



St. Louis Community College

DUAL CREDIT & DUAL ENROLLMENT LIAISON HANDBOOK

2026-2027

STLCC OVERVIEW (P. 3-14)

[About St. Louis Community College \(p. 4\)](#)

[Academic & Behavioral Standards \(p. 5\)](#)

[Tuition \(p. 6\)](#)

[Paying for classes \(p. 7\)](#)

[Scholarships \(p. 8\)](#)

[Course Modalities \(p. 9\)](#)

[Course Prerequisites \(p. 10-11\)](#)

[Recommended Sequencing for Math Courses \(p. 12\)](#)

[CORE 42 \(p. 13\)](#)

[Academic & Student Support Resources \(p. 14\)](#)

DUAL ENROLLMENT (P. 15-39)

[Dual Enrollment Summary \(p. 16\)](#)

What is dual enrollment?

Who is eligible?

Why dual enrollment?

[Full-Time Dual Enrollment Options \(p. 17-20\)](#)

Early College & Programs of Study

Make It Count

[Career-Focused Options \(p. 21-24\)](#)

Access Point

Ameren STEM Academy

Career & Technical Education (CTE) Academy

The St. Louis Internship Program (SLIP)

[Individual Class Options \(p. 25-26\)](#)

Special Cohort Dual Enrollment

Traditional Dual Enrollment

[Steps to Become a Dual Enrollment](#)

[Student \(p. 27-29\)](#)

Ready, Set, Go! Student Guide to Getting Started

Get Connected, Archer Connect, IT Help Desk

Utilizing the Interactive Class Schedule

[Dual Enrollment Authorization Form](#)

[Instructions \(p. 30-31\)](#)

Tips for DE Form Completion

Steps for Submission of Online Form

[Dual Enrollment Add/Drop/Withdrawal](#)

[Process \(p. 32-33\)](#)

Adding/Dropping/Withdrawing From a Class

Add/Drop/Withdrawal Form

[Dual Enrollment Dates & Deadlines \(p. 34-37\)](#)

Withdrawal Refund Schedules

Academic Calendar

[DE FAQs \(p. 38\)](#)

[Contact Us \(p. 39\)](#)

DUAL CREDIT (P. 40-62)

[Dual Credit Summary \(p. 41\)](#)

What is dual credit?

Who is eligible?

Why dual credit?

[Dual Credit Course Offerings \(p. 42\)](#)

Course Request Process

Teacher Approval

Confirmation of Course Offerings

[Dual Credit Class Registration Process \(p. 43\)](#)

[Dual Credit Counselor Portal: Approving](#)

[Student Class Requests \(p. 44-57\)](#)

[Dual Credit Drop/Withdrawal Process \(p. 58-59\)](#)

Drop/Withdrawal Instructions

Dual Credit Drop Deadlines

Add/Drop/Withdrawal Form

[Dual Credit Dates & Deadlines \(p. 60\)](#)

[DC Student FAQs \(p. 61\)](#)

[Contact Us \(p. 62\)](#)

STLCC OVERVIEW

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 dedicated to creating welcoming and respectful learning and working environments that serve our communities. The College does not discriminate based on race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, protected veteran status or any other status protected by law. These nondiscrimination policies apply to all aspects of employment, admissions, financial aid and educational programs or activities.

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 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

DUAL CREDIT/DUAL ENROLLMENT TUITION

Dual Credit Tuition Rates

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

Dual Enrollment Tuition Rates

Residency Type	Dual Enrollment Rate	Standard Rate
In-District	\$77/credit hour	\$127/credit hour
In-State	\$101.50/credit hour	\$176/credit hour
Out-of-State	\$132.50/credit hour	\$238/credit hour
International	\$137.50/credit hour	\$248/credit hour
Out-of-district/state online	\$78.50/credit hour	\$130/credit hour

**Rates above include a \$10 activity fee, \$11 technology fee, and a \$6 service fee per credit hour.*

PAYING FOR CLASSES

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

Online - Students can [submit a payment or setup a payment plan](#) through their Archer Connect account

**Please note, some school districts cover costs for their students.*

DUAL CREDIT/DUAL ENROLLMENT SCHOLARSHIPS

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.

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**.

Jump Start to College Scholarship

The Jump Start to College scholarship is automatically granted to dual credit 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.

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.

COURSE MODALITIES



On-Campus, Face-to-Face (F2F)

Instruction in on-campus, face-to-face courses are primarily in-person, on an STLCC campus, and in a classroom or lab. Face-to-face is the most traditional of the five main course modalities.



Online

The online class format means students manage their time to complete class material or projects by assigned deadlines in a virtual environment. Some courses may require proctored tests or meetings at designated times. Students should review the text in the class schedule and consult their professor and/or syllabus for information related to proctored testing requirements.



Hybrid

The hybrid format for instruction includes a combination of on-campus and online activity. In each case, the class will meet at a specific date and time on-campus and will require online engagement, as well. The amount of specified meeting dates/times and level of on-campus engagement varies by course.



Live Virtual Lecture (LVL)

The live virtual lecture format means the class meets online, at a specific date and time, using a streaming service. Students are required to be online during class time for lectures and other learning activities to experience real-time engagement with faculty and classmates. Online assignments outside of regular LVL may be required.



HyFlex

In HyFlex courses at STLCC, students can choose from one of two ways to attend class for each class meeting:

(1) Participate in face-to-face, synchronous class sessions in-person (in a classroom). (2) Participate in synchronous class sessions via video conference (MS Teams). Regardless of whether a student chooses to attend via video conferencing or in-person, attendance is expected at each class meeting time.

COURSE PREREQUISITES

Dual credit and dual enrollment students must satisfy the same course prerequisites required of traditional college 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

- ACT Reading Subscore: 18 or higher *OR*
- SAT EBRW Subscore: 500 or higher *OR*
- ACCUPLACER Reading Subscore: 250 or higher *OR*
- Any AP exam score of 3 or higher *OR*
- High School Coursework:
 - Last two years of high school English grades were a B average or higher *OR*
 - Last year of high school English grades were an A average w/ a GPA of 2.5
- A passing grade in a non-math college course

English 101 Placement

- ACT English Subscore: 18 or higher *OR*
- SAT EBRW Subscore: 500 or higher *OR*
- ACCUPLACER Writing Subscore: 250 or higher *OR*
- High School Coursework:
 - Last two years of high school English grades were a B average or higher *OR*
 - Last year of high school English grades were an A average w/ a GPA of 2.5

**When submitting a 7th semester transcript for review, a cumulative GPA of 2.6 will also meet the RDG & ENG placement requirements.*

**Students may appeal placement decisions to the campus or program coordinator when appropriate.*

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 and one of the following: • ACT Math: 19 or higher • SAT Math: 500 or higher • Quantitative Reasoning, Algebra, and Statistics Accuplacer: 264 or higher • High School Math Class: B or higher in Algebra II <i>*No math placement required when taken as dual credit.</i> <i>**This is the ideal math course for STEM majors</i>	MTH 160: Precalculus Algebra Reading Proficiency and one of the following: • ACT Math: 22 or higher • SAT Math: 540 or higher • Advance Algebra Accuplacer: 231 or higher • High School Math Class: B or higher in Algebra II • C or higher in STLCC's MTH 140 <i>*This is the ideal math course for STEM majors</i>
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 <i>*Course number changing to MTH 120 in Spring 2027</i> <i>**This is an ideal math course for non-STEM majors</i>	MTH 170: Precalculus 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: Introductory 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 <i>*Course number changing to MTH 110 in Spring 2027</i> <i>**This is an ideal math course for non-STEM majors</i>	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 <i>*This course is equivalent to MTH 160 + MTH 170</i>
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 I Reading Proficiency and one of the following: • ACT Math: 30 or higher • SAT Math: 690 or higher • Advanced Algebra Accuplacer: 276 or higher • AP Pre-Calculus Exam Score: 3 or higher • High School Math Class: B or higher in Calculus • C or higher in STLCC's MTH 185 or MTH 160/170

Recommended Sequencing for Math Courses

Math Courses for STEM vs Non-STEM Pathways

At St. Louis Community College, the mathematics courses designed for Science, Technology, Engineering, and Math (STEM) pathways focus on preparing students for calculus and advanced technical fields. The recommended sequencing below is designed to streamline the process for students to transfer to any public four-year college or university in Missouri for further STEM studies. On the other hand, if a student plans to pursue a non-STEM major or career pathway, the recommended mathematics courses are intended to fulfill their general education math requirement for their 2- or 4-year degree.

STEM Major	Non-STEM Major
MTH 140: Intermediate Algebra MTH 160: Precalculus Algebra MTH 170: Precalculus Trigonometry MTH 210: Analytic Geometry and Calculus I MTH 220: Analytic Geometry and Calculus II MTH 230: Analytic Geometry and Calculus III	MTH 161: Quantitative Reasoning or MTH 180: Introductory Statistics *MTH 161 will change its course number to MTH 120 in Spring 2027 **MTH 180 will change its course number to MTH 110 in Spring 2027

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.**

STLCC offers an extensive list of CORE 42 courses which can be found here:
<https://stlcc.edu/office-of-the-registrar/core-42.aspx>

Core 42 General Education Knowledge Area Requirements

- ***Social & Behavioral Sciences:*** 9 credit hours minimum, from at least two (2) disciplines, including at least one Civics course
- ***Written & Oral Communications:*** 6 credit hours minimum from Written Communications and 3 credit hours minimum from Oral Communications
- ***Natural Sciences:*** 7 credit hours minimum, from at least two disciplines, including one course with a lab component
- ***Mathematical Sciences:*** 3 credit hours minimum (Precalculus Algebra or higher)
- ***Humanities & Fine Arts:*** 9 credit hours minimum, from at least two disciplines. There is a limit of three (3) credit hours of performance courses that can be applied to the Humanities and Fine Arts Knowledge Area and to the total CORE 42.

ACADEMIC & STUDENT SUPPORT RESOURCES

Dual credit and dual enrollment students are St. Louis Community College students. As an enrolled student at the college, they 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 Help Desk

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>

DUAL ENROLLMENT

Dual Enrollment Summary

What is dual enrollment?

Dual enrollment at STLCC offers high school students multiple ways to earn college credit early. They can take college classes part-time, focus on career or STEM courses, work toward an associate degree or certificate of specialization, or spend their final semester fully immersed in college life.

Dual enrollment classes are **college credit-bearing classes taught by STLCC faculty**, either on campus or online.

Who is eligible?

The following students are eligible to participate in STLCC's dual enrollment program:

- Sophomores, juniors, and seniors with a 2.0 GPA or higher

Why dual enrollment?

Save Money - At just \$77/credit hour, dual enrollment students pay half of STLCC's normal tuition cost per credit hour. Most college classes are 3 credit hours, meaning students pay just \$231 for a full college class.

Save Time - Students will have a head start toward completing a two- or four-year degree after high school by taking dual enrollment classes.

Strengthen Applications - Taking dual enrollment classes shows colleges and universities that students know how to manage the increased challenge and rigor.

FULL-TIME DUAL ENROLLMENT OPTIONS

EARLY COLLEGE

This program is a fully immersive, 2-year program, designed for high school students to complete their high school diploma and associate degree at the same time. Students must be full-time at STLCC. Attendance and grades are shared with their high schools.

