

Procedures for filling out SWIC New Student Information Form

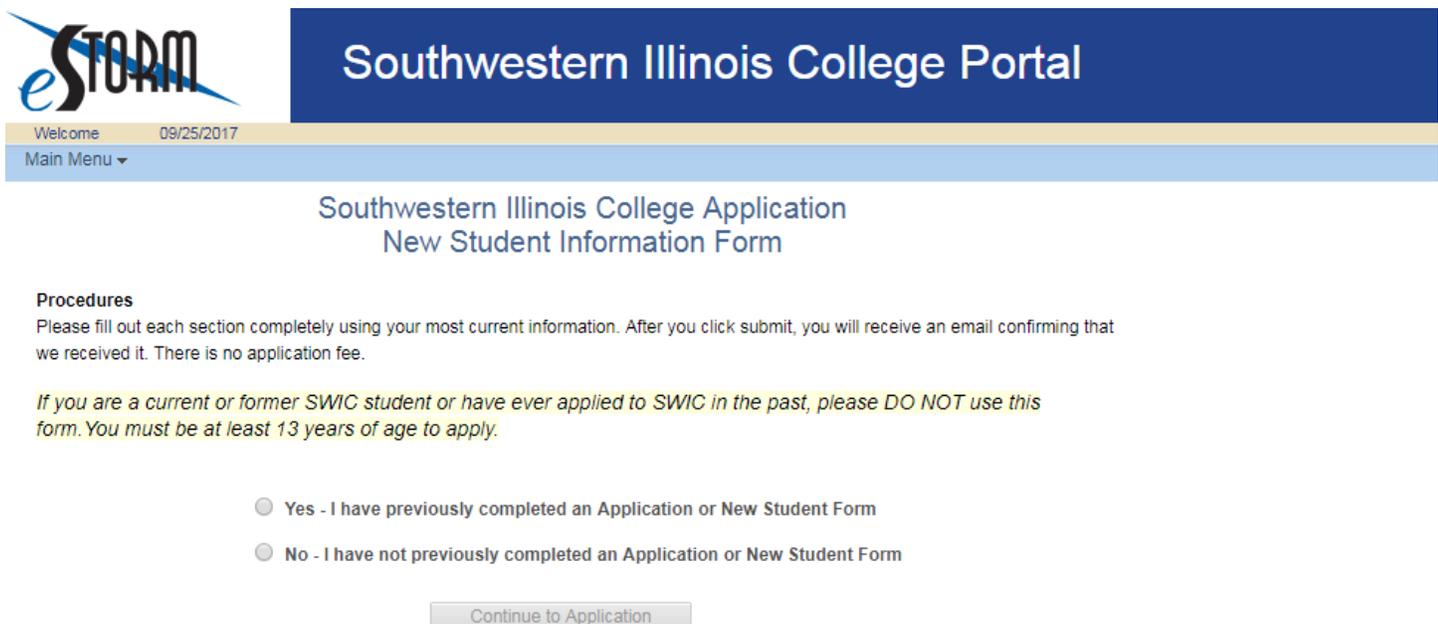
Completing this process correctly will ensure that you have a SWIC Student ID number for dual credit classes.

Please follow instructions carefully.

1. To access the SWIC Web Application (also known as the New Student Information Form) please visit: www.swic.edu. Click on the yellow "Apply Now" button at the top right corner of the webpage.



2. After clicking on the Apply Now button, you come to this page:



3. Please click no, unless you have completed this application before. If you have, please contact us at 618-641-5709 to find your SWIC ID number.

4. When you click “NO”, the “Continue to Application” will become a link. Please click on the box to continue to application. See example below.

tion completely using your most current information. After you hit submit, you will receive an email confirming that
s no application fee.

former SWIC student or have ever applied to SWIC in the past, please DO NOT use this form.

Yes - I have previously completed an Application or New Student Form

No - I have not previously completed an Application or New Student Form

[Continue to Application](#)

n

students and students changing address and residency status are required to provide proof of occupancy within
purposes other than education. Proof of residency can be a real estate tax bill, utility receipt, driver's license or pay
y dated at least 30 days prior to the start date of the student's earliest class of the semester.

5. Please complete your date of birth, first name and last name. Please enter your full name EXACTLY as it appears on your Social Security Card.
6. Please make sure to enter a VALID email address in the “Email Address/Notification” section. This is the email that your Student ID number will be emailed to. See example below.

Email Address / Notification

Please provide and confirm your personal email address below. Your confidential SWIC Student ID Number and other important information will be communicated to this email address once your form is processed. If you are unable to provide an email address, please complete our hard-copy New Student Information Form which can be printed via the link below and submit to Enrollment Services.

[Printable Application](#)

*Email Address

*Confirm Email

Address / Residency

Residency is based on your permanent Home Address. Proof of residency (dated at least 30 days prior to

7. Please fill in your **address** (which includes house number, street name, apt. number, etc.), City, State, and Zip (Postal) Code under the “Address/Residency” section. After you enter your State, a box will appear to the right. Please select the appropriate County in which you reside. See example below.
- PLEASE LEAVE THE COMMUNITY COLLEGE DISTRICT FIELD BLANK

Address / Residency

Residency is based on your permanent Home Address. Proof of residency (dated at least 30 days prior to the start of your classes) must be provided to Enrollment Services in order to establish your tuition rate. Failure to provide proof of residency will result in the inability to enroll in classes.

Residency Information

*Address

*City

*State

*Postal Code

8. Under “Citizenship Status” please click on the appropriate choice. When you click “U.S. Citizen” a new box will appear to the right. This is where you will enter your VALID social security number without dashes. [See example below.](#)

*Citizenship Status

U.S. Citizen *Social Security Number 
(e.g. 234567890)

Permanent Resident

In U.S. on Visa

Other

*Ethnicity

Are you Hispanic or Latino? (or, are you of Spanish origin?)

