SAUK VALLEY COMMUNITY COLLEGE
student handbook
2017-2018

svcc.edu • 815.288.5511
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.

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.
**Academic Advising**

A staff of academic advisors help each student plan appropriate courses of study and 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](http://svcc.edu/appointment).

Academic advisors are committed to providing quality services and programs in conjunction with students, faculty/staff, and the community in the following areas:

- Educational Planning
- Career Exploration
- Social and Life Transition Advising

Visit [svcc.edu/advising](http://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/schedule/calendars/acadcalendar](http://svcc.edu/schedule/calendars/acadcalendar).

**Accreditation**

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

For more information: 800.621.7440 [hlcommission.org](http://hlcommission.org) or [svcc.edu/accreditation](http://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](http://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 (RM1J01) or visit svcc.edu/adulteducation.

Athletics

The College has developed an outstanding program of intercollegiate athletics. Sports programs for women include basketball, cross-country, softball, tennis, and volleyball. Men’s sports programs include basketball, baseball, cross-country, golf, 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 Athletics Director at 815.835.6234 (RM1H01) or visit svcc.edu/athletics.
**Student Resources**

**Bookstore**

Follett, INC. operates the campus bookstore under contract. Follett 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 campus bookstore also offers the option of shopping from home with items shipped to your home or in-store for pick up. New to the bookstore is a coffee bar.

For more information including hours of operation, return policy, book buyback, and payment options, call 815.835.6304 (RM1E02) or visit bkstr.com/saukvalleycostore.

**Cafeteria**

Food service is available in the cafeteria (RM2L02) during the fall and spring semesters from 7:00 a.m. to 1:30 p.m. on Mondays through Thursdays and on Fridays from 7:00-1:00 p.m. The service offers daily breakfast and lunch specials. Menus are distributed weekly and can be found at svcc.edu/students/menu. Vending machines are also available on the first and second floors.

Students can also purchase Punch-a-Lunch cards to use as needed to buy meals. Lunch cards are convenient and save money. Students receive one bonus dollar for every $10 spent. Purchase a card in the Business Office with your financial aid award. Cards can also be purchased in the cafeteria with cash, check, debit card, or credit card.

**Career Services**

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

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

Career placement services offers 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 (RM1F17) at 815.835.6294 or visit svcc.edu/bcc/career-services.

**Community Education**

Community Education at SVCC offers a diverse selection of 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, computers, dance, physical fitness, artistic talents, and trips. Community Education embraces the belief that education is a lifelong process. For more information, contact the Community Education Coordinator (RM1F11) at 815.835.6212 or visit svcc.edu/bcc.
Disability Support Office (DSO)
The Disability Support Office provides services for students with disabilities. Services are intended to assist students in the successful completion of their educational and career pursuits at SVCC.

Students requesting services for documented disabilities are encouraged to contact the Disability Support Office early in their enrollment planning. Eligibility and registration for services is a separate process and is independent from registration of classes. For further information including getting started steps, documentation guidelines, and the grievance procedure, contact DSO at 815.835.6220 (RM1F27) or visit svcc.edu/students/disability-support.

Early Alert/Crisis Assistance Team

The Early Alert System supports retention by putting students in contact with appropriate campus resources. This assistance helps students meet their educational goals. 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. The referral will trigger a web of resources that can assist the student with a wide range of concerns.

In conjunction with the 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.
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

SaukYMCA at Sauk Valley Community College

SaukYMCA has all new state-of-the-art cardio and strength equipment that features the ultimate in adjustability for different workouts and resistance levels to reduce stress on your joints, mimic the body’s true movements, and help you meet your goals.

Take advantage of our FREE Wellness Orientation. This orientation will give you the basics needed to begin a health and fitness routine and make you feel right at home in the cardio/strength areas. Schedule these at the front desk.

Check out our group exercise classes designed to fit into your busy day. Most classes are free with your SaukYMCA membership. Group exercise classes will offer something for everyone. Classes range from high intensity classes to aerobic dance class.

