

Transition Course Information Packet

Applications and Pre-Registration Due – Friday, February 16, 2024

Online Course Deadline – Monday, February 26, 2024

In-Person Class Begins – Monday, March 4, 2024

Dear Deputy or Officer:

You have been accepted into the Southwestern Illinois Police Academy Transition Course. Please read the following information packet carefully.

There are now two **(2) required components** to the Transition Course:

1. 40 Hour Online Prerequisite Transition Course via the ILETSB Executive Institute's Online Learning Network – must be completed before the in-person class.
2. 2 week in-person Transition Course component.

You must successfully pass both components in order to graduate from the program.

REGISTRATION

THE ONLINE COURSE MUST BE COMPLETED BEFORE THE IN-PERSON CLASS BEGINS.

Step 1.

ONLINE LEARNING NETWORK REGISTRATION

Create an online account with the ILETSB Executive Institute's Online Learning Network. (See ILETSB TRANSITION COURSE INFORMATION - OLN document for more information).

To access OLN go to: www.ptblearning.org

- (1) Click ***Request Student Account*** to request an account. When you click ***Save*** your application will be sent to the OLN State Administrator.
- (2) Call the Registrar, Emilie Payne-Renner, to confirm that we have a copy of your acceptance letter for the Transition course. Telephone number is 309-298-2646.
- (3) The Registrar will confirm your letter, and she will register you for the Transition course. If the letter has not yet been received by the Registrar, a delay in enrollment in the class is to be expected. You will receive your username and password via e-mail.
- (4) Once registered, the Transition course will appear under the "COURSES" tab in your student account. All you need to do is click the course to begin.

Step 2.

POLICE ACADEMY REGISTRATION

Work with your department to complete the Police Academy **Application for Admission, Indemnification Agreement and Proof of Residency.**

Email completed forms and a copy of your Proof of Residency (Driver's License) to: Kathryn.Carlton@SWIC.edu.

Step 3.

SOUTHWESTERN ILLINOIS COLLEGE (SWIC) REGISTRATION

Complete the online pre-registration procedures for SWIC.

If you have previously been a student at SWIC, you do not need to register again, but please do follow the instructions in bold print immediately before Step 2.

Step a. Complete the New Student Information Form online.

- To begin go to <https://estorm.swic.edu>.
- Click on the box that says "Apply".
- The next page you see is titled "SOUTHWESTERN ILLINOIS COLLEGE APPLICATION / NEW STUDENT INFORMATION FORM PROCEDURES". Scroll down this page and click in the circle to the left of the words "No - I have not previously completed an Application or New Student Form". Click "Continue to application".
- Fill in all the information on this page. Use mailing address on your Drivers License. And you MUST include an e-mail address.
- You will need to fill in the term you are registering for. **The term is SPRING 2024.**
- Near the bottom of the page is a box titled "Degree/Certificate Information." In this box, first select the circle to the left of **"Pursue a DEGREE IN APPLIED SCIENCE."** After you select this a pop-up will appear in the upper right corner of the box. It will say "* Select a program". **Type 0029 in this box.**
- Finish the form and click the "Submit" button at the bottom of the page. If any of the required information has not been completed, you will be reminded to complete it at this time. Once you have entered the info, you must click "Submit" again. **Your form does not process until you press Submit.**
- Within the next 24 hours (probably immediately) you should receive an e-mail to the e-mail address you provided on the form from Enrollment Services at Southwestern Illinois College informing you that your form has been received and is being processed. If you do not receive this e-mail, check your junk mail folder. **If you have not received it after 24 hours call Enrollment Services at (618) 222-5455.**
- Within the next five days you will receive another e-mail from Enrollment Services assigning you a student ID number. It may be a long e-mail, but the only thing you need from this e-mail is the student ID number at the top of the page.
- After receiving your student ID # proceed to step 2 in the online enrollment process.

Step b. Setting up your eSTORM account.

- You will receive an email with directions to complete this step (after completing Step a). Log into your estorm account to be sure everything is ready for class. Contact (618) 222-SWIC if you need any assistance.

