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**2018-2019**

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**SOUTHWESTERN ILLINOIS COLLEGE**

**STUDENT  
HANDBOOK**

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# MISSION

**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**  
**Respect for People**  
**Value of Education**

**Fairness**  
**Lifelong Learning**  
**Affordability**

**Excellence**  
**Integrity**  
**Accountability**



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# A Message From the President

Congratulations on choosing Southwestern Illinois College to begin or continue your college education. Embracing the value of education could be the best decision you will ever make.

You will find that the faculty and staff at SWIC are here to serve as your support system and to ensure that you get the most out of your educational experience. This is why the college provides services including Academic Advising, Financial Aid and Student Employment, Success Centers, Veterans Services, and much more.

The Student Handbook is another service designed to help you throughout your college experience. The information in this book will clarify policies and procedure as well as define what is expected of you as a student. We recommend that you take time to familiarize yourself with this handbook and use it as a reference tool.

Education is a partnership between the student and the institution. We are here to help you achieve your educational goals. Please do not hesitate to ask questions of the faculty and staff whenever you need assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Nick J. Mance", with a large, stylized flourish extending to the left.

Nick J. Mance,  
President, Southwestern Illinois College



## Your Board of Trustees Student Representative

As student trustee, Sonny Wilson casts advisory votes on action items at the college Board of Trustees meetings each month.

Sonny is a full-time Red Bud Campus student pursuing an Associate in Arts degree.

To ask a question or share a concern through proper channels, email [\*\*student.trustee@swic.edu\*\*](mailto:student.trustee@swic.edu).



Sonny Wilson, Sparta  
2018-2019 STUDENT TRUSTEE

# Take Care of Business Online with eSTORM

In the **eSTORM Student Center**, you can:

- search and register\* for classes
- apply for Foundation scholarships
- check your financial aid status
- print class schedules
- access account statements and payment deadlines
- make a payment
- view grades
- see your final exam schedule
- apply for graduation
- request transcripts
- and more.

To activate your eSTORM account, visit **estorm.swic.edu** and click New User. Activation requires your SWIC student ID number, Social Security number and date of birth.

*\*To register for classes online, students must have attended a SWIC class within the last three semesters.*

## **Keys for campus designations used in the Student Handbook**

<b>BC-MC</b>	Belleville Campus Main Complex
<b>BC-IS</b>	Belleville Campus Information Sciences Building
<b>BC-LA</b>	Belleville Campus Liberal Arts Complex
<b>ESLCCC</b>	East St. Louis Community College Center
<b>RBC</b>	Red Bud Campus
<b>Scott AFB</b>	Scott Air Force Base
<b>SWGCC</b>	Sam Wolf Granite City Campus

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# Academic Information

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## Academic Standards

A minimum of a 2.0 cumulative grade point average is required for an associate degree or certificate from 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 100-200 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

To calculate your cumulative grade point average, multiply the credits earned in each 100-200 level class by the grade points per credit, and then total the grade points. Divide the total number of grade points by the total number of credits earned in each 100-200 level class, excluding those classes in which you received an I, W, P, CR, SC, PC or AU grade. Note that courses numbered below 100 are not considered when calculating your SWIC cumulative grade point average regardless of the grade received.

**Class Withdrawals:** Variable class withdrawal deadlines apply to all classes. Students should refer to eSTORM for individual course withdrawal deadlines.

*\*A grade of "I" will automatically roll to an "F" if remaining coursework is not submitted within the time frame set by your 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.*

*\*\* The PR grade is only an option for ENG 91 Reading Comprehension, ENG 92 Critical Reading, ENG 95 Building Writing Strategies and ENG 96 Preparing for College Writing. Other courses are not eligible for this grade type.*

## 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.

## 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. The grade point average that determines this achievement is the cumulative average through the fall term. Spring grades do not affect commencement honor status.

## 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 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.

## **Attendance**

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. For a 16-week course scheduled in the fall or spring semester, absences for more hours than the class meets per week may result in the student being dropped from the class. When courses are offered in a more condensed format, a student may be dropped by the instructor after missing more hours of class than the class would meet in one week if it was scheduled over 16 weeks. Any student dropped with an effective date prior to the midterm date of the class will receive a "W." If the effective date of the withdrawal is after the midterm date of the class, the instructor may assign a "W" or a "WF" grade.

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, 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.

## **Academic Programs**

A UNIVERSITY TRANSFER degree is the first two years of study toward a bachelor's degree. It is designed to transfer to a four-year institution. SWIC has agreements with many public and private universities and colleges to ensure that your coursework, approved by an academic advisor for a specific program, will transfer. For more information, consult the Illinois Articulation Initiative at

<http://iTransfer.org>.

### **Associate in Arts:**

The basis for a bachelor's degree in one of the arts, humanities, social or behavioral sciences, or one of the professional fields:

**Accounting**

**Aerospace Studies – Air Force ROTC**

**Agriculture**

**Anthropology**

**Art**

**Business Administration**

**Education – Early Childhood**

**Education – Elementary**

**Education – Secondary**

**Education – Special Education**

**English**

**Exercise Science**

**Film**

**Foreign Language**

**Geography**

**Health/Physical Education**

**Health Science/Safety Education**

**History**

**International Studies**

**Journalism**

**Literature**

**Mass Communication**

**Military Science – Army ROTC (MSC)**

**Music**

**Philosophy**

**Political Science**

**Pre-Chiropractic**

**Pre-Law**

**Psychology**

**Social Work**

**Sociology**

**Speech Communication**

**Theatre**

### **Associate in Fine Arts:**

The basis for a bachelor's degree in art, music performance or music education:

**Art**

**Music Education**

**Music Performance**

### **Associate in Science:**

The basis for a bachelor's degree in fields such as business, mathematics, biological and physical sciences, or one of the professional fields:

**Biology**

**Chemistry**

**Computer Science**

**Earth Science**

**Engineering**

**Mathematics**

**Physics**

**Pre-Dentistry**

**Pre-Medicine**

**Pre-Pharmacy**

**Pre-Veterinary Medicine**

**Associate in Engineering Science:**

The AES degree is for students who are majoring in Engineering and plan to transfer to a four-year college or university to pursue a bachelor's degree. Students may pursue the following specialties:

**Aeronautical Engineering**  
**Chemical Engineering**  
**Civil Engineering**  
**Computer Engineering**  
**Electrical Engineering**  
**Engineering Mechanics**  
**General Engineering**  
**Industrial Engineering**  
**Manufacturing Engineering**  
**Mechanical Engineering**

**CAREER/TECHNICAL PROGRAMS** prepare students to enter the workforce immediately after graduation. Associate in Applied Science degrees or certificates can be earned in these programs:

**Associate in Applied Science:**

Prepare individuals for employment in a specific field or can serve as a basis for some bachelor's degree programs:

**Accounting**  
**Administration of Justice**  
**Aviation Maintenance Technology**  
**Aviation Management**  
**Aviation Pilot Training**  
**Commercial Maintenance Mechanics**  
**Computer Aided Drafting**

**Computer Information Systems:**

Computer Information Systems  
 CIS Software Development  
 CIS Tech Support/Help Desk  
 Computer Management Information Systems  
 Database Development & Management

**Construction Apprenticeship Training Programs:**

Construction Bricklayer  
 Construction Carpentry  
 Construction Cement Mason  
 Construction Electrical Specialist  
 Construction Ironworker  
 Construction Painting and Decorating  
 Construction Sheetmetal

**Construction Management Technology****Culinary Arts and Food Management**

Baking and Pastry

**Early Childhood Education****Electrical/Electronic Technology Programs:**

Electronics Technology  
 Industrial Electricity

**Fire Science**

**Graphic Communications**  
**Health Information Technology**  
**Heating, Ventilation, Air Conditioning and Refrigeration**

**Horticulture**

**Human Services Technology**  
**Industrial Maintenance Mechanics Management**

**Marketing****Massage Therapy****Medical Assistant****Medical Billing and Coding****Medical Laboratory Technology****Music Technology****Network Design and Administration****Nursing Education****Office Administration****Paralegal Studies****Paramedicine****Physical Therapist Assistant****Precision Machining Technology****Radiologic Technology****Respiratory Care****Sign Language/Interpreter****Web Technologies****Welding Technology****Associate in General Studies:**

The AGS degree is for students who require a broad array of courses to meet their educational and professional goals. Students who have earned an associate degree or are eligible for an associate degree other than the AGS will not be considered for this degree. This degree is not designed to transfer.

**Certificates:**

Academic programs, ranging from two to 50 semester credits, that provide an opportunity for students to upgrade or acquire skills for employment or personal interest. Some certificates serve as stepping stones toward Associate in Applied Science degrees.

