



SAUK VALLEY • COMMUNITY • COLLEGE

*student handbook*

2022-2023

# WELCOME Students!

## MISSION

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

## SHARED ETHICAL VALUES

Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

## STRATEGIC VISION

Sauk Valley Community College will be a leader in student achievement while expanding access to higher education across the Sauk Valley region.

## COVID-19 (CORONAVIRUS)

For the most current information, visit the COVID-19 information page at [svcc.edu/covid19](https://svcc.edu/covid19).

## EQUIPMENT REQUIREMENTS/RESOURCES

A device (i.e. computer with webcam) is required to access technology needed for online and live stream course delivery via an Internet connection. Refer to individual course syllabi for detailed requirements. SVCC offers equipment lending and provides funding assistance with purchasing a device through financial assistance (based on eligibility).

### HANDBOOK DISCLAIMER

*Information contained in this handbook is subject to change. Students should access the SVCC website including the SVCC current catalog for the most up-to-date policies and regulations.*

# TABLE OF Contents

## STUDENT RESOURCES

|                                     |         |
|-------------------------------------|---------|
| Academic Advising                   | 4       |
| Academic Calendar                   | 4       |
| Accreditation                       | 4       |
| Admissions & Records                | 4       |
| Adult Education                     | 5       |
| Athletics                           | 5       |
| Bookstore                           | 6       |
| Café (Skyhawk Café)                 | 6       |
| Career Services                     | 6       |
| Community Education                 | 6       |
| Counseling Services                 | 7       |
| Disability Support Office (DSS)     | 7       |
| Early Alert/Crisis Assistance Team  | 7       |
| First Year Experience Course (FYE)  | 8       |
| Honors Program                      | 8       |
| Identification Numbers              | 8       |
| International Students              | 8-9     |
| Learning Commons                    | 9       |
| Learning Commons - Tutoring         | 9       |
| Learning Commons - Library          | 9       |
| Learning Commons - Writing Center   | 9       |
| Performing Arts                     | 10      |
| PTK (Phi Theta Kappa)               | 10      |
| Registration                        | 10 - 12 |
| Resource Directory                  | 12      |
| Student Activities                  | 12-13   |
| Student Government                  | 13      |
| Student Organizations               | 13      |
| Student Services Center             | 13      |
| Student Photo Identification Cards  | 14      |
| Student-Right-to-Know               | 14      |
| Success Workshops                   | 15      |
| Testing Center                      | 15      |
| TRIO Student Support Services       | 15      |
| Vaccination Policy                  | 16      |
| Veteran Services                    | 16      |
| Voter Registration/Civil Engagement | 17      |

## STUDENTS RIGHTS & RESPONSIBILITIES

|   |       |
|---|-------|
| Acceptable Use-Technology   | 18    |
| Acceptable Use-<br>Electronic Devices in the Classroom              | 18    |
| Affirmative Action  | 18    |
| Assembly, Rally, and Demonstration                                  | 18    |
| Code of Student Conduct   | 19    |
| Complaint Procedure   | 19    |
| Drug Free Schools & Communities                                     | 19-20 |
| Smoking & Tobacco-Free Campus                                       | 21    |
| Sexual Misconduct Procedures  | 22    |
| Student Optional Disclosure of<br>Private Mental Health Information | 22    |

## ACADEMIC POLICIES

|                                       |    |
|---------------------------------------|----|
| Academic Appeal Procedure             | 23 |
| Academic Standing                     | 23 |
| Academic Records                      | 23 |
| Academic Freedom                      | 23 |
| Attendance                            | 24 |
| Directory Information/Confidentiality | 24 |
| FERPA                                 | 24 |
| Graduation Procedures                 | 24 |
| Human Subject Research                | 25 |

## SAFETY & SECURITY

|   |       |
|---|-------|
| Accidents                                   | 26    |
| Campus Closing                              | 26    |
| Campus Crime Stats & Annual Security Report | 26    |
| College Resource Officer                    | 26    |
| Emergency Procedures                        | 26-27 |
| Escort Service                              | 27    |
| Information & Security Center               | 27    |
| Lockers                                     | 27    |
| Parking & Traffic Services                  | 27    |
| Security Cameras                            | 27    |
| Vehicle Assistance                          | 27    |

## TECHNOLOGY RESOURCES

|                                    |    |
|------------------------------------|----|
| Computers                          | 28 |
| Office 365                         | 28 |
| Sauk Login:                        |    |
| Online Courses                     | 28 |
| Library Off-campus Access          | 28 |
| Text Alerts                        | 29 |
| Printing on Campus                 | 29 |
| Scanner/Copier in Learning Commons | 29 |
| Student Self-Service               | 29 |
| Social Media                       | 29 |
| Student Email & Other Google Tools | 30 |
| Tech Help Desk                     | 30 |
| Website                            | 30 |
| Sauk Login                         | 31 |

## PAYING FOR COLLEGE

|                             |    |
|-----------------------------|----|
| Business Office             | 32 |
| Financial Assistance        | 32 |
| Foundation                  | 32 |
| Grants                      | 32 |
| Loans                       | 32 |
| Scholarships                | 32 |
| Filing for Financial Aid    | 33 |
| Tuition and Fees            | 34 |
| Payment of Tuition and Fees | 34 |
| Petition for Tuition Refund | 34 |
| Payment Plan                | 35 |
| Workstudy                   | 35 |

## OTHER INFORMATION

|                     |       |
|---------------------|-------|
| Academic Calendar   | 36    |
| Campus Maps         | 37    |
| College Terminology | 38-39 |
| Directory           | 40    |

# STUDENT Resources



## Academic Advising

A staff of academic advisors help each student plan appropriate courses of study to achieve a productive and rewarding experience at the College. Academic advisors are available on-call or by appointment for discussion of educational, personal, social, and career issues. For availability, call Academic Advising at 815.835.6354 (Student Services Center).

Current students can schedule an appointment online at [svcc.edu/appointment](https://svcc.edu/appointment).

All degree and certification seeking students are assigned an academic advisor. Login to SOAR ([svcc.edu/soar](https://svcc.edu/soar)) and from the main menu select Student Services then Student Profile to view your advisor information. It is recommended that you meet consistently with your assigned advisor.

Visit [svcc.edu/advising](https://svcc.edu/advising) for more information.

## Academic Calendar

The academic calendar lists important dates for students such as registration timelines, semester start/end dates, withdrawal dates, holidays, mid-semester date, scheduled breaks, and final examinations. Access current and future academic calendars at [svcc.edu/academic-calendar](https://svcc.edu/academic-calendar).

## Accreditation

Sauk Valley Community College is recognized by the Illinois Community College Board and Accredited by the Higher Learning Commission, North Central Association.

For more information contact 800.621.7440 or visit [hlcommission.org](https://hlcommission.org) or [svcc.edu/accreditation](https://svcc.edu/accreditation). SVCC will only accept credits earned at other regionally accredited institutions.

## Admissions & Records

Admissions & Records oversees a number of important forms and processes related to student registration and enrollment. For registration assistance, transcript requests, to change personal information, transfer records to/from another college, and other services contact 815.835.6273 (Student Services Center) or visit [svcc.edu/admissions](https://svcc.edu/admissions).

### Adult Education

The Adult Education Department strives to assist adults 17 years of age or older in acquiring knowledge and skills necessary to earn a GED, to improve English language skills, and to transition to higher educational or vocational training. This process encourages the adult learner to become more employable, to become a successful partner in their children's education, and to be a more productive member of the community. For more information, contact 815.835.6310 (RM 1J01) or visit [svcc.edu/adulted](http://svcc.edu/adulted).

### Athletics

The College has developed an outstanding program of intercollegiate athletics. Sports programs for women include basketball, cross-country, softball, track & field, tennis, and volleyball. Men's sports programs include basketball, baseball, cross-country, golf, track & field, and tennis. Athletes have the opportunity to compete for conference, regional, and national honors during the year. Athletic achievement awards are offered in each sport for outstanding student athletes.



SVCC is a member of the National Junior College Athletic Association (NJCAA) and competes in NJCAA Region IV. Sauk Valley Community College is also a member of the Arrowhead Athletic Conference. The College abides by all NJCAA academic requirements and the NJCAA Code of Conduct to assure the integrity of SVCC, our student athletes and coaches.

The College mascot is the Skyhawk, and the colors are red, white, and black. For further information or the opportunity to try out, contact the Athletic Director at 815.835.6466 (RM 1F02) or visit [svcc.edu/athletics](http://svcc.edu/athletics).



# STUDENT Resources

## Bookstore

The campus bookstore is operated by Follett, Inc. The bookstore staff work directly with the instructors at SVCC to learn what resources are used for each class. The store offers a variety of options for textbooks such as buying a physical book in new or used condition, renting select titles, or purchasing material in a digital format if available. Textbooks can be purchased on campus along with campus apparel, computers, software, snacks and gifts. The bookstore website offers the option of shopping from home with items shipped to your home or pick up on campus.

For more information including hours of operation, return policy, book buyback, and payment options, call 815.835.6304 (RM 1E02) or visit [bkstr.com/saukvalleyccstore](http://bkstr.com/saukvalleyccstore).

## Café (Skyhawk Café)

The Skyhawk Café (RM 2L02) offers a wide variety of breakfast and lunch items on a rotating basis to keep the menu fun and exciting. Breakfast hours will be 7:30 a.m. - 10:00 a.m. Lunch service will begin at 11:00 a.m. and serve until 1:00 p.m.

SVCC's food service manager, Quest Food Management Services, is looking forward to a great school year and being a part of the Sauk Valley Community. Quest serves fresh, high quality food, with exceptional responsiveness and intense personal service. SVCC is passionate about providing students with high quality food service using wholesome, nutritious ingredients prepared as fresh as possible when served. SVCC along with Quest Food Management Services supports local agriculture and a healthier planet by providing nutritional, flavorful food options.

## Career Services

SVCC's Career Services is ready to help by providing the following services to all students:

- Assisting in Interviewing Techniques
- Cover Letter & Follow-up Letter Writing Assistance
- Job Search: Resources for Job Possibilities
- Resume Writing Assistance & Resume Review
- Soft Skills Enhancement

Career Services has a wide variety of resources to assist with identifying career opportunities, finding up-to-date information on the latest job market trends, tips on acquiring work experience, and developing job search skills for a successful transition from school to work. Whether students are looking for full-time or part-time employment, internships, or want to sharpen job skills, SVCC can provide the tools that will help with those career goals. Contact Career Services at (RM 1M06) 815.835.6294 or visit [svcc.edu/careerservices](http://svcc.edu/careerservices).

