



# Student Guide

2023-24



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## STLCC

As a currently enrolled student, please become familiar with college policies and procedures and the expected code of conduct at STLCC. This information is available online at [stlcc.edu/Need2Know](https://stlcc.edu/Need2Know)

### Topics include:

|   |   |
|---|---|
| <a href="#">Accommodations for Students with Disabilities</a> | <a href="#">Equity in Athletics (Title IX)</a>        |
| <a href="#">Campus Crime Report</a>                           | <a href="#">Firearms on College Property</a>          |
| <a href="#">Classroom Behavior</a>                            | <a href="#">General Information</a>                   |
| <a href="#">Closing Procedures</a>                            | <a href="#">my.stlcc.edu (Student Email)</a>          |
| <a href="#">Communicable Diseases</a>                         | <a href="#">Non-Discrimination</a>                    |
| <a href="#">Computer Systems and Network Use</a>              | <a href="#">Policies and Procedures</a>               |
| <a href="#">Confidentiality of Student Records</a>            | <a href="#">Sexual Harassment Prevention Tutorial</a> |
| <a href="#">Copyright Statement</a>                           | <a href="#">Sexual Misconduct Resources</a>           |
| <a href="#">Drug Abuse Prevention</a>                         | <a href="#">Student Rights and Responsibilities</a>   |
| <a href="#">Enrollment Reports</a>                            | <a href="#">Student Right to Know</a>                 |
|   | <a href="#">Tobacco Free Policy</a>                   |

**Non-Discrimination Statement:** St. Louis Community College is committed to creating inclusive, welcoming, and respectful learning and working environments focused on the needs of our diverse communities. The College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. The College's nondiscrimination policies apply to any phase of its employment process, any phase of its admission, or financial aid programs, and all of its educational programs or activities. For information or concerns related to discrimination or sexual harassment, contact Christine Davis, Ed.D., vice chancellor of student affairs, 314-539-5725.

## Summer 2023 Important Dates

**March 20** • Summer and Fall 2023 Priority Registration begins for current students

**March 27** • Summer and Fall 2023 Registration (web and on-campus) opens at 8 a.m. Central

**March 27** • First day to sign up for the automatic payment plan

**April 28** • Financial aid deadline for priority awarding for summer term

**May 12** • Registration begins for senior citizens using Missouri Senior Scholarship for 3-week and 11-week classes

**May 13** • Payment due+

**May 14** • Web registration for Summer Session I: 3-week and 11-week classes ends

**May 15** • Summer Session I: 3-week and 11-week classes begin

**May 26** • Withdrawal deadline for 3-week classes

**May 29** • Memorial Day holiday (College closed)

**June 2** • Registration begins for senior citizens using Missouri Senior Scholarship for 6-week and 8-week classes

**June 2** • Last day to submit a financial aid appeal for summer term

**June 4** • Grades due for 3-week classes

**June 4** • Web registration for Summer Session II: 6-week and 8-week classes ends

**June 5** • Summer Session II: 6-week and 8-week classes begin

**June 19** • Juneteenth holiday (College closed)

**June 20** • Graduation application priority deadline

**June 30** • Final day to submit required financial aid documentation for summer term

**July 4** • Independence Day holiday (College closed)

**July 7** • Withdrawal deadline for 6-week classes

**July 14** • Withdrawal deadline for 8-week and 11-week classes

**July 30** • Last day of summer term

**July 31** • Grades due

**August 3** • Official degree conferral date

## Fall 2023 Important Dates

**February 1** • FAFSA completion priority deadline for state and campus-based aid

**March 20** • Summer and Fall 2023 Priority Registration begins for current students

**March 27** • Summer and Fall 2023 Registration (web and on-campus) opens at 8 a.m. Central

**March 27** • First day to sign up for the automatic payment plan

**April 1** • Board of Trustees Scholarship priority deadline for fall term

**April 1** • Final FAFSA completion deadline for state aid

**July 28** • Financial aid deadline for priority awarding for fall semester

**August 5** • **Payment due+**

**August 7** • Financial aid book accounts open

**August 15** • Last day to submit a financial aid appeal for fall semester

**August 18** • Registration begins for senior citizens using Missouri Senior Scholarship for 16-week, and 1st 8-week classes

**August 21** • **Semester begins: 16-week and 1st Half Term (8-week) classes**

**August 21** • Web registration continues for 12-week, and 2nd Half Term (8-week) classes

**August 21 – 27** • Add/Drop Week: 16-week classes only

**August 26** • **Saturday classes begin**

**August 27** • **Sunday classes begin**

**September 4** • Labor Day holiday (College closed)

**September 13** • Last day to be awarded a financial aid book account

**September 15** • Last day to use the financial aid book account

**September 15** • Registration begins for senior citizens using Missouri Senior Scholarship for 12-week classes

**September 18** • **12-week classes begin**

**September 29** • Withdrawal deadline for 1st Half Term (8-week) classes

**October 1** • Graduation application priority deadline

**October 3** • Professional Development Day (no classes)

**October 13** • Midterm

**October 13** • Registration begins for senior citizens using Missouri Senior Scholarship for 2nd Half Term (8-week) classes

**October 16** • Midterm grades due at 11:59 pm

**October 16** • **2nd Half Term (8-week) classes begin**

**November 1** • Board of Trustees Scholarship application priority deadline for spring

**November 3** • Final day to submit required financial aid documentation for fall semester

**November 17** • Withdrawal deadline for 12-week and 16-week classes

**November 22** • Fall Break (no classes)

**November 23-26** • Thanksgiving holiday (College closed)

**November 24** • Withdrawal deadline for 2nd Half Term (8-week) classes

**December 10** • Last day of semester classes

**December 11-17** • Final exams

**December 18** • Grades due at 11:59 p.m.

**December 21** • Official degree conferral date

**December 21** • Last day college open until Jan. 3, 2024

## Winter 2023 Important Dates

**December 18** • Winter online session begins

**January 5** • Withdrawal deadline for 3-week classes

**January 14** • Last day of winter classes

**January 16** • Grades due at 11:59 pm

## Spring 2024 Important Dates

**October 23** • Spring 2024 Priority Registration opens for current students

**November 1** • Spring 2024 FAFSA completion priority deadline

**November 1** • Board of Trustees Scholarship priority deadline for spring

**October 23** • First day to sign up for the automatic payment plan

**October 30** • Spring 2024 Registration (web and on-campus) opens at 8 a.m. Central

**December 4** • Financial aid book accounts open

**December 15** • **Payment due+**

**January 2** • Financial aid deadline for priority awarding for spring semester

**January 2** • College opens after winter holiday

**January 9** • Last day to submit an appeal for financial aid for spring semester

**January 12** • Registration begins for senior citizens using Missouri Senior Scholarships for 16-week, and 1st Half Term (8-week) classes

**January 15** • Martin Luther King, Jr. holiday (College closed)

**January 16** • **Semester begins: 16-week and 1st Half Term (8-week) classes**

**January 16** • Web registration continues for 12-week, and 2nd Half Term (8-week) classes

**January 16-22** • Add/Drop Week: 16-week classes only (extends to Monday due to Martin Luther King, Jr. Holiday)

**January 20** • Saturday classes begin

**January 21** • Sunday classes begin

**February 2** • Registration begins for senior citizen using MO senior scholarship for 12 week classes

**February 5** • **12-week classes begin**

**February 7** • Last day to be awarded a financial aid book account

**February 9** • Last day to use the financial aid book account

**February 19** • Presidents Day (College closed)

**February 23** • Withdrawal deadline for 1st Half Term (8-week) classes

**March 1** • Graduation application priority deadline

**March 8** • Midterm

**March 11** • Midterm grades due at 11:59 pm

**March 11-17** • Spring Break (no classes)

**March 12** • Staff Development Day (select offices closed)

**March 14** • Registration begins for senior citizens using Missouri Senior Scholarship for 2nd Half Term (8-week) classes

**March 15-17** • Spring Holiday (College Closed)

**March 18** • **2nd Half Term (8-week) classes begin**

**March 18** • Summer and Fall 2024 Priority Registration begins for current students

**March 25** • Summer and Fall 2024 Registration (web and on-campus) opens at 8 a.m. Central

**March 29** • Final day to submit required financial aid documentation for spring semester

**April 5** • Withdrawal deadline for 12-week classes

**April 12** • Withdrawal deadline for 16-week classes

**April 26** • Withdrawal deadline for 2nd Half Term (8-week) classes

**May 5** • Last day of semester classes

**May 6-12** • Final exams

**May 13** • Grades due at 11:59 pm

**May 16** • Official degree conferral date

**May 19** • Commencement (Tentative)

# Get Connected

## MySTLCC ID

### What is a MySTLCC ID?

Your MySTLCC ID is your username that is required to log in to services such as Banner Self-Service and Navigate.

