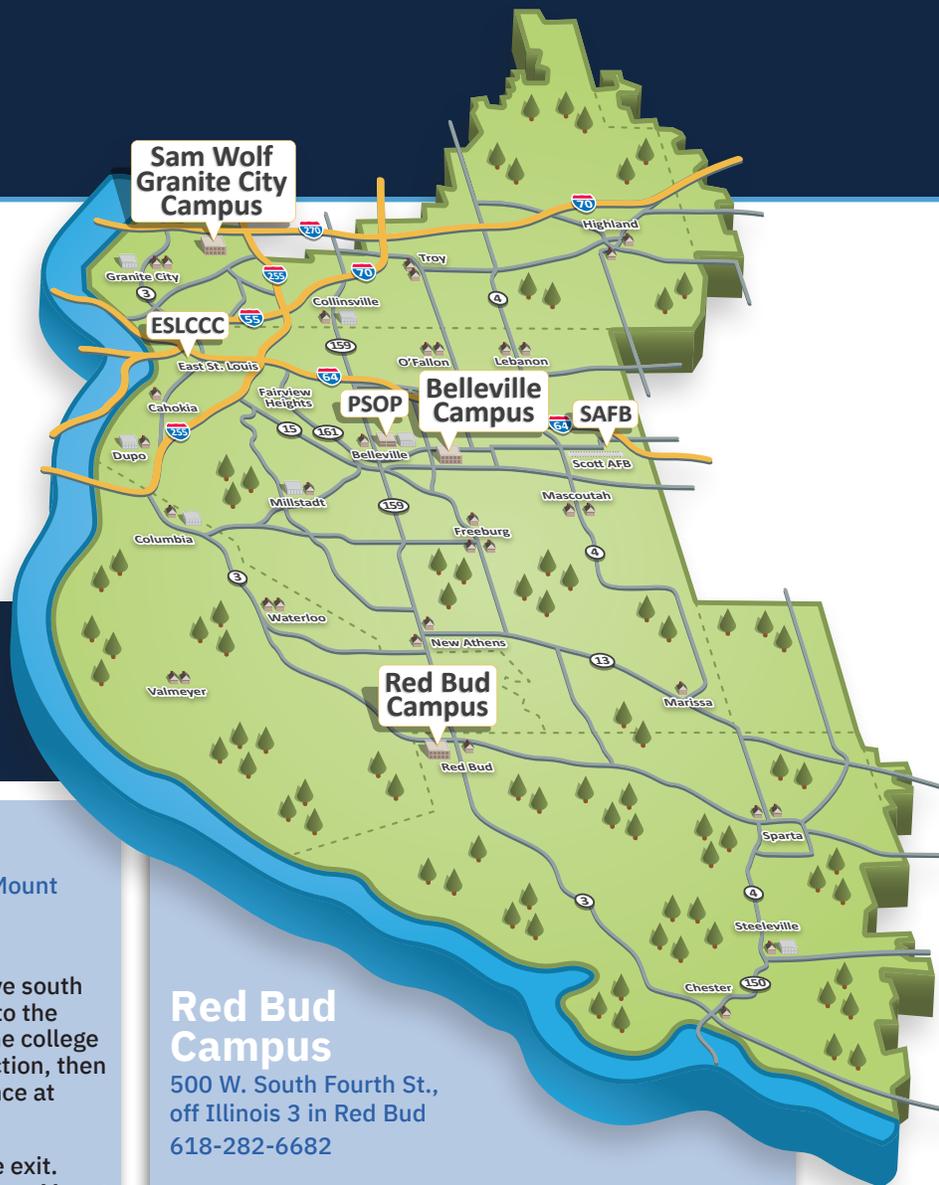


HOW TO FIND SWIC

Visit us online at swic.edu.

Southwestern Illinois College, Community College District 522, serving counties St. Clair, Madison, Monroe, Randolph, Washington, Bond, Perry, Montgomery, state of Illinois.



Belleville Campus

2500 Carlyle Ave., at the intersection of Green Mount Road and Illinois 161/Carlyle Avenue, 618-235-2700, ext. 5258

From I-64: Take Exit 16, Green Mount Road. Drive south on Green Mount Road. Proceed about 4.5 miles to the intersection with Illinois 161/Carlyle Avenue. The college will be on the left. Continue through the intersection, then turn left at the second Green Mount Road entrance at Weatherstone Drive.

From I-255: Exit at Illinois 15 East, the Belleville exit. Proceed on Illinois 15 East about 13 miles to Green Mount Road. Turn left (north) onto Green Mount Road. Continue approximately 3 miles, passing the Illinois 158/177 intersection and Metro overpass. At the Weatherstone Drive intersection, turn right into the campus.

MetroLink: The Belleville Campus is located across from College Station.

Wyvetter Young (East St. Louis) Higher Education Center (ESLC)

601 James R. Thompson Blvd. on the East St. Louis Higher Education Campus • 618-874-6592

From I-64: Take Exit 2A onto Third Street, turn left and drive two blocks. Turn left onto Broadway, proceed five blocks and turn right on Eighth Street. Drive two blocks to the East St. Louis Higher Education Campus.

Programs and Services for Older Persons (PSOP)

201 N. Church St., Belleville, at the intersection of Church and B streets in downtown Belleville • 618-234-4410

From the Belleville Public Square: Drive north on Illinois Street (Illinois 159) for two blocks, turn right on B Street and proceed for three blocks.

Red Bud Campus

500 W. South Fourth St., off Illinois 3 in Red Bud 618-282-6682

From Illinois 3: Turn west onto West South Fourth Street. The campus is located southwest of Red Bud Regional Hospital.

Sam Wolf Granite City Campus

4950 Maryville Road • 618-931-0600

From I-270: Exit onto Illinois 203/South Nameoki Road, then turn left onto Maryville Road. The campus is located at the intersection of Maryville Road and Illinois 203 on the north side of Granite City, one mile south of Interstate 270.

