

Admission Information

Academic Advising

swic.edu/advising

All students enrolling into SWIC courses for the first time must confer with an academic advisor.

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.

General Admission

SWIC has an open-door admission policy.

Admission

swic.edu/admissions

Individuals seeking admission to the college are required to submit a New Student Information Form either online or through 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 High School Diploma 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 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 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 High School Diploma 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 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 needing to provide proof of course requisites.
- Students intending to use federal veterans benefits.
- 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 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 during the school year listed.

College Transcripts

swic.edu/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 through the SWIC website. Students who attended swic prior to 1981 should contact the Records Department (records@swic.edu) to ensure that these credits are included in the transcripts. Official transcript orders will have a charge for each copy requested.

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.

Admission Information (continued)

Placement in credit bearing English and math courses is determined by a number of measures that include a student's unweighted high school grade point average (GPA), SAT scores, ACT scores, completion of a high school transitional math or English course, prior high school math coursework, GED scores, HiSet scores or prior college course work. An academic advisor can assist the student with a course recommendation or the student can take the SWIC Placement Test that is available at each SWIC campus. Students who do not meet any of the measures have an option to enroll in a developmental English or math course to prepare for future enrollment in credit bearing coursework. For students wishing to self-remediate in mathematics skills, it is highly recommended to utilize the learning modules in ALEKS following initial placement testing as an alternative or supplement to enrollment in a developmental math course. For those students who would like the opportunity to proficiency out of an English or math course, the SWIC placement test can also be used to determine a higher level placement.

It is recommended that students meet with an academic advisor in an individual appointment to discuss the multiple measures used for placement, individual needs, academic plans and class schedules. Visit the Academic Advising website (swic.edu/advising) for locations, hours, and contact information.

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

Revised 5.12.2026

ALEKS Scores and Course Placement



Students with accommodations should meet with Student Accessibility and Support Services (SASS) PRIOR to taking ALEKS.

Did you know?

- ALEKS is free to all SWIC students!
- You can use ALEKS learning modules **instead of** taking developmental courses such as MATH 95 or MATH 97.
- You can also use ALEKS to place into courses higher than MATH 112.
- After initial placement, ALEKS will create a custom learning path designed for you to practice and refresh your math skills.
- Most students who complete 5-6 hours of practice and learning in ALEKS increase their placement by at least one level.
- You don't have to practice alone! Our Math Success Coach is here to help in BCMC2181 or you can get help in the Success Center.
- If you finish a module in ALEKS, you can contact the Math Department Chair to gain access to another and keep improving!

Take ALEKS Placement Test

Score 76 or higher:

MATH 203

Score 61-75

MATH 113, 115, 191, 213 or BUS 205

Score 46-60

MATH 105 OR 112

Score 40-45

MATH 107, MATH 111, OR MATH 92 + MATH 112

Score 25-39

MATH 97

Score 14-24
(recommended)

MATH 95

Score 0-13

Continued use of ALEKS to improve skills is recommended

English Placement Guide *through 12/31/2026*

A student who has any one of the measures presented in a column will meet placement requirements for that course:

	ENG 94: Integrated Reading & Writing	ENG 97: College Writing Strategies	ENG 101: Rhetoric & Composition I + ENG 100: Accelerated English Learning Lab	ENG 101: Rhetoric & Composition I
Unweighted Cumulative HS GPA			2.5 - 2.99	3.0 - 4.0
ACT English		12 or above	17 or above	18 or above
SAT English		370 or above	371 - 479	480 or above
HiSet Language Arts/Reading				15 or above
GED Reasoning				165 or above
Accuplacer Next Gen English Placement Exam	212 - 225	226 - 239	240 - 249	250 or above
High School Transitional English (TE001-ELA)	D or lower		C or higher	C or higher**
Completion of Developmental English (Writing/Composition) at Accredited Institution			C or higher***	C or higher***

**students earning a C should also have a recommendation from their high school Transitional English teacher to take ENG 101 standalone or ENG 101+ENG 100 co-enrollment – this recommendation is to be sent to and reviewed by the English Department Chair

***with English Department Chair approval

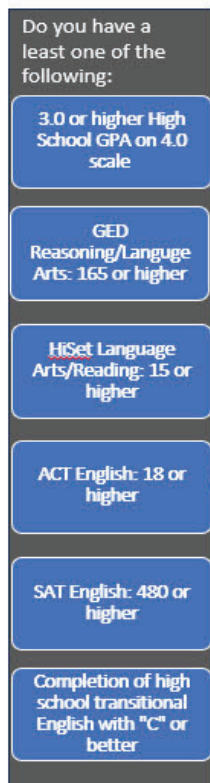
Multiple Measures English Placement Guide *effective 1/1/2027*

A student who has any ONE of the measures listed in a column meets placement for that course:

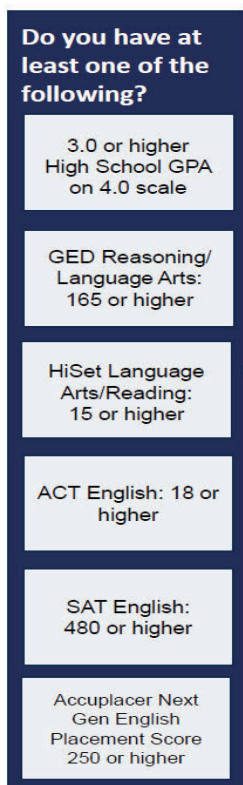
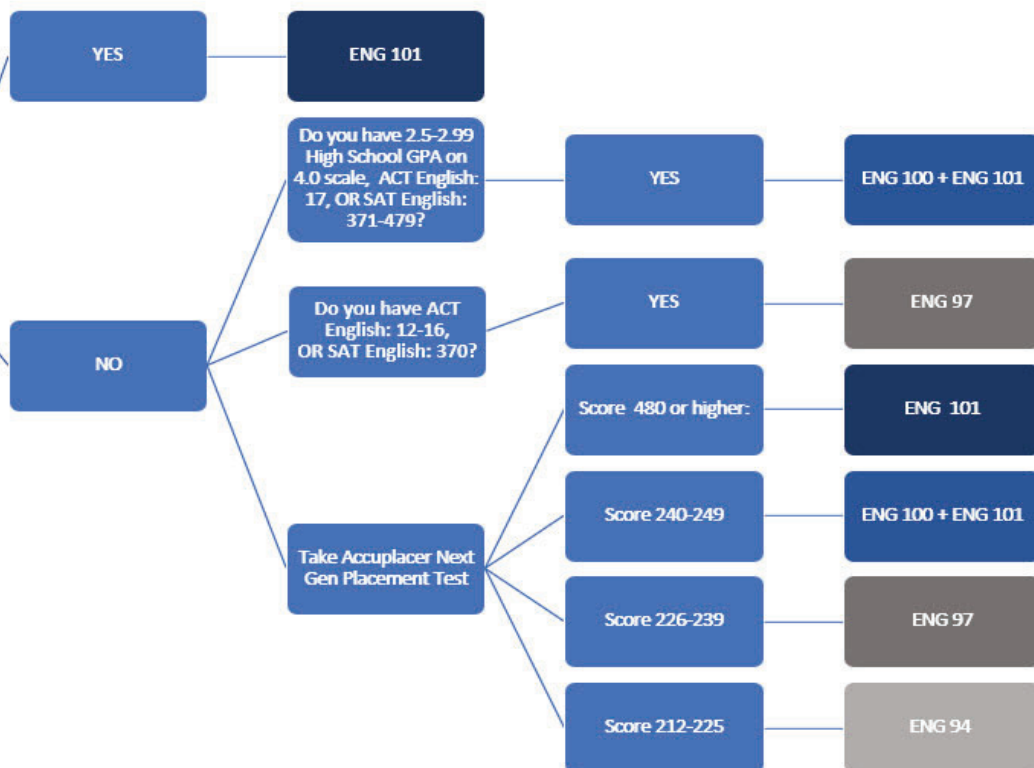
Questions for ENG 94 or ENG 97 placement can be directed to the English Department Chair	ENG 99: Critical Reading and Writing (recommended)	ENG 100: Accelerated English Learning Lab + ENG 101: Rhetoric and Composition I	ENG 101: Rhetoric and Composition I
SWIC Placement	CREAD/CWR -none	CREAD/CWR 25	CREAD/CWR 30
Unweighted High School GPA (7th sem. min.)		2.50-2.99	3.00 or higher
ACT English		16 or higher	18 or higher
SAT English		300 or higher	480 or higher
HiSet Language Arts/Reading			15 or higher
GED Reasoning		140 or higher	165 or higher
Accuplacer next Gen English Placement Exam		240-249	250 or higher
High School Transitional English		TE001-ELA with C or better*	TE001-ELA with C or better*
Prior College Coursework**		ENG 94, 97, or 99 with a passing grade. <i>Specific placement level based on portfolio assessment</i>	ENG 94, 97, or 99 with a passing grade. <i>Specific placement level based on portfolio assessment</i>

