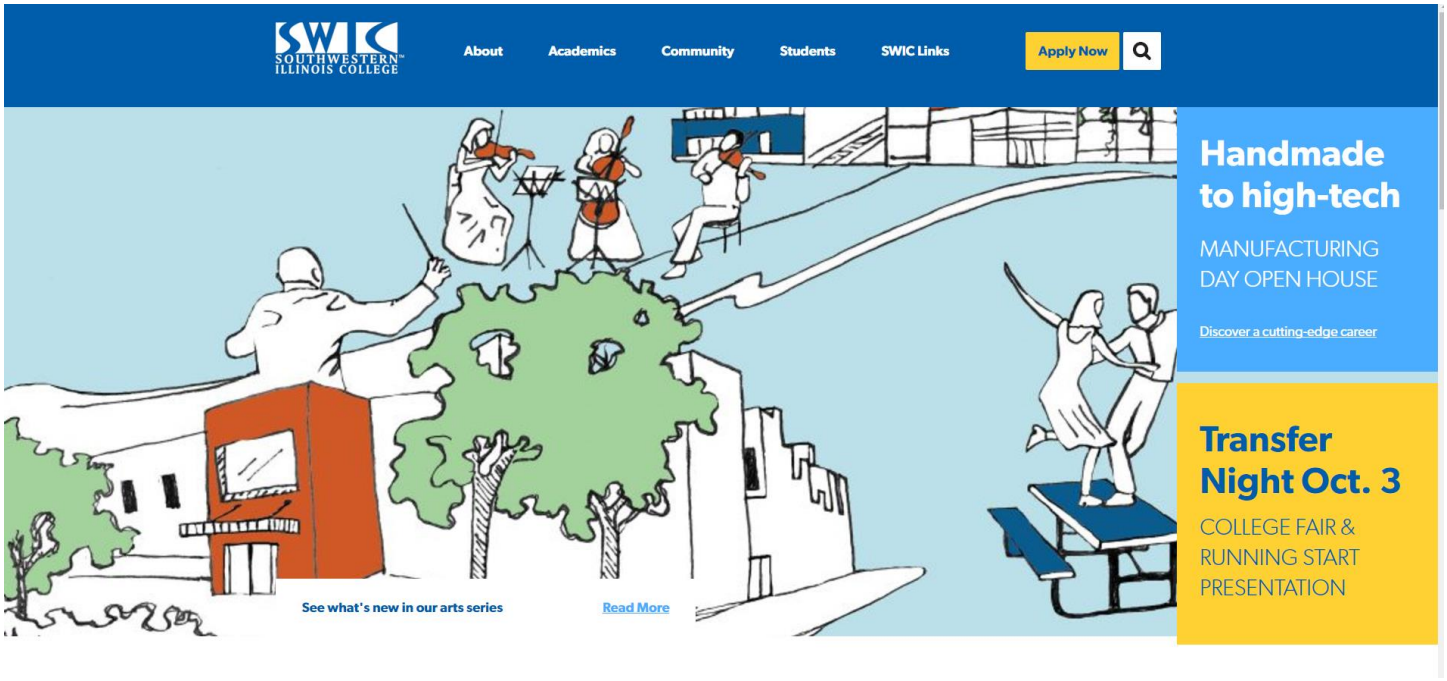
Procedures for filling out SWIC New Student Information Form