Scott Air Force Base (SAFB)

SWIC Education Office, 404 W. Martin St., Bldg. 1650, on Scott Air Force Base • 618-256-2442

From Illinois 158: The Scott Air Force Base main gate and Visitor Control Center are located on Seibert Road, off Air Mobility Drive/Illinois 158. Once on base, the SWIC office can be reached by turning off Scott Drive onto West Martin Street.

For questions about SAFB access, call 618-256-2442 or 618-235-2700, ext. 5393.

Steps to Enrolling for New Students



Get a Student ID Number:

Submit the New Student Information form at swic.edu/apply if you are a first time student. Returning students can retrieve their ID number by accessing eSTORM at estorm.swic.edu.

Use your ID number to set up your eSTORM and SWIC email accounts. Contact the Technology Assistance Center at techassistance@swic.edu or 618-235-2700, ext. 7942.



Submit Documentation and Meet with an Advisor:

Discuss degree or certificate requirements, course placement, and class selection. Visit an advisor in person during office hours, email advising@swic.edu, or call 618-235-2700, ext. 5455.

- Submit official high school and/or college transcripts to Enrollment Services, 2500 Carlyle Ave., Belleville, IL 62221, or electronically through Parchment, eSCRIP-SAFE or Joint Services Transcripts (bring unofficial copies of transcripts to your advising appointment).
- Proof of residency is required to enroll. Contact Enrollment Services, if you need guidance at enrollmentservices@swic.edu or 618-235-2700, ext. 5455.
- Register for classes with an advisor or through your eSTORM Student Center.



Make Payment Arrangements:

- If applying for financial aid: Complete the FAFSA (Free Application for Federal Student Aid), and submit any additional required documentation. Ask questions at fin_aid@swic.edu or by phone at 618-235-2700, ext. 5288.
- If using military benefits: contact veteranservices@swic.edu or by phone at 618-235-2700, ext. 5288.
- If paying out of pocket: Make payment arrangements through your eSTORM Student Center. Reach Student Accounts with questions at businessoffice@swic.edu or by phone at 618-235-2700, ext. 5367.
- Apply for Foundation scholarships: Complete a short application to find out which scholarships you may be eligible to receive.

Resources for a successful start @ SWIC:

- Schedule an in-person tour to find your classes by visiting swic.edu/visit-a-campus.
- Visit Public Safety for a parking sticker, ID lanyard, and Metro pass.
- Complete the online New Student Orientation.
- Purchase or rent your textbooks from the Barnes & Noble Campus Bookstore.
- Share information with a parent or family member in your Student Center by clicking the Share my Information button.

Board of Trustees

The Community College District 522 Board of Trustees consists of eight members:

- Seven are elected from geographic sub-districts for four or six-year terms.
- One student is elected by the student body for a one-year term.



Nick Raftopoulos
Granite City



Steve Campo
Belleville



Matthew Burke
Swansea



Sean McPeak
Freeburg



Mark Morton
O'Fallon



Tracy Vallet
Red Bud



Dane Tippett
Troy

Dear *Incoming or Returning* Student:

Congratulations on choosing Southwestern Illinois College to begin or continue your college education.

As a SWIC student, you will have the opportunity to follow a variety of paths to reach your academic and career goals. Whether you chose a university transfer degree to begin your bachelor's, an occupational/career degree or certificate to prepare for the workforce, or classes for personal enrichment, SWIC can help you prepare for your future.

Our excellent faculty is dedicated to teaching, inspiring and motivating you to pursue your passion. Traditional classroom and hands-on instruction at campuses in Belleville, Granite City and Red Bud, plus online and hybrid courses offer learning options to meet your needs.

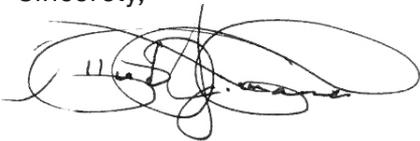
Free support services such as Academic Advising, Financial Aid and Student Employment, Success Centers, Veterans Services, and much more, ensure you get the most out of your educational experience. In addition, athletics, performing arts, the Schmidt Art Center and college events and activities provide a well-rounded student life experience.

Through eSTORM, the online student records management system, you can receive important college information, sign up for SWIC Alert, review financial aid, apply for scholarships, pay your bill and more.

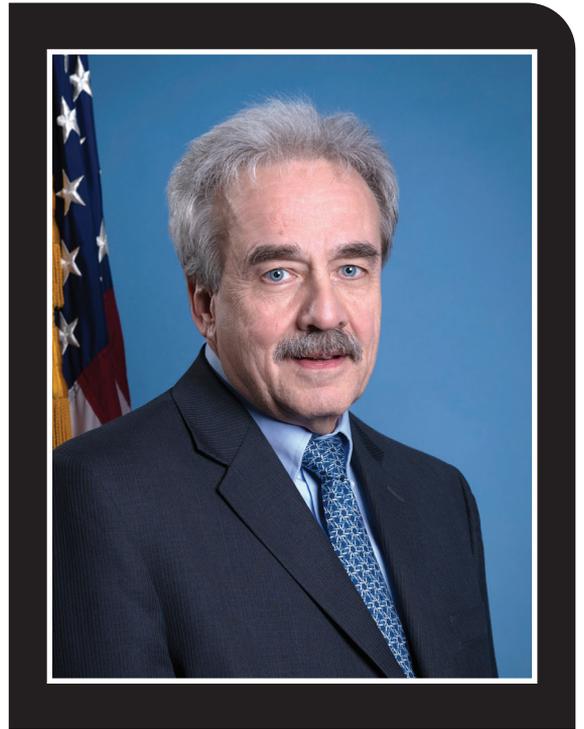
The catalog – online or in print – is another resource designed to help you navigate SWIC programs and services. The information in this book will clarify policies and procedure, outline curriculum options and define course selections. We recommend that you take time to familiarize yourself with this catalog and use it as a reference tool.

