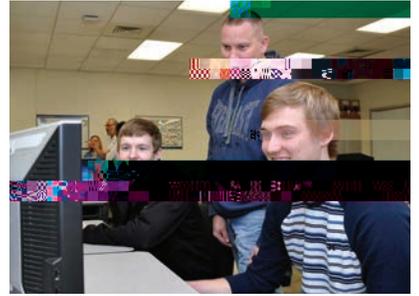


SWIK
SOUTH WEST
TECHNICAL COLLEGE



Mission

Southwestern Illinois College upholds the dignity and worth of all people and believes that learning is a lifelong process which enhances the quality of life.



Board of Trustees: Chair Nick Raftopoulos, Sub-District 6; Vice Chair Steve Campo, Sub-District 3; Matthew Burke, Sub-District 4; Sean McPeak, Sub-District 2; Mark Morton, Sub-District 5; Dane Tippet, Sub-District 7; Tracy Vallett, Sub-District 1

President: Nick J. Mance

Foundation Board: Board Chair Mary Buettner, Board Vice Chair Sue Hoffmann, Finance Chair Matthew Gomric, Finance Vice Chair Samuel Hanger, Barbara Cempura,

Ex-Off cio Members: Chair Nick Raftopoulos – Chair, College Board of Trustees

Margot Middleton Holt – Foundation Treasurer, Rena Thoele – Foundation Executive Director

A Message From the President

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

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

The Student Handbook is another service designed to help you throughout your college experience. The information in this book will

recommend that you take time to familiarize yourself with this handbook and use it as a reference tool.

Education is a partnership between the student

achieve your educational goals. Please do not hesitate to ask questions of the faculty and staff whenever you need assistance.

Sincerely,

Nick J. Mance,
President, Southwestern Illinois College



**Your Board of Trustees
Student Representative**

Keys for campus designations used in the Student Handbook

| | |
|------------------|---|
| BC-MC | Belleville Campus Main Complex |
| BC-IS | Belleville Campus Information Sciences Building |
| BC-LA | Belleville Campus Liberal Arts Complex |
| ESLHEC | East St. Louis Higher Education Center |
| RBC | Red Bud Campus |
| Scott AFB | Scott Air Force Base |
| SWGCC | |

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Enrollment Information

Academic Information

Academic Standards:

A minimum of a 2.0 cumulative grade point average

semester on a letter basis indicating the quality of tandards:

Attendance:

Students are expected to be present for all scheduled class meetings and will be held responsible for any work missed as a result of absences or tardiness. For a 16-week course scheduled in the fall or spring semester, absences for more hours than the class meets per week may result in the student being

more condensed format a student may be dropped by the instructor after missing more hours of class than the class would meet in one week if it was scheduled over 16 weeks. Any student dropped with an effective date prior to the withdrawal deadline date of the class

Absences because of approved college purposes or pre-approved religious observances will result in no direct absence penalties. Students will be allowed to make up work missed as a result of approved absences or do alternate assignments.

Absences due to other circumstances such as military deployment, volunteer emergency service in accordance with Illinois law, or documented disability-related needs should be discussed with the instructor and appropriate dean to determine whether exceptions to the attendance policy should be made or tuition refunds considered.

Academic Programs:

toward a bachelor’s degree. It is designed to transfer

many public and private universities and colleges to ensure that your coursework, approved by an

For more information, consult the Illinois Articulation Initiative at [_____](#)

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bachelor211(onsu2@rsi35 0009 (tication)JfT(1001)TJbac (06)6 9TT0 1 T7J/C5 at)J.B00A0 (f2 0.128 T*(t)4TT0 1 Tf 0

Enrollment Information

Auditing Courses:

Auditing a course means you attend the class but do not receive credit for attendance or work performed. The instructor may or may not allow you to participate in class assignments, testing, classroom discussion and/or other course activities the instructor deems appropriate. Students auditing courses should discuss their audit status with the instructor.

Cost of Attendance:

average tuition of state universities. There are payment plans, scholarships, loans, grants and student employment to help you fund your education.

Below is a breakdown of the average cost for attending

dependent student enrolled in 15 semester credits each semester:

Tuition and Fees = \$3,960*

published online or in term class schedules.