## Community Education

Community Education at SVCC offers a diverse selection of professional development and personal enrichment classes that help individuals retool for a new career, improve skills, get in shape, and much more! Community Education offers interesting and affordable classes in a safe and comfortable environment. Classes offer everything from CDL truck driving, computers, real estate, dance, artistic talents and trips. Community Education embraces the belief that education is a lifelong process. For more information contact the Director of Business Training & Community Education at 815.835.6212 (RM 1M18) or visit [svcc.edu/ced](http://svcc.edu/ced).

## Counseling Services

Sauk provides professional mental health counseling by licensed therapists who hold to the highest ethical standards of clinical counseling. Students needing mental health support for on-going or crisis circumstances can access confidential SVCC Counseling services by clicking on the “personal counseling request” button at [svcc.edu/ssc](http://svcc.edu/ssc) or calling the confidential line at 815.835.6204.

In the event of an acute crisis, licensed therapists are typically available during office hours. After hours, students experiencing a mental health emergency can contact:

- 911
- CGH ER – 100 E Le Fevre Rd, Sterling
- KSB ER – 403 E 1st St, Dixon
- 800.242.7642 – Sinnissippi Crisis Line
- 800.273.8255 – National Suicide Prevention Hotline
- Text 741741 – Crisis Text Line

Sauk’s Counseling services provide peer mentoring by trained SVCC student peers. Peer mentors support students with college adjustment, problem solving, goal setting, time management, and classroom skills. To request a peer mentor, visit [svcc.edu/peermentoring](http://svcc.edu/peermentoring).

## Disability Support Services (DSS)

Disability Support Services provides coordination of services for students with disabilities in their educational and career pursuits while attending SVCC. DSS engages in an interactive process with the student to determine appropriate and reasonable accommodations that effectively meet the student’s needs. The Director of Disability Support Services acts as a liaison with faculty, staff and referral agencies to support the student’s academic goals. In order to receive accommodations, students must meet with the Director *each semester*.

Students requesting accommodations for documented disabilities are encouraged to contact DSS early in their enrollment planning. Eligibility and registration for accommodations is independent from registration for classes.

For further information contact DSS at 815.835.6220 (RM 1F25) or visit [svcc.edu/dss](http://svcc.edu/dss).

## Early Alert/Crisis Assistance Team

An Early Alert System supports retention by putting students in contact with appropriate campus resources. This assistance helps students meet their educational goals. SVCC utilizes retention software that identifies student risk indicators. In addition, faculty and staff members contribute directly to the Early Alert system’s success by referring students who are struggling in their academic work, are chronically absent from class, are exhibiting disruptive behavior, or are having difficulty adjusting to college life. SVCC advisors and counselors will utilize this information to provide resources and assistance to students.

In conjunction with an Early Alert System, the Sauk Valley Crisis Assistance Team (SVCAT) was established to provide assistance to faculty, staff, and students in addressing situations in which a student or staff member displays concerns. Such stressors can be disruptive to the success of the student and to the educational setting. The overall goal is to promote a safe, healthy college environment for all staff and students by listening to the concerns presented, determining the needs of the faculty, staff, and students, and then implementing an intervention plan to address the concerns.



# STUDENT Resources



## First Year Experience Course (FYE)

FYE 101, an SVCC student success course, is required of all degree-seeking students. It is a one-credit hour course designed to help students make the transition into college and enhance their academic success. This course must be taken during the first semester of college coursework.

In our FYE course, students will learn about:

- Expectations/responsibilities of the college student
- Academic planning
- College resources, services, and opportunities for involvement
- Time management, thinking critically, test-taking strategies
- Appreciating diversity and maintaining wellness
- Developing library, research, and information literacy skills

## Honors Program

Enhanced educational opportunities are available to successful students through the SVCC Honors Program. Students admitted to this program have the opportunity to enrich one or more college classes by completing an Honors project. For more information, visit [svcc.edu/honors](http://svcc.edu/honors).

## Identification Numbers

Sauk Valley Community College provides a unique SVCC identification number that is used for identification and administrative purposes. This identification number is assigned at the time the student information form is processed by Admissions & Records. The student identification number can be found by accessing login information at [svcc.edu/login](http://svcc.edu/login).

## International Students

SVCC is authorized under federal law to enroll non-immigrant international students in approved programs. International students are students who are attending, or are seeking to attend, the college on an F-1 visa, and who have been issued Form I-20. International students are required to know and comply with all of the regulations that govern their visa statuses, and like all students, must comply with federal, state, and local laws, and all policies outlined in the SVCC academic catalog.



SVCC has specific international student admission procedures, course load requirements/limitations, and a required annual orientation. Refer to the Admissions section of the SVCC catalog for more information regarding these procedures.

Contact the Principal Designated School Official at 815.835.6390 for assistance with enrollment and travel documentation, cultural adjustment issues, community and campus integration, and practical information related to obtaining a driver's license and social security cards. For more information visit [svcc.edu/international](http://svcc.edu/international).

### **Learning Commons**

The Learning Commons (RM 3L01) offers tutoring, library, and writing services to help students meet their academic goals.

#### **Learning Commons Tutoring (LCT)**

Learning Commons Tutoring supplements classroom instruction with individual and group tutoring, and review sessions on subjects including (but not limited to) mathematics, writing, biology, chemistry, physics, accounting, and psychology. Services are offered on a no-cost basis in an informal and friendly atmosphere. Instructional aids include many helpful handouts and a science study area equipped with biology and anatomy study resources. To access online tutoring, use Ask a Tutor at [svcc.edu/tutoring](http://svcc.edu/tutoring). For further information, contact LCT at 815.835.6293 or visit [svcc.edu/tutoring](http://svcc.edu/tutoring).

#### **Learning Commons Library**

The Learning Commons Library supports the teaching and scholarship of the College, and promotes lifelong learning in our community. We offer a comprehensive collection of books, audiobooks, CDs, DVDs, magazines, and journals to serve the academic and recreational needs of the SVCC community. Any resident of the college district aged 16 or older may sign up for a free library card and borrow from the library's physical collection.

The physical collection is augmented by online research databases, streaming videos, and a large eBook collection. These subscription resources are available to all users. In addition, students, faculty, and staff may order materials from any academic or public library in Illinois through our interlibrary loan services.

The experienced library staff provide assistance with reference, research, and citation. Instruction on a variety of library and research topics is available to small groups by appointment, or in person to individuals by appointment. For more information about any of the mentioned services, contact the library at 815.835.6247 or visit [svcc.edu/library](http://svcc.edu/library).

#### **Learning Commons Writing Center**

The Learning Commons Writing Center (RM 3M11) supplements classroom instruction with individual and group tutoring, workshops, and practice sessions for students in all academic departments. Services center on all aspects of writing and reading comprehension. Students are welcome to bring any kind of writing to the Writing Center including application and scholarship personal essays, resumes, cover letters, and all academic writing. Services are offered at a no-cost, scheduled appointment basis in an informal and friendly atmosphere on campus and by virtual appointment. Contact the Learning Commons Writing Center at [writing.center@svcc.edu](mailto:writing.center@svcc.edu), at 815.835.6398, or visit [svcc.edu/writing-center](http://svcc.edu/writing-center).

# STUDENT Resources



## Performing Arts

Student and community members are provided opportunities to be involved in a number of music and theater activities. The following opportunities exist each semester:

**Concert Band** performs concerts each semester.

**Theatre** offers major theatrical productions. Casts are selected from open auditions; and productions include drama, comedies, musicals, and one-act plays.

## PTK (Phi Theta Kappa)

Phi Theta Kappa is an honor society for two-year college students. Phi Theta Kappa provides recognition for excellent achievement and scholarship opportunities to all members. For those who choose to be active members, Phi Theta Kappa offers countless opportunities for personal and professional growth through activities related to four themes: scholarship, leadership, fellowship, and service. Contact Jon Devereueawax at [j.e.devereueawax@svcc.edu](mailto:j.e.devereueawax@svcc.edu) (815.835.6393 – RM 3M12) or Audrey Smith at [audrey.e.smith@svcc.edu](mailto:audrey.e.smith@svcc.edu) for more information.

## Registration

### A. *New Student Registration* (*certificate or degree-seeking*)

New student registration begins two days after continuing student registration. New students are required to register on campus through Admissions & Records with academic advisor approval. For more information, contact Admissions & Records or check the Academic Calendar for the semester of registration.

### B. *Returning Student Registration*

During registration, degree-seeking students in good academic standing have full access to register through Student Self-service, SOAR (Sauk Online Access to Records) or through Admissions & Records after the following two criteria have been met:

1. An advisor approved academic plan is completed
2. Met with an academic advisor for two semesters (excluding summer) for registration approval

Degree seeking students will be contacted by their assigned academic advisor when 30 hours are earned to verify program of study (major) and to confirm program prerequisites and requirements.

Certificate-seeking students, in good academic standing, are required to meet with an academic advisor for one semester for registration approval to have full access to register through Student Self-service or SOAR.

If academic advisor approval is required to register, continuing students may meet with an academic advisor when the semester schedule is available for viewing (web, Student Self-service or SOAR) to approve a class schedule and obtain access (alternate registration PIN) to register.

#### **C. Students Registering for Individual Classes**

Students can register for classes through Student Self-service, SOAR, or through Admissions & Records, as long as the class prerequisites have been satisfied. Contact the Student Services Center at 815.835.6273 for more information.

#### **D. Late Registration**

First time degree or certificate seeking students without previous earned college credit must be registered no later than the Thursday prior to the first day of the semester. Contact the Student Services Center at 815.835.6273 for more information.

#### **E. Registration Change Period**

New students can change classes with academic advisor approval through the registration change period (first week of a regular semester). Returning and continuing students can register or change classes through the registration change period. This period will be adjusted for courses less than 16 weeks. Students are expected to take full responsibility for making up any missed coursework associated with registering after a class has begun. Registering for a class after the registration change period has passed, while not recommended, will require the student to obtain permission from the instructor and/or instructional dean.

#### **F. Waitlist for Closed Classes**

A waitlist is available for credit course sections. If a class is full, students will have the opportunity to waitlist through Student Self-service, SOAR or Admissions & Records. If a seat becomes available, the student will be notified via SVCC email. Students should check their SVCC email daily Monday through Thursday for notification of seat availability. Students will have 24 hours to register for the open seat upon notification. Students who do not register for the open seat within 24 hours of notification will be removed from the waitlist and the next student on the waitlist will be notified. The option to waitlist a class will be available prior to the start of the term. Contact Admissions & Records for more information.