The SaukYMCA will be offering Student Membership and PED classes; coursework may be completed at any Sauk Valley Area YMCA (Sauk, Dixon, or Sterling-Rock Falls). To begin, students may purchase a membership or enroll in PED 150-Super Circuit Fitness I for one credit hour. PED class cost includes tuition plus a lab fee. Classes (PED 150-153) are self-paced with students selecting their own times and days to exercise. Open enrollment is also available allowing students to begin a class at any time after enrollment with 16 weeks of continuous access to the center to complete the class. For more information, contact the SaukYMCA at 815.835.6466 (RM1F02) or visit saukymca.org.
Identification Numbers

Sauk Valley Community College provides a SVCC identification number to each student for college identification enrollment and administrative purposes. This identification number is issued after the student information form is processed by Admissions & Records. Students will be notified by mail of their SVCC identification number. This number will be used for all transactions at Sauk Valley Community College.

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 Primary 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.

Intramural Sports

Sauk maintains a program of intramural athletics for those not wishing to compete in an intercollegiate sport. The offering of intramural activities is based upon student interest and participation. Contact the Athletics Office at 815.835.6234 or 815.835.6401 (RM1H01).

Learning Commons

The Learning Commons in RM3L01 offers tutoring and library services to help students meet their academic goals in a spacious facility equipped with computers for public use, and a variety of quiet and collaborative study spaces.

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 walk-in 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. For further information, contact LCT at 815.835.6293 or visit 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 on-campus and to students, faculty, and staff off-campus. 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 groups by appointment, or in-person to individuals by appointment or on a walk-in basis. For more information, contact the library at 815.835.6247 or visit svcc.edu/library.

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 Lori Anton at 815.835.6402 (RM3E02) or Dr. James Chisholm at 815.835.6215 (RM3E02) for more information.

Performing Arts

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

- **Concert Band** performs concerts each semester.
- **Concert Choir** performs several times and gives a concert each semester.
- **Theatre** offers at least one major theatrical production each semester. Casts are selected from open auditions; and productions include drama, comedies, musicals, and one-act plays. Opportunities to learn technical aspects of theatre are also available.
Registration

A. New Student Registration
   (Certificate or degree-seeking)
   New student (walk-in) registration begins two days after continuing student (web) registration. During walk-in 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 SOAR (Sauk Online Access to Records) or on campus through Admissions & Records after the following two criteria have been met:

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

   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 SOAR or on campus.

   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 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 SOAR, or on campus through Admissions & Records, as long as the class prerequisites have been satisfied. Contact the Student Services Center at 815.835.6354 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 Academic Advising 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. For specific dates, contact Admissions & Records. After the registration change period has passed, students will need to obtain instructor and/or Dean permission to register. Students are expected to take full responsibility for making up any missed coursework associated with registering after a class has begun.

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 either in SOAR or in Admissions & Records. If a seat becomes available, the student will be notified via SVCC email (students@svcc.edu). Students should check their SVCC email daily Monday through Thursday in case a seat opens. 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.

G. Non-Credit Classes
(Business and Community Education)
Students may register for non-credit classes through Admissions & Records anytime between the start of registration period and the first meeting day of the class. Contact Business and Community Education (BACE) for more information.

II. Ways to Register
When eligible, students can register in one of two ways:
1. Web Registration through SOAR (Sauk Online Access to Records)
2. In person at the Admissions & Records office (Student Services Center) during posted office hours

Withdrawal From Classes
During the first two weeks of the fall and spring semesters, students may drop a course by filing a drop form in Admissions & Records. 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 the class, students may initiate a withdrawal from a class by filing an instructor signed drop form in Admissions & Records. 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/community/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 (RM1F19) at 815.835.6432 or visit 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. Information regarding Student Government website or the Student Activities/Cross Cultural Coordinator (RM1F19) at 815.835.6432, or visit 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 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
- Utilize self-service tools
- Make a tuition payment

Visit svcc.edu/scc for more information.

Student Photo Identification Cards

Student photo ID cards are issued after the 10th day of classes and are valid for the current academic year. New ID cards are available 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 regulations, SVCC’s graduation rate survey, campus crime statistics/security policies, financial aid information, and athletic disclosure report are available in Admissions & Records, the Dean of Student Services, and on the College website at svcc.edu/students/right-to-know.