"Schedule of Classes" under "100% Deadline" in the

eSTORM. Select Student Center, My Class Schedule and click the Deadline icon.

To receive a 90 percent refund of your tuition and class fees:

For classes three weeks or more in length:

who are enrolled in classes that are in session for three weeks or more are eligible to receive a 90 percent refund of tuition and 100 percent refund of fees if dropped online or withdrawal is submitted

Add/Section Change Form within eight calendar days

after the class start-date is counted as day one.

For classes between one and two weeks in length:

Students who are enrolled in classes that are in session between one week and two weeks are eligible to receive a 90 percent refund of tuition and 100 percent refund of fees if dropped online or withdrawal is submitted via a signed Drop/Add/Section Change

class.

For classes less than seven calendar days in length:

Students who are enrolled in classes that are in session less than seven calendar days will not be eligible to receive a 90 percent refund of tuition and 100 percent refund of fees.

"Schedule of Classes" under "90% Deadline" in the

eSTORM. Select Student Center, My Class Schedule and click on the Deadline icon. No refund of tuition and/or fees will be issued for a class dropped after the 90 percent date.

All refunds will be issued directly to the student

Please allow 30 days for processing. "Refund" is strictly applicable only if all charges for which the student is liable have already been paid. Otherwise, any refund due will take the form of a corresponding reduction in the total liability on the student's account.

The refund policy is subject to change without notice.

Appeals concerning refunds may be made to the Student Accounts using the Hardship Appeal form.

Matters not covered by the Petition for Refund

designee.

Financial Aid Refund Policy:

withdraw completely on or g0510003A66 the f. periode
stitutionws6An01s6An00-1.29(.)]Tfor which td, (sued f)4 (oang)6

Information Form. You will receive an email need to provide your Social Security number when you returning students, you can request your student ID number at the eSTORM login page or by accessing the student ID number request form at estorm.swic.edu. You need a student ID number to access your student email and your eSTORM online student records account.

Vaccination Policy:

students in some Health Sciences programs to provide proof of immunizations per the regulations of the clinical facilities in which students are placed for the clinical education component of their program of study. Students are made aware of these immunization

website, program student handbooks, and program orientation meetings. Students accepted into these specialized programs will be required to show proof of immunizations before beginning any clinical

guidance provided by the Illinois Department of Public Health, Center for Disease Control and Prevention

the executive orders.

Student Records

Student Classification:

A student who has earned 29 semester credits or fewer is a freshman. A student who has earned 30 or more semester credits is a sophomore. A student who is registered for 12 or more semester credits is a full-time student. A student registered for less than 12

aid purposes, 12 semester credits is considered full time during the summer term.

Veterans Affairs and some other funding agencies

purposes.

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

Grade Reports:

Students may access semester grades online through estorm.swic.edu and assessments, must be paid before grades can be viewed.

Course Numbering System:

freshman-level courses. Courses numbered 200-299 are second-year or sophomore-level courses. Courses numbered below 100 are developmental, general studies or refresher courses and do not count toward graduation requirements. Credit may not be earned beyond the number of hours indicated.

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may require courses to be completed with a grade of "C" or better. Some career/occupational programs may accept credit from other career/technical institutions. Transfer credit grades are not included in the cumulative grade point average.

Transferring Coursework:

A New Student Information form must be submitted prior to requesting an evaluation of transfer credit.

of credit, a Transfer Credit Evaluation Request form must be completed and submitted to Enrollment

from each institution where the credit was earned. Electronic transcripts submitted through Credentials eScrip-Safe, Parchment, Joint Service Transcripts (JST) and National Student Clearinghouse are accepted. Electronic transcripts can also be sent to records@swic.edu directly from the institution. If a transcript is received through this account from a student, it will not

only if brought in a sealed envelope from the issuing institution.

to third parties or returned to students either in original or copy form. Upon receipt of all transcripts and the transfer credit evaluation form, credit will be evaluated

should check their "To Do List" in eSTORM for their evaluation status. Students may track their degree progress by selecting the degree progress link under Academic History in their Student Center on eSTORM.

To submit your Transfer Credit Evaluation Request

Credit Evaluation link found in other academic drop down under Academics in your Student Center.

for information on the F-1 Student Visa Admissions Requirements.

