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Dual Credit Information for Secondary Schools

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COLLEGE MISSION, VALUES, AND GOALS

The direction of Southwestern Illinois College is developed through strategic planning based on the college's mission, values, and goals. The college's mission, values, and goals are as follows:

MISSION STATEMENT

Southwestern Illinois College upholds the dignity and worth of all people and believes that learning is a lifelong process which enhances the quality of life. The college provides for individual growth through educational excellence and active partnerships with students and the community.

VALUES

As a people, as a learning community, and as an institution we will reflect and practice those values integral to higher education and to the well-being of our region:

• **Student Success** We recognize that student success is the ultimate measure of our effectiveness. We will achieve this end by providing an environment that nurtures learning and meets students' needs.

• **Respect for People** We will treat each other with dignity, fairness, and understanding; value open discussion; and respect the ideas and opinions of others.

• **Value of Education** We will promote the value of education throughout our institution and our communities by providing quality programs and services that empower learners to achieve their goals, strengthen their self-esteem and independence, and provide the means for improving their economic well-being and quality of life.

• **Integrity** We will strive to ensure that our actions are in accord with our standards, that we are honest with one another, and that we follow through on our promises and obligations.

• **Excellence** We will at all times do our best to merit recognition as a premier community college and will recognize the excellence that is attained by our faculty, staff, and students.

• **Fairness** We will practice fairness by establishing clear standards and expectations for students, faculty, and staff and ensuring that those standards are applied uniformly.

• **Lifelong Learning** We believe that education does not end when a degree is earned and that not all learners seek a degree. We will therefore strive to create a learning community that is open-ended and committed to providing opportunities for continuous learning.

• **Affordability** We will provide a high-value, affordable education that does not compromise on quality. We will make a collective effort to be value-minded stewards using resources with wisdom and promoting appropriate community partnerships.

• **Accountability** We are accountable for our performance. We will establish high standards of academic, institutional, and personal professional practice and will commit ourselves to the regular evaluation of our effectiveness and to a regular program of development and self-improvement.

ADMISSION

Age: High School students age 16 or older, who are juniors or seniors, and who have authorization to participate in college courses and programs from appropriate college and high school officials (using the dual credit permission form) are eligible to enroll. Students may enroll only in the course(s) authorized on the dual permission form. Students below the age of 16 will only be permitted to enroll in specifically designated programs for this age group, and for which the students are identified as gifted using methods acceptable to both the appropriate Regional Office of Education and the SWIC Vice President for Instruction or designee. Programs involving students below the age of 16 may be located at any of the SWIC campuses.

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.

The SWIC placement test is available at each SWIC campus. Once students have completed the New Student Information Form and received their SWIC Student ID number, they may go to any SWIC Testing Center and take the SWIC Placement Test. For locations and hours, see the Testing Center section in this catalog or go to the website at swic.edu/testing-centers. The dual credit coordinator can also arrange group testing at the high school in the spring prior to the school year in which the dual credit course work will be taken.

The placement test identifies skill levels in math, reading and language usage. Since results of this placement test may determine future course work, it is important to prepare well and take it seriously. Students are allowed to retest once in each discipline if they have not enrolled in a class in that discipline. If a student retests then the higher of the two scores is used for placement. Proof of Geometry completion and/or additional requisites may be required to enroll in math courses numbered 112 and above.

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

In addition to the SWIC Placement Test, ACT scores of 22 or higher on the Mathematics and English tests will result in a placement into the first college-level (i.e., for college credit) math and English courses. SAT scores of 570 in Math and/or Reading (29) and Writing (28) sub scores will also result in placement into the first college-level math and English courses. Further testing may result in a higher placement.

Who needs a math and/or English placement? • New students taking three or more college credit classes. • Students taking a math or English course for the first time. • Students wishing to enroll in classes which require specific English and/or math competency levels. • All students MUST be assessed prior to accumulating more than 12 baccalaureate semester credits.

Who will be exempt? • Students who have successfully completed approved college-level math and English courses at another college or university. • Students enrolling in certificate programs or classes that do not require math or English competencies. If students believe they are exempt, they must see an academic advisor or the appropriate department chair or dean to obtain written permission before enrolling. Students are required to bring documentation of previous college course work (transcript, grade report, etc.) or ACT/SAT scores. Students should allow adequate time for the evaluation of transcripts. Any questions should be addressed to advisors at the Belleville, Sam Wolf Granite City or Red Bud campuses.

