

Glossary of College Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of College Terms (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of College Terms (continued)

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

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

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

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

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

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

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

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

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

State Seal of Biliteracy: Southwestern Illinois College will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy.

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

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

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

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

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

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

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

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

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

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

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

Frequently Called Telephone Numbers at the College

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

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

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

OFFICE	EXTENSION
High School Equivalency Program.....	5525/7397/8001/874-6277
Horticulture/Agriculture courses.....	5320
Human Resources	5120
Human Services Technology courses.....	5198
Industrial Electricity courses.....	5432/7456
Industrial Maintenance Mechanics courses.....	7457/7455
Industrial Technology Center	7475
Instructional Technology.....	5737
Library Belleville.....	5204
Library Red Bud.....	8190
Library Sam Wolf Granite City	7354
Management courses	5485
Manufacturing Technology courses	5252/7475
Marketing courses.....	5485
Massage Therapy courses.....	239-6400
Mathematics and Computer Science courses.....	5320
Medical Assistant courses	5332
Medical Laboratory Technology courses	5386
Microcomputer Hardware Maintenance courses	5432/7456
Music courses	5032
Networking courses	7374
Nursing Education courses	5263
Office Administration & Technology courses	5489
Online Learning	5737
Paralegal Studies courses	5494
Payment Information.....	5367
Physical Sciences courses.....	5320
Physical Therapist Assistant courses.....	5390
Police Academy courses	5396
Precision Machining Technology.....	7457/7475
Programs & Services for Older Persons	7011
Public Information and Marketing.....	5258
Public Safety.....	5221/7372
Radiologic Technology courses.....	5303
Registration Information	5217/6615/8114
Respiratory Care courses	5907
Running Start.....	5064
Schmidt Art Center	5278 (5ART)
Sign Language Studies courses	618-310-0055
Social Science courses	5404
Student Accounts.....	5367/6640/8114
Success Centers.....	5495/7307/8138
Technical Education courses	5252/7475
Testing Centers.....	5551/7364/8134
Transcripts.....	5455
TRIO Student Support Services	7443
Tuition information.....	5367/6640/8114
Veteran Services.....	5288/7336
Web Design courses	5382
Welding courses.....	5377/7423
WIOA Services.....	5562

Frequently Asked Questions

- [How much is tuition at the college?](#)

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

- [What other costs are there?](#)

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

- [Will my classes transfer to another college or university?](#)

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

- [How can I get help with college expenses?](#)

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

- [Are there services available to adults returning to SWIC after their traditional college years are behind them?](#)

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

- [Where can I go for assistance in finding a job while I'm a student?](#)

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

- [Are tutoring services available?](#)

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

- [How do I request accommodations for a disability?](#)

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

- [What types of extracurricular activities are offered?](#)

Educational and cultural events and a wide variety of clubs and

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

- [What are the different types of degrees offered at the college?](#)

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

- [What is the average class size at SWIC?](#)

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

- [How do I know which classes to take first?](#)

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

- [How do I get a Student ID number?](#)

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

- [Do I need a Student ID card and, if so, where do I get one?](#)

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

- [How do I get my transcript?](#)

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

- [What is SWIC Alert?](#)

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

Frequently Asked Questions (continued)

- [How do I sign up for SWIC Alert?](#)

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

- [How can I find out if the college is closed or has a delayed opening due to inclement weather?](#)

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

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

See the [College Closing Policy](#) section of this catalog for more details.

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

- [Can I take college classes if I'm still in high school?](#)

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

- [Where do I get a parking permit?](#)

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

- [When do I apply for graduation?](#)

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

The William and Florence Schmidt Art Center

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



Schmidt Art Center
(618) 222-5ART

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

Visitor parking is available along the sidewalk.

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

SWIC Core Values: Student Success and Accountability

Student Success

SWIC is dedicated to student success, which occurs when students identify and achieve educational goals and acquire lifelong learning skills within an encouraging environment of quality instruction and effective student support services. Thus, student success is a partnership between the institution and the student to foster an environment in which:

- Students are assisted in defining and accomplishing realistic academic, personal and career goals for the present and the future.
- Students are inspired to become self-motivated lifelong learners who are ultimately responsible for their learning.
- Students are taught proficiencies in communication, reasoning skills and citizenship needed to function competently in an increasingly interdependent, culturally diverse world.
- Students are provided support services to enhance their educational process and quality of life.
- Students are encouraged to explore a diverse range of ideas and experiences.
- Students become more knowledgeable about themselves and their communities.

The college is committed to regular evaluation of our effectiveness and the assessment of student learning is an integral component of the educational experience at SWIC. To ensure that the needs of the students and the community are met, the college conducts classroom, program and collegewide studies of student attitudes, achievement and satisfaction. In addition, the college regularly assesses its educational programming and services. To conduct useful institutional analysis, all students who are randomly selected for these assessments are expected to participate. When possible, the college will provide feedback about the student's individual performance, along with other data available, such as local and national norms. Full participation helps SWIC meet our core values of educational excellence and student success.

Accreditations

Accreditation means SWIC has met the standards identified by the agencies/boards listed below and assures the public that our curriculum prepares competent graduates.

SWIC has been approved as a Class I Community College by:

- Illinois Community College Board
- Illinois Board of Higher Education
- Illinois State Board of Education
- Illinois Department of Veterans Affairs

- SWIC education programs are accredited or recognized by:
- American Design Drafting Association
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350
- Commission on Accreditation in Physical Therapy Education, (CAPTE), 3030 Potomac Ave, Suite 100, Alexandria, VA 22305-3085, 800-999-2782, accreditation@apta.org, http://www.captionline.org
- Commission on Accreditation for Health Informatics Management Education
- Commission on Accreditation for Respiratory Care (CoARC), 817-283-2835, www.coarc.com
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- Committee on Accreditation of Educational Programs of the Emergency Medical Services Profession (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312; Rowlett, TX 75088
- Federal Aviation Administration
- Illinois Department of Finance and Professional Regulation, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, 312-814-4500
- Illinois Department of Public Health
- Illinois Local Governmental Law Enforcement Officers Training and Standards Board
- Illinois State Fire Marshal
- International Fire Service Accreditation Congress
- Joint Review Committee for Education in Radiologic Technology
- National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 773-714-8880, www.naacls.org
- National Institute for Metalworking Skills
- Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, 404-975-5000

SWIC is a member of:

- American Association of Community and Junior Colleges
- American Association of Paralegal Education
- Illinois Consortium for International Studies and Programs
- Metro East St. Louis Regional Council on Interinstitutional Cooperation

The Higher Learning Commission

SWIC is accredited by the Higher Learning Commission. The college has held this accreditation since 1961. The commission is located at 230 S. LaSalle St., Suite 7-500, Chicago, IL, 60604-1411. The commission's telephone number is 800-621-7440.

To view the college's Statement of Affiliation status, go to www.hlcommission.org.

Equal Opportunity and Affirmative Action

SWIC is committed to equal educational and employment opportunity and affirmative action. SWIC administers its programs, services, and employment opportunities without regard to race, creed, color, sex, religion, national origin/ancestry, disability, sexual orientation, veteran status, or age. Affirmative action is taken as appropriate. In addition, it is the policy of SWIC to make every reasonable effort to accommodate individuals with disabilities.

The college complies with federal and state legislation which includes but is not limited to, Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Titles VII and VIII of the Public Health Service Act, the Illinois Human Rights Act, the Americans with Disabilities Act, the University Religious Observances Act, and related state laws.

Student Success and Accountability (continued)

Inquiries regarding equal opportunity and affirmative action in student services, academic affairs, and employment issues are handled by the same office for all campuses and instructional sites within the community college district. Chief Student Services Officer Danielle Chambers by calling 618-235-2700, ext. 5566, sending an email to TitleIX@swic.edu or visiting the Office of the Chief Student Services Officer, Information Sciences Building Room 1145, 2500 Carlyle Avenue, Belleville, IL 62221.

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.

The Successful Student Core Competencies

When you graduate from SWIC, you will have practiced these skills in many of your classes

Reasoning Skills: Organize, evaluate, and apply information to express useful ideas.

Communication Skills: Convey clear and appropriate information that enhances audience understanding - either verbally, electronically, or in writing

Citizenship Skills: Recognize and assess the implications of behaviors to ourselves and the community, and adapt as needed

Tuition and Fees

Tuition - swic.edu/tuition-fees

Tuition and fees are subject to change at any time.

Fees

Fees are subject to change at any time by action of the Southwestern Illinois College Board of Trustees.

Course fees are charged to cover the cost of supplies or equipment usage in a classroom. Fees may be found in the class schedule online on eSTORM.

Physical and Financial Hardship Appeal

SWIC recognizes that students may face hardship or other extenuating circumstances that may hinder attendance and/or academic performance. These circumstances might lead students to consider withdrawing from classes. Students should discuss the impact of withdrawing from courses with their advisor before making any registration adjustments. Students who withdraw from courses because of hardship may request assistance by submitting the Physical and Financial Hardship Appeal Request along with supporting documentation. A hard copy or pdf of the Physical and Financial Hardship Appeal Request is available if students are unable to access the online form. The submission of this form does not automatically result in assistance. The Physical and Financial Hardship Committee will review all appeals. Students are notified of the decision through their SWIC student email.

Consumer Statement

swic.edu/consumer-information/

SWIC STUDENT HANDBOOK

swic.edu/student-handbook/

SWIC provides specific consumer, textbook and gainful employment information to current and prospective students through the college website and printed materials. For a printed copy of the catalog, visit the Enrollment Services office at the Belleville Campus, Information Sciences Building, Room 1115; Sam Wolf Granite City Campus, Center for Student Development, room 440; or the Red Bud Campus, Student Development Office, room 175. For a printed copy of the Student Handbook, visit the office of the vice president for Student Development, Belleville Campus, Main Complex, room 1246A. To find textbook information, visit the Barnes & Noble bookstores at the Belleville Campus, Liberal Arts Complex, room 1116; or Sam Wolf Granite City Campus, room 210, adjacent to The Commons.