### Why do I need a MySTLCC ID?

Your MySTLCC ID is typically the first letter in your first name, your last name and possibly number(s).

Example: Mark Twain's MySTLCC ID would be mtwain32

You need your MySTLCC ID to log in to Banner Self-Service and Navigate so you can view your admissions checklist, financial aid or A+, register for classes online, pay for classes, print your class schedule and view your grades.

### How do I find out my personal MySTLCC ID?

You will need your Student ID "A" number (looks like A01234567) listed in your admission letter and/or email.

Go to [stlcc.edu/findmyid](http://stlcc.edu/findmyid) and enter your Student ID number, last name and date of birth.

### What is the password for my MySTLCC ID?

If this is the first time you are logging in, your password is your Student ID number with a # symbol at the end. Your password should look like A01234567#.

Before you can log in, you must change your password. Go to [stlcc.edu/change](http://stlcc.edu/change) and follow the prompts.

### Should I set up security questions?

Yes. If you ever forget your password, your security questions will let you create a new password.

Go to [stlcc.edu/security](http://stlcc.edu/security) to create your security questions.

## Student Email

### When do I get my student email account?

Once you have been admitted to STLCC, you will be given a my.stlcc.edu student email account.

### How do I set up my student email account?

Visit [stlcc.edu/studentemail](http://stlcc.edu/studentemail) to activate your my.stlcc.edu student email account.

### Why do I need an STLCC email account?

This account is the official way STLCC communicates with you. Check this regularly or forward it to your personal email. This email is where you will get information on:

- Financial aid status
- Registration deadlines
- E-bills and tax paperwork
- Alerts and reminders

### What is Navigate?

Navigate is a tool specifically for STLCC students. Navigate has been designed to help you get ready for college and access campus resources quickly and easily.

It allows you to:

- Stay updated on important deadlines, events and activities
- Explore majors and careers
- Schedule appointments with advising, career development and academic success and tutoring

Once you have setup your MySTLCC ID, log in to Navigate at [stlcc.edu/navigate](http://stlcc.edu/navigate)

## Banner Self-Service

### What is Banner Self-Service?

Banner Self-Service is the online tool that allows you to manage your personal and academic information. You will use your MySTLCC ID and password to log in.

### When do I use Banner Self-Service?

Log in to Banner Self-Service to:

- Review admissions checklist
- Register online
- Pay for classes
- Check grades
- Verify financial aid information
- View your account
- Receive e-bills
- Verify degree
- Unofficial transcript
- Enrollment verification
- Conduct a degree audit

### How do I get to Banner Self-Service?

Go to [stlcc.edu/selfservice](http://stlcc.edu/selfservice)



**Need help with any of these steps?**

**Contact the Help Desk at 314-539-5113**

## Don't Forget Your STLCC ID

All students enrolled in credit courses are required to have an activated STLCC OneCard. This card is your official student ID and is required to obtain the U-Pass (see U-Pass on page 15). Students with a credit balance and due a refund should visit [STLCCOneCard.vibeaccount.com](http://STLCCOneCard.vibeaccount.com) to select a refund preference.

### How do you get it?

*New students:* After you've registered for classes, you will receive an email via your my.stlcc.edu account with instructions and a secure link to sign in and submit a photo for your STLCC OneCard. (You will also submit a photo of a government-issued ID to verify your identity.) The card and activation instructions will arrive in a bright green envelope, by United States Postal Service mail in approximately 10 days, delivered to the address you specified in Banner Self-Service. For your convenience the first card is free; replacement cards cost \$20.00.

*Returning students, dual enrollment, early college, and dual credit students:* After you've registered for classes, you must contact the Campus Life Office at any STLCC location to schedule an appointment to sit for a photo in-person. The card and activation instructions will arrive in a bright green envelope, by postal mail in approximately 10 days, delivered to the address you specified in Banner Self-Service. Visit [stlcc.edu/onecard](http://stlcc.edu/onecard) for more information.

# Take a Placement Test

## Placement Test Purpose

St. Louis Community College uses multiple measures to help you know the right courses for you. Your high school grade point average, previous college course work, test scores and other measures are used to determine the course work that is best for you and allows you start college with confidence.

## Testing May Be Waived

STLCC may waive the reading and/or the English portions of the placement test if you provide documentation of one of the following:

- A college transcript or grade report documenting successful completion (with a C or higher) of reading and course prerequisites.
- College credit from an accredited post-secondary institution will grant reading proficiency.
- An ACT score earned within the last three years:
  - A reading score of 18 or above for reading proficiency
  - An English score of 18 or above for entry into a college level English course
  - A Math score of 19 or above
- Appropriate scores on the Accuplacer, a computerized placement test. Speak to a Student Success Advisor or one of the Testing Centers for more information.
  - All test scores remain valid for 3 years.

## Get Prepared

Test preparation gives you an opportunity to become comfortable with the placement test's content, format and mode of delivery. With preparation, you may benefit from higher course placement. Accurate assessment is particularly important if you receive financial aid and have limited funds. Visit [stlcc.edu/placementprep](http://stlcc.edu/placementprep) to access practice test.

### How much time should I plan to take the placement test?

The test is not timed, but you'll need about two hours to complete the placement test. Here's a success tip: you can take the test in sections. You don't have to take it all at once – giving you even more time to prepare and do your best. Bring your photo ID and your student ID "A" number.

### Can I retake all or part of the test?

A \$10 fee is charged for test retake sessions. Only two retests per calendar year are allowed and you must wait 24 hours. Visit [stlcc.edu/testingcenters](http://stlcc.edu/testingcenters) for more information.

## Disability Accommodations

If you need accommodations due to a disability, contact the Access office at [stlcc.edu/disability](http://stlcc.edu/disability) prior to testing. You may be asked to provide documentation of your disability. For more information call the Access office at the campus of your choice.

## Testing Times

All testing will be stopped 15 minutes before office closings.

### Florissant Valley

- Monday-Thursday, 8 am – 6 pm
- Friday, 9 am – 4:30 pm

### Forest Park

- Monday-Thursday, 8 am – 6 pm
- Friday, 9 am – 4:30 pm

All testing will be stopped 15 minutes before closure

### Meramec

- Monday-Thursday, 8 am – 6 pm
- Friday, 9 am – 4:30 pm

### South County

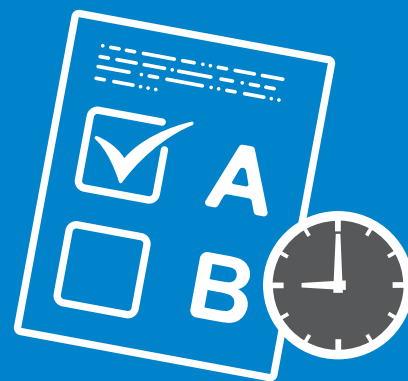
- Monday-Thursday, 8 am – 6 pm
- Friday, 9 am – 4:30 pm

### Wildwood

- Monday-Thursday, 8 am – 6 pm
- Friday, 9 am – 4:30 pm

### William J. Harrison Education Center

- Monday-Thursday, 8 am – 6 pm
- Friday, 9 am – 4:30 pm



# Academic, Career and Transfer Advising

## Student Success Advisor

Student Success Advisors help students navigate their journey at STLCC. A few of the ways they help:

- Major and Career Exploration
- Goal setting
- Course selection
- Transfer advising
- Referrals to support areas such as Academic Success & Tutoring and Student Advocacy and Resource Center.