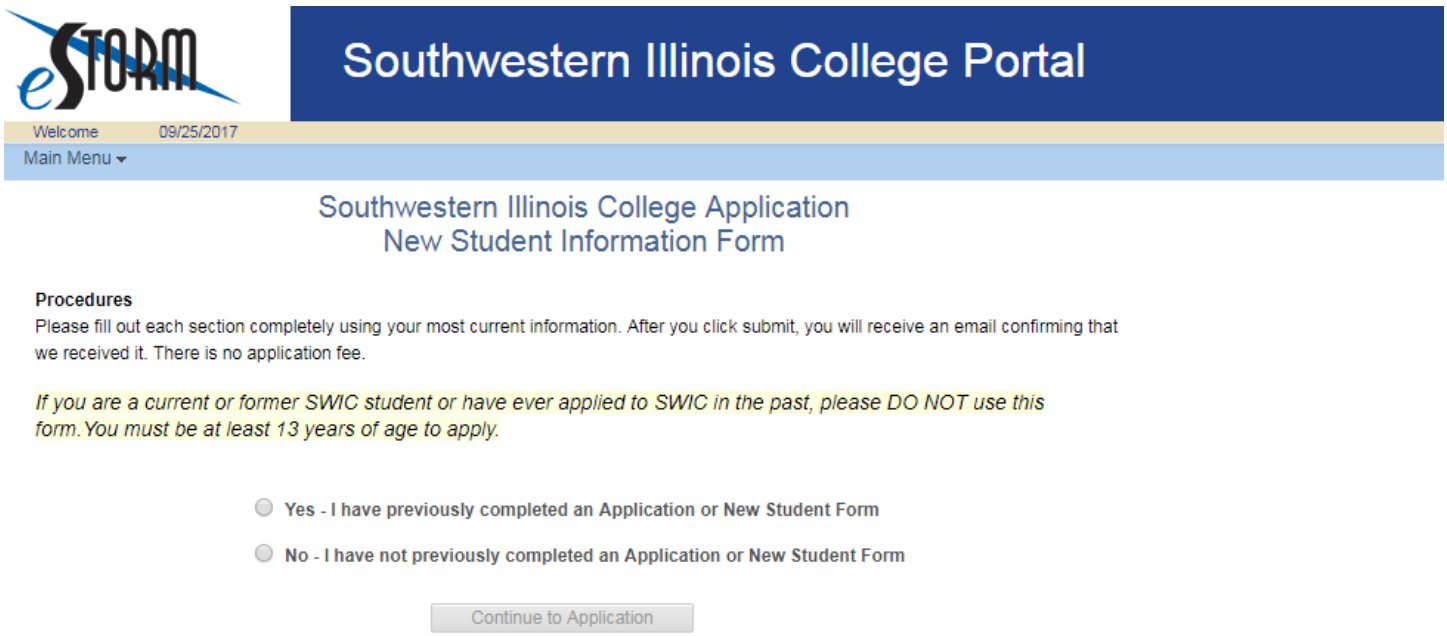
Completing this process correctly will ensure that you have a SWIC Student ID number for dual credit classes.

Please follow instructions carefully.