Financial Responsibility

By registering for classes at Southwestern Illinois College, the student accepts full financial responsibility for payment of the term tuition and fees, as well as associated costs related to registration and/or other SWIC services, by the applicable deadlines. The student understands that should you default on your account, SWIC may use any and all means necessary to collect this debt in accordance with state and federal laws. This may result in the referral of your SWIC account to an external collection agency, legal action by the college to collect the debt, and other financial consequences that the student is further responsible, which may include but are not limited to attorney's fees, late fees, and litigation costs associated with the collection of the debt.

Tuition and Fees (continued)

Tuition Payment and Payment Plans

Payment may be made in person, online, by mail or by phone. Tuition payment plans are available online or in person. Contact the Student Accounts Office for details.

Chargebacks for In-District Residents

Residents of Community College District 522 desiring to enroll in a curriculum or program not available at SWIC may apply for tuition assistance (chargeback) to attend another community college in Illinois which offers that curriculum. For more information, refer to the *Interdistrict Cooperative Agreement* section of this catalog. Students who request this support must:

- Request support for enrollment in a degree or certificate program not offered by SWIC. Approval of enrollment in individual courses without enrollment in a degree or certificate program will not be considered.
- File a request for chargeback support with Enrollment Services at the Belleville campus, at least 30 days prior to the beginning of any semester.

Chargebacks/Joint Agreements for Out-of-District Residents

Out-of-district students who have received chargeback tuition authorization from the community college district in which they live will pay SWIC in-district tuition. Students must contact the community college district in which they live for chargeback authorization at least 30 days prior to the beginning of any semester. Out-of-district students attending SWIC without chargeback authorization will pay out-of-district tuition.

Out-of-district students who attend SWIC under the terms of a joint agreement between SWIC and another community college district will pay SWIC in-district tuition. Those students must contact the community college district in which they live for joint agreement authorization at least 30 days prior to the beginning of any semester. For more information, refer to the *Interdistrict Cooperative Agreement* section of this catalog.

Residency - swic.edu/residency

Proof of Residency

New students and those changing address and residency status will be required to provide proof of residency to the Enrollment Services office prior to or at the time of enrollment.

Residency status may be validated by evidence of occupancy of a dwelling in the college district for purposes other than education. Validation of residency can be provided in the form of a real estate tax bill, utility receipt, driver's license or pay stub verifying residency. Any student claiming residency in District 522 may be required at any time to furnish to college officials evidence supporting his or her claim.

Residency for students under age 18 shall be considered to be that of the parent or legal guardian, unless the student is self-supporting. A self-supporting student is one who was not claimed as a dependent on the most recent federal income tax form submitted by his or her parent or guardian.

In-District

A student is considered to be in-district if the student's legal residence is within the boundaries of Community College District 522. In-district residency must be established 30 days prior to the beginning date of the student's earliest class of the semester. New students and those changing from an out-of-district address will be required to provide proof of residency in order to enroll.

Out-of-District

A student living outside District 522, who is a resident of the state of Illinois and does not attend SWIC under the terms of a joint agreement or chargeback agreement, will be designated an out-of-district student and will be charged the appropriate tuition.

Out-of-State

Any student who is a resident of another state or country will be considered an out-of-state student and will be charged the appropriate tuition.

Employer In-District

Out-of-district and out-of-state students who receive training from, and are employed at least 30 hours per week or 130 hours of service per month, by one entity located within District 522 may qualify for in-district rates. Interested students may obtain the required form at the Enrollment Services office or through the SWIC website. The in-district employer must complete a new form each semester. This form must be submitted before the midterm date of the affected class(es). Students will be required to provide proof of residency upon enrollment for this benefit.

Refunds swic.edu/refund-policy

The refund policy is subject to change without notice. Refunds for classes officially dropped within the refund period will be issued to the student.

Return of Funds Policy for Financial Aid Recipients

The tuition and fees return of funds policy for financial aid recipients differs from the SWIC refund policy as listed above.

1. Return of Funds Policy

Students receiving Title IV financial aid (Federal Pell Grant, FSEOG, Direct Loans) and who withdraw completely on or before the 60 percent point in time of the enrollment period for which they were charged, will be subject to the return of funds policy. Students taking modular classes that do not span the entire term are also subject to the return of funds policy if the module represents less than 49 percent of the total semester. For further information, specifics regarding return of funds policy and/or examples of refunds, contact the Financial Aid and Student Employment office for more information.

2. Return of Funds Distribution Policy

The distribution of any return of funds is prescribed by law and regulation* and is as follows:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV aid programs

*Federal programs that the institution does not participate in are not included in this distribution list.

Financial Aid and Scholarships

Financial Aid Student Handbook
swic.edu/financial-aid-handbook/

Financial Aid

swic.edu/financial-aid

To be considered for financial aid, a student must be in an eligible program. While most associate degree programs are financial aid eligible, there are a few exceptions.

The following associate degree programs are not eligible for financial aid:

- Construction Cement Mason (039A)
- Construction Sheetmetal (039B)
- Construction Bricklayer (039C)
- Construction Ironworker (039D)
- Construction Electrical Specialist (039E)
- Construction Painting & Decorating (039F)
- Construction Carpentry (039G)

In addition, not all certificates are financial aid eligible. Please check certificate eligibility at swic.edu/financial-aid.

Complete the FAFSA – for grants, loans and student employment – apply early to be considered for the best financial aid opportunities.

Apply online at studentaid.gov. Have your Federal Student Aid ID, Social Security card, driver's license, citizenship documentation, tax records and financial records available when you complete the FAFSA. You also will need your parents' information if you are a dependent student.

For help completing the FAFSA, visit the Financial Aid, Veterans Services and Student Employment office.

Tuition Scholarships

Tuition scholarships are available to:

- Entering freshmen graduating in the top 20 percent of their District 522 high school class
- Outstanding college sophomore students
- Home-schooled students who meet established criteria
- GED® (High School Equivalency) graduates who meet established criteria
- Students who excel in athletics and activities such as the performing arts, journalism and student activities

For information on academic tuition scholarships, students should contact their high school counselor, GED® (High School Equivalency) coordinator or the SWIC scholarship specialist.

For athletic and activity tuition scholarships, contact the appropriate dean in the area of interest, including directors of College Activities and Athletics, or the Financial Aid, Veterans Services and Student Employment office.

Transfer Scholarships

Community Scholarships

The Financial Aid and Student Employment office coordinates the award of community and governmental organization scholarships. For information about specific awards, contact your high school counselor or visit swic.edu/financial-aid-scholarships.

SWIC Foundation–Sponsored Scholarships

In addition, businesses, individuals and organizations in the region fund more than 300 scholarships each year for students. Specific criteria are designated by the donor. Applications are accepted from Dec. 1 through Nov 30th. Apply online at swic.edu/foundation/scholarships. Contact the Foundation for more details.

Student Employment and Federal Work-Study

Two student employment programs are available: the college-funded Student Employment program and the federally funded Federal Work-Study program. Demonstrated financial need is not required for the Student Employment program. However, all other Federal Work-Study program requirements do apply.

The Federal Work-Study program is primarily funded with federal funds. Students are eligible for this program on the basis of financial need and that they have met all other federal requirements. To determine eligibility, students must apply for federal student aid by completing the FAFSA. If you are interested in either program, information and applications are available at swic.edu/financial-aid-employment.

Veterans Services - swic.edu/veterans

SWIC maintains a Veterans Services office to assist eligible veterans and their dependents with their federal and state education benefits. Students working toward an approved program of study are provided a direct monetary payment of benefits through the Department of Veterans Affairs. Dependents of veterans also may be eligible for benefits if the veterans' total disability is permanent and service-related or death occurred while on active duty or as a result of a service-related condition.

The Illinois Veterans Grant/Illinois National Guard/MIA/POW scholarship pays in-district tuition for eligible students.

Students using veterans benefits must follow GPA requirements outlined in the Financial Aid Satisfactory Academic Progress Policy. Contact the SWIC Financial Aid, Veterans Services and Student Employment office for details.

Applications for all education benefits are available at the Financial Aid, Veterans Services and Student Employment offices and on the SWIC website. Federal and state benefits can be used simultaneously. All veterans and recipients of all benefits must register with the Veterans Services office each semester. For details, contact the office.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Southwestern Illinois College (SWIC) accepts the following provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from VA. SWIC will not prevent the student's enrollment, assess a late penalty fee to the student, require the student to secure alternative or additional funding, or deny the student access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such student may be required to produce the VA Certification of Eligibility (COE) by the first day of class, provide a written request to be certified, and provide additional information needed to properly certify the enrollment as described in other institutional policies.

Financial Aid and Scholarships (continued)

Federal Programs

Federal Pell Grant

Eligibility for the Federal Pell Grant is established by the Department of Education. Students must submit the Free Application for Federal Student Aid annually; applications are available in October for the following academic year at studentaid.gov. Visit the Financial Aid, Veterans Services and Student Employment office for more information. You may also contact your local high school counselor or the Educational Opportunity Center in your area.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a federal grant awarded by the Financial Aid and Student Employment office to the neediest Pell-eligible students. FSEOG funds are limited and awarded on a first come, first serve basis. Eligibility is also established by the Department of Education by means of the FAFSA.