Goal: Earn an associate degree

Duration: 2 years (4 semesters)

Eligibility:

- Rising juniors
- Cumulative, unweighted GPA of 2.0 or higher (min. of 2.6 recommended)
- Meet reading proficiency

General Timeline

- ***October-January***- Recruit and identify students interested and eligible for your Early College cohort. Students begin applying to STLCC for the Fall semester.
- ***February-March 15***- Share roster of students with your campus-based DCDE Coordinator
- ***March-May/end of school year*** - Students complete the Dual Enrollment Authorization Form and register for classes with an academic advisor
- ***August*** - Attend Dual Enrollment Orientation and order textbooks

PROGRAMS OF STUDY

Typically, Early College students pursue either the General Transfer Studies Associate of Arts degree or the General STEM Transfer Studies Associate of Science degree. Both programs offer opportunities to earn additional credentials when selecting elective courses specific to Certificate options (see STLCC Catalog). STLCC's Health Science Associate of Applied Science degrees require a minimum of 15 general education credits which can also be completed through dual enrollment and in combination with pursuing the AA/AS degree, preparing students to submit their applications toward these programs upon graduating from high school.

These programs are shared in detail on the following pages.

GTS: General Transfer Studies (AA)

CORE 42 General Education credits + 18 credits of electives = 60 credits

The GTS degree allows Early College students to complete their high school requirements in tandem with pursuing an AA degree at STLCC. It is the most popular degree option due to its flexibility in satisfying high school requirements, and its transferability to Missouri public colleges and universities. Students should consult with their advisor regarding elective course options that align with their interests and transfer plans.

To stay on track to complete the GTS degree in 2 years, students need to complete 15-16 credits each semester or 30 credits each year which may include summer courses.

Sample 1st Semester Schedule

CLASS	TITLE	CORE 42 CATEGORY	CREDIT HOURS
ENG 101	College Composition I	CORE 42 Written Communications	3 credit hours
MTH 140	Intermediate Algebra	Prerequisite for CORE 42 Math	3 credit hours
PSC 101	Intro to Political Science	CORE 42 Social & Behavioral Science + Civics	3 credit hours
MCE 100	MO Civics Exam	State mandated civics exam	0 credit hours
BIO 111	Intro to Biology	CORE 42 Natural Science w/ Lab	4 credit hours
MUS 114	Music Appreciation	CORE 42 Humanities & Fine Arts	3 credit hours

Gen STEM: General STEM Transfer Studies (AS)

18 credits of General Education + 42 credits of STEM electives = 60 credits

Focus Areas: Biology, Computer Science, Engineering, Mathematics

The General STEM Transfer Studies AS degree is a great option for students planning to pursue future degrees in a STEM field. Electives in science, technology, engineering, and math are recommended to fulfill requirements of a 4-yr program. Elective credits within the General STEM AS degree allow the student to begin working toward an academic major by selecting courses within in a STEM discipline or to explore various STEM subjects at an introductory level. Students should consult their transfer institution and/or work with an advisor for best course options. Many of the introductory science and math courses are also designated CORE 42 MOTR courses.

To stay on track to complete the Gen STEM degree in 2 years, students need to complete 15-16 credits each semester or 30 credits each year which may include summer courses.

Sample 1st Semester Schedule

CLASS	TITLE	CORE 42 CATEGORY	CREDIT HOURS
ENG 101	College Composition I	CORE 42 Written Communications	3 credit hours
MTH 185	Precalculus	CORE 42 Mathematical Science	5 credit hours
PSC 101	Intro to Political Science	CORE 42 Social & Behavioral Science + Civics	3 credit hours
MCE 100	MO Civics Exam	State mandated civics exam	0 credit hours
CHM 105	General Chemistry	CORE 42 Natural Science w/ Lab	5 credit hours

MAKE IT COUNT

This is a program for second-semester seniors to take classes full-time with STLCC, earning a full semester of college credit (12-15 credits) before high school graduation. This program is ideal for the student who has completed all high school requirements by their final semester.

**Students participating in this option are eligible for the dual enrollment tuition rate since they are still in high school.*

Goal: Complete one full semester of college coursework (12-18 hours)

Duration: 1 semester (spring semester of senior year)

Eligibility:

- Second semester, senior students
- Cumulative, unweighted GPA of 2.0 or higher
- Completion of all high school graduation requirements
 - Students with 1-2 outstanding requirements may still participate with high school approval

General Timeline

- ***October*** - Identify interested and eligible students; Students apply to STLCC
- ***November 1*** - Send roster of students to your campus-based DCDE Coordinator
- ***November-December*** - Students schedule an advising meeting and register for classes
- ***January*** - Attend Dual Enrollment Orientation

CAREER-FOCUSED OPTIONS

ACCESS POINT

Access Point supports and trains high school students and recent high school graduates who are interested in technology (specifically coding) to enter into an IT career in the St. Louis area.

Students complete IS 280: Python and IS 187: Java I Programming as a dual enrollment student during their senior year of high school. Students take additional coursework with STLCC the summer following high school graduation to prepare for an apprenticeship or continue studying toward a certificate or degree program.

Goal: Equip students with advanced skills and practical experience in technology by providing professional and technical training as a dual enrollment student

Admission: Additional application required

Eligibility:

- Senior in high school
- Cumulative, unweighted GPA of 2.0+
- Students pre-selected by Access Point

General Timeline

January-March - Students apply to STLCC during spring of junior year of high school

March-May - Submit supplemental items: HS transcript, DE Form, and complete placement testing.

August – Fall classes start

October – Submit Dual Enrollment Authorization form for the spring semester

AMEREN STEM ACADEMY

This program is designed in partnership with a local sponsor, Ameren, for North County high school students who are interested in pursuing a STEM pathway. Students in this program are required to earn a minimum of 12 credit hours through dual credit and dual enrollment classes. The sponsor covers the cost of books, supplies, and, in some cases, transportation for the students. Typically, the home high school covers tuition.

Goal: Earn 12-60 hours toward a STEM degree and complete MTH 140/140S

Admission: Additional application required

Eligibility:

- Sophomore, Junior, or Senior
- Cumulative, unweighted GPA of 2.5 or higher (3.0 recommended)
- Attend a participating high school in North St. Louis County
 - Ferguson-Florissant School District, Hazelwood School District, Jennings School District, Normandy School District, Pattonville School District, Ritenour School District, and Riverview Gardens School District
- Interest in pursuing a STEM major or career
- Place into MTH 140/MTH 140S
- Meet reading proficiency

General Timeline

- ***February (2nd week)-March (2nd week)*** - Ameren STEM Academy application open
- ***Early March*** - Counselor responses collected
- ***Late March*** - Ameren STEM Academy interviews conducted
- ***Early April*** - Students notified of selection
- ***Late April*** - Ameren STEM Academy Welcome Session/Advising and Registration
- ***August*** - Dual Enrollment Orientation

CTE Academy

The CTE Academy is a half-day program that fits into a student's high school schedule. Students spend part of the day at an STLCC campus and return to their home high school for the rest of the day.

Eligibility:

- Be a high school junior or senior in 2026–2027.
- Have a 2.0 cumulative, unweighted GPA or higher.
- Meet college-level reading proficiency.

To be considered college-level reading proficient, students must meet one of the following:

- 2.5 cumulative GPA and an A average in most recent year of high school English.
- B average in last two years of high school English.
- 250 or higher on the Reading Accuplacer.
- 18 or higher on the ACT Reading.
- 500 or higher on the SAT Evidence-Based Reading and Writing (EBRW).
- 3 or higher on a non-math AP exam.
- C or better in a college course at STLCC or another college.

Students who have a 2.0 GPA but do not meet one of the college-level reading proficiency requirements can take the [Accuplacer placement test](#), which is free and available at any STLCC campus.

High school counselors review transcripts and confirm eligibility as part of the application process.

Schedule and Location: *Students take classes at an STLCC campus in the morning. Many high schools provide transportation to campus.*

General Timeline

- ***January-February***
 - Complete [STLCC application](#)
 - Complete the [CTE Academy Application](#). A parent or guardian must approve by email.
 - Take Accuplacer or submit ACT/SAT test scores (if applicable)
- ***March-May***
 - School counselor submits the student transcript and eligibility form.
 - STLCC sends acceptance emails with next steps.
- ***August***
 - Attend Dual Enrollment Orientation

THE ST. LOUIS INTERNSHIP PROGRAM (SLIP)

This program is a partnership with The Boys & Girls Club of Greater St. Louis. Each spring, students participating in SLIP enroll in COM 101: Oral Communication and COL 110: College Foundations at STLCC to prepare them for their summer internship experience. SLIP manages all internship placement and additional training.

Goal: Complete 1-2 classes to prepare students for a summer internship managed by SLIP

Admission: Additional application required

Eligibility:

- Junior in high school
- Cumulative, unweighted GPA of 2.0+
- Students pre-selected by SLIP

General Timeline

- ***January*** - Students apply to STLCC during spring of sophomore year of high school
- ***February*** - Submit supplemental items: HS transcript, Dual Enrollment Authorization form, and complete placement testing.
- ***March*** - 2nd Half 8-week classes start

INDIVIDUAL CLASS OPTIONS

SPECIAL COHORT DUAL ENROLLMENT

Special Cohort Dual Enrollment refers to any instance in which a high school requests that a group of their students be registered in the same section of an STLCC class. We try to identify classes that are already scheduled to fulfill the request from a high school partner; however, at times, we must have a class built to meet their needs. STLCC faculty may teach in any modality, as well as in-person at the high school.

Goal: Earn college credit with a group of students from the same high school, in the same class

Eligibility:

- Sophomore, Junior, or Senior
- Cumulative, unweighted GPA of 2.0 or higher
- Meet reading proficiency

General Timeline for Fall Cohort Classes

- ***January-February***
 - High school liaison and campus Coordinator confirm class request(s) for fall
 - Campus Coordinator submits SCDE class request form for fall classes (due by February 15)
 - High school liaison prepares and submits rosters for each request to the campus Coordinator
- ***March-June***
 - Students apply to STLCC and indicate they are part of a structured high school program and special cohort on the application
 - Take Accuplacer placement test or submit ACT/SAT placement test scores (if applicable)
 - Complete Dual Enrollment Authorization Form
 - Campus Coordinator registers students in special cohort class(es)
- ***June (summer classes)/August (fall classes)***
 - Students attend DE Orientation or view the presentation sent via email

General Timeline for Spring Cohort Classes

- ***August***
 - High school liaison and campus Coordinator confirm class request(s) for spring
 - Campus Coordinator submits SCDE class request form for spring classes (due by August 30)
- ***September***
 - High school liaison prepares and submits rosters for each request to the campus Coordinator
- ***October-December***
 - Students apply to STLCC and indicate they are part of a structured high school program and special cohort on the application
 - Take Accuplacer placement test or submit ACT/SAT placement test scores (if applicable)
 - Complete Dual Enrollment Authorization Form
 - Campus Coordinator registers students in special cohort class(es)
- ***January***
 - Students attend DE Orientation or view the presentation sent via email

TRADITIONAL DUAL ENROLLMENT

This is an option for students who want to take one or more classes at STLCC, while still in high school.

Goal: Earn 1 or more hours of college credit that may or may not count toward high school graduation requirements

Eligibility:

- Sophomore, Junior, or Senior
- Cumulative, unweighted GPA of 2.0 or higher
- Meet reading proficiency and any other course prerequisites

General Timeline for First Semester Summer/Fall Classes

- ***January-March 15*** - Apply to STLCC, submit dual enrollment authorization form
- ***March-May/end of school year*** - Register for classes
- ***August*** - Attend Dual Enrollment Orientation to prepare for classes

General Timeline for First Semester Spring Classes

- ***October - November 15*** - Apply to STLCC, submit high school transcript and DE form
- ***November-December/start of winter break*** - Register for classes
- ***January*** - Attend Dual Enrollment Orientation to prepare for classes

Note: Dual enrollment students cannot enroll in RDG 079: Academic Literacy, ENG 079: Co-Requisite College Composition Skills, or ART 111: Figure Drawing I without written parent approval.

