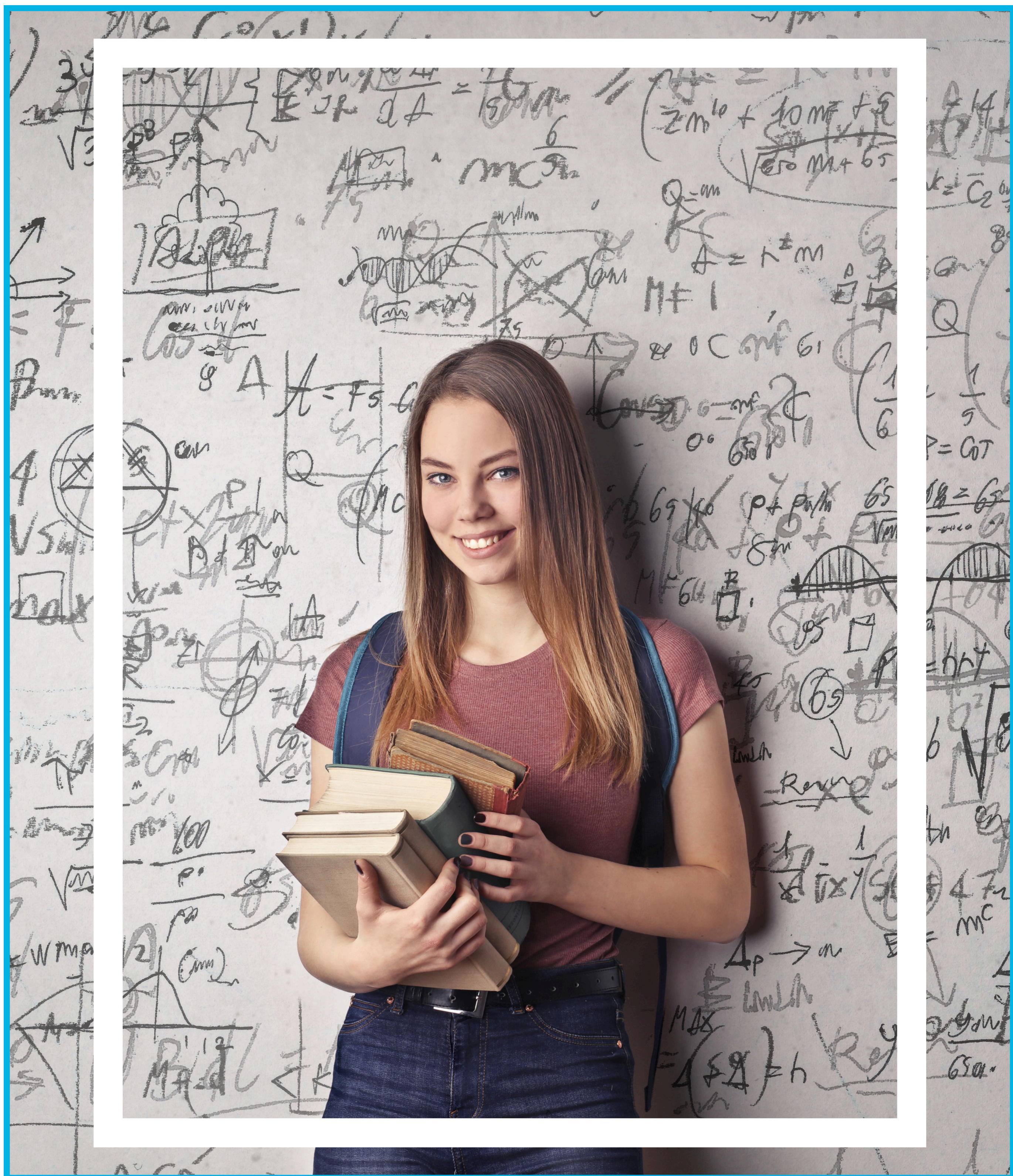


DUAL CREDIT

STUDENT HANDBOOK



2026-2027



St. Louis Community College
Expanding Minds. Changing Lives.

Table of Contents

About St. Louis Community College (p. 3)

Dual Credit Overview (p. 4-5)

What is Dual Credit ?

What is CORE42?

Why Dual Credit?

Academic & Behavioral Standards (p. 6)

FERPA

ADA

Academic Honesty

Plagiarism

Academic Advising (p.7 - 11)

College Programs of Study

Course Load

Grading Standards

Transfer to Four Year Colleges and Universities

Course Cancellations

Impact of DC Courses on Future Financial Aid

Dual Credit Enrollment (p.12 - 23)

Student Eligibility

Course Prerequisites

Applying to St. Louis Community College

Class Registration

Paying Tuition

Withdrawing from a Class

Transferring Credit

Academic and Student Support Resources

Contact Us (p. 24)



About St. Louis Community College

MISSION

Empowering students. Expanding minds. Changing lives.

VISION

St. Louis Community College will be a national leader and model institution for inclusive and transformative education that strengthens the communities we serve through the success of our students.

CORE VALUES

- **Students First:** Everything we do supports student success and removes barriers.
- **Respect for All:** We promote equitable treatment and respectful discourse in all interactions with students, each other, and the community.
- **Integrity:** We act with honesty, trustworthiness, and ethical behavior.
- **Collaboration:** Working collectively, we achieve more than working individually or within separate groups.
- **Data Informed:** We make decisions in the best interests of students and the institution based on reliable data.

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 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.