The Geometry Requirement: Students who wish to enroll in MATH 105, MATH 106, MATH 112, or MATH 114 need to meet the geometry requirement. This requirement may be met by: • Providing a high school transcript showing successful completion of two semesters of high school geometry at a regionally accredited school • Showing proficiency by testing with the math department chair • Completing MATH 96 with a grade of C or better

Citizenship Documentation Requirements:
US Citizens: Citizens must provide their Social Security Number on the New Student Information Form

Permanent Residents: A Green Card Holder (or Permanent Resident) is someone who has been granted permission to live and work in the United States on a permanent basis. As proof of this status, the student must provide a copy of the Permanent Resident (or Green) card. Both front and back of the card are required.

Various Visas: A student from another country who enters the US must obtain a visa. There are about 180 types of visas. Our Enrollment Specialist can determine which visa your student holds and if they are eligible for dual credit.

Students attending your high school on an F-1 Visa will require a signed agreement with your school to verify the standing of F-1 Visa.

BENEFITS OF SWIC DUAL CREDIT

Students enrolling in dual credit courses are entitled to the same benefits as SWIC students enrolled on any other campus. Those include:

Metro-Bus Pass—may be picked up along with the SWIC student ID from the office of Public Safety on the SWIC Campus upon successful registration in the class(es)

SWIC Student ID—may be picked up using a current photo ID from Public Safety on SWIC Campus upon successful registration in the class(es)

Library Access—dual credit students will have access to the SWIC library online and the ability to check out materials with a current SWIC ID.

Success Center—dual credit students may utilize the SWIC Success center at any of the main campus locations.

Student Discounts—with a SWIC student ID, the dual credit students may be able to access discounts at local and national retailers. See swic.edu for a sample listing of retailers.

Dual Credit students also have the added benefit of FREE tuition for the dual credit classes offered on their high school campus. Additionally, research shows that dual credit students:

- Have enhanced ability and skills to do college level work and gain confidence for college success.
- Are more likely to finish college and are more likely to earn more credits by the second year of college.

High schools also receive benefits:

- High school administrators and faculty are brought together to develop curriculum, share instructional methods, ideas, and experiences that benefit students.
- Coordinated curriculum reduces redundancy of courses between high school and college and increases rigor.
- Research shows that high school graduation rates increase when students are involved in CTE and/or Dual Credit.

INSTRUCTOR REQUIREMENTS

Minimum Instructor Requirements: To be eligible to teach dual credit, all secondary school instructors must meet the minimum instructor requirements for teaching at SWIC. In addition, the department chair may elect to interview the secondary school instructor to discuss course content, delivery, contact hours, and pedagogy before approval.

Training/Faculty Development: It is highly encouraged that all dual credit instructors attend all applicable faculty development opportunities. Stipends may be provided for attendance. Dual Credit instructors must check in via in-person meeting, email, or by phone at least once per year with their corresponding department chair or program coordinator. This can be done at the annual dual credit meeting. Instructors are also encouraged to attend all pertinent department meetings. Those meeting dates and times can be obtained from the department chairs/program coordinators.

Course Syllabi: Master course syllabi are available from your Department Chair/Program Coordinator or Dean. To assure consistency in what is being taught in all courses at all locations, every faculty member must follow the departmentally approved course syllabus. Within the framework of the master syllabus and contractual requirements, SWIC faculty members have the authority to deliver their courses in a manner they deem most conducive to the learning success of their students and to assess the effectiveness of those teaching methods. Every syllabus must have the course name & number, description, objectives, method(s) for evaluating student performance, and topical outline which are consistent with the course master syllabus. It must also reference how students may access the Disability & Access Center. See a model Course Syllabus on SWIC.edu/ outcomes /forms – click on Course Syllabus Template.

A course syllabus should be provided to each student on the first day of class. Including your contact information (phone, email, and/or mailbox location) on the syllabus is highly recommended and helpful in facilitating student engagement. All course syllabi must be approved annually prior to enacting the course agreement. Each spring, those syllabi will be collected by the dual credit staff for the next school year.

Textbooks and Course Outlines: Master course syllabi/outlines, and related materials will be provided to you by your Department Chair/Program Coordinator or Dean. It is essential that the assigned textbooks are used and that course syllabi/outlines are followed. The Department

Chair/Program Coordinator or Dean must authorize any changes in department or program course materials. If allotted in the budget, SWIC Dual Credit will consider the requests for textbooks and software.