**Administration of Justice:**

Administration of Justice  
 Armed Private Security  
 Police Academy  
 Unarmed Private Security

**Aviation Maintenance Technology:**

Airframe  
Airframe and Powerplant  
Powerplant

**Aviation Pilot Training:**

Aircraft Dispatcher  
Aviation Pilot Training  
Private Pilot

**Commercial Maintenance Mechanics****Computer Aided Drafting****Computer Information Systems:**

C++ Programming  
C# Programming  
Computer Technology  
Database Administration  
Database Development  
Java Programming  
Visual Basic Programming

**Construction Apprenticeship Training Programs:**

Bricklayer Apprentice  
Carpentry Apprenticeship  
Construction Cement Mason  
Construction Electrical Lineman  
Construction Electrical Residential  
Construction Electrical Telecom  
Construction Electrical Wireman  
Ironworker Apprentice  
Painting and Decorating Apprentice  
Sheet Metal Apprentice

**Construction Management Technology**

Building Performance  
Building Information Modeling  
Building Trades Safety  
Construction Management Technology

**Culinary Arts and Food Management:**

Baking and Pastry  
Culinary Arts  
Food Service  
Food Service and Management

**Early Childhood Education****Electrical/Electronic Technology Programs:**

Electrical Technology  
Electronics Technology  
Industrial Electricity  
Automated Manufacturing Electronics  
Microcomputer Hardware Maintenance

**Emergency Medical Technician****Fire Science:**

Confined Space Rescue I & II  
Fire Apparatus Engineer  
Fire Fighter I & II  
Fire Service Instructor I  
Fire Service Instructor II  
Fire Service Officer I  
Fire Service Officer II  
Hazardous Materials First Responder  
Rope Rescue I & II  
Trench Rescue I & II  
Vehicle Rescue Operations  
Water Rescue I & II

**Graphics Design****Heating, Ventilation, Air Conditioning  
and Refrigeration****Horticulture:**

Floral Design  
Horticulture

**Human Services Technology:**

Psychiatric Rehabilitation

**Industrial Maintenance Mechanics:**

Industrial Maintenance Mechanics  
Stationary Engineering

**Management:**

Management

**Marketing:**

Marketing  
Digital Marketing

**Massage Therapy:**

Massage Therapy  
Neuromuscular Therapy

**Medical Assistant:**

Medical Assistant

**Medical Laboratory Technology:**

Phlebotomy

**Music Technology:**

Recording Technology

**Network Design and Administration:**

Cybersecurity Specialist  
Network Associate

**Nurse Assistant**

### **Office Administration and Technology:**

- Administrative Office Support
- Microsoft Office Specialist
- Office Support Technology
- Office Technology Assistant I
- Office Technology Assistant II
- Virtual Assistant

### **Paramedic**

### **Precision Machining Technology:**

- Advanced CNC Programming
- CNC Machining
- MasterCam
- Precision Machining Technology
- Solid Works

### **Radiologic Technology**

- Computed Tomography

### **Sign Language/Basic Communication**

### **Warehousing and Distribution**

### **Web Technologies:**

- Java Programming
- Web Coding
- Web Design

### **Welding Technology:**

- Advanced Welding Manufacturing
- Welding Technology
- Welding Technology – Advanced
- Welding Technology – Specialized

## **Enrollment Information**

### **Auditing Courses**

**Cost of Attendance**

**Course Load**

**Dropping & Adding Courses/Section Changes**

**Refund Policy**

**Repeating Courses**

**Vaccinations Policy**

### **Auditing Courses**

Auditing a course means you attend the class but do not receive credit for attendance or work performed. The instructor may or may not allow you to participate in class assignments, testing, classroom discussion and/or other course 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), those which may be audited with the approval of the department (see listing) and those which require no approval to audit (any credit class NOT listed may be audited without departmental approval).

### **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 Air Force Base, 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. Closed class cards will not be issued to audit status students. 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.**

### **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	All courses
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
GEOG	143
GS	All general studies classes
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
OAT	260, 293
PHYS	All courses
PTA	170, 270, 280
RT	112, 152, 160, 241, 242, 298, 299

### Audit by Permission 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, 115, 167, 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

### Cost of Attendance

SWIC students pay LESS THAN HALF the national-average tuition of state universities. There are payment plans, scholarships, loans, grants, student employment and SWIC Tuition E-Gifts to help you fund your education.

Below is a breakdown of the average cost for attending two semesters (one year) at SWIC for a full-time student enrolled in 15 semester credits each semester:

Tuition and Fees = \$3,660\*

Books and Supplies = \$1,632

Transportation = \$2,442

Personal Expenses = \$2,040

Dependent living expenses (at home) = \$2,310

or Independent living expenses (in an apartment) = \$4,366

*\*Based on in-district tuition rate of \$113 per credit hour and \$9 per credit hour mandatory fee for activities and technology*

For financial aid and scholarship information, visit [swic.edu/students/services/financial-aid](http://swic.edu/students/services/financial-aid).

### 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 hours = **full time**
- 9-11.5 hours = **three-quarter time**
- 6-8.5 hours = **half time**
- .5-5.5 hours = **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 account when you determine your course load.

### **Dropping or Withdrawing from Courses**

If a student wishes to withdraw from a class, the student must submit a Drop/Add Section Change Form to the Enrollment Services office in person or by mail or complete the process online at [estorm.swic.edu](http://estorm.swic.edu). Students should not assume they are withdrawn from a class in good standing if they do not attend the class. Drop/Add Section Change Forms are available in the Belleville Campus Enrollment Services office, and the Sam Wolf Granite City Campus office. Students who submit withdrawal notification by mail will be withdrawn from class as of the postmark date of their notification. Withdrawals will not be accepted by telephone.

Deadlines for withdrawal are based on the meeting patterns of the class. Withdrawal deadline for classes scheduled to meet seven days or longer reflect 85 percent of the scheduled meeting patterns. Withdrawal deadlines for classes scheduled to meet one to six days are one day prior to the first meeting date. Students should refer to their schedule for specific withdrawal dates.

Any student dropped with an effective date prior to the midterm date of the class will receive a W. If the effective date of the withdrawal is after the midterm date of the class, the instructor may assign a W or a WF grade.

### **Refund Policy**

To be eligible for a refund of tuition and class fees, you may drop classes online at [estorm.swic.edu](http://estorm.swic.edu) or submit a written request to Enrollment Services within the refund period specified in this semester's schedule. No drops will be accepted over the telephone. "Refund" is strictly applicable only if all charges for which the student is liable have already been paid. Otherwise, any refund due will take the form of a corresponding reduction in the total liability on the student's account.

### **TO RECEIVE A 100 PERCENT REFUND OF YOUR TUITION AND CLASS FEES:**

You may drop classes online at [estorm.swic.edu](http://estorm.swic.edu) or submit a written request to Enrollment Services (if you mail your written notice, it must be postmarked) ten (10) or more calendar days prior to the official start date of the class.

**Official dates are published in each semester's "Schedule of Classes" under "100% Deadline" in the "Course Listings." Specific dates can be found on eSTORM. Select Student Center, My Class Schedule and click the Deadline icon.**

### **TO RECEIVE A 90 PERCENT REFUND OF YOUR TUITION AND 100 PERCENT OF YOUR CLASS FEES:**

#### **For classes three weeks or more in length:**

You may drop classes online at [estorm.swic.edu](http://estorm.swic.edu) or submit a written request to Enrollment Services.

If you mail your written notice, it must be postmarked, within nine (9) calendar days prior to and eight (8) calendar days after the official start date for each class.

#### **For classes between one and two weeks in length:**

You may drop classes online at [estorm.swic.edu](http://estorm.swic.edu) or submit a written request to Enrollment Services. If you mail your written notice, it must be postmarked, within nine (9) calendar days prior to and one (1) calendar day after the official start date for each class.

#### **For classes less than seven calendar days in length:**

You may drop classes online at [estorm.swic.edu](http://estorm.swic.edu) or submit a written request to Enrollment Services. If you mail your written notice, it must be postmarked, within nine (9) calendar days prior to the start date of each class.

**Official dates are published in each semester's "Schedule of Classes" under "90% Deadline" in the "Course Listings." Specific dates can be found on eSTORM. Select Student Center, My Class Schedule and click on the Deadline icon.**

No refund of tuition and/or fees will be issued for a class dropped after the 90 percent date.

**All refunds will be issued directly to the student.** Please allow 30 days for processing. The refund policy is subject to change without notice.

**Financial Aid Refund Policy:** The Return of Funds policy for financial aid recipients differs from the SWIC normal refund policy.

SWIC students who are 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. For further information, specifics regarding the Return of Funds policy and/or examples, contact the Financial Aid, Veteran Services and Student Employment Office, ext. 5288.

### **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.***

### **Student ID Numbers**

To help protect you from identity theft, the college identifies students by student ID number rather than Social Security number. Your student ID number will be generated upon completion of your New Student Information Form. You will receive an email confirmation with this number. For new students, you need to provide your Social Security number when you apply at SWIC, then receive a student ID number. For returning students, you can request your student ID number at the eSTORM login page or by accessing the student ID number request form at [estorm.swic.edu](http://estorm.swic.edu). You need a student ID number to access your student email and your eSTORM online student records account.

### **Vaccination Policy**

SWIC does not require vaccinations for open enrollment programs; however, SWIC requires students in some Health Sciences programs to provide proof of immunizations per the regulations of the clinical facilities in which students are placed for the clinical education component of their program of study. Students are made aware of these immunization requirements through the SWIC catalog, brochures, website, program student handbooks, and program orientation meetings. Students accepted into these specialized programs will be required to show proof of immunizations before beginning any clinical experience courses.