Retention, Completion and Transfer Rates

<table>
<thead>
<tr>
<th>Metric</th>
<th>Percentage of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall to Spring Semester Retention Rate+</td>
<td>77.8%</td>
</tr>
<tr>
<td>Fall to Fall Semester Retention Rate+</td>
<td>57.1%</td>
</tr>
<tr>
<td>Completion Rate (150% time)*</td>
<td>29%</td>
</tr>
<tr>
<td>Completion Rate (200% time)*</td>
<td>32%</td>
</tr>
<tr>
<td>Graduation Rate*</td>
<td>35%</td>
</tr>
<tr>
<td>Transfer Rate*</td>
<td>20%</td>
</tr>
</tbody>
</table>


For more data about how SVCC is performing, see SVCC’s Strategic Planning Dashboard at svcc.edu/departments/irp/reporting/dashboard.
Success Workshops

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

Individual Student Success Sessions are designed to help students identify learning strengths and understand how to improve any learning deficiencies. SVCC academic advisors assist students in creating an individualized success plan to help accomplish their educational goals.

Testing Center

The Testing Center is available to students for completion of exams for online courses or to make up exams with instructor approval. The Testing Center offers a variety of other exams including College Level Examination Program (CLEP) or DSST proficiency exams to obtain credit for a general education or elective course, and additional certification types of exams.

All SVCC student exams and the placement tests (used for class placement) are delivered on a walk-in basis. Appointments are preferred but not required for these exams. If students are planning to take one of the many other exams offered by the Testing Center, appointments are required. All examinees must present a photo ID before taking any exam. Some exams will require fees and other identification such as social security numbers. For more information, contact the Testing Center (RM1G04) at 815.835.6530 or visit svcc.edu/testing-center.
TRIO Student Support Services

TRIO Student Support Services assists first-generation, low-income, and/or college students with documented disabilities to achieve academic success. This federally funded program provides academic, transfer, career and personal counseling and one-on-one peer tutoring and student success workshops. Benefits include attending college visits and cultural events, personal advising, success skills workshops, tutoring, laptop, iPad and textbook lending programs, and earning additional grant aid. For more information, contact the TRIO office (Student Services Center) at 815.835.6268 or visit svcc.edu/trio.

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 815.835.6420. Questions regarding academic advising or personal counseling should be directed to the Veterans Representative at 815.835.6334 (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. Additional information can be found through clicking the yellow ribbon on SVCC’s main webpage or visiting svcc.edu/veterans.

Voter Registration

Students wishing to become registered voters can visit the Federal Elections Commission at fec.gov. Once at this web site, go to Resources for Voters and then Register to Vote. Students then download the National Voter Registration Form and send it to a state or local election office for processing. See state-specific instructions included in the form for additional information. Students can also visit other locations in the community to register to vote.
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.
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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 Sauk Valley Community College 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.

Affirmative Action

Sauk Valley Community College 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 Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Affirmative Action Officer (RM3L20) 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. Sauk Valley Community College 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.
Cell Phone & Electronic Device Usage in the Classroom

The use of personal pagers, cell phones, and other electronic communication and entertainment devices (MP3’s, CD players, tape recorders, video-graphic recorders, any such contrivance with photographic capability, etc.) in classes, labs and the library is prohibited. Pagers, cell phones, and other electronic equipment should be turned off and put away prior to entering classes, labs, or the library. Students with legitimate reasons for using this equipment can do so only after receiving explicit consent of the Disability Service Office. 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 are subject to disciplinary action under the violation of the student code of conduct. Failure to comply with this policy can lead to disciplinary action based on the Code of Student Conduct and referred to the Dean of Student Services for appropriate review and discipline. Please refer to the Code of Student Conduct for further details: svcc.edu/about/policies.

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.
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 for compliant procedures and resources.

Smoking and Use of 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.

Student Optional Disclosure of Private Mental Health Information

SVCC provides all students the opportunity to authorize the College to disclose 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/policies/optional-disclosure.

Title IX

Sauk Valley Community College is committed to fostering a safe, productive learning environment. Title IX and college policy prohibits discrimination on the basis of gender or sex. Sexual misconduct including harassment, domestic and dating violence, sexual assault, exploitation, and stalking is prohibited. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations can result in discipline, including possibility of separation from the College.

SVCC encourages anyone experiencing sexual discrimination or misconduct 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, TRIO, or Disability Support Office (DSO).
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 (RM3F04) at 815.835.6256, or Assistant Coordinator (Student Services Center) at 815.835.6378. Students can also report an incident using the Title IX Reporter Form at svcc.edu/titleix.

The college is legally obligated to investigate all reports, and therefore it cannot guarantee confidentiality, but will consider a request for confidentiality and respect it to the extent possible. All SVCC faculty and staff, with the exception of confidential resources, are legally required to report incidents regardless of the source (verbal or written) and thus cannot guarantee confidentiality. Information will be reported to the Title IX Coordinator with relevant details such as the names of those individuals involved in the incident. A copy of the College’s Title IX policy is on the SVCC website under Policies or at svcc.edu/title-ix-policy.
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/director. Should the decision of the appropriate dean/director still not satisfy the student, s/he 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.