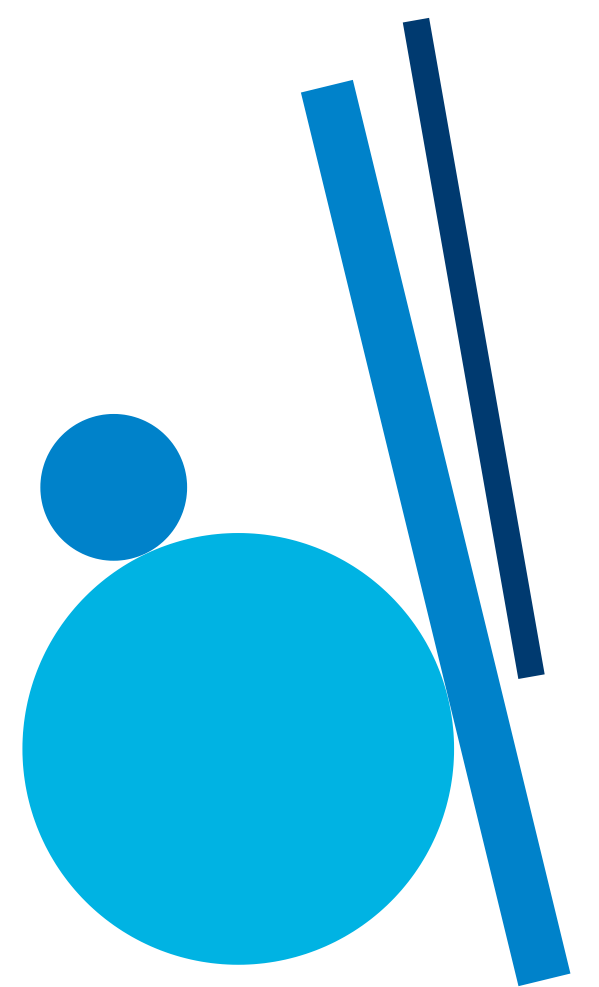
What is Dual Credit?

Dual credit classes are **college credit-bearing classes taught by high school teachers**, usually at your high school. These classes align with classes taught on St. Louis Community College (STLCC) campuses. This ensures you're getting a college-level experience that conveniently fits in your schedule.

Dual credit students are **real STLCC students** and have access to the same STLCC student resources that other students enjoy, including access to our libraries, free tutors, and the Writing Center, with just two exceptions. Dual credit students are not eligible for STLCC sports teams and are not able to access STLCC-provided counseling services.

What is CORE 42?

CORE 42 is the general education framework that assigns a group of lower-division core curriculum course Missouri Transfer (MOTR) numbers and guarantees transferability to all public colleges and universities in Missouri. For St. Louis Community College, students can easily identify MOTR courses in the course description. The goal of the CORE 42 is to provide seamless transfer of credit hours to four-year institutions. Individual courses in the CORE 42 framework are **guaranteed to transfer one-to-one at any public college or university in Missouri**.



Why Dual Credit?



Save Money

At just \$25/credit hour, STLCC's dual credit tuition rate is the lowest in the region. Most college classes are 3 credit hours, meaning you'd pay just \$75 for a full college class.



Save Time

You will have a headstart on completing a two- or four-year degree after high school by taking dual credit classes.



Strengthen Applications

Taking dual credit classes shows colleges and universities that you know how to manage the increased challenge and rigor.



St. Louis Community College
Expanding Minds. Changing Lives.

Academic & Behavioral Standards

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 was passed to ensure that student records were only accessed by the student and authorized parties. Dual Credit students are enrolled STLCC students, which means student grades, academic progress, as well as all other records must only be accessed by the student. Anyone else who wants access to individual student records must be given authorization in writing by the student to the College.

ADA

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.

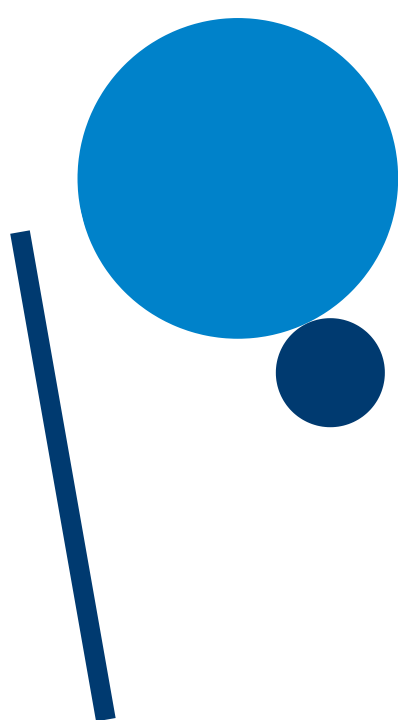
Academic Honesty

Students are expected to do their own original work to the best of their abilities in any class they take. By submitting original work, students comply with the standard of Academic Honesty. Those who are guilty of Academic Dishonesty will be subject to serious disciplinary action that could include being dropped from a course and other related, appropriate punitive measures.

Plagiarism

Plagiarism is the unacknowledged borrowing of words or ideas. It is a serious violation of academic honesty. Examples include:

- Inserting another's work directly into your paper and submitting it as your own
- Purchasing a service that creates assignments and submitting it as your own



Academic Advising At STLCC

Academic advising is an important part of your success at St. Louis Community College (STLCC). Advisors can help you understand your program requirements, select appropriate courses, plan your schedule, and stay on track toward graduation or transfer. Students are encouraged to meet with an advisor regularly and take an active role in planning their education.