## **Student Records**

**Student Classification**  
**Grade Reports**  
**Course Numbering System**  
**Proficiency Examinations**  
**Graduation Requirements**  
**College Transcripts**  
**Acceptance of Transfer Credits**  
**Notification of Rights Under FERPA**  
**Articulation Agreement**  
**Return of Title IV Financial Aid**  
**Student Statistics**

### **Student Classification**

A student who has earned 29 semester credits or fewer is a freshman. A student who has earned 30 or more semester credits is a sophomore. A student who is registered for 12 or more semester credits is a full-time student. A student registered for less than 12 semester credits is a part-time student. For financial aid purposes, 12 semester credits is considered full time during the summer term.

Veterans Affairs and some other funding agencies designate minimum course loads for qualification purposes.

Your ability and how many hours you work should be taken into account when you determine your course load.

### **Grade Reports**

Students may access semester grades online through [estorm.swic.edu](http://estorm.swic.edu). Semester payments, including fines and assessments, must be paid before grades can be viewed.

### **Course Numbering System**

Courses numbered 100 to 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.

### **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.

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 the total tuition for the course. This fee is payable at the time students submit their applications.

Students who successfully complete proficiency examinations will have the credit recorded on their college transcripts with the designation "PC" (proficiency credit). No letter grade will be recorded and the credits will not be included when computing grade point averages. 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 for the same course.
- They may not be taken for a course that is below the level of previously completed coursework.
- They may not be taken for a course which a student has previously audited or in which a student has been enrolled.
- Seminars may not be used as a basis of 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 nonrefundable fee.

It is the student's responsibility to check with transfer institutions regarding transferability of proficiency credit.

#### **Graduation Requirements**

Degrees are awarded at the end of each academic term (fall, spring and summer). Application deadlines are set by Enrollment Services. Go to [swic.edu/students/services/enrollment-services/registration/graduation-information](http://swic.edu/students/services/enrollment-services/registration/graduation-information) for specific deadlines and instructions.

#### **Application for Graduation**

You must apply for a degree through the Enrollment Services office by completing a Graduation Application or through eSTORM services. You will be notified via your SWIC student email account regarding your degree status.

#### **Commencement**

Students who have applied for graduation and completed requirements for a degree during the spring term, as well as 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. Students must 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. 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 Southwestern Illinois College can earn certificates in a variety of occupational programs. Certificates are automatically awarded at the end of the term for students who have completed the following:

- Complete all certificate requirements as outlined in the Career Programs section of the college catalog (blue pages).
- Complete a minimum of 25 percent of the required semester credits through courses offered by Southwestern Illinois College. 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.

Certificates will be mailed to the student's permanent address of record approximately four weeks after the end of the term.

#### **College Transcripts**

You 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 at [swic.edu/students/services/enrollment-services/registration/transcripts](http://swic.edu/students/services/enrollment-services/registration/transcripts). Official transcript orders will have a \$6 charge for each copy requested. You may view and print unofficial transcripts from eSTORM services. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.

### **Transfer Credit**

Students who have completed college coursework with a grade of “D” or better through a regionally accredited institution may submit a request to have the credit evaluated toward a degree/certificate at Southwestern Illinois College. Some programs and course requisites may require courses to be completed with a grade of “C” or better. Some career/occupational programs may accept credit from other career/technical institutions. Transfer credit grades are not included in the cumulative grade point average.

### **Transferring Coursework**

A New Student Information form must be submitted prior to requesting an evaluation of transfer credit. Students must see an academic advisor to declare their official program/plan. To ensure an evaluation of credit, a Transfer Credit Evaluation Request form must be completed and submitted to Enrollment Services. An official transcript must be received from each institution where the credit was earned. Electronic transcripts submitted through Credentials eScrip-Safe, Parchment, Joint Service Transcripts (JST) and National Student Clearinghouse are accepted. Electronic transcripts can also be sent to [records@swic.edu](mailto:records@swic.edu) directly from the institution. If a transcript is received through this account from a student, it will not be considered official.

Hand-carried transcripts will be accepted as official only if brought in a sealed envelope from the issuing institution.

Once received by SWIC, transcripts will not be released to third parties or returned to students either in original or copy form. Upon receipt of all transcripts and the transfer credit evaluation form, credit will be evaluated toward the student’s current degree or certificate program and applied to their SWIC transcript. Students should check their “To Do List” in eSTORM for their evaluation status. Students may track their degree progress by selecting the degree progress link under Academic History in their Student Center on eSTORM.

To submit your Transfer Credit Evaluation Request form online, log into eSTORM and select the Transfer Credit Evaluation link found in other academic drop down under Academics in your Student Center. Please refer to the International Students section for information on the F-1 Student Visa Admissions Requirements.

### **Illinois Articulation Initiative (IAI)**

The Illinois Articulation Initiative facilitates the transfer of students from one Illinois institution to another. Both a general education core curriculum and a lower-division major recommendation course listing have been developed.

If you are looking for assistance on how your courses will transfer to SWIC or for a list of all of our Illinois Articulation Initiative general education courses, visit [www.itransfer.org/](http://www.itransfer.org/).

### **International Transcripts**

Students who have attended an international institution should 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](http://www.ece.org) or [www.wes.org](http://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. Additional information, such as course descriptions may be requested to determine the appropriate equivalency.

### **Family Educational Rights and Privacy Act (FERPA)**

*Notification of Rights under FERPA for Postsecondary Institutions*

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; CFR Part 99) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.

A student should submit to the Enrollment Services office a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including Public Safety unit personnel); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor or collection agent); or a person serving on the Board of Trustees.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Any student who has reason to believe that Southwestern Illinois College is not complying with the act or this policy should inform the dean of Enrollment Services in writing (Enrollment Services office, Belleville Campus Information Sciences Building, Room 1050), 618-235-2700, ext. 5400.

#### *Public Notification of Directory Information*

At its discretion, Southwestern Illinois College may provide "directory information" in accordance with the

provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

Designated directory information at SWIC includes the following: student's name, address, enrollment status (full- or part-time), dates of attendance at SWIC, honors (including honor roll), degree(s) conferred (including dates), past and present sports participation and physical factors of athletes (height and weight). Students may block the public disclosure of directory information by submitting a Request to Prevent Disclosure of Directory Information form to the Enrollment Services office. This request will stay on file until removed by the student. SWIC retains the right to exercise discretion in determining the release of directory information.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Southwestern Illinois College not to release any of this "directory information;" thus, any future requests for such information from non-institutional persons or organizations will be refused.

Southwestern Illinois College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Southwestern Illinois College assumes no liability as a result of honoring your instructions that such information be withheld.

Although the initial request may be filed at any time, request for non-disclosure will be honored by the college until removed, in writing, by the student.

#### **Return of Federal Title IV Financial Aid**

Colleges that participate in Federal Title IV financial aid programs are required to monitor student withdrawals and determine if federal student aid funds need to be returned. A student is subject to the federal return of funds policy if he/she receives Title IV financial aid (Federal Pell Grant, FSEOG, Direct Loans) and withdraws or is withdrawn by the instructor from ALL financial aid eligible hours on or before the 60 percent point in time of the enrollment period. Detailed information about the Return to Title IV Funds process is available in the SWIC Financial Aid Handbook, [swic.edu/students/services/financial-aid/handbook/federal-return-of-funds-policy](http://swic.edu/students/services/financial-aid/handbook/federal-return-of-funds-policy).

# Student Services

Academic Advising  
Disability & Access Center  
Financial Aid and Student Employment  
Veterans Services  
Learning Resources  
Computer Resources  
Online Learning  
Testing Centers  
Success Centers  
Student Life Services  
    Career Services  
    College Activities  
    Clubs and Organizations  
    Lifetime Leader Program  
    TV Lounges  
    Cyber Lounge  
    Bulletin Board/Displays  
Housing  
Wellness Services  
Athletics  
SWIC Bookstores  
Business Office  
Food Service  
Public Transportation  
Department of Public Safety

## Academic Advising

[swic.edu/students/services/advising](http://swic.edu/students/services/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 services

*For more information and assistance, contact one of these offices:*

**Belleville Campus** – BC-IS Room 1115  
618-235-2700, ext. 5206

**Sam Wolf Granite City Campus** – Student Services Desk  
618-931-0600, ext. 7333

## Disability & Access Center

[swic.edu/students/support-services/disability-access-center](http://swic.edu/students/support-services/disability-access-center)

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 help students overcome barriers and attain success.

The students served by the Disability & Access Center include students with disabilities and veteran students with disabilities, as well as vocational students with economic challenges, single parents, displaced homemakers, nontraditional students and individuals with limited English proficiency.

### Important Information for Students with Disabilities:

1. Documentation of a disability is needed for obtaining reasonable accommodations.
2. It is recommended that new students with disabilities needing accommodations schedule an appointment with the Disability & Access Center four to six weeks prior to enrolling in classes.
3. Students eligible for and wanting accommodations must contact the Disability & Access Center **each** semester.