* Students earning a C should also have a recommendation from their high school Transitional English teacher to take ENG 101 standalone or ENG 101+ENG 100 co-enrollment – this recommendation is to be sent and reviewed by the English Department Chair

** Developmental coursework taken at another college will be evaluated by English Department Chair for appropriate placement level. Students who successfully complete ENG 99 will be placed in either ENG 100 + 101 or ENG 101 standalone based on the assessment of their ENG 99 writing portfolio.



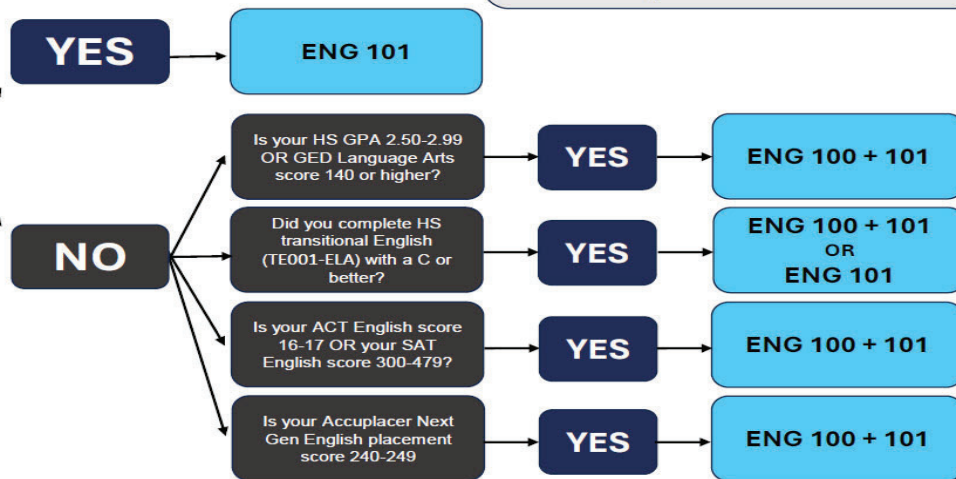
English Placement Flow Chart through 12/31/2026



English Placement Flow Chart effective 1/1/2027

Revised 12.15.2025

Note: Questions for placement into ENG 94 and ENG 97 can be directed to the English Department Chair



If you said "No" to all the questions above, you are eligible for ENG 99. You are also encouraged to take Accuplacer Next Gen English Placement and work with our English Success Coach and re-test for free to earn higher placement.

Multiple Measures Math Placement Guide

A student who has any ONE of the measures listed in a column meets placement for that course:

	*MATH 95 (recommended)	MATH 97	MATH 107 or MATH 111	MATH 92 + MATH 112**	MATH 112** or MATH 105**	MATH 113, 115**, 191, 213, or BUS 205	MATH 203
SWIC Placement	CMTH 20	CMTH 30	CMTH 35	CMTH 37	CMTH 40	CMTH 50	CMTH 60
Unweighted High School GPA (7th sem. min.)	2.00 - 2.49	2.50 or higher	2.50 or higher	2.50-2.99	3.00 or higher		
ACT Math	15 or higher	18 or higher	18 or higher	18 or higher	20 or higher		
SAT Math	450 or higher	480 or higher	500 or higher	500 or higher	520 or higher		
HiSet Mathematics			15 or higher	15 or higher			
GED Mathematical Reasoning			165 or higher	165 or higher			
ALEKS PPL Math Placement Exam	14 or higher	25 or higher	40 or higher	40 or higher	46 or higher	61 or higher	76 or higher
High School Transitional Math			TM002 with C or higher		TM001 with C or higher		
High School Coursework						(Completion of HS precalculus or trigonometry course) AND (ACT Math 25 OR SAT Math 550)	(Completion of HS calculus) AND (ACT Math 28 OR SAT Math 570)
Prior College Coursework	Any math course within past year with C or higher	Math 93, 94, or 95 with C or higher	Math 94, 95, or 97 with C or higher	Math 107 or 111 with C or higher	Math 97 with C or higher	Math 112 with C or higher	Math 114 or 115 with C or higher

* While there are no placement requirements to enroll in MATH 95, students placing below the recommended scores for success should take the ALEKS PPL math assessment in the testing center. Working through the customized learning pathway in ALEKS with our Math Success Coach or the Success Center to refresh on math skills you may have forgotten can improve your placement--saving you time and money.

** The following courses also have a geometry requirement: MATH 106, 112, and 115. Check with your advisor for measures that meet this requirement.

Math Placement Flow Chart

Do you have at least one of the following?

3.0 or higher
High School GPA
on 4.0 scale

ACT Math: 20 or
higher

SAT Math: 520 or
higher

Completion of high
school transitional
Math (TM001) with
"C" or better

YES

**MATH 107, 111,
112, or 105**

Did you complete HS Pre-Calculus or Trig AND have an ACT Math 25 or higher OR SAT Math of 550 or higher?

YES

**MATH 115, 191,
213, or BUS 205**

Did you complete HS Calculus AND have an ACT Math 28 or higher OR SAT Math of 570 or higher?

YES

MATH 203

Is your HS GPA 2.50-2.99 OR GED Math score 165 or higher OR HiSet Math 15 or higher?

YES

**MATH 97, 107,
111, or 92 + 112**

NO

Did you complete HS transitional math (TM002) with a C or better?

YES

MATH 107 or 111

Is your ACT Math score 18-19 OR your SAT Math score 500-519?

YES

**MATH 97, 107,
111, or 92 + 112**

Is your SAT Math score 480 - 499?

YES

MATH 97

Did you know?

- Most degrees DO NOT require MATH 112: College Algebra - check program pages and consult with an advisor
- Most AS degrees require math at a higher level than MATH 112-have your HS transcripts evaluated
- MATH 107 and 111 are excellent options for most AA and many AAS students
- MATH 105 and 106 are for elementary education majors only

If you said "No" to all the questions above, you are eligible for MATH 95. You are also encouraged to take ALEKS PPL Math Assessment and work through the learning modules with our Math Success Coach for free to earn higher placement.

Admission Information (continued)

SWIC Student Orientation

Students should attend SWIC Student Orientation before their first semester to learn about campus resources, academic expectations, and student life; explore campus and find classes; and set up academic technology.

College Success – ORIE 101 & ORIE 110

Two student support courses are offered for new students: ORIE 101 – College Orientation (1.0 credit hour) and the ORIE 110 – College Success Strategies (3.0 credit hours.) Both courses are recommended for students during their first semester of attendance. See individual course descriptions for clarification. For more information on enrolling, contact Enrollment Services at 618-235-2700, ext. 5455.