Illinois Articulation Initiative (IAI):

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

If you are looking for assistance on how your courses

Articulation Initiative general education courses, visit www.itransfer.org/.

International Transcripts:

Students who have attended an international

in English from one of the following services: ECE/

Education Services. More information can be found at

www.ece.org or www.wes.org

report as a guideline for the evaluation of course credit and reserves the right to award appropriate credit.

Additional information, such as course descriptions may be requested to determine the appropriate equivalency.

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (20

rights with respect to their education records. These rights include:

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

A student should submit to the Enrollment Services

make arrangements for access and notify the student of the time and place where the records may be inspected.

request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should

clearly identify the part of the record the student wants changed and specify why it should be changed.

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

hearing.

3. The right to provide written consent before the

from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student's prior written consent under the FERPA

person employed by the college in an administrative, supervisory, academic or research, or support staff

a person or company with whom the college has contracted as its agent to provide a service instead

serving on the Board of Trustees.

for the college.

Upon request, the college also discloses education

in which a student seeks or intends to enroll.

Department of Education concerning alleged failures by the college to comply with the requirements of

administers FERPA is:

U.S. Department of Education

Any student who has reason to believe that Southwestern Illinois College is not complying with the act or this policy should inform the Director of Advising, Enrollment, and Records or designee in writing (Belleville Campus Information Sciences Building, Room 1115), 618-235-2700, ext. 5314.

Public Notification of Directory Information

At its discretion, Southwestern Illinois College may provide "directory information" in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory information is

be considered harmful or an invasion of privacy if disclosed.

the following: full name, Enrollment Status(Full-time/Part-time), Dates of Attendance, Honor Roll Status, Degree(s) Conferred, Athletic Participation. Students may block the public disclosure of directory information by submitting a Request to Prevent Disclosure of Directory Information form to the

to exercise discretion in determining the release of directory information.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Southwestern Illinois College not to release any of this "directory

information from non-institutional persons or organizations will be refused.

By law, Southwestern Illinois College is required to release student information to certain parties such

writing.

Student Services

Academic Advising:

Contact us at: swic.edu/advising

All students should confer with their academic advisor

Courses and programs should always be carefully selected with the assistance of an academic advisor to ensure applicability toward the student's program

618-235-2700, ext. 5206

618-931-0600, ext. 7316

Disability & Access Center:

Contact us at: swic.edu/disability

The Disability & Access Center offers students a range of support services to assist in their college learning experience. The center works with college departments and community agencies throughout the college district to help students overcome barriers and attain success.

Important Information for Students with Disabilities:

1. Documentation of a disability is needed for obtaining reasonable accommodations.
2. It is recommended that students with disabilities needing accommodations schedule

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and technology to meet student academic needs including printers, scanners, copiers and computer workstations with internet access, word processing, spreadsheet, database management, presentation

Hours, Phone Numbers and Locations:
Belleville Campus:

located in this area. Additional areas for student study and relaxation are available along corridors of the campus.

Red Bud Campus:

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

Bulletin Boards/Displays:

Belleville: All items must be approved by the Student

to the Campus Director for subsequent approval.

Red Bud: All items must be dropped off in the Student

Housing:

are privately owned apartments in close proximity of the Belleville campus.

Wellness Services:

A Tuition Payment Plan is available online through your eSTORM account or by making arrangements with the

City and Red Bud campuses and Scott AFB). A tuition

tuition and fees by the established due date, plus a surcharge for enrolling in the payment plan.

For tuition and fees information, please visit swic.edu/tuition-fees.

Hours and Locations:

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

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

Food Service:

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

Café and nearby lounges with your Student ID and

the public. No student credentials are needed.

Catering is available for on-campus events.

Hours and Locations:

Belleville Campus: The Cafeteria is located centrally in the Main Complex is open from 7:30 a.m. to 6 p.m., Monday-Thursday.

Brew Storm Cafe (Starbucks) is located in the Liberal Arts Complex and is open 7:30 a.m. to 6 p.m., Monday-Friday. **Hours are subject to change

Red Bud Campus:

Food and beverage vending machines are available on the Red Bud Campus.

Sam Wolf Granite City Campus:

machines are available on Friday. For more information, please call 618-235-2700, ext. 5549.