Embracing the value of a community college education could be the best decision you will ever make.

Sincerely,



Nick J. Mance,
President



Mission

Southwestern Illinois College upholds the dignity and worth of students, employees and community, which empowers learning and enhances the quality of life.

Vision

To be students “first choice” by providing innovative and flexible programs designed to enrich our community and foster economic growth in our region.

Values

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

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

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

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

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

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

Workforce Development - We believe that education does not end with degree attainment and that not all learners seek a degree. We will therefore strive to create an inclusive learning community that is open-ended and committed to providing opportunities for employment and continuous learning.

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

Every program of study at Southwestern Illinois College has educational purposes and goals that reflect the institution’s mission. The college is dedicated to a continuous process of assessing and improving student learning.

Many Locations, *One Mission*

Belleville Campus

The campus offers more than 100 University Transfer and Career/Technical programs ranging from Accounting to Welding. Unique programs and facilities include the Health Sciences programs, Music Technology and Recording Studio, the William & Florence Schmidt Art Center, the eSports center and a MetroLink station.

Red Bud Campus

The diverse credit class offerings are aimed at helping students transfer to a four-year college or university or to gain skills to move directly into the workforce. Services such as the Library and Success Center help enrich the academic experience for students.

Sam Wolf Granite City Campus

The campus was named in honor of the late college trustee and longtime legislator Sam Wolf. The academic offerings of the campus meet the educational needs of the northern part of the college district. The state-of-the-art advanced manufacturing training facility helps meet the workforce training needs of local industry.

Wyvetter Young (East St. Louis) Higher Education Campus

SWIC offers numerous career/occupational certificate programs such as Nurse Assistant, Forklift Training, Phlebotomy, Practical Nursing, Heating, Ventilation Air Conditioning and Refrigeration and Welding Technology, as well as Adult Education and Literacy classes at the campus. The facility is located within walking distance of a MetroLink station.

Programs and Services for Older Persons

PSOP provides a wide variety of services, programs and activities including travel, health and wellness, entertainment and volunteer opportunities for adults age 55 and older to help them remain independent, active and healthy.

Scott Air Force Base

Military personnel and civilians are able to take classes at Scott Air Force Base. Students can register, drop/add courses, use the state-of-the-art computer lab, and submit paperwork for veterans assistance and military tuition assistance.

Off-Campus Sites

- | | |
|---|---|
| Anderson Hospital | Highland Middle School |
| Belleville Off-Campus | Highland High School |
| Belleville Off-Campus Clinic | Hospital Sites |
| Belleville Township High School East | Memorial Hospital |
| Belleville Township High School West | O'Fallon Township High School |
| Body Therapy Center | Red Bud Off-Campus Site |
| Clinical Sites | Saint Louis University |
| Collinsville High School | Southern Illinois University Edwardsville |
| Columbia High School | Southwestern Illinois Justice & Workforce
Development Campus |
| East St. Louis Community Center | St. Elizabeth Hospital |
| Freeburg High School | Waterloo High School |
| Clay Baitman Fire Science Training Center | |
| Granite City Off-Campus Site | |



BELLEVILLE CAMPUS



RED BUD CAMPUS



SAM WOLF GRANITE CITY CAMPUS



Scholarship opportunities for students like **YOU!**

Access more than **300 Scholarships!**

Apply through **March 1, 2024 - Nov. 30, 2024**



For more information, visit swic.edu/foundation.



SWIC 2023 FACULTY MEMBERS OF THE YEAR



Melissa Rossi

Full-Time Faculty Member of the Year

Melissa Rossi, Professor of Mathematics, has been an exceptional faculty member and pillar of the campus community at Southwestern Illinois College for over 23 years. Her colleagues describe her as a fierce advocate for quality instruction, student-centered learning, and faculty development. And most importantly, she is adored by her students for her ability to change their dread of math into a love of life-long learning.

Professor Rossi has long served as the Faculty Development Coordinator; a role that allows her to share her teaching experiences and skills with her fellow colleagues.

Melissa Rossi is the epitome of an outstanding faculty member. In all that she is and all that she does, she represents the very essence of SWIC's mission, vision and values.



Gregory Petersen

Part-Time Faculty Member of the Year

Mr. Gregory Petersen, Adjunct Instructor at Southwestern Illinois College Sign Language (SLS), has been teaching within the department for 16 years. During that time, he has not only built himself a teaching legacy, but also an effective and successful SLS program.

Mr. Petersen's noteworthy teaching is also accompanied by an impressive background. In addition to his 30 years of teaching, Petersen was the first Deaf person to graduate from a public hearing high school, was inducted into the Midwest Athletic Association of the Deaf, and be the recipient of the Last Impression Award.

Given Gregory Petersen's leadership, advocacy, and guidance within the Deaf community, SWIC is honored to have such a dedicated instructor.

Glossary of College Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Certificates: Academic programs ranging from 2 to 59 semester credits that provide students with the basic skills necessary to gain entry-level employment in a specific career field.

