

Southwestern Illinois College

AAS Degree

Medical Laboratory Technology Program



MLT Student Handbook

Revised September 2026

This handbook is prepared in compliance with the NAACLS standard for Student Publications and Disclosures (Standard IV.A.1)

Program Contact Information

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Official Communication

Per college policy, your student e-mail account is the official method to communicate between you and your instructor. Official communication will not be conducted using your personal e-mail, text or phone.

Instructors and coordinator may provide students with personal contact information. Students should be considerate of instructor/coordinator time.

Save the dates

Second Tuesday in May:
Evening Pinning Ceremony for Health Science Students

Finals Week and Following Week of Each Semester:
Monday – Friday simulated clinical for microbiology, hematology and blood bank.
Morning and evening sessions will be available.

Clinical Rotations
Monday – Friday day shift

Program policies may be subject to change during the course of the students' education. All policy changes will be provided to the students in writing.

Contents

Program Contact Information	3
Program Coordinator:	3
Official Communication	3
Save the dates.....	3
Program Information.....	6
Program Mission Statement.....	6
Program Purpose.....	6
Program Educational Goals	6
Program Outcomes.....	7
Program Accreditation	7
Clinical Affiliates.....	8
Admission and Advising.....	8
Admission Process	8
Essential Functions	9
Medical Requirements	9
Student Advisement.....	10
Student Confidentiality	10
Clinical Placement	11
Disciplinary Action, Probation, Dismissal and Readmission	12
Record Retention	13
Conduct and Performance Expectations	14
Student Code of Conduct.....	14
Student Dress Code.....	14
Attendance Policy	15
Criteria for Passing Courses and Completing the MLT AAS.....	16
Professionalism Assessment	17
Grading Rubric Explanation	18
Criminal Background Check and Drug Screen.....	21
Cannabis Note:.....	21
Instruction and Curriculum.....	22
Instructors	22
Instructional Facilities.....	23
Program Portal	23
Academic Rigor Statement	23
Hyflex Teaching Policies.....	23
Academic Calendar	23
Curriculum	24
General Education Courses	24
Program Courses.....	26
Medical Laboratory Assistant Courses – MLA	26
Medical Laboratory Technician Courses – MLT.....	26
Clinical Rotations.....	28
Suggested Course Schedule	30
Program Closing Teach Out Plan	33
Support Services	33
College Success Course	33
Success Center	33
Wellness Services	33
Disability and Access Center.....	34
Computer Accessibility.....	34

eSTORM Services	34
Academic Advising.....	34
Student Liaison Coordinator –	34
Career Placement and Job Search Assistance	34
Student Life Activities	34

Program Information

Program Mission Statement

The focus of the MLT program is to nurture students to develop as competent, conscientious caregivers. Ongoing progress assessment of each student throughout the program ensures that students possess the knowledge, skills and work ethic necessary for success in the field of laboratory science.

Program Purpose

The purpose of the MLT program is to graduate students that are adequately prepared to pass the national ASCP board of registry exam to become certified medical laboratory technicians.

MLTs are qualified to work in a variety of laboratory settings. While most are employed in hospital and other medical facilities, opportunities also exist in reference laboratories, research facilities, forensic laboratories and industrial laboratories. Responsibilities may include proper specimen collection, performing laboratory analysis, maintaining facilities and equipment, evaluating quality control and assessing patient results for validity and disease correlation.

Outside of the analytical laboratory, MLTs may serve as customer liaisons to communicate between the laboratory and patients, insurance companies and physicians' offices. Instrument and reagent manufacturers hire laboratory personnel to serve as sales representatives, technical support personnel, installation specialists and service engineers.

Many AAS students choose to continue their education. Students obtaining a bachelors in science degree and working for two years as a generalist are eligible to take the Medical Laboratory Scientist (MLS) registry examination. The MLS degree opens further career opportunities in administration and other areas of study. Students may choose to pursue a Masters' degree or Doctorate of Clinical Laboratory Science (DCLS).

Program Educational Goals

Graduates of the MLT program at Southwestern Illinois College will be able to:

1. Explain, verbally and in writing, the principles and procedural steps of laboratory tests performed in the classroom and at the clinical site.
2. Perform laboratory procedures, including basic troubleshooting measures, using proper safety practices with accuracy and efficiency.
3. Display professionalism in the classroom and the clinical setting.
4. Correlate patient results, symptoms and clinical history with disease states.

Program Outcomes

OUTCOME MEASURES	YEAR		
	2023	2024	2025
ASCP BOC Pass Rate	80%	100%	77%
Graduation Rate	100%	100%	100%
Attrition Rate	9%	6%	6%
Placement Rate	100%	100%	92%

Program Accreditation

The MLT program at Southwestern Illinois College is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Accreditation signifies that the program has met or exceeded the standards set for administration, assessment and curriculum.

NAACLS accreditation grants eligibility for the American Society of Clinical Pathology (ASCP) Board of Certification (BOC) exam. This exam is a national certification which qualifies graduates to work as MLTs in most of the fifty United States.

The MLT program at Southwestern Illinois College has been fully and continuously accredited since 1967. The last accreditation took place in 2016 and provided not only a ten-year accreditation but several commendations as well.

Information on accreditation is available by contacting NAACLS at

NAACLS
5600 N. River Road Suite 720
Rosemont, IL 60018
Phone (773)714-8880
Or visit the website at <http://www.naacls.org>

Clinical Affiliates

Our clinical partners play a crucial role in the education and preparation of students to work effectively as laboratory technicians. Southwestern Illinois College now has clinical agreements with all affiliates of Anderson Healthcare, BJC, HSHS, Mercy Healthcare and SSM hospitals in the bi-state area. In addition, Gateway Regional, Sparta Hospital, Quest Diagnostics of Belleville, Red Bud Regional Hospital and Chester Memorial have individual contracts

Frequently Used Clinical Sites		
Hospital Name	Address	Affiliate
Anderson Hospital	6800 State Route 162, Maryville IL 62062	
BJC Alton Memorial Hospital	1 Memorial Drive, Alton IL, 62002	BJC
BJC Barnes Jewish Hospital	425 South Euclid, St. Louis MO 63110	BJC
BJC Christian Hospital	11133 Dunn Road, St. Louis MO 63136	BJC
BJC Memorial Hospital Belleville	4500 Memorial Dr., Belleville IL 62226	BJC
BJC Memorial Hospital Shiloh	1404 Cross St., Shiloh IL 62269	BJC
BJC Missouri Baptist Medical Center	3015 N. Ballas Road, St. Louis MO 63131	BJC
BJC St. Louis Children's Hospital	1 Children's Place, St. Louis MO 63110	BJC
Carlinville Area Hospital	20733 N. Broad St. Carlinville IL 62626	
HSHS St. Elizabeth's Hospital	1 St. Elizabeth's Boulevard, O'Fallon 62269	HSHS
HSHS St. Joseph's Hospital Breese	9515 Holy Cross Lane, Breese IL 62230	HSHS
HSHS St. Joseph's Hospital Highland	12866 Troxler Ave, Highland IL 62249	HSHS
Sparta Community Hospital	818 E. Broadway St., Sparta IL 62286	

Admission and Advising

Admission Process

Applications for admission to the Medical Laboratory Technology program are accepted September 1 through August 1. Fall students are generally accepted the first week of June. Spring students will be admitted the last week of November. The number of students accepted is limited by the number of clinical sites available. (See MLT Application Planning Guide on the SWIC website for details on the application process.) Students may be accepted outside of normal acceptance schedule if seats are available.

