

Procedures for filling out SWIC New Student Information Form

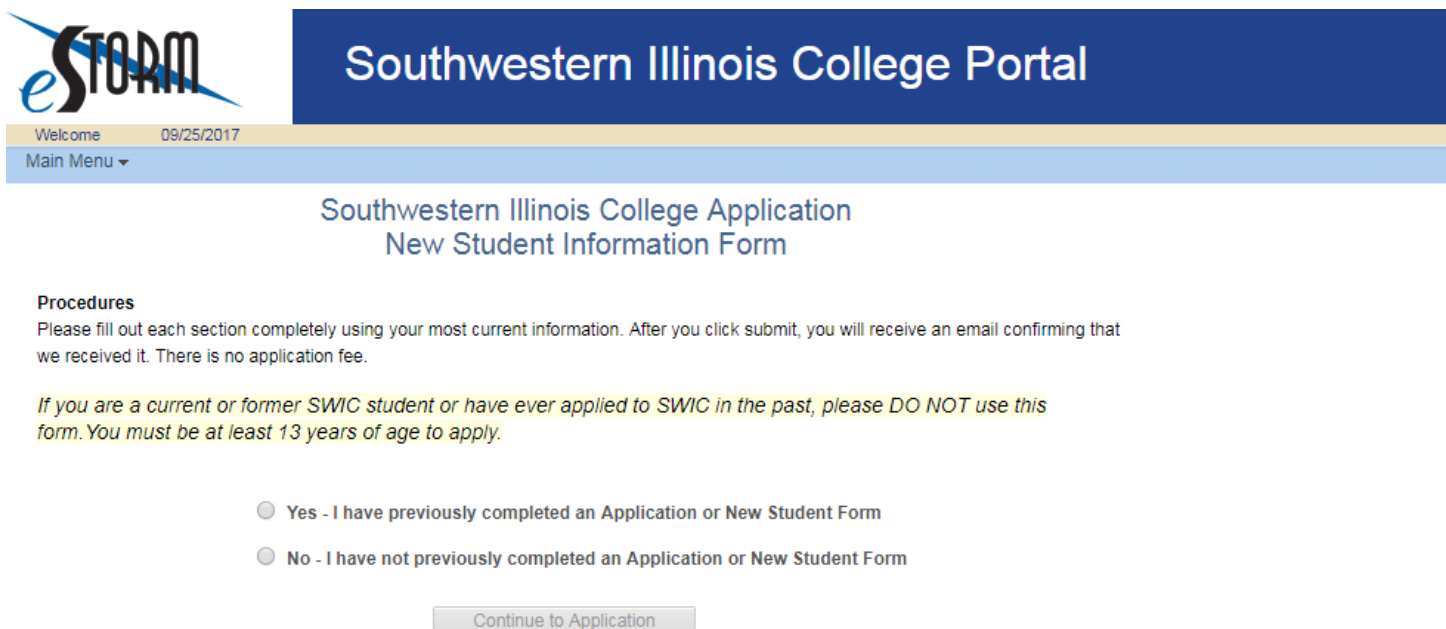
Completing this process correctly will ensure that you have a SWIC Student ID number for dual credit classes.

Please follow instructions carefully.