## The following students are required to see a student success advisor:

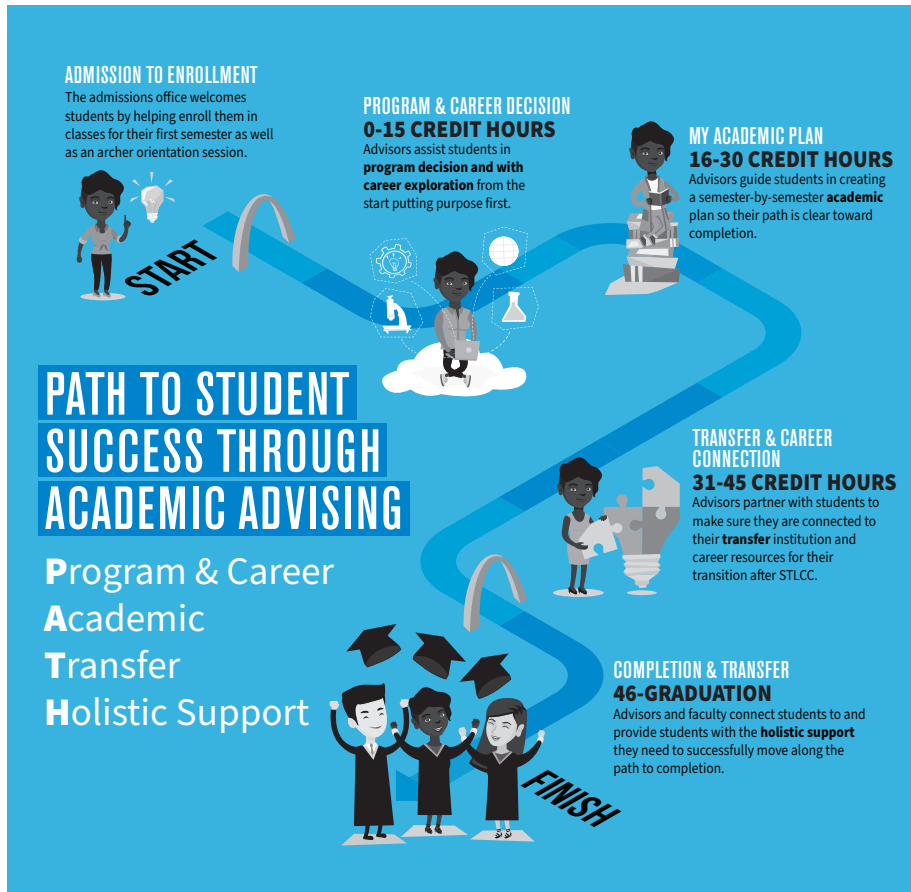
- Dual enrollment students must meet with a student success advisor to register for their first semester of classes. Visit [stlcc.edu/advising](http://stlcc.edu/advising) to schedule an appointment.
- Students applying to a selective-admission program.
- Students on probation are required to see a student success advisor prior to registration.
- Students who do not have the appropriate prerequisite for a specific course. If you completed a course prerequisite at another college, you must provide proof in the form of a

transcript, grade report, test score report, current schedule or other appropriate documentation. (For a definition of prerequisite, see page 7.)

Visit [stlcc.edu/advising](http://stlcc.edu/advising) for more information.

## Career Advising

Career planning begins before entering college, and it will continue long after you graduate. Academic, Career and Transfer Advising is here to help you acquire the information and skills necessary to transition from college life to the world of work. Whether you have a clear idea of where your career is headed or no idea whatsoever, Academic, Career and Transfer Advising has something to offer you. Our student success advisors are available to guide you through the career development process.



- Our team of student success advisors are here to help guide you on your **PATH**.
- Student success advisors are available at all locations. Ask a question online at [stlcc.edu/advising](http://stlcc.edu/advising)
- We're here to help you reach your academic goals.

Florissant Valley  
314-539-5465

Forest Park  
314-539-5465

Meramec  
314-539-5465

Wildwood  
314-539-5465

South County  
314-539-5465

Harrison Education Center  
314-539-5465

# Archer Orientation

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STLCC's New Student Programs team presents Archer Orientation for all new students enrolling in the fall and spring semesters. Archer Orientation includes a campus resource fair, a welcome to STLCC, information technology tips and tricks, student involvement presentation, information on paying for college, faculty speaker on student expectations, campus tour, and more.

All new STLCC students should attend Archer Orientation. Incoming students must enroll in classes before registering for Archer Orientation. The program is filled with educational, entertaining and social activities that prepare students for the life of an Archer. However, the orientation experience does not end with Archer Orientation; it extends throughout the academic year with the co-curricular first year experience program, designed to help new students adjust to STLCC. Archer Orientation is offered in-person at all campuses and virtually via Microsoft Teams. Visit [stlcc.edu/firstyear](http://stlcc.edu/firstyear) for more information.

## Complete Archer Orientation in Three Easy Steps

1. Register for classes. (see page 8)
2. Connect with the First Year Experience on Microsoft Teams to view the pre-orientation video modules and meet other incoming Archers.
3. Sign up for an Archer Orientation event at [stlcc.edu/firstyear](http://stlcc.edu/firstyear). Bring your student ID number and a photo ID.

## How to Find Classes

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### How To Look Up Classes Online

- Go to [stlcc.edu/schedule](http://stlcc.edu/schedule).
- Select a term – Click the drop down to select a term.
- Select a location – Check the box next to the location.
- Click on a subject – To select more than one subject, hold the **CTRL** button while clicking.
- Select courses – Check the box next to the course .
- Select how you would like courses displayed – all sections, open only or closed only.
- Click **Display Classes**.

### MyList

MyList allows you to place classes in a shopping cart while searching the class schedule. You can print your MyList to use as a reference when you register.

**Note: MyList does not register you for these classes, it only lists the classes you have selected.**

### Waitlisting

Waitlisting is a registration feature that allows you to “get in line” for classes that are filled. This process notifies the first student on the waitlist via their preferred email when a seat opens. You have 24 hours from the time the email is sent to register for the class. If you do not register, the next student on the waitlist will be notified.

Getting on a waitlist does not guarantee a seat in a class. Waitlisting a class does not count toward your student status (i.e. full-time, part-time). There is no charge to waitlist a course.

For more information, visit [stlcc.edu/waitlist](http://stlcc.edu/waitlist)

### Credit-Hour Limit

You may take a maximum of 18 hours in the fall and spring semesters and 12 hours in the summer. Permission may be granted for an overload by a student success manager.

### What is a Prerequisite?

A prerequisite is a requirement or other condition that must be met prior to entering a course. It is your responsibility to make sure all course prerequisites are met before registering. Contact your advisor for more information.

### What is a Corequisite?

A corequisite is a requirement to take two courses at the same time, and therefore you must also register for the corequisite course.

You can find the prerequisites and/or corequisites for a class by clicking on the course title while using the online schedule or in the online catalog at [catalog.stlcc.edu](http://catalog.stlcc.edu)

If you need more information, contact an Academic Advising office (see page 6).

# How to Register for Classes

## New First-Time College and Dual Enrollment Students

If you have never attended college before, you need to complete **Archer Orientation** after registering for classes (see page 7).

Visit [stlcc.edu/orientation](http://stlcc.edu/orientation) for more details.

## Continuing, Returning, Transfer and Visiting Students

Visit [stlcc.edu/register](http://stlcc.edu/register) to register online.

### How to Register Online

- Visit [stlcc.edu/selfservice](http://stlcc.edu/selfservice) to register.
- Click the orange **LOGIN** button and then enter your MySTLCC ID and password.
- Click the **Student Services and Financial Aid** tab at the top of the page.
- Click on **Registration**.
- Click **Add or Drop Classes**.
- Select **Credit Term** (fall, spring or summer).
- Type in the 5-digit **CRN codes** for your classes.
- Click **Submit Changes**. Your courses should be listed under **Current Schedule**. Otherwise, it will state any errors that prevented you from registering.
- Click **Fee Assessment** at bottom of webpage to review your course fees.
- Click on **Student Detailed Schedule** to print and verify your class schedule.

# Making Changes to Your Schedule

You may add, drop or substitute classes during the published registration dates. If you add a class after the payment deadline, you should make payment arrangements the day the change is made. You are responsible for fees incurred for adding a class after the payment deadline. Deadlines are based on course length in weeks, not the number of class meeting periods or attendance.

To formally withdraw from a class you must complete the process via your Banner Self Service or submit an **Add/Drop/Withdraw form**.

“W” grades will be recorded for all course withdrawals submitted after the 100% refund period established by the College, but the withdrawal process must be completed prior to the end of the College’s 12th week of classes. Classes less than a full semester in length will have different deadlines. Refer to the adjacent deadline chart. Visit [stlcc.edu/withdraw](http://stlcc.edu/withdraw) for more information on this process.

## Auditing Courses

Auditing a class means you will not earn a grade or college credit for the class. Students auditing a class are subject to the same fees and requirements as regular class members.

You may change from audit to credit status or credit to audit status only during the refund period (see page 12).

If you register online, you must switch from credit to audit in person at the Admissions office during the same refund period.