# STUDENT Resources

## **G. Non-Credit Classes (Community Education)**

Students may register for non-credit classes through Admissions & Records anytime between the start of the registration period and the first meeting day of the class. Contact Community Education for more information at 815.835.6212.

## **H. Ways to Register**

When eligible, students can register in one of two ways:

1. Web Registration through Student Self-service or SOAR (Sauk Online Access to Records)
2. Through Admissions & Records (Student Services Center) during posted hours

## **Withdrawing From Classes**

During the first two weeks of the fall and spring semesters (16 week classes), students may drop a course by filing a drop form online at [svcc.edu/admissions](http://svcc.edu/admissions). Students will not receive a grade when withdrawing during the refund period. Consult the Academic Calendar for refund dates.

From the third through the tenth week of a 16 week class, students may initiate a withdrawal from a class by filing a drop form online that will be forwarded to the instructor. A grade of “W” will be recorded on the student’s transcript. No refund will be granted.

Deadlines for withdrawal will be pro-rated for classes that meet less than 16 weeks, including summer sessions. Students receiving any type of financial aid should contact Financial Assistance before withdrawing from class.

Students not actively pursuing the completion of a class may be withdrawn from the class by the instructor. Students who stop attending without completing the proper college procedure may receive a grade of “F” in the course.

Full-time students requesting to withdraw from the College after the refund period must notify the Dean of Student Services, complete the withdrawal process, and clear all obligations with the College.

## **Resource Directory**

The Sauk Valley Resource Directory, available on the SVCC website at [svcc.edu/services-directory](http://svcc.edu/services-directory) allows students to search for community services in SVCC district counties.

## **Student Activities**

Student Activities provides programs and opportunities for students that enhance the college experience and promote a sense of community. Through active participation in all-campus activities, student government, and student organizations, students will experience success and acquire life skills such as critical thinking, effective leadership, problem solving, decision making, goal setting, cultural appreciation, and the ability to relate to people who are different from themselves.

The college invites students to get connected, get involved, build leadership capacity, and get the full SVCC experience. For more information, please contact the Student Activities/Cross Cultural Coordinator (RM 1F19) at 815.835.6432 or visit [svcc.edu/student-activities](http://svcc.edu/student-activities).

## Student Government

Student Government is a vital part of campus life at SVCC. Some of the responsibilities of Student Government include representing the student body to the SVCC administration and Board of Trustees, sponsoring campus-wide activities, recognizing new student organizations, allocating programming money to student organizations, and completing community service activities. Additionally, Student Government members serve on college-wide committees with SVCC faculty and staff.

No experience is necessary to be a member of Student Government. Minimum GPA and credit hour requirements vary for each student government position. For more information regarding Student Government website or the Student Activities/Cross Cultural Coordinator (RM 1F19) at 815.835.6432, or visit [svcc.edu/sga](http://svcc.edu/sga).

## Student Organizations

There are many student organizations at SVCC. The student organizations have a wide variety of purposes that include social, educational, recreational, and/or cultural interests. Getting involved in a student organization will provide opportunities of leadership development, professional growth, friendship, service to others and much more. If students are interested in joining an existing organization or forming a new organization, contact the Student Activities/Cross-Cultural Coordinator at 815.835.6432 or visit [svcc.edu/student-organizations](http://svcc.edu/student-organizations) for a current listing of recognized student organizations and clubs.

## Student Services Center

The Student Services Center (first floor) provides a one-stop location for the services most frequented by students, including admission, registration, academic advising, and financial assistance. The Center provides comprehensive information to help students with college processes, planning, and decision making to aid in their success. The dedicated staff in this Center can help you:

- Apply for admission and financial aid
- Seek academic support
- Explore and clarify academic goals
- Utilize self-service tools

Visit [svcc.edu/ssc](http://svcc.edu/ssc) for more information.



# STUDENT Resources

## Student Photo Identification Cards

Student photo ID cards are available in Admissions & Records and are valid for the current academic year. New ID cards are issued each academic year starting in the fall semester. Replacement cards are available for a fee.

## Student-Right-to-Know

In compliance with the Student-Right-to-Know federal regulations, SVCC information including academic, financial assistance, institutional, graduation rates, security/crime statistics, and athletic program participation rates/financial support data are available on the College website at [svcc.edu/students/right-to-know](http://svcc.edu/students/right-to-know) or contact the Dean of Student Services at 815.835.6305.

## Retention, Completion and Transfer Rates

| <i>Metric</i>  | <i>Percentage of Students</i> | <i>Peer Colleges</i> |
|--|-------------------------------|----------------------|
| Fall to Fall Semester Retention Rate<br>(Full-time students) | 70%                           | 65%                  |
| Fall to Fall Semester Retention Rate<br>(Part-time students) | 55%                           | 31%                  |
| Completion Rate (100%)                                       | 24%                           | 24%                  |
| Completion Rate (150% time)                                  | 43%                           | 39%                  |
| Completion Rate (200% time)                                  | 45%                           | 41%                  |
| Transfer Rate  | 19%                           | 18%                  |

Source: 2021 IPEDS Feedback Report generated from U.S. Department of Education Statistics

For more data about how SVCC is performing, see SVCC's Strategic Planning Dashboard at [svcc.edu/planning-dashboard](http://svcc.edu/planning-dashboard).



### Success Workshops

Student Success Workshops provide students with step-by-step strategies to improve skills such as study tips, time management, and financial literacy. Students can either participate in scheduled workshop sessions held on campus or visit **svcc.edu/success-workshops** to view workshop sessions and print handouts and materials.

### Testing Center

The Testing Center offers a variety of exams including College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) for earning general education or elective course college credit by proficiency examination. Additionally, the Testing Center delivers TEAS, GED, and CNA along with a large variety of other certification exams. Please schedule these exams through the appropriate testing authority and choose Sauk Valley Community College as your testing site.

Class placement testing is scheduled by appointment only and delivered using an online synchronous proctored platform or may be completed in the Testing Center upon approval.

All examinees must present a valid photo ID prior to taking any exam. Some exams will require fees and other identification such as social security numbers. For more information, contact the Testing Center (RM 1G04) at 815.835.6530 or visit **svcc.edu/testing-center**.

### TRIO Student Support Services

TRIO is a federally-funded, student-oriented program that offers supportive services to help students achieve success. The services are designed to help students maximize effectiveness and make informed decisions that will lead to a successful graduation and/or transfer. Students are assigned an academic advisor offering students the support necessary to take them from enrollment through graduation and/or transfer. Advisors are dedicated to providing individualized assistance enhancing the academic, professional, and personal potential of the students who participate in the program. Federal Eligibility Guidelines apply.

TRIO provides opportunities for academic development, assists students with basic college requirements, and provides services such as tutoring, success skill workshops, and transfer visits to motivate students towards the successful completion of their post-secondary education. To find out if you are eligible, call the TRIO Program at 815.835.6268, ask your academic advisor, or visit **svcc.edu/trio**.



# STUDENT Resources



## Vaccination Policy

Since Sauk Valley Community College is not a residential campus, neither general vaccinations records nor a physical are required to attend SVCC. For more information about the COVID-19 vaccine, refer to [svcc.edu/covid19](https://svcc.edu/covid19).

## Veteran Services

Veterans Services at Sauk Valley Community College offers comprehensive services to veterans of the US Military who are interested in furthering their education. The office is comprised of the Veterans Service Coordinator, who is located in Financial Assistance, and the Veterans Representative who is located in Academic Advising. Services include assistance with education benefits, academic planning, re-adjustment services, and referrals. Questions regarding education benefits should be directed to the Veterans Service Coordinator (Student Services Center) at 815.835.6315. Questions regarding academic advising, personal, social or career services should be directed to the Veteran's Representative at 815.835.6390 (Student Services Center). SVCC has been awarded a "Military Friendly" school designation and takes pride in assisting veterans with their transition into higher education, and ultimately, the workforce. SVCC has also signed to support the Principles of Excellence and the 8 Keys to Veteran Success. Policies have been implemented to allow for better service to our student veterans, to follow federal and state regulations, and to handle unique situations that arise for student veterans. These include Advance Registration, In-district Tuition, and Students Called to Active Duty. SVCC adheres to the Veterans Affairs Pending Payment Compliance which adopts additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Additional information can be found by clicking the yellow ribbon on SVCC's main web page or visiting [svcc.edu/veterans](https://svcc.edu/veterans).





The Learning Commons (Library) offers a diverse collection of books, music, CDs, movies, and online research databases to meet the academic and recreational needs of the SVCC community.

### **Voter Registration/Civic Engagement**

**Civic Engagement** refers to the ways in which citizens participate in the life of a community in order to improve conditions for others or to help shape the community's future. Volunteering, service-learning, and electoral participation are all forms of civic engagement.

Sauk Valley Community College has a strong commitment to civic engagement and assists students in their growth through opportunities that promote positive change. Voting in local, state, and national elections is one of the most important duties of an engaged citizen. To find out more information about voter registration, and the opportunity to apply to be an election judge, visit [svcc.edu/voterregistration](http://svcc.edu/voterregistration).

# STUDENTS Rights & Responsibilities

Sauk Valley Community College is committed to a philosophy that ensures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble, and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

- Respect for public and private property
- Respect for the rights and privileges of others
- Adherence to recognized standards of scholarship
- Respect for duly constituted authority

Students should recognize that the primary educational function of SVCC must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency. The Board also serves as the place of final appeal for grievances in any matter concerning the College provided the student shall have first exhausted all relevant procedures and appeals provided by College policy or procedure.

## Acceptable Use – Technology

Sauk Valley Community College provides technology resources to meet the College's purpose of supporting our educational programming and the community. Access to technology resources including equipment and services (including internet access) is a privilege, not a right. Accepting access to this technology carries an associated expectation of responsible and acceptable use. The College's Acceptable Use Policy can be viewed at [svcc.edu/aup](http://svcc.edu/aup).

## Acceptable Use – Electronic Device Usage in the Classroom

Students should turn off all electronic devices while in the classroom unless they have the consent of the instructor. Electronic items include, but are not limited to cell phones, laptops, tablets, MP3 players, voice and video recorders. Students with legitimate reasons for using this equipment can do so only after receiving explicit consent of the Disability Support Services. Class materials, including lecture and discussion notes, are considered property of SVCC. Students permitted to record classes for instructional or access purposes may not share, sell, distribute, or post the recording to the internet to include all social media sites. Students violating this policy may face college disciplinary action. Also, students are subject to the SVCC Acceptable Use Policy: [svcc.edu/aup](http://svcc.edu/aup).