Federal Direct Loan Program

To participate in educational loan programs, students must complete the FAFSA, meet federal eligibility requirements, be enrolled in a minimum of six eligible semester credits, meet Financial Aid Satisfactory Academic Progress requirements and be enrolled in an eligible program.

Students may borrow subsidized and/or unsubsidized Federal Stafford Loans, dependent upon financial need and borrowing history through the Department of Education. The federal government pays the interest on the subsidized Federal Direct Loans while the student is in college. Repayment, with a low interest rate, begins six months after the borrower ceases to be enrolled at least half time.

Non-need-based loans are the unsubsidized Federal Direct Loan and Federal Parental Loan for Undergraduate Students (PLUS). For more information on loan programs, visit swic.edu/student/services/loans.

Illinois State Programs

Illinois Student Assistance Commission

The Illinois Student Assistance Commission Monetary Award Program provides grants to eligible Illinois residents attending Illinois colleges. Awarded based on need determined by federal and state need analysis, these grants pay up to 100 percent of tuition costs for eligible students. To apply, students must annually submit the FAFSA.

Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act provides funds and access to employment, education, training, and support services. If eligible for WIOA, you may receive funding for a certificate or Associate's Degree along with supplies and books. For more information, contact Career Services at 618-222-5562.

PALS (Personal Advocate Linking Services)

The PALS program supports each student's endeavors and encourages each student's success by linking students to educational and community resources.

PALS services include:

- Financial aid form, FAFSA assistance
- Referrals to campus and community services

- DHS link for information, updates and monthly reports
- PALS Page (newsletter)
- Support and encouragement necessary for success

Financial Aid Satisfactory Academic Progress Requirements

To be eligible for most financial assistance at SWIC, students must meet the Financial Aid Satisfactory Academic Progress requirements mandated by federal regulation. Students are evaluated once they have applied for financial aid and then at the end of each semester. The standards are cumulative; all prior academic work will be considered including transfer credits accepted at SWIC regardless of whether or not financial aid was previously received.

Each financial aid applicant/recipient must be enrolled in an eligible degree or certificate program, complete 67 percent of the cumulative hours attempted, and maintain at least a 2.0 cumulative grade point average (on a 4.0 scale). Students failing to meet one or both of these standards are allowed one Warning Semester. Failure to meet both of these standards at the end of the Warning Semester will result in Financial Aid Suspension.

A student on Financial Aid Suspension may re-establish financial aid eligibility after he/she has completed 67 percent of the cumulative hours attempted with a minimum cumulative GPA of 2.0.

In addition to the requirements stated above, every student applying for and receiving financial aid is required to complete his/her program of study within 150 percent of its published length. This is referred to as Maximum Timeframe. Maximum Timeframe is a projected calculation – a student's total hours remaining to complete a program is added to total hours already attempted. Students will receive a Timeframe Notice upon exceeding 130 percent of the program length and will be placed on Timeframe Suspension upon exceeding 150 percent of the program length. This calculation is unique to each student situation.

Students who have been suspended from financial aid, may, under certain circumstances, make a written appeal. See the Financial Aid office or the Satisfactory Academic Progress Policy at swic.edu/academic-progress for more information.

NOTE: Financial Aid applicants/recipients need to be aware that the Financial Aid Satisfactory Academic Progress requirements differ from the institution's academic standing policy. Recipients' of Veteran Educational benefits must follow GPA requirements outlined in above policy.

Admission Information

Academic Advising

swic.edu/advising

All students should confer with an academic advisor when they first enroll at SWIC.

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.

All areas of Academic Advising work together to provide students and potential students with the best possible service and assistance. Academic Advising services are designed to foster academic, personal and career success.

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 Equivalency 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, reading 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 Equivalency 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 intending to use federal veterans benefits.
- Students needing to provide proof of course requisites.
- 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 in the 2023-2024 school year.

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. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.

Entry Level College Course Placement

- Accredited High School Transcript **AND**
- 2.5 GPA on 4.0 Scale

NO

- Transcript Not Provided **OR**
- GPA Not Met

YES

Entry Level Course Eligibility

- English:
 - ENG 101
- Math: Will vary based on program and transfer requirements.
 - MATH 105, 107, 111, 112
 - AA/AFA**: MATH 105, 107, or 111
 - AAS/Certificate**: Consult advisor.
 - AS/AES**: MATH 112 (College Algebra)*

*MATH 112 Success Indicators:

- 4 years of high school math
- Algebra 2: "B" or better
- ACT: 22
- SAT: 530
- GPA: 3.0
- Transitional Math STEM "C" or better
- Placement test results

Multiple Measures

At least one measure recommended:

- ACT:
 - English: 18
 - Math: 20
- SAT:
 - English: 480 **OR**
 - Reading/Writing: 24
 - Math: 520
- HiSet:
 - Language Arts/Reading: 15
 - Math: 15
- GED:
 - Reasoning (L.A.): 165
 - Math: 165
- Cumulative High School GPA of 2.5
- Completion of Senior level High School Transitional Math or English: "C" or better
- Transfer students with college credit in English and/or Math

Optional

(Required for students desiring higher Math placement such as MATH 114 or MATH 203)

NOT MET

Placement Test

Admission to Associate in Arts, Fine Arts, Engineering Science and Science Degree Programs

swic.edu/admissions

To apply to the Associate in Arts, Associate in Fine Arts, Associate in Engineering Science or Associate in Science degree program:

- A. Students are required to complete a SWIC New Student Information form available online through the SWIC website.
- B. Students are encouraged to contact their high school, and request their transcript be sent to the address above. Students currently enrolled in high school should send unofficial transcripts during Senior year and send their official high school transcript after graduation.
- C. Transfer students must submit transcripts from all colleges and universities attended.

If a student does not meet one multiple measure requirement for math and English placement, the student should schedule a meeting with an academic advisor who will discuss the educational and career plan with the student.

Completion of the following high school units (years) is required for full admission to the AA, AFA, AES or AS degree programs.

Units/ Years	Subjects
4	English (written and oral communications)
2	Mathematics (geometry plus one year after Geometry)
3	Social Studies (emphasizing history, government, Geography, others also apply)
3	Science (two of which must be laboratory sciences)
1	Electives (Foreign Language, Music, Art, or Vocational Education)
2	Additional coursework from any of the above

Please note: Students enrolled at the college prior to the Fall 1993 Semester are EXEMPT from the admission requirement process.

Assessment and Remediation

Students who are unable to provide a high school transcript or do not meet the requirements above will be provisionally admitted subject to assessment/remediation of deficiencies as outlined as follows. An Academic Advisor can also meet with the student to discuss prior educational experience and recommend a placement for student success.

Placement for Students not meeting a multiple measure for English or Math:

Students seeking to enter the Associate in Arts, Associate in Fine Arts, Associate in Engineering Science, Associate in Science or Associate in General Studies degree program must meet at least one placement measure in English and math (i.e. GPA, ACT, SAT, GED, etc.) in order to directly enroll in the entry credit bearing course. For students who do not meet one of the stated measures, he or she can be assessed through the Testing Center to determine the appropriate placement in English and math classes. Assessment scores identify which English and math classes the student are recommended to complete. Information regarding assessment is available in the Testing Center, 618-235-2700, ext. 5551. It is recommended to schedule an appointment with an advisor to discuss the appropriate placement and course offerings.

Students also have the opportunity to concurrently enroll in a developmental course with a credit bearing course. Please see academic advisor to discuss placement that will offer most student success.

Social Science

Students who are lacking appropriate high school courses in social science will be required to meet the AA/AFA/AES/AS admission requirement by achieving a minimum grade of C in a college social science course.

Science

Students who are lacking appropriate high school courses in science will be required to meet the AA/AFA/AES/AS admission requirements by achieving a minimum grade of C in a college life science course with a lab **and** a college physical science course with a lab.

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.

Placement in credit bearing English and math courses are determined by a number of measures that include the student's high school grade point average (GPA), SAT scores, ACT scores, and more. Students who do not meet one of the measures have an option to enroll in a developmental English or math course to prepare for future enrollment in a credit bearing coursework. 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. 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.

Multiple measures used for placement for entry level college courses in English and math placement include: High School GPA, High School Equivalency Test results, SWIC Placement Test, ACT scores, SAT scores, high school PARCC/IAR state test scores, successful completion of high school transition math and/or English course, and prior college course work.

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.