Public Transportation:

Belleville: A free Student ID card and MetroLink Pass is issued to currently enrolled students through Public

Safety each semester. Call Metro at 618-271-2345 for MetroLink and MetroBus schedule information.

MetroLink Pass is available to currently enrolled students through Public Safety each semester. Free Madison County Transit bus service is available to students with a valid Student ID Card and MetroLink Pass. Schedules are available at mtc.org or by calling 618-797-4600.

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

Department of Public Safety:

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

experiences for students, college employees and visitors to be safe and pleasant.

The department emphasizes preventing crimes and violations of policy, and provides numerous services to the college community. However, all duties related to

Campus Security Policies and Crime Statistics/Fire Safety Report:

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Federal Student Right-to-Know and Campus Security Act of 1990, the Department of Public Safety publishes and distributes an annual Campus Security Report and Fire Safety Report by Oct. 1 of each year. The CSR/FSR lists the campus crime statistics, on campus and surrounding public property, and non-campus facilities, for the

report covers the years of 2020, 2019 and 2018.

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

2. situation to the emergency operator. Be sure to provide the location of the incident. DO NOT hang up the telephone until instructed to do so.

Belleville Campus:

Emergency: 618-222-5555, or Emergency Phones in the Main Complex, Information Sciences Building and

235-2700, ext. 5221

Sam Wolf Granite City Campus:

Public Safety: 618-931-0600, ext. 7372, or

Red Bud Campus:

Off-Campus Sites:

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

Emergency: 9-1-1

Student Regulations

Student Conduct of Code:

all citizens of the United States and the state of Illinois, including the right to free, open and responsible discussion and inquiry, and the right to a quality education in a program of study under competent instructors.

provide an environment which is conducive to the academic and personal development of its students.

an orderly, uninterrupted manner. It is an expectation

uphold the decorum of the college environment at all times.

Student conduct on campus and at all college-sponsored activities is governed by the rules of the community. Violations of federal, state and local laws at any college-sponsored activity, on or off campus, will be considered a violation of the Student Conduct Code and violators will be subject to disciplinary action.

Violations include, but are not limited to:

- acts/behaviors that interfere with the purposes and processes of the college community or that deny the rights of any member of the college community, to include the right to have a learning environment and any college-sponsored activities
- denying a trustee, employee, student or invitee of the college freedom of movement or use of the occupying buildings or other property after due
- causing or threatening to cause harm to an individual either directly or indirectly by action or
- academic misconduct including, but not limited and soliciting, aiding, abetting, concealing or

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of behaviors committed without consent or against a person's will. Sexual misconduct may vary in severity and consist of behaviors including, but not limited to: sexual or gender-based harassment or sexual violence by verbal, nonverbal or physical means, stalking or any form of retaliation.

- stalking, bullying, intimidation or other means of harassment by verbal, written, physical

communicate an indirect threat or creating an intimidating, hostile or offensive environment or

- discrimination based on the person's race, color, religion, sex (including pregnancy, gender identity, gender expression, gender transition, transgender status, gender nonconformity, or sexual orientation), national origin, age, disability
- nuisance activities such as the use of loud,

- possession, consumption and/or being under the influence of alcoholic beverages, except at Foundation-sponsored events and off-campus activities where such possession and consumption meet requirements of state law and where the location of the activity does not prohibit

- sale, use, possession, distribution and/or being under the influence of marijuana, to include medical marijuana, or any other illicit or synthetic substance, including any controlled substance prescribed or not prescribed by a licensed physician
- illegal gambling
- loss, theft or damage of college property or property of members of the college community, including failure to return college supplies, equipment, software and library material and

- to college transactions, issuing of fraudulent

checks or committing deceptive practices such as

- the sale, transfer, possession, use or discharge of dangerous chemicals, hazardous substances or other weapons (to include simulated devices) except as specially permitted by law and college

- failure to give information or giving false or misleading information in response to requests

non-compliance and interference with reasonable

- misuse of camera phones, to include but not limited to, electronic capture devices or unauthorized videotaping in an area where the expectation of privacy exists, to photograph copyrighted materials, or to compromise