- Students must have completed a biology and algebra course to be eligible to apply
- Students must meet the criteria for performing essential functions to be accepted into the program.
- Transfer credits will be evaluated by the academic advisor to determine equivalent Southwestern Illinois College courses.
 - Students currently or recently employed as phlebotomists or lab assistants may qualify for credit for experience to replace MLT130 Specimen Collection and Handling.
- Students do not need to complete all general education courses before applying to the program since the first year of the program allows ample time for general education courses.
- In the case that there are more applications than available seats in the program, the posted point system will be used to determine accepted candidates.

Essential Functions

1. The position of Medical Laboratory Technician has been given a strength ratio of LIGHT WORK by the US Dictionary of Occupational Titles.
 - a. (Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force 2/3 or more of the time to move objects)
2. The student must be able to walk, stand and sit for periods of time, as well as stoop, bend, lift and carry.
3. The student must have manual dexterity, good motor skills and eye-hand coordination.
4. The student must possess visual acuity sufficient to read computer and printed writing.
5. Students must possess the ability to differentiate colors sufficient to determine variations in test strip results and cellular features.
6. The student must possess verbal and nonverbal skills adequate for transmitting and receiving information from patients and hospital personnel.
 - a. The student must read, write, speak and comprehend English with sufficient skill to communicate.
7. The student must be able to follow verbal and written instruction.
8. The student must exhibit the ability to contend with stressful conditions during the performance of assigned tasks.
9. The student must exhibit behavioral and social skills acceptable to the college and clinical setting.

There are times when reasonable accommodations [i.e.: hearing devices to improve communication] will be necessary in order to assist a student in performing the essential functions. Reasonable accommodations do not mean students are exempt from performing any of these tasks; but that students are allowed an opportunity to complete the task in a fashion that may be different from the general population.

Students, who believe they may require an accommodation to perform these tasks, should make an appointment with Disability and Access Center to discuss. Accommodations will only be made per the Disability and Access Center's documentation.

Program withdrawal may be required if it becomes apparent that:

- A student cannot complete essential tasks even with accommodations.
- Accommodations are not reasonable and would cause undue hardship to the institution or clinical facilities.
- Fulfilling the functions would create a significant risk to the health or safety of others.

Medical Requirements

Students must submit limited medical information as required by the college and clinical affiliates. All students must have health insurance or means to pay for any medical issues that arise during or as a result of activities in the program. The college is not responsible for student medical bills. Insurance may be purchased through the college.

Phlebotomy and MLA students may be required to provide proof of current vaccinations including but not limited to childhood vaccinations, influenza and covid vaccines. Influenza and COVID vaccines must include the lot number of the vaccine and signature of the person administering the vaccine.

MLT students must submit a physical exam form and proof of routine childhood immunizations including, MMR, Tdap, Polio, Varicella and Hepatitis. Students without access to vaccination records may provide antibody titer test results. Prior to attending clinical rotation, students must provide proof of current immunization including but not limited to influenza and Covid. Immunization proof must include lot number of the vaccine, date of immunization and signature of the person administering the immunization.

Student Advisement

The MLT coordinator will serve as primary academic advisor for students in the program during both classroom and clinical phases. The coordinator maintains scheduled office hours each semester, but is available with or without an appointment throughout the week. The coordinator is supported by enrollment services and other college departments to answer students concerns.

Students in the program shall not be discriminated against based on the person's race, color, religion, sex (including pregnancy, gender identity, gender expression, gender transition, transgender status, gender nonconformity, or sexual orientation), national origin, age, disability, genetic information or veteran status.

Student academic and non-academic progress will be based, to the extent possible, on objective and defined criteria which foster impartiality and equity in all classes.

Student Confidentiality

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Southwestern Illinois College students may review any of their records by completing formal, written requests in the Admissions and Records Office.

Students may ask for a hearing to seek correction of information contained in the records, to clarify their meanings, or to insert into the records the student's explanation of the content of the record or part thereof.

Information:

Name, address, telephone number, date of attendance, class, previous institution(s) attended, major field of study, awards, honors (including honor roll), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.

The college may use directory information internally as well as release it without prior consent. Anyone may prevent disclosure of directory information by completing a formal written request in the Admissions and Records Office before the start of the third week of class each semester. This request must be renewed each July 31.

If a student does not specifically ask that the directory information be withheld, the college will assume (s)he approves the disclosure of that information.

Southwestern Illinois College retains the right to exercise discretion in determining the release of directory information.

The coordinator will obtain permission from students to release information required by clinical sites including, but not limited to, medical information including copy of student physical and copies of student immunization records.

Clinical Placement

The MLT curriculum is divided into two major areas: classroom (didactic) and clinical experience. Students will complete all courses on campus before being assigned to clinical rotations. Some clinical experiences are augmented by simulated experience in the on-campus lab.

Clinical rotations are assigned by the coordinator to best accommodate student and clinical facility needs. Students are placed at the clinical site as a learning experience and shall not be used to replace or supplement regular staff.

Service work, defined here as tasks performed in direct support of patient care, is the responsibility of the Clinical facility. The students can only perform tasks and/or procedures under qualified supervision. At no time shall the student report any lab result without the supervision of the clinical instructor. Work that is outside of scheduled academic clinical hours, must be non-compulsory, paid, supervised on site, and subject to regular employee regulations.

The maximum number of students in the program is determined by the number of available clinical sites. Our wide base of affiliated hospitals generally provides adequate placement opportunities. However, changing circumstances and program expansion may require students to travel to attend clinical rotation. Students are required to have reliable transportation to any available clinical site. The coordinator will make every attempt to provide clinical sites for those relying on public transportation, but there is no guarantee enough such sites will be available. The school is not liable for injuries or other costs incurred while students are traveling to clinical sites.

