

SWIC EXTENSION CLASSES at HIGHLAND GENERAL INFORMATION

LOCATION AND PARKING

Middle School - Most academic classes are conducted at the Middle School which is located directly across the street from the High School. The only door that will be open for SWIC students is the door at the most northern end of the front of the building (parallel to Rte. 160). Parking in the small lot will be easiest, but if this lot is full, park in the large lot. Cars illegally parked or parked on the grass *will be towed*.

High School - Computer classes are held at the High School. Please park in either the small lot (faculty lot) or large lot and enter the building using the doors off the faculty lot. The doors are located near the center of the building. Please note that on certain evenings the lots will be crowded--but never full. Cars illegally parked or parked on the grass *will be towed*.

SMOKING

School policy prohibits smoking on the school grounds. This includes not only inside the buildings, but also ***ANYWHERE ON THE SCHOOL PROPERTY***. We ask that you comply with this regulation. If you must smoke, smoke inside your vehicles.

REFRESHMENTS

With instructor permission, beverages are allowed in classrooms. *We ask that you do not bring any food or drink into the computer classrooms and that you respect all our facilities and leave them clean.*

CANCELLATIONS

In the event that SWIC classes need to be canceled, the following procedures will be followed:

1. If any of the SWIC campuses are closed for the day due to inclement weather conditions, then ALL extension centers will be closed.
2. If any SWIC campus (not extension campus) is closed for evening classes, then ALL campuses including the extension centers will also close.
3. Look for college closing information on the web site homepage (www.swic.edu) or from local media sources. SWIC provides this information to: FOX 2 (KTVI), KMOV-TV Channel 4, KSDK-TV Channel 5, KMOX-AM 1120, WHCO-AM 1230, and WIL-FM 92.3. This information will also be posted at www.KSDK.com.
4. If there is a need to close the Highland Campus independent of the SWIC campus, then we will try to notify students by phone. *Decisions will be made no later than 5:00 p.m.*

FALL 2008 HIGHLAND CAMPUS SCHEDULE

Monday	August 25	Highland Campus Classes Begin
Monday	September 1	NO CLASSES - Labor Day
Wed.-Sat.	November 26 -29	NO CLASSES - Thanksgiving Break
Mon.-Thurs.	Dec. 15 -18	Final Exams

DROP FEE

If you drop a class, certain fees and procedures are involved. Please refer to SWIC literature or call 800-222-5131, ext. 5395, for information.

QUESTIONS?

Call SWIC at 1-800-222-5131, Extension 5395 (Extension Office) for information, or call the Highland Coordinator, Mike Sutton, at 618-830-1407 between 8:00 a.m. and 4:30 p.m. Mr. Sutton may also be contacted at msutton@highlandcusd5.org.