- unreasonable manner so as to alarm or disturb

- Disciplinary Reprimand: An oral conference or written reprimand noting the seriousness of the violation of the Student Conduct of Code.
- which places the student on notice that further misconduct may result in more serious penalty.
- Social Probation: Probationary status that also equipment or facilities.
- No Contact Order: May be issued to prohibit making contact with (staying away from) the victim/complainant, to include no physical or nonphysical contact whether direct or indirect (including but not limited to, telephone calls, text messages, mail, email, faxes, written notes or through other electronic means [social media], or through third parties who may know or may not know about the restriction).
- Suspension: Involuntary separation from the college for a stated period of time or until stated conditions are met. Days on suspension are unexcused absences from class.
- Assessment for Restitution: Payment for obligations to the college. Failure to pay assessed amounts will prevent the student from obtaining records and registering for classes.
- Separations or Restrictions: A student may be separated or restricted from enrollments on a temporary basis pending the completion of proceedings relevant to the Student Conduct

Sexual assault (sexual violence) is a violation of

Therefore, criminal sanctions by the criminal justice system and administrative sanctions by the college

- The institution will allow for timely access to the any information that will be used after the fact-
- The institutional disciplinary procedures will not be
- The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each has the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or restrictions regarding the extent which the advisor may participate in the proceedings, as long as the
- Decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred"
- simultaneously in writing of the results of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time
- The accuser and the accused each have the right to appeal the outcome of the hearing as described writing, of any change to the result prior to the time appeal is resolved.

Student Grievance Procedures:

Student grievances may involve academic matters, student has a complaint involving academic matters, with the instructor to whom the concern applies. Every attempt should be made to resolve the concern on an informal basis. If no resolution is reached, the student should then proceed through the following chain of command: Department Chairperson/ Coordinator, Department or Division's Dean, Chief

administrative matters, the student should attempt to resolve the complaint on an informal basis by consulting with the responsible administrator. If no resolution is reached, the student should then proceed through through the following chain of command: Department Associate Director, Director, or Chief

A complaint becomes a formal grievance when it is

should be submitted in writing at each level of authority within 10 school days of the action being grieved or within 10 school days of the decision

made to the grievant/student within 15 school days unless circumstances require additional time for

student grievance. A student who wishes to appeal a grade must contact his or her instructor within 30 calendar days after the start of the regular semester (fall, spring or summer) following the recording of the

the instructor's response, then they must contact the relevant 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, then the student must submit their grade appeal to the relevant department chair/ coordinator or dean within the 30-day time period.

Any matter that presents an immediate direct threat of safety should be reported immediately to Public Safety 618-235-2700 ext. 5555 or 911.

- **Belleville Campus** - 618-235-2700, ext. 5555
- **Sam Wolf Granite City Campus** - 618-931-0600, ext. 7372
- **Red Bud Campus** - 618-282-6682, ext. 8888

or non academic violations of Student Rights and Code of Conduct Violations should be reported to the Chief

email studentaffairs@swic.edu.

For discrimination and Sexual Harassment and Sex Discrimination (including sexual violence):

Sexual assault (sexual violence) is a violation of federal,

criminal sanctions by the criminal justice system and administrative sanctions by the college may be

You can contact the Title IX Coordinator by calling 618-235-2700, ext. 5120, sending an email to

Room 1050, 2500 Carlyle Avenue, Belleville, IL 62221.

The institution's sexual harassment policy and formal complaint form for discrimination can be found in the

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college bulletin boards.

Emergency Notification:

there is an emergency or dangerous situation that poses an immediate threat to the health or safety

the college will immediately notify the campus community. In the event of a serious incident which poses an immediate threat to members of the campus community, the college has various systems in place for communicating information quickly to

Alert emails and/or text messages, swic.edu email accounts, swic.edu webpage, intercom speakers. Some or all of these methods of communication may be activated in the event of an immediate threat to the

communities, as appropriate.

Insurance:

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

The college does not endorse any plan but makes information available to students.

Visit healthcare.gov or ehealth.com

Liability for Personal Property

Southwestern Illinois College does not assume any property. All items are the responsibility of the student.