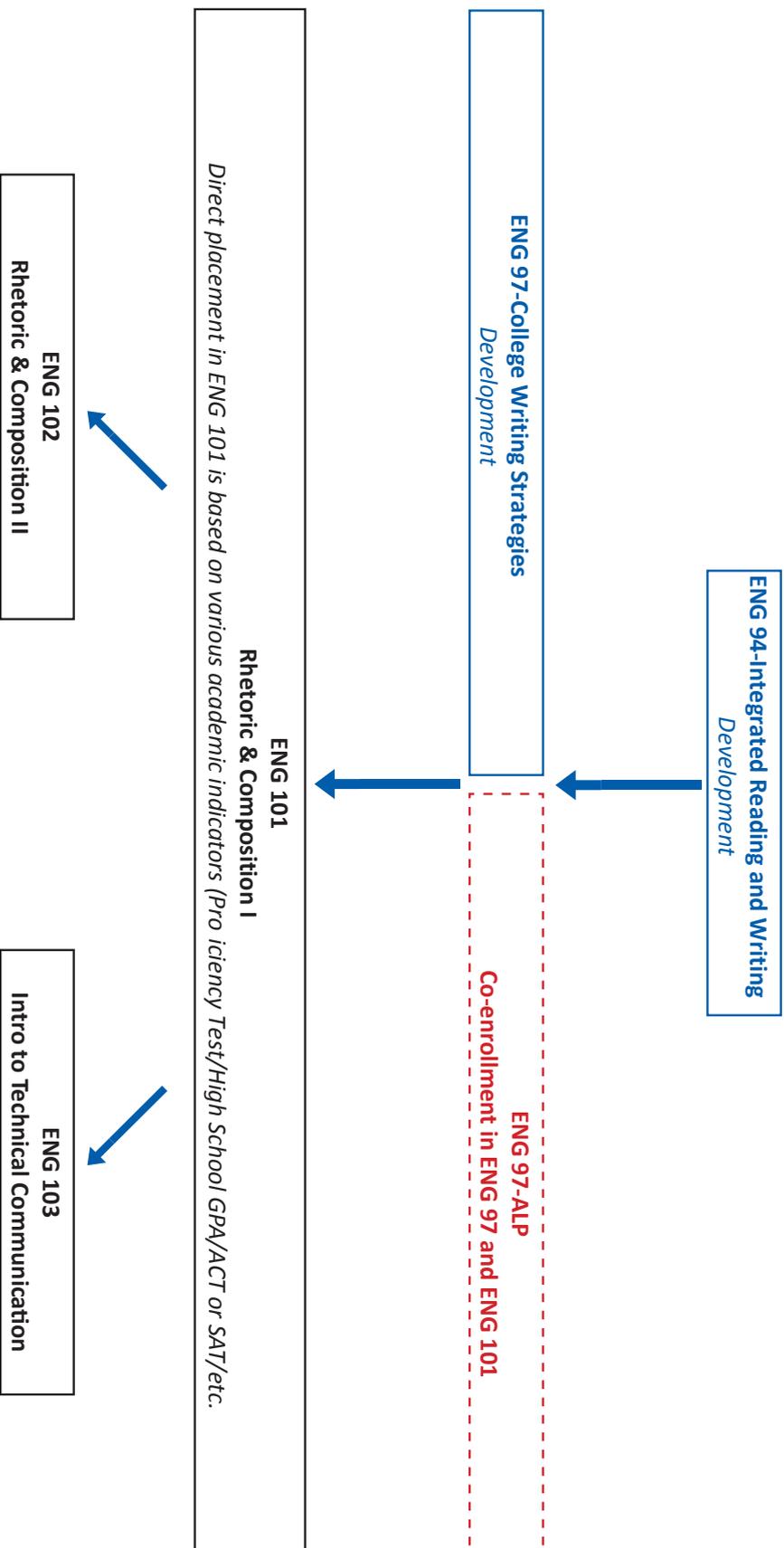
Some of the SWIC Health Sciences programs may require an application and additional testing before acceptance into a program. Please refer to program pages for more details.

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.

ENGLISH COURSE PLACEMENT SEQUENCE

English courses are also requisites for many courses in other subjects.



Dashed boxes indicate accelerated paths to English 101

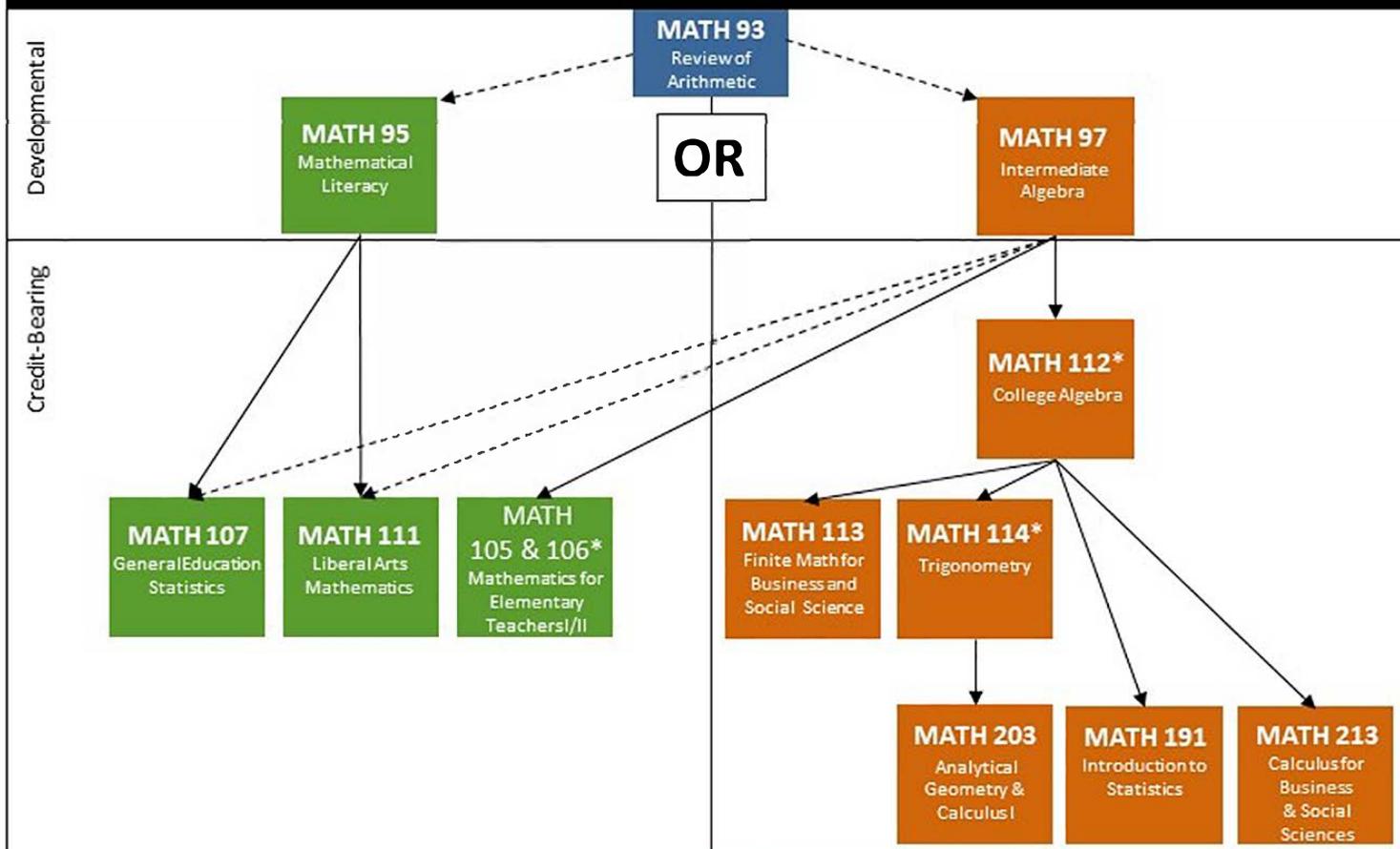
MATH COURSE PLACEMENT SEQUENCE

Transfer Programs – Pre-Majors

Associate in Arts (AA) &
Associate in Fine Arts (AFA)

Associate in Science (AS) &
Associate in Engineering Science (AES)

Initial placement is by multiple measures. Higher placement (up to MATH 203) can be achieved by using ALEKS PPL prior to enrollment in math courses. Students placing into developmental math courses are strongly encouraged to use ALEKS PPL preparation modules and/or Math Boot Camps (<https://www.swic.edu/students/services/support-services/success-center/additional-services/boot-camp/>) prior to retest to aim for higher placement.



PRE-MAJORS OFFERED AT SWIC

Art	Education – Special Ed.	Military Science
Music Education	English	Music
Music Performance	Exercise Science	Philosophy
Accounting	Film	Political Science
Aerospace Studies	Foreign Language	Pre-Chiropractic
Agriculture	Geography	Pre-Law
Anthropology	Health/Physical Ed.	Psychology
Business Admin.	Health Science/Safety	Social Work
Criminal Justice	Ed. History	Sociology
Early Childhood Ed.	International	Speech Communication
Economics	Studies Journalism	Theater Arts
Education – Elementary	Literature	
Education – Secondary	Mass Communication	

Gen. Ed. Requirement:
1 course from MATH 106, 107, 111, 113, 191, 203, 204, 205, 213, or BUS 205
Verify your requirements with an academic advisor.

PRE-MAJORS OFFERED AT SWIC

Biology	Physics
Chemistry	Pre-Dentistry
Computer	Pre-Medicine
Science Earth	Pre-Pharmacy
Science	Pre-Veterinary Medicine
Engineering	
Mathematics	

Additional Courses You May Need: MATH 171, MATH 203, MATH 204, MATH 205, MATH 210, MATH 271, MATH 290, MATH 292

Gen. Ed. Requirement:
Minimum 2 qualifying courses from MATH 113, 191, 203, 204, 205, 213, and BUS 205
AES degree requires additional math. *Verify your requirements with an academic advisor.*

*Geometry is an additional requirement for MATH 105, MATH 106, MATH 112, and MATH 114.
Graduation requirements will vary—Students should verify math requirements for their pre-major with an Academic Advisor or Department Chair.

Admission Information (continued)

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 regionally 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 are 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 (in-person, hybrid, online, laboratory, clinical, apprenticeship, independent study, etc.)

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 minutes) of classroom time and two hours (100 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, studie work, and other work leading to the award of credit hours. Therefore, credit hours for courses shhll be determined on the asis 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 six 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.