Lab fee dollars include payment for malpractice liability insurance coverage as a part of a group plan carried by Southwestern Illinois College. It protects the student if there is injury to a patient, student or faculty member as the student is providing services.

In the event that insufficient clinical sites are available, students will be placed first according to program attendance, then program GPA, then college GPA then application score. Every effort will be made to arrange for clinical placement outside of the routine time frame if students cannot be placed during the typical assignment period.

Microbiology hospital based clinical experiences are limited. Students will need to request a full site clinical placement if interested. In the case that there are more requests than available opportunities, students will be placed first according to program attendance, then microbiology grade, program GPA then college GPA. All other students will complete an on campus simulated microbiology lab approved by NAACLS as equivalent to a small hospital microbiology lab.

Students who reject or are removed from a clinical assignment are not guaranteed clinical placement at an alternate site. *

****Extraordinary circumstances will be evaluated on a case-by-case basis by the program coordinator to determine whether the student will be allowed to remain in the program.***

Disciplinary Action, Probation, Dismissal and Readmission

Students in the MLT program are subject to the college code of conduct and the policies and processes outlined for violations, sanctions, disciplinary proceedings, and grievance and appeal procedures as outlined in the college catalog and on the website.

The MLT program coordinator reserves the right to dismiss any student who does not maintain the required standards of scholarship and professionalism. This includes but is not limited to

- Poor academic performance in lecture and/or practical laboratory
- Attendance issues
- Cheating or falsifying results
- Conduct which jeopardizes the physical or mental well-being of a patient, classmate or coworker
- Continuing behavior which disrupts orderly operations in the classroom or clinical facility
- Failure to pass the drug screen for illegal drugs
- Disqualifying offense present on the criminal background check

Steps for disciplinary actions

Severe infractions may be deemed significant enough to bypass normal disciplinary steps

- Verbal warning by instructors or coordinator
 - Administered at time of infraction.
 - No permanent record kept
- Written warning
 - Meeting with faculty and coordinator.
 - Permanent signed record kept in student file
- Probation
 - Meeting with coordinator and others as deemed necessary by coordinator or student.
 - Signed plan of action and timeline for compliance placed in student file
 - Failure to comply with the plan of action within the timeline will result in dismissal from the program.
- Dismissal
 - Meeting with the coordinator and others as deemed necessary by the coordinator or student.
 - Signed form of dismissal with faculty/coordinator recommendation regarding readmission

Readmission

- Readmission is not guaranteed. Faculty reserves the right to deny or approve re-entry based on curriculum changes and space availability. Students reentering the program will be accepted only when the maximum number of students allowed in the MLT course would not be exceeded.
- Students seeking readmission must make an appointment with the MLT Program Coordinator prior to midterm of the semester preceding the one in which they wish to reenter. The Coordinator of the MLT program and academic faculty must approve readmission or reentry of a student.
- Students seeking readmission must be in good academic standing in college, having achieved a GPA of 2.0 or better (based on a 4-point scale) in all previous college work at Southwestern Illinois College. Student's transcripts are necessary to confirm GPA.
- Students may reenter the program after having a previously reported criminal offense removed from their record.
- Students that encountered a major health problem that caused an extended absence resulting in withdrawal from the program need to do the following:
 - Physical Illness – The student must present to the program coordinator a statement from a physician (on attending physician's letterhead) stating the student is physically able to continue the program.
 - Mental Illness – The student must present to the program coordinator a statement from a psychiatrist (on psychiatrist's letterhead) stating the student is mentally able to continue the program.
- All MLT courses for the Applied Science Degree must be completed within a 3-year period.

Priority for students requesting special admission or readmission:

- Students who withdrew from Southwestern MLT program due to circumstances beyond their control.
- Students in "good standing" transferring from another accredited MLT program
- If more students are requesting readmission than there is room to accommodate, students with the highest score in the MLT classes will be given first opportunity to return. If each student has the same MLT score, total GPA will be the next criterion and then work experience in the MLT field.

Record Retention

The Admission and Records office electronically maintains all records under student's legal name including materials and correspondence related to program application and acceptance, dates of admission and completion, and a transcript of all coursework with grades and credit awarded for all transfer classes and coursework completed at Southwestern Illinois College. These records are managed and maintained in compliance with the regulations of the American Association of Collegiate Registrars and Admissions offices, American Council of Education (regulates regionally accredited institutions), the Illinois College Board, the Higher Learning Commission, and all federal regulations required for financial aid to be granted.

Counseling maintains records related to student advisement, personal counseling or referral due to crisis intervention. The Dean of Student Services maintains student records related to disciplinary issues.

The Program Coordinator maintains a file for each student including safety training documentation, health and immunization information, grade book, attendance records, professionalism evaluation (compilation) and advisement/disciplinary actions sheets for a period of three years from graduation.

Conduct and Performance Expectations

Student Code of Conduct

The MLT program abides by the college's "Student Conduct Code"- including the possible sanctions for violations of the code, disciplinary proceedings, and student grievance procedures, as described in the college catalog. Please refer to the College catalog for the Student Conduct Code.

During clinical experience, it is expected that students will behave professionally and ethically at all times. At the clinical facility, the student will abide by the facilities policies and procedures.

In addition, students within the MLT program may receive disciplinary action for any of the following during classes and/or clinical experience:

- Failure to comply with all rules and regulations of the clinical facility during clinical experience courses
- Positive results from drug testing
- Abusive or inconsiderate treatment of students, faculty-academic or clinical, patients/clients or and clinical staff
- Violating HIPAA by divulging any information, including idle conversation concerning patients, their records, personnel records of employees, or other confidential information belonging to the clinical facility

Student Dress Code

Students will be required to wear navy blue scrubs while in lab on campus and at the clinical site. Shoes must be water resistant, nonskid and closed toed. Students are expected to practice good hygiene and be well kept. Nails should be trimmed so that they do not extend beyond fingertips. Students are required to wear their photo identification at all times during class and clinical.

RECOMMENDATION: Hair should be a natural color and piercings and tattoos should be able to be covered. Clinical sites vary in dress code and students must conform to that dress code. Some clinical sites will not accept students with non-natural hair color or visible piercings and tattoos.

Students must wear appropriate PPE during laboratory and clinical sessions. Lab coats, exam gloves and eye protection will be supplied by the school or clinical site.