## Withdrawal Deadlines

| <u>Class Length</u> | <u>Withdrawal By</u>  |
|---------------------|-----------------------|
| 15 weeks . . . . .  | Friday of 12th week   |
| 14 weeks . . . . .  | Friday of 11th week   |
| 13 weeks . . . . .  | Friday of 10th week   |
| 12 weeks . . . . .  | Friday of 9th week    |
| 11 weeks . . . . .  | Friday of 9th week    |
| 10 weeks . . . . .  | Friday of 8th week    |
| 9 weeks . . . . .   | Friday of 7th week    |
| 8 weeks . . . . .   | Friday of 6th week    |
| 7 weeks . . . . .   | Friday of 6th week    |
| 6 weeks . . . . .   | Friday of 5th week    |
| 5 weeks . . . . .   | Friday of 4th week    |
| 4 weeks . . . . .   | Friday of 3rd week    |
| 3 weeks . . . . .   | Friday of 2nd week    |
| 2 weeks . . . . .   | Friday of 1st week    |
| 1 week . . . . .    | within 3 working days |

## Drop for Non-Attendance

If you have registered for a course and are listed on the official class roster and fail to attend that class within the first two weeks, you will be dropped from the course.



# College Costs

## Fees Per Credit Hour

Visit [stlcc.edu/fees](http://stlcc.edu/fees) for the current list of tuition and fees. These fees are subject to change without notice.

Books, materials or special equipment required for classes are at the expense of the student.

## Who Qualifies as a District Resident?

You are considered a in-district resident if you live in:

- St. Louis City or County.
- Portions of Franklin and Jefferson counties which are part of the Meramec Valley R-3 and Rockwood school districts\*.

\*Proof of residency is needed to determine if you are in-district or out-district tuition, we need to verify your physical mailing address prior to the start of the term for which you are enrolled.

Visit [stlcc.edu/residency](http://stlcc.edu/residency) for more information

## Returned Check Fee

If a check is returned for insufficient funds, a \$25 fee will be assessed along with the original balance. A financial hold will be placed against your record.

## Are Fees Reduced for Senior Citizens?

Students 60 years or older who are residents of the St. Louis Community College district may enroll in most credit courses at a 50% reduction of the usual fees. Reduction must be applied

for at time of registration. Students must present proof of age and residency.

*\* Returning students must complete this in person.*

## Midwest Student Exchange Program

St. Louis Community College has partnered with the Midwest Student Exchange Program (MSEP) to offer Illinois, Indiana, Kansas, Minnesota, Nebraska, North Dakota and Wisconsin residents in-state (Other Missouri Resident) tuition rates.

Your residency automatically qualifies you for in-state (Other Missouri Resident) tuition if you live in Illinois, Indiana, Kansas, Minnesota, Nebraska, North Dakota or Wisconsin.

Visit [stlcc.edu/msep](http://stlcc.edu/msep) for more information.

## Missouri Senior Scholarship

Missouri senior citizens 65 years and older may audit credit courses on a space-available basis under these guidelines:

- Must pay a \$15 non-refundable registration fee.
- Must pay all other costs, such as materials, books and supplies.
- Request to enroll for an audit grade (no credit) must be done in person at an Admissions and Enrollment Services office.
- May not receive a refund for a paid course in order to enroll for a free space in the same course.
- Registration begins the Friday before classes begin. If STLCC is closed on Friday, then registration will occur the Thursday before classes begin.
- Must present proof of age and residency.



# Paying for College

## Methods of Payment

Fees may be paid by cash, check, money order, debit card (with a Discover, MasterCard or Visa logo), credit card (American Express, Discover, Visa or MasterCard) or financial aid (by previous arrangement). Credit card/debit card payments are not accepted at campus cashier on-site or by phone.

Online payments are accepted when using a debit card or one of the credit cards mentioned above, or Automatic Clearing House (ACH) payments using checking or savings account information. If a credit/debit card is used, a service fee of 2.75% will be assessed. All checks will be converted to an electronic ACH transaction whether the payment was made in person, mailed or made online. Visit [stlcc.edu/cashier](http://stlcc.edu/cashier) for each campus location and mailing address.

### Payment Options:

- Visit [stlcc.edu/selfservice](http://stlcc.edu/selfservice) to pay using a credit/debit card or ACH using checking/savings account.
- In person at a Cashier's office (cash, check or money order only).
- Through the U.S. Postal Service. Mail to the Cashier's office.
- By enrolling in the Nelnet Business Solutions (NBS) Payment Plan. After registration, visit [stlcc.edu/paymentplan](http://stlcc.edu/paymentplan) to enroll.
- NBS is a simple, secure and easy way to spread your maintenance fees (tuition) over a period of time.

The plan offers easy online enrollment and flexible payment options. The sooner you sign up, the more months you have to pay. No interest or finance charges are assessed. To participate in this interest-free automatic payment plan, you must pay a \$26 per semester non-refundable fee. If a credit/debit card is used, a service fee of 2.75% will be assessed in addition to the enrollment fee.

## Payment Deadlines for Full-term Classes

**Summer 2023** ..... **May 13, 2023**

**Fall 2023** ..... **August 5, 2023**

**Spring 2024** ..... **December 15, 2023**

If you are receiving financial aid, see page 11.

## Payment Responsibilities

As an STLCC student, you are responsible for paying all college fees. Your registration is not complete until payment arrangements are made.

If you complete your financial aid file after the deadline, you must make payment arrangements by the payment deadline. Visit [stlcc.edu/selfservice](http://stlcc.edu/selfservice) to enroll in the NBS payment plan.

If you register for a class and decide not to attend, you must officially withdraw from the class within the refund deadlines. Otherwise, you may be responsible for a portion of the course fees. If you have questions about withdrawing from a class, contact Admissions and Enrollment Services (see pages 18 and 19).

If you have an outstanding balance due for maintenance fees, you will not be able to register for future classes or obtain a transcript or diploma.

## You don't have to pay all your tuition up front.

### Check Out STLCC's Automatic Payment Plan.

The NBS Payment Plan is not a loan program – it's a service that automatically deducts your tuition from your bank account or credit card.

[stlcc.edu/paymentplan](http://stlcc.edu/paymentplan)



### Cost to Participate

- \$26 per semester non-refundable enrollment fee. If a credit/debit card is used, a service fee of 2.75% will be assessed in addition to the enrollment fee.

### Advantages

- No interest or finance charges assessed and no credit check.
- Flexible payment options – the sooner you sign up, the more months you have to pay.

### Payment Plan Enrollment Opens

• Summer 2023 –  
March 27, 2023

• Fall 2023 –  
March 27, 2023

• Spring 2024 –  
October 23, 2023

# Financial Aid

## Apply Early For Financial Aid

### Financial Aid Process

Need help paying for college? If so, you are encouraged to complete the Free Application for Student Financial Aid (FAFSA) as soon as possible after October 1 using your previous year's tax information.

You must be admitted to STLCC with degree-seeking status to receive financial aid. This includes submitting transcripts from high school,

GED and/or all colleges previously attended, and completing placement test requirements. Submit official college transcripts to the Registrar's office.

After completing your FAFSA, visit [stlcc.edu/selfservice](https://stlcc.edu/selfservice) to check the status of your financial aid application.

Visit [stlcc.edu/financialaid](https://stlcc.edu/financialaid) for information about financial aid, scholarships, federal grants, loans, work study and Missouri state programs.

# FAFSA

## You Can Afford College

It all starts with the FAFSA.  
[stlcc.edu/financialaid](https://stlcc.edu/financialaid)

The FAFSA—the Free Application for Federal Student Aid—is the application to determine eligibility for federal, state and college-sponsored financial aid, including grants, educational loans and work-study programs.

You can fill out the FAFSA on the web at [fafsa.gov](https://fafsa.gov) or request a paper application by calling 1-800-4-FED-AID (1-800-433-3243). When filling out the FAFSA, use the **St. Louis Community College school code 002469**.

### Financial Aid Priority Deadlines

#### February 1, 2023

→ FAFSA filing date for state grant programs.

#### April 1, 2023

→ Board of Trustees Scholarship application priority deadline for summer session and fall semester.

#### April 28, 2023

→ All financial aid paperwork must be completed to guarantee awarding by the start of the summer session.

#### July 28, 2023

→ All financial aid paperwork must be completed to guarantee awarding by the start of the fall semester.

#### November 1, 2023

→ STLCC's priority FAFSA deadline for spring semester.  
→ Board of Trustees Scholarship application priority deadline for spring semester.

#### January 2, 2024

→ All financial aid paperwork must be completed to guarantee awarding by the start of the spring semester.

## Financial Aid Disbursement

**Book Accounts:** If you are eligible for a Federal Pell Grant or Direct Student Loan refund, you will be issued an STLCC Book Account. Once your financial aid award is complete, a book account will be authorized and a notification will be sent to your [my.stlcc.edu](mailto:my.stlcc.edu) student e-mail account. (Be sure it is activated.)