Health Services:

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

Belleville Campus

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

Sam Wolf Granite City Campus

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

Communicable Disease Policy:

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

Any student who has a communicable disease or who is a carrier of a communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such communicable disease has a direct effect on the student's ability to perform so as to render the student

No other person who has a communicable disease or who is a carrier of a communicable disease shall be denied the use of college facilities or services whenever, through reasonable accommodation, there

others. Questions concerning this policy should be

Tobacco Free Campuses:

smokeless, e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking in all college-owned, rented or leased properties (to include

vehicles parked on campus are exempt from this policy. For details and smoking cessation information, visit swic.edu/tobacco-free.

Off-Campus Sites:

Smoking and tobacco product use policies are established by local school districts for their respective extension center facilities. Local extension center each semester.

Sexual Assault Awareness/Violence Against Women Act:

A short online training program that provides information about sexual assault, domestic and dating violence awareness and stalking is available to all students, staff and faculty. Access the training through your eSTORM Student Center. Look for the

Intervention, Forming Healthy Relationships, Sexual

be reviewed at least once annually. Visit <http://www.swic.edu/students/public-safety/> for additional safety-related information.

Crime Prevention Education:

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

Registered Sex Offenders:

In accordance with ILCS 730/150, Sex Offender Registration, Child Sex Offender Registration, child sex offenders are prohibited within 500 feet of a school or building or real property while persons under the age

child sex offenders are prohibited from enrolling or

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

Concealed Carry Weapon Act:

Pursuant to Illinois Law, Public Act 098-0063-Firearm

carried openly or concealed, shall not be allowed on any Southwestern Illinois College building, classroom, laboratory, medical clinic, hospital, artistic venue,

recognized college-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of the public college.

Substance Abuse and Assistance

SWIC Cares About You:

environment for students, employees and visitors. The college recognizes drug and alcohol abuse as debilitating illnesses affecting a person's physical, mental and emotional well being. Substance abuse impairs both class and work performance. As a result of the unhealthy and unsafe effects of drug and alcohol

use of illicit drugs and consumption of alcohol by

is providing the following information to its students so that they may become aware of the health-related

and legal problems associated with alcohol and other drug abuse. The college's wellness advocates offer assistance, information and referral for students

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prescription and over-the-counter drugs amongst students of all ages.

Those who violate any provision of federal or state law pertaining to the manufacture, possession, purchase, sale or use of licit or illicit drugs on college property will be referred to the appropriate civil authority.

Since the college possesses an interest in violations, employees or students also may be subject to college disciplinary action based upon current policies.

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

Alcohol Policy:

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

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

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

mandatory referral to counseling/treatment,

prosecution, and possible sanctions for violation of the Student Conduct Code up to and including expulsion.

Possession, Distribution, and Use of Illicit Drugs and

Unscheduled College Closing Information:

take one of the following actions:

- Follow the "Snow Schedule" and open at 10 a.m.

- Cancel day classes and reopen for evening classes.
- Be open for day classes, but close for evening classes.
- Cancel both day classes and evening classes.

SWIC Alert Text/Email Notification

In the event that the college closes or implements the

estorm.swic.edu.

Information about closure or delayed opening will be posted in the announcement box on **swic.edu** and the home page of eSTORM at **estorm.swic.edu**.

Other Sources

is down, every effort will be made to provide the information through the following media:

Television

FOX 2 (KTVI)
KMOV-TV Channel 4
KSDK-TV Channel 5

Radio

KMOX-AM 1120

Websites

swic.edu
facebook.com/swic.edu

Snow Schedule Information:

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

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

Exception:

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

Evening classes:

NOT assume that evening classes are canceled. If road and weather conditions improve, campuses will

should check the listed media sources before leaving for evening classes.