## Affirmative Action

SVCC shall utilize Affirmative Action as required by law. The College has adopted an Affirmative Action Plan. Copies of this document are available in the Human Resources Department. The SVCC Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Affirmative Action Officer (RM 3L20) at 815.835.6291.

## Assembly, Rally, and Demonstration

Discussion and expression of all views is permitted within Sauk Valley Community College subject only to requirements for the maintenance of order. Support of any cause by orderly means, which is not in violation of law and which does not disrupt the operation of Sauk Valley Community College, nor interfere with the rights of others, is permitted. SVCC retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process. For information on the procedure and process, contact the Dean of Student Services at 815.835.6305 (Student Services Center) or visit [svcc.edu/policies/assembly](http://svcc.edu/policies/assembly).

## Code of Student Conduct

The Code of Student Conduct has been established to control action going beyond the exercise of such rights, to maintain order on campus, and to guarantee the broadest range of freedom for all who come to learn at SVCC.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available through Academic Advising, from the Dean of Student Services, and the Vice President of Academics and Student Services.

The College further recognizes each student's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the Code of Student Conduct will:

1. Receive notice of the alleged violation.  
The notice will include:
  - a. the specific code violations; and
  - b. reference to the process and rights of students as indicated in the Code of Student Conduct;
2. Be provided an opportunity to respond to the charges;
3. Be able to appeal the decision, if necessary;
4. Not be permitted to withdraw from the College with a clear record until such charges have been resolved.

To review prescribed conduct, Dean of Student Services authority, procedures in cases involving possible discipline, disciplinary actions, temporary suspensions, and appeals refer to the Code of Student Conduct and Disciplinary Procedures in the college catalog and on the college website at [svcc.edu/policies/conduct](http://svcc.edu/policies/conduct).

## Complaint Procedure

SVCC has established an informal and formal process for reporting a concern or addressing a complaint on campus. Refer to the SVCC catalog or [svcc.edu/policies/complaint-procedure](http://svcc.edu/policies/complaint-procedure) for complaint procedures and resources.

## Drug Free Schools & Communities

Sauk Valley Community College is committed to providing and maintaining an environment for faculty, staff, and students that is drug-free, healthy, safe, and secure. To this purpose, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Drug Free Workplace Act of 1988 (Public Law 100-690) and the Illinois Drug Free Workplace Act of 1986 (PA 86-1459) the following procedures exist to prevent the unlawful use of controlled substances and abuse of alcohol by students and employees.

### *Standards of Conduct*

SVCC prohibits the unlawful possession, distribution, dispensing, manufacture, possession, or use of illicit controlled substances and alcohol by students, employees, and visitors on its owned and controlled properties, at college-sponsored activities, and in College vehicles.

### *Penalties for Violation of Policy*

Students who violate this policy will be governed by the College's Student Code of Conduct and subject to disciplinary action. For students, this action may include suspension, expulsion, and/or other corrective actions aimed at rehabilitation. For employees who violate this policy, sanctions may include personnel action up to termination or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program, as consistent with law and Board policy. Visitors determined to have violated this policy are subject to removal from College premises and may also be subject to legal action.

### *Legal Sanctions for Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol*

Federal, state, and local laws determine legal sanctions for the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol. Those laws provide legal sanctions that include, but are not limited to, incarceration and large monetary fines.

# STUDENTS Rights & Responsibilities



## *Health Risks*

Various serious short-term and long-term health risks are associated with the use of illicit drugs and the abuse of alcohol. For complete information, please consult a health care professional, local library, or the website of the National Institute of Drug Misuse at [drugabuse.gov/related-topics/health-consequences-drug-misuse](http://drugabuse.gov/related-topics/health-consequences-drug-misuse)

## *State and Federal Law Misalignment*

The Illinois Cannabis Regulation and Tax Act (410 ILCS 705/) became effective January 1, 2020. With the implementation of The Illinois Cannabis Regulation and Tax Act, the state of Illinois decriminalized the possession and use of cannabis under certain specific circumstances. Despite changes in state laws, Sauk Valley Community College remains cannabis free. Possessing, selling, or using cannabis in any form at any SVCC location or event or in college vehicles is not permitted. SVCC receives federal funding and therefore abides by federal regulations.

## *Information, Counseling, Treatment & Rehabilitation*

SVCC recognizes violations of its drug and alcohol policy as serious breaches of the College's standards and policies. The College also recognizes drug and alcohol dependence as illnesses. When students, faculty, or staff members are misusing drugs or abusing alcohol, they are encouraged to seek assistance through a substance abuse assistance program and/or a rehabilitation program. Students may visit [svcc.edu/counseling](http://svcc.edu/counseling) to complete a campus counseling referral form or email [counseling@svcc.edu](mailto:counseling@svcc.edu).

## *Local Drug & Alcohol Treatment Programs not affiliated with SVCC:*

Sinnissippi Centers:

Sterling, Dixon, Oregon, Mount Carroll, & Rochelle • 815.284.6611

Lutheran Social Services of Illinois

1901 1st Ave, Sterling, IL 61081 • 815.626.7333

Safe Passage Opiate Addiction Program:

[discoverdixon.org/departments/police-department/inside-the-dixon-police-dept/safe-passage.html](http://discoverdixon.org/departments/police-department/inside-the-dixon-police-dept/safe-passage.html)

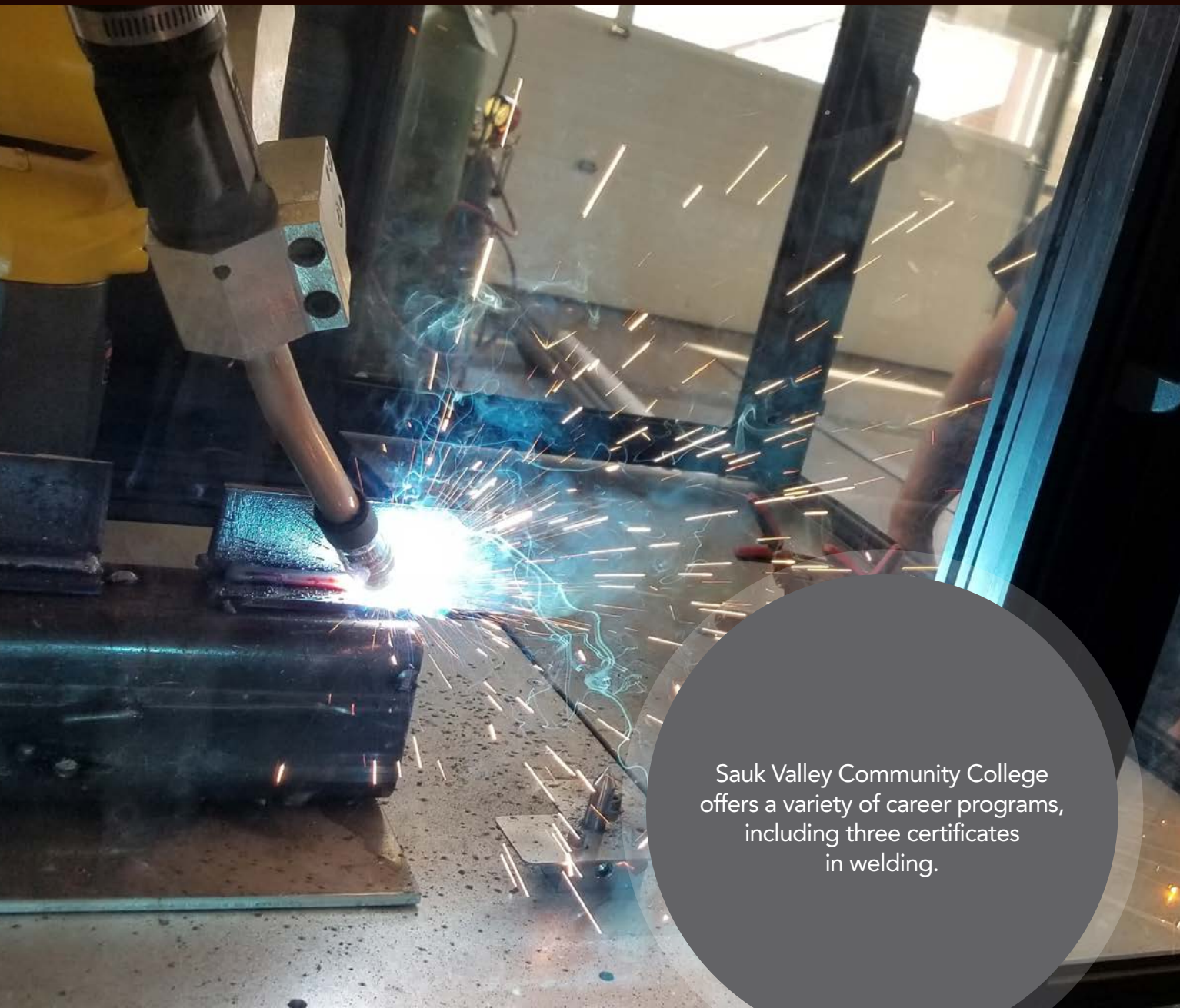
Dixon Police & Lee County Sheriff's Department • 815.288.6631

Whiteside County Health Department:

1300 W. 2nd Street, Rock Falls, IL 61071 • 815.626.2230

Private Practitioners: Refer to local yellow pages

For more information, visit [svcc.edu/drugfree](http://svcc.edu/drugfree).



Sauk Valley Community College offers a variety of career programs, including three certificates in welding.

### Smoking and Tobacco Free Campus

In accordance with the Illinois Smoke-Free Campus Act, effective July 1, 2015, smoking is prohibited everywhere on campus, including both outdoors and indoors. “Smoking” is defined as (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, water pipes, or other smoking devices (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes. Also includes smokeless tobacco.

This policy applies to any individual on campus property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, and members of the public. The smoking prohibition also applies to all college- owned vehicles at all times.

# STUDENTS Rights & Responsibilities

## **Sexual Misconduct Procedures (Title IX, Sexual Harassment)**

Sauk Valley Community College is committed to fostering a safe, productive learning environment and does not discriminate on the basis of sex in any of its educational programs or activities. Title IX and College Policy prohibits discrimination on the basis of gender or sex. Sexual misconduct including sex based harassment, domestic and dating violence, sexual assault, exploitation, and stalking are prohibited acts. All forms of sexual misconduct or other identified acts of prohibited conduct under the College's policy is regarded as serious, and violations can result in discipline, including possibility of separation from the College. A respondent, the party who is alleged to have engaged in the harming behavior, is presumed not responsible for a policy violation prior to a finding of such through the College's formal resolution process.