The authorized amount for books will appear in your Banner Self-Service personal account after **Aug. 7 for fall 2023** semester, and **Dec. 4, 2023 for spring 2024** semester (see page 4). Students can order books online at [stlcc.textbookx.com](https://stlcc.textbookx.com).

If you are eligible for financial aid, your final award will be based on the number of fundable hours in the degree program which you are registered in at the end of the third week of the semester. Aid will be applied to your account based on the number of classes you have been reported attending. If you are not reported attending all of your registered classes, then your financial aid award will be adjusted accordingly. You will owe for classes that you have not attended and failed to withdraw from in a timely manner.

If you are attending classes with various start dates, the first disbursement will be made based on the earliest date of documented attendance. Loans will not be released until you have been reported as attending at least six hours.

| Classes Beginning Fall 2023   |                 | Classes Beginning Spring 2024 |                  |
|-------------------------------|-----------------|-------------------------------|------------------|
| Aug. 21 and/or Sept. 18, 2023 | Oct. 16, 2023   | Jan. 16 and/or Feb. 5, 2024   | March 18, 2024   |
| Sept. 20, 2023*               | Oct. 17, 2023*  | Feb. 14, 2024*                | March 19, 2024*  |
| Sept. 22, 2023**              | Oct. 18, 2023** | Feb. 16, 2024**               | March 20, 2024** |

\* Federal Pell Grant and Direct Loan funds will begin to be applied to student accounts based on reported attendance.

\*\* Federal Pell Grants and Direct Loan refunds will begin to be released to students' STLCC OneCard based on reported attendance.

# Refunds

If you withdraw from a course prior to or during the early part of the semester, you may be eligible for a refund of fees based on the following schedule:

| For full-semester classes: | Fall 2023         | Spring 2024      |
|----------------------------|-------------------|------------------|
| 100% refund                | Aug. 27           | Jan. 22          |
| 80% refund                 | Sept. 1           | Jan. 26          |
| 50% refund                 | Sept. 8           | Feb. 2           |
| 0% refund                  | Sept. 9 and after | Feb. 3 and after |

### For summer 2023 and flex-schedule classes:

A 100 percent refund will be issued through the end of the week before class begins. All weeks end on a Friday.

| Length of course | 80% refund before the end of the | 50% refund before the end of the |
|------------------|----------------------------------|----------------------------------|
| 16 week session  | 2nd week of session              | 3rd week of session              |
| 15 week session  | 1st week of session              | 3rd week of session              |
| 14 week session  | 1st week of session              | 3rd week of session              |
| 13 week session  | 1st week of session              | 3rd week of session              |
| 12 week session  | 1st week of session              | 3rd week of session              |
| 11 week session  | 1st week of session              | 2nd week of session              |
| 10 week session  | 1st week of session              | 2nd week of session              |
| 9 week session   | 1st week of session              | 2nd week of session              |
| 8 week session   | 4th day of session               | 2nd week of session              |
| 7 week session   | 3rd day of session               | 1st week of session              |
| 6 week session   | 3rd day of session               | 1st week of session              |
| 5 week session   | 2nd day of session               | 1st week of session              |
| 4 week session   | 2nd day of session               | 1st week of session              |
| 3 week session   | 1st day of session               | 3rd day of session               |
| 2 week session   | 1st day of session               | 2nd day of session               |
| 1 week session   | 1st day of session               | None                             |

Refunds are normally processed within three weeks. If you have an outstanding debt with the College, a refund will be applied to that debt.

## Federal Financial Aid (Title IV) Recipients

Title IV of the Federal Higher Education Act (HEA) requires that students who receive federal grants (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant) and federal loans repay some of their federal financial aid if they do not attend class through 60% of the term. Most students who do not attend at least one class through the 60% point of the term will owe some of their Title IV aid back to the U.S. Department of Education. Visit [stlcc.edu/financialaid](http://stlcc.edu/financialaid) to learn more about the return of unearned Title IV funds as required by HEA Title IV law and regulations.

## Medical Appeals

Please visit [stlcc.edu/medicalappeal](http://stlcc.edu/medicalappeal) for detailed information.

## Active Duty Military Service

A refund for classes in progress will be issued to students forced to withdraw as a result of being called to active duty military service.

It is the responsibility of the student to complete withdrawal procedures and submit a copy of military orders during the affected semester.

For more information visit [stlcc.edu/veterans](http://stlcc.edu/veterans) on withdrawals and the College's policy concerning veterans.

## Purchase your course materials online

The STLC Online Bookstore operates completely online and can be visited at [stlcc.textbookx.com](http://stlcc.textbookx.com). Students log in with their school email account to see a personalized course page listing the courses they are registered for plus all assigned course materials. Ordering takes just five minutes and students can ship to their home or to campus while digital course materials access is emailed. Physical items typically arrive in 3-5 business days.

Students can visit the Online Bookstore website during registration to review what course materials are assigned to courses. It is recommended that students order textbooks closer to the start of each term, typically 3-4 weeks before classes begin.

### Florissant Valley Campus Store

314-513-4304 | Student Center (SC-100)

### Forest Park Campus Store

314-951-9893 | Student Center (SC-112)

### Meramec Campus Store

314-984-7660 | Student Center (SC-140)

### Wildwood Campus Store

636-422-2030 | Campus Lobby

**Please note:** textbooks are no longer sold on campus. The campus store sells a wide variety of STLC apparel, gifts, computers, and general school supplies.

# General Information

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## Academic Support

Peer and/or professional tutoring is available on all four campuses for various subjects. The Writing Centers on each campus also have fully-trained staff members available to critique papers, offer grammar assistance, assist with research and answer questions. Visit [stlcc.edu/academic-support](http://stlcc.edu/academic-support) for more information.

## Access Office – Disability Support Services

Support services for students with disabilities are available through campus Access offices. These services include:

- Coordination of accommodations for academics and programs/services
- Consultation with faculty and staff regarding accommodation needs as well as help with connecting to community professionals and agencies

To qualify for services, complete the online Application for Services and contact the Access office on the campus where you plan to attend (online students should contact online student services). Applications are accepted at any time during the semester, but the College recommends submitting requests as early as possible to allow time to make necessary arrangements prior to the start of classes. Accommodations are generally not provided retroactively, so it is important for you to begin the process as soon as you can. For more information, visit [stlcc.edu/disability](http://stlcc.edu/disability) or call the Access office (see pages 18 and 19).

## Athletics

STLCC is committed to providing quality, competitive athletic opportunities to enhance your educational experience. The STLCC Archers compete in the National Junior College Athletic Association and the Missouri Community College Athletic Conference. Student athletes have the opportunity to play the following sports: men's baseball, men's basketball, men's soccer, women's basketball, women's soccer, women's softball and women's volleyball. Any student who attends STLCC and meets the eligibility requirements may compete on these teams, regardless of which campus the student attends. Visit [stlcc.edu/athletics](http://stlcc.edu/athletics) to learn more about the STLCC Archers.

## Attendance

You are expected to attend classes. Excessive absences, as determined by the instructor, may result in a failing grade for any course.

## Campus Life

STLCC offers many opportunities to develop and expand your interests outside of the classroom. From clubs/organizations and Student Government, to civic engagement activities, community service projects, and more. Campus Life provides opportunities for you to connect with students that share your interests, showcase your leadership skills, and find your fit at STLCC. Visit [stlcc.edu/campus-life](http://stlcc.edu/campus-life) or stop by the Campus Life Office to learn more about these opportunities on your campus.

You can also visit [events.stlcc.edu](http://events.stlcc.edu) for a listing of campus events scheduled across the College.

## Campus Police

The primary purpose of the Campus Police department is to create a secure and safe environment for the College community through the protection of persons and property, and the preservation of peace and order on the campus. Campus Police are able to assist you with your vehicle-related issues such as lockouts and jump-starts, as well as provide safety escorts to your vehicle upon request. There is an emergency network of both external and internal phones on all campuses to provide instantaneous, 24-hour availability for communication with department personnel. Campus Police have immediate access to local police agencies to either report a crime or request assistance. In addition to use of the phone systems, you can also contact campus police in person or in writing. Regardless of how an incident is reported, Campus Police will conduct an investigation. Visit [stlcc.edu/need2know](http://stlcc.edu/need2know) for a copy of the College Crime Report (Clery Act Report).

Current STLCC campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus also are available.

## Child Care

STLCC helps connect students with child care grants and even offers a child development center for students to use. Visit [stlcc.edu/ccampus](http://stlcc.edu/ccampus) for more information about child care grants. Visit [stlcc.edu/childdevcenter](http://stlcc.edu/childdevcenter) to learn more about the STLCC Child Development Center located on the Florissant Valley campus.