Course Agreements: Course agreements are valid for the time period specified on the agreement and are renewable annually. Course agreements must be reviewed and signed by the secondary school instructor, secondary school principal, Southwestern Illinois College department chair, and dean.

Timelines: Courses for the next school year must be approved in the spring prior to the new school year. All syllabi for the next school year must be submitted for approval by the end of April. The course agreements will be signed and returned to the dual credit office in May. Special dispensation may be granted for instructors hired in the summer prior to the beginning of the school year. These instructors must follow the new instructor process during the summer session before school begins. No new instructors will be approved after July 31 for the upcoming school year.

Assessments: Instructors are required to utilize the same assessments that instructors on campus are using with their students for the same or similar class. Formal assessments will be prearranged with the department chair and the dual credit instructor.

Tuition Waivers: Dual credit instructors or their immediate family members may attend courses at Southwestern Illinois College at $2 per credit hour plus fees. Instructors wishing to do so may request and complete a tuition waiver form.

Books/Software: Schools who require classroom books or software for a dual credit class may make a request of the dual credit coordinator to see if college funds are available to help with that purchase. In 2018-2019, SWIC will not have funds to purchase textbooks for dual credit.

Blackboard Requirement: All dual credit instructors must utilize the SWIC Blackboard platform for their classes. At a minimum, instructors must post a copy of the course syllabus into their course shell.

IMPORTANT DATES

Fall 2018

September 10, 2018: Preferred deadline to apply as a SWIC student

September 10, 2018: Preferred deadline to meet all prerequisite requirements

September 10, 2018: Last Day to Complete Course sign up
September 10, 2018: First Official Start Date of classes
September 18, 2018: Last Day to Drop a student without a W

Yearlong classes 2018-2019

November 5, 2018: Preferred deadline to apply as a SWIC student

November 5, 2018: Preferred deadline to meet all prerequisite requirements

November 5, 2018:   Last Day to Complete Course sign up
November 5, 2018: First Official Start Date of classes
November 12, 2018: Last Day to drop a student without a W

Spring 2019

January 21, 2019: Preferred deadline to apply as a SWIC student

January 21, 2019: Preferred deadline to meet all prerequisite requirements

January 21, 2019: Last Day to Complete Course sign up
January 21, 2019: First Official Start Date of classes
January 29, 2019: Last Day to Drop a student without a W

ROSTERS/STUDENT ENROLLMENT

Registration: All students must be registered by the first official meeting day of the class. If problems arise, those will be worked out with the dual credit staff. No student will be allowed to enroll in a class after the mid-term roster has been generated. It is important that instructors check their rosters for accuracy, early and often. Any discrepancies must be reported and cleared with the dual credit office before official approval occurs.

Instructor Drops: When an instructor drops a student either using the appropriate form (Included in your instructor packet) or by using the process described in the instructions accompanying the first official and midterm rosters, both the student and instructor are sent electronic notification of the completed transaction.

Grade Records: It is important to keep complete, accurate, and current grade records. These records may be in hard copy or in an electronic format. Grade records may be utilized to record attendance, exam scores, grades, etc. Instructors should ensure that grade records are maintained accurately, completely, and securely. The grade records are permanent records and remain the property of Southwestern Illinois College. **Grade records must be maintained for a minimum of three years**. Instructors should submit grade records to the department for retention when they terminate their employment with the college or the high school.

Class Rosters: It is the College policy that only those individuals registered in a class may attend class sessions for that particular course. Rosters are available in the Faculty Center (located on eStorm) for each instructor. Class Rosters are available once one student enrolls in that class. Grade Rosters are available in the Faculty Center and distributed electronically periodically during the semester. They represent the feedback that the district must have to ensure accurate records. Students must be registered for the classes they are attending. Instructors should check their Class Roster(s) frequently for the most up-to-date enrollment in their class(es). There are varying reasons students do not appear on the Class Roster:

- The student may not be registered for the class.
- The student may have dropped the class.
- Southwestern may have dropped the student for nonpayment or other justifiable reasons.
- The student may be attending a class or section of a class other than the one for which he/she originally registered.

The information provided by instructors on the rosters provides the opportunity to make the records as accurate as possible. The information on the rosters is required by federal regulation for financial aid purposes. The institution is reviewed periodically by the U.S. Department of Education and audited annually by outside auditors to be sure we are in compliance. Also, the

State of Illinois through the Illinois Community College Board uses that same information in auditing our records concerning State funds we receive for total hours of student enrollment. The importance of both the accuracy and timing of the receipt of the information cannot be overemphasized. It is important to continually check Class Rosters from the Faculty Center for accurate and current enrollment. The Enrollment Services Office is located in Room 1115 on the Belleville Campus in the Information Sciences Building for assistance with enrollment and rosters.