Academic Advising

Meet with an advisor regularly to review your academic progress!

- Use your degree audit and academicmap to track your progress.
- Ask questions about prerequisites, placement, graduation requirements, and transfer options.
- Discuss any academic concerns with your advisor before they affect your progress or financial aid.
- Students planning to transfer should discuss their goals with an advisor early in their college career.

College Programs of Study

Your program of study identifies the degree or certificate you are working toward and the courses required to complete it. Choosing a program early can help you select courses that apply toward your educational goals and avoid taking unnecessary classes.

- Review your program requirements with an advisor.
- Become familiar with the courses required for your degree or certificate.
- Pay attention to course sequences and prerequisites.
- Use your degree audit to monitor completed and remaining requirements.
- If you are undecided about a major or career, an advisor can help you explore different programs.
- If you plan to transfer, identify your intended four-year college or university and discuss its requirements with an advisor.

Course Load

Your course load refers to the number of credit hours in which you are enrolled. At STLCC, students taking 12 or more credit hours are considered full-time. A typical full-time course load is 12–18 credit hours for a college student. Dual Credit students may take less credit hours than this. Be mindful of the cost to attend courses, the cost that scholarships cover, or if your high school covers the cost to attend STLCC.

A heavier course load may allow you to complete your program more quickly, but taking too many courses can make it difficult to maintain strong academic performance. Choose a schedule that is challenging but manageable for your circumstances.

Plan to spend approximately two hours studying outside of class for every credit hour. For example, 15 credit hours may require about 30 hours of study and preparation each week.

Grading Standards

STLCC generally uses a letter-grade system in which grades are assigned points that contribute to your grade point average (GPA). Understanding how grades affect your GPA and academic progress can help you make informed decisions about your courses.

Grading Symbols	Grade Points	Percentages
A	4	Excellent
B	3	Above Average
C	2	Average
D	1	Below Average
F	0	Failing

How GPA Is Calculated

Cumulative grade point average (GPA) is determined by multiplying the number of grade points for each grade (A, B, C, D) in a course at the college by the number of semester hours for that course, then dividing the total by the number of semester hours attempted. Transfer coursework is not included in your overall GPA.

Grades: Not Computed in Grade Point Average

I—Incomplete

This grade will normally indicate a situation in which the student has satisfactorily completed a major portion of the work and for reasons considered by the instructor to be beyond the student's control is prevented from completing required course work during the regular College term.

The student must complete the outstanding course work in a time frame established by the instructor, up to one calendar year, in order for the I to be changed to a letter grade. Student and instructor must enter into a written agreement describing the work to be completed, the grading criteria, and the time frame for completion.

Upon satisfactory completion of all work by the student, the instructor will initiate an appropriate grade change. After one year, if all requirements are not met, the I will automatically change to a permanent grade of F on the student's academic record. With the consent of the instructor, the one-year limit may be extended by the instructor, the department chair, or the dean. The written agreement must be given to the department chair, who, if an instructor leaves the employ of St. Louis Community College will assure evaluation of any work that might be completed.

PR—Progress Re-enroll

Students making progress but not successfully completing course material may be awarded a grade of PR at discretion of the instructor. A PR grade represents no credits earned and will carry no grade point value. Students receiving PR grades may be permitted to re-enroll in the course or courses involved but must pay maintenance fees again. The PR grade is only available to courses below 100-level, PRD courses, and skills courses specifically approved by the district curriculum committee.

R—Credit for Prior Learning

A grade to signify that credit has been earned by examination in situations in which the awarding of letter grades seems inappropriate. It does not count toward the residency requirement for graduation.

T—Audit

A grade indicating enrollment with no intent to earn credit and with no implication concerning class attendance or skill accomplishment. This grade does not affect GPA. Auditing students must still pay tuition, meet prerequisites and follow course requirements. Changes between audit and credit must be made during the 50% refund period.

S—Satisfactory

A grade indicating the award of credit. S grades may be awarded only in courses approved for this purpose under guidelines developed by the College. The earned credit(s) counts toward graduation but is not used in grade point average calculations.

U—Unsatisfactory

A grade indicating the award of no credit and no grade points.

W—Withdrawal—

A grade of W will be issued if a student initiates and completes the course withdrawal process by the end of the 12th week of the regular semester or corresponding times during other terms. Under rare and extenuating circumstances, the instructor or appropriate administrator may initiate a withdrawal on the student's behalf.

It does not affect GPA, but excessive withdrawals may impact academic standing or financial aid eligibility.

NG—No Grade

This is a temporary designator that the instructor has not assigned a grade.

Transfer to Four-Year Colleges and Universities

At St. Louis Community College, success means more than just attending—it means completing your program with purpose. But stopping at 42 credits can limit your options. We encourage students to complete 60 credit hours for an associate degree or earn a credential before transferring. Doing so strengthens transfer opportunities, increases access to financial aid and scholarships, and sets you up for long-term success.

Don't just take classes. Finish strong. Earn your degree. Invest in your future.

To further support your educational goals, we have transfer agreements with partner colleges and universities. Work with your STLCC advisor to learn more about the transfer process.

Visit this webpage for more information on transferring STLCC courses to a different institution.