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:

- Diagnostic Medical Sonography
- Medical Laboratory Technology
- Medical Surgical Technology
- Nursing Education
- Paramedic
- Physical Therapist Assistant
- Practical Nursing
- Radiologic Technology
- Respiratory Care

Specific information for each program is available from the program's Application Planning Guide available online at swic.edu/health-sciences 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:

- A completed SWIC New Student Information form.
- Official copies of all secondary school and college transcripts. International transcript evaluation reports must be in English from either ECE/Education Credential Evaluators or WES/World Education Services.
- Verification of English Language proficiency by one of the following methods:
 - 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.
 - Documentation of placement in English 101.
- Certification of the availability of funds to meet expenses while attending SWIC. For the current academic year certification of funds U.S. dollar requirement, please visit swic.edu. (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 I-901 must be completed and an 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 institutionally 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 secondary and higher education 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.
- Website information can be found at: swic.edu/students/services/enrollment-services/admissions/international-admission/

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.

In addition to the above terms, more stringent requirements apply to the following Business and Health Sciences programs: Accounting, Business, Health Information Technology, Medical Assistant, Diagnostic Medical Sonography, Medical Billing & Coding, Massage Therapy, Medical Laboratory Technology, Nursing, Office Administration and Technology, Paralegal Studies, Paramedic/Paramedicine, Pharmacy Technician, 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 the 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

swic.edu/enrollment-services

General Information

Day, evening and weekend classes may be 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:

- 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.

Credit Hour Assignment Policy

This policy confirms the definition of the requirements to earn credit hour(s) at Southwestern Illinois College and applies to all for-credit courses and to all developmental courses. The policy identifies the amount of work represented in intended learning outcomes and verified by evidence of student achievement in relation to all types of courses, regardless of delivery mode or type of instruction.

The definition of a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. A credit hour approximates one hour (or 50-60 minutes) of classroom time or direct faculty instruction and two hours (100-120 minutes) of out of class student work each week in a 15-week semester or its equivalent for varied class length (late start or 8 week course, for example). At least an equivalent amount of work (in class and out of class) is required for other academic activities including clinicals, labs, internship, studio work, and other work leading to the award of credit hours. Therefore, credit hours for courses shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester of 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 6 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.

Admission Information (continued)

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 below), those which may be audited with the approval of the department (see listing below) and those which require no approval to audit (any credit class NOT listed below 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	101
AVIA	280
BIOL	All courses
BUS	205
CHEM	All courses
CIS	297
CISC	All courses
CSA	All community service activity classes
EMS	All courses
ENGR	All courses
ES	All courses
GS	All general studies classes
HS	100
HES	All courses
HIST	154
HORT	287, 288, 289
HUM	200
IND	296
MA	195, 243, 255
MATH	All courses
MLT	245, 275
MT	All courses
PHYS	All courses
PTA	170, 270, 280
RT	112, 152, 160, 241, 242, 298, 299

Audit by Permission Courses

ACRT	All courses
ART	252, 253, 297
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, 299
HVAR	All courses

LIT	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) they 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

swic.edu/course-information

The primary responsibility to withdraw from a course lies with the student. Withdrawing from a course could have financial aid implications, so please discuss with an advisor and/or financial aid prior to submitting a withdrawal for a course. Tuition refunds

only apply during the first eight calendar days from the course start date.

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 complete the process online on eSTORM. 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 Sam Wolf Granite City Campus offices, or online via eSTORM. 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 67 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 eSTORM schedule and/or syllabus for specific withdrawal dates.

Any student who withdraws or is withdrawn by an instructor with an effective date prior to the withdrawal deadline date will receive a W. With administrative approval, the instructor may assign a W or a WF grade after the withdrawal deadline for extenuating circumstances only which are defined by Board policy.

High School Partnerships

Dual Credit Classes for High School Students

swic.edu/dual-credit

High school students enrolled in pre-approved Dual Credit classes can earn college credit while taking classes at their own high schools. SWIC works with high schools throughout the district to offer these classes free of charge to students. For more information or to see if your high school is a participant in this program, students should contact their high school guidance counselor or visit the website.

Benefits for Students Who Take Dual Credit Classes

- FREE Tuition*
- Take college level classes to earn high school and college credit simultaneously
- Take classes in a familiar setting (your high school) with a strong support system
- Transition efficiently from high school to college
- Start earning credits toward stackable certifications or other pathways toward employment and career
- Access resources available to all SWIC students, such as: Advisors, Tutoring (Success Center), Student ID card, Metro/Bus Pass, Access to library resources

*No fees or tuition are charged for traditional dual credit classes. (See definition in the FAQ section.)

<https://www.swic.edu/students/high-school-students/dual-credit/faq/>

Dual Enrollment

Taking a class at a SWIC campus or online while still in high school.

Students can enroll for dual enrollment courses if the following requirements are met:

- Students must be 16 years of age or older by the last meeting day of the course.
- Students must be otherwise qualified in order to benefit academically and socially from the college experience.
- Students may enroll only in courses authorized on the Dual Enrollment Permission Form.
- Students must present the completed "SCHOOL PERMISSION" portion (see below) at the time of registration.
- Academic coursework while attending Southwestern Illinois College is considered to be coursework for college credit; therefore, college academic policies and procedures will be followed. Minimum placement scores as specified for particular courses must be met as stated in the college catalog.

Complete the steps to enrollment to register for a class as a dual enrolled student:

<https://www.swic.edu/students/services/enrollment-services/enrollment/steps-to-enrollment/>

Running Start

swic.edu/running-start

Running Start is a program through which highly qualified high school juniors earn their high school diploma and community college associate degree concurrently. To participate in Running Start, students must qualify for college-level English and math and the local high school or home-school parent must have a Running Start partnership agreement with Southwestern Illinois College.

While participating in the Running Start program, high school students are enrolled full time at the college but may participate in traditional high school activities such as homecoming, interscholastic sports, drama productions, and other after-school activities. Additional Running Start programs are available for one-year opportunities.

Running Start 1.0

Running Start 1.0 allows highly qualified high school seniors to earn one year of college credit while simultaneously earning credit to earn their high school diploma from their local high school or homeschool. At the end of the year, high school graduates may choose to return to SWIC to complete an associate degree or they may transfer to another college or university.

Contact your local high school principal or the Running Start office at 618-641-5064 or RunningStart@swic.edu.

Students who qualify for the program by meeting all standards and criteria are identified by the high school and subsequently invited to an informational meeting for students and parents.

Graduation Information

swic.edu/grad-info

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 their intention to graduate by submitting a Graduation Application during the last expected term of required enrollment.

Applications can be submitted through eSTORM or in person at the Enrollment Services office. 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, 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 59 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 Chief Academic Officer 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

swic.edu/transfer-credit

swic.edu/students/academic-resources/catalog

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 institutionally accredited by any of the following associations:

ACCJC	Western Association of Schools and Colleges/ Accrediting Commission for Community Junior Colleges (<i>Formerly WASC-ACCJC</i>)
HLC	The Higher Learning Commission
MSA	Middle States Association of Colleges Schools
MSCHE	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NECHE	New England Commission of Higher Education (<i>Formerly NEASC-CIHE and NEASC-CTCI</i>)
NWCCU	Northwest Commission on Colleges and Universities (<i>Formerly NASC</i>)
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
WSCUC	Western Association of Schools and Colleges/ Senior College and University Commission (<i>Formerly WASC-WSUC</i>)

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. Check your student center "To Do List" for your final evaluation results.