Roster Distribution: Instructors will be notified via email when rosters are ready for review.

• First Official Roster (21+ Calendar Day classes only)

This listing has all officially enrolled students.

- Must be submitted electronically by deadline.
- Follow instructions on Faculty Center Help Section on eSTORM. (Appendix F)
- All students not listed on the official roster should be added to the roster electronically.

NOTE: It is critical that students who have never attended be withdrawn on the first official roster.

IMPORTANT: Due to "Return to Title IV" financial aid regulations, we need to include the last date of attendance or participation on all Rosters, next to student's name, for every "WF" or "W" grade assigned.

• Midterm Rosters (21+ Calendar Day classes only)

Officially enrolled students eligible to receive a final grade.

- Must be approved and submitted electronically by deadline.
- Must be returned by deadline.
- Must be accurate.
- Follow instructions on Faculty Center Help Section of eSTORM. (*Appendix F*)

Students who are not in attendance at midterm MUST be dropped on this roster. In addition, students attending but not appearing on the roster must be recorded on the roster as attending. However, these students will NOT be eligible to receive a grade unless the official registration is completed prior to disbursement of final rosters. *Please see Appendix C.*

NOTE: As the Instructor, you are certifying that the students listed on this roster, except those noted otherwise, are currently enrolled and actively pursuing completion of the course at the midterm and that you have proper documentation to support this certification. You understand

that the purpose of the midterm grade roster is to be in compliance with state requirements for claiming credit hours.

IMPORTANT: Due to "Return to Title IV" financial aid regulations, we need to include the last date of attendance or participation on all Rosters, next to student's name, for every "WF" or "W" grade assigned.

• Final Grade Rosters (All Classes)

Only listed students are entitled to receive a grade.

- Must be approved and submitted electronically by deadline.
- Must be returned by deadline.
- Cannot be altered in any way.
- Follow instructions on Faculty Center Help Section of eSTORM. (*Appendix F*)

Late Enrollment Procedure for Credit Courses: Students are encouraged to register for classes at Southwestern Illinois College during the open enrollment period, which ends on the start date of the semester. Late enrollment will continue until the class(es) meets for the first time. **Dual Credit students should be registered no later than the last day of the first week of the class start date.**

a. Restricted Enrollment:

> 1. After the first class session has begun, students must obtain authorizations from the classroom instructor, department chair, or program coordinator to enroll.

> 2. Minimal authorizations will be given after the equivalent of one week of class; however, when given, the student must obtain the authorizations from first, the course instructor, department chair, or program coordinator; and second, the division Dean to enroll.

Last Date of Attendance/Participation

1) For all grades posted on the final roster as "W" or "W/F," a last date of attendance/participation is required.

2) "Fs" will be assigned to students who complete the course but do not meet the academic standards to earn a passing grade.

3) Faculty members should approve and submit all rosters by the deadline date. Deadline dates are outlined in an email sent to them indicating specific rosters have been distributed. A last

date of attendance/participation is required for those students who are withdrawn on the first official and mid-term rosters.

4) Any roster discrepancies will be forwarded to the appropriate Dean. (See "Last Date of Attendance/Participation Policy" – *Appendix C*)

Grade Rosters: Students who complete a course will be assigned grades of A, B, C, D, F, P, I (Incomplete), or **PR (Progress Re-Enroll). W's are not to be assigned to students who complete a course. WF grades signify a failing grade assigned by the instructor due to inadequate attendance and/or participation. WF grades can only be assigned if the student's last date of attendance was after the mid-term of the class. Grades of P may only be assigned in courses that have been scheduled as Pass/Fail. Grades of (A, B, C, D, F, **PR) and (P/F) may not be mixed within one class.

Effective Spring 2012, variable class withdrawal deadlines apply and are based on the meeting patterns of the class. Students should refer to their schedule in eSTORM for specific dates. Faculty can view the variable class withdrawal deadlines in their Faculty Center in the class detail portion after clicking on the class link. I's may be assigned to students only to make up work missed for a legitimate reason—they may not be used to allow students to improve a grade. Remember, A, B, C, D and F are final grades. A grade of I will automatically roll to an F if remaining coursework is not submitted within the timeframe set by the instructor. Once the I grade is changed (not later than 100 days after being issued), the assigned grade will be calculated into the cumulative grade point average. For every grade of "I" assigned, a "Requirements for Changing an Assigned Grade of Incomplete" form must be sent to the applicable Dean when the grade roster is submitted. These forms are available from the Deans' secretaries and campus offices.