Course Cancellations

St. Louis Community College (STLCC) cancels low-enrollment courses prior to term starts or closes all classes during severe weather emergencies. Students enrolled in canceled sections or affected by weather closures receive direct notifications via the ReGroup app, student email, the STLCC Website, or the emergency hotline at 314-539-5454

Impact of Dual Credit Classes on Future Financial Aid

Taking dual credit classes can affect your future financial aid because the credits and grades you earn may become part of your permanent college academic record. When you later apply for federal financial aid, your academic history may be reviewed to determine whether you are meeting Satisfactory Academic Progress (SAP) requirements, which generally consider your GPA and progress toward completing a degree. Dual credit coursework can also affect the number of credits you have already earned, which may be important when determining your remaining eligibility for certain types of financial aid. Students should keep records of their dual credit coursework and speak with a financial aid advisor before enrolling in additional courses or making decisions that could affect their future aid eligibility.

Student Enrollment

Eligibility

Students must be in 10th, 11th or 12th grade, with a cumulative, unweighted GPA of 2.0+ to be eligible to participate in STLCC's dual credit program.

Tuition & Scholarships

STLCC dual credit courses cost **\$25 per credit hour**. The MTH 140 course has a special price and is just a flat fee of \$25.

[Jump Start to College Scholarship](#)

The Jump Start to College scholarship is automatically granted to students who are free/reduced lunch eligible and who have a 2.6 GPA or higher. The scholarship covers up to 6 credit hours of dual credit tuition per semester. Students are automatically identified, and the scholarship is automatically applied. No separate application process is required.

[STLCC Dual Credit/Dual Enrollment Scholarship](#)

Limited funding is available through the STLCC Foundation to support high school students with financial need, participating in dual credit and dual enrollment programs. Students are encouraged to submit an [online application form](#) as soon as need is identified. Funding is not guaranteed, and funding cannot be used for courses and fees that would normally be covered by the school district.

Students must be able to demonstrate financial need by meeting the qualifications for free/reduced lunch status. Students who fall into this category will already be eligible for six credit hours of dual credit coursework through the College's Jump Start to College Scholarship. As such, students should only apply to this scholarship if they are taking more than 6 credit hours of dual credit courses in a given semester.

[High School Scholarships](#)

Some high school partners cover the full cost of students' dual credit tuition, making dual credit classes free for students to access. If you are unsure if your school covers students' tuition, please contact your district's STLCC liaison or DCEP coordinator.

[State Scholarship](#)

High school juniors and seniors may be eligible to receive a scholarship that covers the tuition and fees for their dual credit or dual enrollment courses. To qualify, students must be taking dual credit or dual enrollment courses from a Missouri college or university and meet the program's eligibility criteria. Awards will be prioritized based on financial need determined by adjusted gross income from the most recent tax year. The application can be found on the [Missouri Department of Higher Education & Workforce Development website](#).

Course Prerequisites

Dual credit students must satisfy the same course prerequisites required of non-dual credit students. These prerequisites are outlined in the college catalog. The majority of these course prerequisites are Reading Proficiency, ENG 101 placement, and math placement. Details of how students may meet these requirements are below.

Reading Proficiency

*Students must satisfy one of the following:

- ACT Reading Subscore: 18 or higher
- SAT EBRW Subscore: 500 or higher
- ACCUPLACER Reading Subscore: 250 or higher
- Score 3 or higher on an AP test
- Earn a passing grade in a non-math, college course
- High School Coursework:
 - Last two years of high school English grades averaged B or better OR
 - Last year of high school English grades averaged A AND have a 2.5 GPA or higher
- GPA of 2.6 or higher and counselor grants written permission after reviewing all available data

English 101 Placement

*In addition to meeting one of the following criteria, students must also meet Reading Proficiency to be eligible for ENG 101

- ACT English Subscore: 18 or higher
- SAT EBRW Subscore: 500 or higher
- ACCUPLACER Writing Subscore: 250 or higher
- High School Coursework:
 - Last two years of high school English grades averaged B or better OR
 - Last year of high school English grades averaged A AND have a 2.5 GPA or higher

Course Prerequisites

Math Placement

Math placement is complex and can depend on a variety of factors. STLCC is currently accepting high school class history as sufficient evidence of math placement, along with standardized test scores. Details of how students can satisfy pre-requisite requirements for each of our dual credit math courses can be found in the chart below. Please note, students only need to meet one of the course's math placement requirements, along with Reading Proficiency, to be eligible to register.

MTH 140: Intermediate Algebra Reading Proficiency (No math placement required when taken as dual credit.)	MTH 160: Precalculus Algebra Reading Proficiency and one of the following: • ACT Math: 22 or higher • SAT Math: 540 or higher • Advanced Algebra Accuplacer: 231 or higher • High School Math Class: B or higher in Algebra II • C or higher in STLCC's MTH 140
MTH 161: Quantitative Reasoning Reading Proficiency and one of the following: • ACT Math: 19 or higher • SAT Math: 500 or higher • QAS Accuplacer: 264 or higher • High School Math Class: B or higher in Algebra II	MTH 170: Trigonometry Reading Proficiency and one of the following: • ACT Math: 26 or higher • SAT Math: 610 or higher • Advanced Algebra Accuplacer: 246 or higher • High School Math Class: B or higher in Precalculus • C or higher in STLCC's MTH 160
MTH 180: Intro Statistics Reading Proficiency and one of the following: • ACT Math: 19 or higher • SAT Math: 500 or higher • QAS Accuplacer: 264 or higher • High School Math Class: B or higher in Algebra II	MTH 185: Precalculus Reading Proficiency and one of the following: • ACT Math: 26 or higher • SAT Math: 610 or higher • Advanced Algebra Accuplacer: 246 or higher • High School Math Class: B or higher in Precalculus • C or higher in STLCC's MTH 140
MTH 186: Survey of Calculus Reading Proficiency and one of the following: • ACT Math: 26 or higher • SAT Math: 610 or higher • Advanced Algebra Accuplacer: 246 or higher • High School Math Class: B or higher in Precalculus • C or higher in STLCC's MTH 160	MTH 210: Analytic Geometry and Calculus Reading Proficiency and one of the following: • ACT Math: 30 or higher • SAT Math: 690 or higher • Advanced Algebra Accuplacer: 276 or higher • High School Math Class: B or higher in Calculus • C or higher in STLCC's MTH 185 or MTH 160/180