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

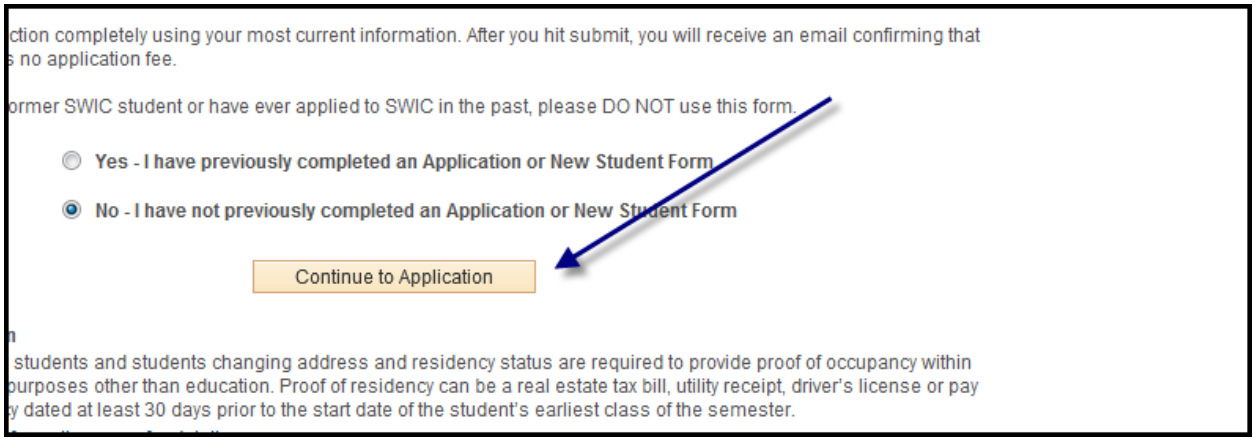


2. After clicking on the Apply Now button, you come to this page:



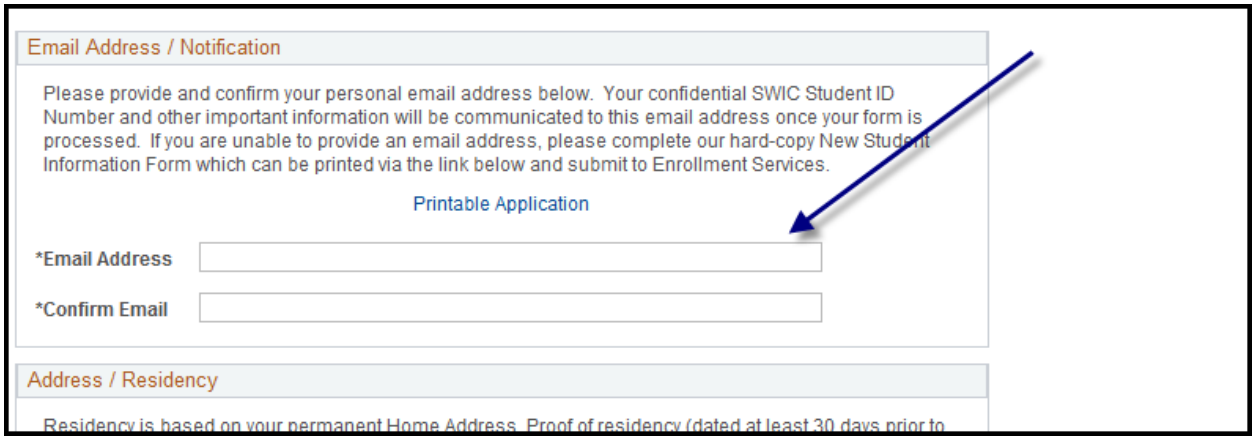
3. Please click no, unless you have completed this application before. If you have, please contact us at 618-641-5709 to find your SWIC ID number.

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



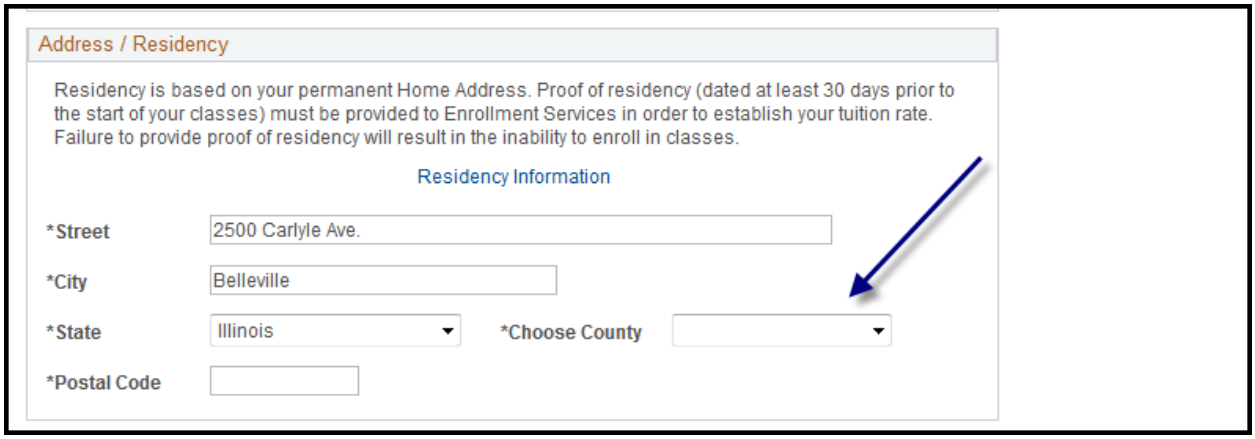
5. Please complete your date of birth, first name and last name. Please enter your full name EXACTLY as it appears on your Social Security Card.

6. Please make sure to enter a VALID email address in the “Email Address/Notification” section. This is the email that your Student ID number will be emailed to. See example below.



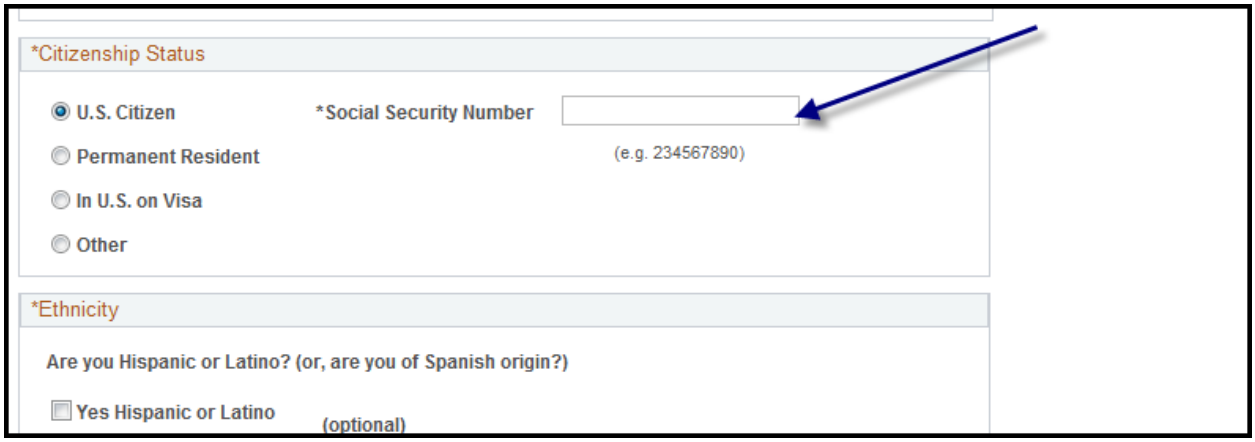
7. Please fill in your **address** (which includes house number, street name, apt. number, etc.), City, State, and Zip (Postal) Code under the “Address/Residency” section. After you enter your State, a box will appear to the right.