### Districtwide Accommodations and Support Services:

- Individual appointments to develop or update a Comprehensive Support Services Plan
- Community agency referrals
- Faculty consultations
- Agency and high school consultations
- Accommodation services for students with disabilities:
  - Accommodated testing labs and services
  - Adaptive technology labs and services
  - Alternative format textbooks/classroom materials
  - Readers/note takers/scribes
  - Sign language interpreters
  - Large print materials
  - Speech-to-text transcription
  - Early registration in conjunction with Enrollment Services

For more information on the Disability & Access Center, visit [swic.edu/students/support-services/disability-access-center](http://swic.edu/students/support-services/disability-access-center).

### Financial Aid and Student Employment

Contact the Financial Aid, Veterans Services and Student Employment Office for information and assistance with applying for federal, state and institutional financial aid. Recipients of financial aid, which includes grants, scholarships, loans and student employment, must have declared a financial aid eligible program, be enrolled in courses required for that program, and maintain satisfactory academic progress requirements.

Awards are based on the student's program and enrollment at the census date for each term (the 10th class day of the fall and spring semesters and the fifth class day of the summer semester).

Students who fail to complete ALL financial aid-eligible classes may be required to repay a portion of the financial aid funds they received.

Specific types of financial aid may have additional requirements. Detailed information is provided in the Financial Aid and Student Employment Handbook available online at [swic.edu/students/services/financial-aid/handbook/](http://swic.edu/students/services/financial-aid/handbook/) and in the Department of Education's Student Guide available at [studentaid.ed.gov/guide](http://studentaid.ed.gov/guide). You can monitor your financial aid at SWIC on eSTORM. All communication will be sent to your SWIC student email.

Veterans should contact the Financial Aid, Veterans Services and Student Employment Office for specific information on federal and state educational benefit eligibility.

Belleville Campus:  
BC-IS Room 1035  
618-235-2700, ext. 5288

Sam Wolf Granite City Campus:  
Room 410  
618-931-0600, ext. 5288

Red Bud Campus:  
Contact the Student Development Office,  
618-282-6682, ext. 8126.

Please visit [swic.edu/students/services/financial-aid](http://swic.edu/students/services/financial-aid) for hours of operation.

### **Veterans Services**

Belleville Campus:  
BC-IS Room 1035  
Open during normal business hours  
Specific hours of operation are posted.  
Call 618-235-2700, ext. 5288.

Sam Wolf Granite City Campus: Hours of operation vary and are posted in Room 435. For information and/or appointment, call the Veterans Services representative at 618-931-0600, ext. 7336.

### **Learning Resources:**

**Belleville Campus:**  
Call 618-235-2700, ext. 5204.

**Red Bud Campus:**  
Call 618-282-6682, ext. 8190.

**Sam Wolf Granite City Campus:**  
Call 618-931-0600, ext. 7354.

Visit [swic.edu/students/services/library](http://swic.edu/students/services/library) for current hours of operation.

### **Computer Resources**

Networked computers with internet access and networked laser printers are available at all three campuses.

**Belleville Campus:** Library (BC-IS Room 1025); Success Center (LAC 1307). Call the Library at 618-235-2700, ext. 5204; Success Center at 618-235-2700, ext. 5495; or visit [swic.edu](http://swic.edu) for hours.

**Sam Wolf Granite City Campus:** Library (Room 432) and Success Center (Room 403). Call 618-931-0600, ext. 7354 or 7307, or visit [swic.edu](http://swic.edu) for hours.

**Red Bud Campus:** Library, Success Center and Room 112. Call the Library at 618-282-6682, ext. 8190; the Success Center at 618-282-6682, ext. 8148; or the Computer Lab at 618-282-6682, ext. 8110, or visit [swic.edu](http://swic.edu) for hours.

Students enrolled in specific classes also have access to discipline-specific labs equipped with specific software used in classes.

### **Online Learning:**

In an effort to provide as many students as possible with a quality education, Southwestern Illinois College offers alternatives to the traditional face-to-face, on-campus learning experience. These formats, including online and hybrid courses, allow students greater flexibility in accessing and completing courses using the Blackboard Learning Management System. For more information about Online Learning, visit the college website at [swic.edu/academics/online-learning](http://swic.edu/academics/online-learning). Additional information, such as Frequently Asked Questions and the Blackboard Help Request Form, is available through the menu on the Online Learning webpage.

Instructional Technology Call Center  
618-235-2700, ext. 5737  
[onlinelearning@swic.edu](mailto:onlinelearning@swic.edu)

Assistant Instructional Technology Manager  
Stefan Schoemehl – [stefan.schoemehl@swic.edu](mailto:stefan.schoemehl@swic.edu)

### **Testing Centers**

Testing Centers are available for faculty and students who need flexible testing schedule. Visit [swic.edu/students/services/support-services/testing-centers](http://swic.edu/students/services/support-services/testing-centers) to schedule an appointment.

## Success Centers

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, such as tutoring, workshops, facilitated study groups, computer access, online support programs, models and an Online Writing Lab (OWL).

### Hours, Phone Numbers and Locations:

#### Belleville Campus:

##### Summer 2019

8 a.m. to 6 p.m., Monday-Thursday

8 a.m. to 4 p.m., Friday (lab only)

##### Fall 2018 and Spring 2019

8 a.m. to 6 p.m., Monday and Thursday

8 a.m. to 7 p.m., Tuesday and Wednesday

8 a.m. to 4 p.m., Friday (lab only 2-4 p.m.)

10 a.m. to 1 p.m., Saturday

BC-LA Room 1307

618-235-2700, ext. 5495

#### Sam Wolf Granite City Campus:

##### Summer 2019

8 a.m. to 7 p.m., Monday and Thursday

8 a.m. to 5 p.m., Tuesday and Wednesday

8 a.m. to 2 p.m., Friday (lab only)

##### Fall 2018 and Spring 2019

8 a.m. to 7 p.m., Monday and Thursday

8 a.m. to 5 p.m., Tuesday and Wednesday

8 a.m. to 4 p.m., Friday (lab only 2-4 p.m.)

Room 403

618-931-0600, ext. 7307

#### SWGCC The Write Stuff:

##### Summer 2019

All tutoring in Room 403 during summer semester

##### Fall 2018 and Spring 2019

8 a.m. to 3 p.m., Monday-Thursday

8 a.m. to 2 p.m., Friday

Room 311 (The Write Stuff)

618-931-0600, ext. 7484

#### Red Bud Campus:

##### Summer 2019

Closed - visit Belleville Campus for tutoring

## Fall 2018 and Spring 2019

8 a.m. to 1 p.m., Monday-Thursday

Room 124

618-282-6682, ext. 8138

Success Centers have reduced hours or are closed during summer semester and are closed between semesters.

## Student Life Services

Student Life Services consists of Career Services and College Activities.

### Career Services

Career Services offers a full range of career development services. Visit [swic.edu/students/services/support-services/career-services](http://swic.edu/students/services/support-services/career-services). Career Services is located in BC-MC Room 1240

### Career Readiness Training

- Leadership development program
- Career readiness and soft skills workshops
- On-campus recruiting, job fairs and career fairs
- Job search, interviewing, and résumé workshops
- Student internship assistance

### Career Decision-Making/Career Assessment

- Career assessments
- Computer guidance software

### Career Exploration/Labor Market Information

- Career resource information
- Business and industry information
- Informational interviews

## College Activities

College Activities offers a wide variety of recreational, cultural and educational activities to all students. You may participate in activities at all campuses.

For information about upcoming events, ticket availability and campus programs, call 618-235-2700, ext. 5561, or visit College Activities Events Calendar at [swic.edu/students/services/student-life/college-activities](http://swic.edu/students/services/student-life/college-activities).

**Student Life hires** student workers whose duties include general office and customer service assistance, Cyber Lounge Information Desk attendant, and districtwide event planning and implementation for various social, educational, community and cultural programs.

Anyone interested in working in the offices of College Activities, Career Services or in the Cyber Lounge should fill out the Student Employment Application in Financial Aid.

## Clubs and Organizations

There are more than 40 student organizations at SWIC. Check [swic.edu/students/services/student-life/college-activities](http://swic.edu/students/services/student-life/college-activities) for the list of currently active groups at each campus.

## Forming a New Club

Students interested in forming new clubs should visit the Student Life Office in Room 1246 for more information.

## Lifetime Leader Program

The Lifetime Leader Program is a free, non-credit certificate program offered to any student registered in at least one credit hour. Students who participate in this service-focused program receive personal and professional development workshops, soft skills training and other development opportunities. For more information on how to join visit: [swic.edu/students/services/student-life/college-activities/lifetime-leader-program](http://swic.edu/students/services/student-life/college-activities/lifetime-leader-program).

## TV Lounges

**Belleville Campus:** A comfortable place for students to relax or study is located in the Main Complex on the first floor. A television, vending machines and a microwave are located nearby. There is also a TV Lounge located in the LA Building on the second floor. Additional areas for student study and relaxation are available along corridors in each building.

**Sam Wolf Granite City Campus:** The Commons provides a comfortable place for students to relax or study. A television, vending machines and a microwave are located in this area. Additional areas for student study and relaxation are available along corridors of the campus.