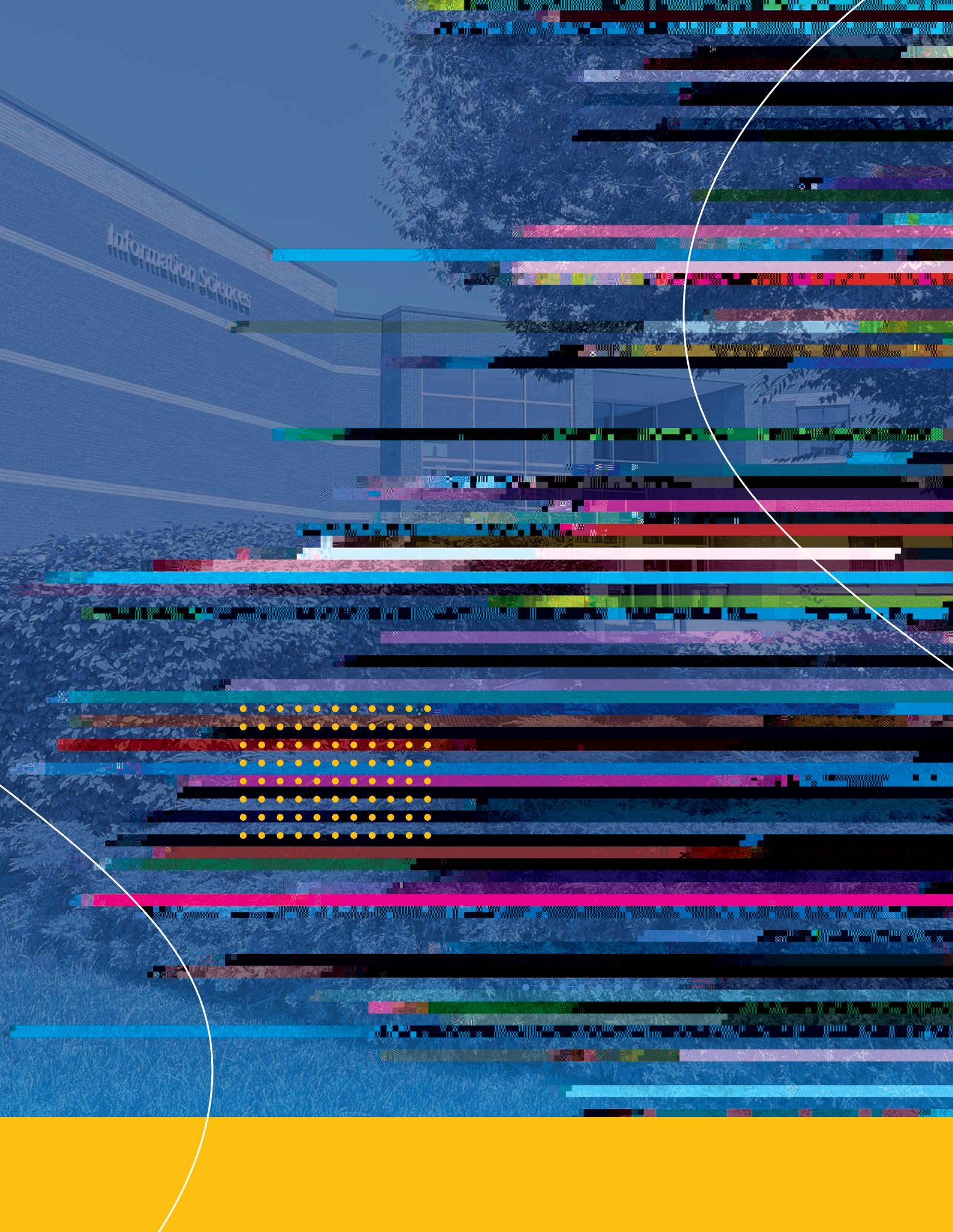
Saturday classes: If classes held on Saturdays are canceled due to poor weather conditions, this information will be broadcast on the radio and television stations listed above, and posted on swic.edu and facebook.com/swic.edu. Students should check the listed media sources after 4:30 p.m., Friday for information regarding Saturday classes. Closings on Fridays do not necessarily guarantee closings on Saturdays.

Off-Campus Sites:

classes at off-campus sites will be canceled. If the college is open, Off-Campus Site coordinators may cancel classes independently for weather-related reasons at their respective sites. If an Off-Campus Site