Class Registration

Dual Credit Registration Process

Dual credit registration takes place during the first several weeks of the semester. Please consult the Dates & Deadlines calendar or [STLCC's Dual Credit website](#) to see each semester's registration window.

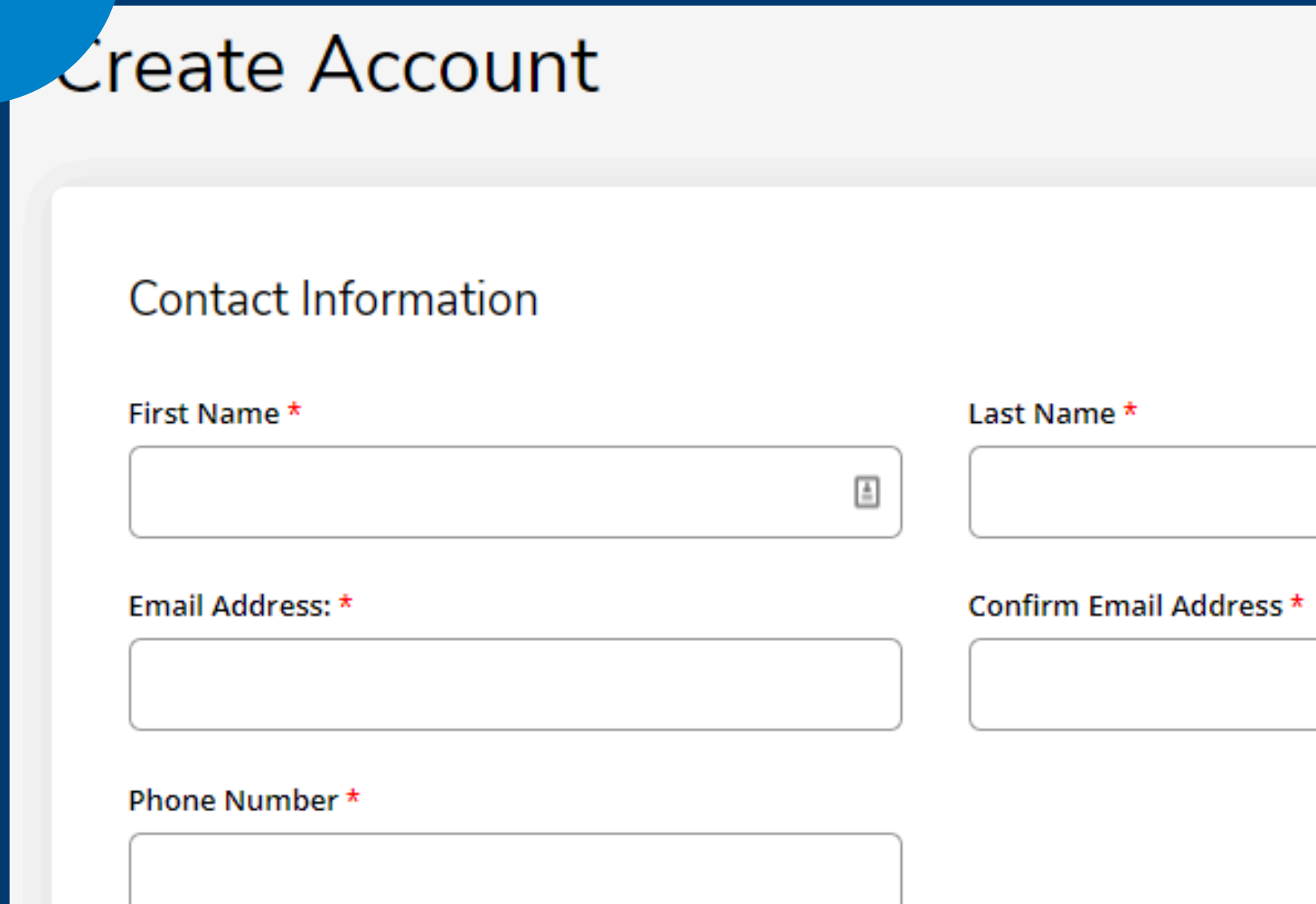
During the registration window, high school students should complete the following steps to enroll in dual credit:

1. **[Apply to STLCC](#)** - First, create an account. Then, create and submit an application.
2. **Find your STLCC A#** - Your A# will arrive via email shortly after submitting your STLCC application
3. **Submit your class request** - During our registration window, fill out the [Dual Credit Class Request form](#) to ensure you're registered in your classes. Our team will review your program and class eligibility, then register you in the classes for which you are eligible. Once registration is complete, you will receive a confirmation email.
4. **Complete the Parent/Guardian Authorization.** An approval email will be sent to your parent/guardian as soon as you submit your class request form. Your parent must complete the approval form before you can be registered for dual credit.
5. **Pay for your classes** - Pay for your classes in full by cash, check or credit card at the Cashier's Office on campus or online through Banner Self-Service.