Steps to Become a Dual Enrollment Student

Ready, Set, Go! Student Guide to Getting Started

1. Ready

To be completed January-March 15 for fall start or October-November 15 for spring start

- **Apply** by completing the free application at stlcc.edu/apply.
 - The application is a two-step process
 - Create an account
 - Complete/submit the application as a “non-degree seeking” and “dual enrollment” student
- **Activate your STLCC credentials** (MySTLCC ID and password) using the A# you received in an email titled “Admission to St. Louis Community College” shortly after applying
- **Submit dual enrollment authorization form** (submitted each semester)
 - High school counselor will submit a high school transcript when they submit their portion of the authorization form
- **Take Accuplacer** placement test (if needed)
 - Your high school counselor will provide information to determine if placement testing is needed. You will receive an email to the email address on your dual enrollment authorization form if it’s determined you do need to take the test.

2. Set

To be completed March-May/end of school year for fall start or November-December/start of winter break for spring start

- **Log into Archer Connect** to confirm access using MySTLCC ID credentials
- **Register** for classes (approx.) one week after submitting dual enrollment authorization form
 - **Full-time students and part-time students needing help selecting classes** must schedule an appointment with an Academic Advisor and during that appointment, will be registered for classes. Go to Navigate (stlcc.edu/navigate) to make the appointment.
 - **Part-time students requesting 1-3 specific classes** will be registered by STLCC staff upon completion of the dual enrollment authorization form.
- **Sign up to attend a Dual Enrollment Orientation** session to tour campus, learn about transitioning from high school into college, and get everything you need to begin the new semester!

3. Go!

To be completed in August for fall start or January for spring start

- **Attend a Dual Enrollment Orientation** session
- **Order** required textbooks
- **Pick up your Student ID card** at the Campus Life office
- **Pay for your classes** (if not covered by your high school)

Get Connected to STLCC

[Setup STLCC Credentials](#) to gain access to your student accounts



What is my MySTLCC ID?

Please enter your **current "A" number** (be sure to use a capital A), **Last Name**, and your **Birth Date**; then press the *Submit* button to see your MySTLCC ID.

*A-Number: (Max 9 Characters)

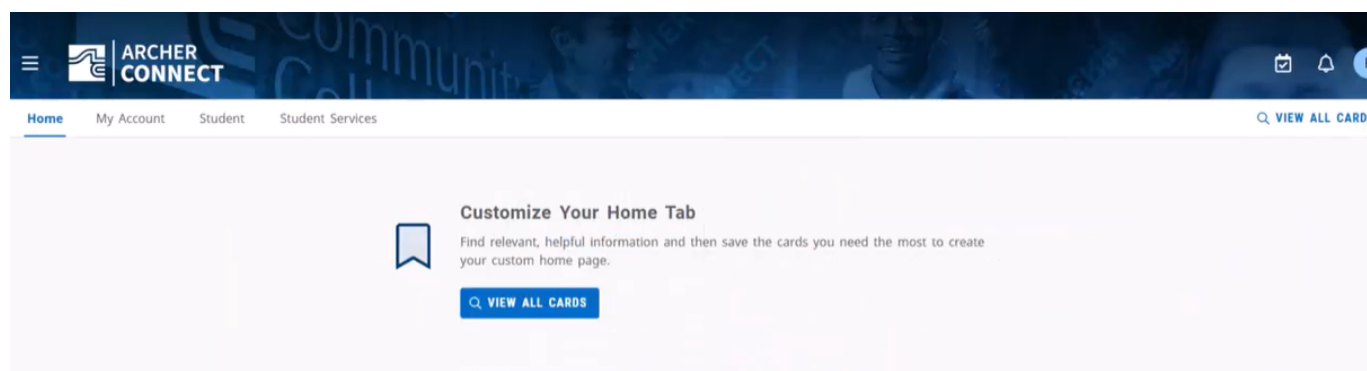
*Last name: (Max 60 Characters)

*Date of birth: / / (mm/dd/yyyy)

- Your A# was emailed to you the same day you applied to STLCC
 - **Email subject:** *Admission to St. Louis Community College*
- Setup your MySTLCC ID and password
 - Enter your A#, last name, and date of birth
 - Once the information is submitted, you will be given your MySTLCC ID, initial password (A# with the A at the beginning and # at the end), student email address, and a link to setup your new password.

Archer Connect

Access [Archer Connect](#) under the “Archer Connect” tab on the STLCC homepage



- [Archer Connect](#) is a useful resource for dual credit and dual enrollment students. It provides a one-stop shop for most of your STLCC needs, including:
 - **Paying for classes:** *Student tab>My Financial Accounts card*
 - **Checking grades:** *Student tab>My Grades card*
 - **Verifying Enrollment:** *Student tab>My Academic Record card*

IT Help Desk

For additional support, contact the IT Help Desk

Phone: 314-539-5113

Email: helpdesk@stlcc.edu

Utilizing the Interactive Class Schedule

To view class options for a specific semester, go to the [Interactive Class Schedule](#)

Term: (*) Registration Open
Pick One

Course Title Keyword Search: 

Location
Select a term first...

Subject
Select a location first...

Course Number - Title

☐ Live Virtual Lecture Classes Only

☒ All Sections ☐ Open Only ☐ Closed Only

- **Select Term:** *Fall, Spring, Summer*
- **Location (Campus):** *STLCC Campus or Online*
- **Subject:** *English, Psychology, etc.*
- **Course Number/Title/Name of Class:** *If a class does not appear, it is not being offered that term at that location. Choose another location to see if it is being offered at another campus.*
- **Click the “Display Classes” button at the bottom of the page**

Add to MyList	Status	CRN	Course Meeting Type	Title Instructor Date	Credits Meeting Time	Cap Location	Avail	Schedule Type Part of Term
☐		31054	ENG 101 301	College Composition I (MOTR ENGL 100) Yezbick, Daniel	3.0 CR - Day	25	16	Lecture (On-Campus) Fall Full Semester
			Class	WC : CORE 42-Written Communications 08/25-12/21	MWF 08:00 AM-08:50 AM	WW-Wildwood - Arts & Comm. Bldg 214		

- **CRN:** *5-digit code for specific class*
- **CORE 42 Course:** *If course is a CORE 42 course, it will be displayed under instructor name; MOTR will also be listed at the end of the title*
- **Modality:** *Lecture (On-Campus), Live Virtual Lecture, Hybrid, HyFlex, Online*
- **Part of Term:** *Full term, 1st half term (1st 8 weeks), 2nd half term (last 8-weeks), or 12-week class*
- **Click on course title for prerequisite information**



Dual Enrollment Authorization Form Instructions

The Dual Enrollment Authorization Form (DE Form) is a required part of the student registration process and must be completely filled out and signed by a school representative, parent/guardian, and student before it can be processed.

Tips for DE Form Submission

- Prior to DE Form submission, student should make sure the parent and counselor email address is correct. Incorrect email addresses will prevent the form from advancing through the process.
 - DE Forms will be routed to the appropriate STLCC team member once complete.
- High school transcript can be attached to the counselor portion of the DE Form.
- If you continue to receive a reminder to complete the same form, it is likely you have not answered every required question.
- Talk through high school requirements and equivalent courses offered at STLCC with your students. The advisors are often not familiar with this information and it will save the student from needing to return for an additional appointment.

Dual Enrollment Authorization Form Instructions

Step 1	Student completes the online DE Form. Students must know a parent/guardian email address. If they enter an incorrect email, the process will not move forward, which will delay the student’s next steps.
Step 2	Once the student submits their DE Form, it will automatically route to the high school liaison/counselor. This will happen before it goes to the parent/guardian. What to look for in your inbox: • Sender: <i>St. Louis Community College District</i> • Subject Line: <i>Please Approve {Student Name}’s Dual Enrollment Request</i> <i>If the student’s request is denied by the liaison/counselor, the student will be notified via email and the process will be stopped.</i>
Step 3	After the high school liaison/counselor submits their portion of the form, including the high school transcript, the parent/guardian will receive an email that details both the student’s request and the counselor/liaison’s approval/denial of the request. If the student was approved to take a math support class, parent will receive a second approval email. What parents/guardians should look for in their inbox: • Sender: <i>St. Louis Community College District</i> • Subject Line: <i>Approve {Student Name} STLCC Dual Enrollment Authorization Request</i> <i>If the student’s request is denied by the parent/guardian, the student will be notified via email and the process will be stopped.</i>
Step 4	When all approvals have been collected - high school and parent/guardian - the DE Form will be routed to the appropriate DCDE team member for processing. When the form is processed, the student will receive an email stating they are ready for the next step. • Full-time students, as well as part-time students needing class selection assistance, will be prompted to schedule an academic advising meeting. Students will register for classes with the advisor. ◦ Subject Line: <i>Meet with an Advisor to Register for Classes</i> • Part-time students who requested 1-3 specific classes will be registered by DCDE staff. Students will receive an individual email for each class request. ◦ Subject Line: <i>STLCC Registration Update</i>

Dual Enrollment

Add/Drop/Withdrawal Process

To make a schedule change, students must submit the [Add/Drop/Withdrawal Form](#) (example shown below). Students will fill in their student information and the information for the course they would like to add/drop/withdraw.

Dropping/Withdrawing From a Class

If a full-term class is dropped before the end of the first week of classes, a 100% refund will be issued, and the course will not appear on the student's college transcript. After the first week of the semester, students can still withdraw from a class, however a portion of the class tuition will not be refundable and the class will appear on the student's transcript as a "W". While the W will not affect the student's GPA, the class will count toward attempted hours (as long as this is done by the withdrawal deadline). Please see the semester-specific charts on the following pages for general deadlines to withdraw from a class with a "W" on the transcript.

****The Add/Drop/Withdrawal Form can be sent to the DCDE Coordinator to process.***

Adding a Class

After the first week of the semester, students can only add late start classes (12-week or 8-week classes). The student will need to schedule an appointment with an advisor, who will then add the class(es) to the student's schedule. If the form is signed by the counselor and the student, the student does not need a new DE form to add the class.

****The Add/Drop/Withdrawal Form is given to the advisor.***

DROP/ADD/WITHDRAWAL FORM

(Please print firmly)

ID # **A**

Name (Last Name) (First Name) (MI)

Street Address City State Zip Code

E-mail Address ☐ Personal ☐ Business Home Phone Business Phone

Term: ☐ Fall ☐ Spring ☐ Summer 20 **Campus:** ☐ Florissant Valley ☐ Forest Park ☐ Meramec ☐ Wildwood

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.