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

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

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

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

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

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

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

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

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

Glossary of College Terms (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of College Terms (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Frequently Called Telephone Numbers at the College

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

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

OFFICE	EXTENSION
Academic Advising Belleville	5186
Academic Advising Sam Wolf Granite City.....	7331
Adult Education and Literacy.....	5258/7397/8001/874-6277
Alternative Transportation System	239-0749
AmeriCorps.....	5711
Art Center, William & Florence Schmidt	5278 (5ART)
Athletics.....	5271
Bookstore Belleville	5334
Bookstore Sam Wolf Granite City.....	7379
Cafe Belleville.....	5549
Career Services.....	5562
College Activities.....	5561
Community Education	5393
Computer Support Help Desk	4357 (HELP)
Disability & Access Center	5368
Dual Credit.....	5709
Enrollment Services.....	5455
eSTORM Help Line.....	222-SWIC (7942)
Faculty Development.....	5440
Faculty Technology.....	5737
Financial Aid.....	5288
Foundation scholarships	5493
High School Diploma Program.....	5525/7397/8001/874-6277

OFFICE	EXTENSION
Human Resources	5372
Industrial Technology Center	7475
Instructional Technology.....	5737
Library Belleville.....	5204
Library Red Bud.....	8190
Library Sam Wolf Granite City	7354
Online Learning	5737
Payment Information.....	5367
Programs & Services for Older Persons	7011
Public Information and Marketing.....	5258
Public Safety.....	5221/7372
Registration Information	5217/6615/8114
Running Start.....	5064
Schmidt Art Center	5278 (5ART)
Student Accounts.....	5367/6640/8114
Success Centers.....	5495/7307/8138
Testing Centers.....	5551/7364/8134
Transcripts.....	5455
TRIO Student Support Services	7443
Tuition information.....	5367/6640/8114
Veteran Services.....	5288/7336
WIOA Services.....	5562

Frequently Asked Questions

- **How much is tuition at the college?**

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

- **What other costs are there?**

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

- **Will my classes transfer to another college or university?**

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

- **How can I get help with college expenses?**

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

- **Are there services available to adults returning to SWIC after their traditional college years are behind them?**

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

- **Where can I go for assistance in finding a job while I'm a student?**

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

- **Are tutoring services available?**

Free tutoring is offered in the Success Centers at campuses either in-person or via online for current SWIC students enrolled in the course for which they seek tutoring. Tutor schedules are available at each of the Success Centers and at swic.edu/successcenter/.

- **How do I request accommodations for a disability?**

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

- **What types of extracurricular activities are offered?**

Educational and cultural events and a wide variety of clubs and organizations are available at SWIC for students, faculty, staff and the community. A broad range of intercollegiate and intramural athletics are available also.

- **What are the different types of degrees offered at the college?**

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

- **What is the average class size at SWIC?**

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

- **How do I know which classes to take first?**

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

- **How do I get a Student ID number?**

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

- **Do I need a Student ID card and, if so, where do I get one?**

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

- **How do I get my transcript?**

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

- **What is SWIC Alert?**

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

Frequently Asked Questions (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

The William and Florence Schmidt Art Center

Spanning 6500 square feet, the William and Florence Schmidt Art Center, located on the Belleville campus of Southwestern Illinois College, facilitates visual literacy through exhibitions of art and cultural artifacts while igniting inspiration, imparting knowledge, and fostering connections between the college and the local community.

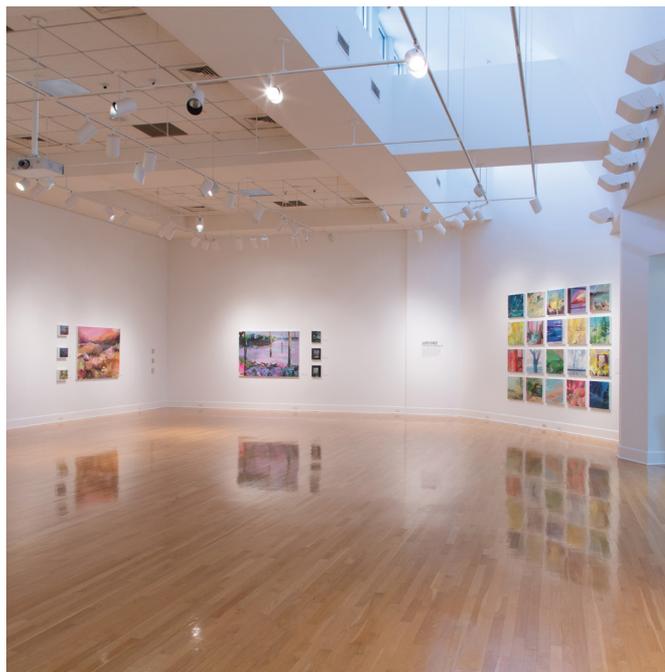
Throughout the year, the Schmidt Art Center presents an array of exhibits featuring artwork created by established professionals and emerging artists from the metro area and beyond. The center also hosts cultural events, collaborating with professional artists, poets, and musicians. With a collection of over nine hundred works, the Schmidt Art Center holds the most extensive art collection of any two-year college in Illinois, encompassing paintings, photographs, sculptures, and artifacts.

The Schmidt Art Center offers various non-credit courses through the Schmidt Art Center Academy, which invites the community to explore creativity and engage with like-minded individuals. From the captivating lens of digital photography to the intricate threads of sewing to the immersive realms of book clubs and more, it establishes an environment where artistic discovery and connectivity flourish.

Whether you're looking to develop your artistic abilities, engage with a creative community, or appreciate the beauty of art, the Schmidt Art Center provides a welcoming and enriching experience.

618-222-5278

www.swic.edu/theschmidt



SWIC Core Values: Student Success and Accountability

Student Success

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

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

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

Accreditations

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

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

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

SWIC education programs are accredited or recognized by:

- American Culinary Federation Educational Institute
- American Design Drafting Association
- American Society of Clinical Pathologists
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350
- Commission on Accreditation in Physical Therapy Education, (CAPTE), 3030 Potomac Ave, Suite 100, Alexandria, VA 22305-3085, 800-999-2782, accreditation@apta.org, http://www.capteonline.org
- Commission on Accreditation for Health Informatics Management Education

- Commission on Accreditation for Respiratory Care (CoARC), 817-283-2835, www.coarc.com
- Committee on Accreditation of Educational Programs of the Emergency Medical Services Profession (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312; Rowlett, TX 75088
- Federal Aviation Administration
- Illinois Department of Finance and Professional Regulation, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, 312-814-4500
- Illinois Department of Public Health
- Illinois Department of Transportation
- Illinois Local Governmental Law Enforcement Officers Training and Standards Board
- Illinois State Fire Marshal
- International Fire Service Accreditation Congress
- Joint Review Committee for Education in Radiologic Technology
- National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 773-714-8880, www.naacls.org
- National Institute for Metalworking Skills
- Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, 404-975-5000

SWIC is a member of:

- American Association of Community and Junior Colleges
- American Association for Paralegal Education
-

The Higher Learning Commission

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

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

Equal Opportunity and Affirmative Action

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

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

Student Success and Accountability (continued)

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

Notice of Non-discrimination

SWIC ensures that equal educational opportunities are offered to students regardless of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status. Questions in reference to equal educational opportunities may be directed to the Chief Student Services Officer, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 1152, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5120.