SVCC encourages anyone experiencing sex-based harassment or discrimination or other prohibited conduct as defined in the College's Policy to talk to someone about what happened, so support/resources can be provided and the College can also respond appropriately. A student wishing to speak confidentially about an incident, should contact one of the campus confidential resources in Academic Advising/Counseling, TRIO, or Disability Support Services (DSS).

A student wishing to report an incident or having questions about College policies and procedures regarding Title IX, should contact the College's Title IX Coordinator, Pamela Medema, (Student Services Center) at [pamela.s.medema@svcc.edu](mailto:pamela.s.medema@svcc.edu), 815.835.6378. Students can also report an incident using the Sexual Misconduct/Title IX Incident Reporting form at [svcc.edu/sexual-misconduct](http://svcc.edu/sexual-misconduct). A report may be made at any time, day or night; however, the Title IX Coordinator will respond during normal business operating hours to reports. Any one requiring immediate assistance should call 911.

A copy of the College's Sexual Misconduct procedures (Title IX, Sexual Harassment) is on the SVCC website under Policies or at [svcc.edu/sexual-misconduct](http://svcc.edu/sexual-misconduct).

## **Student Optional Disclosure of Private Mental Health Information**

SVCC provides all students the opportunity to authorize the College to disclosure certain private mental health information to a person designated by the student. For more information and to access a student authorization form, contact Admissions & Records or refer to [svcc.edu/optional-disclosure](http://svcc.edu/optional-disclosure).



# ACADEMIC Policies

## Academic Appeal Procedure

The SVCC Academic Appeal Procedure provides a fair and orderly process of steps for students who wish to pursue an instructional or grade issue appeal. The informal step begins with the instructor followed by the option to appeal to the appropriate dean. If the decision of the appropriate dean is not satisfactory, the student can request an appeal to the Vice President of Academics and Student Services. If the issue is not resolved, the student can request an appeal to the Academic Appeals Board who makes a recommendation to the Dean of Student Services. The student has the right to then appeal to the College President with a final right to appeal to the SVCC Board of Trustees. In taking any such action, students shall assume the burden of proof concerning any perceived error. For the detailed policy, including appeal timelines, refer to the SVCC catalog under policies or visit [svcc.edu/academic-appeals-policy](http://svcc.edu/academic-appeals-policy).

## Academic Standing

Successful class completion AND Cumulative Grade Point Average (CGPA) MATTER!

All students are expected to maintain progress toward achievement of their academic goals. Students who do not comply with academic standing requirements at SVCC are subject to academic alert, supervision, suspension, or dismissal. For academic standing, a student's cumulative GPA includes courses numbered 100 or above taken at SVCC and any course work transferred from other colleges. The cumulative GPA excludes developmental and adult basic education courses. Term courses include courses below 100 level (developmental courses), transfer credit, and pass/fail courses.

Academic alert, supervision, suspension, and dismissal are NOT recorded on a student's academic transcript. Students are notified via student email of academic standing status, restrictions, and required schedule changes after grades are posted and standing is calculated each semester (including the summer term).

To be in good academic standing, students must maintain a cumulative GPA of 2.0 or higher AND complete 49% of term courses each semester. Students who do not maintain good academic standing will be required to enroll in CSS 100 (Student Success Skills), limit total credits per semester, and register with advisor approval.

For more information, view the Academic Standing policy in the SVCC catalog under Policies at [svcc.edu/policies/academic-standing](http://svcc.edu/policies/academic-standing).

## Academic Records

A permanent cumulative record is kept on each student. This record shows, for each term all credits attempted and earned, all grades earned, and term and cumulative grade point averages (GPA). Only transfer and career and technical education (CTE) courses that apply to a degree or certificate will be included in the GPA. Grade reports at the end of each term indicating course work for the current semester, grades earned, and term and cumulative GPA may be viewed at [svcc.edu/soar](http://svcc.edu/soar).

## Academic Freedom

It is the policy of Sauk Valley Community College to maintain and encourage an atmosphere of freedom within the teaching and learning environment. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

# ACADEMIC Policies



## Attendance

Regular and prompt attendance is expected in all SVCC courses. Attendance requirements are established by individual instructors and included in each course syllabus. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. The instructor may withdraw a student involuntarily from a course when excessive absences have occurred. The instructor will determine the validity of absences and whether the student will be allowed to make up class work and/or examinations. Students wishing to withdraw from a class should file a drop form online at [svcc.edu/admissions](http://svcc.edu/admissions). Refer to the academic calendar each semester for student-initiated drop dates and refund timelines. Only students actively enrolled are allowed to attend classes unless instructor permission is granted.

## Directory Information/Confidentiality

The following information is designated by the College as public or "directory" information: name, address, telephone listing, major field of study, dates of attendance, photographs, full-time/part-time status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. The institution may release directory information at its discretion.

Currently enrolled students may request to withhold Directory Information by submitting to Admissions & Records a *Request to Prevent Disclosure of Directory Information* form. For more information contact the Registrar (Student Services Center) at 815.835.6378 or visit [svcc.edu/ferpa](http://svcc.edu/ferpa).

## FERPA

FERPA stands for Family Educational Rights and Privacy Act and it is a federal law that protects the privacy of educational records, provides students and parents of eligible dependent students the right to inspect and review their educational records, the right to seek to amend those records, the right to limit disclosure of information from those records, and the right to file with the U.S. Department of Education concerns of alleged failures by the educational institution to comply with FERPA. For more information, contact the Registrar (Student Service Center) at 815.835.6378 or visit [svcc.edu/ferpa](http://svcc.edu/ferpa).

## Graduation Procedures

Degree and certificate-seeking students must apply for graduation at the beginning of the semester in which they will fulfill their graduation requirements. Proper notification of intent to graduate must be on file in Admissions & Records no later than the mid-term of the fall, spring or summer semester in which students intend to complete their award. The College reserves the right to administratively award degrees/certificates upon completion of any





Sauk Valley Community College offers six men's and six women's sports within the National Junior College Athletic Association (NJCAA).

program. A Commencement Ceremony is held once a year at the end of the spring semester for all fall, spring and summer graduates who wish to participate. For more information about eligibility requirements, contact the Registrar (Student Services Center) at 815.835.6378 or view the graduation policy in the SVCC catalog at [svcc.edu/graduation-policies](http://svcc.edu/graduation-policies).

### Human Subject Research

Sauk Valley Community College is committed to ensuring the responsible and ethical treatment of all human subjects involved in research, whether conducted by College students, employees, or by outside researchers. This responsibility is shared by SVCC and the researchers. SVCC policy and federal regulations require that any research activities involving human subjects be conducted in such a manner as to:

- Respect and Protect the Rights, Privacy, and Welfare of the Subjects Involved
- Ensure that Informed Consent is Obtained when Appropriate or Required
- Ensure that the Potential Benefits from the Research Outweigh any Risks

Anyone proposing to conduct any kind of research involving human subjects on College premises, on College students or employees or on behalf of the College must first obtain the approval of SVCC's Institutional Review Board (IRB). SVCC student researchers must have an employee sponsor. The student or sponsor should contact the Director of Research and Planning at 815.835.6336 (RM 3L06) before beginning any human research.

# SAFETY & Security

Sauk Valley Community College is committed to providing a safe and secure environment.

It is possible, though unlikely, that SVCC will experience an emergency on campus. It is impossible to predict the nature of all emergencies, but SVCC officials discuss and plan for the most likely emergency situations. If an emergency occurs on campus, students, employees, and visitors will be informed of the situation in a variety of ways: Intercom system, text alerts, e-mails, SVCC website, internal and external signage, SVCC or emergency personnel, or phone calls.

Students receive information about evacuation and shelter-in-place/lock-down procedures during mandatory orientation sessions. Emergency procedures are also posted throughout campus and on the SVCC website.

For further information, visit the Campus Security and Emergency Procedures website, the Information/Security Center located on the west end of the main building, or call Security (RM 1C04) at 815.835.6389 or visit [svcc.edu/about/security](http://svcc.edu/about/security).

## Accidents

Students should report all accidents—personal and automotive—to the campus Information/Security Center (RM 1C04), where students will be advised of next steps. The intent of reporting accidents is to protect individuals and to secure valid documentation for insurance purposes. If witnesses were present when the accident occurred, they should make appropriate written statements. It is the responsibility of the person involved in the accident to take the initiative in carrying out these procedures.

## Campus Closing

Sauk Valley Community College has adopted an emergency notification system that enables the school to send urgent news to cell phones. Once individuals sign up for the service, the school can text their cell phones with timely information about emergencies and campus closings. In

addition to text messages, students can also choose to receive a phone call, and/or email. Depending on individual cell phone plans, there may be a nominal fee from the carrier to receive text messages, but there is no charge from the school to use the service. The service is available to all current students, faculty, staff, and the general public. Students, faculty, and staff may log in using their Sauk Login to add or update their information at [svcc.edu/txt-alerts](http://svcc.edu/txt-alerts). Parents or members of the general public may create an account by visiting [svcc.edu/txtalerts](http://svcc.edu/txtalerts).

## Campus Crime Statistics & Annual Security Report

The Crime Awareness and Campus Security Act of 1990 (also known as the Jeanne Clery Act) and the Higher Education Act of 2010 as amended, requires all colleges and universities to publish an annual security/fire report of campus crime over the previous three years. A complete description of SVCC emergency procedures, policies, and crime/fire statistics can be found in the latest SVCC Annual Security Report at [svcc.edu/security-report](http://svcc.edu/security-report).

## College Resource Officer

A full-time College Resource Officer (CRO) is provided through a joint program of Lee County Sheriff's Office and Sauk. The purpose of the CRO is to create and maintain a safe learning environment for the College's students, teachers, staff, and daily visitors. The CRO's office is located by the Dillon Mall in RM 1L03.

## Emergency Procedures

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to SVCC Security in a timely manner. To report a crime in progress or an emergency on the SVCC campus, dial 911 from a campus phone if possible or a personal phone, use the call boxes located around campus, call 815.835.6389, or report the crime to the Information/Security Center located on the west end of the main building (RM 1C04).

To report a non-emergency security or public safety matter, call campus security at 815.835.6389, email [security@svcc.edu](mailto:security@svcc.edu) or visit security at the Information/Security Center located at the west end of the building. SVCC security will follow up with the incident report as soon as possible.