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

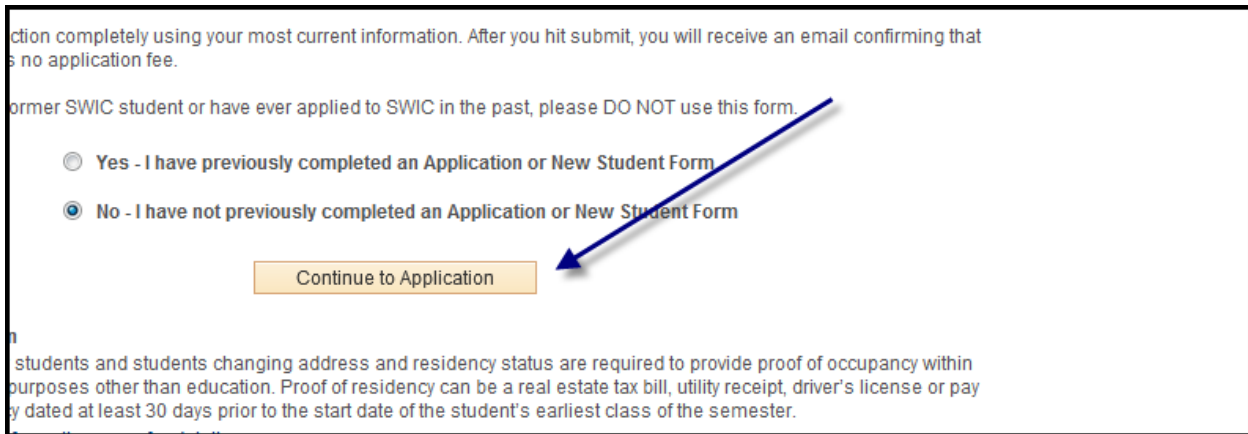


2. After clicking on the Apply Now button, you come to this page:



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

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



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

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

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

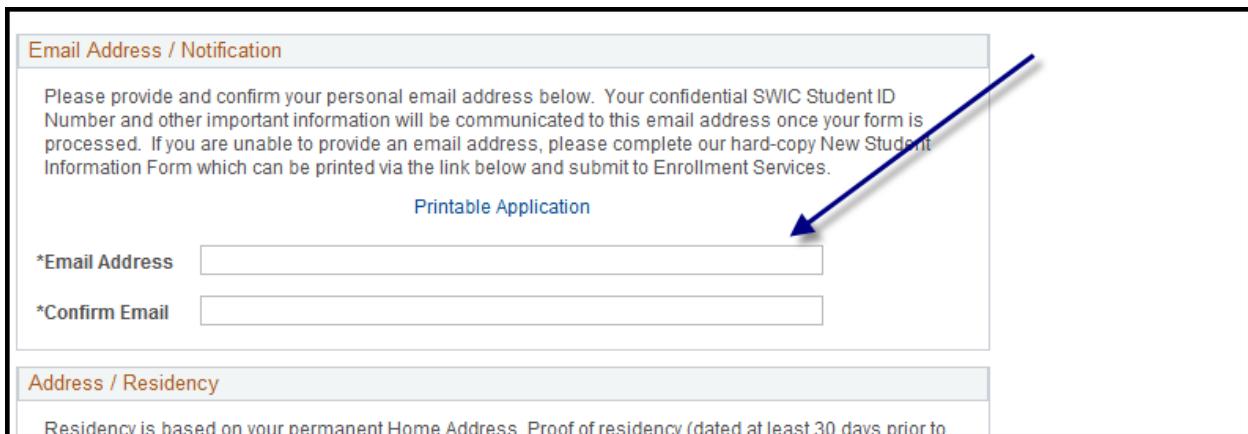
No - I have not previously completed an Application or New Student Form

[Continue to Application](#)

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

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



Email Address / Notification

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

[Printable Application](#)

*Email Address

*Confirm Email

Address / Residency

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

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

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

Address / Residency

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


Residency Information

*Street

*City

*State *Choose County

*Postal Code



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.](#)

***Citizenship Status**

U.S. Citizen *Social Security Number

Permanent Resident (e.g. 234567890)


In U.S. on Visa

Other

***Ethnicity**

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

Yes Hispanic or Latino (optional)



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

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

Military Status

***High School Status**

Received High School Diploma

Received GED


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

Not Applicable

Last High School Attended

Was in Illinois

Was in another State



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

Last High School Attended

Was in Illinois *School Name

Was in another State

Was in another Country

Home Schooled

Not Applicable

*Term you will begin

Employment Status

Look Up *School Name

Description: begins with

City: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Description	City
Collinsville Christian Academy	Collinsville
Collinsville High School	Collinsville

12. Please select the **term in which you are taking your Dual Credit class** under “Term you will begin.”
13. Please select the appropriate choice under the “Employment Status.”
14. Under the “Education Plans” please select “Take Classes Only.” Once you select that choice, enter the code 0101 in the class category box. Please see example.

***Education Plans**

Degree / Certificate Information

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

Pursue a DEGREE in Applied Science

Earn a CERTIFICATE

Take CLASSES ONLY - Class Category

*My Intent

Students with Disabilities:

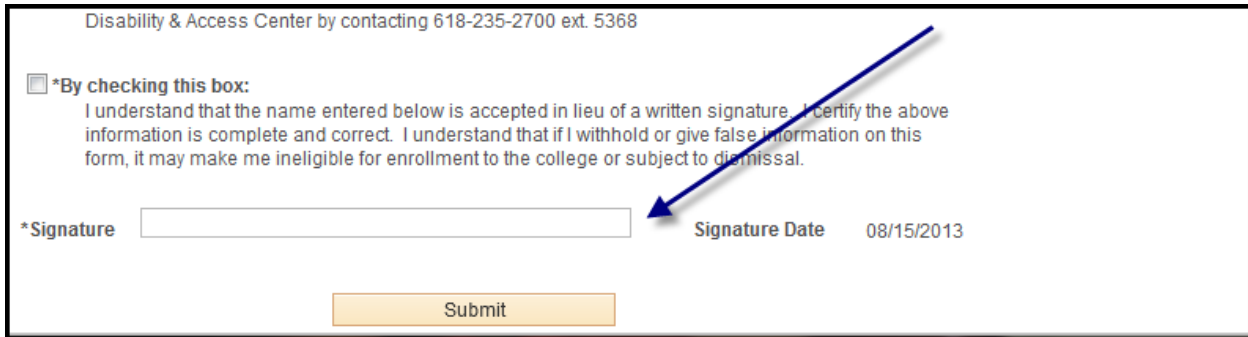
15. Under “My Intent” please select the choice that is appropriate for you.

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

Disability & Access Center by contacting 618-235-2700 ext. 5368

*By checking this box:
I understand that the name entered below is accepted in lieu of a written signature. I certify the above information is complete and correct. I understand that if I withhold or give false information on this form, it may make me ineligible for enrollment to the college or subject to dismissal.

*Signature Signature Date 08/15/2013



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.