**Red Bud Campus:** The Dining Room is open at all times and provides a place to dine and study. A television, vending machines and a microwave are located in this area. Additional areas for student study and relaxation are available in the lobby and in the second floor lounge.

## Cyber Lounges

The Cyber Lounge at the Belleville Campus features free access to the Internet. Students are able to hang out, play video games, and listen to music.

## Bulletin Boards/Displays

**Belleville:** All items must be approved by the Student Life Office, BC-MC Room 1246.

**Sam Wolf Granite City:** All items should be dropped off at the registration desk for subsequent approval by authorized staff.

**Red Bud:** All items must be dropped off in the Student Development Office for approval.

## Housing

**Belleville:** Students seeking apartments or roommates may post notices on the bulletin board near the BC-MC First Floor Lounge. Cards are available in the Student Life Services Office BC-MC Room 1246. The cards will be approved and posted by our staff.

## Wellness Services

[swic.edu/students/services/support-services/wellness/](http://swic.edu/students/services/support-services/wellness/)

Wellness Advocates (Licensed Clinical Social Workers) assist students in becoming successful learners by helping them develop strategies to address issues that could potentially impede their success. 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.

## Athletics

**Belleville:** For information on intercollegiate athletics, visit [swic.edu/students/services/student-life/athletics](http://swic.edu/students/services/student-life/athletics) or call the director of Athletics at 618-235-2700, ext. 5450, or visit BC-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.

## SWIC Bookstores

The bookstores are operated by Barnes & Noble College which offers textbook options – NEW, USED, RENTAL and DIGITAL (YUZU). The bookstore offers a wide range of school supplies, backpacks, school-spirit apparel, electronics, general reading books and even snacks! Visit [swic.bncollege.com](http://swic.bncollege.com) for current promotions, policies and other general information. The bookstore price matches with Amazon and bn.com. \*Restrictions apply. See bookstore for details.

## Belleville Campus Hours:

Fall/Spring Semester

8 a.m. to 6 p.m., Monday-Thursday

8 a.m. to 3 p.m., Friday

Summer Semester

8 a.m. to 4 p.m., Monday-Thursday

8 a.m. to 2 p.m., Friday

618-235-2700, ext. 5334

### **Sam Wolf Granite City Campus Hours:**

#### Fall/Spring Semester

8 a.m. to 6 p.m., Monday-Thursday

8 a.m. to 3 p.m., Friday

#### Summer Semester

8 a.m. to 4 p.m., Monday-Thursday

8 a.m. to 2 p.m., Friday

618-931-0600, ext. 7379

### **Red Bud Campus Hours:**

Students must pre-order textbooks at

**swic.bncollege.com**. for books to be distributed through the Red Bud Campus office.

### **IMPORTANT:**

Students using financial aid to purchase course materials may do so according to the following schedule:

Spring/Fall: The week before school starts and the first two weeks of the semester.

Summer: The week before and the first week of the semester.

### **Business Office**

Tuition and fees, transcripts, library and parking fines, etc., may be paid online through your eSTORM account, or at any college Business Office. Payments may be made by cash, check, money order, VISA, MasterCard, Discover or E-check. You may pay via phone using Illinois E-Pay Interactive Voice Response services by calling toll free 877-455-3729.

A Tuition Payment Plan is available online through your eSTORM account or by making arrangements with the Business Office (Belleville, Sam Wolf Granite City and Red Bud campuses and Scott AFB). A tuition payment plan requires a specified down payment of tuition and fees by the established due date, plus a surcharge for enrolling in the payment plan.

For tuition and fees information, please visit

**swic.edu/students/services/business-office/tuition-fees**.

### **Hours and Locations:**

#### **Belleville Campus:**

8 a.m. to 5 p.m., Monday-Thursday

8 a.m. to 4 p.m., Friday

618-235-2700, ext. 5367

#### **Sam Wolf Granite City Campus:**

9 a.m. to 5 p.m., Monday-Thursday

8 a.m. to 4 p.m., Friday

618-931-0600, ext. 5367

### **Red Bud Campus:**

8 a.m. to 4 p.m., Monday-Friday

618-282-6682, ext. 8114

### **Scott AFB:**

8 a.m. to 4 p.m., Monday-Friday

618-746-4200

### **Food Service**

The Café and Starbucks® at the Belleville Campus are operated by ARAMARK Corporation. The Café offers full-service grill items, hot entrees, pizza, soups, salads, 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.

Vending machines in all institutional buildings offer further beverage, snack and candy options.

Catering is available for on-campus events.

### **Hours and Locations:**

#### **Belleville Campus:**

The Café, located centrally in the Main Complex is open from 7:30 a.m. to 7:30 p.m., Monday-Thursday, and 7:30 a.m. to 2 p.m., Friday.

Starbucks® is located in the Liberal Arts Complex and is open 7:30 a.m. to 7:30 p.m., Monday-Thursday, and 7:30 a.m. to 2 p.m., Friday.

\*\*Hours are subject to change

#### **Red Bud and Sam Wolf Granite City Campus:**

Food and beverage vending machines are available.

For more information, please call 618-235-2700, ext. 5549, or 618-235-6886.

### **Public Transportation**

**Belleville:** A free Student ID Metro Pass is available to currently enrolled students through Public Safety each semester. Call Metro at 618-271-2345 or stop by the Information Booth in the Cyber Lounge for MetroLink and MetroBus schedule information.

**Sam Wolf Granite City:** A free Student ID Metro Pass is available to currently enrolled students through Public Safety each semester. Free Madison County Transit bus service is available to students with a valid Student ID Card and Metro Pass. Schedules are available at **mtc.org** or by calling 618-797-4600.

**Red Bud:** Monroe-Randolph Transit offers shuttles to the Red Bud Campus. For more information or ticket prices, call 618-443-4433.

### **Department of 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. We want the SWIC experiences for students, college employees and visitors to be safe and pleasant.

The department emphasizes preventing crimes and violations of policy, and provides 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 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 24/7.

**Authority:** Designated positions within the department are sworn police officer positions with full police powers to include arrest and duty responsibilities in accordance with Illinois Compiled Statute (ILCS) 50, Act 705.

All other officers possess arrest authority and duty responsibilities in accordance with ILCS 110, Act 805 and the SWIC Board of Trustees Policies.

### **Campus Security Policies and Crime Statistics/Fire**

**Safety Report:** 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, the Department of Public Safety publishes and distributes an annual Campus Security Report and Fire Safety Report by Oct. 1 of each year. The CSR lists the campus crime statistics, on campus and surrounding public property, and noncampus facilities, for the previous three years; for example the October 2018 report covers the years of 2015, 2016 and 2017.

The CSR/FSR also outlines the Public Safety department's authority, security policies, procedures for reporting crime, procedures for reporting sexual assaults/sex offenses, Title IX complaints, follow-up services, counseling and treatment services, crime prevention programs, accessibility of campus facilities and Substance Abuse

(Drug and Alcohol) Policy, and 2008 revisions of the Higher Education Opportunity Act with specific additions to hate crime reporting and emergency response and evacuation procedures, missing student notification and fire safety issues for institutions that maintain an on-campus student housing facility, and the Violence Against Women Reauthorization Act of 2013 amendments to the Clery Act, specifically addressing domestic violence, dating violence and stalking.

The annual CSR/FSR can be accessed via the SWIC website at [swic.edu/students/services/safety/campus-security-reports](http://swic.edu/students/services/safety/campus-security-reports), 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), access to locked vehicles, vehicle jump starts, personal escorts on campus, CPR/first-aid, lost and found, engraving items for identification, crime prevention programs, and courtesy/emergency message delivery.

**Parking Permits:** Student, faculty and staff parking is by permit only on the college's Belleville, Red Bud and Sam Wolf Granite City campuses and at the East St. Louis Higher Education Center. Proof of a valid driver's license is required before a permit can be issued. The permit is free and issued by the respective Public Safety department, the administrative office at the Red Bud Campus and the administrative office at the East St. Louis Higher Education Center. A copy of the SWIC Traffic Code will be provided when the permit is issued.

**Student Identification Cards:** A student's first Student Identification Card each semester is free. The ID card, along with a MetroLink pass, is issued by the Department of Public Safety (Belleville and Sam Wolf Granite City campuses) and the Student Development Office at the Red Bud Campus. The ID shall be used for specific services (i.e, library card, computer lab access/open lab, MetroLink use). Replacement ID cards and MetroLink passes are available for a \$25 fee.

**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.

## Reporting Emergencies:

You play a critical role in preventing and reducing crime in our college community. The key to crime prevention in the SWIC community is a continuous, active role taken by you regarding your personal property and college property entrusted to your care. Do not allow yourself to be found or placed in a situation that leaves you vulnerable to possible bodily harm. Be alert to, and aware of, your surroundings. Report suspicious people and activity immediately. Secure your car, office and other property, and protect them from possible theft or damage by others.

Students, staff and faculty members are requested and encouraged to notify SWIC Public Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus.

1. The quickest way to obtain professional help for an emergency is to telephone the SWIC Public Safety department when on a SWIC campus, or call the local police department from an Off-Campus Site.
2. When calling, stay calm and carefully explain the situation to the emergency operator. Be sure to provide the location of the incident. DO NOT hang up the telephone until instructed to do so.