After the work is completed, the instructor should initiate a Grade Report/Change form and route it to the Dean. The forms are available in the Enrollment Services Office or through the dual credit office. The instructor must sign the form before sending it to the Dean.

Students who are unable to complete the work within the authorized time limit may submit a written request to the instructor for an extension. If approved, the instructor should submit a memo to the Dean requesting that the grade of I remain on the student's record during the approved extension. If you assign any Incompletes in your course, please be sure that the student understands these procedures. Due to "Return to Title IV" financial aid regulations, we need to include the last date of attendance or participation on the Final Grade Rosters, next to student's name, for every "WF" or "W" grade assigned.

Accessing forms, rosters, and Information: Faculty members can access forms, rosters, & information electronically (See Appendix F) through the SWIC portal which is:

• eSTORM Access – Go to SWIC.edu and click on "eSTORM"

Faculty members are to login using their assigned user name & password provided to them after their employment paperwork has been processed. Once in "eSTORM", a menu bar on the left provides a directory of links and access. The "Help" link provides how-to documents for various faculty tasks.

CONTACT INFORMATION

Dual Credit Office
Room 2012
Southwestern Illinois College
2500 Carlyle Ave
Belleville, IL 62221

Amanda Guinn, Dual Credit Coordinator...................618-641-5709
Fax 618-641-6673
Amanda.guinn@swic.edu

Anne Mastromatteo, Administrative Asst. 618-222-5260
anne.mastromatteo@swic.edu

Tina Albers, Enrollment Services 618-641-5028
tina.albers@swic.edu

DISCIPLINE CONTACT LIST

LIBERAL ARTS DIVISION   **Richard Spencer**, Dean, Ext. 5227
Chris Hayden, Administrative Assistant, Ext. 5327
Shawn Vratney, Secretary, Ext 5309
Angel Kirkwood, Secretary, Ext 5026

Chair/Coordinator		Campus	Room	Ext.
Art	Paula Haniszewski	BC-MC	1021	5199
Behavioral Sciences (ANTH,PSYC, SOC)				
	Catina Williams	BC-LA	2028	5520
Early Childhood Ed	Carolyn Beal	BC-LA	2022	5593
Education	Caroline Adams	BC-MC	2430	5729
Humanities (ENG, FILM, JOUR, LIT)				
	Steve Moiles	BC-MC	2420	5469
Language, Philosophy, & Communication Arts				
(MCOM, PHIL, SPCH, THEA)	Kristen Ruppert-Leach	BC-LA	2350	5585
Human Services	Susan Holbrook	BC-LA/SWGCC	2024-205	5198/7386
Music	Ed Jacobs	BC-MC	2344	5354
Social Sciences (GEOG, HIST, POLS)				
	Carolyn Myers	BC-LA	2026	5404

MATHEMATICS & SCIENCES DIVISION　　**Steve Holman**, Dean, Ext. 5445
Lisa Muller, Administrative Assistant, Ext. 5224
Theresa Kirkwood, Secretary, Ext 5320

Chair/Coordinator		Campus	Room	Ext
Agriculture	Kurt Range	BC-MC	2065	5135
Computer Science	Keven Hansen	BC-MC	2063	5611
Horticulture	Kurt Range	BC-MC	2065	5135
Health & Exercise Sci	Garry Ladd	BC-MC	0515	5373
Life Sciences (BIOL)	Randi Papke	BC-MC	2223	5458
Mathematics	Keven Hansen	BC-MC	2063	5611
Mathematics, Asst. Dept. Chair, Jamie Manche		BC-MC	2041	5795
Physical Sciences (ATY, CHEM, ENGR, ES, & PHYS				
	Joy Branlund	BC-MC	2204	7451

HEALTH SCIENCES &　　　　　　　　**Julie Muertz**, Dean, Ext. 5298,
HOMELAND SECURITY DIVISION　　Donna Baker, Administrative Assistant, Ext. 5267
Shannon Meier, Secretary, ext 5263
Dawn Kaiser, Secretary, ext 5195
Candice Rogers, Coordinator Asst, Ext 5355