Please select the appropriate County in which you reside. See example below.



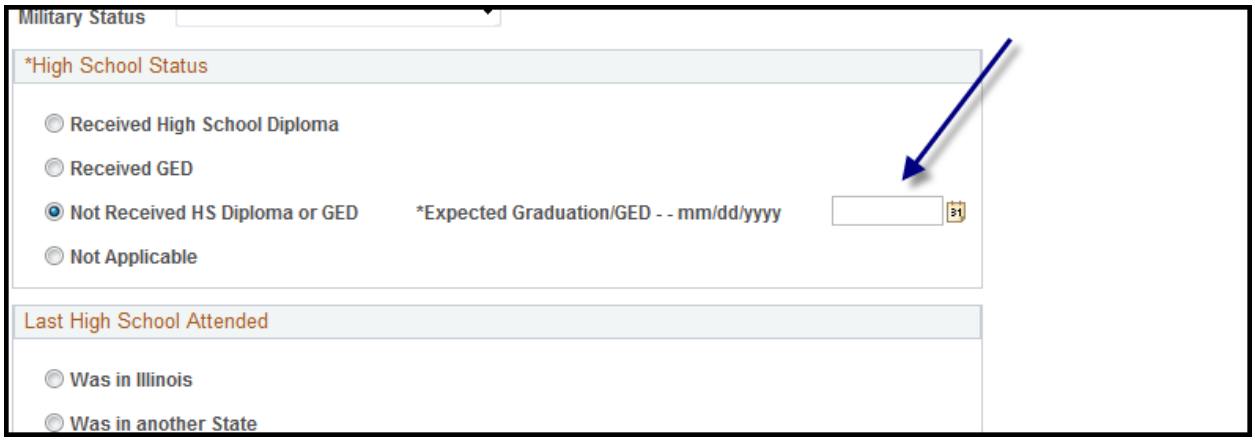
PLEASE LEAVE THE COMMUNITY COLLEGE DISTRICT FIELD BLANK

8. Under "Citizenship Status" please click on the appropriate choice. When you click "U.S. Citizen" a new box will appear to the right. This is where you will enter your VALID social security number. See example below.