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. Attempted hours 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.

To maintain good academic standing student must maintain a cumulative GPA of 2.0 or higher AND complete 67% or more of enrolled classes (attempted hours) 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, read the full policy in the SVCC catalog under Policies and 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 occupational courses 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.

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.
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. 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/about/policies/fameduact.html.

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 the right to inspect and review their educational records, the right to seek to amend those records, and the right to limit disclosure of information from those records. For more information, contact the Registrar (Student Services Center) at 815.835.6378 or visit svcc.edu/about/policies/fameduact.html.
Graduation

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. For a list of eligibility requirements, contact the Registrar (Student Services Center) at 815.855.6387 or view the graduation policy in the SVCC catalog at 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 Vice President of Research, Planning and Information Affairs at 815.835.6263 (RM3L12) before beginning any human research.
Sauk Valley Community College offers five men’s and five women’s sports within the National Junior College Athletic Association (NJCAA).
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 the Security Supervisor (RM1C04) at 815.835.6323 or visit svcc.edu/about/security.

Accidents

Students should report all accidents—personal and automotive—to the campus Information/Security Center (RM1C04), 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 the e2Campus emergency notification system that enables the school to send urgent news to cell phones. Once students 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, email, or subscribe to RSS updates. 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, and staff.

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 and Fire Safety Report at svcc.edu/about/security/crime-on-campus.html.

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, press the security button on any SVCC phone, call 815.835.6389, use the call boxes located around campus, dial 911 from a campus phone if possible or a personal phone, or report the crime to the Information/Security Center located on the west end of the main building (RM1C04). If assistance is required from the local police or fire departments, SVCC security or administration will contact the appropriate unit.

To report a non-emergency security or public safety matter, call campus security at 815.835.6389, email at 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 (RM1C04), 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 RM1C04, or call 815.288.5511. The College does not assume responsibility for personal property of students.

Lockers

Lockers are located designated areas on the first floor. The cost is $10 per semester. For more information, or to rent a locker, contact the Business Office (RM1H02), 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/about/parking.html.

Penalties for parking violations may be paid by mail or in person to the Business Office (RM1H02). Failure to pay fines may result in a wheel clamp installed on the vehicle or the student account being frozen.

Vehicle Assistance

If vehicle emergency assistance is needed, contact the Information/Security Center at 815.835.6323 (RM1C04).
Acceptable Use Policy

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/about/policies/aup.html.

Computers

Computer access is available throughout the building with the main computer labs located in room 2F01 and the Learning Commons (RM3L01). Please check the posted schedule for current hours of operation and events. Many of our classroom labs such as 2C3A, 2C3B, and 2D01 have “Open Access” hours and can be used by students. Please check the schedule posted on the SVCC website.

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. 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

Sauk Login is a username and password combination used to access several SVCC online services, such as online courses in Canvas, the Library resources from home, printing in the on-campus computer labs, and text alert service. All of these resources use the same username and password combination. For more information, see page 31.
Online Courses

Canvas is the online space where students can access online, hybrid, or enhanced courses. 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). See svcc.edu/student-login for login instructions. See svcc.edu/learn-canvas for canvas tutorials.

Library Off-campus Access

When using the Library databases or other online resources, go to svcc.edu/departments/lrc. No login is necessary when accessing the Library/LRC 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/student-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 $0.05 per page for two-sided pages and $0.10 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 (RM1H02) or the Student Services Center (RM1E01). Students can print color pages for $0.25 in the Learning Commons (RM3L01).

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 15¢ per black and white copy or 25¢ per color copy; double-sided is counted as two copies. Ask for assistance at the Circulation Desk.

SOAR

SOAR (Sauk Online Access to Records) 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 SOAR from the Quick Jump menu on the SVCC website (svcc.edu). See svcc.edu/student-login for login instructions and tutorials.

Social Media

Follow SVCC on Facebook (facebook.com/saukvalleycc) and Twitter (@saukvalleycc). Important information is posted on SVCC’s homepage.

All Facebook pages associated with SVCC may be created only with final approval of the SVCC Marketing Department. Please visit svcc.edu/students/student-activities for the SVCC social media guidelines and approval form. Contact 815.835.6219 for further inquiries.
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 web site (svcc.edu) or gmail.com. See svcc.edu/student-login for login instructions and tutorials.