The Successful Student Core Competencies

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

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

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

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

Tuition and Fees

Tuition -

swic.edu/tuition-fees

Tuition and fees are subject to change at any time.

Fees

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

College-credit classes include a mandatory course fee, charged to cover the cost of supplies or equipment usage in a classroom. The course fee amount varies by individual course dependent on classroom expenses. Course fee amounts may be found in the Class Schedule online or on eSTORM.

Physical and Financial Hardship Appeal

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

Consumer Statement

swic.edu/consumer-information/

SWIC Student Handbook

swic.edu/student-handbook/

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

Financial Responsibility

By registering for classes at Southwestern Illinois College, the student accepts full financial responsibility for payment of the term tuition and fees, as well as associated costs related to registration and/or other SWIC services, by the applicable deadlines. The student understands that should you default on your account, SWIC may use any and all means necessary to collect this debt in accordance with state and federal laws. This may result in the referral of your SWIC account to an external collection agency, legal action by the college to collect the debt, and other financial

Academic Regulations (continued)

department chair/coordinator in writing within the following 10 school days. If an instructor is unavailable because, for example, they are away from campus for the summer or on a sabbatical, then the student must submit their 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 Chief Academic Officer when extraordinary circumstances are applicable. In any event, this grade appeal procedure is not to be used for a review of the judgment of an instructor in assessing the quality of a student's work.

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

Student Support Services

Enrollment Services/Academic Records/ Academic Advising

College Transcripts swic.edu/transcripts

Students may view and print unofficial transcripts from eSTORM services.

Students may request an official transcript through the National Student Clearinghouse transcript ordering system or through the Enrollment Services Office. Information and links regarding specific transcript ordering steps can be found on the SWIC website. Official transcript orders will have a \$6 charge for each copy requested.

Academic Advising swic.edu/advising

Academic Advising services are provided at all locations through advising@swic.edu. Advisors are also available to meet students in-person at the Belleville and Sam Wolf Granite City campuses.

Academic Advising services are designed to foster academic, personal and career success. Advisors will assist students in making educational and career decisions and plans compatible with their goals for completing an associate degree or certificate.

Academic Advising offers the following services to students:

- Identify the educational options available for students and assist with analysis of each option.
- Assist new, transfer and returning students in planning and implementing educational goals by providing academic and transfer advisement services.
- Guide students in the design and implementation of a successful academic plan by assisting in course selection of degree requirements.
- Identify and facilitate transferability options for those continuing to four-year degrees.
- Assist students with interpretation of college policies and procedures to facilitate student academic success.
- Refer students and serve as a liaison to other student support services as appropriate.

Wellness Services swic.edu/wellness

Wellness Advocates (Licensed Clinical Social Workers) provide counseling, crisis intervention, and referrals to campus and community resources for students dealing with a variety of challenges. Services are confidential and available by appointment or on a walk-in basis. Students may contact the Wellness Advocate at 235.2700 ext. 5290 or ami.lilleyplexico@swic.edu with questions or to set up an appointment. Students may also access online counseling through TimelyCare by registering at TimelyCare.com/SWIC.

Student Support Services (continued)

Career Services

swic.edu/career-services

Career Services offers a wide variety of FREE services to assist with career readiness for students, alumni, staff, and community members. Services can be provided virtually at all campus locations.

Career Services offers the following services and more!

- Interest Assessments
- Job Search and Placement
- Resume Writing Assistance
- Interview Preparation
- Social Media and Networking Help
- Internships and Apprenticeships
- Career Readiness Trainings and Job Fairs
- Employer Recruitment and Job Postings onCampus
- Access to FREE College through WIOA and other grants

For more information, contact us at 618-222-5562 or careerservices@swic.edu.

Disability & Access Center

swic.edu/disability

The Disability & Access Center offers special population students a range of support services to assist in their college learning experience. The center works with college departments and community agencies throughout the college district to provide equal access and to help students overcome barriers and attain success. Services may be obtained for documented permanent and temporary disabilities.

Important Information for Students with Disabilities:

1. Documentation of a disability is needed for obtaining reasonable accommodations;
2. Students with documented disabilities requesting accommodations should schedule an appointment with the Disability & Access Center 4-6 weeks prior to the beginning of classes or placement testing;
3. Students eligible for and requesting accommodations must contact the Disability & Access Center **each** semester.

Accommodations/Support Services may include:

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

eSTORM Services

Registration, tuition payment and other student services are available online. To register for an eSTORM services account, students will need their **Student ID number**, **Social Security number** and **date of birth**. Information available online will include:

- **Account Statement** – students can view the details of charges and credits posted to their account as it happens.
- **Enroll in a Payment Plan**
- **1098-T** – students can view and print these tax forms.
- **Make a Payment** – students can make a tuition payment.
- **Course Schedule** – students can view and print current and past course schedules.
- **Final Grade Report** – students can view final grades online.
- **Register for Classes** – students can register and drop classes online.
- **Transcripts** – students can view unofficial transcripts or request an official transcript be sent to them or to another location.
- **Enrollment Verification** – students can view and print their enrollment status for a current semester or past semesters.
- **Graduation Application** – students can apply for graduation.
- **Transcripts Evaluation Request Form** – students can submit a Transcript Evaluation Form for transfer credit evaluations.
- **My SWIC share** – students have the ability to share select student information with others. Students can delegate access by clicking the Share My Information button on the home page of their eSTORM Student Center.