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 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 Chief Academic Officer. 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 Department Chair in the English department (618-235-2700, ext. 5417).

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 Chief Academic Officer
- 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

swic.edu/clep-dantes-credit

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	ART 104	3
*Biology	3	BIOL 101	4
Calculus AB	3	MATH 203	5
Calculus BC	3	MATH 203	5
Calculus BC	4	MATH 203 & MATH 204	10
*Chemistry	3	General Elective	3
Chinese Language & Culture	3	CHIN 102	4
Comparative Government & Politics	3	POLS 240	3
Computer Science A	3	General Elective	3
Computer Science Principles	3	BUS 209	3
English Language & Composition	3	ENG 101	3
English Literature & Composition	3	LIT 113	3
Environmental Science	3	BIOL 106	3
French Language & Culture	3	FREN 102	4
French Language & Culture	4	FREN 102 & FREN 201	8
German Language & Culture	3	GERM 102	4
German Language & Culture	4	GERM 102 & GERM 201	8
Human Geography	3	GEOG 152	3
Italian Language & Culture	3	General Elective	4
Japanese Language & Culture	3	General Elective	4
Latin	3	General Elective	4
Macroeconomics	3	ECON 201	3
Microeconomics	3	ECON 202	3
Music Theory	3	MUS 104	3
Music Theory	4	MUS 105	4
*Physics 1: Algebra-Based	3	General Elective	1.5
*Physics 2: Algebra-Based	3	General Elective	1.5
*Physics C: Electricity & Magnetism	3	PHYS 205	4
Physics C: Mechanics	3	General Elective	4
Precalculus	3	MATH 112	4
Precalculus	4	MATH 115	5
Psychology	3	PSYC 151	3
Research	3	General Elective	3
Seminar	3	General Elective	3
Spanish Language & Culture	4	SPAN 102 & SPAN 201	8
Spanish Literature & Culture	3	General Elective	4
Statistics	3	MATH 191	4
Studio Art: 2-D Design	3	General Elective	3
**Studio Art: 2-D Design	3	ART 111	3
Studio Art: 3-D Design	3	General Elective	3
**Studio Art: 3-D Design	3	ART 112	3
Studio Art: Drawing	3	General Elective	3
**Studio Art: Drawing	3	ART 150	3
U.S. Government & Politics	3	POLS 150	3
U.S. History	3	HIST 181	3
U.S. History	4	HIST 180 & HIST 181	6
World History	3	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 Arts & Humanities.

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
Language AB Initio SL	4, 5, 6, 7	General Elective	4
Language B HL	4, 5, 6, 7	General Elective	4

Transfer Information (continued)**International Baccalaureate Diploma Programme - continued**

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Language B SL	4, 5, 6, 7	General Elective	4
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
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 115 & 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 (CLEP)

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 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, ENG 102, COMM 151 and/or COMM 155 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 Bilingualism

SWIC will accept the State Seal of Bilingualism 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 Bilingualism. Students who have received a State Seal of Bilingualism 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.

Articulation Agreements

SWIC has developed a number of Articulation Agreements with four-year universities to allow for seamless transfer into specific majors. These agreements list coursework to be completed during the two years at SWIC which will guarantee entry at the junior level upon transfer.

Since Articulation Agreements with four-year universities are approved throughout the academic year, a complete updated list and copies of current Articulation Agreements can be found on swic.edu/students/services/advising/transfer-of-credit-and-articulation. Please visit swic.edu/articulation to learn more about articulation agreements.

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 Enrollment Services office 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.
- Visit the Career Services Department to discover the right career path and help you reach your career goals.

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 Enrollment Services office to review catalogs and brochures from transfer institutions.
- Meet with college representatives visiting SWIC. See the Academic Advising website for a schedule.
- 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.

Academic Regulations

Academic Standards

A minimum of a 2.0 cumulative grade point average is required for an associate degree or certificate at SWIC.

Grades are issued at the close of each semester on a letter basis indicating the quality of academic work and student achievement. Grade points are assigned to each credit earned in 100- to 200-level classes according to the grade received as follows:

Grade		Grade points per credit
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0
I*	Incomplete	0
W	Withdrawn	0
WF	Withdrawn/Failing	0
P	Passed	0
AU	Audit	0
CR	Credit Awarded	0
PC	Proficiency Credit	0
SC	Service Credit	0
PR**	Progress Re-Enroll	0
FLW	Failure Late Withdrawal	0

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, or WF=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 W, I, 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.

A grade of I can be requested by the student and assigned at the instructor's discretion. If a grade change is not submitted within 100 days after the class end date, the I will roll to an F grade.

Academic Honors

Academic honors are awarded to full- and part-time students at the end of the spring and fall semesters. They are not awarded during the summer session.

- Full-time students who complete at least 12 or more college-level credits in the current semester and who earn grade point averages of 3.5 or higher will be named to the **Dean's List** for that semester.
- Part-time students who complete six or more college-level semester credits in the current semester and who earn grade point averages of 3.5 or higher will be named to the **Dean's List** for that semester.

Phi Theta Kappa (PTK) International Honors Society of Two-Year Colleges is a student academic honor organization founded on four hallmarks: Leadership, Scholarship, Service, and Fellowship. SWIC has three PTK Honor Society chapters: Theta Epsilon at Belleville campus, Alpha Kappa Rho at Sam Wolf Granite City Campus, and Beta Iota Iota at Red Bud Campus. Theta Epsilon, SWIC's largest and oldest chapter, has an office at Belleville Campus with hours Monday through Thursday to support student success.

To learn more about the international organization and membership eligibility requirements, go to www.ptk.org. For information for the Belleville Campus Chapter Theta Epsilon email phithetakappa@swic.edu, or email the Chapter Advisor at amy.brockman@swic.edu. For Alpha Kappa Rho at the Sam Wolf Granite City Campus and Beta Iota Iota at the Red Bud Campus, please contact director of Student Life Services at amy.brockman@swic.edu.

Academic Standing

Academic Standing is based upon the student's cumulative SWIC grade point average at the conclusion of each semester. Students are placed on Academic Warning after failure to achieve a 2.0 cumulative grade point average. Students on Academic Warning status are encouraged to meet with an academic advisor to receive information about college resources and for individual intervention to develop strategies for academic success.

Suspension/Dismissal

At any time, the college has the right to request at any time the withdrawal of any student who does not maintain the required academic standards or whose conduct is in violation of the Student Rights and Conduct policy.

Student Attendance

Students need to be present, active, and engaged participants in their learning and their courses. Any absence from class should be communicated with the instructor as soon as possible, prior to any missed work or class meetings.

Students are expected to be present for all scheduled class meetings and will be held responsible for any work missed as a result of absences or tardiness. For online/remote learning, a student must demonstrate ongoing participation in the Brightspace Learning Management System. Ongoing participation means students must maintain regular communication with the instructor and meet specified course assignment deadlines. A student who has not attended scheduled class meetings and does not communicate with the instructor over a period of 7 consecutive days may be withdrawn from the course due to lack of participation.

Absences because of approved college purposes or pre-approved religious observances will result in no direct absence penalties. Students will be allowed to make up work missed as a result of approved absences or do alternate assignments. Absences due to other circumstances such as military deployment, jury duty, volunteer emergency service in accordance with Illinois law, or documented disability related needs should be discussed with the instructor and appropriate dean to determine whether exceptions to the attendance policy should be made or tuition refunds considered.

Student Email

Information sent through student email is considered official college correspondence to the student from the institution. Students are responsible for checking their account on a daily basis to ensure they have the most recent college related information. The SWIC student account is the primary method of communication between the students and the college personnel.

Unscheduled College Closing

In the event of poor weather conditions, SWIC could take one of the following actions:

- Follow the "Snow Schedule" and open at 10 a.m.