Hours before change Hours after change

- REASON FOR WITHDRAWAL:**
- ☐ Canceled class
 - ☐ Medical
 - ☐ Job
 - ☐ Other

Student Signature Date
Advisor/Counselor Signature Date

— OFFICE USE ONLY —

Comments:

Date Rec'd. By Payment Due ☐ Refund Due ☐

Dual Enrollment Dates & Deadlines

Withdrawal Refund Schedule for Fall 2026

Class Length	Withdrawal Deadline	Last Day for 100% Refund	Last Day for 80% Refund	Last Day for 50% Refund	First Day for 0% Refund
16 Weeks	11/13/2026	8/28/2026	9/4/2026	9/11/2026	9/12/2026
1st Half (8 weeks)	10/2/2026	8/23/2026	8/27/2026	9/4/2026	9/5/2026
2nd Half (8 weeks)	11/27/2026	10/18/2026	10/22/2026	10/30/2026	10/31/2026
12 Weeks	11/20/2026	9/20/2026	9/25/2026	10/9/2026	10/10/2026

Withdrawal Refund Amount by Time of Withdrawal

Length of Course	100% refund through the end of the*	80% refund through the end of the*	50% refund through the end of the*
16 week session	1st week of session	2nd week of session	3rd week of session
12 week session	Week before the session starts	1st week of session	3rd week of session
8 week session	Week before the session starts	4th day of session	2nd week of session

*All weeks end on a Friday

Dual Enrollment Dates & Deadlines

Withdrawal Refund Schedule for Spring 2027

Withdrawal Refund Amount by Time of Withdrawal

Length of Course	100% refund through the end of the *	80% refund through the end of the *	50% refund through the end of the *
16 week session	1st week of session	2nd week of session	3rd week of session
12 week session	Week before the session starts	1st week of session	3rd week of session
8 week session	Week before the session starts	4th day of session	2nd week of session

**All weeks end on a Friday*

Dual Enrollment Dates & Deadlines

Academic Calendar Fall 2026

STLCC Fall 2026 Calendar	Days	Dates
Semester Begins	Mon.	Aug. 24
Add/Drop Week	Mon.-Sun.	Aug. 24-30
Labor Day (College Closed)	Mon.	Sept. 7
12-week Courses Begin	Mon.	Sep. 21
Professional Development Day (No Classes)	Tue.	Oct. 6
Midterm Exams for 16- and 12-week Courses	Mon.-Fri.	Oct. 12-16
2 nd 8-Week Courses Begin	Mon.	Oct. 19
Open Registration for Spring 2027 Begins Midterm Grades Due at 11:59 P.M.	Mon.	Oct. 26
Withdrawal Deadline for Full Semester Classes	Fri.	Nov. 13
Fall Break (No classes)	Wed.	Nov. 25
Thanksgiving (College Closed)	Thu.-Sun.	Nov. 26-29
Last Day of Semester Classes	Sun.	Dec. 13
Final Exams	Mon.-Sun.	Dec. 14-20
Final Grades Due at 11:59 P.M.	Mon.	Dec. 21
Winter Break (College Closed)	Thu.-Sun.	Dec. 24-Jan. 3

Dual Enrollment Dates & Deadlines

Academic Calendar Spring 2027

STLCC Spring 2027 Calendar	Days	Dates
College Opens	Mon.	Jan. 4
Martin Luther King, Jr. Day (College Closed)	Mon.	Jan. 18
Semester Begins	Tue.	Jan. 19
Add/Drop Week	Mon.-Sun.	Jan. 19-25
12-week Courses Begin	Mon.	Feb. 8
President's Day (College Closed)	Mon.	Feb. 15
Midterm Exams for 16- and 12-week Courses	Mon.-Fri.	Mar. 8-12
Spring Break (No Classes)	Mon.-Sun.	Mar. 15-21
Spring Holiday (College Closed)	Fri.-Sun.	Mar. 19-21
2 nd 8-Week Courses Begin Midterm Grades Due at 11:59 P.M.	Mon.	Mar. 22
Open Registration for Summer/Fall 2027 Begins	Mon.	Mar. 29
Withdrawal Deadline for Full Semester Classes	Fri.	Apr. 9
Last Day of Semester Classes	Sun.	May 9
Final Exams	Mon.-Sun.	May 10-16
Final Grades Due at 11:59 P.M.	Mon.	May 17

DE FAQs

1

What paperwork is required for DE students?

The dual enrollment authorization form is required every semester, prior to registration, for all dual enrollment students. The HS Counselor will submit a high school transcript when completing the DE Form for each student.

2

What are the common holds on a DE student account?

- *Dual Enrollment Hold* - This hold is in place until the student submits the required DE form each semester.
- *Dual Enrollment Advising Hold* - This hold is a permanent hold on the DE student's account as this hold requires them to meet with an advisor to register or make schedule changes each semester.
- *Financial Hold* - Any payment related hold will prevent a student from registering for the next semester.

3

How will I know the grades and attendance updates for my DE students?

Your DCDE Coordinator will send grades at midterms and again at the end of the semester. You will receive attendance reports at 5 weeks, 10 weeks, and end of semester; however if you need an attendance update more often, just ask!

4

What if a student has an IEP or 504 Plan?

If a student has an IEP or 504 Plan in high school, they will be able to seek accommodations through the Access Office at STLCC. They can schedule an appointment in Navigate to meet with someone in the Access Office or stop by when they're on campus to get guidance on next steps.

5

Where do students schedule advising appointments?

Advising appointments are scheduled in [Navigate](#). Dual enrollment students are required to meet with an advisor every semester.

6

Where can students find their schedules?

Schedules are found in [Archer Connect](#) under the Student tab, in the "My Class Schedule" section of that tab.

7

A dual credit student would like to take dual enrollment classes, do they have to submit a new application?

Yes, if a student would like to take both dual credit and dual enrollment classes, they will need to apply as a dual enrollment student.

8

Are DE students eligible for priority registration?

No, dual enrollment students are not part of the priority registration timeline. Their first day to register is the Monday following the priority registration week, when general registration is open.

9

I have a student below HS sophomore status, are they eligible to take classes?

Students with less than sophomore standing must submit qualifying standardized test scores or placement test scores in order to be deemed eligible to take classes. To initiate the approval process, the student should [apply to STLCC](#) and complete the [Dual Enrollment Authorization Form](#). From there, the student will need to take the [Accuplacer](#) to determine college readiness, and meet with high school counselor to complete Less than Sophomore Standing process. For questions about eligibility, please contact dcep@stlcc.edu.

Contact Us

Dual Credit/Enrollment District Office

Phone: 314-513-4216

Email: dcep@stlcc.edu

Location: Florissant Valley Campus, Administration & Instruction (AI) 247

Leadership/Admin

Elizabeth Perkins | Vice-Chancellor, Academic Affairs | eperkins32@stlcc.edu

Ellen Wottrich | Executive Director, K-12 Programs | ewottrich@stlcc.edu

Coco Madison-Askew | Administrative Assistant | cmadisonaskew@stlcc.edu

Department Management

Zach McGeehon | Dual Credit Manager | zmcgeehon@stlcc.edu

Erica Fennewald | Dual Enrollment Manager | efennewald1@stlcc.edu

Campus Coordinators

Florissant Valley Campus

Bailey Stock | Dual Credit/Enrollment Coordinator | bstock10@stlcc.edu

Brenden Stock | Ameren STEM Academy Coordinator | bstock11@stlcc.edu

Forest Park Campus

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Meramec Campus

Josh Orndorff | Dual Credit/Enrollment Coordinator | jorndorff@stlcc.edu

Wildwood Campus/Home School

Jeannette Musgrave | Dual Credit/Enrollment Coordinator | jmusgrave2@stlcc.edu

DUAL CREDIT

Dual Credit Summary

What is dual credit?

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

Who is eligible?

The following students are eligible to participate in STLCC's dual credit program:

- Sophomores, juniors, and seniors with a 2.0 GPA or higher

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 students pay just \$75 for a full college class.

Save Time - Students 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 students know how to manage the increased challenge and rigor.

Dual Credit Course Offerings

Course Request Process

Identify the new dual credit course your high school would like to offer. Any course in the [STLCC course catalog](#) can be offered for dual credit. The DCDE Coordinator assigned to dual credit at your school can help provide available course information, such as course profiles.

Once your school has selected the course to offer, notify your DCDE Coordinator. You will need to provide the class, teacher name, semester to be offered, and length of the class (one semester only or year-long).

Dual Credit Teacher Approval

High school teachers interested in becoming certified to teach dual credit through STLCC must submit the [STLCC Dual Credit Instructor Application](#) and meet the minimum faculty qualifications. Contact your DCDE Coordinator for information on minimum faculty qualifications.

Dual Credit Teacher Application Process:

1. High school instructor submits online application.
2. STLCC DCDE Coordinator and high school liaison are notified of new application.
3. Application is sent to high school principal for review and approval.
4. Application is sent to academic dean for review and approval/denial.
5. High school teacher is notified of decision via email.
6. If approved, STLCC dual credit team contacts high school teacher to request additional information, such as driver's license and SSN, to create secure STLCC account for teacher.
7. Dual Credit Manager emails dual credit instructor packets to teachers approximately one month before the start of the semester.

**At the time of application, we recommend teachers select every class they may have interest in teaching now or in the future.*

Confirmation of Course Offerings

Dual credit scheduling takes place one semester in advance. For fall classes, we build the schedule during spring and summer. For spring classes, we build the schedule during the fall. When it is time to schedule, you will be asked to provide a list of classes to be offered, the teachers' names, and the length of the class (one semester or year-long).

Dual Credit Class Registration Process

Dual credit registration takes place during the first several weeks of the semester. Please consult the Dual Credit 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, the student creates an account. Then, the student creates and submits an application.

2. STLCC A# - The student's A# will arrive via email shortly after submitting their STLCC application.

3. Submit class request - During the registration window, students fill out the Dual Credit Class Request form and provide a parent/guardian email address.

4. Complete the Parent/Guardian Authorization - An approval email will be sent to the student's parent/guardian as soon as they submit the class request form. The parent must complete the approval form before the student can be registered for dual credit.

5. Complete the Counselor Authorization - An approval email will be sent to the approving high school counselor once parent/guardian authorization is received. The counselor will provide information which will aid in determining eligibility for the requested course(s).

6. Official Course Registration - Once all approvals are submitted, the DCDE Coordinator will register the student for the approved courses. Registration will be on hold if the student needs to submit a new application, has an account balance from a previous semester, or has already taken the requested course

7. Pay for classes - Payment for classes can be made in full by cash, check or credit card at the Cashier's Office on campus or online through [Archer Connect](#) (found on the My Financial Accounts card under the Student tab).

Dual Credit Counselor Portal: Approving Student Class Requests

The dual credit credit counselor portal allows you to view and approve new dual credit requests, identify ineligible students, and view the status of your students' requests. Instructions for setting up and navigating your counselor portal are below.

Setting Up Your Counselor Portal

- Go to smartsheet.com and create a free Smartsheet account. You must use your work/school district email address.
 - If it asks for a payment type, do not complete that; payment is only needed for content creation and is not needed for this.
- Smartsheet will send you an email confirmation; please follow the directions to verify the account.
- Close the browser window. You will only need to create the login once.

Accessing Your Counselor Portal

Your new STLCC dual credit counselor portal provides you with three views of students:

1. Counselor Approvals
2. Remove Ineligible Students
3. Student Status Overview

Follow the below directions to view and engage with each.

- Open a new browse window and go to <https://dynamicview.smartsheet.com/>
- Under the left side Home tab, choose Shared with Me.

Dual Credit Counselor Portal: Approving Student Class Requests

Three Portal Views

Counselor Approvals

To view and respond to all class request forms pending counselor approval:

1. Select STLCC Dual Credit – Counselor Approvals on your Dynamic View dashboard.
2. Select the student whose approval request you wish to complete.
3. Complete the details panel / form that appears on the right.
4. When finished, click ‘Save’ at the bottom of the details panel.
5. Continue until all students in your approval queue have completed forms.

Students with completed approval forms will be removed from your queue.

Removing Ineligible Students

Our registration software automatically identifies students who do not meet class prerequisites, notifies those students, and declines their requests. **Please do not proactively remove these students for us.** We can often find a way for a student to qualify for the class that you may not know, and we want to make sure we’ve explored all possible options!

However, we know that sometimes students do not have your permission to participate in the program, regardless of eligibility. Sometimes, students also select the wrong high school and end up in your queue despite not attending your school.