Advisement/Degree Progress Report

Students are able to check their degree progress at SWIC by completing an Advisement Report through their eSTORM services account. Degree Progress/Audit applies your coursework toward degree/certificate requirements. It is NOT an official record and does not replace the transcript. It is a tool to aid students in preparing to meet with an academic advisor to confirm eligibility for graduation or course selection. To use Degree Progress, students must log in to their eSTORM Student Center and click Other Academic and select Advisement Report.

TRIO Student Support Services Program – Sam Wolf Granite City Campus

The TRIO Student Support Services program at the Sam Wolf Granite City Campus serves students who are economically disadvantaged, first generation and/or have a documented disability. SSS program participants receive assistance navigating higher education through regular mentoring, financial aid guidance, assistance with college and transfer processes, referral to resources, career exploration activities and participation in cultural events and a number of free resources. Staff identify barriers to student success and motivate students to help them reach their academic and career goals. The mission of the Student Support Services program is to increase college retention and graduation rates of its participants and assist them in transferring to four-year colleges or universities.

Students interested in participating in the program, or needing additional information, may contact the office located at the Sam Wolf Granite City Campus in Room 440, or call 618-931-0600, ext. 7443 or email the program at TRIOSSSProgram@swic.edu.

Student Support Services (continued)

Success Centers

swic.edu/successcenter/

The mission of the Success Centers is to supplement and enhance classroom instruction by assisting students in developing the skills and strategies they need to become confident, independent and active learners. This is accomplished through a variety of support services.

Tutoring: The Success Centers' staff and peer tutors provide in-person and online tutoring and support in a number of academic areas. Tutoring schedules are available in the Success Centers and on the SWIC website.

Boot Camps: Success Center boot camps help students review course topics and study skills for chemistry, math, and writing. The schedule for each semester is available on the SWIC Website.

Launch Your Success: During the first two weeks of the semester, come to any Success Center and develop a free learning profile, pick up a student planner, and get your questions answered about eStorm, SWIC email, and other academic technology.

Computer Programs: Computer programs are available for educational support and internet access.

Online Writing Lab (OWL): The purpose of the OWL is to provide access to writing tutors for SWIC students who have difficulty coming to the Success Centers for face-to-face tutoring. Writing tutors provide analysis and suggestions for improvement of papers that are submitted online through eSTORM services.

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

Success Coaching: Studies show that in as few as three sessions with a Success Coach, students can make and plan steps that help them reach their academic or personal goals. A Success Coach can help students find that balance between school and other life commitments. Not only do Success Coaches help a student find balance, they can also help a student with accountability. Students can schedule an appointment at www.swic.edu/successcenter/.

Print Services, MC Room 0600

Print Services provides copy service for all general college printing such as fliers, newsletters, letterhead, forms, etc. Services available include color and black and white copies, engraved signs, photos, vinyl banners, posters, fax, scan to email, laminating and large format printing. For details, contact 618-235-2700, ext. 5243 or ext. 5379.

Bookstore Service

swic.edu/bookstore

Operated by Barnes & Noble, the bookstores at the Belleville and Sam Wolf Granite City campuses offer textbooks for purchase or rent, as well as classroom supplies and college logo gear. Hours of operation and details regarding textbooks, online purchases, refunds, buybacks, etc. are available on the website.

Food Services

The Café and Brew Storm Cafe at the Belleville Campus are operated by ARAMARK Corporation. The Café offers full-service grill items, hot entrees, pizza, soups, deli, salads and desserts, and fountain and bottled beverages. Brew Storm Cafe offers hot and cold beverages, sandwiches, parfaits and pastries.

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

Red Bud Campus – Coffee, soda and snack vending machines are on campus. A microwave oven is available for student use.

Sam Wolf Granite City Campus – Coffee, soda and snack vending machines are on campus. A microwave oven is available for student use.

Library

swic.edu/library

SWIC libraries offer a full range of resources and services to meet student academic research needs on the Belleville, Red Bud and Sam Wolf Granite City campuses. The combined districtwide library resources consist of a substantial collection of books, DVDs, online videos, newspapers, e-books and research databases to support the college curriculum. Students may obtain resources from any of the three campus libraries through the intercampus library loan system. In addition, the interlibrary loan service offers access to library materials from academic, research, public and special library collections worldwide.

Licensed subscriptions to a variety of online research databases provide subject indexing and full text access to a vast range of general interest and scholarly periodicals, newspapers, and other publications. The library's online catalog and databases may be accessed through the library's webpage. Librarians and library staff provide circulation, reference and interlibrary loan services. Other library services include printing, copying and scanning, individual carrels for quiet study needs, video viewing equipment, computer workstations with internet access, Wi-Fi, word processing, spreadsheet, database management and presentation software. The Belleville Campus Library offers a silent study room and group conference rooms. Three campus locations, remote access to databases, and the wide variety of services offer convenience and optimal support for students.

Belleville Campus Library
IS Room 1025, 618-235-2700, ext. 5204

Red Bud Campus Library
Room 190, 618-282-6682, ext. 8190

Sam Wolf Granite City Campus Library
Room 455, 618-931-0600, ext. 7354

Student Support Services (continued)

Video Conference Courses

Video conference courses offer students an opportunity to attend a convenient site when enrolling in a course at SWIC. Digitally compressed voice, data and video signals are transmitted through network lines and provide live broadcast access to specified classrooms. The classrooms are linked by camera and TV monitors which allow for the two-way communication with the faculty and students of the course.