Academic Regulations (continued)

- Cancel day classes and reopen for evening classes.
- Be open for day classes, but close for evening classes.
- Cancel both day classes and evening classes.

Note: students should check their Brightspace courses for any communication from instructors.

SWIC Alert Text/Email Notification

In the event that the college closes or implements the snow schedule, students subscribed to SWIC Alert will be notified with a text or email message. For more information, or to register for SWIC Alert, visit estorm.swic.edu.

SWIC Website and Social Media

Information about closure or delayed opening will be posted in the announcement box on swic.edu, on facebook.com/swic.edu and on x.com/swicedu.

TV and Radio

For students who don't subscribe to SWIC Alert or don't have internet access, or if the SWIC website is down, every effort will be made to provide the information through the following media:

Television

FOX 2 (KTVI)
KMOV-TV Channel 4
KSDK-TV Channel 5

Radio

KMOX-AM 1120
WHCO-AM 1230
WIL-FM 92.3

Snow Schedule Information

If the college chooses to use the snow schedule rather than close, campuses will open at 10 a.m. Students who would normally be in class at that time should report to those classes at 10 a.m. that day.

Exception: Instructors may choose to cancel classes scheduled to end at or before 10:30 a.m. Instructors affected by this exception should advise students of their intentions before inclement weather occurs.

Classes will be held for the remainder of their scheduled sessions. College staff should report in time for regular operations to begin at 10 a.m.

Evening Classes: Classes Starting at or after 5 p.m.

When SWIC is closed for day classes, students must NOT assume that evening classes are canceled. If road and weather conditions improve, campuses will reopen. A SWIC Alert will be sent if evening classes are canceled. Students not subscribed to SWIC Alert should check the listed media sources before leaving for evening classes.

Saturday Classes

If classes held on Saturdays are canceled due to poor weather conditions, this information will be broadcast on the radio and television stations listed above and posted on swic.edu and ksdk.com. Students should check the listed media sources after 4:30 p.m., Friday for information regarding Saturday classes. Closings on Fridays do not necessarily guarantee closings on Saturdays.

Off-Campus Sites

When the college is closed, Off-Campus Site classes will also be canceled. If the college is open, Off-Campus Site coordinators may cancel classes independently for weather-related reasons at their

respective sites.

If an Off-Campus Site closes independently of SWIC, students will be notified by phone.

Smoking Policy

Effective July 1, 2015, Southwestern Illinois College became a smoke-free, tobacco-free, vapor free environment.

The Southwestern Illinois College Board of Trustees, in consideration of the provisions of the Smoke Free Illinois Act and the Illinois Smoke Free Campus Act, prohibits smoking and use of tobacco products, to include smokeless, e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking, in all college-owned buildings, on all college-owned property (grounds and parking lots), within all spaces leased by the college and in all college-owned, rented or leased vehicles.

Smoking includes the carrying, smoking, burning, inhaling or exhaling any kind of a lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment as well as non-tobacco products that are intended to deliver nicotine for human consumption, unless it has been approved by the FDA for tobacco-use cessation or other medical purposes.

Exception: This policy does not apply to persons in non-college-owned or leased vehicles while passing through campus or in personal vehicles parked on campus.

For information on how to quit smoking, visit the Illinois Tobacco Quitline at www.quityes.org, the American Lung Association at www.lung.org/stop-smoking/ and the American Cancer Society at www.cancer.org/healthy/stayawayfromtobacco/guidetoquittingsmoking/index.

Student Classification

A student who has earned 29 semester credits or fewer is a freshman. A student who has earned 30 semester credits of college credit is a sophomore. A student who is registered for 12 or more semester credits is a full-time student. A student registered for fewer than 12 semester credits is a part-time student. For financial aid purposes, 6 semester credits is considered full time during the summer term.

Student Conduct Code

swic.edu/conduct-code

SWIC students have the same rights as those accorded all citizens of the United States and the state of Illinois, including the right to free, open and responsible discussion and inquiry, and the right to a quality education in a program of study under competent instructors.

SWIC is obligated to its residents and the state to provide an environment which is conducive to the academic and personal development of its students. This obligation requires SWIC to conduct its affairs in an orderly, uninterrupted manner. It is an expectation for SWIC students, staff, employees and visitors to uphold the decorum of the college environment at all times.

Student conduct on campus and at all college-sponsored activities is governed by the rules of the community. Violations of federal, state and local laws at any college-sponsored activity, on or off campus, will be considered a violation of the Student Conduct Code and violators will be subject to disciplinary action.

Academic Regulations (continued)

Violations include, but are not limited to:

- violation of Board policy;
- acts that interfere with the purposes, necessities and processes of the college community to include administrators, faculty, staff, students and visitors, or that deny the rights of members of the college community to include disruptions of any learning environment or college sponsored activity;
- denying a trustee, employee, student or invitee of the college freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; and occupying buildings or other property after due and legal notice to depart;
- causing or threatening to cause harm to an individual either directly or indirectly by action or verbal behavior;
- academic misconduct including, but not limited to, cheating, plagiarism and forgery; failure or refusal to follow clinical practice standards; and soliciting, aiding, abetting, concealing or attempting such acts. Plagiarism is defined as the use or close imitation of the language, thoughts or work of another to include copying, quoting, paraphrasing, using another's creation, images or illustrations to represent them as your own work without proper acknowledgment of the source;
- improper, unauthorized or personal use of college computer laboratories, equipment, internet services or software; the modifying or copying of college software; and the use of illegal or unauthorized software to include Title 17, United States Code, the Digital Millennium Copyright Act of 1998, and the Copyright Term Extension Act;
- trespass is defined as entering any area that is obviously forbidden, or remaining in a forbidden area after receiving notice; presenting false documents or falsely representing identity; and interfering with lawful use or enjoyment of any area including but not limited to accessing restricted/limited access areas, bypassing controls systems through improper means or system compromise;
- sexual harassment under Title IX, defined as any unwelcome attention, behavior or materials of sexual misconduct to include sexual harassment, sexual assault (sexual violence), domestic/dating violence or any form of retaliation. Sexual harassment is a violation of state and federal law, as well as college policy;
- stalking, bullying, intimidation or other means of harassment by verbal, written, physical or electronic means; using social media to communicate an indirect threat or creating an intimidating, hostile or offensive environment or interfering with educational or work performance;
- discrimination based on the person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status;
- nuisance activities such as the use of loud, abusive, or otherwise improper language; loitering; improper assembling; creating any hazard and/or safety concern to people or things; blocking access ways; improper disposal of rubbish; and lewd or obscene conduct as defined by law;
- disrespect to authority;
- possession, consumption and/or being under the influence of alcoholic beverages, except at Foundation-sponsored events and off-campus activities where such possession and consumption meet requirements of state law and where the location of the activity does not prohibit such beverages;
- sale, use, possession, distribution and/or being under the influence of marijuana to include medical marijuana or any other illicit or synthetic substance, including any controlled substance prescribed or not prescribed by a licensed physician;
- illegal gambling;
- loss, theft or damage of college property or property of members of the college community, including failure to return college supplies, equipment, software and library material and misuse of the MetroLink Ridership Program;
- failure to meet financial obligations relative to college transactions, issuing of fraudulent checks or committing deceptive practices such as counterfeiting, fraud or false impersonation;
- the sale, transfer, possession, use or discharge of explosives, fireworks, ammunition, firearms, dangerous chemicals, hazardous substances or other weapons (to include simulated devices) except as specially permitted by law and college officials;
- failure to give information or giving false or misleading information in response to requests from college officials to include failure to identify, noncompliance and interference with reasonable verbal or written instructions;
- misuse of camera phones, to include but not limited to, electronic capture devices or unauthorized videotaping in an area where the expectation of privacy exists, to photograph copyrighted materials or to compromise academic work or tests;
- disorderly conduct defined as knowingly acting in an unreasonable manner so as to alarm or disturb another and to provoke a breach of the peace; failure to follow verbal/written directions/sanctions per discipline meetings or direction of SWIC officials.