Chair/Coordinator		Campus	Room	Ext
Administration of Justice	Van Muschler	BC-MC	1514A	5653
EMS/Paramedic	Curt Schmittling	BC-MC	2417	5343
Fire Science	Lee Smith	BCO	FSTC*	234-5136
Health Information Tech	Yvonne Hanger	BC-MC	2407	5385
Massage Therapy	Tamara Bivin	BCO	BTC**	239-6400
Medical Assistant	Dana Woods	BC-MC/SWGCC	2405/537	5332/6625
Medical Lab Technology	Jean Deitz	BC-MC	2402	5386
Nurse Assistant	Stephanie Reid	BC-MC	2380	5906
Nursing Education	Sue Wessel	BC-MC	2280	5268
Physical Therapist Assistant	Kim Snyder	BC-MC	2419	5390
Police Academy	Van Muschler	BC-MC	1514A	5653
Radiologic Technology	Rhonda Kern	BC-MC	2400	5303
Respiratory Care	Diane Dodd	BCO	Hosp***	234-8911, x1928
Sign Language Studies	Karyn Houston	BC-MC	2423	1-618-310-0055

*Fire Science Training Center, Belleville
** Body Therapy Center & School of Massage, Swansea
***St. Elizabeth's Hospital, Belleville

BUSINESS DIVISION   **Janet Fontenot**, Dean, Ext. 5735
                                         Laura McKinney, Admin Assistant, Ext. 5306

Chair/Coordinator		Campus	Room	Ext
Accounting AAS	Jessica Talleur	BC-IS	2120	5438
Acct/Bus Admin/Economics	Dawn Peters	BC-IS	2110	5487
Cisco	Matt Swinford	SWGCC	333A	7374
Computer Info Systems	Tim Brown	BC-IS	2107	5502
Culinary Arts and Food Management				
	Leisa Brockman	SWGCC/BC	Kitchen/2117	7389/5436
Graphic Communications	Nikki Hensley	BC-IS	2108	5382
Management & Marketing	Tom Bilyeu	BC-IS	2113	5434
Network Design and Admin	Matt Swinford	SWGCC	333A	7374
Office Admin & Technology	Tina Dierkes	BC-IS	2121	5321
Paralegal Studies		BC-IS	2102	5494
	Christie Highlander	SWGCC	205	7323
Web Designer	Nikki Hensley	BC-IS	2108	5382
Web Develop and Admin	Nikki Hensley	BC-IS	2108	5382

TECHNICAL EDUCATION DIVISION   **Bradley Sparks**, Dean, SWGCC Ext. 7420
                                         Melanie Phillips, Secretary, Ext 7476

Chair/Coordinator		Campus	Room	Ext
Aviation Maintenance Tech	Robert Beckett	SWGCC	P517	7361
Aviation Pilot Training	Keith Mueller	BC-MC	2061	5683
Const Apprentice Programs	Jim Moore	SWGCC	ITC	7458
Auto Collision Repair Tech	Claude Heimburger	SWGCC	ITC	7314
Computer Aided Drafting	Shauna Scribner	BC	MB17	5376
Construction Mgmt Tech.	Jim Laing	BC-IS		5209
General Technology (GT)	Bradley Sparks	SWGCC/BC	ITC/1383	7420/5447
Electrical/Electronics Tech	Thomas Zach	SWGCC/BC	ITC/2221	7456/5432
Heating, Ventilation, Air Conditioning, & Refrigeration	Keith Otten	SWGCC/BC	ITC/1383	7448/5175
Industrial Technology	Mark Bosworth	SWGCC	ITC	7457
Warehousing	Bradley Sparks	SWGCC/BC-MC	ITC/1383	7420/5447

| Welding Technology | Chuck Gulash | BC-MC | 1519 | 5377 |

LEARNING RESOURCES DIVISION   Assoc Dean of Learning Resources, Tracy Capps, 5242
Debbi DeMonge, Administrative Secretary, Ext. 5220

Librarian	Jennifer Bone	BC-IS	1025	5597
Librarian	Samantha Rogers	BC-IS	1025	5236
Librarian	Mark Light	SWGCC	452	7353
Librarian	Cecelia Eilering	RBC	190	8190

TEACHING & LEARNING CENTER

Instructional Technology Manager	Dr. Norma Irwin	BC-MC 3306	5581
Asst. Instructional Technology Manager	Stefan Schoemehl	BC-MC 3305	5508
Instructional Technology Specialist	Dottie Bowers	BC-MC 3307	5756
Classroom Technology Specialist	Dennis McKay	BC-MC 3308	5924
Faculty Development Coordinator	Melissa Rossi	BC-MC 2047	5440
Outcomes Assessment Coordinator	Joyce Ray	BC-MC 3281	5423
Teaching & Learning Center Secretary	Marilyn Quitmeyer	BC-MC 3280	5169
Transfer Coordinator &	Amanda Starkey	BC-MC 2060	5437
Liaison for Faculty Development/Faculty Technology			