Screenshots and additional guidance are included on the following pages.

Step 1: Applying to St. Louis Community College

1



The screenshot shows a 'Create Account' form with the following fields:

- Contact Information**
- First Name *** (text input)
- Last Name *** (text input)
- Email Address: *** (text input)
- Confirm Email Address *** (text input)
- Phone Number *** (text input)

To begin, students will access the Archer Application at apply.stlcc.edu and **create a new account**.

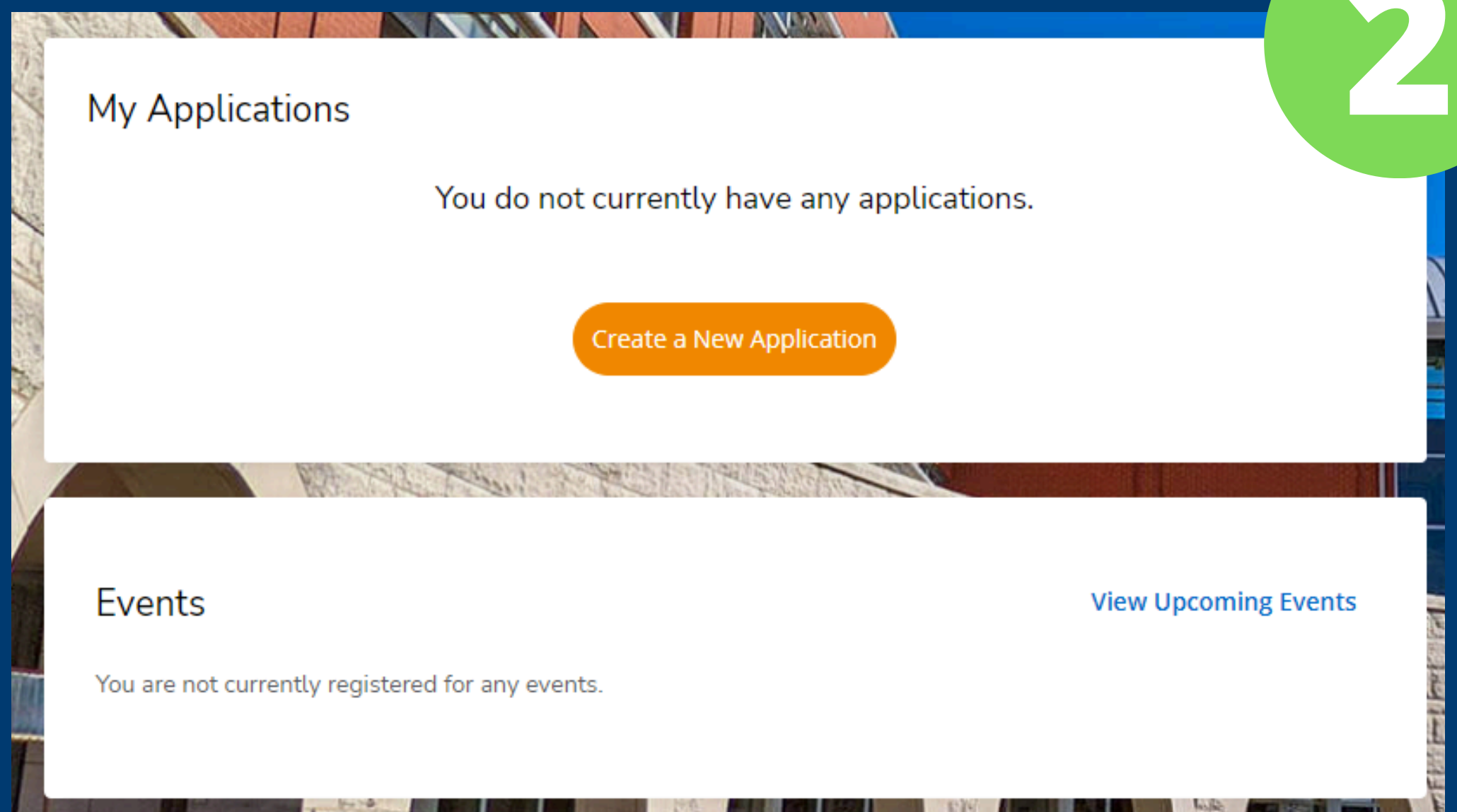
You will be prompted to answer questions regarding your student type. By selecting "dual credit," the account will continue with questions relevant to dual credit students.

Once you have setup your account, you can begin the application process.

Inside your account page, look for an orange button that prompts you to create a new application.

Complete and submit your application. An STLCC A# will be emailed to you upon completion of your application.

2



The screenshot shows the 'My Applications' page with the following content:

- My Applications**
- You do not currently have any applications.
- [Create a New Application](#) (orange button)
- Events**
- [View Upcoming Events](#) (blue link)
- You are not currently registered for any events.

Step 2: Class Registration

3

After you have applied to the College, you will receive your STLCC A# via email, in a message titled, "Admission to St. Louis Community College."

You will use that A# to fill out the [Dual Credit Class Request form](#).

Student Information

STLCC A# *
Please enter your STLCC A number

Don't have an A number? Complete the Dual Credit application at <https://stlcc.edu/apply> . After your application is submitted, your A number will arrive in you email within 1 business days. Email dualcredit@stlcc.edu with any questions.

Student Name *

Your Email Address *
If your school email has spam blockers, please use a personal email address.