Testing Centers

swic.edu/testing-center

The mission of the Testing Centers at Southwestern Illinois College is to enhance student learning by providing comprehensive, accessible testing services. The Testing Centers strive to fulfill the needs of students and instructors by providing a quiet, secure, and efficient testing environment. The Testing Centers serve a wide variety of disciplines in the educational arena as well as support for instructional make-up tests, online courses, and the SWIC Placement Test. In-person and remote testing services available.

- Appointments for instructional testing MUST be scheduled 24 hours in advance. Appointments are available on a first-come, first-served basis.
- The SWIC Placement Test is on a first-come, first-served walk-in basis. Hours vary by campus.
- A valid photo ID is required for all testing. A SWIC student ID number is also required for the SWIC Placement Test.
- Remote testing appointments require 2 business days advanced notice.

IMPORTANT: Appointment hours and walk-in services vary for the type of test you plan to take.

Belleville Campus

LA Building, Room 1331, 618-235-2700, ext. 5551

Red Bud Campus

Contact the Belleville Testing Center for testing options.

Sam Wolf Granite City Campus

Room 408, 618-931-0600, ext. 7364

Pearson VUE Testing Center

Provides certification tests for individuals seeking credentials for GED® (High School Equivalency) and professional certifications in sectors including IT, Health Care, Business, and Education.

To sign up for an exam, visit

<http://home.pearsonvue.com/test-taker.aspx>.

Belleville Campus

LA Room 1331, 618-235-5700, ext. 5551

Hi-SET

Offers the certification test for individuals seeking credentials for High School Equivalency. To sign up for an exam, visit

http://hiset.ets.org/test_takers.

Belleville Campus

LA Room 1331, 618-235-5700, ext. 5551

Perkins

swic.edu/cte-programs

Signed into law on Aug. 12, 2006, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) provides continuing federal support for rigorous CTE programs that prepare students for today's competitive workforce. The act envisions that all students will achieve challenging academic and technical standards and be prepared for high-skill, high-wage or high-demand occupations in current or emerging professions. The act provides an increased focus on the academic achievement of career and technical education students, improves state and local accountability, and strengthens the connections between secondary and postsecondary education. For more information, call 618-235-2700, ext. 7173.

In addition to the college's standard services, the following special services are available to students enrolled in career and technical programs.

Career Services

swic.edu/career-services

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

Notice of Non-discrimination

SWIC ensures that equal educational opportunities are offered to students regardless of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status. Questions in reference to equal educational opportunities may be directed to the Chief Student Services Officer, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 1152, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5120.

Online Learning Opportunities

swic.edu/online-learning

Online Instruction

Online courses are taught with instructor-led communications taking place electronically via the internet. Online courses are delivered asynchronously; the Internet/World Wide Web serves as the primary mode for instruction. Students enrolling in online courses can often complete coursework in the comfort of their own homes following no specific date or times for class. Assignments are submitted online by specified due dates. Some on-campus attendance or proctored exams may be required for specific courses as assigned by the instructor.

Hybrid Instruction

As an alternative to fully online courses, hybrid courses are a blend of face-to-face instruction with online instruction. In a hybrid course, a significant part of the course learning is online and as a result, the amount of on-campus classroom attendance is reduced. See current class schedule for details.

Is an Online or Hybrid Course Right for You?

Answer yes or no to the following statements:

1. I have convenient and frequent access to a computer with an internet connection.
2. I am comfortable working with computers.
3. I am self-motivated and self-disciplined.
4. I manage my time well.
5. I am willing to commit six to 15 hours each week to an online or hybrid class.
6. I can communicate effectively through email, discussion boards and chat rooms.
7. I am comfortable with email, word processing and using the internet.
8. I am able to express my thoughts and opinions in writing.
9. I can read analytically and critically.
10. I do not give up easily and am willing to seek help when necessary.

If you answered "NO" to any of these statements, you may want to rethink your decision to enroll in an online course.

IMPORTANT NOTE FOR STUDENTS ENROLLING IN ONLINE OR HYBRID COURSES

Computer competence is essential to being a successful student. Students enrolled in online or hybrid courses must have access to a computer with internet connection. A high-speed internet connection (broadband, cable, DSL) is recommended for optimal quality and reliability. Students who wish to take an online or hybrid course, but do not have access to a computer, may use the computer labs at the Belleville, Red Bud and Sam Wolf Granite City campuses. Hours vary by location. Additional fees may also apply to online and hybrid courses.

Online Learning Support

swic.edu/technology-assistance

For technical assistance with your online or hybrid courses, you may contact Technology Assistance: 618-235-2700, ext. 5508 or 618-222-SWIC (7942), or send an email to TechAssistance@swic.edu.

For walk-in technical assistance visit the Technology Assistance Center (TAC) located on the Belleville Campus in the Information Sciences Building, Room 1085, Monday through Friday, 8:30 a.m. to 4 p.m.

Virtual technical assistance is available via Skype on the Sam Wolf Granite City Campus by visiting Student Services Desk, Room 416.

Virtual technical assistance is available via Skype on the Red Bud Campus by visiting the Student Development Office, Room 175.

Student Life

College Activities

swic.edu/college-activities

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

Clubs and Organizations

swic.edu/student-clubs

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

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

Belleville Campus

Anime Club

Promotes the appreciation of anime and anime subculture

Aspiring Educators

Promotes interest in careers in education.

Aviation Club

Promotes interest in careers in the aviation industry.

Blue Storm Modeling Beginnings

Promotes the art and practice of modeling.

Black Affairs Council

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

College Activities Board

Plans educational and social events for students at SWIC

Chess Club

promotes appreciation and enjoyment of the game of chess.

Fellowship of Christian Athletes

An interdenominational Christian sports ministry for student athletes and coaches

Horticulture Club

Provides horticulture leadership opportunities, helps beautify the campuses, and sponsors seakers and field trips in the horticulture field.