Yes Hispanic or Latino (optional)

9. Please click the appropriate boxes under the “Ethnicity” section. Click the box (es) that are appropriate to you.
10. Under the “High School Status” section, please click on the appropriate box that pertains to you. Please click the third choice “**Not Received HS Diploma or GED.**” When you click, a date box will appear to the right. Please fill in your expected Graduation/GED date. [See example below.](#)

Military Status

*High School Status

Received High School Diploma

Received GED

Not Received HS Diploma or GED *Expected Graduation/GED - - mm/dd/yyyy 

Not Applicable

Last High School Attended

Was in Illinois

Was in another State

11. Under the “Last High School Attended” section, please click the appropriate box. When you click on “Was in Illinois” a box will appear to the right. Click on the magnifying glass (search function) to see a list of high schools. Locate your school by clicking on the name. The same rules apply for when you click on “Was in another State.” See example below. The system requires that your high school name be listed as it is in our system. Using the search function will allow you to select the appropriate high school.

Last High School Attended

Was in Illinois *School Name

Was in another State

Was in another Country

Home Schooled

Not Applicable

*Term you will begin

Employment Status

Look Up *School Name

Description: begins with

City: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Description	City
Collinsville Christian Academy	Collinsville
Collinsville High School	Collinsville

12. Please select the **term in which you are taking your Dual Credit class** under “Term you will begin.”

13. Please select the appropriate choice under the “Employment Status.”

14. Under the “Education Plans” please select “Take Classes Only.” Once you select that choice, enter the code 0101 in the class category box. Please see example.

***Education Plans**

Degree / Certificate Information

Pursue a DEGREE in Arts, Fine Arts or Science *Select a Class Category

Pursue a DEGREE in Applied Science

Earn a CERTIFICATE

Take CLASSES ONLY - Class Category

*My Intent

Students with Disabilities:

15. Under "My Intent" please select the choice that is appropriate for you.

16. Finally, please put a check mark in the box. This certifies that the information you entered is correct and accurate. Last and final step, please enter your full name as a "signature" on the application. Click "SUBMIT" when finished. See example below.



The screenshot shows a web form with the following elements:

- Text at the top: "Disability & Access Center by contacting 618-235-2700 ext. 5368"
- A checkbox with the text: "*By checking this box: I understand that the name entered below is accepted in lieu of a written signature. I certify the above information is complete and correct. I understand that if I withhold or give false information on this form, it may make me ineligible for enrollment to the college or subject to dismissal."
- A text input field labeled "*Signature" with a blue arrow pointing to it from the text above.
- A text label "Signature Date" followed by the date "08/15/2013".
- An orange "Submit" button at the bottom center.

17. After you submit your New Student Information Form, you will receive an email (to the email that you provided on the application) within 2-3 business days. The email will have your SWIC Student ID number and other important new student information.

The email will look like this:

Student Name: Test Name,
Student Id: **99999999**

Welcome to **Southwestern Illinois College**. Your application for Plan Description, has been received and processed. Listed above is your student identification number - hold onto it! It is your key to services and programs at SWIC.

Please review the requirements for your program by going to <http://www.swic.edu/catalog/> so you can track the progress being made toward your goal.

Now that you've completed your New Student Information Form and have your ID number, here are some things you can do to help make your first days at SWIC successful:

Set-up your eSTORM and SWIC email! As a student, you will have an eSTORM online student records account, which allows you to search classes, check your financial aid status, request transcripts, enroll online and much more. Information sent through your SWIC student email is considered official college correspondence to the student from the Institution; therefore, it is important to check on a regular basis.

Access eSTORM:

1. Go directly to eSTORM.swic.edu.
2. If you are a brand new student you must first validate your identity by clicking "New User" under Student. You will be prompted to verify your SWIC ID, Social Security Number and date of birth. This will activate your account. You must then log in following steps 3 & 4.
3. Enter student ID as your username.
4. If this is the first time logging into eSTORM your default password is "\$" and capital "W", last 4 digits of your Social Security Number, and your 2-digit birth month and birth day (example: \$W67890101).
5. You will be prompted to update your password upon logging in.
6. For eSTORM assistance, you may call 618-235-2700 Ext. 7942.

Set up SWIC email account:

1. Go directly to eSTORM.swic.edu.
2. Click envelope icon in upper right hand corner.

3. Your SWIC student email is found after logging into your eSTORM account. (example: john.doe@student.swic.edu).
4. Your password is the same for your SWIC email and eSTORM.
5. Please note if you recently completed your SWIC New Student Information Form, your email account takes 24 hours to be created. If you are having issues establishing your email, you may call 618-235-2700 Ext. 7942.

Submit your proof of residency! Official proof of your address is required prior to enrolling. For more information, visit <http://www.swic.edu/students/services/enrollment-services/residency-information>.

Take your Placement Exam! SWIC requires English and/or Math placement for many courses. If you have met the placement requirement with previous college course work, the ACT or the SAT, then you will not need to assess. For more information on the placement test, visit <http://www.swic.edu/students/services/enrollment-services/admissions/swic-placement-exam>.

Visit Academic Advising! Take the time to discuss your test scores and choose your courses. Offices can be found at each campus; for hours and locations visit <http://www.swic.edu/students/services/advising>.

REGISTER! You can officially enroll in courses once registration begins for your semester of interest. For additional information, call 235-2700, ext. 5455 or visit <http://www.swic.edu/students/services/enrollment-services/registration>.

Get oriented! Visit estorm.swic.edu and click New Student Orientation!

Need more help? Visit www.swic.edu and search for anything you may need! It's all there!

Sincerely,

Michelle Birk
Dean of Enrollment Services