Attendance Policy

Excessive absenteeism and tardiness are disruptive to class function and detrimental to student learning. Students are expected to be in the classroom and ready to begin at the scheduled class time. For online/remote learning, a student must demonstrate ongoing participation in the Learning Management System. Ongoing participation means students must maintain regular communication with the instructor and meet specified course assignment deadlines. Absences and tardiness will result in deductions from the affective evaluation and will affect student placement at clinical sites

College attendance policy allows a student to be dropped for nonattendance after missing more hours than the class meets per week in a 16-week course. For eight-week courses this equates to a total of two absences for the eight-week course. (For purposes of attendance, two tardy equals one absence.) For online learning students, a student who is not active in the course 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. **Students may be dropped without notice upon missing the third class or failure to communicate with the online instructor for a period of 7 consecutive days.**

Excused vs. unexcused absence. Both excused and unexcused absences count as absence, will result in a deduction from the affective grade and may result in dismissal from the program according to the above absence policy. It is up to the instructor's discretion whether to treat an absence as excused (unavoidable) or unexcused (unwarranted). Students must contact the instructor or program coordinator before the scheduled class time (or as soon as reasonably possible) to report an expected absence. In general, proper notification prior to class time will constitute an excused absence. For excused absences, the student will be allowed to plan to make up missed work. The instructor is not required to allow makeup work (including exams and practical) for unexcused absences.

Students assigned to clinical education must contact **both the program coordinator and the clinical site**. Students who fail to report to the clinical and do not contact both the site and the coordinator (No call, no show) may be dropped from the clinical site without guarantee of reassignment.

- The instructor may require a statement from a physician or other responsible person to verify the cause of absence. Such statements will then be filed and become a part of the student's general record.
- In any absence, the student remains responsible for completing all the work in the course to the satisfaction of the instructor.
- The attendance policy for MLT students shall be consistent with the college policy with the following additions:
 1. Attendance during all clinical education courses is mandatory. If a student is unable to attend the total number of clinical hours, the student must arrange to make up the hours as is convenient for the facility.
 2. Students assigned to a clinical facility are bound to the rules and regulations of the facility regarding tardiness and absences.

Extraordinary circumstances will be evaluated on a case-by-case basis by the program coordinator to determine whether the student will be allowed to remain in the program.

Criteria for Passing Courses and Completing the MLT AAS

The student must pass all courses in the MLT program with a 74% (C) or better.

The student must maintain a written exam average of $\geq 74\%$ (C)

- The exam average does not include practical exams, or the final exam.
- The student may retake one written exam per MLT course
 - Maximum score for the retake is 74%
 - Retake must be completed within one week of the original exam
- A second written exam grade of $\leq 74\%$ may result in counseling
- A student with a written exam score $\leq 74\%$ at midterm (Week 4) will receive written counseling with documentation placed in the student file.

The student must pass BOTH final written exam AND final lab practical with $\geq 74\%$.

- The student may retake a final written exam OR final practical per MLT course
 - Maximum grade on the retake is 74%
 - A student failing to obtain 74% on the retake will be required to repeat the course
- A student receiving $<74\%$ on both the final written exam and final lab practical must repeat the course
- **IMMUNOHEMATOLOGY:** the student must complete all ABO practical exams and ABO portion of the final practical with a 100% or will be required to repeat the course

The student may only repeat one course, one time within the program.

- A student receiving a score $<74\%$ on the second time through a class may be dropped from the program. *
- A student failing to pass a second class may be dropped from the program. *

The student does not have to pass the ASCP Board of Certification Exam in order to complete the AAS MLT Degree at SWIC

****Extraordinary circumstances will be evaluated on a case-by-case basis by the program coordinator to determine whether the student will be allowed to remain in the program.***

Professionalism Assessment

Students will be assessed on professional behavior in each classroom and clinical course based on the following rubric.

Grading Scale: Please grade each student according to the following criteria

U = Unsatisfactory: Does not meet entry-level MLT expectations

A = Acceptable: Meets entry-level MLT expectations but needs improvement

P = Proficient: Meets entry-level MLT expectations

	U	A	P
Initiative: Preparedness			
Initiative: Use of resources			
Reporting: Accuracy and legibility			
Integrity: Accountability			
Communication: Verbal			
Communication: Written			
Commitment: Self-Confidence			
Commitment: Dedication to patient care			
Discretion: Understand scope of practice			
Discretion: Confidentiality			
Discretion: Honesty			
Discretion: Ethics/Morals			
Time Management: Organization			
Time Management: Prioritization			
Time Management: Flexibility			
Dependability: Focus			
Dependability: Timeliness			
Customer Service/Interpersonal Skill: Diplomacy/Courtesy			
Customer Service/Interpersonal Skill: Empath/Compassion			
Customer Service/Interpersonal Skill: Respectfulness			
Professional Appearance			

Grading Rubric Explanation

	Unsatisfactory	Acceptable	Proficient
Commitment: Dedication to Patient Care	Student does not demonstrate an awareness of specimens as patients. May take short cuts or bypass protocol to improve speed	Student adheres to protocol but shows indifference to need for respect of samples as people.	Student treats specimens with respect and demonstrates an awareness that accurate, timely results are crucial to patient care
Commitment: Self Confidence	Student does not exhibit self-confidence. Does not volunteer to answer questions or take the lead in performing procedures	Student displays some self-confidence and will answer questions or take the lead if prompted relies heavily on approval from instructor and peers to perform procedures	Student displays appropriate self-confidence and will answer questions or take control when qualified to do so. Does not need instructor approval or validation from peers to perform procedures.
Communication: Verbal	Student is difficult to understand or unclear when speaking or does not demonstrate appropriate listening skills. (Interrupting) Phone etiquette is unacceptable.	Student's speech is understandable, but student may have difficulty expressing thoughts coherently. May or may not demonstrate appropriate listening skills or needs to improve phone etiquette.	Students communicate clearly and coherently through speech. Student exhibits good listening skills and phone etiquette.
Communication: Written	Student writing is illegible or thoughts are not clearly described in writing (notes, logs, e-mail etc.)	Student writes legibly but thoughts are not always clear in written communication (notes, logs, e-mail, etc.)	Student writes legibly and conveys thoughts effectively through writing (notes, logs, e-mail etc.)
Customer Service /Interpersonal Skill Empathy/Compassion	Student does not show concern for others.	Student shows compassion and understanding to patients but is impatient and judgmental of coworkers	Student shows compassion and understanding to patients and staff.