Congratulations – You have completed your online pre-registration! You will finish by enrolling in specific classes during orientation.

DORMITORY INFORMATION

On-Location lodging for the SWIC Police Academy -Check in at 2300 West Main, Belleville, Illinois 62226. Park at the Dixon Student Center and enter the building on the west side. See attached Map, **Building 4**. Cost for lodging and meals is included in the tuition. The dormitory style rooms are furnished with two twin beds, two desks and two closets with gun lockers. The Academy is currently housing two recruits per room, so in most cases you will have an assigned roommate. **No changes can be made to room assignments without the prior approval of the Police Academy.** All rooms will be non-smoking.

All recruits will check into the dormitory on Sunday, March 3, 2024 between 1:00-3:00 pm.

During a normal academy week recruits will occupy dorm rooms from Sunday evening, with **check in time after 3:00 pm**, until after class Friday afternoon. Recruits will not stay in the SWIC Police Academy Dormitory over the weekends. Check with academy staff for weekend lodging options.

DORMITORY ACCOMMODATIONS

PLEASE NOTE: The Police Academy Dormitory is student housing and is not a hotel.

DORMITORY AMENITIES:

- Two twin beds
- Two desks and chairs
- Two closets with gun lockers
- XL twin fitted sheets, flat sheets and pillow case
- Communal restrooms and showers in each wing of the dormitory
- Washers and Dryers

REQUIRED DORMITORY ARTICLES - RECRUIT'S RESPONSIBILITY TO PROVIDE:

- Pillow
- Blanket/Comforter
- Hand towels, bath towels and washcloth
- Soap and soap container
- Shampoo/conditioner
- Shower shoes

OPTIONAL DORMITORY ARTICLES:

- Desk lamp
- Extra pillows
- Extra XL Twin sheets and blankets
- Laundry detergent
- Alarm clock
- Shower caddy

PROHIBITED ITEMS IN DORMITORY ROOMS:

- Posters, photographs, etc. attached to walls
- Mini refrigerators
- TV, Game Consoles (Xbox, PlayStation, etc.)
- Alcohol, Food

MEALS

The meal plan includes three meals a day, breakfast, lunch, and dinner, but DOES NOT include snacks or drinks between meals.

POLICE ACADEMY DRESS CODE

- Recruits should wear department issued uniform
- Facial hair and hair per department policy
- Rain gear for outside training activities
- Off duty civilian clothes

ITEMS TO BE SUPPLIED BY OFFICERS

- Duty Belt
- Duty Weapon Holster
- Duty Weapon - Optional
- Duty belt magazine case
- Duty belt handcuff case and handcuffs (with key)
- One police style flashlight for night training exercises

COVID PROTOCOLS

- All State of Illinois, ILETSB and CDC protocols will be adhered to. COVID-19 vaccine is currently recommended, but not required.
- We strongly encourage all recruits to continue to self-monitor and be diligent in practicing the proper COVID-19 safety precautions. If experiencing COVID-19-like symptoms, do not come on campus until COVID-19 can be ruled out by a COVID-19 test.

PARKING

- Recruits will park in the SWIC Police Academy Dormitory parking lot once dorm is assigned.
- Recruits shall lock and ensure all items of value are removed from their vehicle.
- Recruit vehicles must meet all Illinois Vehicle Code regulations.