A student against whom (the respondent) an order of protection has been issued by a court may be subject to removal from classes to assure compliance with the order.

Possible Sanctions for Violations of Student Conduct Code

Sanctions for academic dishonesty or for behavior disruptive to the educational process may be imposed by faculty members in their instructional role. Sanctions for academic dishonesty include a failing grade on an individual assignment, examination or course. Serious matters of academic dishonesty or disruptive behavior may cause the student to be withdrawn from the instructor's course or a program of study. A student found to have violated the Student Conduct Code may be denied access to certain courses or programs, including the loss of internship privileges needed to complete a program of study.

The Chief Student Services Officer or designee may impose the following sanctions upon students found to have violated the Student Conduct Code:

- *Disciplinary Reprimand*: An oral conference that is documented or a written reprimand; both noting the seriousness of the violation of the Student Conduct Code.
- *Probation*: A status for a specific period of time which places the student on notice that further misconduct may result in more serious penalty.
- *Social Probation*: Probationary status that also restricts the student from specified activities, equipment or facilities.
- *No Contact Order*: May be issued to prohibit making contact (staying away) from the victim/complainant, to include no physical or nonphysical contact whether direct or indirect (including but not limited to, telephone calls, mail, email, faxes, written notes or through other electronic means [social

Academic Regulations (continued)

media], or through third parties who may know or may not know about the restriction).

- *Suspension*: Involuntary separation from the college for a stated period of time or until stated conditions are met. Days on suspension are unexcused absences from class.
- *Expulsion*: Permanent removal from SWIC.
- *Assessment for Restitution*: Payment for restoration of property or to resolve financial obligations to the college. Failure to pay assessed amounts will prevent the student from obtaining records and registering for classes.
- *Separations or Restrictions*: A student may be separated or restricted from enrollments on a temporary basis pending the completion of proceedings relevant to the Student Conduct Code. Students will be so notified.

Sexual assault (sexual violence) is a violation of federal, state and local law, and SWIC policy. Therefore, criminal sanctions by the criminal justice system and administrative sanctions by the college may be imposed. Guidelines for proceedings are available in the office of the Title IX coordinator.

Disciplinary Proceedings

A student who is accused of violating the Student Conduct Code will be referred to the Chief Student Services Officer or designee, who will determine whether the student is guilty of the charge. If the student is found guilty using preponderance of the evidence, appropriate sanctions will be imposed by the Chief Student Services Officer. The student will be notified in writing of the decision. Written response will normally be made to the student within 10 school days unless circumstances require additional time for consideration.

If the student disagrees with the action taken, he or she may request an appeal within seven school days from the time the notification is received. The request for an appeal must be in writing. A hearing date will be set by the chair of the Hearing Board Committee no later than 15 school days after the receipt of the student's request for a hearing.

These procedures are intended to serve as general guidelines and substantial compliance with them will be considered to meet the requirements of the process.

SWIC's policy provides that:

- The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each has the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding; however, the institution may establish restrictions

regarding the extent which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- Decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard;
- The accuser and the accused will be notified simultaneously in writing of the results of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
- The accuser and accused each have the right to appeal the outcome of the hearing as described previously and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

Student Grievance/Complaint Procedures

Academic Complaints (e.g., grading):

Step 1: Attempt to resolve the issue directly with the instructor.

Step 2: If the issue is not resolved, submit a written request to the department chair for a meeting to address the matter.

Step 3: If the department chair cannot resolve the issue, submit a written request to the Dean of the Division.

Step 4: If the problem persists, notify the Chief Academic Officer (CAO) in writing to request a meeting.

Step 5: If the Chief Academic Officer (CAO) cannot resolve the issue, you may contact the College President or their designee to resolve the issue.

Administrative Complaints (e.g., discrimination):

Step 1: Address the issue directly with the appropriate personnel.

Step 2: If unresolved, contact the Chief Student Services Officer (CSSO) for further guidance.

***CSSO should be contacted in writing via email, or by completing the student concern form located on SWIC's website under:** Student Services, SWIC Cares About You, SWIC Student Concern: "<https://www.swic.edu/students/swic-cares-about-you/swic-student-concerns/>" Form. This form report will be reviewed by the CSSO and addressed or submitted to the appropriate department for attention. Students should keep a record of all communications and decisions made at each level. This is helpful if the issue needs to be escalated and ensures the process is transparent.

Student to Student Complaints

Step 1: If possible, try to resolve the issue by directly addressing the peer student involved. Ensure that the conversation is respectful and does not result in emotional or physical harm to anyone involved.

Step 2: If the matter is not resolved through direct communication, contact the Chief Student Services Officer (CSSO) for assistance.

***CSSO should be contacted in writing via email, or by completing the student concern form located on SWIC's website under:** Student Services, SWIC Cares About You, SWIC Student Concern: "<https://www.swic.edu/students/swic-cares-about-you/swic-student-concerns/>" Form. This form report will be reviewed by the CSSO and addressed or submitted to the appropriate department for attention. Students should keep a record of all communications related to the complaint (e.g., emails, forms) in case further action is needed.

Students who have Grievances or Complaints and are not sure where to direct them should submit their concern to the CSSO

Academic Regulations (continued)

by email at: StudentAffairs@swic.edu. A report can also be made through the reporting on SWIC's website under: Student Services, SWIC Cares About You, SWIC Student Concern "<https://www.swic.edu/students/swic-cares-about-you/swic-student-concerns/>" Form.

**Grievances should be submitted in writing at each level of authority within 10 school days of the action being grieved or within 10 school days of the decision being appealed. A written response will typically be provided to the grievant within 10 school days unless circumstances require additional time for further review.*

**Grade appeals are considered a special category of student grievance. A student who wishes to appeal a grade must contact his or her instructor within 30 calendar days after the start of the regular semester (fall, spring or summer) following the recording of the disputed grade. If the student is not satisfied with the instructor's response, then he or she must contact the relevant department chair/coordinator in writing within the following 10 school days. If an instructor is unavailable such as being away from campus for the summer or on a sabbatical, the student must submit his or her grade appeal to the relevant department chair/coordinator or dean within the 30-day time period with the understanding that resolution will be pursued when the instructor returns to campus. The chief academic officer may waive the 30-day deadline in cases of extraordinary circumstances.*

Southwestern Illinois College Response to a Report/Complaint

A formal resolution involves an investigation, followed by a determination of responsibility by a decision-maker. SWIC utilizes different formal resolution processes based on the alleged behaviors and the status of the parties with the goal of evaluating the allegations and assessing the credibility of the parties and witnesses. See applicable policies for additional information to include the resolution process.

Title IX Reporting

Southwestern Illinois College ("SWIC" or "the College") prohibits discrimination based on sex, which includes sex-based harassment and pregnancy-related conditions, in its education and employment programs and activities. The Title IX Coordinator can be contacted by email at TitleIX@swic.edu.

Once a report is received, the Title IX Coordinator will make an initial assessment within three business days to determine whether to investigate or dismiss a complaint of sex discrimination. Given the complexity of the report, additional time may be needed. This is at the discretion of the Chief Student Services Officer/Title IX Coordinator.

Hazing

Hazing is any act occurring on or off campus, with or without consent, that a reasonable person would consider to be a threat to the mental or physical health, comfort, or safety of student, prospective student, or any individual affiliated with a student organization. All forms of hazing is prohibited on any campus. Any violation of this policy should be reported to Public Safety Office (618) 222-5270, or submit a report online at <https://www.swic.edu/students/swic-cares-about-you/>

Emergency Reporting

At any time if a student, faculty, staff, or community member feels they are in immediate danger they should call or go directly to Public Safety.