### **Belleville Campus:**

Emergency: 618-235-2700, ext. 5555, or Emergency Phones in the Main Complex, Information Sciences Building and Liberal Arts Complex; or 9-1-1  
Public Safety: 618-235-2700, ext. 5221

### **Sam Wolf Granite City Campus:**

Public Safety: 618-931-0600, ext. 7372, or Red Emergency Phones; or 9-1-1

### **Red Bud Campus:**

Emergency: 618-282-6682, ext. 8888, or the Red Emergency Phones; or 9-1-1

**Off-Campus Sites (PSOP, Fire Science Station, East St. Louis Higher Education Center, Other Off-Campus Sites):** Emergency: 9-1-1

## Student Regulations

**Student Conduct Code**  
**Possible Sanctions for Violations of Student Conduct Code**  
**Disciplinary Proceedings**  
**Student Grievance Procedure**  
**How to Report Incidents**  
**Liability for Personal Property**  
**Equal Educational Opportunity**  
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**Tobacco Free Campuses**  
**Sexual Assault Awareness**  
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### **Student Conduct Code**

*This document describes the policies and procedures governing student rights and conduct at Southwestern Illinois College, Community College District #522 (SWIC). It also describes the process students follow to file a grievance concerning academic, administrative or equal opportunity complaints. More detailed information concerning the policies, procedures and programs of the college may be obtained from the SWIC Catalog.*

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.

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 and 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, non-compliance 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 or written reprimand 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 with (staying away from) the victim/complainant, to include no physical or nonphysical contact whether direct or indirect (including but not

limited to, telephone calls, text messages, 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 vice president for Student Development or designee, who will determine whether the student is guilty of the charge. If the student is found guilty using a preponderance of the evidence, the vice president for Student Development will impose appropriate sanctions. 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 a hearing before the Hearing Board Committee within seven school days from the time the notification is received. The request for a hearing must be in writing. The 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.

Each appeal will be heard by a panel of the Hearing Board Committee comprised of three administrators appointed by the college president (one to be appointed chair),

two faculty members appointed by the president of the Faculty Union and two students appointed by the Student Leadership Group at the Belleville Campus.

The Hearing Board Committee hearing should be informal and non-adversarial in nature, with rules of evidence and civil procedure not strictly applying. The hearing should be conducted much as an arbitration would be handled involving personnel decisions under administrative proceedings. The vice president for Student Development or designee and the student should be allowed to present any testimony or documents, and such evidence will be given whatever weight it is due. All documents used by the vice president for Student Development or designee to impose sanctions should be made available to each Hearing Board Committee member and the student prior to the hearing.

A transcript should be taken of the hearing.

The written decision of the Hearing Board Committee will be communicated to the student and vice president for Student Development or designee. The Hearing Board Committee is the final authority on the matter.

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 the 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 in as confidential a manner as possible so as to protect the interests of all parties.

In grievances involving academic matters, including grading, the student should first consult with the instructor concerned. 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, vice president for Instruction 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 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 or older), disability or genetic information, or veteran status should be made to the affirmative action officer (director of Human Resources) who will handle the grievance. Specific college processes exist in conformance with state and federal statutes governing such cases.

**Reporting Incidents:**

Students who feel threatened or intimidated, who are harmed or who observe violations of the Student Conduct Code may report the incident as appropriate:

- **For academic matters:** To the instructor, coordinator/department head or dean.
- **For matters of safety or security:** To the Public Safety office or campus administrative office.

**Belleville Campus** ..... 618-235-2700, ext. 5555

**Sam Wolf Granite City Campus** .... 618-931-0600, ext. 7372

**Red Bud Campus** ..... 618-282-6682, ext. 8888

- **In general:** To an administrator, faculty member or staff member for assistance and referral.
- **For discrimination and sexual harassment/misconduct (including sexual violence):**

Contact Title IX Co-Coordinators, Staci Clayborne or Nancy LeVault, by calling 618-235-2700, ext. 5566, sending an email to TitleIX@swic.edu or visiting the Office of the Vice President for Student Development at the Belleville Campus, Main Complex, Room 1246, 2500 Carlyle Avenue, Belleville, IL 62221.

The institution's sexual harassment policy and the formal complaint form for discrimination can be found in Board policies and can be obtained in hard copy from the Office of the Vice President for Student Development at the Belleville Campus, Main Complex, Room 1246. For emergencies or immediate safety concerns, call Public Safety or 9-1-1.

In keeping with the college mission, these regulations may be revised at the discretion of the college. Supplements and/or additions may be made at any time.

**Equal Educational Opportunity/Title IX**

Southwestern Illinois College is committed to equal educational and employment opportunity and affirmative action.

SWIC administers its programs, services and employment opportunities without regard to 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. Affirmative action is taken as appropriate.

Title IX prohibits sex discrimination (including sexual harassment and sexual violence) in our college programs and activities. In addition, it is the policy of SWIC to make every reasonable effort to accommodate individuals with special needs.

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 American with Disabilities Act, the University Religious Observances Act and related state laws.

### **Emergency Procedures**

Emergency procedures to follow in case of a tornado or evacuation are posted in classrooms and hallways. In case of emergencies, follow instructions given by public safety and/or emergency response personnel, and do not re-enter the building until directed to do so by public safety or emergency response personnel. Emergency response guides are posted at [swic.edu/students/services/safety/public-safety/emergency-plans/](http://swic.edu/students/services/safety/public-safety/emergency-plans/).

### **Timely Warnings**

In the event that a crime is reported on campus or in a building or property that the institution owns or controls and is using for educational purposes, that, in the judgment of the director of Public Safety, or designee, constitutes a serious or ongoing threat to the community, a campus wide "timely warning notice" will be issued. Timely warning notices are typically issued for the following Uniform Crime Reporting Program/National Incident Based Reporting System classifications: arson, criminal homicide and robbery.

Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Public Safety. Tips and warnings may be issued via SWIC Alert email or text message, student swic.edu email accounts, fliers posted around building entrances or college bulletin boards.

### **Emergency Notification**

If Public Safety or another local agency confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the SWIC community, the college will immediately notify the campus community. In the event of a serious incident which poses an immediate threat to members of the campus community, the college has various systems in place for communicating information quickly to those individuals including, but not limited to, SWIC Alert emails and/or text messages, swic.edu email accounts, swic.edu webpage, intercom speakers. Some or all of these methods of communication may be activated in the event of an immediate threat to the health and safety of the members of the SWIC campus communities, as appropriate.

### **Insurance**

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

You can purchase accident and sickness insurance through a student insurance carrier. The college does not endorse any plan but makes information available to students. Visit [healthcare.gov](http://healthcare.gov) or [ehealth.com](http://ehealth.com) for specifics. If you have questions, you may contact the assistant to the Vice President for Administrative Services, BC-MC Room 3360, or call 618-235-2700, ext. 5211.

### **Liability for Personal Property**

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

### **Health Services**

The college does not provide any health services. In case of emergency, contact the Public Safety office or 9-1-1. The college reserves the right to call Public Safety if a situation merits such action.

#### **Belleville Campus**

Contact Public Safety  
BC-MC Room 1180  
618-235-2700, ext. 5221

#### **Sam Wolf Granite City Campus**

Contact Public Safety  
618-931-0600, ext. 7372

#### **Red Bud Campus**

Contact the Student Development Office  
618-282-6682, ext. 8114

### **Communicable Disease Policy**

Any student who has a communicable disease or who is a carrier of a communicable disease may attend the college and participate in programs and activities whenever, through reasonable accommodation and according to available medical knowledge, there is no significant risk of transmission of the disease to others.

Any student who has a communicable disease or who is a carrier of a communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

No other person who has a communicable disease or who is a carrier of a communicable disease shall be denied the use of college facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. Questions concerning this policy should be referred to the Office of the Vice President for Student Development.

### **Tobacco Free Campuses**

As of July 1, 2015, SWIC is a tobacco-free campus. Smoking and the 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, rented or leased properties (to include parking lots) and vehicles is prohibited; personal vehicles parked on campus are exempt from this policy. For details and smoking cessation information, visit [swic.edu/students/services/safety/public-safety/tobacco-free-campus](http://swic.edu/students/services/safety/public-safety/tobacco-free-campus).

**Off-Campus Sites:** Smoking and tobacco product use policies are established by local school districts for their respective extension center facilities. Local extension center coordinators provide this information to SWIC students each semester.

### **Sexual Assault Awareness/Violence Against Women Act:**

A short online training program that provides information about sexual assault, domestic and dating violence awareness and stalking is available to all students, staff and faculty. Access the training through your eSTORM Student Center. Look for the online training – consisting of four modules (Bystander Intervention, Forming Healthy Relationships, Sexual Assault and Stalking) – under the Main Menu. Select Online Training and then Violence Against Women Act.

The VAWA Education and Awareness Training should be reviewed at least once annually. Visit [swic.edu/students/services/safety/public-safety](http://swic.edu/students/services/safety/public-safety) for additional safety-related information.

