



## Police Academy

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**Applications and Pre-Registration Due – Monday, March 19, 2018**

**Class Begins – Monday, April 2, 2018**

You should already have received the application form and indemnification agreement for the Basic Arson Investigator Course at Southwestern Police Academy. **For billing purposes you must complete the Southwestern Illinois College pre-registration process.** You will receive 4.5 hours of college credit for this class. Instructions for beginning your online registration are below. **Don't look at the long list of instructions and panic! We have made this as simple and quick as possible for you. The entire process will take about 1 hour total computer time.** Please begin as soon as possible. If you run into difficulty at any time, please call (618) 222-5396 and we will assist you.

**The first step in enrolling** is completing a New Student Information Form online.

- To begin go to <https://estorm.swic.edu>.
- In the upper left corner is a box for new student information.
- Click on the link in the box that says "Fill out the online New Student Information Form today to get started at SWIC."
- The next page you see is titled "SOUTHWESTERN ILLINOIS COLLEGE APPLICATION/NEW STUDENT INFORMATION FORM PROCEDURES". Scroll down this page and click in the circle to the left of the words "No - I have not previously completed an Application or New Student Form". Select this option even if you have previously been a student at SWIC. Then click "Continue to application".
- Fill in all the information on this page. You **MUST** include an e-mail address.
- You will need to fill in the term you are registering for. **The term is Spring 2018.**
- Near the bottom of the page is a box titled "Degree/Certificate Information." In this box, first select the circle to the left of "**Pursue a DEGREE in Applied Science.**" After you select this a pop-up will appear in the upper right corner of the box. It will say "\* Select a program". **Type 0029 in this box.**
- Finish the form and click the "Submit" button at the bottom of the page. If any of the required information has not been completed, you will be reminded to complete it at this time. Once you have entered the info, you must click "Submit" again. Your form does not process until you press Submit.
- Within the next 24 hours (probably immediately) you should receive an e-mail to the e-mail address you provided on the form from Enrollment Services at Southwestern Illinois College informing you that your form has been received and is being processed. If you do not receive this e-mail, check your junk mail folder. **If you have not received it after 24 hours call Susan Attaway at the Police Academy at (618) 222-5396.**
- Within the next five days you will receive another e-mail from Enrollment Services assigning you a student ID number. It may be a long e-mail, but the only thing you need from this e-mail is the student ID number at the top of the page.
- **While you are waiting to receive your ID number, complete and return the application and indemnification and mail in the attached self-addressed postage paid envelope.**

**Congratulations – You have completed your online pre-registration! You will finish by enrolling in specific classes during orientation.**