Date of Birth *

Course Selection

School District *

Have you taken a college-credit course before? *

☐ Yes ☐ No

Have you taken the ACT? *

☐ Yes ☐ No

4

FERPA Release

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and to facilitate an open working relationship among students, the sponsoring school district, and the STLCC dual enrollment program, STLCC agrees to release student educational records as specified below.

Educational records to be released:

- All academic/transcript records (transcripts, enrollment and schedule, assessment data)
- Instructor/classroom records (attendance, progress reports, final grades)
- Student account records (tuition and fees, financial aid and scholarship information, fines, etc.)

Persons and Entities to be Notified:

- Parent/Guardian
- High School Counselor
- High School Registrar
- Dual Credit Instructor

I give permission for the above educational records to be released, to the persons and entities above. *

☐

Parent Name *

Parent Email *

☐ Send me a copy of my responses

[Privacy Notice](#) | [Report Abuse](#)

Once you have completed the student information section of the form, you will sign the FERPA release so a parent/guardian can approve of your request to earn dual credit.

After your parent/guardian has approved your class request, your counselor will give final approval. Our system will confirm that you have met your course prerequisites, and our team will register you in your classes. You will receive a confirmation email when registration is complete.

Get Connected to College Resources

What is a MySTLCC ID?

The MySTLCC ID is a unique ID that every student, faculty and staff member is assigned. It is used as your username, in conjunction with your password, to login to St. Louis Community College systems such as Banner Self-Service.

Where can I find my MySTLCC ID and password?

You can find your MySTLCC ID by going to stlcc.edu/findmyid where you will submit your A number, last name and date of birth. Once this information is submitted, you will be given your MySTLCC ID, initial password, student email address and a link to set up your MySTLCC ID password.

Student Technology Resources

STLCC Student Email

Your [STLCC student email](#) is your direct line to access STLCC staff and resources. Important information and alerts will be sent to your student email. You can also use your student email to securely communicate with STLCC staff members.

Navigate

[Navigate](#) is a software designed specifically for STLCC students to access important campus resources quickly and easily. Through Navigate, students can:

- Schedule appointments with tutoring services, academic advisors or career specialists
- Stay updated on important deadlines, events and activities

Archer Connect

[Archer Connect](#) is probably the most useful resource for dual credit students. It is a one-stop shop for most of your STLCC needs, including:

- provide
- Paying for classes
 - Checking grades
- sa
- Verifying enrollment

Paying Tuition

Cost of Dual Credit

Dual credit classes cost just **\$25 per credit hour**. An average class is 3-4 credits, meaning your child could complete a whole college class for just \$75-\$100!

High School Scholarships

Some school districts pay for students' dual credit tuition, making it completely free for you to take classes. Please check with your high school administrators to learn more about your district's program

Jump Start Scholarship

The Jump Start scholarship is automatically awarded to students who have a 2.6 GPA or higher and are free/reduced lunch eligible. The scholarship covers dual credit tuition for up to **6 credit hours (\$150) for free** each semester.

STLCC Dual Credit/Dual Enrollment Scholarship

The STLCC Dual Credit/Dual Enrollment Scholarship provides limited funding to support students who are taking dual credit classes that are not being covered by the Jump Start Scholarship or their high school. Students must demonstrate financial need and funding is not guaranteed. More information about eligibility and submitting an application can be found on page 7.

Online Payment Instructions

1. Use your STLCC A number to [activate your MySTLCC ID and password](#).
2. Use your MySTLCC ID and password to [pay your bill](#).

Other Payment Options

STLCC accepts direct payment in a variety of ways. Tuition payment options are listed below.

- **Cash** - made in-person at a campus Cashier's Office. [Find a Cashier's Office](#) near you.
- **Check and money orders** - Checks can be submitted in-person or mailed to:
St. Louis Community College
PO Box 78025
St. Louis MO 63178-8025

Withdrawing from a Class

If a student is performing poorly in a dual credit course, he or she may withdraw from that college course. The student must contact their high school guidance counselor to complete this process. **Students who withdraw from a college course before the official drop date will receive a “W” (no grade) on their permanent college transcripts. If a student is failing a class, but does not officially withdraw, he or she will receive an “F” on his/her permanent college record.**

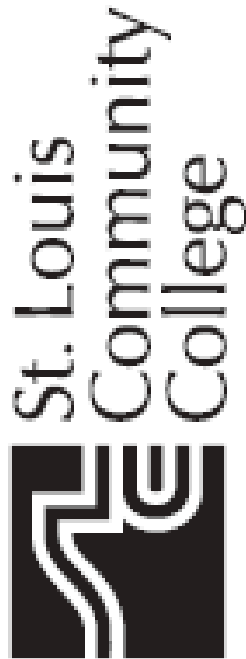
Drop / Withdrawal Instructions

You must withdraw from a class formally.
If you stop attending, you are still registered and will receive a letter grade.

- Complete the [Add/Drop/Withdrawal form](#). A copy is included on the following page
- Submit the completed form to dualcredit@stlcc.edu

Please note, a withdrawal and/or refund are only available during designated windows. Please consult the withdrawal deadlines chart below to identify your eligibility.