**Crime Prevention Education:** Take the opportunity to review the campus safety videos under eSTORM, Main Menu, titles: Student Safety Videos.

**Registered Sex Offenders:** In accordance with ILCS 730/150, Sex Offender Registration, Child Sex Offender Registration, child sex offenders are prohibited within 500 feet of a school or building or real property while persons under the age of 18 are present in the building or grounds; therefore, child sex offenders are prohibited from enrolling or attending SWIC classes at the East St. Louis Community College Center and Community Education classes at

off-campus locations that are located at local schools which include public or private pre-schools, elementary or secondary schools. All registered sex offenders must register in accordance with the ILCS 730/150 and ILCS 730/152, The Sex Offender and Child Murderer Community Notification Law.

**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.

## **Substance Abuse and Assistance**

- Health Risks
- Legal Penalties
- Penalties for Violating Substance Abuse Policies
- Substance Abuse Counseling
- Substance Abuse Policy

### **Introduction**

SWIC is dedicated to providing a healthy and safe environment for students, employees and visitors. The college recognizes drug and alcohol abuse as debilitating illnesses affecting a person's physical, mental and emotional well being. Substance abuse impairs both class and work performance. As a result of the unhealthy and unsafe effects of drug and alcohol abuse, SWIC believes the unlawful possession and use of illicit drugs and consumption of alcohol by underage individuals is both harmful and illegal.

SWIC is providing the following information to its students so that they may become aware of the health-related and legal problems associated with alcohol and other drug abuse. The college's wellness advocates offer assistance, information and referral for students experiencing difficulty with substance abuse.

SWIC is committed to providing an environment that allows all members of the college community to reach their highest potential.

## **Substance Abuse Counseling and Treatment**

The college's Wellness Advocates provide alcohol and other drug abuse information. Free confidential counseling is also available to assist students and, if requested, referral is made to professional treatment programs or community support groups. Services are available at the following locations:

### **Belleville Campus:**

BC-LA Room 2014  
2500 Carlyle Ave.

### **Red Bud and Sam Wolf Granite City campuses and Scott Air Force Base:**

Services are available by appointment only.

For information, contact 618-235-2700, ext. 5290.

Campuses can be reached toll free in Illinois at 866-942-SWIC (7942) or from St. Louis at 314-436-3218. Most insurance companies and Health Maintenance Organizations recognize drug and alcohol dependency as diseases and some cover the costs of in-/outpatient care at treatment facilities. If you do not have insurance coverage, contact your local mental health department for information and referrals.

## **Substance Abuse (Drug and Alcohol) Policy**

Any employee, student or visitor at SWIC shall not possess or use any illegal or controlled drug or substance in either refined or crude form except under the direction of a licensed physician. Medical cannabis may not be possessed or used on college property or in any college vehicle. SWIC is cognizant of the ever-increasing abuse of legal prescription and over-the-counter drugs amongst students of all ages.

Those who violate any provision of federal or state law pertaining to the manufacture, possession, purchase, sale or use of licit or illicit drugs on college property will be referred to the appropriate civil authority. Since the college possesses an interest in violations, employees or students also may be subject to college disciplinary action based upon current policies.

Possession and use of intoxicants in public areas on the college campuses are prohibited. Irresponsible behavior attributed to the influence of intoxicants is not condoned and will be subject to actions by civil authorities and the college based upon current policies. Compliance with this policy is mandatory.

**Alcohol Policy:** Possession, sale and use of intoxicants on the college campuses is prohibited, except as permitted under Board of Trustees Policy 7015/Administrative Policy, as amended. Irresponsible behavior, attributed to the influence of intoxicants, to include underage drinking, is not condoned. The behavior will be subject to actions by civil authorities and the college, based upon current policies.

## **SWIC Penalties for Violation of Substance Abuse (Drug and Alcohol) Policies**

Any person who is found to have violated the Substance Abuse Policy shall be subject to disciplinary actions (consistent with local, state and federal law).

Students are subject to the loss of financial aid, mandatory referral to counseling/treatment, notification referral to the appropriate civil authority for prosecution, and possible sanctions for violation of the Student Conduct Code up to and including expulsion.

*\*See page 32 for Legal Penalties for the Unlawful Possession, Distribution, and Use of Illicit Drugs and Beverage Alcohol.*

*\*See page 33 for Health Risks Related to Substance Abuse.*

## **Unscheduled College Closing Information**

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](http://estorm.swic.edu).

### *SWIC Website*

Information about closure or delayed opening will be posted in the announcement box on [swic.edu](http://swic.edu) and the home page of eSTORM at [estorm.swic.edu](http://estorm.swic.edu).

### *Other Sources*

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

#### *Websites*

swic.edu  
facebook.com/swic.edu

### **Snow Schedule Information**

If the college chooses to use the snow schedule rather than close, the college will open at 10 a.m. Students should report to the class they are normally scheduled to attend at 10 a.m. that day. Classes will be held for the remainder of their scheduled session.

College staff should report in time for regular operations to begin at 10 a.m.

**Exception:** Instructors may choose to cancel classes scheduled to end at or before 10:30 a.m. Instructors affected by this exception who plan to cancel classes that end at or before 10:30 a.m. should advise students of their intentions before inclement weather occurs.

*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](http://swic.edu) and [facebook.com/swic.edu](https://facebook.com/swic.edu). 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, SWIC classes at off-campus sites will 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 through their SWIC student email.

**Legal Penalties for the Unlawful Possession, Distribution and Use of Illicit Drugs and Beverage Alcohol:**

Students, employees and visitors are subject to local, state and federal laws. Penalties for violations may include: Imprisonment, fines, confiscation of property, and loss of driving privileges. Note: This description does not list all illicit drugs for which possession, use, or distribution is prohibited by local, state and federal law; it does include a summary of some of the illicit drugs which carry criminal penalties for possession, use or distribution.

**OFFENSE CRIMINAL PENALTIES (AMOUNT NOTED)**

**UNLAWFUL USE AND POSSESSION OF BEVERAGE ALCOHOL - STATE LAW**

A.	Driving under the influence of alcohol, drugs or combination thereof:	
	1st Offense: Class A Misdemeanor	Court supervision, DUI/drug counseling, fine of \$0-2,500
	2nd Offense: Class A Misdemeanor	No court supervision, revocation of driving privileges, DUI/drug counseling, mandatory five days in jail/or 240 hours of community service, fine of \$0-2,500
	3rd Offense: Class 2 Felony	Three to seven years imprisonment, minimum of 10 days in jail/or 480 hours of community service, DUI/drug counseling, fine of \$0-2,500
B.	Unlawful underage use and possession of beverage alcohol.	
	The legal drinking age in Illinois is 21 years old.	
	1.	Using false identification/falsely representing one's age to be 21 years of age.
	2.	Purchase beverage alcohol, then sell, distribute, or deliver to person under 21 years of age.
	3.	Transportation and/or possession of beverage alcohol in a motor vehicle.
	1st Offense	Less than one year imprisonment plus fine not to exceed \$1,000 - Class A-Misdemeanor
	2nd Offense	Driver's license suspended or revoked

NOTE: These are only state penalties. Additional local penalties may apply. These descriptions cannot be relied upon in providing legal advice or interpretation of the law to students, employees or visitors.

**DRUG CRIMES**

DRUG CONVICTION FOR POSSESSION (felony or misdemeanor)	Under Student Aid Laws: Cannot obtain any government student aid, loans, or grants for one year after first conviction for possession; for two years after second conviction and for an indefinite amount of time after third conviction.
DRUG CONVICTION FOR SALE (felony or misdemeanor)	Under Student Aid Laws: Cannot obtain any government student aid, loans, or grants for two years after first conviction.

**DRUG POSSESSION**

CANNABIS (Less than 10 grams) * Effective August 2016 720 ILCS 550/4	Civil Law Violation Minimum fine \$100 and maximum fine \$200	
CANNABIS (10 grams to 30 grams) 720 ILCS 550/4	First Offense Up to \$1,500 fine and/or six months in jail.	Second Offense Felony up to \$25,000 fine and/or one to three years imprisonment.
CANNABIS (30 grams to 100 grams) 720 ILCS 550/4	First Offense Misdemeanor up to \$2,500 fine and/or one year imprisonment.	Second Offense Felony up to \$25,000 fine and/or one to three years imprisonment.
CANNABIS (100 grams to 500 grams) 720 ILCS 550/4	First Offense Felony up to \$25,000 fine and/or one to three years imprisonment.	Second Offense Felony up to \$25,000 fine and/or two to five years imprisonment.
CANNABIS (500 grams to 2,000 grams) 720 ILCS 550/4	Felony up to \$25,000 fine and/or two to five years imprisonment.	
CANNABIS (2,000 grams to 5,000 grams) 720 ILCS 550/4	Felony up to \$25,000 fine and/or three to seven years imprisonment.	
CANNABIS (over 5,000 grams) 720 ILCS 550/4	Felony up to \$25,000 fine and/or four to 15 years imprisonment.	
PRESCRIPTION FORGERY 720 ILCS 570/406(b)(3)	First Offense Felony Up to \$100,000 fine and/or one to three years imprisonment.	Second Offense Felony Up to \$200,000 fine and/or two to five years imprisonment.
POSSESSION DRUG PARAPHERNALIA 720 ILCS 600/3.5	\$750 to \$2,500 fine and/or up to one year in jail.	