Forward Email to Personal Account

If students prefer, they may set up an SVCC Gmail to automatically forward to a personal email account. See svcc.edu/student-login 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. See Google Apps at svcc.edu/student-login for login instructions and tutorials.

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. See Student Email at svcc.edu/student-login for instructions and tutorials.

Skyhawk Student Help Desk

To get help with any of Sauk’s technology services, visit the Skyhawk Student Help Desk in room 2F01, call 815.835.6544, or fill out the Online Technical Support Request Form at svcc.edu/students/technology.

Website

Looking for information about the college or updates on college events and activities? Check out the SVCC website: svcc.edu.

For helpful tutorials for technology services, visit svcc.edu/student-login.
For more detailed information concerning these tools and other technology tools available to students, visit svcc.edu/student-login. The following information is current for the Fall 2017 semester.

**SOAR User ID/PIN**

Login to your records:

When entering the Secured Area for the first time: You will need your **Student ID number**. (Example: @12345678) (If you do not know your Student ID number, click on the Look Up My ID link and follow the instructions to look up your ID).

You will be prompted for your PIN - this has initially been set to a random number. You will need to call Admissions & Records at 815.835.6273 to receive this number. You will then be prompted to change your temporary PIN - the new PIN must be 8-15 characters and requires at least one number AND one alpha character. You will then be prompted to establish TWO security questions and to accept the Terms of Usage.

For all subsequent logins: 
If you do not know your ID, you can look up your ID by clicking on the Look up My ID link located just above the User ID box.

If you do not know your PIN, you can reset it by clicking the Forgot PIN? button and answering your security questions. If you have difficulties, please contact Admissions & Records at 815.835.6273.

**Sauk Login**

SYSTEMS USING SAUK LOGIN: Canvas (online courses), Campus Printing, SVCC TXT Alerts, and off-campus library databases access. When you change your Sauk Login password, it will be changed for all systems that use the Sauk Login.

**Username:** firstname.middleinitial.lastname (Example: john.a.smith)

If that username does not work, one of the following exceptions may apply:

1. If your middle initial is not on file, your username will be firstname.lastname (Example: john.smith)

2. If your firstname.middleinitial.lastname is more than 20 characters, your username is firstinitial.middleinitial.lastname. (Example: j.a.smith)

**Password:** svXXXX (XXXX is the last four digits of your student ID) Example: sv1234

**Student Email (Gmail)**

**Username:** Username will be your Sauk email address.

Example: john.a.smith@students.svcc.edu

Exceptions:

1. If your middle initial is not on file, your username will be firstname.lastname (Example: john.smith@students.svcc.edu)

2. If your firstname.middleinitial.lastname is more than 20 characters, your username is firstinitial.middleinitial.lastname. (Example: j.a.smith@students.svcc.edu)

**Password:** svYYYY (YYYY is the last four digits of your student ID) 
Example: sv1234
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. Locker rentals are also available each semester on a first-come, first-served basis. For more information contact the Business Office (RM1H02) at 815.835.6295 or visit svcc.edu/business-office.

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 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.

*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 repeat 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 (RM3L08) or visit 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 For more information regarding grants, please contact Financial Assistance (Student Services Center) at 815.835.6339 or visit 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 and any subsequent required documentation. Loan requests can be completed at svcc.edu/students/finaid/student-loans.

For more information regarding student loans please contact Financial Assistance (Student Services Center) at 815.835.6339 or visit svcc.edu/finaid/student-loans.

Scholarships

A scholarship is money awarded to a student based on academic or other achievements 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. For more information, contact the Foundation office (RM3L08) at 815.835.6329. Listings of external scholarships can be found on the Financial Assistance website at svcc.edu/finaid/scholarships.
Filing for Financial Aid at Sauk Valley Community College

STUDENT
- Fills out FAFSA at fafsa.ed.gov.
  SVCC Federal School Code Number: 001752
  If you need to create an FSA ID, visit fsaid.ed.gov

SAUK
- Receives Student Aid Report (SAR).
- Determines if student requires verification.
- Mails required documents to student. Documents must be returned within 30 days from the date of the letter.

STUDENT
- Complete, sign and return Sauk’s required documents to Financial Assistance within 30 days from the date of the letter.
- Failure to return documents within the deadline may result in delayed processing.