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

Admission Information (continued)

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 following), those which may be audited with the approval of the department (see listing following) and those which require no approval to audit (any credit class NOT listed 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	296, 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	192, 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
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
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) he 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

It is the primary responsibility for the student to withdraw him or herself from a course. 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

High School Partnerships

Dual Credit Classes for High School Students

[swic.edu/dual-credit](https://www.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 this 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](https://www.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 his/her 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 50 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 instructional vice president 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 regionally accredited by any of the following associations:

HLC	The Higher Learning Commission
MSCHE	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NASC	Northwest Association of Schools and Colleges
NEASC	New England Association of Schools and Colleges
NEASC-CTCI	New England Association of Schools and Colleges Commission on Technical and Career Institutions
NWCCU	Northwest Commission on Colleges and Universities
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
WASC-ACCJC	Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
WASC-WSUC	Western Association of Schools and Colleges Senior College and University Commission

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 elective 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 vice president for Instruction. 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. 5430).

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 vice president for Instruction.
- 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
European History	3	HIST 152	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
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 114 & 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

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, 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 Biliteracy

SWIC will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy. Students who have received a State Seal of Biliteracy 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.

2 + 2 Articulation Agreements

SWIC has developed a number of 2+2 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, an updated list and copies of current Articulation Agreements can be found on swic.edu on the specific program pages. Please visit swic.edu/articulation to learn more about 2+2 articulation agreements or connect to swic.edu at: swic.edu/students/services/advising/transfer-of-credit-and-articulation for a complete list..

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 Transfer Night. Meet with four-year college representatives to discuss issues related to the transfer process. Offered each fall.
- 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 christina.boyce002@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

The college has the right to request at any time the withdrawal of students who do not maintain the required academic standards or whose conduct discredits the college.

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. A student who has not attended scheduled class meeting 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. 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.

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 own email account.

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.
- 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.

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 twitter.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, 12 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 vice president for Student Development 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

Academic Regulations (continued)

(including but not limited to, telephone calls, mail, email, faxes, written notes or through other electronic means [social 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 Procedures

Student grievances may involve academic matters, administrative matters or discrimination. Grievances, other than those involving discrimination charges, will be handled through the regular line of authority. A grievant who is not satisfied with a decision at one level may appeal the grievance to the next level of authority. Information and discussions concerning the resolution of a grievance will be maintained as confidential as possible to protect the interests of all parties.

In grievances involving academic matters, including grading, the student should first consult with the instructor. Every attempt should be made to resolve the grievance on an informal basis. If necessary, the student should process a grievance through the levels of department head/coordinator, dean, Chief Academic Officer, and College President. At the Sam Wolf Granite City Campus, the Dean of Technical Education may be consulted. At the Red Bud Campus, contact the appropriate department chairperson.

In grievances involving administrative matters, the student should attempt to resolve the complaint on an informal basis by consulting with the responsible administrator. If necessary, the student should proceed through the levels of director, dean, appropriate vice president and college president. At the Sam Wolf Granite City Campus, the dean of Technical Education may be consulted. At the Red Bud Campus, contact the appropriate department chairperson.

A complaint becomes formal when it is submitted in writing by the complainant. 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. Written response normally will be made to the grievant within 10 school days unless circumstances require additional time for consideration. Grievances may not be appealed to the SWIC Board of Trustees.

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

Academic Regulations (continued)

department chair/coordinator in writing within the following 10 school days. If an instructor is unavailable because, for example, he or she is away from campus for the summer or on a sabbatical, then 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 30-day time limit may be waived by the vice president for Instruction when extraordinary circumstances are applicable. In any event, this grade appeal procedure is not to be used for a review of the judgment of an instructor in assessing the quality of a student's work.

Grievances involving discrimination because of the person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 and older), disability or genetic information, or veteran status should be made to the Title IX Coordinator who will handle the grievance. Specific college processes exist in conformance with state and federal statutes governing such cases.

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. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.

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.

Wellness Services swic.edu/wellness

Wellness Advocates (licensed clinical social workers or counsellors) assist students in becoming successful learners by helping them develop strategies to address issues that could potentially impede their success. Health and wellness services include direct one-on-one appointments to assess needs and make agency and college referrals, crisis intervention, referral to campus and community resources, development of stress and time management techniques, wellness and positive lifestyles programs, and prevention programming. Beginning in 2023-2024, SWIC will offer a telehealth option for students called Timely MD.

Student Support Services (continued)

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 onCampus
- 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.

Important Information for Students with Disabilities:

1. Documentation of a disability is needed for obtaining reasonable accommodations;
2. It is recommended that students with disabilities requesting accommodations schedule an appointment with the Disability & Access Center 4-6 weeks prior to the beginning of classes;
3. Students eligible for and wanting accommodations must contact the Disability & Access Center each semester.

Accommodations/Support Services:

- 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 labs and services
 - Adaptive technology lab and services
 - Alternative format textbooks/classroom materials
 - Readers/note takers/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 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 420, or call 618-931-0600, ext. 7443 or email the program at TRIOSSSProgram@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 through Success Center Online Tutoring for You (SCOTY) 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 purpose of the OWL is to provide access to writing tutors for SWIC students who have difficulty coming to the Success Centers for face-to-face tutoring. Writing tutors provide analysis and suggestions for improvement of papers that are submitted online through eSTORM services.

For hours and locations, visit the Success Center on the SWIC website.

College Success Course

ORIE 110 College Success Strategies is a variable credit course that introduces students to the college experience and helps them develop the attitudes, strategies, habits, relationships and knowledge necessary for success. This class is recommended for any new or second-semester freshmen. For more information on enrolling, contact Enrollment Services at 618-235-2700, ext. 5455.

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. Copying and printing services are available for employees and students at a nominal cost. For details, contact Robert Hall at 618-235-2700, ext. 5243 or Jeana Engelke at 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 Starbucks® 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. Starbucks® offers hot and cold beverages, sandwiches, parfaits and pastries.

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

HOURS AND LOCATIONS (Subject to change.)

Belleville Campus

The Café - Main Complex

Monday - Thursday 7:30 a.m. - 6:00 p.m.

Friday 7:30 a.m. - 2:00 p.m.

Starbucks® - Liberal Arts Complex

Monday - Thursday 7:30 a.m. - 6:00 p.m.

Friday 7:30 a.m. - 2:00 p.m.

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 – Coffee, soda and snack vending machines are on campus. A microwave oven is available 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, DVDs, 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, video viewing equipment, computer workstations with internet access, Wi-Fi, word processing, spreadsheet, database management and presentation software. The Belleville Campus Library offers a silent study room and group conference rooms. 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

Student Support Services (continued)

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 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
LAC 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 Equivalency) 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. 5677

Hi-SET

Offers the certification test for individuals seeking credentials for High School Equivalency. To sign up for an exam, visit
http://hiset.ets.org/test_takers.

Belleville Campus
LA Room 1331, 618-235-5700, ext. 5677

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.

Career Services

swic.edu/career-services

Career and technical education students should contact the Career Services Department for career development activities including: career assessment; career planning; labor market information; industry tours; workplace skills and job search training; career mentors; job leads/opportunities; and graduate follow-up information. For more information, contact 618-222-5562 or careerservices@swic.edu.

Disability & Access Center

swic.edu/disability

The center helps career and technical education students districtwide with special needs including persons with disabilities, students with economic challenges, individuals preparing for nontraditional training and employment, single parents, displaced homemakers, and individuals with limited English proficiency. The center may be contacted for the following support services: individual appointments, community agency referrals and reasonable accommodation services for students with documented disabilities.

In addition, the center offers testing labs, as well as an access lab featuring access equipment and software for students with documented disabilities.

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. Internet-based courses is where asynchronous Internet/World Wide Web serves as the primary delivery method 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. 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 learning. 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 three or more 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, hybrid or web-enhanced courses, you may contact Technology Assistance: 618-2352700, 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.

Student Life

College Activities

swic.edu/college-activities

SWIC College Activities strives to meet the needs and interests of all students by providing various social, cultural educational and recreational activities districtwide. SWIC students will discover opportunities for interaction with other students, faculty, staff and the community. For a calendar of events and information about student organizations, visit the SWIC website.

Clubs and Organizations

swic.edu/student-clubs

Clubs and organizations are organized at the Belleville, Red Bud and Sam Wolf Granite City campuses as interest warrants. Membership in recognized clubs and organizations is open to all SWIC students.

If you are interested in forming a club or organization, contact the College Activities office at 618-235-2700, ext. 5561. Find out about joining a specific club by visiting their page on the SWIC website.

Belleville Campus

Anime Club

Promotes the appreciation of anime and anime subculture

SWIC IT Club

Promotes a better understanding of the role of computers in business

Black Affairs Council

Promotes community and success within the African-American culture and awareness programming

Blue Storm Pep Band

Brings school spirit with music at SWIC events

College Activities Board

Plans educational and social events for students at SWIC

Dungeons & Dragons Club

Social club for D & D competition

Equality

Promotes awareness and acceptance for all sexualities and gender identities

Fellowship of Christian Athletes

An interdenominational Christian sports ministry for student athletes and coaches

Head to Hand – Literary Magazine

Produces a website promoting the literary and other artistic efforts of SWIC students

Horticulture Club

Promotes greater understanding of plant life on our campus, in the wild and in outdoor land laboratories

LATTE (Ladies Achieving Their True Excellence)

Provides positive role models and community engagement opportunities for young women

Newman Catholic Campus Ministry

Promotes Christianity and the teaching of the Catholic faith

Phi Beta Lambda

Promotes the success of future business leaders

Physical Therapist Assistant Club

Promotes the success of future physical therapists

Progressive Radiographers Organization

Promotes the success of future radiographers

Respiratory Therapy Club

Promotes the success of students pursuing a career in respiratory therapy

Running Start Club

Promotes the success of Running Start students in their college careers

Sign Language Club

Promotes the success of students pursuing a career in interpreting for the deaf and hard of hearing

Social Squad

For students that want to meet new people and make friends

Student Nurses Association

Promotes the success of students pursuing a career in the nursing field

Student Veterans of America

Promotes awareness of the issues facing veterans of the armed forces

SWIC Artist's League

Enriches the cultural lives of students at SWIC

Video Game Club

Brings students together through the love of video games

Sam Wolf Granite City Campus

College Activities Board

Plans educational and social events for students at SWIC

Culinary Arts Club

Promotes the success of Culinary Arts students

Red Bud Campus

College Activities Board

Plans educational and social events for students at SWIC

Insurance

Students are responsible for their own health and accident insurance coverage.