Health Risks Related to Substance Abuse			
Substance	Commercial Names	Street Names	Potential Health Consequences
<b>Cannabinoids</b>			
Marjuana		Blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, weed	Euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination, cough, frequent respiratory infections, impaired memory and learning; anxiety, panic attacks, addiction
Hashish		Hash, hemp	
<b>Depressants</b>			
Barbiturates	Amytal, Phenobarbital	Barbs, reds, yellow jackets	Reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, poor concentration, fatigue, confusion, impaired coordination, memory, judgement, sedation, addiction
Benzodiazepines	Ativan, Librium, Valium, Xanax	Candy, downers, sleeping pills, tranks	
Flunitrazepam	Rohypnol	Forget me pill, Mexican Valium, R2, Roche, roofies	Also includes for Flunitrazepam visual and gastrointestinal disturbances, urinary retention, memory loss under the drug's effect
GHB	Gamma-hydroxybutyrate	G, Georgia home boy, liquid ecstasy	Also includes for GHB some nausea/vomiting, loss of consciousness, coma, death
<b>Dissociative Anesthetics</b>			
Ketamine	Ketalar SV	Cat Valiums, K, Special K	Increased heart rate and blood pressure, impaired motor function, memory loss, numbness, nausea/vomiting, sometimes respiratory depression and arrest, panic, aggression, violence
PCP and analogs	Phencyclidine	Angel dust, love boat, peace pill	
<b>Hallucinogens</b>			
LSD	Lysergic acid diethylamide	Acid, blotter, boomers, microdot, yellow sunshine	Altered states of perception and feeling, nausea, flashbacks, increased body temperature, heart rate, blood pressure, sleeplessness, paranoia, persistent mental disorders
Psilocybin		Magic mushroom, purple passion, shrooms	
<b>Narcotics (Opioids and Morphine Derivatives)</b>			
Codeine	Robitussin A-C, Tylenol with Codeine	Captain Cody, Cody, doors & fours, loads	Pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, addiction, coma, death
Heroin	Diacetylmorphine	Brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse, ska	
Morphine	Roxanol, Duramorph	M, Miss Emma, monkey, white stuff	
Opium	Laudanum, paregoric	Big O, black stuff, block, gum, hop	
Oxycodone HCL	Oxycontin	Oxy, O.C., killer	
Hydrocodone bitartrate, acetaminophen	Vicodin	Vike, Watson-387	
<b>Stimulants</b>			
Amphetamine	Biphetamine, Dexedrine	Bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	Increased heart rate, blood pressure, metabolism, feelings of exhilaration, energy, increased mental alertness, irregular heartbeat, reduced appetite, weight loss, heart failure, paranoia, addiction, psychosis, chest pain, strokes, panic attacks
Cocaine	Cocaine hydrochloride	Blow, bump, C., candy, Charlie, coke, crack, flake, rock, snow, toot	
MDMA (methylenedioxy-methamphetamine)		Ecstasy, Eve, lover's speed, X	MDMA hallucinogenic effects, impaired memory and learning, cardiac toxicity, renal failure, liver toxicity
Methamphetamine	Desoxyn	Chalk, crank, crystal, fire, glass, go fast, ice, meth, speed	Meth aggression, violence, psychotic behavior, memory loss, cardiac and neurological damage, addiction
Nicotine	Cigarettes, cigars, smokeless tobacco	Snuff, spit, tobacco, bidis, chew, cigs, butts, smokes	Adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction
<b>Other Compounds</b>			
Anabolic steroids	Anadrol, Oxandrin, Durabolin, Depo-Testosterone	Roids, juice	Hypertension, blood clotting and cholesterol changes, liver cysts and cancer, hostility and aggression, acne, reduced sperm production, shrunken testicles, breast enlargement
Inhalants	Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol, nitrous oxide)	Laughing gas, poppers, snappers, whippets	Stimulation, loss of inhibition, headache, nausea and vomiting slurred speech, loss of motor coordination, wheezing, depression, sudden death
<b>Beverage Alcohol</b>			
Alcohol	Beer, wine, liquor	Booze	Depression, slurred speech, impaired coordination, impaired judgement, overdose, when mixed with other depressants and other drugs, liver damage, heart disease
<b>Over the Counter (OTC) and Prescription Drugs (Rx)</b>			
Non-medical abuse of prescription drugs	Vicodin, Tylenol with Codeine, Oxycontin, Percocet, Concerta, Ambien, Valium, Ritalin, Xanax and many other opioids, central nervous system depressants and stimulants	Candy, downers, sleeping pills, tranks, Cody, Captain Cody, yellows, yellow jackets, red birds, hillbilly heroine and percs	Breathing difficulties, hostility, paranoia, heart system failure, fatal seizures, blurred vision, nausea, coma, respiratory failure, and death

# SWIC 2018-2019 CALENDAR

## Fall Semester 2018



Registration Begins for Current Students	<b>April 9</b>
Open Registration Begins	<b>April 11</b>
Faculty Opening Week	<b>Aug. 13-17</b>
Campus Classes Begin	<b>Aug. 18</b>
Labor Day (College Closed)	<b>Sept. 3</b>
Fall 2018 Graduation Application Deadline	<b>Oct. 15</b>
Veterans Day Observed (College Closed)	<b>Nov. 12</b>
No Classes - College Open	<b>Nov. 21</b>
Thanksgiving Break (College Closed)	<b>Nov. 22-25</b>
Last Day to Withdraw from Class*	<b>Variable Dates Apply</b>
Final Examinations for Friday Only Classes	<b>Dec. 7</b>
Final Examinations for Day Classes	<b>Dec. 8 Dec. 10-13</b>
Final Examinations for Evening Classes	<b>Dec. 10-13</b>
Grades Due	<b>Dec. 17, noon</b>
Winter Break (College Closed)	<b>Dec. 21, 2018-Jan. 1, 2019</b>

## Spring Semester 2019

Registration Begins for Current Students	<b>Oct. 29, 2018</b>
Open Registration Begins	<b>Oct. 31, 2018</b>
College Reopens	<b>Jan. 2</b>
Faculty Opening Week	<b>Jan. 7-11</b>
Campus Classes Begin	<b>Jan. 12</b>
Martin Luther King Jr. Day (College Closed)	<b>Jan. 21</b>
Lincoln's Birthday (College Closed)	<b>Feb. 12</b>
Spring 2019 Graduation Application Deadline	<b>Feb. 15</b>
Spring Break (College Closed)	<b>March 10-17</b>
College Closed	<b>April 19-21</b>
Last Day to Withdraw from Class*	<b>Variable Dates Apply</b>
Final Examinations for Day Classes	<b>May 9-15</b>
Final Examinations for Evening Classes	<b>May 9-15</b>
Graduation	<b>May 16</b>
Grades Due	<b>May 20, noon</b>
Memorial Day (College Closed)	<b>May 27</b>

## Summer Session 2019

Registration Begins for Current Students	<b>April 8</b>
Open Registration Begins	<b>April 10</b>
Campus Classes Begin	<b>June 3</b>
Summer 2019 Graduation	
Application Deadline	<b>June 15</b>
Independence Day (College Closed)	<b>July 4</b>
Last Day to Withdraw from Class*	<b>Variable Dates Apply</b>
Final Examinations	<b>July 24-25</b>
Grades Due	<b>July 29, noon</b>

*NOTE: Specially scheduled courses may deviate from the above printed calendar.*

*\*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.*

*This publication provides information about Southwestern Illinois College with primary attention to its academic programs, rules, regulations and procedures. Material herein is subject to modification and its inclusion in this document is not intended to and does not constitute a contract.*

## Campus Addresses & Phone Numbers



<b>Belleville Campus</b>	2500 Carlyle Ave. Belleville, IL 62221 618-235-2700
<b>Sam Wolf Granite City Campus</b>	4950 Maryville Road Granite City, IL 62040 618-931-0600
<b>Red Bud Campus</b>	500 W. South Fourth St. Red Bud, IL 62278 618-282-6682
<b>Toll free</b>	<b>866-942-SWIC (7942)</b>

**swic.edu**

## CONSUMER, TEXTBOOK AND GAINFUL EMPLOYMENT INFORMATION

SWIC provides specific consumer, textbook and gainful employment information to current and prospective students through the college website and printed materials. For consumer information, visit [swic.edu/about/consumer-information](http://swic.edu/about/consumer-information). For student and academic information, refer to [swic.edu/students/academic-resources/catalog](http://swic.edu/students/academic-resources/catalog) or visit the Enrollment Services at any SWIC campus for a copy of the catalog. To view the Student Handbook, refer to [swic.edu/students/student-affairs/student-handbook](http://swic.edu/students/student-affairs/student-handbook). For textbook information, go to [swic.edu/students/services/bookstore](http://swic.edu/students/services/bookstore) or visit the Barnes & Noble bookstores at the Belleville or Sam Wolf Granite City campuses.

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