The main phone lines are:

Belleville Campus (BC)	1-866-942-7942(SWIC) or (618) 235-2700
Sam Wolf Granite City Campus (SWGCC)	(618) 931-0600, ext. 7301
Sam Wolf Granite City-Industrial Training Center (ITC)	(618) 931-0600 or (618) 235-2700 ext. 7475 or 7476
Red Bud Campus (RBC)	(618) 282-6682, ext. 8114

APPENDICES

Appendix C: Last Date of Attendance/Participation Policy

From the Office of Enrollment Services

Federal and state regulations related to funding processes and to financial aid programs guide our enrollment reporting requirements. The WF (Withdrawn Failing) grade was reactivated in the Spring 2006 semester to meet the updated federal regulations. Its effect on a student's GPA is the same as a grade of F.

Please remember:

- Instructors must approve and submit all grade rosters on or before the deadlines. Grade rosters are distributed electronically to each instructor's Faculty Center. Instructors are notified via email when grade rosters are available for approval/submission along with a deadline date.
- If a student has never attended the class, the faculty member should check Never Attended box on the First Official Roster. No date is required.
- Use a Grade Change Form to report the last date of attendance/participation and reason for a grade of F assigned due to an academic issue, such as plagiarism, that occurs prior to the end of the semester.
- The last date of attendance/participation must be reported for those students who are withdrawn on the First Official Roster or Midterm Roster.
- Midterm rosters are distributed on or after the midterm date of the class. Therefore approval, submission and posting of these rosters will be dated after the mid-tem date.
- A grade of WF should only be assigned if the student's last date of attendance/participation was after the midterm date of the class.
- Assign a W or WF before the published last date to withdraw from a class by completing an Instructor Drop Form.
- Please do not wait until the Final Grade Roster is distributed to withdraw non-attending students or those who have exceeded allowed absences.
- If a W or WF is already printed on a Grade Roster, it is not necessary to enter a last date of attendance.
- The last date of attendance/participation must be included for any W or WF assigned on the Final Grade Roster.
- Do not report a last date of attendance/participation for a student who has attended/participated throughout the semester and is assigned a grade of F for not meeting the academic standards to earn a passing grade.
- If the last date to withdraw for a class has passed, an instructor initiated student withdrawal must be submitted on the final roster.
- Any discrepancies from the above will be forwarded to the appropriate Dean.

Grade Options Prior to Midterm and on Midterm Roster (Midterm rosters have fiscal consequences and must be accurate)

- Never Attended: Student never attended, indicate on First Official Roster, no date required.
- W: Student stopped attending prior to midterm, record on First Official Roster or Instructor Drop Form or Midterm Roster, must include a last date of attendance/participation on or before the class midterm date.

- F   Student failed due to an academic issue such as plagiarism, must complete a Grade Change Form that includes the reason for an early grade and the last date of attendance/participation.

Grade Options after Midterm
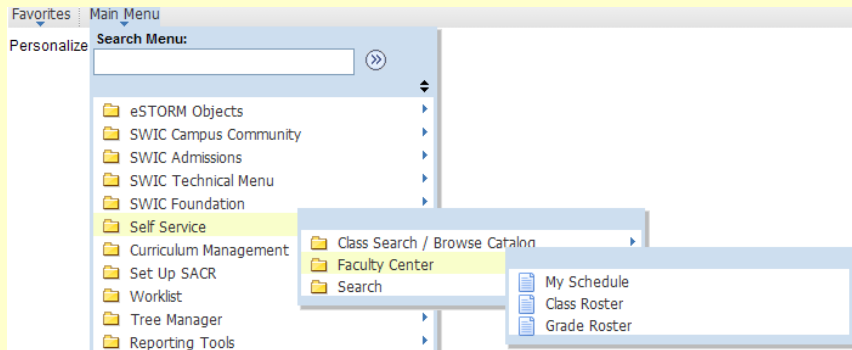
- WF   Student stopped attending/participating in class after midterm, failure for nonattendance/nonparticipation,   must include last date of attendance/participation if that date is after the midterm date.

- W   Student stopped attending/participating in class after midterm, record on Instructor Drop Form or Final Grade Roster, must include last date of attendance/participation.