Dual Credit Drop Deadlines			
	Year-Long Courses	Fall-Only Courses	Spring-Only Courses
100% Refund Withdraw, removed from STLCC transcript.	Oct. 2, 2026	Sept. 25, 2026	Feb. 19, 2027
80% Refund Withdraw with a W grade.	Oct. 3 - Oct. 9, 2026	Sept. 26 - Oct. 226	Feb. 20 - Feb. 26, 2027
50% Refund Withdraw with a W grade.	Oct. 10 - Oct. 23, 2026	Oct. 3 - Oct. 9, 2026	Feb. 27 - March 5, '26
0% Refund Withdraw with a W grade.	Oct. 24, 2026 - April 16, 2027	Oct. 10 - Dec. 18, 2026	March 6 - May 14, 2027



DROP/ADD/WITHDRAWAL FORM

(Please print firmly)

Term:

- ☐ Fall
- ☐ Spring
- ☐ Summer
- 20

Campus:

☐ Florissant Valley

☐ Forest Park

☐ Meramec

☐ Wildwood

ID #

A

Name

(Last Name)

(First Name)

(MI)

Street Address

City

State

Zip Code

E-mail Address

Business Phone

Home Phone

Will you be receiving any financial aid? ☐ Yes ☐ No Federal financial aid recipients MUST go to Advising prior to registration.

COURSES DROPPED

CRN	Course Number	Section	Hrs.
10394	IS:123	401	1

COURSES ADDED

Office Use Only FA	CRN	Course Number	Section	Hrs.	Audit *	Course Title	Day	Time
Example	10348	PE:130	501	1		Fitness Center I	TR	8-9:30 a.m.

*If you choose to audit this course, please put an "X" in the Audit column.

REASON FOR WITHDRAWAL:

☐ Canceled class

☐ Medical

☐ Job

☐ Other

Hours before change Hours after change

Student Signature

Advisor/Counselor Signature

Date

Date

OFFICE USE ONLY

Comments:

Date Rec'd By Payment Due Refund Due

Transferring Credit

Dual credit students who successfully complete their courses are encouraged to continue with STLCC and/or transfer their credit to a 4-year institution. Instructions and links for students are listed below!

Login to the Banner Self-Service Student Portal

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 login.

View Your Grades and Your College Transcript

Grades will post to Banner Self-Service two weeks after the semester ends. Unofficial transcripts are also accessible through Banner Self-Service.

Transfer Your College Credit to Another College

Official transcripts can be requested in person or online. There is a \$10.00 processing fee for transcripts (electronic or print). Login to Banner Self-Service to request your transcript online. You may also visit the St. Louis Community College campus nearest you, to request your official transcript.

Visit the [Registrar's Office webpage](#) for more details.

Consider Attending STLCC

St. Louis Community College has so much to offer. Consider attending STLCC to complete an associate's degree, career certificate, or courses to transfer to a four-year college or university. Our courses are a part of the state of Missouri's CORE 42 Transfer Catalog. MOTR courses are guaranteed to transfer to all public colleges and universities in the state.

Missouri A+ Scholarship eligible students may use the award the first summer after high school graduation. Student may even participate if they plan to attend a four-year college or university in the fall.

Academic & Student Support Resources

Dual credit students are St. Louis Community College students. As an enrolled student at the college, you have access to all of the academic and student support resources that are available to our traditional students.

Academic, Career, and Transfer Advising

Student Success Advisors are available to support all St. Louis Community College students, including dual credit students. Our advisors are trained to assist students in academic, career and transfer planning.

<https://stlcc.edu/admissions/advising/>

Libraries

All St. Louis Community College students have access to our campus libraries and their resources. Through our online catalog, students can access scholarly articles, research guides, course guides, e-books, audiobooks and a variety of other content to help support them in the classroom.

<https://stlcc.edu/libraries/>

Academic Success and Tutoring

Our team of professional tutors are available to work with students in any subject that they may need additional help in. Tutors assist students in understanding new class concepts and skills by refining their strategies for listening, note taking, reading, thinking, writing and practicing. Tutoring is free and available online or in-person at one of our campus locations.

<https://stlcc.edu/student-support/academic-success-and-tutoring/>

Access Office - Disability Support Services

The Access Office provides support services for students with disabilities. For dual credit students, support services are provided by the high school. However, when classes are being taken online or on one of our campuses, the Access Office can assist in determining and implementing adequate accommodations.

<https://stlcc.edu/student-support/disability-services/>

IT Helpdesk

The IT Help Desk handles all requests for technology services, including password resets, system and application access assistance, requests for new hardware and software, and many other technical questions and requests.

<https://stlcc.edu/departments/information-technology/it-help.aspx>

Contact Us

Dual Credit/Enrollment Partnerships Team

Ellen Wottrich, District Director, ewottrich@stlcc.edu

Colletta Madison-Askew, Administrative Assistant, 314-513-4216, cmadisonaskew@stlcc.edu

Erica Fennewald, Dual Enrollment Manager, 314-513-4334, efennewald1@stlcc.edu

Zach McGeehon, Dual Credit Manager, 314-513-4106, zmcgeehon@stlcc.edu

Forest Park

Kris Bailey, Coordinator

kbailey104@stlcc.edu

314-644-9575

Meramec

Josh Orndorff, Coordinator

jorndorff@stlcc.edu

314-984-7682

Florissant Valley

Bailey Stock, Coordinator

bstock10@stlcc.edu

314-513-4251

Meramec/Wildwood

Jeannette Musgrave, Coordinator

jmusgrave2@stlcc.edu

636-422-2014

At the end of each dual credit course, an evaluation will be emailed to students to provide their feedback regarding the class, instructor, and overall experience. If you have any questions or concerns at any point throughout your time with STLCC, please reach out to our team!



St. Louis Community College
Expanding Minds. Changing Lives.