## Clinical and Field Work

Some degree and certificate programs require you to obtain clinical or other field experience as part of your coursework. Students with criminal convictions or drug use may have difficulty progressing in these programs. Healthcare facilities, educational facilities and other field experience settings may mandate that a criminal background check and/or drug screening check (at your expense) be conducted prior to placement in a clinical or field setting. Not passing these checks may prohibit you from participating in the clinical or field experience, thus rendering you ineligible to satisfactorily meet the course/program requirements. Contact an student success advisor or the program chair/coordinator for more information.

## Confidentiality of Student Records

St. Louis Community College has a duty to maintain accurate and confidential student records. The College recognizes your rights to have access to your own educational records; moreover, the College limits such access by others in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. You may review your official educational records by submitting a written request to the Admissions and Enrollment Services office (see pages 18 and 19). If you wish to question the accuracy

# General Information

or appropriateness of your records, contact the Admissions and Enrollment Services office. With certain exceptions, records cannot be released without prior consent. If you do not want directory information released, you may complete the **Request to Prevent Disclosure of Directory Information** through Banner Self-Service.

Visit [stlcc.edu/need2know](https://stlcc.edu/need2know) for more information.

## Counseling

A staff of well-qualified counselors can assist you in dealing with issues that may come up while attending college. Counselors are available by appointment or as needed for a crisis situation. All services are free to STLCC students.

### Counselors can help you:

- Balance the roles of student, parent, spouse and/or employee.
- Manage stress and test anxieties.
- Resolve personal problems or issues that may be getting in the way of college success.

Visit [stlcc.edu/counseling](https://stlcc.edu/counseling) for more information

## Credit Transfer Policy

### To transfer courses to St. Louis Community College:

- Request official transcripts of previously earned credit from all colleges and universities attended be sent directly to the Registrar's office (5600 Oakland Ave, St. Louis, 63110). Hand-carried or faxed copies will not be accepted. You will be notified via your my.stlcc.edu student email when your transcript evaluation is complete. This process is required for all degree-seeking students.
- Transfer credit is not given for courses that are below 100-level; however, completion of such courses may serve as fulfillment of prerequisites for other courses. You should consult with the Academic Advising office for clarification.
- A transfer student may invoke the transfer appeals process to challenge an institutional decision on the acceptance of credits from regionally accredited Missouri public colleges and universities. Contact the Registrar's office for more information.

### To transfer courses to another institution:

- If you plan to transfer credits to another college or university, you should contact the college or university prior to enrollment. Course transferability is determined by the accepting institution. Visit [stlcc.edu/transferguides](https://stlcc.edu/transferguides) for more information.
- Please refer to the transcripts section for information on how to have your STLCC transcripts mailed.

## Graduation Applications

If you meet all graduation requirements for your declared major, the Registrar's office will notify you by email the first week of the term in which you will complete your degree requirements. Otherwise, you may complete the Application for Graduation

form (available at [stlcc.edu/gradprep](https://stlcc.edu/gradprep)). Submit the application to the districtwide Registrar's office by the priority deadline:

**Summer Graduation - June 20, 2023**

**Fall Graduation - October 1, 2023**

**Spring Graduation - March 1, 2024**

Applications received after the priority deadline will be processed, however, it is possible that your name may not be printed in the official commencement program. Visit [stlcc.edu/gradprep](https://stlcc.edu/gradprep) for more information about graduation requirements.

## Non-Credit Courses

Non-credit courses are offered through Continuing Education and are listed in a separate schedule Visit [stlcc.edu/ceschedule](https://stlcc.edu/ceschedule) to learn more.

If you are interested in upgrading your skills to advance your career, start your own business, develop a new hobby or simply learn something new, contact the Continuing Education office. Visit [stlcc.edu/ce](https://stlcc.edu/ce) for more information.

## Parking

Parking tags are required on all vehicles using campus parking facilities. Parking tags are available in the Campus Life office at Florissant Valley, Forest Park and Meramec, and the Student Services office at Wildwood. Parking tags are permanent and are to be kept from one semester to another. Accessible parking is available for students with physical disabilities who have state parking authorization.

## Service Learning

Service Learning/Civic Engagement is a teaching and learning method of action and reflection that connects your academic study with problem-solving experiences in local community settings using the community as a textbook. If you are interested in learning more about the program, visit [stlcc.edu/servicelearning](https://stlcc.edu/servicelearning) contact the Service Learning/Civic Engagement coordinator on your campus.

## Sexual Assault, Harassment, Relationship Violence and Stalking

St. Louis Community College is committed to the safety and well-being of all students, and has no tolerance for sexual harassment, sexual assault, relationship violence or stalking. Complaints about these matters will be responded to promptly and equitably.

If you have been a victim or witness behavior of this kind, please report it immediately online or by contacting the Title IX Investigator on your campus. Campus Police are available to intervene if there are threats to individual or community safety. The College can provide support and take steps to prevent future occurrences. New students must complete online training - Preventing Sexual Misconduct at STLCC, which can be accessed through Blackboard. Visit [stlcc.edu/titleix](https://stlcc.edu/titleix) to learn more.

# General Information

## Student Rights and Responsibilities- Student Conduct and More

Upon enrolling in the College, you assume an obligation to conduct yourself in a manner compatible with the College's function as an educational institution, and to obey the laws enacted by federal, state and local governments. If you neglect or ignore this obligation, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Visit [stlcc.edu/conduct](https://stlcc.edu/conduct) for more information on the Student Rights, Responsibilities and the student conduct process.

## Tobacco-Free Policy

The College is committed to providing an environment that is safe and healthy. Use of tobacco products, illegal substances and all forms of electronic smoking devices are prohibited on all College property and in all College vehicles. There are no designated smoking areas within the property boundary. Violators may receive disciplinary action.

## Transcripts

Visit [stlcc.edu/registrar](https://stlcc.edu/registrar) to request transcripts

A fee is charged for each transcript requested. An additional fee may be required for expedited requests. Unofficial transcripts are available through Banner Self-Service (current students only) and in person at an Admissions and Enrollment Services office or Academic Advising office.

## Unattended Children

You are not permitted to bring children to class; nor should children be left unattended in the halls, offices, library, Student Center or outside on campus property. The College reserves the right to protect the safety and welfare of unattended children and will institute appropriate action.

## U-Pass

All credit-seeking students at St. Louis Community College are eligible for an Universal Pass (U-Pass) to ride the MetroBus and MetroLink. The U-Pass is valid throughout the semester. You must be a currently enrolled credit student taking at least one credit hour to be eligible for U-Pass. U-Pass is paid through your College activity fee and is available at no extra cost. Visit [stlcc.edu/u-pass](https://stlcc.edu/u-pass) for more information.

## Veterans' Education Benefits

If you wish to use eligible veterans education benefits, you must contact the Veterans School Certifying Official on your campus. If you use veterans education benefits, you must have degree-seeking student status and must declare a program of study. Visit [stlcc.edu/veterans](https://stlcc.edu/veterans) for more information.

# STLCC Alerts

St. Louis Community College shares important information regarding campus emergencies, closures, delays and cancellations via email, text, and/or text-to-voice messaging.

All STLCC employees and credit students are automatically set up to receive STLCC Alerts.

You are encouraged to verify your phone numbers and manage your text and text-to-voice preferences in Banner Self-Service. Parents and community members are also welcome to sign up for STLCC Alerts. Visit [stlcc.edu/alerts](https://stlcc.edu/alerts) for details.



# Areas of Interest and Programs of Study

## Science, Technology, Engineering and Math (STEM)



Biotechnology (AAS, CS)  
CISCO Networking Academy: CCNA (CS)  
CompTIA A+ (CS)  
CompTIA A+ and Security+ (CS)  
Cybersecurity (AAS, CP)  
Database Developer (CP)  
Electrical/Electronic Engineering Technology (AAS)  
Engineering Science (AS)  
Engineering Technology (AAS)  
Horticulture (AAS, CP)  
IT Help Desk/End User Support (CS, AJT)  
Life Science Lab Assistant (CS, AJT)  
Network Engineering (AAS, CS)  
Software Developer (AAS)  
Web Developer (CS)

## Advanced Manufacturing, Industrial Occupations and Transportation



Automotive Technology (AAS, CP, CS)  
Biomedical Electronics Technology (CP)  
Boeing Pre-Employment Training (AJT)  
CDL-A Professional Truck Driving (AJT)  
Certified Welding Technician (AJT)  
Computer Aided Design (CS)  
Computer Integrated Manufacturing (AAS)  
Diesel Technology (AAS, CP, CS)  
HVAC Operator I Technical Training (AJT)  
Industrial Maintenance Technician (AJT)  
Missouri Manufacturing Technician I (AJT)  
Precision Machining Technology (CS, AJT)  
Skilled Trades Industrial Occupations Technology (AAS, CS)

## General Transfer Studies, Associate in Arts

St. Louis Community College offers a General Transfer Studies (GTS), Associate in Arts (AA) degree for students wanting to complete their first two years at STLCC with the goal of transferring to a four-year college or university.

