Police Academy
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Pre-Registration Instructions

Power Test and Orientation– 8:00 a.m. Saturday, August 27, 2022
Applications and Pre-Registration Due – Friday, August 5, 2022

<u>**You must complete the Southwestern Illinois College pre-registration process.**</u> Instructions for beginning your online registration are below. **Don't look at the long list of instructions and panic! We have made this as simple and quick as possible for you. The entire process will take about 1 hour total computer time.** Please begin as soon as possible. If you run into difficulty at any time, please call (618) 222-5396 and we will assist you. **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 1. The next step in enrolling is completing a 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. You MUST include an e-mail address.
- You will need to fill in the term you are registering for. **The term is Fall 2022**
- 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, <u>check your junk mail</u> 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.
- **While you are waiting to receive your ID number, complete and return the Police Academy application and indemnification. These can be found on our website at www.SWIC.edu/PA under the Parttime Police Academy menu. Make sure the information you enter online (address, e-mail address, phone number, etc.) matches the information on the application forms you mail back to the academy.**

Step 2. Proof of Residency
- Provide a clear copy/picture of your proof of residency to the enrollment office via email: EnrollmentServices@swic.edu. Make sure the image is complete and fully legible. Your proof of residency in most cases is a Driver's License, however **the address on your Driver's license must match the address on your application and online registration and must be dated 30 days prior to the start of the class**. **If your Driver's License does not match the address on your application and online registration please get it updated immediately.**

  If your Driver's License is not updated, some alternative proof of residency documents include: lease agreement, bank statement or utility bill. If needed, e-mail EnrollmentServices@swic.edu (or call 618-222-5455) for a full list of other documents which will be acceptable for proof of residency.

Step 3. Setting up your eSTORM account.
- You will receive an email with directions to complete this step (after completing Step 1).
- If you have any problems setting up your eSTORM account, please contact our eSTORM helpline at (618) 222-SWIC.

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