### **Escort Service**

The Information/Security Center will provide a campus security officer to safely escort students, faculty or staff upon request. Contact the Information/Security Center (RM 1C04), use the call boxes located around campus, or call 815.835.6389.

### **Information/Security Center**

Faculty/Staff mailboxes, lost and found services, reimbursement for money lost in vending machines, and visitor information/registration are maintained by the Information/Security Center. The Information/Security Center is located in RM 1C04, or call 815.288.5511. The College does not assume responsibility for personal property of students.

### **Lockers**

Lockers are located in designated areas on the first floor. The cost is \$10 per semester. For more information, or to rent a locker, contact the Business Office (RM 1H2), or call 815.835.6295.

### **Parking and Traffic Services**

Students are required to abide by the rules and regulations governing vehicles on campus. There is sufficient space for all students to park on campus. The College retains the right of enforcement regarding the health, welfare, and safety of all individuals while on campus. All registered students and visitors on campus are subject to the provisions and penalties specified in the regulations regarding motor vehicles. A complete review of motor vehicle regulations is available online at [svcc.edu/parking](http://svcc.edu/parking).

Penalties for parking violations may be paid by mail or in person to the Business Office (RM 3K10). Failure to pay fines may result in a wheel clamp installed on the vehicle or the student account being frozen.

### **Security Cameras**

As part of the College's ongoing commitment to ensuring safety and security on campus, security cameras have been installed to assist in making our campus as safe as possible. SVCC Security is responsible for the oversight and approval of camera locations. The exact location, number and function of all cameras will generally be considered confidential for security purposes and not be released to the general public, guests or employees. No audio will be recorded and camera positions must not violate the standard of a reasonable expectation of privacy.

This statement does not in any way imply or guarantee that video surveillance devices will be indefinitely operational or actively monitored at any time. The presence of physical video surveillance does not in any way imply that activity is recorded or monitored.

All video footage will be secured and will be managed by SVCC Security with technical support provided by the Information Technology Services department. Information obtained from the cameras will be used exclusively for campus policy enforcement, including, where appropriate, student code of conduct investigations or to assist local law enforcement and campus/local crime. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with College policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to college security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

### **Vehicle Assistance**

If vehicle emergency assistance is needed, contact the Information/Security Center at 815.835.6389 (RM 1C04).

# TECHNOLOGY Resources

## Computers

Computer access is available throughout the building with the main computer labs located in room 2F01 and the Learning Commons (RM 3L01). Please check the posted schedule for current hours.

## Office 365

Students are eligible to install Office 365 for free. Office 365 includes Word, Excel, PowerPoint, OneNote, and other tools. Register and download at [office.com/getoffice365](https://office.com/getoffice365). When registering for Office 365 you **must** use your Sauk email address. Office 365 can be installed on up to five devices including mobile devices.

## Sauk Login

Your Sauk Login is a username and password combination used to access SVCC online services such as Canvas, SOAR, student email, Library resources from off-campus, computer lab printing, text alerts, and more. For more information, see page 31.

## Online Access to Course Materials

Canvas is an online space where student can access course materials. In Canvas, instructors can post instructional videos, web links, and presentations for the course. They may also create learning activities, such as online discussions, quizzes and tests, assignments, and small group activities. To access courses, click Canvas in the Quick Jump menu on the SVCC website ([svcc.edu](https://svcc.edu)). See [svcc.edu/login](https://svcc.edu/login) for login instructions. See [svcc.edu/learn-canvas](https://svcc.edu/learn-canvas) for Canvas tutorials.

## Library off-campus Access

When using the Library databases or other online resources, go to [svcc.edu/library](https://svcc.edu/library). No login is necessary when accessing the Learning Commons Library resources from a computer on campus. When accessing these same resources from off campus, students will be prompted to verify current student status using their Sauk login.



### ***Text Alerts***

College closings, course cancellations, College event reminders and occasional announcements can be received via phone, text message, email, or all. Students can sign up by clicking the “SVCC Text Alerts” button on SVCC’s home page (svcc.edu) and login using their Sauk login. See [svcc.edu/login](http://svcc.edu/login) for instructions.

### ***Printing on Campus***

Students will use their Sauk Login to print in any of the computer labs. Students will be given \$10 worth of free printing each semester (it will automatically be added to accounts at the start of each semester). Money will not carry over to the next semester and the money can only be used for printing. Printing from College computer lab printers will cost .5¢ per page for two-sided pages and 10¢ for a single sided page. This will give students between 100-200 pages per semester that can be printed for free.

If students need to print additional pages (above the \$10), accounts can be replenished in the Business Office (RM 1H02) or the Student Services Center (RM 1E01). Students can print color pages for 25¢ in the Learning Commons (RM 3L01).

### **Scanner/Copier in the Learning Commons**

Need to scan or photocopy? Go to the Learning Commons and use their printer/scanner/copier machine. Cost is 10¢ per black and white copy or 25¢ per color copy; double-sided is counted as two copies. Ask for assistance at the Circulation Desk.

### **Student Self-Service**

Student Self-Service gives students online access to records, such as class schedule, grades, transcripts, SVCC email address, student ID number, current financial status, and financial aid records. Students can also use SOAR to update personal information, such as emergency contact, change of address or phone number. Access at [svcc.edu/login](http://svcc.edu/login).

### **Social Media**

Follow SVCC on Facebook, Twitter and Instagram @saukvalleycc. Important information is posted on SVCC’s homepage (svcc.edu).

All Facebook pages associated with SVCC may be created only with final approval of the SVCC Marketing Department. Please visit [svcc.edu/student-activities](http://svcc.edu/student-activities) for the SVCC social media guidelines and approval form. Contact 815.835.6337 for further inquiries.



# TECHNOLOGY Resources



## **Student Email and Other Google Tools**

Communications from all SVCC offices, student organizations, and instructors will be sent only to the student's SVCC assigned email address. It's important for students to check it several times a week; daily is even better! SVCC uses Gmail for its email service and all students are automatically provided with a SVCC email account upon their first registration. Students can access their SVCC email from the Quick Jump menu on the SVCC website ([svcc.edu](http://svcc.edu)) or visit [svcc.edu/login](http://svcc.edu/login).

### *Forward Email to Personal Account*

If students prefer, they may set up an SVCC Gmail to automatically forward to a personal email account. Visit [svcc.edu/help-desk](http://svcc.edu/help-desk) then Student Email support pages for instructions.

### *Google Tools*

Students are eligible to use a number of other personalized Google tools, such as Google Calendar, Google Drive for file storage, Google Docs for creating documents, and more using their SVCC Gmail account.

### *Using Mobile Devices to Access Sauk Accounts*

To receive SVCC email by phone or tablet, install the Gmail App from the Google Play Store or Apple App Store on the device.

### **Tech Help Desk**

To get help with any of Sauk's technology services, visit the Skyhawk Student Help Desk in RM 2F01, call 815.835.6229, email [help@svcc.edu](mailto:help@svcc.edu), or visit [svcc.edu/help-desk](http://svcc.edu/help-desk).

### **Website**

Looking for information about the college or updates on college events and activities? Check out the SVCC website: [svcc.edu](http://svcc.edu).

Your *Sauk Login* gives you access to the SVCC accounts. For more information and a full listing of the systems that use the *Sauk Login*, visit [svcc.edu/login](http://svcc.edu/login).

You will need to change your initial password by clicking the link at [svcc.edu/login](http://svcc.edu/login) prior to logging in to any of your accounts. You can look up your Sauk Student ID by following the link at [svcc.edu/login](http://svcc.edu/login).

When you change your *Sauk Login* password, it is immediately changed for all systems that use the *Sauk Login*. You may be prompted to change your password periodically for security purposes. Notices will be sent to your student email address.

### **Username:**

Your *Sauk Login* username is usually your first name, middle initial, and last name. *Example: john.a.smith*

Some exceptions may apply (for example, if we do not have your middle initial on file or if your username would be longer than 20 characters). You can look up your *Sauk Login* username by following the link at [svcc.edu/login](http://svcc.edu/login).

[svcc.edu/login](http://svcc.edu/login) > *Students*

## Students

The screenshot shows a grid of service icons for students. Each icon is a red square with a white symbol and text below it. Some icons have a small question mark icon and a link to help.

|                            |   |                                       |                          |                             |
|----------------------------|---|---------------------------------------|--------------------------|-----------------------------|
| <br>Change/Forgot Password | <br>Student Gmail<br><a href="#">Student Gmail help</a> | <br>SOAR<br><a href="#">SOAR help</a> | <br>Student Self-Service | <br>Registration & Planning |
| <br>Financial Aid          | <br>Canvas<br><a href="#">Canvas help</a>               | <br>Library Databases                 | <br>Scholarships         | <br>Lab Printing            |
| <br>TXT Alerts             | <br>Get Office 365                                      | <br>Panopto                           |                          |                             |

# PAYING FOR College

## Business Office

The Business Office handles all tuition and fees due to the College and handles all accounts payable, payroll, and accounting for the College. For more information contact the Business Office (RM 1H02) at 815.835.6295 or visit [svcc.edu/pay](http://svcc.edu/pay).

## Financial Assistance

At SVCC, financial assistance consists of grants, scholarships, work-study opportunities, and student loans. These programs authorized under Title IV of the Higher Education Act are the major source of federal student aid. To qualify for these types of financial assistance, students must complete the Free Application for Federal Student Aid (FAFSA). This application is available at [fafsa.ed.gov](http://fafsa.ed.gov). Students are highly encouraged to apply online, however, if a paper application is needed, contact the Department of Education at 800.394.7084. For questions about financial assistance programs, process and procedures, or forms received through the mail, please contact Financial Assistance (Student Services Center) at 815.835.6339 or visit [svcc.edu/finaid](http://svcc.edu/finaid).

*\*See chart on page 33.*

## Foundation

The Sauk Valley College Foundation is a 501(c)(3) not-for-profit Illinois Corporation, fiscally separate from the College. The Foundation solicits, receives, manages, and distributes funds to support a variety of awards, projects, and activities outside the scope of the usual revenue sources. The Foundation's assets increase by repeated annual gifts, fundraising events, and effective investment planning. The SVC Foundation mission is to support Sauk Valley Community College, its programs and its students. For more information contact SVC Foundation at 815.835.6329 (3K20) or visit [svcc.edu/foundation](http://svcc.edu/foundation).

## Grants

Grants are financial aid funds provided by the federal government to help pay for educational expenses at an eligible college or career school, often based on financial need, that does not need to be repaid (unless, for example, a student fully withdraws from college and owes a refund). To determine eligibility, students must complete the FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov). For more information regarding grants, please contact Financial Assistance (Student Services Center) at 815.835.6339 or visit [svcc.edu/finaid](http://svcc.edu/finaid).