To remove students who either (a) do not have your permission or (b) do not attend your high school:

1. Select *STLCC Dual Credit – Remove Ineligible Students* on your Dynamic View dashboard.
2. Select the student who you wish to remove.
3. Complete the details panel / form that appears on the right.
4. When finished, click ‘Save’ at the bottom of the details panel.

Student Status Overview

Our new portal allows us to provide you with a master list of every student from your high school who has completed a class request form and the status of that request.

To view the status of your students’ class requests:

1. Select STLCC Dual Credit – Student Status Overview on your Dynamic View dashboard.
2. Click the column headings to sort and organize students’ requests.
3. Adjust column width and enable wrap text  to view the full contents of each cell.

Dual Credit Counselor Portal: Approving Student Class Requests

Counselor Approvals Portal - Example

1 Open the Counselor Approvals page in your counselor portal.

2 Select a student

Smartsheet Dy

☆ STLCC Dual Credit - Counselor Approvals ⓘ

Filter

Student Name	Student Email Address	Date of Birth	School	Cx
Example Exampleson	erosebro@gmail.com	07/05/24	Example High School	AC
Abby Adams	erosebro@gmail.com	07/05/24	Example High School	AC
Donte Baker	erosebro@gmail.com	07/05/24	Example High School	AC
Ellen Davis	erosebro@gmail.com	07/05/24	Example High School	AC
Walter Ghosh	erosebro@gmail.com	07/05/24	Example High School	AC
Rekha Shankar	erosebro@gmail.com	07/05/24	Example High School	AC
Zac Oyama	erosebro@gmail.com	07/05/24	Example High School	AC
Ally Goodfellow	erosebro@gmail.com	07/05/24	Example High School	AC

3 A right-side panel will appear. Complete all blank fields.

ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

School

Example High School

MOSIS ID

Grade Level When Course Will Be Taken *

Unweighted GPA *

Last High School English Grade(s) *

Course 1 Request:

Dual Credit Counselor Portal: Approving Student Class Requests

Counselor Approvals Portal - Example (cont.)

4 Click "Save"

The screenshot shows a web form for approving student class requests. On the left is a large empty rectangular box. On the right is a form panel with the following elements: a dropdown menu set to 'Approved' with an 'X' and a downward arrow; a section titled 'Course 2 Request:' containing a text box with the text 'HST 102: US History from 1865 - Present - Donald Histor'; a label 'Approve above class request? *' followed by a dropdown menu set to 'Approved' with an 'X' and a downward arrow; a label 'Is this student free/reduced lunch eligible? *' followed by a dropdown menu set to 'Yes' with an 'X' and a downward arrow; a label 'Approve this student for dual credit at STLCC? *' followed by a dropdown menu set to 'Yes' with an 'X' and a downward arrow. At the bottom right of the form panel are two buttons: 'Discard Changes' and 'Save'. The 'Save' button is highlighted with an orange circle.

5 The student will disappear from your Counselor Approval Queue. However, they will still appear in your Student Status Overview page.

Dual Credit Counselor Portal: Approving Student Class Requests

Removing Ineligible Students - Example

- 1 Identify any students who either (a) do not have your permission to participate in STLCC dual credit or (b) you know to be ineligible based on GPA (below 2.0) or grade level (9th or below)

Do not worry about whether a student meets prerequisites - we'll explore every nook and cranny to try to get them in the course!

- 2 Open the Remove Ineligible Students view.

- 3 Select the student you wish to mark as ineligible.

☆ STLCC Dual Credit - Remove Ineligible Students ⓘ

Filter

Student Name	Date of Birth	School	Courses Requested
Example Exampleson	07/05/24	Example High School	ACC 114: Managerial Accounting - Barbara Accountants History from 1865 - Present - Donald Historyman
Donte Baker	07/05/24	Example High School	ACC 114: Managerial Accounting - Barbara Accountants History from 1865 - Present - Donald Historyman
Ellen Davis	07/05/24	Example High School	ACC 114: Managerial Accounting - Barbara Accountants History from 1865 - Present - Donald Historyman
Walter Ghosh	07/05/24	Example High School	ACC 114: Managerial Accounting - Barbara Accountants History from 1865 - Present - Donald Historyman
Rekha Shankar	07/05/24	Example High School	ACC 114: Managerial Accounting - Barbara Accountants History from 1865 - Present - Donald Historyman
Zac Oyama	07/05/24	Example High School	ACC 114: Managerial Accounting - Barbara Accountants History from 1865 - Present - Donald Historyman
Ally Beardsley	07/05/24	Example High School	ACC 114: Managerial Accounting - Barbara Accountants History from 1865 - Present - Donald Historyman
Isabella Roland	07/05/24	Example High School	ACC 114: Managerial Accounting - Barbara Accountants History from 1865 - Present - Donald Historyman

Dual Credit Counselor Portal: Approving Student Class Requests

Removing Ineligible Students - Example (cont.)

4 A right-side panel will appear. Select 'No' from the drop-down menu.

The screenshot shows a web interface with a light blue header. On the left, a table lists student requests. The first row is highlighted in orange and shows 'Accountant, HST 102: US'. To the right of the table is a panel. At the top of the panel, a dropdown menu is open, showing two options: 'ACC 114: Managerial Accounting - Barbara Accountant' and 'HST 102: US History from 1865 - Present - Donald Histo...'. Below the dropdown, the text 'Approve this student for dual credit at STLCC?' is displayed. Underneath this text is a dropdown menu with a close button (X) and a downward arrow. Below the dropdown menu are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected, indicated by an orange circle.

5 Click "Save"

The screenshot shows the same web interface as the previous one. The dropdown menu is now closed, and the 'No' option is selected. At the bottom right of the panel, there are two buttons: 'Discard Changes' and 'Save'. The 'Save' button is highlighted with an orange circle.

6 The student will then be removed from your approval queue. However, you will still be able to view the student in your Student Status Overview page.

Dual Credit Counselor Portal: Approving Student Class Requests

Using the Student Status Overview - Example

- 1

To view the status of all students who have submitted their Dual Credit Class Request forms, open the Student Status Overview field.
- 2

You will see a list of all students who have submitted their forms, as well as the status of their form request on the left side.
- 3

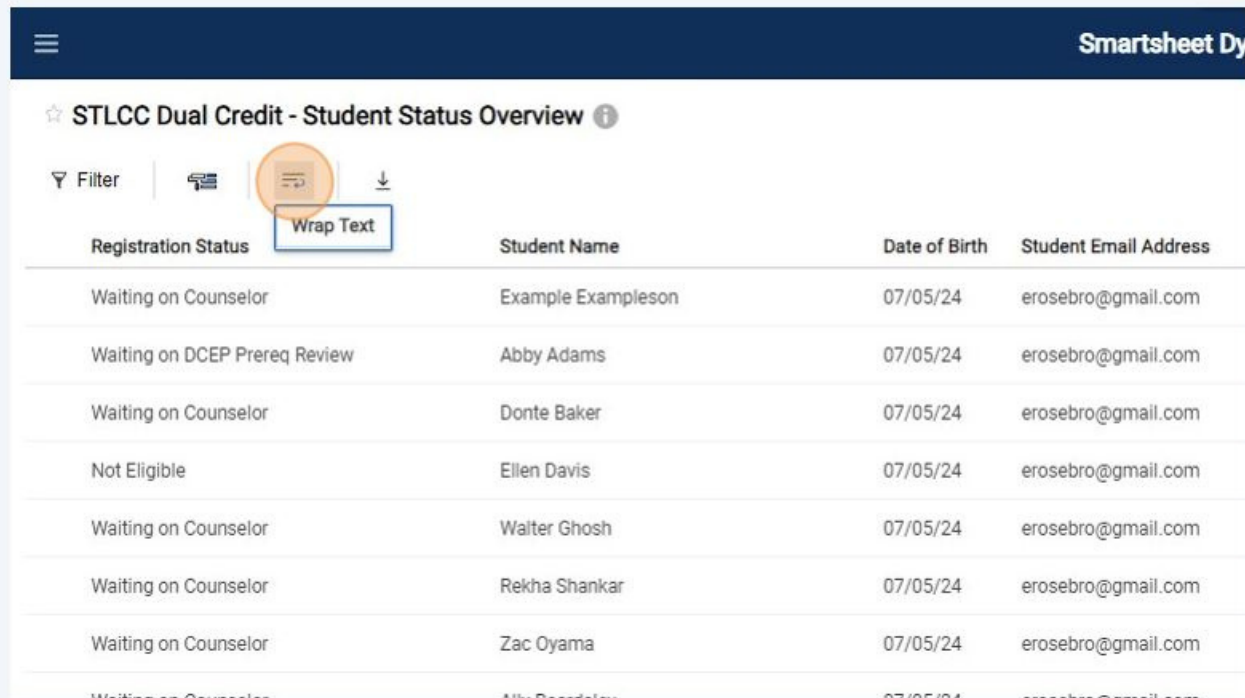
You can wrap the text of a column by selecting the column title.

smartsheet Dynamic View		
Email Address	School	Courses Requested
@gmail.com	Example High School	ACC 114: Managerial Accounting
@gmail.com	Example High School	ACC 114: Managerial Accounting
@gmail.com	Example High School	ACC 114: Managerial Accounting
@gmail.com	Example High School	ACC 114: Managerial Accounting
@gmail.com	Example High School	ACC 114: Managerial Accounting
@gmail.com	Example High School	ACC 114: Managerial Accounting
@gmail.com	Example High School	ACC 114: Managerial Accounting
@gmail.com	Example High School	ACC 114: Managerial Accounting

Dual Credit Counselor Portal: Approving Student Class Requests

Using the Student Status Overview - Example (cont.)

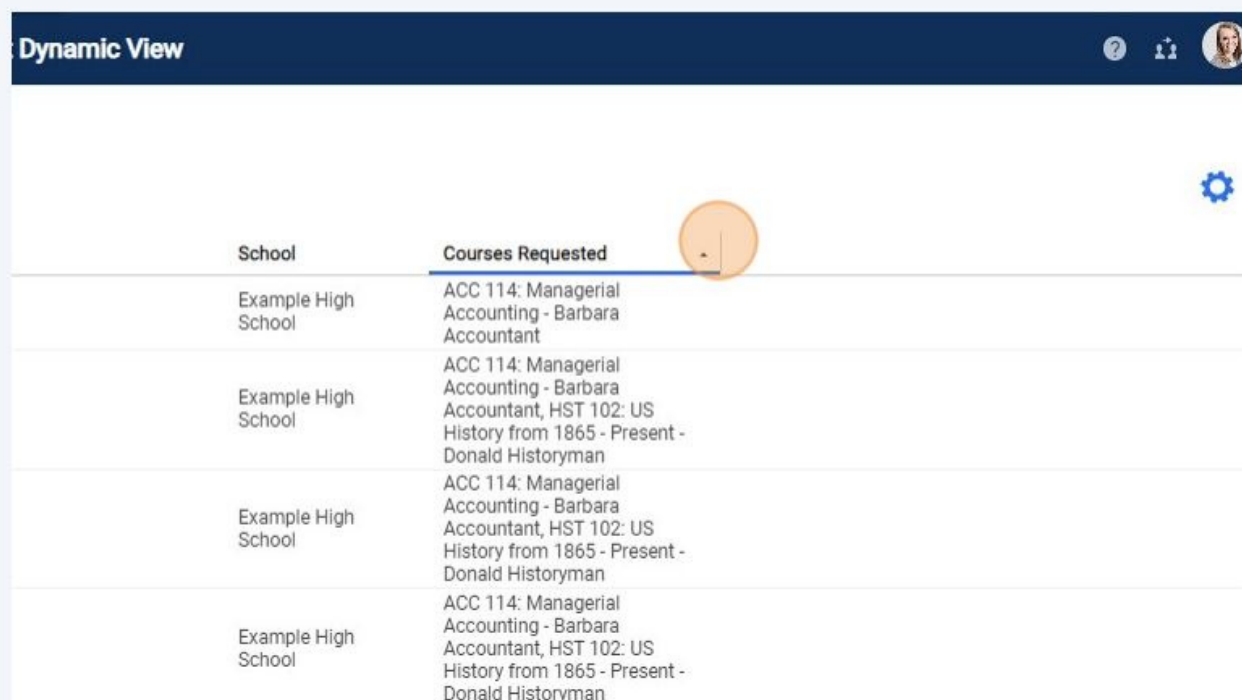
- 4 Then, select the wrap text button in the formatting ribbon.