Customer Service/ Interpersonal Skill Diplomacy/Courtesy	Student is unpleasant and uncooperative with patients, coworkers and staff	Student is sometimes uncooperative with patients, coworkers or staff.	Student is always polite and cooperative with patients, coworkers and staff
Customer Service/ Interpersonal Skill Respectfulness	Student is disrespectful to others.	Student is sometimes disrespectful to staff and coworkers	Student recognizes that all staff is valuable to patient care and treats coworkers and other staff with respect
Dependability: Focus	Student is frequently distracted and is not dedicated to work first (Playing on phone, chatting, etc)	Student usually focuses on work first, but requires direction to productively fill downtime.	Student is focused on work first and finds productive ways to fill downtime.
Dependability: Timeliness	Student does not return promptly from break or takes excessive breaks.	Student is sometimes late returning from break or takes inordinate amount of time to begin work after break time.	Student returns promptly from break and is ready to work upon return
Discretion: Understand Scope of Practice	Student does not respect scope of practice and may overstep bounds or allow other healthcare professionals to intimidate student into violating protocol.	Student shows a respect for proper scope of practice and does not overstep appropriate behavior but may allow others to intimidate or coerce violating protocol.	Student shows an understanding of the scope of practice for medical technology; maintains respectful relations with other healthcare workers, but is not intimidated into violating protocol when dealing with others.
Discretion: Confidentiality	Student does not keep patient or peer results confidential.	Student must occasionally be reminded not to discuss patient or peer results publicly	Student maintains patient and peer confidentiality and does not discuss results publically
Discretion: Honesty	Student displays dishonesty or deceitfulness.	Student displays an inclination toward a lack of complete honesty or a willingness to conceal adverse information	Student does not display any signs of dishonesty or deceitfulness.

Initiative: Preparedness	Student does not show indication of reviewing provided materials before the class/clinical rotation. Does not ask pertinent questions or accept guidance.	Student shows some familiarity with the subject matter, but is not fully prepared. Asks reasonable questions but requires significant amount of guidance to perform tasks	Student demonstrates understanding of the class/clinical material each day. Requires only basic guidance to perform tasks
Initiative: Use of Resources	Student does not or is not capable of following outlined procedure accurately and does not use previously learned skills well.	Student attempts to follow procedure and utilize previously learned skills but requires instructor intervention for accuracy.	Student is able to follow directions and perform procedure utilizing prior learned skills and requires minimal supervision for accuracy
Personal Standards: Accountability	Student attempts to hide or cover up mistakes. Does not accept responsibility for problems and failures.	Student fails to log or admit to errors. Accepts responsibility for problems and failures only when confronted.	Student logs all errors, accepts responsibility for failures and works to correct behavior or actions to avoid future errors.
Personal Standards: Appearance	Student does not practice good personal hygiene or does not adhere to the dress code	Student practices good personal hygiene most of the time and adheres mostly to the dress code	Student practices good personal hygiene and adheres to the dress code at all times
Personal Standards: Ethic/Morals	Student does not adhere to code of conduct and fails to exhibit good moral judgment	Student does not exhibit good moral judgement but generally adheres to the code of conduct	Student shows good moral judgement and adheres to the code of conduct in the classroom or clinical
Reporting Accuracy : Legibility	Student does not record results on log sheet as soon as obtained or results are not legible. Errors not properly corrected	Student records some results on log sheet as soon as obtained and results are legible. Errors are properly corrected.	Student records all results on log sheet as soon as obtained. Results are legible and errors are properly corrected
Reporting Accuracy: Problem Results	Student does not recognize questionable	Student recognizes questionable results, but requires	Student recognizes questionable results and can identify

	results or attempt to solve problems	prompting to determine the source of the problem	whether results are specimen or instrument related. May initiate basic troubleshooting.
Time Management: Organization	Student is disorganized and does not gather and manage supplies to complete tasks efficiently. May need to stop performing tasks to get needed items.	Student gathers equipment and supplies, but needs some verbal clues to maintain a clean and structured work area. Student can perform tasks in series, but may not be able to multitask	Student gathers supplies and maintains a well-controlled work space to complete tasks efficiently. Student can multitask to complete
Time Management: Flexibility	Student is unable to manage change to activities or schedule	Student is slow to adjust to change in activities or schedule, but is able to adapt.	Student handles change to activities or schedule even without advance notification.
Time Management: Prioritization	Student lacks the ability to multitask. Student does not perform tasks with regards to time management	Student can multitask but requires prompting to arrange tasks to complete testing within appropriate timeframe	Student can multitask and arranges tasks to effectively utilize time.

Criminal Background Check and Drug Screen

Students in the MLT program are required to pass a criminal background check and random legal drug screen. Students whose criminal background check contains an offense are not automatically removed from the program. If there are any offenses reported on the criminal background check, the coordinator will send a query to all clinical sites. If the majority would not accept (or hire) a person with the offense, the student will be dropped from the program. Clinical sites will not be given the identity of the student. Students may suspend participation in the program and appeal to have the offense expunged from the record. Once the offense is expunged, the student may apply for readmission. (See readmission policies)

Any student who has a positive drug screen must provide a valid prescription in the student's name from a qualified physician. Failure to provide the prescription will result in the student being dismissed from the program.

Cannabis Note:

While cannabis is legal for medical and recreational use in many states including Illinois, it is not FDA approved and is considered disqualifying for employment in most medical facilities. Detection of THC metabolites in the urine drug screen is cause for dismissal from the program.

Instruction and Curriculum

Instructors

Program Coordinator
Primary Instructor
Program Tutor

Dianne Iberg MA, MLS(ASCP)^{CM}, SH^{CM}
Dianne.Iberg@SWIC.edu
Office: BCMC building room 2412
618-222-5386

Full-Time Instructors

Lisa Williams, CPT(NPS/NHA), Certified instructor (ARC & AHA)
Lisa.Williams@SWIC.edu
Office: ESL Room 1007
618-874-8778

John Vosler, BS, MLS(ASCP), SBB^{CM}
John.Vosler@SWIC.edu
Office: BCMC 2404
618-222-5306

Adjunct Instructors

Takeisha Burnett, BS, MLS(ASCP), MLT(ASCP)
Takeisha.Burnett@SWIC.edu

John Hauff BS, MLT(ASCP)
John.Hauff@SWIC.edu

Janice Henry MLT(ASCP)
Janice.Henry@SWIC.edu

Susan Stubblefield MLS(ASCP), MHA
Susan.Stubblefield@SWIC.edu

Please contact adjunct instructors via e-mail
Adjunct Office: BCMC building room 2410

Line of Authority Southwestern Illinois College MLT Program Line of Authority

Classroom Instruction: Instructor(s) → Program Coordinator → Dean → CAO → President

Clinical Instruction: Clinical Liaison → Clinical Coordinator → Program Coordinator → Dean → CAO → President

Instructional Facilities

All MLT classes are taught at the Belleville Campus of Southwestern Illinois College. On-campus attendance is mandatory for the laboratory section of each course. Lecture may be completed face-to-face or online through MS Teams and the Learning Management System. The campus provides multiple computer resource facilities for students with limited internet and technology access at home.