Student Support Services

Enrollment Services/Academic Records/Academic Advising

College Transcripts swic.edu/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 on the SWIC website. Official transcript orders will have a \$6 charge for each copy requested.

Academic Advising

swic.edu/advising

Academic Advising services are provided at all locations through advising@swic.edu. Advisors are also available to meet students in-person at the Belleville and Sam Wolf Granite City campuses.

Academic Advising services are designed to foster academic, personal and career success. Advisors will assist students in making educational and career decisions and plans compatible with their goals for completing an associate degree or certificate.

Academic Advising offers the following services to students:

- Identify the educational options available for students and assist with analysis of each option.
- Assist new, transfer and returning students in planning and implementing educational goals by providing academic and transfer advisement services.
- Guide students in the design and implementation of a successful academic plan by assisting in course selection of degree requirements.
- Identify and facilitate transferability options for those continuing to four-year degrees.
- Assist students with interpretation of college policies and procedures to facilitate student academic success.
- Refer students and serve as a liaison to other student support services as appropriate.

Mental Health & Wellness Services

swic.edu/wellness

Wellness Advocates (Licensed Clinical Social Workers) provide counseling, crisis intervention, and referrals to campus and community resources for students dealing with a variety of challenges. Services are confidential and available by appointment or on a walk-in basis. Students may contact the Wellness Advocate at 235.2700 ext. 5290 or ami.lilleyplexico@swic.edu with questions or to set up an appointment. Students may also access online counseling through TimelyCare by registering at [TimelyCare.com/](https://www.TimelyCare.com/) SWIC.

Career Services

swic.edu/career-services

Career Services offers a wide variety of FREE services to assist with career readiness for students, alumni, staff, and community members. Services can be provided virtually at all campus locations.

Career Services offers the following services and more!

- Interest Assessments
- Job Search and Placement
- Resume Writing Assistance
- Interview Preparation
- Social Media and Networking Help
- Internships and Apprenticeships
- Career Readiness Trainings and Job Fairs
- Employer Recruitment and Job Postings on Campus
- Access to FREE College through WIOA and other grants

For more information, contact us at 618-222-5562 or careerservices@swic.edu.

Disability & Access Center

swic.edu/disability

The Disability & Access Center offers special population students a range of support services to assist in their college learning experience. The center works with college departments and community agencies throughout the college district to provide equal access and to help students overcome barriers and attain success. Services may be obtained for documented permanent and temporary disabilities.

Important Information for Students with Disabilities:

1. Documentation of a disability is needed for obtaining reasonable accommodations;
2. Students with documented disabilities requesting accommodations should schedule an appointment with the Disability & Access Center 4-6 weeks prior to the beginning of classes or placement testing;
3. Students eligible for and requesting accommodations must contact the Disability & Access Center **each** semester.

Accommodations/Support Services may include:

- Individual appointments to develop or update a Comprehensive Support Services Plan
- Community agency referrals
- Faculty consultations
- Agency and high school consultations
- Possible Accommodation Services for students with disabilities:
 - Accommodated testing rooms
 - Adaptive technology lab and services
 - Alternative format textbooks/classroom materials
 - Readers/note taking software/scribes
 - Sign language interpreters
 - Speech to text transcription software
 - Early registration in conjunction with Enrollment Services

eSTORM Services

Registration, tuition payment and other student services are available online. To register for an eSTORM services account, students will need their **Student ID number**, **Social Security number** and **date of birth**. Information available online will include:

- **Account Statement** – students can view the details of charges and credits posted to their account as it happens.
- **Enroll in a Payment Plan**
- **1098-T** – students can view and print these tax forms.
- **Make a Payment** – students can make a tuition payment.
- **Course Schedule** – students can view and print current and past course schedules.
- **Final Grade Report** – students can view final grades online.
- **Register for Classes** – students can register and drop classes online.
- **Transcripts** – students can view unofficial transcripts or request an official transcript be sent to them or to another location.
- **Enrollment Verification** – students can view and print their enrollment status for a current semester or past semesters.
- **Graduation Application** – students can apply for graduation.
- **Transcripts Evaluation Request Form** – students can submit a Transcript Evaluation Form for transfer credit evaluations.
- **My SWIC share** – students have the ability to share select student information with others. Students can delegate access by clicking the Share My Information button on the home page of their eSTORM Student Center.

Advisement/Degree Progress Report

Students are able to check their degree progress at SWIC by completing an Advisement Report through their eSTORM services account. Degree Progress/Audit applies your coursework toward degree/certificate requirements. It is NOT an official record and does not replace the transcript. It is a tool to aid students in preparing to meet with an academic advisor to confirm eligibility for graduation or course selection. To use Degree Progress, students must log in to their eSTORM Student Center and click Other Academic and select Advisement Report.

TRIO Student Support Services Program – Sam Wolf Granite City Campus

The TRIO Student Support Services program at the Sam Wolf Granite City Campus serves students who are economically disadvantaged, first generation and/or have a documented disability. SSS program participants receive assistance navigating higher education through regular mentoring, financial aid guidance, assistance with college and transfer processes, referral to resources, career exploration activities, scholarship search assistance and participation in cultural events and a number of free resources. Staff identify barriers to student success and motivate students to help them reach their academic and career goals. The mission of the Student Support Services program is to increase college retention and graduation rates of its participants and assist them in transferring to four-year colleges or universities.

Students interested in participating in the program, or needing additional information, may contact the office located at the Sam Wolf Granite City Campus in Room 440, or call 618-931-0600, ext. 7443 or email the program at TRIOSSSPProgram@swic.edu.

Student Support Services (continued)

Success Centers

swic.edu/successcenter/

The mission of the Success Centers is to supplement and enhance classroom instruction by assisting students in developing the skills and strategies they need to become confident, independent and active learners. This is accomplished through a variety of support services.

Tutoring: The Success Centers' staff and peer tutors provide in-person and online tutoring and support in a number of academic areas. Tutoring schedules are available in the Success Centers and on the SWIC website.

Boot Camps: Success Center boot camps help students review course topics and study skills for chemistry, math, and writing. The schedule for each semester is available on the SWIC Website.

Launch Your Success: During the first two weeks of the semester, come to any Success Center and develop a free learning profile, pick up a student planner, and get your questions answered about eStorm, SWIC email, and other academic technology.

Computer Programs: Computer programs are available for educational support and internet access.

Online Writing Lab (OWL): The FREE SWIC OWL allows students to submit a paper and ask questions about writing assignments for any class and receive tutor feedback within 2 school days. Access here: swic.edu/OWL.

Success Coaching: Provides personalized support to help students clarify goals, develop effective strategies, and successfully manage the demands of college. A Success Coach partners with students to strengthen time management, study skills, motivation, and balance school, work, and other life commitments. Studies show that in as few as three sessions, students can develop clear plans that help them move toward their goals. Students can schedule an appointment at www.swic.edu/sca.

Print Services, MC Room 0600

Print Services provides copy service for all general college printing such as fliers, newsletters, letterhead, forms, etc. Services available include color and black and white copies, engraved signs, photos, vinyl banners, posters, fax, scan to email, laminating and large format printing. For details, contact 618-235-2700, ext. 5243 or ext. 5379.

Bookstore Service

swic.edu/bookstore

Operated by Barnes & Noble, the bookstores at the Belleville and Sam Wolf Granite City campuses offer textbooks for purchase or rent, as well as classroom supplies and college logo gear. Hours of operation and details regarding textbooks, online purchases, refunds, buybacks, etc. are available on the website.