The screenshot shows the Smartsheet Dynamic View interface for 'STLCC Dual Credit - Student Status Overview'. The formatting ribbon at the top includes a 'Wrap Text' button, which is highlighted with an orange circle. Below the ribbon is a table with the following data:

Registration Status	Student Name	Date of Birth	Student Email Address
Waiting on Counselor	Example Exampleson	07/05/24	erosebro@gmail.com
Waiting on DCEP Prereq Review	Abby Adams	07/05/24	erosebro@gmail.com
Waiting on Counselor	Donte Baker	07/05/24	erosebro@gmail.com
Not Eligible	Ellen Davis	07/05/24	erosebro@gmail.com
Waiting on Counselor	Walter Ghosh	07/05/24	erosebro@gmail.com
Waiting on Counselor	Rekha Shankar	07/05/24	erosebro@gmail.com
Waiting on Counselor	Zac Oyama	07/05/24	erosebro@gmail.com
Waiting on Counselor	Mike Rodriguez	07/05/24	erosebro@gmail.com

- 5 You can expand or shrink the width of a column.



The screenshot shows the Smartsheet Dynamic View interface for 'Dynamic View'. A column width adjustment handle (a vertical line with a circular arrow) is shown over the 'Courses Requested' column, indicating that the column width can be expanded or shrunk. The table data is as follows:

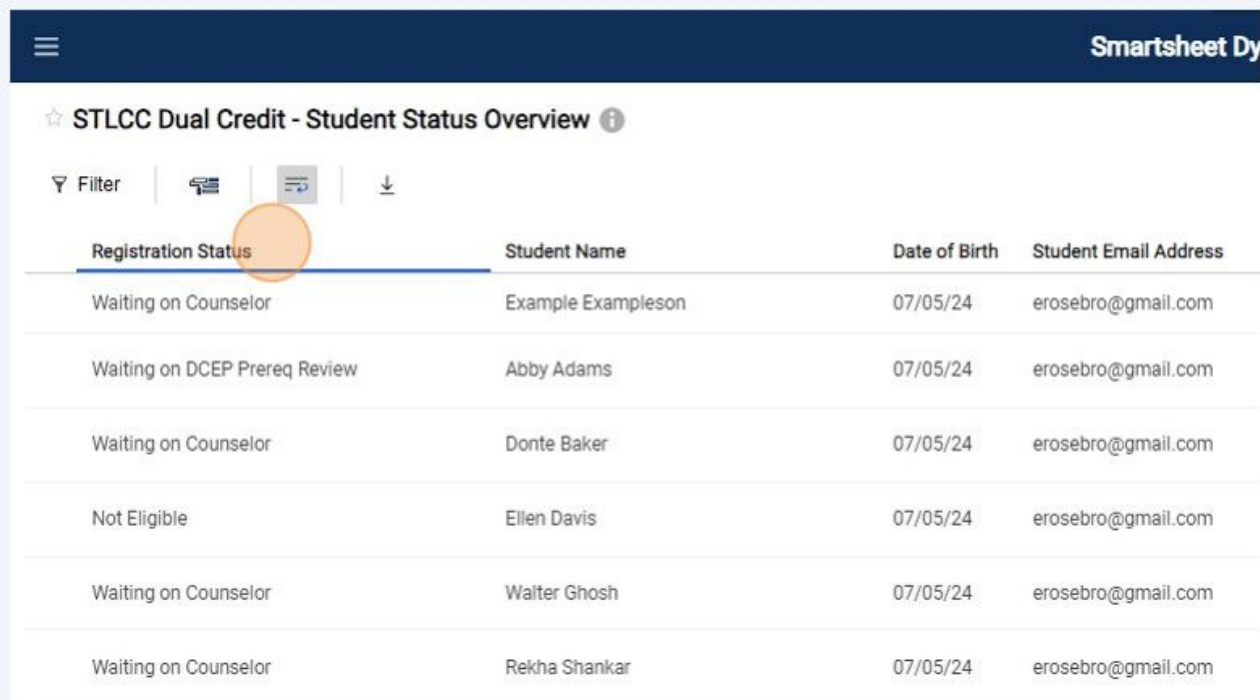
School	Courses Requested
Example High School	ACC 114: Managerial Accounting - Barbara Accountant
Example High School	ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman
Example High School	ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman
Example High School	ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

Dual Credit Counselor Portal: Approving Student Class Requests

Using the Student Status Overview - Example (cont.)

6

You can also sort a column in alphabetical order by clicking the title of the column. One click will sort is A-Z. A second click will sort it Z-A.

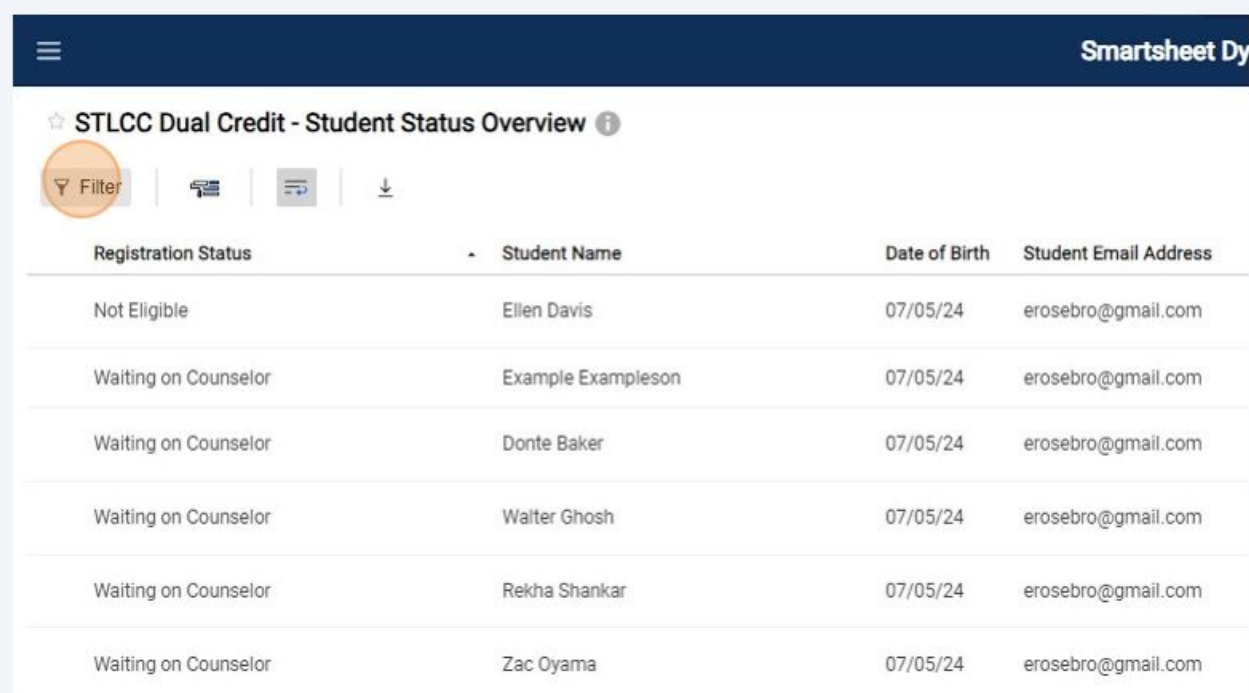


The screenshot shows the 'STLCC Dual Credit - Student Status Overview' table. The 'Registration Status' column header is highlighted with an orange circle, indicating it is the target for sorting. The table contains six rows of student data.

Registration Status	Student Name	Date of Birth	Student Email Address
Waiting on Counselor	Example Exampleson	07/05/24	erosebro@gmail.com
Waiting on DCEP Prereq Review	Abby Adams	07/05/24	erosebro@gmail.com
Waiting on Counselor	Donte Baker	07/05/24	erosebro@gmail.com
Not Eligible	Ellen Davis	07/05/24	erosebro@gmail.com
Waiting on Counselor	Walter Ghosh	07/05/24	erosebro@gmail.com
Waiting on Counselor	Rekha Shankar	07/05/24	erosebro@gmail.com

7

You can turn on filters by selecting the filter button.



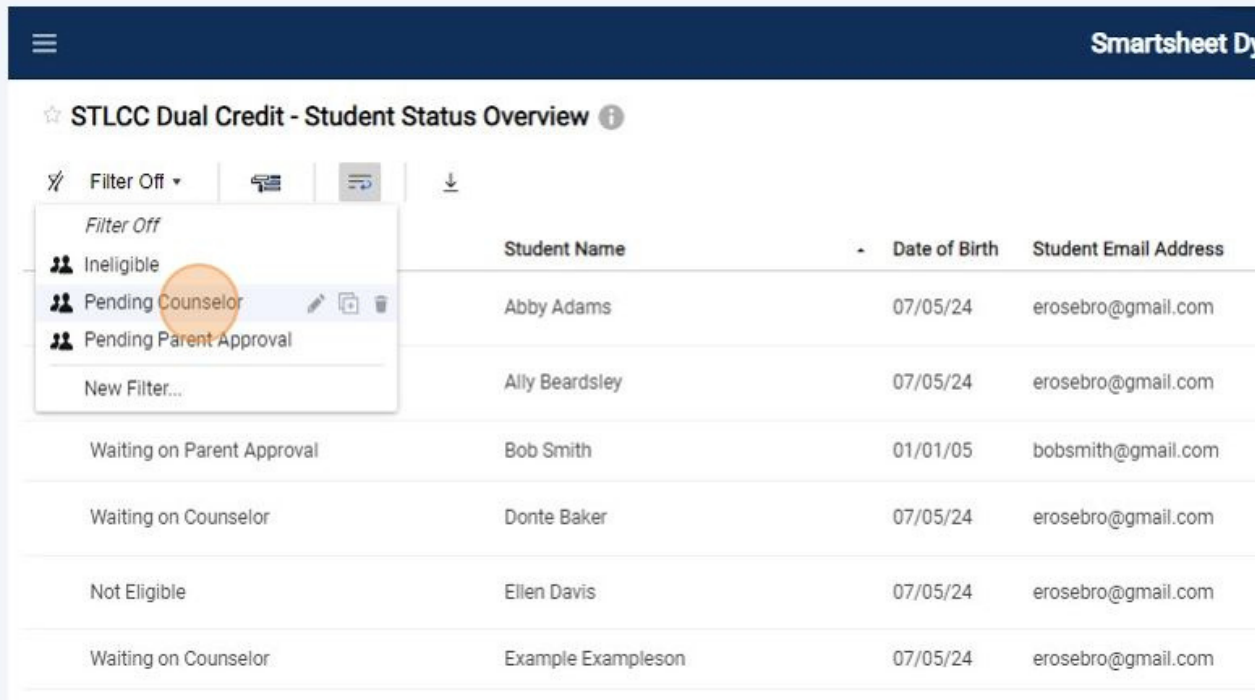
The screenshot shows the same 'STLCC Dual Credit - Student Status Overview' table. The 'Filter' button, represented by a funnel icon, is highlighted with an orange circle. The table data is the same as in the previous screenshot.