Right to Privacy – Family Educational Rights and Privacy (FERPA)

swic.edu/ferpa

In compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99), SWIC students may review any of their records by completing a formal, written request to the Enrollment Services 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 a part thereof.

Please note that school officials with a legitimate educational interest may access student educational records without prior consent. School officials at SWIC have been designated as administrators, faculty, full- and part-time employees or those contracted by the college to conduct business for the college. School officials must have a legitimate educational interest (a professional need to know) before accessing student records.

SWIC considers the following to be a student's directory information: 1) name, 2) address, 3) enrollment status (full- or part-time), 4) dates of attendance at SWIC, 5) honors (including honor roll), 6) degree(s) conferred (including dates), 7) past and present sports participation, 8) physical factors of athletes (height and weight).

The college may use directory information internally as well as release it without prior consent. Anyone may prevent disclosure of directory information by submitting a Request to Prevent Disclosure of Directory Information form to the Enrollment Services office before the start of the third week of class each semester. This request will stay on file until removed by the student.

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

SWIC retains the right to exercise discretion in determining the release of directory information.

Any student who has reason to believe that Southwestern Illinois College is not complying with the act or this policy should inform the Associate Director of Student Services in writing (Belleville Campus, Information Sciences Building, Room 1115, 618-235-700, ext. 5314. The right to file a complaint with the U.S. Department of Education may be exercised by contacting:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5901
202-260-3887 – Telephone
202-260-9001 – Fax
ferpa@ed.gov – Email

Student Optional Disclosure of Mental Health Information

In accordance with Illinois Public Act 099-0278, the Student Optional Disclosure of Private Mental Health Act, Southwestern Illinois College will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

Liability for Personal Property

SWIC does not assume any liability for personal property or tools left in or on SWIC property. All items are the responsibility of the student.

Department of Public Safety

swic.edu/public-safety

The Department of Public Safety provides services and programs to assist in establishing and sustaining a college environment that enhances the educational process and facilitates the accomplishment of the college's mission and goals.

The department emphasizes preventing crimes and violations of policy and providing numerous services to the college community. However, all duties related to the enforcement of SWIC Student Conduct Code and Illinois Criminal and Traffic Codes are the responsibility of the Public Safety department. The college receives law enforcement support and services from the respective municipal and county law enforcement agencies in whose jurisdictions the campuses are located. The Public Safety department maintains a cooperative relationship with supporting local, state, and federal public safety agencies. The Department of Public Safety has offices on the Belleville and Sam Wolf Granite City campuses. The campus executive director administers the Public Safety program on the Red Bud Campus.

SWIC operates as a public community college. The facilities are accessible to the public for all approved legitimate purposes. Persons entering or utilizing the facilities are subject to request for acceptable identification and required compliance with the rules, regulations and laws applicable to the college.

Campus Security Policies and Crime Statistics: Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Federal Student Right-to-Know and Campus Security Act of 1990 and Higher Education Opportunity Act of 2008, the Department of Public Safety publishes and distributes an annual Campus Security Report and Fire Safety Report by October of each year. The CSR lists the campus crime statistics, on campus and surrounding public property, and noncampus facilities, for the previous three years. The CSR/FSR also outlines the Public Safety department's authority, security policies, procedures for reporting crime, procedures for reporting sexual assaults/sex offenses/sex offenses and follow-up services; counseling and treatment services; crime prevention programs; accessibility of campus facilities; and Substance Abuse Policy; and 2008 revisions of the Higher Education Opportunity Act with specific additions to hate crime reporting; emergency response and evacuation procedures; missing student notification; and fire safety issues for institutions that maintain an on-campus student house facility; and the Violence

Student Life (continued)

Against Women Act Reauthorization of 2013 amendments to the Clery Act, specifically addressing domestic violence, dating violence and stalking. The annual CSR/FSR can be accessed via the Southwestern Illinois College website at swic.edu/public-safety-csr, or a copy of the CSR/FSR can be obtained by contacting the Public Safety department at 618-235-2700, ext. 5221 or writing the director of Public Safety, 2500 Carlyle Ave., Belleville, IL 62221.

Services Provided: The Department of Public Safety provides the following services: vehicle registration (parking permits), Student ID cards, access to locked vehicles, vehicle jump starts, personal escorts on campus, first-aid, lost and found, engraving items for identification, crime prevention programs, and courtesy/emergency message delivery. SWIC does not assume any liability for personal property damage when providing requested services.

Sexual Assault Awareness Education: In Accordance with Public Act 95-0764/Violence Against Women Act Reauthorization:

Please use the links below to download and read the PDF fliers, “Being Safe on Campus” and “Domestic-Dating Violence.” These fliers are intended to provide you with vital information about sexual assault, domestic and dating violence awareness and stalking. The fliers are being provided in accordance with Public Act 95-0764, Education-Sexual Assault Awareness and Violence Against Women Act (VAWA) Reauthorization of 2013. For additional information, feel free to call Public Safety at 618-235-2700, ext. 5221, or 866-942-SWIC (7942), ext. 5221.

- **Being Safe on Campus:**
swic.edu/sexual-assault-awareness
- **Domestic-Dating Violence:**
swic.edu/domestic-dating-violence

New Online Training: The VAWA of 2013 introduced many changes to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Public Safety along with the Title IV coordinator developed and coordinated online training to fulfill the statutory requirements of Public Act 88-629 & 95-764 (Illinois) and the VAWA of 2013. The online training is directed at students and new employees. However, the information is valuable to all employees. The online training will take approximately 40 minutes to complete. To access training, go to your eSTORM account and look for the Violence Against Women Act Training.

Parking Permits: For students, faculty, and staff, parking is by permit only on the Belleville and Sam Wolf Granite City campuses. Proof of a valid driver’s license is required before a permit can be issued. Permits are free and are issued by the Public Safety departments on these campuses or through the Student Development Office at the Red Bud Campus. Students attending the East St. Louis Community College Center must obtain either a SWIC or SIUE parking permit for that site. SWIC parking

permits can be obtained in Building A, Room 1003. SIUE parking permits are issued at the East St. Louis Community College office in Building B. A copy of the SWIC Traffic Code will be provided when the permit is issued.

Parking/Traffic Enforcement: Authorized parking areas are established on each campus. Restricted and prohibited parking areas are marked and/or specified in the SWIC Traffic Code. Traffic citations and complaints are issued to violators as official notifications of violations. Unpaid traffic citations may result in the withholding of college services such as transcript requests and release of final grades.

Student Identification Cards: SWIC students are entitled to an Identification Card. The Identification Card is optional but is required to receive the following services: Library Card/Internet Access, Open Computer Lab access, discounts at the Bookstore and Café (when offered), College Activities reduced purchases, free pass to Athletic events, ridership on the St. Clair County District Transit Authority MetroBus, Madison County Transit Bus System, and MetroLink, Book Buyback, etc. There is no charge for the initial Identification Card. Replacement Identification Cards will be made available for a replacement fee. The Department of Public Safety (Belleville and Sam Wolf Granite City campuses), the Student Development Office (RBC) and the SWIC Adult Education Office (suite 1030 Bldg. A) at the East St. Louis Community College Center will issue Identification Cards. To obtain the ID card, the student must be enrolled in a credit or Adult Education and Literacy course.

Concealed Carry Weapon Act: Pursuant to Illinois Law, Public Act 098-0063-Firearm Concealed Carry Act, firearms of any kind, where carried openly or concealed, shall not be allowed on any Southwestern Illinois College building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized college-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of the public college.

Athletics

swic.edu/athletics

Intercollegiate Sports

SWIC is affiliated nationally with the National Junior College Athletic Association. SWIC also belongs to the Great Rivers

Student Life (continued)

Athletic Conference. For information on intercollegiate athletics, visit the SWIC website or call the director of Athletics at 618-235-2700, ext. 5371, or visit the Belleville Campus – MC Room 0504.

Men's intercollegiate sports include baseball, basketball and soccer. Women's intercollegiate sports include volleyball, softball, basketball and soccer. Cheerleading is also available for men and women.

The Equity in Athletics Disclosure Act requires institutions of higher education to prepare annually a report on specific information about its intercollegiate athletics program.

Degrees and Certificates

SWIC offers degrees in Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science, and Associate in General Studies. SWIC also offers certificates in some career and technical programs.

Students planning to transfer a degree from SWIC into a bachelors degree program at a four-year college or university should contact an academic advisor for information on specific degree requirements. The following transfer degrees are offered at SWIC:

Degree

Associate in Arts

Associate in Fine Arts – Art

Associate in Fine Arts – Music Education

Associate in Fine Arts – Music Performance

Associate in Science

Associate in Engineering Science

A minimum grade of C is required in ENG 101 for all SWIC degrees.

Associate in Arts

An Associate in Arts degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree major programs in areas such as arts, humanities, social or behavioral sciences or a professional field with these disciplines as a base.

Associate in Fine Arts (Art, Music Education, and Music Performance)

An Associate in Fine Arts degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs for students majoring in Art, Music Education or Music Performance. AFA students complete their general education requirements after transferring to a four-year college or university. Students who are interested in pursuing the AFA degree program should consult with a full-time faculty member in the appropriate major field or an academic advisor. A portfolio review is often required for admission into a BA or BFA in Art at a four-year institution.