## Loans

Direct loans are a federal student aid program for which eligible students and parents can borrow directly from the U.S. Department of Education. To determine eligibility, students must first complete the FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov) and any subsequent required documentation. Loan requests can be completed at [svcc.edu/DirectLoans](http://svcc.edu/DirectLoans). For more information regarding student loans please contact Financial Assistance (Student Services Center) at 815.835.6339 or visit [svcc.edu/DirectLoans](http://svcc.edu/DirectLoans).

## Scholarships

A scholarship is money awarded to a student-based on need or merit to help pay for education expenses. Scholarships generally do not have to be repaid. All students are encouraged to apply for scholarships from the Sauk Valley College Foundation. Applications are posted at the first of each month and can be found at [svcc.edu/foundation/scholarships](http://svcc.edu/foundation/scholarships). For more information, contact the Foundation office (RM 3L08) at 815.835.6329. Listings of external scholarships can be found on the Financial Assistance website at [svcc.edu/finaid/scholarships](http://svcc.edu/finaid/scholarships).



# Filing

## for Financial Aid at Sauk Valley Community College

### STUDENT

- Fills out FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov).  
SVCC Federal School Code Number: 001752  
If you need to create an FSA ID, visit [fsaid.ed.gov](https://fsaid.ed.gov)

### SAUK

- Receives Student Aid Report (SAR).
- Determines if student requires verification.
- Emails link to students to complete required documents. Documents should be completed within 30 days to ensure timely processing.

### STUDENT

- Complete and sign Sauk's required documents in CampusLogic within 30 days of the notification.
- Failure to complete the documents within the deadline may result in delayed processing.

### SAUK

- Sends award letter to student. First time students will receive their initial award letter by mail. After this letter, all communication from Financial Assistance will be through student's SVCC provided e-mail.

### STUDENT

- Now eligible to purchase books and supplies from the Follett bookstore one week before classes start.
- If interested/needed, now eligible to apply for Federal Direct Stafford Loan at [svcc.edu](https://svcc.edu)
- All students will be required to complete entrance counseling before their loan will be applied to their account.

For more information, please contact  
Financial Assistance at 815.835.6339.



# PAYING FOR College



## Tuition and Fees

Tuition and fees are established by the Board of Trustees and are subject to change when necessary. Current tuition rates are as follows per credit hour:

2020-2021 Academic Year

|                 |              |
|-----------------|--------------|
| In-District     | <b>\$159</b> |
| Online Courses  | <b>\$179</b> |
| Out-of-District | <b>\$376</b> |
| Out-of-State    | <b>\$418</b> |

Course fees are assessed per credit hour based on the type of course. Check the current class schedule or visit [svcc.edu/tuition](http://svcc.edu/tuition) for more information.

All in-district senior citizens (anyone 65 or older) may register for any regularly scheduled SVCC credit course at a cost equal to the student support fee. The current Golden Age Tuition Pass rate is \$16 per credit hour. Those attending under the Senior Citizen Tuition Pass are obligated to pay laboratory fees and other course fees designated by the College.

## Payment of Tuition and Fees

Students may pay tuition and fees by credit/debit card or the deferred payment plan online at [svcc.edu/soar](http://svcc.edu/soar). Students using financial aid should contact Financial Assistance before making payment arrangements. Students may also pay by credit/debit card by calling the Business Office at 815.835.6295. Contact the Business Office (RM 1H02, [svcc.edu/pay](http://svcc.edu/pay)) for cash and check payment options. After normal business hours, a payment drop box is available on campus.

## Petition for Tuition Refund

Sauk Valley Community College will consider a petition for tuition refund when the student files a request claiming that the student was unable to complete the semester due to circumstances determined by the college to be exceptional and beyond the control of the student. Only acceptable reasons for a refund: Death of the student, parent, child or dependent, sibling, or spouse during the current semester; Illness/injury of a student or dependent of such severity or duration as to preclude successful completion of course(s) during the semester; Involuntary call to military duty. Students have until finals week of the class to file the Petition for Tuition Refund. After finals week, no petition will be accepted. Students eligible for withdrawal may or may not be entitled to a refund. Refunds are granted in accordance with college policy and state regulations. Contact the Dean of Student Services (Student Services Center) for details and forms at 815.835.6305.



Sauk Valley Community College offers many opportunities for students to become involved, including: student organizations, campus activities, and Student Government.

### Payment Plan

Make college more affordable by paying for tuition and fees over time. Tuition payment plans break down your tuition balance into affordable monthly payments. There is no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll!

#### Payment Methods:

- Automatic bank payment (ACH)
- Credit card/debit card (An additional fee may be assessed)

Payments are processed on the 15th of each month and will continue to process until the balance has been paid in full.

#### Cost to Participate

- \$25 Non-refundable enrollment fee per semester
- \$30 Non-refundable return payment fee if a payment is returned

To enroll, Click on the “Student Payment Portal - Nelnet” link in SOAR or visit [svcc.edu/pay](https://svcc.edu/pay).

#### Workstudy

Workstudy is a federal student aid program that provides part-time employment while students are enrolled in school to help pay education expenses. To determine eligibility, students must complete the FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov) View open positions and apply for work study opportunities at [svcc.edu/work-study-jobs](https://svcc.edu/work-study-jobs). For more information regarding workstudy, please contact Financial Assistance (Student Services Center) at 815.835.6339.

# ACADEMIC Calendars

## FALL 2022

|  |                  |
|--|------------------|
| Web registration and fee payment begins                      | April 4          |
| Walk-in registration and fee payment begins                  | April 6          |
| Payment Arrangements due for early registered students       | July 11          |
| Payment Arrangements due for registered students             | August 8         |
| Fall Adjunct In-Service (evening)                            | August 11        |
| Fall In-Service  | August 12        |
| Fall classes begin   | August 15        |
| Registration Change Period                                   | August 15 - 19   |
| *Last day for 100% Refund for 16 week courses                | August 19        |
| *Last Day for 80% Refund for 16 week courses                 | August 26        |
| Labor Day - No classes - Offices closed                      | September 5      |
| Last Day to File Intent to Graduate                          | October 7        |
| Mid-semester date  | October 7        |
| Last day for student initiated withdrawal                    | October 21       |
| No Classes – Fall Break                                      | November 21 - 22 |
| Fall Break – College Closed                                  | November 23 - 25 |
| Classes resume   | November 28      |
| Monday classes meet  | December 5       |
| Final examinations   | December 6 - 9   |
| All grades due in Office of Admissions and Records           | December 12      |
| Grades Available for Students                                | December 14      |
| College closes for the Semester Break at end of business day | December 23      |
| College reopens for business at regular business hours       | January 3        |
| Spring Classes begin   | January 17       |

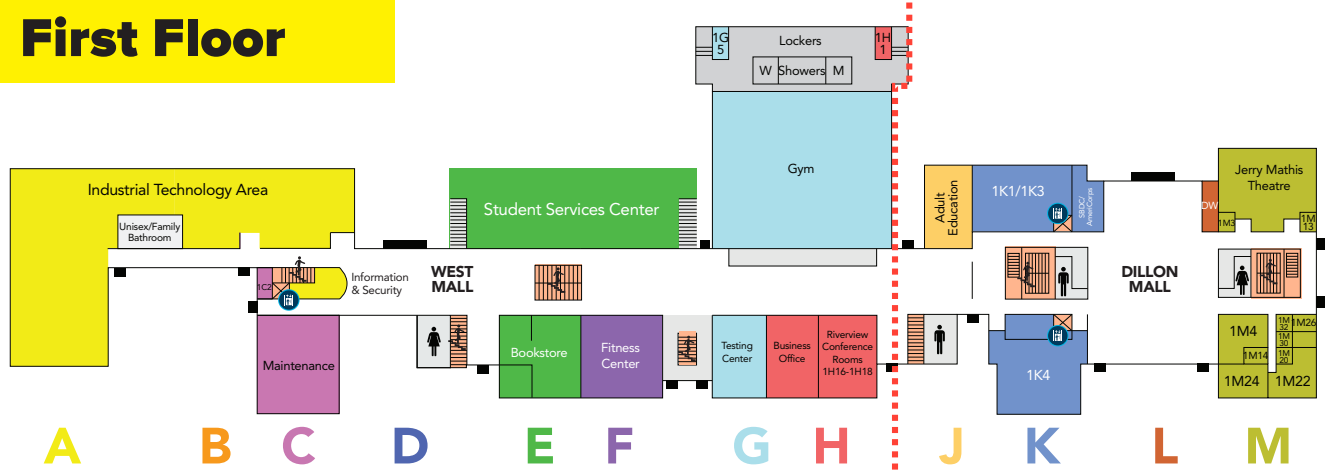
## SPRING 2023

|  |                         |
|--|-------------------------|
| Web registration and fee payment begins                  | November 7              |
| Walk-in registration and fee payment begins              | November 9              |
| Payment Arrangements due for early registered students   | December 5              |
| *Wintermester  | December 14 - January 6 |
| Last Day for 100% Refund for Wintermester                | December 14             |
| Registration Change Period for Wintermester              | December 14             |
| Spring Adjunct In-Service (evening)                      | January 12              |
| Spring In-Service  | January 13              |
| Martin Luther King, Jr Day - No classes - Offices closed | January 16              |
| Classes begin  | January 17              |
| Registration Change Period                               | January 17 - 20         |
| *Last Day for 100% Refund for 16 week courses            | January 20              |
| *Last Day for 80% Refund for 16 week courses             | January 27              |
| Last Day to File Intent to Graduate                      | March 10                |
| Spring Break begins at end of business day               | March 10                |
| Mid-semester date  | March 10                |
| Offices closed   | March 17                |
| Classes resume   | March 20                |
| Last day for student initiated withdrawal                | March 24                |
| Monday classes meet                                      | May 8                   |
| Final examinations                                       | May 9 - 12              |
| Commencement   | May 12                  |
| All grades due in Office of Admissions and Records       | May 15                  |
| Grades Available for Students                            | May 17                  |

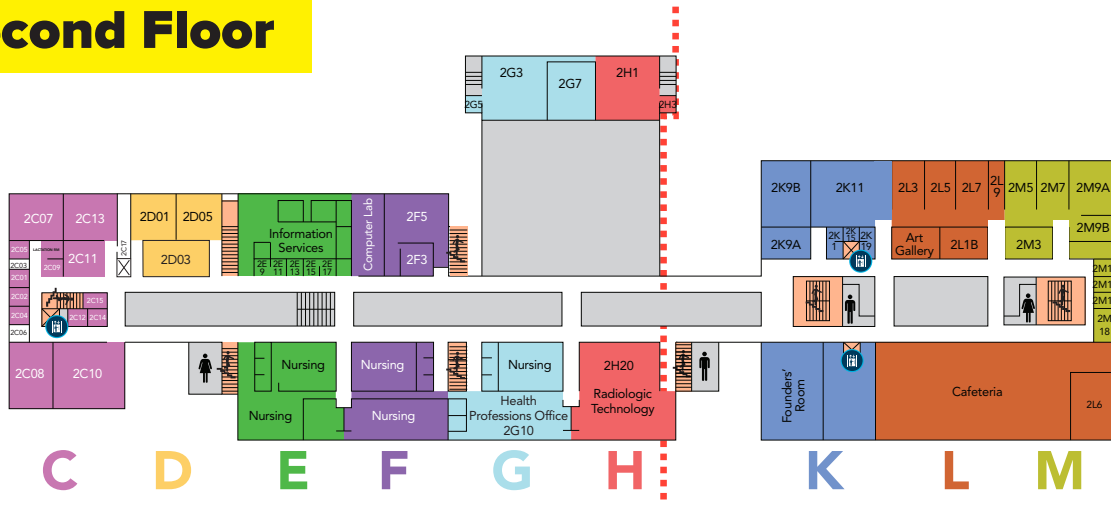
\* Classes running less than 16 weeks have a shorter refund period.