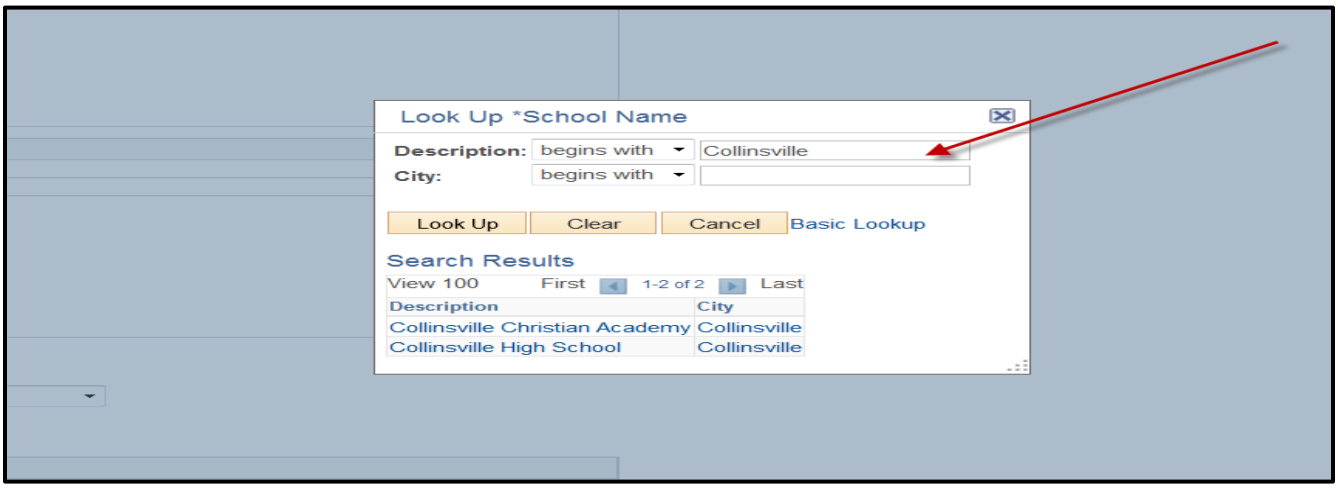


9. Please click the appropriate boxes under the "Ethnicity" section. Click the box (es) that are appropriate to you.

10. Under the "High School Status" section, please click on the appropriate box that pertains to you. Please click the third choice "**Not Received HS Diploma or GED**." When you click, a date box will appear to the right. Please fill in your expected Graduation/GED date. See example below.

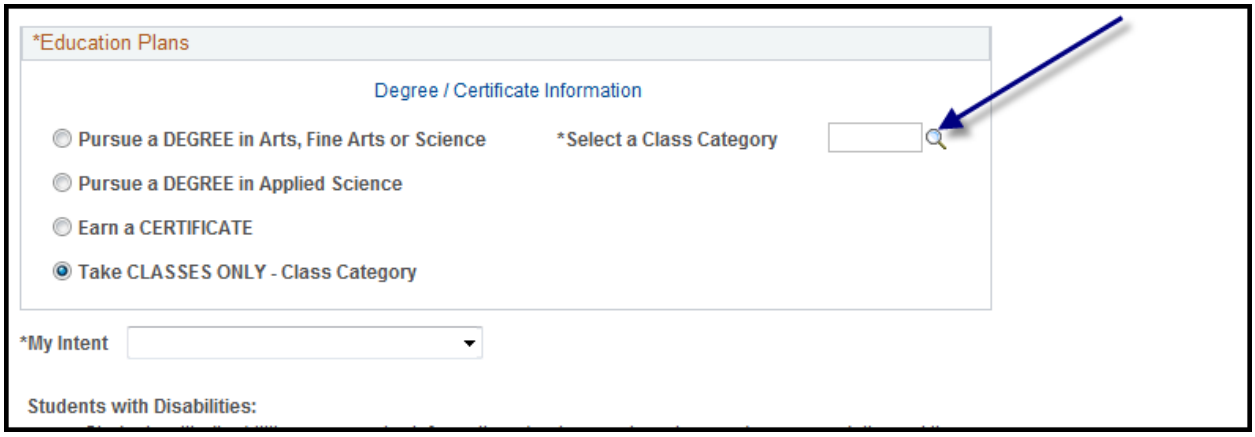


11. Under the “Last High School Attended” section, please click the appropriate box. When you click on “Was in Illinois” a box will appear to the right. Click on the magnifying glass (search function) to see a list of high schools. Locate your school by clicking on the name. The same rules apply for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



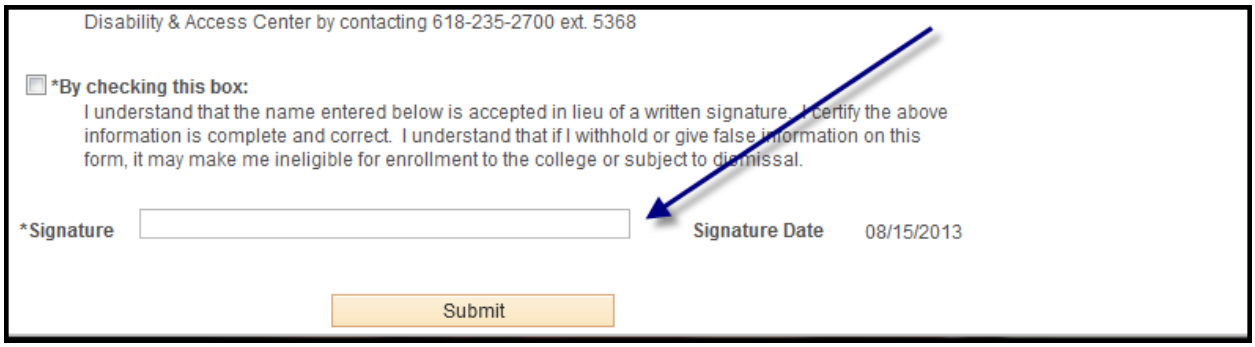
12. Please select the *term in which you are taking your Dual Credit class* under “Term you will begin.”
13. Please select the appropriate choice under the “Employment Status.”

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



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

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



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