Registration Status	Student Name	Date of Birth	Student Email Address
Not Eligible	Ellen Davis	07/05/24	erosebro@gmail.com
Waiting on Counselor	Example Exampleson	07/05/24	erosebro@gmail.com
Waiting on Counselor	Donte Baker	07/05/24	erosebro@gmail.com
Waiting on Counselor	Walter Ghosh	07/05/24	erosebro@gmail.com
Waiting on Counselor	Rekha Shankar	07/05/24	erosebro@gmail.com
Waiting on Counselor	Zac Oyama	07/05/24	erosebro@gmail.com

Dual Credit Counselor Portal: Approving Student Class Requests

Using the Student Status Overview - Example (cont.)

8 You can select an existing filter.



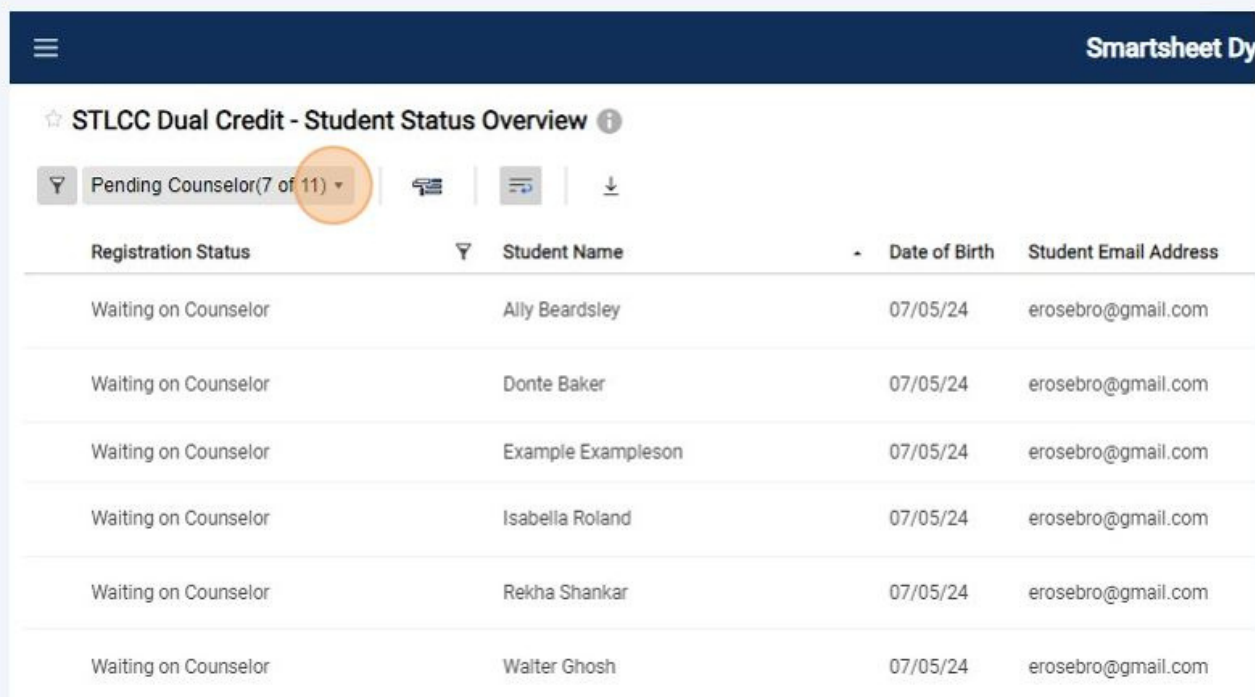
Smartsheet Dashboard

☆ STLCC Dual Credit - Student Status Overview ⓘ

Filter Off ▾

	Student Name	Date of Birth	Student Email Address
Ineligible	Abby Adams	07/05/24	erosebro@gmail.com
Pending Counselor	Ally Beardsley	07/05/24	erosebro@gmail.com
Pending Parent Approval	Bob Smith	01/01/05	bobsmith@gmail.com
New Filter...	Donte Baker	07/05/24	erosebro@gmail.com
Waiting on Parent Approval	Ellen Davis	07/05/24	erosebro@gmail.com
Waiting on Counselor	Example Exampleson	07/05/24	erosebro@gmail.com

9 Or you can create a new filter. New filters will only be visible by you.



Smartsheet Dashboard

☆ STLCC Dual Credit - Student Status Overview ⓘ

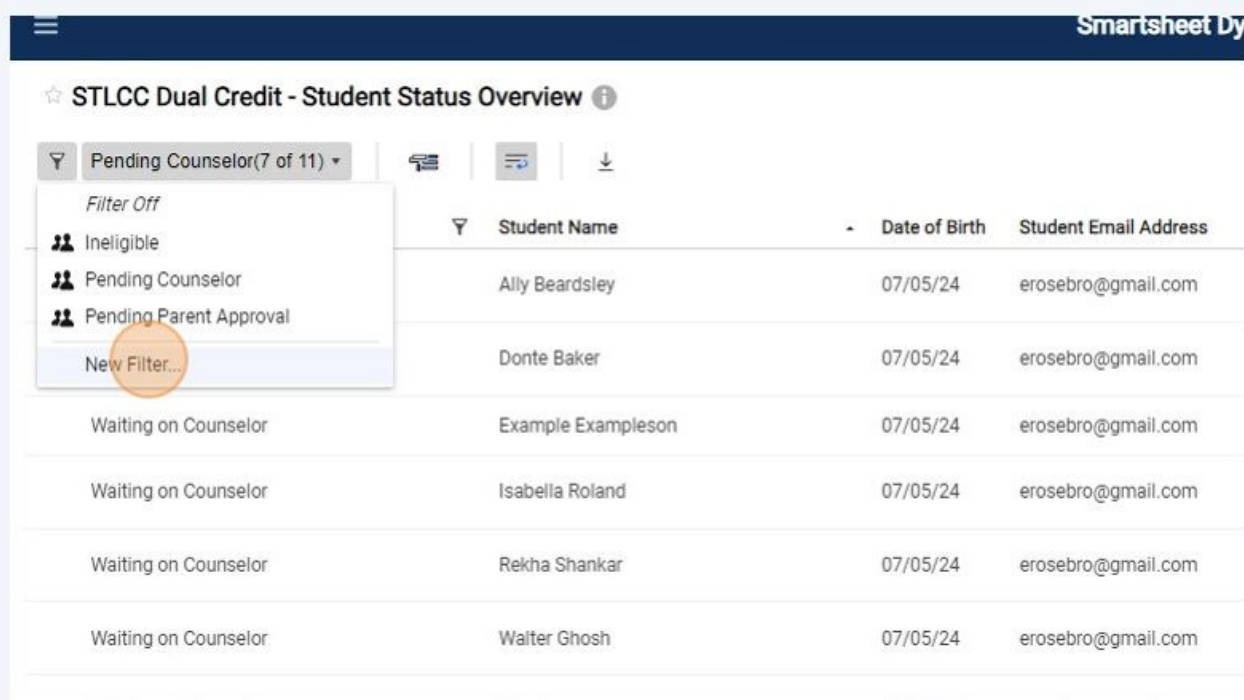
Pending Counselor(7 of 11) ▾

Registration Status	Student Name	Date of Birth	Student Email Address
Waiting on Counselor	Ally Beardsley	07/05/24	erosebro@gmail.com
Waiting on Counselor	Donte Baker	07/05/24	erosebro@gmail.com
Waiting on Counselor	Example Exampleson	07/05/24	erosebro@gmail.com
Waiting on Counselor	Isabella Roland	07/05/24	erosebro@gmail.com
Waiting on Counselor	Rekha Shankar	07/05/24	erosebro@gmail.com
Waiting on Counselor	Walter Ghosh	07/05/24	erosebro@gmail.com

Dual Credit Counselor Portal: Approving Student Class Requests

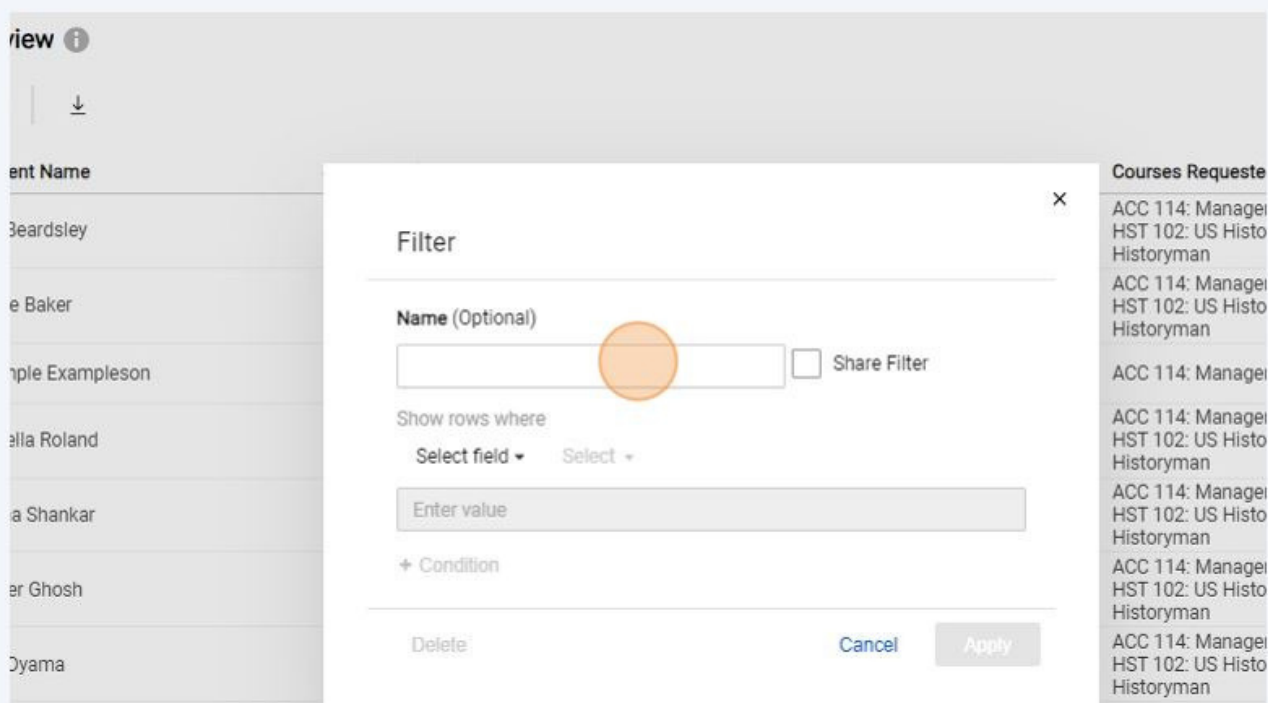
Using the Student Status Overview - Example (cont.)

10 Click "New Filter..."



Student Name	Date of Birth	Student Email Address
Ally Beardsley	07/05/24	erosebro@gmail.com
Donte Baker	07/05/24	erosebro@gmail.com
Example Exampleson	07/05/24	erosebro@gmail.com
Isabella Roland	07/05/24	erosebro@gmail.com
Rekha Shankar	07/05/24	erosebro@gmail.com
Walter Ghosh	07/05/24	erosebro@gmail.com

11 Click this text field.



Student Name	Courses Requested
Ally Beardsley	ACC 114: Managerial Accounting HST 102: US History
Donte Baker	ACC 114: Managerial Accounting HST 102: US History
Example Exampleson	ACC 114: Managerial Accounting
Isabella Roland	ACC 114: Managerial Accounting HST 102: US History
Rekha Shankar	ACC 114: Managerial Accounting HST 102: US History
Walter Ghosh	ACC 114: Managerial Accounting HST 102: US History
Dyama	ACC 114: Managerial Accounting HST 102: US History

Dual Credit Counselor Portal: Approving Student Class Requests

Using the Student Status Overview - Example (cont.)