- F   Student completed class, final exam date is not considered a regular day of attendance, no last date of attendance/participation is necessary.

    OR

    Student failed due to an academic issue such as plagiarism, must complete a Grade Change Form that includes the reason for an early grade and the last date of attendance/participation.

Last revised 4/30/13

Appendix F: Accessing and Navigating eSTORM

Accessing eSTORM

Step	Action
1.	Go to the *e*STORM icon on <u>www.swic.edu</u> or go directly to <u>eSTORM.swic.edu</u>.
2.	Log into *e*STORM. Your username is your Employee login.
3.	Use your current password for *i*STORM (formerly S-Net) or your network/email password to access *e*STORM. **Example:** If your name is Susan Ann Test, your username would be: **testsa** *(Last name up to six letters, official first name initial, and official middle name initial).* **Note***: If you don't remember your password, please contact 618-222-SWIC. Additional information and instructions are available through eSTORM.swic.edu.*
4.	After logging into your account, click on the Main Menu dropdown navigation at the top of the page**.**
5.	Select Self Service.
6.	**End of procedure.**
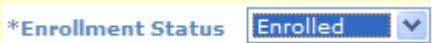
Accessing the Faculty Center

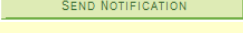| Step	Action
1.	Go to the *e*STORM icon on <u>www.swic.edu</u> or go directly to <u>eSTORM.swic.edu</u>.
2.	Log into *e*STORM. Your username is your Employee login.
3.	**Use your current password for *i*STORM (formerly S-Net) or your network/email password to access *e*STORM.** **Example: If your name is Susan Ann Test, your username would be: testsa** *(Last name up to six letters, official first name initial, and official middle name initial).* **Note***: If you don't remember your password, please contact 618-222-SWIC. Additional information and instructions are available through eSTORM.swic.edu.*

4.	After logging into your account, click on the Main Menu dropdown navigation at the top of the page.
5.	Select Self Service.
6.	Select Faculty Center.
7.	Select My Schedule.
8.	**End of procedure.**

How to Access my Class Roster (Faculty)

Generate and view the class roster for a single class.

Step	Action
1.	Navigate to My Schedule from the Faculty Center.
2.	Select display options of either **Show All Classes or Show Enrolled Classes Only.**
3.	Click the **Class Roster** icon located on the far left next to the class you want to view.
4.	The **Enrollment Status** defaults to Enrolled. Select "All" or "Dropped" by clicking the drop down arrow. *Enrollment Status [Enrolled ▼] .
5.	Click Printer Friendly Version to print your roster.
6.	To download the class roster to Excel, click [icon] located to the right of the Find link on the Enrolled Students table.

7.	To email an individual student, click on the student's hyperlinked name. * To e-mail selected students, check the "Notify" box to the left of the student name. Click the notify selected students button at the bottom of the page. To email all students displayed on the roster, click the notify all students button at the bottom of the page.
8.	To attach a file to an e-mail message being sent to multiple students, scroll to the "Attachments" box at the bottom of the message page. • CLICK THE ☐ BUTTON AND WAIT FOR THE PROMPT. • CLICK THE Browse... BUTTON TO SELECT THE FILE TO BE ATTACHED. DOUBLE CLICK THE FILE. • ONCE THE FILE IS SELECTED, CLICK THE Upload BUTTON. YOU WILL BE RETURNED TO THE MESSAGE PAGE. • TO ATTACH ADDITIONAL FILES, CLICK THE ➕ BUTTON AND REPEAT THE PROCESS. TO DELETE AN ATTACHMENT, CLICK THE ➖ BUTTON. THIS WILL DELETE THE ROW. • ONCE ALL FILES HAVE BEEN ATTACHED, CLICK THE SEND NOTIFICATION BUTTON ON THE MESSAGE PAGE. YOU WILL RECEIVE A NOTIFICATION THAT THE E-MAIL HAS BEEN SENT. • CLICK THE CANCEL BUTTON TO RETURN TO ROSTER PAGE. NOTE: Excel files cannot be opened directly from this e-mail system. Students should be directed to save the Excel file to a disk or their desktop prior to opening. You should note this limitation in your e-mail text if you are attempting to attach Excel files. All other file types can be opened directly from the e-mail text. *It is a FERPA violation to transmit identifying information about students to other individuals. Care must be taken to save separate files with unique file names for each student when sending multiple emails containing protected student information.
9.	**End of procedure.**