Associate in Science

An Associate in Science degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in areas such as mathematics, biological or physical sciences, or a professional field with these disciplines as a base.

Associate in Engineering Science

An Associate in Engineering Science degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering or another closely related field.

Associate in Applied Science

An Associate in Applied Science degree is an award for the satisfactory completion of a prescribed curriculum intended to prepare individuals for employment in a specific field. In some cases, individuals completing this degree are able to transfer to specific colleges to earn a bachelor's degree. See an academic advisor, program coordinator and/or visit the SWIC website (swic.edu/articulation) for specific information on transfer.

Associate in General Studies

An associate degree for students whose interests and educational objectives do not fall within either a traditional transfer or occupational program.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in selected programs by completing at least 27 semester credits of program related coursework. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the academic division and the vice president for Instruction. Only those courses completed at SWIC, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science degree. Programs approved for this option have additional information available on the program page of the catalog.

Interdistrict Cooperative Agreements

SWIC has entered into a cooperative agreement with each of the following named college districts for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education which are not offered at SWIC.

- Black Hawk College
- Carl Sandburg College
- College of DuPage
- Danville Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Eastern Community College
- Illinois Valley Community College
- John A. Logan College
- John Wood Community College
- Joliet Junior College
- Kankakee Community College
- Kaskaskia College
- Kishwaukee College
- Lake Land College
- Lewis and Clark Community College
- Lincoln Land Community College
- McHenry County College
- Moraine Valley Community College
- Morton College
- Prairie State College
- Rend Lake College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- Shawnee Community College
- Southeastern Community College
- South Suburban College
- Spoon River College
- Waubonsee Community College

If a student is interested in enrolling in one of the programs included in the agreements, contact the secretary to the Board of Trustees at SWIC at 866-942-SWIC (7942), ext. 5247. The secretary will coordinate the request with the vice president for Instruction for approval.

GENERAL EDUCATION

***CORE
CURRICULUM
CREDENTIAL
& IAI COURSES***

Transfer to an Illinois College or University

Illinois Articulation Initiative

ittransfer.org

SWIC is a participant in the Illinois Articulation Initiative, a statewide agreement that facilitates transfer of the completed Illinois Transferable General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). The following IAI codes identify qualifying general education courses:

- IAI C (Communications)
- IAI F (Fine Arts)
- IAI H (Humanities)
- IAI S (Social/Behavioral Sciences)
- IAI M (Mathematics)
- IAI P (Physical Sciences)
- IAI L (Life Sciences)

The Illinois Articulation Initiative also includes recommended freshman and sophomore-level programs of study for specific majors in the *Illinois Baccalaureate Majors' Curricula*. The Baccalaureate Majors' Recommendations build on the transferable General Education Core Curriculum by identifying major and requisite courses that students need to complete to transfer as a junior (that is, with a minimum of 60 transferable semester credits) into the specific major. Each major recommendation explicitly encourages community and junior college students to complete an AA or AS degree prior to transfer.

A database has been compiled for the IAI that contains all of the statewide articulated courses at each participating institution. Students who plan to transfer at some point during their college career should see an academic advisor for additional information and can access the IAI transfer information at www.ittransfer.org. If a four-year university denies equivalent acceptance of a successful completion of an IAI course as documented on a student's transcript, the student should report such to the Illinois Community College Board.

General Education Core Curriculum Credential (GECC Credential)

What is the GECC Credential?

Students completing 37 - 41 credit hours of the IAI general education courses across five academic disciplines will be considered as having met the Illinois General Education Core Curriculum at SWIC. The list of all SWIC approved IAI courses that students can select to complete the General Education Core Curriculum are listed on the following pages and also can be found at www.ittransfer.org which would include any new courses approved throughout the year.

Completion of the IAI General Education Core Curriculum will be listed on the student's transcript for those who have completed

the core. Completion of the IAI General Education Core Curriculum at any participating college or university in Illinois assures transferring students that low-division general education requirements for an associate or bachelor's degree have been met. The IAI GECC is not a workforce certificate nor an industry-recognized credential.

GECC Course Completion

Each semester, all currently enrolled students will be automatically reviewed for eligibility for the GECC Credential. If all GECC Credential requirements have been met, then the GECC will be awarded and notated on the student's transcript. The GECC Credential requires completion of 37 - 41 credit hours across five academic disciplines which satisfy the General Education Core Curriculum of the Illinois Articulation Initiative. The GECC credential falls under the parent program of the Associate in Arts Degree

Admissions

Students completing the GECC Credential will be required to meet the admission requirements of the SWIC transfer programs. See the Admissions section in this catalog that outlines requirements.

General Education Core Curriculum Requirements

Students completing the following general education courses will be considered as having met the Illinois General Education Core Curriculum at SWIC. Check with an academic advisor for updated information or check the IAI website for updated listings at SWIC and the 100-plus other Illinois institutions that are IAI participants.

Communication:

Requires 3 courses (9 semester credits):			
2-course sequence in writing (6 semester credits)			
1 course in oral communications (3 semester credits)			
ENG	101	Rhetoric & Composition I, with a grade of C or better (IAI-C1 900)	3
ENG	102	Rhetoric & Composition II, with a grade of C or better (IAI-C1 901R)	3
COMM	151	Fundamentals of Public Speaking (IAI-C2 900)	3

Mathematics: 1 course (3 to 5 semester credits)

BUS	205	Economic & Business Statistics (IAI-M1 902)	4
MATH	106	Math for Elementary Teachers II (IAI-M1 903)	4
MATH	107	General Education Statistics (IAI-M1 902)	4
MATH	111	Liberal Arts Mathematics (IAI-M1 904)	4
MATH	113	Finite Math for Bus & Soc Sci (IAI-M1 906)	4
MATH	191	Intro to Statistics (IAI-M1 902)	4
MATH	203	Analytic Geom & Calculus I (IAI-M1 900-1)	5
MATH	204	Analytic Geom & Calculus II (IAI-M1 900-2)	5
MATH	205	Analytic Geom & Calculus III (IAI-M1 900-3)	4
MATH	213	Calculus for Bus & Soc Sci (IAI-M1 900-B)	4

Transfer Information (continued)

Physical and Life Science: 2 courses (7 to 8 semester credits)

1 course selected from Life Sciences

1 course from Physical Sciences

At least 1 laboratory course must be included

Courses that include a lab component are marked with an asterisk (*).

Life Science

*BIOL 100	General Biology: Ecology, Evolution and Genetics (IAI-L1 900L)	4
*BIOL 101	Principles of Biology I (IAI-L1 910L)	4
*BIOL 102	Principles of Biology II (IAI-L1 910L)	4
**BIOL 106	Environmental Science (IAI-L1 905)	3
*BIOL 108	General Ecology (IAI-L1 905L)	4

**Does not include a lab component

Physical Science

*ATY 101	Astronomy (IAI-P1 906L)	4
*CHEM100	Chemistry in Everyday Life (IAI-P1 903L)	4
*CHEM101	Introductory Chemistry (IAI-P1 902L)	5
*CHEM105	General Chemistry I (IAI-P1 902L)	5
*ES 101	Earth Science (IAI-P1 905L)	4
*ES 102	Physical Geology (IAI-P1 907L)	4
*ES 114	Earth and the Environment (IAI-P1 908L)	4
*ES 180	Historical Geology (IAI-P1 907L)	4
*ES 250	Introduction to Meteorology (IAI-P1 905L)	4
*PHYS 101	General Physical Science (IAI-P9 900L)	4
*PHYS 151	College Physics I (IAI-P1 900L)	5
*PHYS 204	Physics-Mechanics (IAI-P2 900L)	4

Humanities and Fine Arts: 3 courses (9 semester credits)

1 course selected from Humanities

1 courses selected from Fine Arts

1 course from either Humanities or Fine Arts

Humanities

FREN 202	Intermediate French II (IAI-H1 900)	4
GERM 202	Intermediate German II (IAI-H1 900)	4
HIST 230	African-American History (IAI-H2 909D)	3
HIST 286	History of Religion (IAI-H5 904N)	3
LIT 113	Intro to Fiction (IAI-H3 901)	3
LIT 117	Lit Written by Women (IAI-H3 911D)	3
LIT 120	Introduction to Poetry (IAI-H3 903)	3
LIT 125	Drama as Literature (IAI-H3 902)	3
LIT 133	Bible as Lit: Hebrew Tradition (IAI-H5 901)	3
LIT 134	Bible as Lit: Christianity (IAI-H5 901)	3
LIT 201	World Literature to Enlightenment (IAI-H3 906)	3
LIT 202	World Literature from Enlightenment (IAI-H3 907)	3
LIT 205	Lit of Developing/Non-Western Countries (IAI-H3 908N)	3
LIT 213	Early American Literature (IAI-H3 914)	3
LIT 214	Modern American Literature (IAI-H3 915)	3
LIT 215	Contemp Multicultural American Literature (IAI-H3 910D)	3
LIT 216	African American Literature (IAI-H3 910D)	3
LIT 251	Early British Literature (IAI-H3 912)	3
LIT 252	British & Commonwealth Literature (IAI-H3 913)	3
LIT 290	Shakespeare-Comedies & Histories (IAI-H3 905)	3
LIT 291	Shakespeare-Tragedies & Rom (IAI-H3 905)	3

**Pending IAI approval

PHIL 150	Intro to Philosophy (IAI-H4 900)	3
PHIL 151	Introductory Logic (IAI-H4 906)	3
PHIL 152	Ethics (IAI-H4 904)	3
PHIL 153	Intro Hist Phil I: Classic (IAI-H4 901)	3
PHIL 154	Intro Hist Phil II: Contemp (IAI-H4 902)	3
PHIL 155	Non-Western Philosophy (IAI-H4 903N)	3
PHIL 160	Intro to Philosophy of Religion (IAI-H4 905)	3
SPAN 202	Intermediate Spanish II (IAI-H1 900)	4

Fine Arts

ART 101	Art Appreciation (IAI-F2 900)	3
ART 102	Art Survey: Modern to Contemporary (IAI-F2 902)	3
ART 103	Survey of Non-Western Art (IAI-F2 903N)	3
ART 104	Art History I: Prehistoric-Gothic (IAI-F2 901)	3
ART 105	Art History II: Renaissance-Modern (IAI-F2 902)	3
ART 106	History of Photography (IAI-F2 904)	3
ART 110	Art and Gender (IAI-F2 907D)	3
FILM 115	Film Appreciation (IAI-F2 908)	3
FILM 215	Film History (IAI-F2 909)	3
MUS 101	Music Appreciation (IAI-F1 900)	3
MUS 102	American Popular Music (IAI-F1 904)	3
MUS 110	World Music (IAI-F1 903N)	3
THEA 120	Theatre Appreciation (IAI-F1 907)	3

Interdisciplinary Humanities and Fine Arts

FILM 225	Film and Literature (IAI-HF 908)	3
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Social and Behavioral Science: 3 courses (9 semester credits)

Courses must be selected from at least 2 disciplines.