12 Click "Select field"

The screenshot shows a table with student names and a 'Filter' dialog box. The 'Select field' dropdown in the dialog is highlighted with an orange circle.

Student Name
Ally Beardsley
Donte Baker
Example Exampleson
Isabella Roland
Rekha Shankar
Walter Ghosh
Zac Oyama

Filter

Name (Optional)
Students in ACC 114 ☐ Share Filter

Show rows where
Select field Select

Enter value

+ Condition

Delete Cancel Apply

13 Click "Courses Requested"

The screenshot shows the same table as in step 12, but with the 'Courses Requested' option selected in the 'Select field' dropdown. The dropdown menu is open, and 'Courses Requested' is highlighted with an orange circle.

Student Name
Isabella Roland
Rekha Shankar
Walter Ghosh
Zac Oyama

Show rows where
Select field Select

Registration Status
Student Name
Date of Birth
Student Email Address
School
Courses Requested

Cancel Apply

Dual Credit Counselor Portal: Approving Student Class Requests

Using the Student Status Overview - Example (cont.)

14 Click here.

The screenshot shows a table of students on the left and a 'Courses Requested' column on the right. A 'Filter' dialog box is open in the center. The dialog has a 'Name (Optional)' field with the text 'Students in ACC 114' and a 'Share Filter' checkbox. Below this, it says 'Show rows where' followed by a dropdown menu set to 'Courses Reques...' and another dropdown set to 'has any of'. A third dropdown menu is open, showing a list of course requests. An orange circle highlights the 'has any of' dropdown. At the bottom of the dialog are 'Delete', 'Cancel', and 'Apply' buttons.

Student Name	Courses Requested
ardsley	ACC 114: Managerial Accounting - Barbara Accountant
Baker	HST 102: US History Historyman
Example Exampleson	ACC 114: Managerial Accounting - Barbara Accountant
Isabella Roland	HST 102: US History Historyman
Shankar	ACC 114: Managerial Accounting - Barbara Accountant
Ghosh	HST 102: US History Historyman
Oyama	ACC 114: Managerial Accounting - Barbara Accountant

15 Click this checkbox.

This screenshot shows the same student list as the previous one. The 'Filter' dialog box is still open, but the 'has any of' dropdown menu is now expanded, showing a list of course requests. The first option, 'ACC 114: Managerial Accounting - Barbara Accountant', is selected with a checked checkbox. An orange circle highlights this checkbox. The other options in the list are 'Blank', 'BIO 104 (PLTW): Basic Lab Methods/Biotech - Ian Walsh', 'MTH 160: Precalculus Algebra - Thomas Mathew', and 'SPA 102: Elementary Spanish II - Charlie Rosebrough'.

Student Name	Courses Requested
Donte Baker	
Example Exampleson	
Isabella Roland	
Rekha Shankar	
Walter Ghosh	
Zac Oyama	

Dual Credit Counselor Portal: Approving Student Class Requests

Using the Student Status Overview - Example (cont.)

16 Click "Apply"

Name (Optional)

Students in ACC 114 ☐ Share Filter

Show rows where

Courses Reques... has any of

ACC 114: Managerial Accounting - Barbara Accountant X

+ Condition

Delete Cancel **Apply**

HST 102: US History from 1865 - Present - Donald Historyman

ACC 114: Managerial Accounting - Barbara Accountant

ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

ACC 114: Managerial Accounting - Barbara Accountant, HST 102: US History from 1865 - Present - Donald Historyman

17 Finally, you can download a csv/Excel version of this view by selecting the download button.

Smartsheet Dy

☆ STLCC Dual Credit - Student Status Overview ⓘ

Students in ACC 114(9 of 11) ▾

Export view to .csv file

Registration Status	Student Name	Date of Birth	Student Email Address
Waiting on DCEP Prereq Review	Abby Adams	07/05/24	erosebro@gmail.com
Waiting on Counselor	Ally Beardsley	07/05/24	erosebro@gmail.com
Waiting on Counselor	Donte Baker	07/05/24	erosebro@gmail.com
Not Eligible	Ellen Davis	07/05/24	erosebro@gmail.com
Waiting on Counselor	Example Exampleson	07/05/24	erosebro@gmail.com
Waiting on Counselor	Isabella Roland	07/05/24	erosebro@gmail.com

18 Throughout registration, you can return to this view to see where each of your students is in the process. If a student is not on this sheet, they have not yet submitted a dual credit class request.

Dual Credit Drop/Withdrawal Process

If a student is performing poorly in a dual credit course, they 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

Students must withdraw from a class formally.

If a student stops attending, they are still registered and will receive a letter grade.

- Students 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 eligibility.

Dual Credit Drop Deadlines			
	Year-Long Courses	Fall-Only Courses	Spring-Only Courses
100% Refund Withdraw, removed from STLCC transcript	August 24 - October 2, 2026	August 24 - September 25, 2026	January 4 - February 19, 2027
80% Refund Withdraw with a W grade	October 3 - October 9, 2026	September 26 - October 2, 2026	February 20 - February 26, 2027
50% Refund Withdraw with a W grade	October 10 - October 23, 2026	October 3 - October 9, 2026	February 27 - March 5, 2027
0% Refund Withdraw with a W grade	October 24, 2026 - April 16, 2027	October 10 - December 18, 2026	March 6 - May 14, 2027

(Please print firmly)

ID # **A**

Name (Last Name) (First Name) (MI)

Street Address City State Zip Code

E-mail Address ☐ Personal ☐ Business Home Phone Business Phone

Term: ☐ Fall ☐ Spring ☐ Summer 20 ☐ ☐ Florissant Valley ☐ Forest Park ☐ Meramec ☐ Wildwood

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.

Hours before change Hours after change

REASON FOR WITHDRAWAL:

☐ Canceled class

☐ Medical

☐ Job

☐ Other

Student Signature Date

Advisor/Counselor Signature Date

— OFFICE USE ONLY —

Comments:

Date Rec'd. By Payment Due ☐ Refund Due ☐

STLCC Dual Credit Deadlines 2026-2027

Description	Year-long course (DC2)	Fall-only course (DC1)	Spring-only course (DC1)
New dual credit instructor applications due	July 15	July 15	November 1
Last day for chairs and deans to approve/deny dual credit instructor vetting applications	July 31	July 31	November 13
Dual Credit Launch (Instructor attendance required)	August 15	August 15	TBD
Complete online administrative trainings:			
(a) Faculty liaisons and site visitors	August 21	August 21	TBD
(b) Dual credit eligibility and registration			
(c) STLCC Software			
Dual credit course syllabus due in SYL	August 21	August 21	January 22
Students complete STLCC application and Dual Credit Class Request form			
Parents complete emailed approval form	August 24- September 14	August 24- September 14	January 4 – February 8
<i>All above items must be completed by 5:00 pm on 9/14 or 2/8</i>			
Dual credit liaison/counselor responses due in Smartsheet	September 16	September 16	February 10
Dual credit instructors log-in to Banner to confirm rosters and submit any needed changes to DC Coordinator	September 21-25	September 21-25	February 16 - 22
DC Coordinator sends final copy of course rosters to liaisons with verification memorandum	September 28	September 28	February 23
Drop class and receive 100% refund (DD)	August 24 – October 2	August 24 – September 25	January 4 – February 19
Withdrawal with W grade and 80% refund (W8)	October 3 – October 9	September 26 – October 2	February 20– February 26
Withdrawal with W grade and 50% refund (W5)	October 10 – October 23	October 3 – October 9	February 27 – March 5
Withdrawal with W grade and 0% refund (WS)	October 24 – April 16	October 10 – December 18	March 6 – May 14
Payment due for courses	October 9	October 9	March 5
Dual credit faculty submit grades in Banner	June 4	January 19	June 4

DOCUMENT COLOR LEGEND: FACULTY & LIAISONS, LIAISONS, STUDENTS

DC STUDENT FAQs

1

Am I eligible for dual credit?

Sophomores, Juniors, and Seniors with a 2.0+ GPA are eligible for dual credit classes.

2

I never got my A#, can you help?

Look for an email titled 'Admission to St. Louis Community College.' It will be delivered to the email address you listed in your STLCC application. Please allow up to 1 business day for the A# to arrive. If the A# still does not appear, email dualcredit@stlcc.edu for assistance.

3

I've taken classes at STLCC before, do I still need to apply?

No! If you have taken a class through STLCC within the past calendar year, you do not need to submit a new application.

4

I typed in my email address incorrectly, how do I fix it?

Email dualcredit@stlcc.edu to let us know you need to correct your email address. In your email, please include your name, your date of birth, your high school, and your correct email address.

5

I typed in my parent's email wrong, how do I fix it?

Email dualcredit@stlcc.edu from your email to let us know you need to correct your email address. In your email, please include your name, your date of birth, your high school, and your correct email address.

6

I signed up for the wrong classes, what do I do?

If your parent/guardian has already received and completed the approval request, email dualcredit@stlcc.edu. Include your name, date of birth, high school, and a correct list of classes that you'd like to take. If your parent/guardian has not already completed the approval request, ask them to decline your request. Then, resubmit your dual credit request with the correct courses selected.

7

My parent never got an email about approving my classes, what do I do?

Our system runs an audit every Monday, Wednesday, and Friday at 6 am. If your parent's email address is correct, your parent will receive an email at that time. The email will be titled, "Action Needed: Approve [Student Name]'s Dual Credit Classes" or "Reminder: Approve [Student Name]'s Dual Credit Class Request"

If you believe the system missed your parent during its audit or that your parent's email is incorrect in the system, please email dualcredit@stlcc.edu.

8

I got an email that said I'm not registered in some of my classes, what happened?

If you were not registered in a class you requested, one of two things likely happened:

- Your counselor denied your request for that class
- You did not meet the prerequisites for that class

Many of our classes require that you have a certain GPA, have a specific test score, or have taken a certain class. These requirements are called prerequisites. If you did not meet the course's prerequisites, you were not registered.

Contact Us

Dual Credit/Enrollment District Office

Phone: 314-513-4216

Email: dcep@stlcc.edu

Location: Florissant Valley Campus, Administration & Instruction (AI) 247

Leadership/Admin

Elizabeth Perkins | Vice-Chancellor, Academic Affairs | eperkins32@stlcc.edu

Ellen Wottrich | Executive Director, K-12 Programs | ewottrich@stlcc.edu

Coco Madison-Askew | Administrative Assistant | cmadisonaskew@stlcc.edu

Department Management

Zach McGeehon | Dual Credit Manager | zmcgeehon@stlcc.edu

Erica Fennewald | Dual Enrollment Manager | efennewald1@stlcc.edu

Campus Coordinators

Florissant Valley Campus

Bailey Stock | Dual Credit/Enrollment Coordinator | bstock10@stlcc.edu

Brenden Stock | Ameren STEM Academy Coordinator | bstock11@stlcc.edu

Forest Park Campus

Kris Bailey | Dual Credit/Enrollment Coordinator | kbailey104@stlcc.edu

Meramec Campus

Josh Orndorff | Dual Credit/Enrollment Coordinator | jorndorff@stlcc.edu

Wildwood Campus/Home School

Jeannette Musgrave | Dual Credit/Enrollment Coordinator | jmusgrave2@stlcc.edu