# CAMPUS Maps

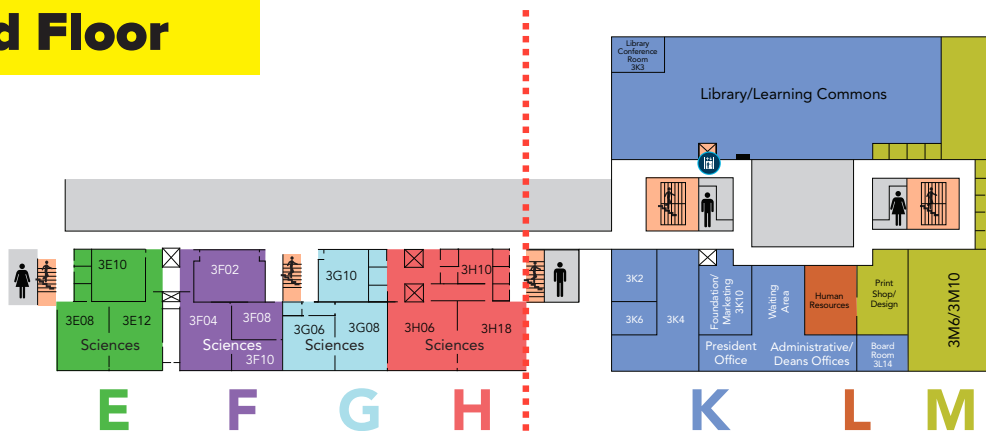
## First Floor



## Second Floor



## Third Floor



# COLLEGE Terminology

*The following information may help you better understand frequently used college terminology.*

**Academic Program** – A series of courses leading to the completion of a degree, certificate, or certification.

**Associate Degree** – An award issued to a student that signifies completion of a two-year program. Six associate's degrees are offered at SVCC. Four of them are designed to transfer to a four-year college or university: the Associate in Art (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), Associate in Science (AS) degrees. The Associate in Applied Science (AAS) degree is intended to lead to employment and is not designed to transfer. The Associate in Liberal Studies (ALS) is a non-specialized, non-transfer degree designed to meet the individual needs of a student.

**Canvas** – The online platform that SVCC utilizes for its online courses, as well as to support instruction in some face-to-face courses.

**Certificates** – An award given at the completion of specific career training programs. Having a certificate means that the student is qualified to enter the workforce in a particular career area. A certificate requires fewer credit hours to complete than an associate degree.

**Contact Hours** – The number of hours a student is in class each week.

**Co-requisite** – If a course has a co-requisite, a student must take the two courses during the same semester.

**Course Code** – Each course is assigned a six-digit code (three letters and three numbers), along with a two-character section to use when a student signs up for classes. Example: Intro to Business, BUS 103 N. The first three digits describe the subject (BUS for business), followed by the course number (103 for Intro to Business). The last two characters (section) help to identify when the course is offered or type of course (examples N – for sections starting after 4:00pm, OL – internet courses, SY – live streaming, HY – live streaming blended).

**Course Delivery Options** –

**LIVE STREAMING COURSES** - Classes meet off campus during regularly scheduled class times through a virtual meeting platform such as Google Hangouts. Shown as SY on your schedule.

**LIVE STREAM BLENDED COURSES** - Classes meet off campus during regularly scheduled class times through a virtual meeting platform such as Google Hangouts and meet on campus to complete any mandatory course work that cannot be completed virtually (i.e. labs/studio/clinical/field experience or work). Shown as SY or HY on your schedule and with LB for on campus labs.

**TRADITIONAL, FACE TO FACE** - Classes meet on campus. If deemed necessary, the academic continuity plan may be implemented, and classes will transition to a Live Stream or Live Stream Blended format. These courses are limited to career technical courses such as welding or nursing. Shown as an alphabetic letter on your schedule.

**ONLINE** - Classes that are fully online with no on campus or virtual class meetings. Some online courses may require in-person or recorded proctored tests. Shown as OL on your schedule.

**Course Load** – The number of credit hours a student takes during a semester. SVCC has set a maximum course load per semester (see College catalog). If a student wishes to register for more than this, he or she will need the approval of the Dean of Student Services.

**Credit Hours** – The amount of credit a student receives for completing a specific course. One lecture credit hour generally equals 50 minutes in class per week in a regular semester.

**CRN** – Course reference numbers are located in the schedule and are five-digit numbers that uniquely identify course sections. They are used during the registration and add/drop process.

**Curriculum** – All Sauk Valley Community College students are assigned a curriculum code that references their academic goal(s).

**Dean's List/President's List** – An honor's notation on a student's transcript identifying academic excellence for each term based on good academic standing and a minimum of 6 hours of college level coursework at a GPA of 3.5 or higher.

**Drop/Add** – The procedure by which a student may change his or her class schedule by dropping or adding a course.

**Electives** – Classes a student chooses to take that are not specifically required for graduation but will increase the student's knowledge. Some electives may be required for graduation.

**FAFSA** – Free Application for Federal Student Aid.

**Fees** – Course fees are assessed per credit hour based on the type of course.

**Full-time Students** – Anyone taking 12 credit hours or more during the fall or spring semesters, or six or more credit hours during the summer semester.

**Grade Point Average (GPA)** – The total number of points per credit hour earned (A=4, B=3, C=2, D=1, F=0), divided by college-level credit hours attempted. A 2.0 GPA cumulative is required to graduate.

**In-district Resident** – Someone who lives within the designated boundaries of Sauk Valley Community College District 506.

**Internship** – Provides an opportunity for a student to apply what he or she has learned in the classroom in a supervised work setting. If a program requires an internship, please contact the designated instructor early on so that they can assist in the process.

**Part-time Student** – Anyone taking 11 credit hours or less during the fall and spring semesters, or five credit hours or less during the summer semester.

**Prerequisite** – An introductory course that must be taken before the next level course. Prerequisites are listed in the catalog and in each semester's class schedule.

**Registration** – The process of enrolling in classes.

**SaukFest** – The welcoming celebration each semester. These events encourage students to learn about the activities and clubs on campus as well as student resources.

**Semesters** – The fall semester lasts between August and December. The spring semester is from January to May. There is an eight-week summer session which begins in May. Check the academic calendar for details.

**Skyhawk** – The SVCC mascot; a mythical bird said to be strong, fierce, and driven yet cooperative with others.

**SOAR** – Sauk's Online Access to Records allows students to view personal information, grades, class schedule, billing information, and an unofficial transcript. If eligible, students may also register for classes online with SOAR.

**Syllabus** – A document that lists a course's objectives and requirements. Each instructor distributes a syllabus at the beginning of the semester, which serves as a "contract" and guides students to successful completion of the semester by outlining student expectations for the course.

**Transcript** – This document is a complete record of all courses taken and grades received at SVCC.

**Transfer Programs** – Curriculum that can be applied toward bachelor degree programs at four-year colleges and universities.

**Transferring Credit to SVCC** – Credit hours earned at another institution that can be applied toward a certificate/degree at SVCC. There is a maximum number of transfer credits that can be applied toward a Sauk certificate/degree. Please reference the College Catalog.

**Tuition** – The amount charged for a course. Additional fees may apply.

**Withdrawal** – The process of discontinuing enrollment in a class or classes after the registration change period. (see academic calendar). A grade of "W" is recorded on the student transcript. No refund of tuition fees is given. Student can initiate a withdrawal "W" from a class until a specified date in the semester (see academic calendar). After that time, only the instructor has the authority to grant a withdrawal from a class.

# SAUK Directory

|                                   | PHONE #  | RM # |
|-----------------------------------|----------|------|
| Academic Advising                 | 835-6354 | SSC* |
| Admissions & Records              | 835-6273 | SSC* |
| Athletics                         | 835-6466 | 1F02 |
| Bookstore                         | 835-6304 | 1E02 |
| Business Office                   | 835-6295 | 1H02 |
| Career Services                   | 835-6294 | 1M06 |
| Community Education               | 835-6212 | 1M04 |
| Disability Support                | 835-6220 | 1F25 |
| Financial Aid                     | 835-6339 | SSC* |
| Fitness Center                    | 835-6466 | 1F02 |
| GED/Adult Basic Education         | 835-6312 | 1J01 |
| Health Careers                    | 835-6374 | 2G10 |
| Information / Security Center     | 288-5511 | 1C04 |
| Learning Commons - Library        | 835-6247 | 3L01 |
| Learning Commons - Tutoring       | 835-6293 | 3L01 |
| Learning Commons - Writing Center | 835-6398 | 3M11 |
| Student Activities                | 835-6432 | 1F19 |
| Tech Help Desk                    | 835-6229 | 2F01 |
| Testing Center                    | 835-6530 | 1G04 |
| TRIO Student Support Services     | 835-6268 | SSC* |
| Veteran's Services                | 835-6315 | SSC* |

\* *Student Services Center*

#### NON-DISCRIMINATION IN EMPLOYMENT AND STUDENT RELATIONS

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student shall be excluded from employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. 4/25/05



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815.288.5511 • svcc.edu