Lecture Classroom:	Belleville Campus Main Building Room 1400
Laboratory Assistant/MA Lab:	Belleville Campus Main Building Room 2362
MLT Primary Lab:	Belleville Campus Main Building Room 2383
Automation Lab:	Belleville Campus Main Building Room 2386

Program Portal

The Learning Management System contains a class called Program Portal. The intent is to have a central location for information. There will be more on this as the program progresses.

Academic Rigor Statement

You are enrolled in an academically rigorous college course. Your success in this course will require a significant investment of time outside of the class. According to the Administrative Rules of the Illinois Community College Board (section 1501.309), it is assumed that the student will invest two hours of outside study time for each hour of classroom lecture time and one hour of outside study time for each two hour laboratory session.

Hyflex Teaching Policies

The MLT program has adopted a Hyflex approach for lecture. Students must complete all lecture material, assignments and exams in a timely manner. With Hyflex, students may choose to be physically or virtually present in the classroom during presentation of the lecture or may choose to review the recorded lecture asynchronously. Students may choose between any of the three options for any lecture without a need to notify the instructor in advance.

Students whose exam grade average drops below 74%, whose overall grade drops below a B or who fail to turn in assignments two weeks in a row will be required to attend synchronously (in person or virtually) for the remainder of the course. Instructors reserve the right for any or all lectures to require synchronous or on-campus attendance with adequate advanced notice.

Academic Calendar

The program will follow the Southwestern Illinois College published academic calendar with the exception that clinicals may extend beyond the college term if limited placement requires.

Curriculum

The curriculum for the program includes

- Elements of general education
 - Biology, Chemistry, Physiology, Anatomy and Mathematics
- Specific medical laboratory courses which address preanalytical, analytical and postanalytical components in
 - Clinical chemistry (MLT 270)
 - Hematology (MLT 200)
 - Hemostasis (MLT 250)
 - Immunohematology (MLT 240)
 - Immunology (MLT 220)
 - Laboratory operations (MLT 150)
 - Microbiology (MLT 210)
 - Specimen collection and handling (MLT 130)
 - Urine and body fluid analysis (MLT 260)

NOTE: All courses must be completed with a grade of “C” or better to qualify for the MLT-AAS degree

General Education Courses

Students with transfer credits or courses other than those listed should consult with the coordinator regarding acceptable substitution.

Credit for Experience: Students currently or recently employed as phlebotomists or laboratory assistants should consult with the coordinator for possible credit for phlebotomy class (MLT130)

Biology:

Required

- Anatomy and Physiology parts I and II (BIOL 157 and 158) or equivalent

Chemistry:

Recommended

- General Chemistry I (CHEM105)
- General Chemistry II (CHEM106)
- *These courses are IAI compliant and transfer as chemistry to participating colleges. They are required for the BS degree qualifications*

Accepted

- Introductory Chemistry (CHEM 101)
- Intro to Organic and Biochemistry (CHEM 103)
- *These courses are designed only as introductory courses for health science students and do not transfer as chemistry courses or fulfill requirements for BS degree.*

Communications:

Recommended

- Fundamentals of Public Speaking (COMM 151)
- Interpersonal Communication (COMM 155)

Acceptable

- Other communications courses must be approved by the coordinator

English:

Required

- ENG 101 or equivalent

Humanities

- See college catalog for options

Math:

Recommended:

- College Algebra (MATH112) or higher level

Acceptable:

- General Education Statistics (MATH107)

Medical Terminology

Required

- Medical Terminology (HRO100) or equivalent
- *Other courses in health sciences may be substituted for this, see coordinator.*

Psychology

Acceptable

- Introduction to Psychology (PSYCH 151) or equivalent
- Other general humanities courses must be approved by the coordinator

NOTE: Students should complete math, biology and chemistry courses before taking 200 level MLT courses. It is recommended to complete all general education courses before enrolling in the major disciplines of the program.

Program Courses

Because program courses are half semester classes, the catalog values for the number of lecture and lab hours per week are doubled.

For example: MLT200 Hematology is labeled as 3-3-4 in the catalog indicating 3 hours of lecture and 3 hours of lab per week for the 4-credit hour course. Since it is an eight-week course, there are 6 hours of Hyflex lecture and six 6 hours of hands-on lab for the 4-credit hour course.

Medical Laboratory Assistant Courses – MLA

NOTE: MLT130 and MLT150 are required for first year students in the MLT program.

MLT 100 Introduction to Phlebotomy Procedures

This course is for the phlebotomy certificate only. MLA and MLT students should take MLT130 instead.

MLT 130 Specimen Collection and Handling

2 credit hours Hybrid with significant lecture material on the Learning Management System. Meets for mandatory on campus lab two hours twice per week.

This course introduces students to preanalytical collection and processing of clinical specimens. Students will follow the course of laboratory testing from specimen ordering, billing considerations, patient preparation, specimen collection and handling, distribution to laboratory departments and packaging for shipment. Particular emphasis is placed on venipuncture and capillary blood draws.

MLT 150 Intro to Clinical Laboratory

2 credit hours. Hyflex learning one hour twice per week. Meets for mandatory laboratory on campus two hours twice a week.

The Introduction the Clinical Laboratory course exposes students to basic laboratory information on safety, organization and personnel, quality control, applied mathematics, basic laboratory procedures and professionalism.

Medical Laboratory Technician Courses – MLT

NOTE: Students must complete MLT130 and MLT150 prior to taking 200 level courses. It is strongly recommended that students complete chemistry and biology requirements before taking 200 level MLT courses.

MLT 200 Hematology

4 credit hours. Hyflex learning six hours per week. Meets for mandatory laboratory and exam time on campus three hours twice per week.

Hematology is one of four major laboratory disciplines. Hematology focuses on formation and properties of human blood. Testing includes procedures performed in the routine clinical laboratory with an emphasis on cell identification and manual differentials. Students will study the role of the laboratory in diagnosis of anemia, leukemia and other hematologic disorders.

MLT 210 Applied Clinical Microbiology

4 credit hours. Hyflex learning six hours per week. Meets for mandatory laboratory and exam time on campus three hours twice per week.

Clinical microbiology is one of four major laboratory disciplines. The study of normal and pathogenic microflora emphasizes methods for isolation, recognition and identification of microorganisms of medical significance. Lecture material focuses on general characteristics, pathogenicity and drug susceptibility of infectious organisms. Student laboratory instruction includes media selection and inoculation, staining and interpreting gram stain reactions, colony identification, and supplemental testing. Parasitology, mycology and virology are presented as an online learning module.