FIRST DAY OF CLASS

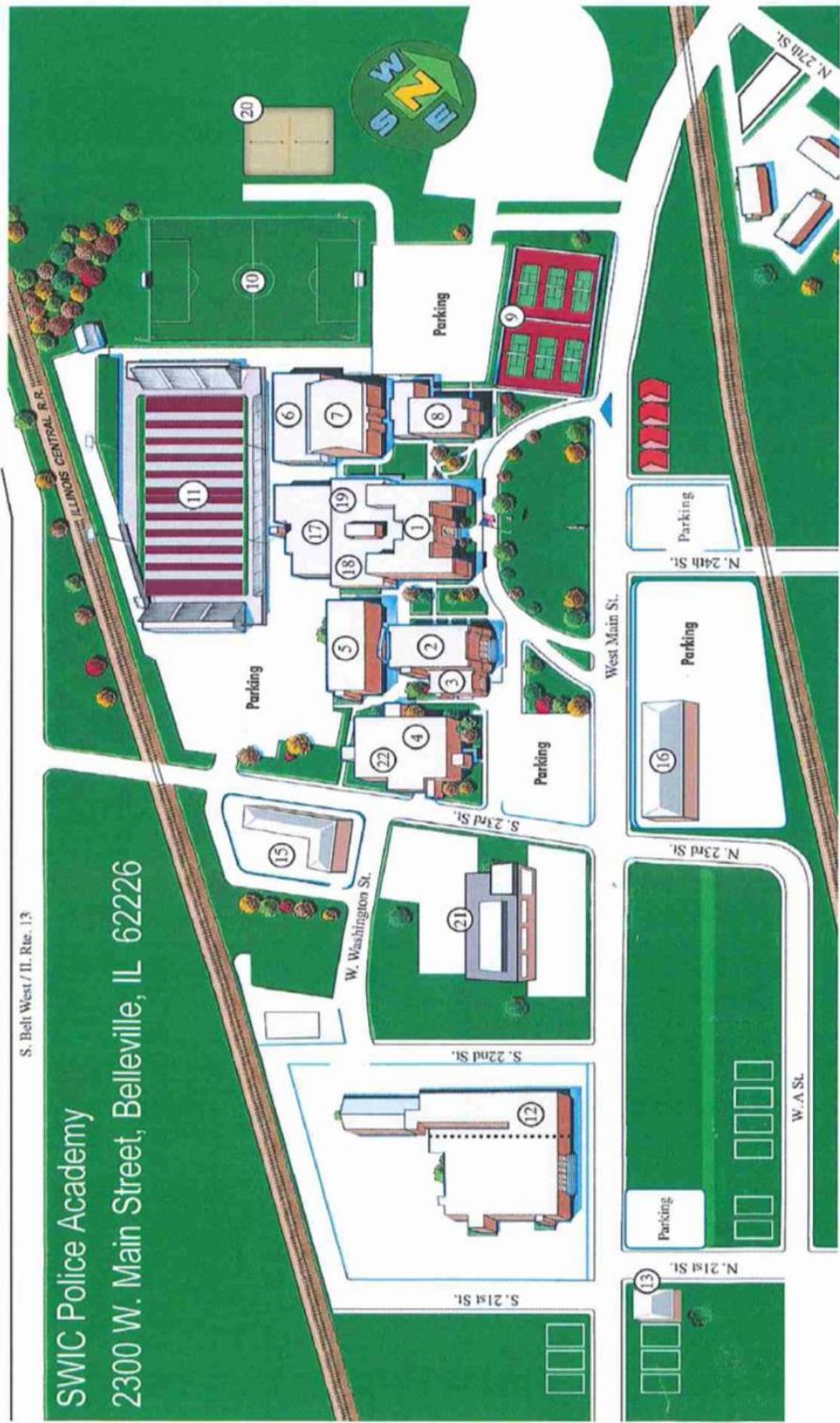
- Arrive early, be in the classroom DC103, Dixon Center by 7:45am. See attached Map, **Building 4**. Class starts at 8:00am on Monday, March 4, 2024.

I am looking forward to meeting you. If you have any questions please call the academy office (618) 222-5506 or (618) 222-5396.

Sincerely,



Eric Danford, Director
Southwestern Illinois Police Academy



SWIC Police Academy
 2300 W. Main Street, Belleville, IL 62226

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| <ul style="list-style-type: none"> 1. Main Hall Classrooms 2. Auditorium 3. Welcome Center 4. SWIC Police Academy 5. Classroom Hall | <ul style="list-style-type: none"> 8. Fitness And Training Center 9. Tennis Complex 10. Athletic Field 11. Stadium 15. Residence Hall #2 | <ul style="list-style-type: none"> 16. Residence Hall #1 20. Sand Volleyball Courts 21. Illinois State Police Metro-East Forensic Science Laboratory 22. SILEC |
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