## CORE 42 Guaranteed Transferability

CORE 42 guarantees transferability of all Missouri Transfer (MOTR) classes to all public colleges and universities in Missouri providing a seamless one-to-one transfer of core education credit hours. Save money and come learn why more students transfer from STLCC to public four-year institutions in Missouri than any other Missouri community college.

Visit [stlcc.edu/CORE42](http://stlcc.edu/CORE42) to learn more.

## Education, Public Service and Social Sciences



Addictions Study (CS)  
Behavioral Health Support (AAS)\*  
Child and Family Development (AAS)  
Community Health Worker (AJT)  
Criminal Justice (AAS, CP)  
Human Services (AAS)  
Legal Studies for the Paralegal (AAS, CP)  
Teaching (AAT)

## Communication, Design and Creative Arts



Deaf Communication Studies:  
American Sign Language (CP)  
Deaf Communication Studies: Interpreter Education (AAS)  
General Fine Arts (AFA)  
Graphic Communications (AAS, AFA)  
Interior Design (AAS)  
Photography (AFA)

## Degree and Certificate Abbreviations

**AA:** Associate in Arts Degree

**AAS:** Associate in Applied Science Degree

**AAT:** Associate of Arts in Teaching Degree

**AFA:** Associate in Fine Arts Degree

**AJT:** Accelerated Job Training

**AS:** Associate in Science Degree

**BS:** Bachelor of Science

**CP:** Certificate of Proficiency

**CS:** Certificate of Specialization

## Health Professions



Central Sterile Processing (AJT)  
Clinical Coding (CP, AJT)  
Clinical Laboratory Technology (AAS)\*  
Dental Hygiene (AAS)\*  
Diagnostic Medical Sonography (CP)\*  
Emergency Medical Technology (CS)\*  
Funeral Service Education (AAS)\*  
Health Information Management (AAS)  
Medical Assistant (AJT)  
Nursing (AAS)\*  
Occupational Therapy Assistant (AAS)\*  
Paramedic Technology (AAS, CP)\*  
Patient Care Technician (AJT)  
Physical Therapist Assistant (AAS)\*  
Radiologic Technology (AAS)\*  
Respiratory Care (AAS)\*  
Respiratory Care (BS)\*\* \*\*  
Surgical Technology (AAS)\*

## Business, Culinary Arts and Hospitality



Accounting (AAS, CP)  
Baking and Pastry Arts (AAS)  
Business Administration (AA)  
Computer Accounting Technology (CS)  
Culinary Arts (AAS)  
Hospitality Management (AAS)

Visit [stlcc.edu/areasofinterest](http://stlcc.edu/areasofinterest) to view current programs and locations.

\* Students applying for a Selective Admissions Program with selective admissions criteria may be required to take additional tests for admission purposes and/or meet certain requirements to be admitted to the program. Visit [stlcc.edu/selectiveadmissions](http://stlcc.edu/selectiveadmissions) for more information.

\*\* The Respiratory Care Bachelor of Science degree begins fall of 2023.



# Personal Development Plan

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Use this personal development plan to create, follow and make progress at STLCC. You are encouraged to complete your plan during your first semester. Review your plan regularly to ensure that you are on track to achieve your educational goals.

If you need assistance during your studies, connect with STLCC's support network. Refer to pages 18-19 for contact information.

**What is my goal?**

**Why do I want to do it?**

**When will I achieve it?**

**How will I do it?**

**How will I measure my success?**

**What am I good at?**

**What would I like to be better at?**

**What would I like to know more about?**

**What kind of skills I would like to have?**

## Contact Information

\* Disclaimer: hours maybe effected due to COVID-19 and may change. \*

| Department Name   | Florissant Valley   | Forest Park  | Harrison Education Center   |
|---|---|--|---|
| <b>Access Office,<br/>Disability Support Services</b><br><a href="http://stlcc.edu/disability">stlcc.edu/disability</a>         | 314-513-4551<br>Upper Level, Student Center<br>Mon-Tues 8 am – 6 pm, Wed-Thurs<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm<br>Evenings available by appointment | 314-644-9039<br>W-223<br>Mon-Tues 8 am – 6 pm, Wed-Thurs<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm                                 | 314-763-6000<br>Reception Desk<br>Mon-Tues 8 am – 6 pm, Wed-Thurs<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm                                 |
| <b>Academic, Career and<br/>Transfer Advising</b><br><a href="http://stlcc.edu/advising">stlcc.edu/advising</a>                 | 314-539-5465<br>1st Floor, Administration<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm  | 314-539-5465<br>SC-200<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm  | 314-539-5465<br>Reception Desk<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   |
| <b>Academic Support Center</b><br><a href="http://stlcc.edu/academicsupport">stlcc.edu/academicsupport</a>                      | 314-513-4210<br>IR-113  | 314-644-9270<br>Forest Park Library  | 314-763-6000  |
| <b>Admissions and<br/>Enrollment Services</b><br><a href="http://stlcc.edu/enrollmentservices">stlcc.edu/enrollmentservices</a> | 314-539-5005<br>1st Floor, Administration<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm  | 314-539-5005<br>SC-100<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm  | 314-539-5005<br>Reception Desk<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   |
| <b>Campus Store</b><br><a href="http://stlcc.edu/bookstores">stlcc.edu/bookstores</a>   | 314-513-4304<br>Lower Level, Student Center<br>Mon-Thu 7:30 am – 7 pm<br>Fri 7:30 am – 2 pm   | 314-951-9893<br>SC-113<br>Mon-Thu 8 am – 7 pm<br>Fri 8 am – 2 pm   | 314-763-6040<br>Mon-Thu 8 am – 2 pm   |
| <b>Campus Life</b><br><a href="http://stlcc.edu/campuslife">stlcc.edu/campuslife</a>  | 314-513-4294<br>Upper Level, Student Center<br>Mon-Thu 8 am – 5 pm<br>Fri 9 am – 4:30 pm  | 314-644-9138<br>SC-101A<br>Mon-Thu 8 am – 5 pm<br>Fri 9 am – 4:30 pm   | 314-644-9138<br>Forest Park, SC-101A<br>Mon-Thu 8 am – 5 pm<br>Fri 9 am – 4:30 pm   |
| <b>Cashier's Office</b><br><a href="http://stlcc.edu/cashier">stlcc.edu/cashier</a>   | 314-539-5015<br>2nd Floor, Administration<br>Mon-Thu 8 am – 5 pm<br>Fri 8 am – 4:30 pm  | 314-539-5015<br>SC-119<br>Mon-Thu 8 am – 5 pm<br>Fri 8 am – 4:30 pm  | 314-763-6010<br>Reception Desk<br>Mon-Fri 9 am – 4 pm   |
| <b>Counseling</b><br><a href="http://stlcc.edu/counseling">stlcc.edu/counseling</a>   | 314-513-4252<br>Upper Level, Student Center<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 5 pm, Fri 9 am – 4:30 pm  | 314-644-9251<br>SC-200<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 5 pm, Fri 8 am – 4:30 pm                                      | 314-763-6015<br>Reception Desk<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 5 pm, Fri 8 am – 4:30 pm                                       |
| <b>Financial Aid</b><br><a href="http://stlcc.edu/financialaid">stlcc.edu/financialaid</a>                                      | 314-513-4231<br>2nd Floor, Administration<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm  | 314-644-9979<br>SC-108<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm  | 314-763-6011<br>Reception Desk<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   |
| <b>Online College</b><br><a href="http://stlcc.edu/online">stlcc.edu/online</a>   | online@stlcc.edu<br>314-539-5037  | online@stlcc.edu<br>314-539-5037   | online@stlcc.edu<br>314-539-5037  |
| <b>Registrar's Office</b><br><a href="http://stlcc.edu/registrar">stlcc.edu/registrar</a>                                       | 314-539-5159<br>Mon-Fri 8 am – 4 pm   | 314-539-5159<br>Mon-Fri 8 am – 4 pm  | 314-539-5159<br>Mon-Fri 8 am – 4 pm   |
|   | Order transcripts at <a href="http://stlcc.edu/transcript">stlcc.edu/transcript</a> or in person at 5600 Oakland Ave., St. Louis, MO 63110                |  |   |
| <b>Student Assistance Program</b><br><a href="http://stlcc.edu/sap">stlcc.edu/sap</a>   | 314-513-4565<br>SC 257<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm  | 314-644-9027<br>SC 215<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm                                   | 314-644-9027<br>(FP) SC 213 & 215<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm                                 |
| <b>Testing Centers</b><br><a href="http://stlcc.edu/testingcenters">stlcc.edu/testingcenters</a>                                | 314-513-4292<br>1st Floor, Administration<br>Mon-Thu 8 am – 6 pm, Fri 9 am –<br>4:30 pm. All testing will be stopped<br>15 minutes before closure.        | 314-644-9233<br>W-226<br>Mon-Thu 8 am – 6 pm, Fri 9 am –<br>4:30 pm. All testing will be stopped<br>15 minutes before closure. | 314-763-6000<br>Reception Desk<br>Mon-Thu 8 am – 6 pm, Fri 9 am –<br>4:30 pm. All testing will be stopped<br>15 minutes before closure. |
| <b>Veterans Services</b><br><a href="http://stlcc.edu/veterans">stlcc.edu/veterans</a>  | 314-513-4247<br>1st Floor, Administration<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm  | 314-644-9104<br>SC-100A<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   | 314-644-9104<br>(FP) SC-100A<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   |