SAUK
- Evaluates documents and determines student’s eligibility.
- 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 apply for Federal Stafford Loan at svcc.edu.
- First time students will be required to complete entrance counseling before their loan will be applied to their account.
Paying for College

Tuition

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:

In-District $134
Internet $134
Out-of-District $343
Out-of-State $370

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 activity fee. The current Golden Age Tuition Pass rate is $8 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 check, credit card, or deferred payment plan online at svcc.edu/soar. Students using financial aid should contact Financial Assistance before making payment. Students may pay by cash, check or credit card in the Business Office (RM1H02). After normal business hours, payment can be made at the Student Services Center. For additional information, call 815.835.6267.

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 815.835.6326.
Payment Plan

The web-based deferred payment plan allows students to pay for tuition in three installments per semester. The payments may be set up one of two ways:

1. **Checking Account** - The student authorizes SVCC to do an automatic bank-to-bank (ACH) transfer of funds when the student accepts the online agreement. All three payments will be automatically processed with an ACH transfer on the designated pay dates.

2. **Credit Card** - The student authorizes SVCC to do an automatic charge to a credit card when the student accepts the online agreement. All three payments will be automatically charged to the credit card on the designated pay dates.

The first payment is due prior to the start of the semester. The next two payments are due approximately one and two months into the semester. The cost is a $20.00 per semester nonrefundable enrollment fee. The enrollment fee is due and automatically deducted upon enrollment in the plan. Information about the deferred payment plan can be found by accessing svcc.edu then under Quick Jump, click on SOAR then Payment Options.

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. View open positions and apply for work study opportunities at svcc.edu/work-study-jobs. For more information regarding workstudy, please contact Financial Assistance (Student Services Center) at 815.835.6339.
## SUMMER 2017
- Web registration and fee payment begins for summer sessions: April 3
- Walk-in registration and fee payment begins for summer sessions: April 5
- Payment arrangements due for early registered students: May 15
- Memorial Day – No classes – Offices closed: May 29
- Classes begin: June 5
- Registration change period: June 5 - 6
- *Last day for 100% refund for 8 week courses*: June 5 - 6
- *Last day for 80% refund for 8 week courses*: June 7 - 8
- Last day to File Intent to Graduate: June 29
- Mid-semester date: June 29
- 4th of July Holiday – No Classes & Offices closed: July 4
- Last day for student initiated withdrawal: July 6
- Final exams: July 26 - 27
- All grades due in Office of Admissions & Records: July 31
- Grades available for students: August 2

## FALL 2018
- Web registration and fee payment begins: April 3
- Walk-in registration and fee payment begins: April 5
- Payment arrangements due for early registered students: July 10
- Payment arrangements due for registered students: August 7
- Fall Adjunct In-Service (evening): August 10
- Fall In-Service: August 11
- Fall classes begin: August 14
- Registration change period: August 14 - 18
- *Last day for 100% Refund for 16 week courses*: August 18
- *Last day for 80% Refund for 16 week courses*: August 25
- Labor Day - No classes - Offices closed: September 4
- Last day to File Intent to Graduate: October 6
- Mid-semester date: October 6
- Last day for student initiated withdrawal: October 20
- Fall workshop - No Classes: November 14
- Thanksgiving break – College closed: November 22 - 24
- Classes resume: November 27
- Final examinations: December 4 - 8
- All grades due in Office of Admissions & Records: December 11
- Wintersemester begins: December 13
- Last day for 100% Refund for Wintersemester: December 13
- Registration change period for Wintersemester: December 13
- Grades available for Students: December 13
- College closed for the semester break at 4:30 PM: December 22
- Wintersemester ends: January 5
- Spring classes begin: January 8

*Classes running less than 16 weeks have a shorter refund period.*
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’s 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 Arts (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’s 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, TI – internet courses).

**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 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** – Additional charges required for some instructional programs and courses. These charges may be for laboratory equipment, supplies and additional instructional time as required.

**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. To maintain good academic standing, students need to earn a 2.0 GPA cumulative.

Hybrid Course – A course that is split time between online and face-to-face. Such course sections are listed as YB.

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.

Support Services – Various services are available to support students in their educational goals, such as tutoring, career planning, academic advising, and job placement. See an instructor or an academic advisor regarding the support services needed.

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’s degree programs at four-year colleges and universities.

Transfer Credit – 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 initiate a withdrawal from a class.
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* Student Services Center