LATTE (Ladies Achieving Their True Excellence)

Provides positive role models and community engagement opportunities for young women

Newman Catholic Campus Ministry

Promotes Christianity and the teaching of the Catholic faith

Physical Therapist Assistant Club

Promotes the success of future physical therapists

Pickleball Club

promotes the sport and friendly competition of pickleball.

Progressive Radiographers Organization

Promotes the success of future radiographers

Respiratory Care Student Association

Promotes the success of students pursuing a career in respiratory therapy

Running Start Club

Promotes the success of Running Start students in their college careers

Sign Language Club

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

Student Nurses Association

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

Student Veterans of America

Promotes awareness of the issues facing veterans of the armed forces

SWIC Artist's League

Enriches the cultural lives of students at SWIC

SWIC Equality

Promotes awareness and acceptance for all sexualities and gender identities

SWIC IT Club

Promotes a better understanding of the role of computers in business

Video Game Club

Brings students together through the love of video games

Sam Wolf Granite City Campus

Aviation Club

Promotes interest in careers in the aviation industry.

College Activities Board

Plans educational and social events for students at SWIC

Culinary Arts Club

Promotes the success of Culinary Arts students

Gaming Club

A social club dedicated to games - board games, role play and video.

Inclusion Club

Promotes inclusion for all.

Student Life (continued)

Red Bud Campus

College Activities Board

Plans educational and social events for students at SWIC

NATIONAL STUDENT ORGANIZATIONS (Invitation only)

National Society of Leadership & Service (NSLS)

Promotes leadership, professional development, and fellowship.

Phi Theta Kappa National Honor Society

Alpha Kappa Rho - SWGCC

Beta Iota Iota - Red Bud Campus

Theta Epsilon - Belleville Campus

International honor society for two-year colleges that promotes scholastic achievement and community service. Three chapters.

Insurance

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

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

swic.edu/ferpa

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

Students may ask for a hearing to seek correction of information contained in the records, to clarify their meanings, or to insert into the records the student's explanation of the content of the record or a part thereof.

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

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

The college may use directory information internally as well as release it without prior consent. Anyone may prevent disclosure of directory information by submitting a Request to Prevent Disclosure of Directory Information form to the Enrollment Services office before the start of the third week of class each

semester. This request will stay on file until removed by the student.

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

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

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

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

Student Optional Disclosure of Mental Health Information

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

Liability for Personal Property

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

Department of Public Safety

swic.edu/public-safety

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

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

Student Life (continued)

on the Belleville and Sam Wolf Granite City campuses. The campus executive director administers the Public Safety program on the Red Bud Campus.

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

Campus Security Policies and Crime Statistics: Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Federal Student Right-to-Know and Campus Security Act of 1990 and Higher Education Opportunity Act of 2008, the Department of Public Safety publishes and distributes an annual Campus Security Report and Fire Safety Report by October of each year. The CSR lists the campus crime statistics, on campus and surrounding public property, and noncampus facilities, for the previous three years. The CSR/FSR also outlines the Public Safety department's authority, security policies, procedures for reporting crime, procedures for reporting sexual assaults/sex offenses/sex offenses and follow-up services; counseling and treatment services; crime prevention programs; accessibility of campus facilities; and Substance Abuse Policy; and 2008 revisions of the Higher Education Opportunity Act with specific additions to hate crime reporting; emergency response and evacuation procedures; missing student notification; and fire safety issues for institutions that maintain an on-campus student house facility; and the Violence Against Women Act Reauthorization of 2013 amendments to the Clery Act, specifically addressing domestic violence, dating violence and stalking. The annual CSR/FSR can be accessed via the Southwestern Illinois College website at swic.edu/public-safety-csr, or a copy of the CSR/FSR can be obtained by contacting the Public Safety department at 618-235-2700, ext. 5221 or writing the director of Public Safety, 2500 Carlyle Ave., Belleville, IL 62221.

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

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

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

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

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

Parking Permits: For students, faculty, and staff, parking is by permit only on the Belleville and Sam Wolf Granite City campuses. Proof of a valid driver's license is required before a permit can be issued. Permits are free and are issued by the Public Safety departments on these campuses or through the Student Development Office at the Red Bud Campus. Students attending the East St. Louis Community College Center must obtain either a SWIC or SIUE parking permit for that site. SWIC parking permits can be obtained in Building A, Room 1003. SIUE parking permits are issued at the East St. Louis Community College office in Building B. A copy of the SWIC Traffic Code will be provided when the permit is issued.

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

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

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

Athletics

swic.edu/athletics

Intercollegiate Sports

SWIC is affiliated nationally with the National Junior College Athletic Association. SWIC also belongs to the Great Rivers Athletic Conference. For information on intercollegiate athletics, visit the SWIC website or call the director of Athletics at 618-235-2700, ext. 5371, or visit the Belleville Campus – MC Room 0504.

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

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

Degrees and Certificates

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

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

Degree

Associate in Arts

Associate in Fine Arts – Art

Associate in Fine Arts – Music Education

Associate in Fine Arts – Music Performance

Associate in Science

Associate in Engineering Science

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

Associate in Arts

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

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

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

Associate in Science

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

Associate in Engineering Science

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

Associate in Applied Science

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

Associate in General Studies

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

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from an institutionally accredited college may earn an Associate in Applied Science degree in selected programs by completing at least 27 semester credits of program related coursework. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the academic division and the Chief Academic Officer. Only those courses completed at SWIC, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science degree.

Programs approved for this option are:

- AAS 049A (Accounting)
- AAS 0010 (Computer Information Systems)
- AAS 0039 (Construction Management Technology)
- AAS 0007 (Cyber Security & Networking)
- AAS 0140 (Graphic Communication)
- AAS 049B (Management)
- AAS 0031 (Marketing)
- AAS 0088 (Paralegal Studies)

Interdistrict Cooperative Agreements

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

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

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