to students who plan to enter the workforce immediately upon graduation is the Associate in Applied Science. For additional information about degrees as well as certificate programs, see the *SWIC Programs* section in this catalog.

- **What is the average class size at SWIC?**

While class sizes vary, the student/teacher ratio is 18-to-1, which makes it easy to get individual attention from your instructors.

- **How do I know which classes to take first?**

Academic advisors are available to assist in selecting classes each semester. Visit Career Services to take interest assessments to help determine with path is right for you!

- **How do I get a Student ID number?**

Your Student ID number will be generated upon completion of your New Student Information Form. If you complete the form online, you will receive an email confirmation with this number. You can request your student ID number at the eSTORM login page or access the student ID number request form at estorm.swic.edu or in person with a photo ID. You need a student ID number to access your student email.

- **Do I need a Student ID card and, if so, where do I get one?**

SWIC students are entitled to an identification card. The identification card is optional but is required to receive the following services: Library card/Internet access, open computer lab access, discounts at the bookstore and Café (when offered), College Activities reduced purchases, free pass to Athletic events, ridership on the St. Clair County District Transit Authority MetroBus and MetroLink, Madison County Transit Bus System, book buyback, etc. Identification cards are available through the Public Safety office at the Belleville and Sam Wolf Granite City campuses, and at the Student Development Office at the Red Bud Campus.

- **How do I get my transcript?**

Students may request transcripts through the college website (swic.edu). Students can also request an official transcript via eSTORM services. For more information, see the *College Transcripts* section in this catalog.

- **What is SWIC Alert?**

This free emergency alert system sends text messages and/or emails to students and employees. Text messaging is an opt-in notification system where a text message can be received on your mobile phone. SWIC does not charge for this service; however, the only cost is what the cell phone carrier charges to receive text messages. You may choose to receive text messages or emails for a specific campus or all campuses. Once enrolled, your account is active for one year. You will receive notice 30 days before your enrollment will expire.

Frequently Asked Questions (continued)

- *How do I sign up for SWIC Alert?*

Log in to your eSTORM account at estorm.swic.edu; click Main Menu in the upper left; scroll over SWIC Alert and choose SWIC Alert Signup

- *How can I find out if the college is closed or has a delayed opening due to inclement weather?*

Information regarding the use of the Snow Schedule or closure due to weather conditions will be sent via SWIC Alert, posted on the college's homepage and broadcast on these stations:

Television	Radio	Website
FOX 2 (KTVI)	KMOX-AM 1120	swic.edu
KMOV-TV Channel 4	WHCO-AM 1230	facebook.com/swic.edu
KSDK-TV Channel 5	WIL 92.3	

See the **College Closing Policy** section of this catalog for more details.

Students may sign up on eSTORM for SWIC Alert, an emergency alert system designed to notify students and employees by email or text message of campus closure due to inclement weather or other emergencies.

- *Can I take college classes if I'm still in high school?*

High school students age 16 and older who have authorization to participate in college courses and programs may enroll. See the *General Admission* section in this catalog for more information.

- *Where do I get a parking permit?*

For students, faculty and staff, parking is by permit only on the Belleville and Sam Wolf Granite City campuses. Permits are free and are issued by the Public Safety departments on those campuses or through the Student Development Office at the Red Bud Campus. Students attending the East St. Louis Community College Center must obtain a SWIC parking permit for that site. SWIC parking permits can be obtained in Bldg. A, Room 1003. For more information, see the *Parking/Traffic Enforcement* section in this catalog.

- *When do I apply for graduation?*

Students need to apply for graduation by the following dates: Oct. 15 for fall graduation; Feb. 15 for spring graduation; June 15 for summer graduation.

The William and Florence Schmidt Art Center

The William and Florence Schmidt Art Center showcases regional and national artists through exhibitions, artist's lectures, and tours with the overall mission of inspiring, informing, and connecting college and community. With over 800 works of art in its collection, the Schmidt houses the largest permanent art collection of any two-year college in the state of Illinois.



Schmidt Art Center
(618) 222-5ART

The Schmidt Art Center is located on Southwestern Illinois College's Belleville campus. When you arrive on the Belleville Campus, look for the white marble sculpture and the small brick building with the curved glass front and slanted metal roof.

Visitor parking is available along the sidewalk.

Note: The Schmidt Art Center is just a parking lot away from MetroLink's College Station. That's another great way to visit campus.