Food Services

The Café and Brew Storm Cafe at the Belleville Campus are operated by ARAMARK Corporation. The Café offers full-service grill items, hot entrees, pizza, soups, deli, salads and desserts, and fountain and bottled beverages. Brew Storm Cafe offers hot and cold beverages, sandwiches, parfaits and pastries.

Free Wi-Fi access is available to SWIC students in the Cafe and nearby lounges with your Student ID and eSTORM password. Brew Storm Cafe offers free Wi-Fi to the public. No student credentials are needed.

Red Bud Campus – Coffee, soda and snack vending machines are on campus. A microwave oven is available for student use.

Sam Wolf Granite City Campus – Daily specials, hot entrees and grab-n-go items served Mondays through Thursdays. A variety of vending machines options are on campus along with microwaves and toasters for student use.

Library

swic.edu/library

SWIC libraries offer a full range of resources and services to meet student academic research needs on the Belleville, Red Bud and Sam Wolf Granite City campuses. The combined districtwide library resources consist of a substantial collection of books, online videos, newspapers, e-books and research databases to support the college curriculum. Students may obtain resources from any of the three campus libraries through the intercampus library loan system. In addition, the interlibrary loan service offers access to library materials from academic, research, public and special library collections worldwide.

Licensed subscriptions to a variety of online research databases provide subject indexing and full text access to a vast range of general interest and scholarly periodicals, newspapers, and other publications. The library's online catalog and databases may be accessed through the library's webpage. Librarians and library staff provide circulation, reference and interlibrary loan services. Other library services include printing, copying and scanning, individual carrels for quiet study needs, computer workstations with internet access, Wi-Fi, word processing, spreadsheet, database management and presentation software.

A limited selection of equipment is available for checkout, including laptops, hotspots, graphing calculators, and biology models. Many textbooks and course materials are also available for in-library use through the library's Reserve collection. The libraries at the Belleville and Sam Wolf Granite City campuses offer quiet study rooms and technology-enhanced group conference spaces, equipped with touch screen Promethean boards, wireless ClickShare collaboration and video conferencing tools for student use. Three campus locations, remote access to databases, and the wide variety of services offer convenience and optimal support for students.

Belleville Campus Library

IS Room 1025, 618-235-2700, ext. 5204

Red Bud Campus Library

Room 190, 618-282-6682, ext. 8190

Sam Wolf Granite City Campus Library

Room 455, 618-931-0600, ext. 7354

Video Conference Courses

Video conference courses offer students an opportunity to attend a convenient site when enrolling in a course at SWIC. Digitally compressed voice, data and video signals are transmitted through

Student Support Services (continued)

network lines and provide live broadcast access to specified classrooms. The classrooms are linked by camera and TV monitors which allow for the two-way communication with the faculty and students of the course.

Testing Centers

swic.edu/testing-center

The mission of the Testing Centers at Southwestern Illinois College is to enhance student learning by providing comprehensive, accessible testing services. The Testing Centers strive to fulfill the needs of students and instructors by providing a quiet, secure, and efficient testing environment. The Testing Centers serve a wide variety of disciplines in the educational arena as well as support for instructional make-up tests, online courses, and the SWIC Placement Test. In-person and remote testing services available.

- Appointments for instructional testing **MUST** be scheduled 24 hours in advance. Appointments are available on a first-come, first-served basis.
- The SWIC Placement Test is on a first-come, first-served walk-in basis. Hours vary by campus.
- A valid photo ID is required for all testing. A SWIC student ID number is also required for the SWIC Placement Test.
- Remote testing appointments require 2 business days advanced notice.

IMPORTANT: Appointment hours and walk-in services vary for the type of test you plan to take.

Belleville Campus

LA Building, Room 1331, 618-235-2700, ext. 5551

Red Bud Campus

Contact the Belleville Testing Center for testing options.

Sam Wolf Granite City Campus

Room 408, 618-931-0600, ext. 7364

Pearson VUE Testing Center

Provides certification tests for individuals seeking credentials for GED® (High School Diploma) and professional certifications in sectors including IT, Health Care, Business, and Education.

To sign up for an exam, visit

<http://home.pearsonvue.com/test-taker.aspx>.

Belleville Campus

LA Room 1331, 618-235-5700, ext. 5551

Adult Education and Literacy Hi-SET

Offers the certification test for individuals seeking credentials for High School Diploma.

To sign up for an exam, call 618-235-2700, ext. 5258

Perkins

swic.edu/cte-programs

Signed into law on Aug. 12, 2006, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) provides continuing federal support for rigorous CTE programs that prepare students for today's competitive workforce. The act

envisions that all students will achieve challenging academic and technical standards and be prepared for high-skill, high-wage or high-demand occupations in current or emerging professions. The act provides an increased focus on the academic achievement of career and technical education students, improves state and local accountability, and strengthens the connections between secondary and postsecondary education. For more information, call 618-235-2700, ext. 7173.

In addition to the college's standard services, the following special services are available to students enrolled in career and technical programs.

Notice of Non-discrimination

SWIC ensures that equal educational opportunities are offered to students regardless of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status. Questions in reference to equal educational opportunities may be directed to the Chief Student Services Officer, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 1152, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5120.

Online Learning Opportunities

swic.edu/online-learning

Online Instruction

Online courses are taught with instructor-led communications taking place electronically via the internet. Online courses are delivered asynchronously; the Internet/World Wide Web serves as the primary mode for instruction. Students enrolling in online courses can often complete coursework in the comfort of their own homes following no specific date or times for class. Assignments are submitted online by specified due dates. Some on-campus attendance or proctored exams may be required for specific courses as assigned by the instructor.

Hybrid Instruction

As an alternative to fully online courses, hybrid courses are a blend of face-to-face instruction with online instruction. In a hybrid course, a significant part of the course learning is online and as a result, the amount of on-campus classroom attendance is reduced. See current class schedule for details.

Is an Online or Hybrid Course Right for You?

Answer yes or no to the following statements:

1. I have convenient and frequent access to a computer with an internet connection.
2. I am comfortable working with computers.
3. I am self-motivated and self-disciplined.
4. I manage my time well.
5. I am willing to commit six to 15 hours each week to an online or hybrid class.
6. I can communicate effectively through email, discussion boards and chat rooms.
7. I am comfortable with email, word processing and using the internet.
8. I am able to express my thoughts and opinions in writing.
9. I can read analytically and critically.
10. I do not give up easily and am willing to seek help when necessary.

If you answered "NO" to any of these statements, you may want to rethink your decision to enroll in an online course.

IMPORTANT NOTE FOR STUDENTS ENROLLING IN ONLINE OR HYBRID COURSES

Computer competence is essential to being a successful student. Students enrolled in online or hybrid courses must have access to a computer with internet connection. A high-speed internet connection (broadband, cable, DSL) is recommended for optimal quality and reliability. Students who wish to take an online or hybrid course, but do not have access to a computer, may use the computer labs at the Belleville, Red Bud and Sam Wolf Granite City campuses. Hours vary by location. Additional fees may also apply to online and hybrid courses.

Online Learning Support

swic.edu/technology-assistance

For technical assistance with your online or hybrid courses, you may contact Technology Assistance: 618-235-2700, ext. 5508 or 618-222-SWIC (7942), or send an email to TechAssistance@swic.edu.

For walk-in technical assistance visit the Technology Assistance Center (TAC) located on the Belleville Campus in the Information Sciences Building, Room 1085, Monday through Friday, 8:30 a.m. to 4 p.m.

Virtual technical assistance is available via Skype on the Sam Wolf Granite City Campus by visiting Student Services Desk, Room 416.

Virtual technical assistance is available via Skype on the Red Bud Campus by visiting the Student Development Office, Room 175.