MLT 220 Serology

2 credit hours. Hyflex learning two hours per week. Meets for mandatory laboratory and exam time on campus two hours twice per week.

Serology is concerned with immunology. Topics include function of the human immune system, antibody/antigen reaction and applied immunology for laboratory testing methods. Introduction to molecular diagnostics is shared with clinical chemistry.

MLT 230 Microbiology Clinical Practice

2 credit hours. Online learning. Mandatory simulated laboratory will be held during finals week and the following week of the semester. Students will be required on campus four hours a day, five days a week for two weeks. On-site microbiology clinical rotations may be available on a competitive basis for interested students

The course is hybrid with lecture materials presented as an online module. Lecture covers basic information regarding mycobacteria, fungi, parasites and viruses. Correlation with disease states includes etiology, epidemiology, symptoms and basic treatment options.

MLT 240 Immunohematology

4 credit hours. Hyflex learning six hours per week. Meets for mandatory laboratory and exam time on campus three hours twice per week.

Immunohematology is one of four major laboratory disciplines which encompasses topics from the other disciplines to address diagnosis and treatment of hematologic disorders, immune proliferative disorders and coagulopathy. The focus is on proper protocols for the collection, selection, preparation and transfusion of blood products. Special attention is paid to record keeping, blood typing and quality assurance measures.

MLT 250 Coagulation

2 credit hours. Online learning. Face-to-face lectures may be available in-person or on TEAMS during some semesters. Laboratory testing will be performed during the automation laboratory associated with MLT 270.

Coagulation discusses major components of hemostasis. Testing includes procedures performed in the routine clinical laboratory. Students will study the role of the laboratory in diagnosis of hemorrhagic and thrombotic disorders.

MLT 260 Clinical Microscopy

2 credit hours. Hyflex learning two hours per week. Meets for mandatory laboratory and exam time on campus two hours twice per week.

Clinical microscopy addresses urinalysis and body fluid examination. Laboratory time places emphasis on physical, chemical and microscopic analysis of urine. Body fluid procedures include gross exam, cell counts and cellular identification. Lecture material covers anatomy of the renal system, processes of urine formation and body fluid collection and significance.

MLT 270 Clinical Chemistry

4 credit hours. Hyflex learning six hours per week. Meets for mandatory laboratory and exam time on campus four hours twice per week. The laboratory portion of this course focuses on automation in the clinical laboratory and includes not only clinical chemistry testing but also automated methods for other disciplines.

Clinical chemistry is one of four major laboratory disciplines. Lecture focuses on the wide variety of diagnostic tests performed in the clinical laboratory. Students are instructed in the interpretation of test results as they apply to anatomical systems and pathologic disorders. Laboratory focuses on principles of instrumentation, proper reagent preparation, quality control and basic troubleshooting.

Clinical Rotations

Clinical rotations are assigned at affiliated off campus clinical sites. Exact schedule varies, but is usually day shift with many sites beginning before 8AM.

MLT 242 Phlebotomy Clinical (*Phlebotomy only certificate*)

2 credit hours

Clinical experience is in specimen collection primarily venipuncture. Students must complete 80 hours and 100 successful venipunctures at an assigned site.

MLT 243 Lab Processing Clinical (*Medical Laboratory Assistant certificate. Optional for MLT-AAS*)

3 credit hours

Clinical experience is in specimen collection and processing. Rotation may include waived testing, reagent and control preparation and specimen packaging dependent on the clinical site.

MLT 245 Clinical Practice I

5 credit hours

Clinical experience is in hematology, clinical chemistry, coagulation, serology, urinalysis and molecular diagnostics. (Many laboratories group these in the core lab). Students participate in supervised laboratory experience during a regular workday. Students should prepare for Monday to Friday eight hours per day.

Students will have online learning assignments to begin review for the ASCP BOC exam.

MLT 275 Clinical Practice II

3 credit hours

Clinical experience is in blood bank. Both areas will be supplemented with on campus simulated clinical activities. Students should prepare for Monday to Friday eight hours per day.

Students will have online learning assignments to review for the ASCP BOC exam.

Note: On-site clinical rotations may be supplemented or replaced with on-campus simulation lab as approved by NAACLS to allow for on-site rotations at smaller laboratories that may not offer a complete learning experience.

Suggested Course Schedule

An AAS degree is awarded upon successful completion of the prescribed curriculum for the MLT program. Refer to the college catalog for a complete listing of the graduation requirement.

Suggested program schedule

Please, schedule a meeting with the program coordinator to determine individual scheduling requirements.

For those without general education classes completed

First Semester		
MATH 107 or MATH 112	General Education Statistics or College Algebra	4
CHEM 101 or 105	Introductory Chemistry or General Chem I	5
ENG 101	Rhetoric and Composition, I	3
HRO 100	Medical Terminology	1
MLT 130	Specimen Collection and Handling (<i>1st eight weeks</i>)	2
MLT 150	Introduction to Clinical Laboratory (<i>1st eight weeks</i>)	2
Total Credit Hours		17
Second Semester		
BIOL 157	Human Anatomy and Physiology I	4
CHEM 103 or 106	Introductory Organic and Biological Chemistry or General Chemistry II	5
COMM 151 or 155	Interpersonal Communication or Fundamentals of Public Speaking	3
MLT 220	Serology (<i>2nd eight weeks</i>)	2
MLT 260	Clinical Microscopy (<i>2nd eight weeks</i>)	2
Total Credit Hours		16
Summer Semester		
BIOL 158	Human Anatomy and Physiology	4
PSYCH 151	General Psychology	3
MLT 250	Coagulation	2
Total Credit Hours		9
Third Semester		
Human Relations Class	See front pages of AAS degree requirement for the listing of options	3
MLT 200	Hematology (<i>1st eight weeks</i>)	4
MLT 270	Clinical Chemistry (<i>1st eight weeks</i>)	4
MLT 210	Applied Clinical Microbiology (<i>2nd eight weeks</i>)	4
Total Credit Hours		15
Fourth Semester		
MLT 240	Immunohematology (<i>1st eight weeks</i>)	4
MLT 230	Microbiology Clinical Practice	3
MLT 245	Clinical Practice I	5
MLT 275	Clinical Practice II	3
Total Credit Hours		15
Program Total Credit Hours		72