# Contact Information

*\* Disclaimer: hours maybe effected due to COVID-19 and may change. \**

| Department Name   | Meramec   | Wildwood   | South County  |
|---|---|--|---|
| <b>Access Office,<br/>Disability Support Services</b><br><a href="http://stlcc.edu/disability">stlcc.edu/disability</a>                   | 314-984-7673<br>1st Floor, Clark Hall (Administration)<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm  | 636-422-2000<br>Student Services Center<br>Mon 8 am – 4:30 pm,<br>Tue 9:30 – 6 pm, Wed-Thu<br>8 am – 4:30pm, Fri 9 am – 4:30 pm                  | 314-984-7200<br>Mon, Wed, Thu 8 am – 4:30 pm<br>Tue 11 am – 7 pm<br>Fri 9 am – 4:30 pm                                |
| <b>Academic, Career and<br/>Transfer Advising</b><br><a href="http://stlcc.edu/advising">stlcc.edu/advising</a>                           | 314-539-5465<br>2nd Floor, Clark Hall (Administration)<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   | 636-539-5465<br>Student Services Center<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   | 314-539-5465<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   |
| <b>Academic Support Center</b><br><a href="http://stlcc.edu/academicsupport">stlcc.edu/academicsupport</a>                                | 314-984-7877<br>2nd Floor, Meramec Library  | 636-422-2000<br>Room 105   | 314-984-6758  |
| <b>Admissions and<br/>Enrollment Services</b><br><a href="http://stlcc.edu/enrollmentservices">stlcc.edu/enrollmentservices</a>           | 314-539-5005<br>1st Floor, Clark Hall (Administration)<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   | 314-539-2000<br>Student Services Center<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   | 314-539-7200<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   |
| <b>Bookstore</b><br>Call for extended hours<br>during peak registration<br><a href="http://stlcc.edu/bookstores">stlcc.edu/bookstores</a> | 314-984-7660<br>1st Floor, Student Center<br>Mon-Thu 8 am-7 pm<br>Fri 8 am-2 pm   | 636-422-2030<br>1st Floor, 108<br>Mon-Thu 7:30 am-7 pm<br>Fri 7:30 am-2 pm   | 314-984-7229<br>Mon-Thu 8 am-2 pm   |
| <b>Campus Life</b><br><a href="http://stlcc.edu/campuslife">stlcc.edu/campuslife</a>  | 314-984-7641<br>Student Center 221<br>Mon-Tue 8 am – 7 pm,<br>Wed 8 am – 5 pm, Fri 8 am – 4 pm  | 636-422-2000<br>Student Services Center<br>Mon-Thu 8 am – 7 pm<br>Fri 9 am – 4:30 pm   | 314-984-7200<br>Mon-Thu 8 am – 7 pm<br>Fri 9 am – 4:30 pm   |
| <b>Cashier's Office</b><br><a href="http://stlcc.edu/cashier">stlcc.edu/cashier</a>   | 314-539-5015<br>1st Floor, Clark Hall (Administration)<br>Mon-Thu 8 am – 5 pm<br>Fri 8 am – 4:30 pm   | 636-422-2000<br>Student Services Center<br>Mon-Thu 8 am – 7 pm<br>Fri 9 am – 4 pm  | 314-984-7200<br>Mon-Thu 8 am – 7 pm<br>Fri 9 am – 4:30 pm   |
| <b>Counseling</b><br><a href="http://stlcc.edu/counseling">stlcc.edu/counseling</a>   | 314-984-7423<br>2nd Floor, Clark Hall (Administration)<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 5 pm, Fri 9 am – 4:30 pm   | 636-422-2000<br>Student Services Center<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 5 pm, Fri 9 am – 4:30 pm                                       | 314-984-7575<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 5 pm, Fri 9 am – 4:30 pm                                       |
| <b>Financial Aid</b><br><a href="http://stlcc.edu/financialaid">stlcc.edu/financialaid</a>  | 314-984-7650<br>1st Floor, Clark Hall (Administration)<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   | 636-422-2000<br>Student Services Center<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   | 314-984-7200<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   |
| <b>Online College</b><br><a href="http://stlcc.edu/online">stlcc.edu/online</a>   | online@stlcc.edu<br>314-539-5037  | online@stlcc.edu<br>314-539-5037   | online@stlcc.edu<br>314-539-5037  |
| <b>Registrar's Office</b><br><a href="http://stlcc.edu/transcript">stlcc.edu/transcript</a>   | 314-539-5159<br>Mon-Fri 8 am – 4 pm<br><br>Order transcripts at <a href="http://stlcc.edu/transcript">stlcc.edu/transcript</a> or in person at 5600 Oakland Ave., St. Louis, MO 63110 | 314-539-5159<br>Mon-Fri 8 am – 4 pm  | 314-539-5159<br>Mon-Fri 8 am – 4 pm   |
| <b>Student Assistance Program</b><br><a href="http://stlcc.edu/sap">stlcc.edu/sap</a>   | 314-984-7877<br>1st Floor, Clark Hall (Administration)<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm  | 636-422-2011<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm   | 314-984-6758<br>Student Services 108<br>Mon-Tue 8 am – 6 pm, Wed-Thu<br>8 am – 4:30 pm, Fri 9 am – 4:30 pm            |
| <b>Testing Centers</b><br><a href="http://stlcc.edu/testingcenters">stlcc.edu/testingcenters</a>  | 314-984-7596<br>Communications North 122<br>Mon-Thu 8 am – 6 pm, Fri 9 am –<br>4:30 pm. All testing will be stopped<br>15 minutes before closure.                                     | 636-422-2000<br>Student Services Center<br>Mon-Thu 8 am – 6 pm, Fri 9 am –<br>4:30 pm. All testing will be stopped<br>15 minutes before closure. | 314-984-7200<br>Mon-Thu 8 am – 6 pm, Fri 9 am –<br>4:30 pm. All testing will be stopped<br>15 minutes before closure. |
| <b>Veterans Services</b><br><a href="http://stlcc.edu/veterans">stlcc.edu/veterans</a>  | 314-984-7664<br>Room SC 196, Student Center<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm  | 636-422-2000<br>Student Services Center<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   | 314-984-7664<br>(MC) Room SC-196<br>Mon-Thu 8 am – 6 pm<br>Fri 9 am – 4:30 pm   |

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## St. Louis Community College's campuses, education centers and support facilities:

|                                   |  |  |  |   |
|-----------------------------------|--|--|--|---|
| <b>Campuses</b>                   | <b>Florissant Valley</b><br>3400 Pershall Road<br>Ferguson, MO 63135               | <b>Forest Park</b><br>5600 Oakland Ave.<br>St. Louis, MO 63110                       | <b>Meramec</b><br>11333 Big Bend Road<br>St. Louis, MO 63122 | <b>Wildwood</b><br>2645 Generations Drive<br>Wildwood, MO 63040 |
| <b>Education Centers</b>          | <b>South County</b><br>4115 Meramec Bottom Road<br>St. Louis, MO 63129             | <b>William J. Harrison Education Center</b><br>3140 Cass Ave.<br>St. Louis, MO 63106 |  |   |
| <b>Workforce Training Centers</b> | <b>Center for Workforce Innovation</b><br>3344 Pershall Road<br>Ferguson, MO 63135 | <b>Corporate College</b><br>3221 McKelvey Road<br>Bridgeton, MO 63044                |  |   |