Social Science

ANTH 150	Cultural Anthropology (IAI-S1 901N)	3
ANTH 160	Physical Anthropology (IAI-S1 902)	3
ANTH 250	Intro to Archeology (IAI-S1 903)	3
ECON 115	Intro to Economics (IAI-S3 900)	3
ECON 201	Prin of Economics-Macro (IAI-S3 901)	3
ECON 202	Prin of Economics-Micro (IAI-S3 902)	3
GEOG 152	World Regional Geography (IAI-S4 906)	3
GEOG 202	Economic Geography (IAI-S4 903N)	3
HIST 101	World Civilization I (IAI-S2 912N)	3
HIST 102	World Civilization II (IAI-S2 913N)	3
HIST 114	Latin American History (IAI-S2 920N)	3
HIST 115	Mid-East History (IAI-S2 920N)	3
HIST 117	African History (IAI-S2 920N)	3
HIST 118	Asian History (IAI-S2 920N)	3
HIST 152	European Civilization II (IAI-S2 903)	3
HIST 180	US History to 1865 (IAI-S2 900)	3
HIST 181	US History, 1865 to the present (IAI-S2 901)	3
POLS 150	Intro to Amer Government (IAI-S5 900)	3
POLS 240	Comparative Politics (IAI-S5 905)	3
**POLS 241	Comparative Politics-Non West (IAI-S5 906N)	3
POLS 262	Amer Govern-St & Local (IAI-S5 902)	3
POLS 270	International Relations (IAI-S5 904)	3
PSYC 151	General Psychology (IAI-S6 900)	3
PSYC 210	Life-Span Development (IAI-S6 902)	3
PSYC 250	Child Development (IAI-S6 903)	3
PSYC 251	Adolescent Development (IAI-S6 904)	3
PSYC 253	Adult Develop & Aging (IAI-S6 905)	3

Transfer Information (continued)

PSYC 295	Social Psychology (IAI-S8 900)	3	(IAI-PHY 914)	4	
SOC 153	Introductory Sociology (IAI-S7 900)	3	POLS 280	Political Theory (IAI-PLS 913)	3
SOC 203	Social Problems (IAI -S7 901)	3	PSYC 259	Abnormal Psychology (IAI-PSY 905)	3
SOC 230	Race and Ethnicity in the United States (IAI-S7 903D)	3	PSYC 295	Social Psychology (IAI-PSY 908)	3
SOC 255	The Family (IAI-S7 902)	3	COMM 155	Interpersonal Communication (IAI-MC 901)	3
			COMM 200	Oral Interpretation (IAI-TA 916)	3
			COMM 213	Introduction to Public Relations (IAI-MC 913)	3
			THEA 256	Theatre Acting (IAI-TA 914)	3
Major Core Classes					
ACCT 110	Financial Accounting (IAI-BUS 903)	4	SWIC has adopted the following procedures in order to enhance the articulation of all transfer students:		
ACCT 111	Managerial Accounting (IAI-BUS 904)	4	<ul style="list-style-type: none"> Transfer students who have been certified by a participating Illinois institution as having completed the Illinois Transferable General Education Core will be considered as having fulfilled the general education requirements toward the Associate in Arts, Associate in Science and Associate in Fine Arts degrees. An AA, AFA, AS or AES degree-seeking student who matriculates as a first-time freshman or a transfer student who has not yet completed the core will be required to meet admission requirements and complete SWIC's general education degree requirements. Completion of the IAI General Education Core Curriculum will be listed on the student's transcript for those who have completed the core. Courses with a minimum grade of D will be applied to the Illinois General Education Core Curriculum with the exception of writing courses. However, students must have an overall 2.0 GPA in the General Education Core in order to be considered as having completed the core. Transfer students who have satisfactorily completed courses within the Illinois Transferable General Education Core at a participating Illinois institution, but who have not completed the core, will be evaluated upon receipt of the Transfer Credit Evaluation form and an official transcript from the participating institution. In most cases, courses that have been approved within the core will be applied toward the General Education Core and toward SWIC general education requirements. Students who transfer to SWIC who have not completed the General Education Core must complete a minimum of 15 hours of the General Education Core at SWIC in order to be certified as having completed the core at SWIC. Courses completed at out-of-state or at nonparticipating in-state accredited colleges and universities will be evaluated upon receipt of the Transfer Credit Evaluation form and an official transcript from the accredited college or university. Courses which are accepted as equivalent to SWIC courses will be applied toward SWIC general education requirements and to the General Education Core if the courses were taken at an IAI institution and if the courses were approved as IAI courses. SWIC will waive a fraction of a semester credit completed in an approved course of the core at a participating college or university. However, students must complete the minimum course requirement in each section of the core and a minimum of 37 semester credits overall to fulfill the core requirements. Credit awarded for SWIC proficiency exams, AP exams, IBDP exams, CLEP subject exams, and DANTES Subject Standardized Tests will result in credit towards the IAI General Education Core Curriculum if the credit awarded 		
AGRI 111	Animal Science (IAI-AG 902)	4			
AGRI 121	Soil Science (IAI-AG 904)	4			
AGRI 152	Agricultural Economics (IAI-AG 901)	3			
AGRI 235	Crop Science (IAI-AG 903)	4			
AOJ 100	Intro to Adm of Justice (IAI-CRJ 901)	3			
AOJ 103	Intro to Corrections (IAI-CRJ 911)	3			
AOJ 153	Juvenile Delinquency (IAI-CRJ 914)	3			
AOJ 160	Criminology (IAI-CRJ 912)	3			
ART 111	Basic Design I (IAI-ART 907)	3			
ART 112	Basic Design II (IAI-ART 908)	3			
ART 150	Drawing I (IAI-ART 904)	3			
ART 250	Drawing II (IAI-ART 905)	3			
BIOL 101	Principles of Biology I (IAI-BIO 910)	4			
BIOL 102	Principles of Biology II (IAI-BIO 910)	4			
BUS 205	Econ & Bus Statistics (IAI-BUS 901)	4			
BUS 209	Bus Computer Systems (IAI-BUS 902)	3			
CHEM 105	General Chemistry I (IAI-CHM 911)	5			
CHEM 106	General Chemistry II (IAI-CHM 912)	5			
CHEM 201	Organic Chemistry I (IAI -CHM 913)	5			
CHEM 202	Organic Chemistry II (IAI-CHM 914)	5			
ECE 112	Growth & Development of Children (IAI-ECE 912)	3			
ECE 116	Children with Special Needs (IAI-ECE 913)	3			
ECE 250	Child, Family and Community (IAI-ECE 915)	3			
ENGR 103	Engineering Graphics (IAI-EGR 941)	4			
ENGR 263	Analytical Mechanics-Statics (IAI-EGR 942)	3			
ENGR 264	Analytical Mechanics-Dynamics (IAI-EGR 943)	3			
ENGR 271	Electrical Circuits (IAI-EGR 931)	3			
ENGR 275	Mechanics of Solids (IAI-EGR 945)	3			
HORT 102	Introduction to Horticulture (IAI-AG 905)	3			
MCOM 101	Introduction to Journalism (IAI-MC 919)	3			
MCOM 110	Introduction to News Editing (IAI-MC 920)	3			
MATH 170	Computer Science I-C++ (IAI-CS 911)	4			
MATH 171	Computer Science I-JAVA (IAI-CS 911)	4			
MATH 203	Analytic Geometry & Calculus I (IAI-MTH 901)	5			
MATH 204	Analytic Geometry & Calculus II (IAI-MTH 902)	5			
MATH 205	Analytic Geometry & Calculus III (IAI-MTH 903)	4			
MATH 270	Computer Science II-C++ (IAI-CS 912)	4			
MATH 271	Computer Science II-JAVA (IAI-CS 912)	4			
MATH 290	Differential Equations (IAI-MTH 912)	3			
MATH 292	Linear Algebra (IAI-MTH 911)	3			
MCOM 201	Introduction to Mass Communication (IAI-MC 911)	3			
MKT 242	Principles of Advertising (IAI-MC 912)	3			
PHYS 204	Physics – Mechanics (IAI-PHY 911)	4			
PHYS 205	Physics – Heat, Elect & Magnetism (IAI-PHY 912)	4			
PHYS 206	Physics – Light & Modern Physics	4			