For those with some general education classes completed

General Education Courses		
MATH 112 or MATH 107	College Algebra or General Education Statistics	4
ENG 101	Rhetoric and Composition	3
See catalog for options	Human Relations Classes	3
COMM 151 or COMM 155	Fundamentals of Public Speaking or Interpersonal Communication	3
PSYCH 151	Psychology	3
BIOL 157	Anatomy and Physiology I	4
BIOL 158	Anatomy and Physiology II	4
CHEM 101 or CHEM 105	Introductory Chemistry or General Chemistry I	5
CHEM 103 or CHEM 106	Intro to Organic and Biochemistry or General Chemistry II	5
Total Credit Hours		34
First Semester		
Available	Remaining General Education Courses	5-11
HRO 100	Medical Terminology	1
MLT 130 <i>1st eight weeks</i>	Specimen Collection and Handling	2
MLT 150 <i>1st eight weeks</i>	Introduction to the Clinical Laboratory	2
MLT 220 <i>2nd eight weeks</i>	Serology	2
MLT 260 <i>2nd eight weeks</i>	Clinical Microscopy	2
Not Enough MLT hours for Full-Time		Total Credit Hours 8-18
Summer Semester		
MLT 250	Coagulation	2
Total Credit Hours		2
Second Semester		
Available	Remaining General Education Courses	3-5
MLT 200 <i>1st eight weeks</i>	Hematology	4
MLT 270 <i>1st eight weeks</i>	Clinical Chemistry	4
MLT 210 <i>1st eight weeks</i>	Clinical Microbiology	4
MLT 240 <i>2nd eight weeks</i>	Immunohematology	4
Total Credit Hours		15 - 17
Spring Semester		
MLT 245	Clinical Practice I	5
MLT 275	Clinical Practice II	3
MLT 230	Microbiology Clinical Practice	2
Total Credit Hours		10
Program Total Credit Hours		72

RAPID TRACK

For those with ALL general education courses completed

Please note: This is an **extremely rigorous academic** load. Student considering this pathway **MUST** meet with the program coordinator to discuss options.

General Education Courses		
MATH 112 or MATH 107	College Algebra or General Education Statistics	4
ENG 101	Rhetoric and Composition	3
See catalog for options	Human Relations Classes	3
COMM 151 or COMM 155	Fundamentals of Public Speaking or Interpersonal Communication	3
PSYCH 151	Psychology	3
BIOL 157	Anatomy and Physiology I	4
BIOL 158	Anatomy and Physiology, II	4
CHEM 101 or CHEM 105	Introductory Chemistry or General Chemistry I	5
CHEM 103 or CHEM 106	Intro to Organic and Biochemistry or General Chemistry II	5
HRO 100	Medical Terminology	1
Total Credit Hours		35
Fall Semester <i>First Eight Weeks</i>		
MLT 130	Specimen Collection and Handling	2
MLT 150	Introduction to the Clinical Laboratory	2
MLT 200	Hematology	4
MLT 270	Clinical Chemistry	4
Credit Hours		12
Fall Semester <i>Second Eight Weeks</i>		
MLT 260	Clinical Microscopy	2
MLT 220	Serology	2
MLT 250	Coagulation	2
Credit Hours		6
Total Credit Hours		18
Spring Semester		
MLT 210	Clinical Microbiology	4
MLT 240	Immunohematology	4
MLT 245	Clinical Practice I	5
MLT 275	Clinical Practice II	3
MLT 230	Microbiology Clinical Practice	2
Total Credit Hours		18
Program Total Credit Hours		71

Program Closing Teach Out Plan

Temporary Closure

In the event unforeseen circumstances force a closure of the college, lecture material will be available as online learning immediately. Class space may be available at other campus locations or lectures may be offered virtually via Microsoft TEAMS. Some laboratory material is available as virtual (microscope videos, serology visual learning aids etc.) and will be posted if not already incorporated into the LMS.

If the facility will be closed for a prolonged period of time, most courses can be moved to other campus locations once supplies are obtained. Clinical partners may be able to provide access to equipment and supplies for student laboratory activities on a temporary basis.

Permanent Program Closure

There is currently no indication that this program will cease to be available. However, per NAACLS standards, there must be a posted plan in place in case unforeseeable circumstances necessitate closure.

Upon determining that closure is necessary, every effort will be made to continue the program to the end of the current academic year to allow second year students to complete the degree.

Accepted and first year students would be referred to counseling for other enrollment opportunities. Those who had completed 100 level courses would be offered a clinical position to obtain the clinical laboratory assistant certificate.

Support Services

Southwestern Illinois College provides a broad range of both academic and non-academic support services to foster student success. See the college catalog for more details on these programs and more.

College Success Course

ED101 is a variable credit course to introduce students to successful strategies, habits, and relationships. It provides knowledge of college services that engender success. Contact enrollment services for more information.

Success Center

The success center provides many free services to assist students to become confident, independent, active learners including tutoring, workshops, study groups, computer resources, online writing lab (OWL) and more.

Stop by or Visit: [SWIC.edu/success center](http://SWIC.edu/success%20center)

Wellness Services

Wellness advocates help students develop strategies to overcome concerns both personal and academic that impede success. Licensed clinical social workers assist students in balancing and managing life

roles and responsibilities. Services include crisis intervention, personal counseling and referral to campus and community resources. Available as walk-in or by appointment.

Visit: SWIC.edu/wellness

Disability and Access Center

The disability and access center is available to students with disabilities, veterans, vocational students with economic challenges, students preparing for nontraditional training and employment, single parents, displaced homemakers, individuals with limited English proficiency and others who face exceptional challenges to academic success.

Visit: SWIC.edu/disability

Computer Accessibility

Computers and free internet access are available to students across the campus. The success center and library provide computer access services. Technical assistance is available at the library for access help with estorm, the learning management service and infoshare.

eSTORM Services

eSTORM allows students to track and manage most services online including registration, financial services, monitor grades and degree progress.

Register online for an eSTORM account. You will need your student ID number, social security number and date of birth.

Academic Advising

While the program coordinator will serve as primary advisor during the students' time in the program, academic advisors are available to assist students in creating educational and career goals.

Contact advising@swic.edu

Student Liaison Coordinator –

The student liaison coordinator for the department is available to answer student questions and refer students to campus support services.

Contact: Candice.Rodgers@SWIC.edu

Career Placement and Job Search Assistance

The career placement office offers development activities to help graduating students prepare to enter the workforce.. Counselors are available to work individually with students to create a resume.

Visit SWIC.edu/career-services

Student Life Activities

SWIC college activities strives to provide various social, cultural and recreational activities. SWIC hosts a wide variety of student activities including clubs and organizations, theater productions and concerts, the Schmidt Art Center, events and athletics to contribute to the development of well-rounded students.