| Legal Penalties for the Unlawful Possession, Distribution and Use of Illicit Drugs and Beverage Alcohol: | | |
|---|---|---|
| Students, employees and visitors are subject to local, state and federal laws. Penalties for violations may include: Imprisonment, fines, confiscation of property, and loss of driving privileges. Note: This description does not list all illicit drugs for which possession, use, or distribution is prohibited by local, state and federal law; it does include a summary of some of the illicit drugs which carry criminal penalties for possession, use or distribution. | | |
| OFFENSE | CRIMINAL PENALTIES (AMOUNT NOTED) | |
| UNLAWFUL USE AND POSSESSION OF BEVERAGE ALCOHOL - STATE LAW | | |
| A. | Driving under the influence of alcohol, drugs or combination thereof: | |
| | 1st Offense: Class A Misdemeanor | Court supervision, DUI/drug counseling, fine of \$0-2,500 |
| | 2nd Offense: Class A Misdemeanor | No court supervision, revocation of driving privileges, DUI/drug counseling, mandatory 90 days in jail/or 240 hours of community service, fine of \$0-2,500 |
| | 3rd Offense: Class 2 Felony | Three to seven years imprisonment, minimum of 10 days in jail/or 480 hours of community service, DUI/drug counseling, fine of \$0-2,500 |
| B. | Unlawful underage use and possession of beverage alcohol. | The legal drinking age in Illinois is 21 years old. |
| 1. | Using false identification/falsely representing one's age to be 21 years of age. | Less than one year imprisonment plus fine not to exceed \$1,000 - Class A-Misdemeanor |
| 2. | Purchase beverage alcohol, then sell, distribute, or deliver to person under 21 years of age. | Less than one year imprisonment plus fine not to exceed \$1,000 - Class A-Misdemeanor |
| 3. | Transportation and/or possession of beverage alcohol in a motor vehicle. | |
| | 1st Offense | Less than one year imprisonment plus fine not to exceed \$1,000 - Class A-Misdemeanor |
| | 2nd Offense | Driver's license suspended or revoked |
| NOTE: These are only state penalties. Additional local penalties may apply. These descriptions cannot be relied upon in providing legal advice or interpretation of the law to students, employees or visitors. | | |
| DRUG CRIMES | | |
| DRUG CONVICTION FOR POSSESSION (felony or misdemeanor) | | Under Student Aid Laws: Cannot obtain any government student aid, loans, or grants for one year after first conviction for possession; for two years after second conviction and for an indefinite amount of time after third conviction. |
| DRUG CONVICTION FOR SALE (felony or misdemeanor) | | Under Student Aid Laws: Cannot obtain any government student aid, loans, or grants for two years after first conviction. |
| DRUG POSSESSION | | |
| CANNABIS (Less than 10 grams) *Effective January 1, 2016 720 ILCS 550/4 | | Civil Law Violation Minimum fine \$100 and maximum fine \$200 |
| CANNABIS (10 grams to 30 grams) 720 ILCS 550/4 | | First Offense Up to \$1,500 fine and/or six months in jail. |
| CANNABIS (30 grams to 100 grams) 720 ILCS 550/4 | | Second Offense Felony up to \$25,000 fine and/or one to three years imprisonment. |
| CANNABIS (100 grams to 500 grams) 720 ILCS 550/4 | | First Offense Misdemeanor up to \$2,500 fine and/or one year imprisonment. |
| CANNABIS (500 grams to 2,000 grams) 720 ILCS 550/4 | | Second Offense Felony up to \$25,000 fine and/or one to three years imprisonment. |
| CANNABIS (2,000 grams to 5,000 grams) 720 ILCS 550/4 | | First Offense Felony up to \$25,000 fine and/or one to three years imprisonment. |
| CANNABIS (over 5,000 grams) 720 ILCS 550/4 | | Second Offense Felony up to \$25,000 fine and/or two to five years imprisonment. |
| CANNABIS (500 grams to 2,000 grams) 720 ILCS 550/4 | | Felony up to \$25,000 fine and/or two to five years imprisonment. |
| CANNABIS (2,000 grams to 5,000 grams) 720 ILCS 550/4 | | Felony up to \$25,000 fine and/or three to seven years imprisonment. |
| CANNABIS (over 5,000 grams) 720 ILCS 550/4 | | Felony up to \$25,000 fine and/or four to 15 years imprisonment. |
| PRESCRIPTION FORGERY 720 ILCS 570/406(b)(3) | | First Offense Felony Up to \$100,000 fine and/or one to three years imprisonment. |
| POSSESSION DRUG PARAPHERNALIA 720 ILCS 600/3.5 | | Second Offense Felony Up to \$200,000 fine and/or two to five years imprisonment. |
| | | \$750 to \$2,500 fine and/or up to one year in jail. |

**SWIC
2024-2025
CALENDAR**



Information Sciences

