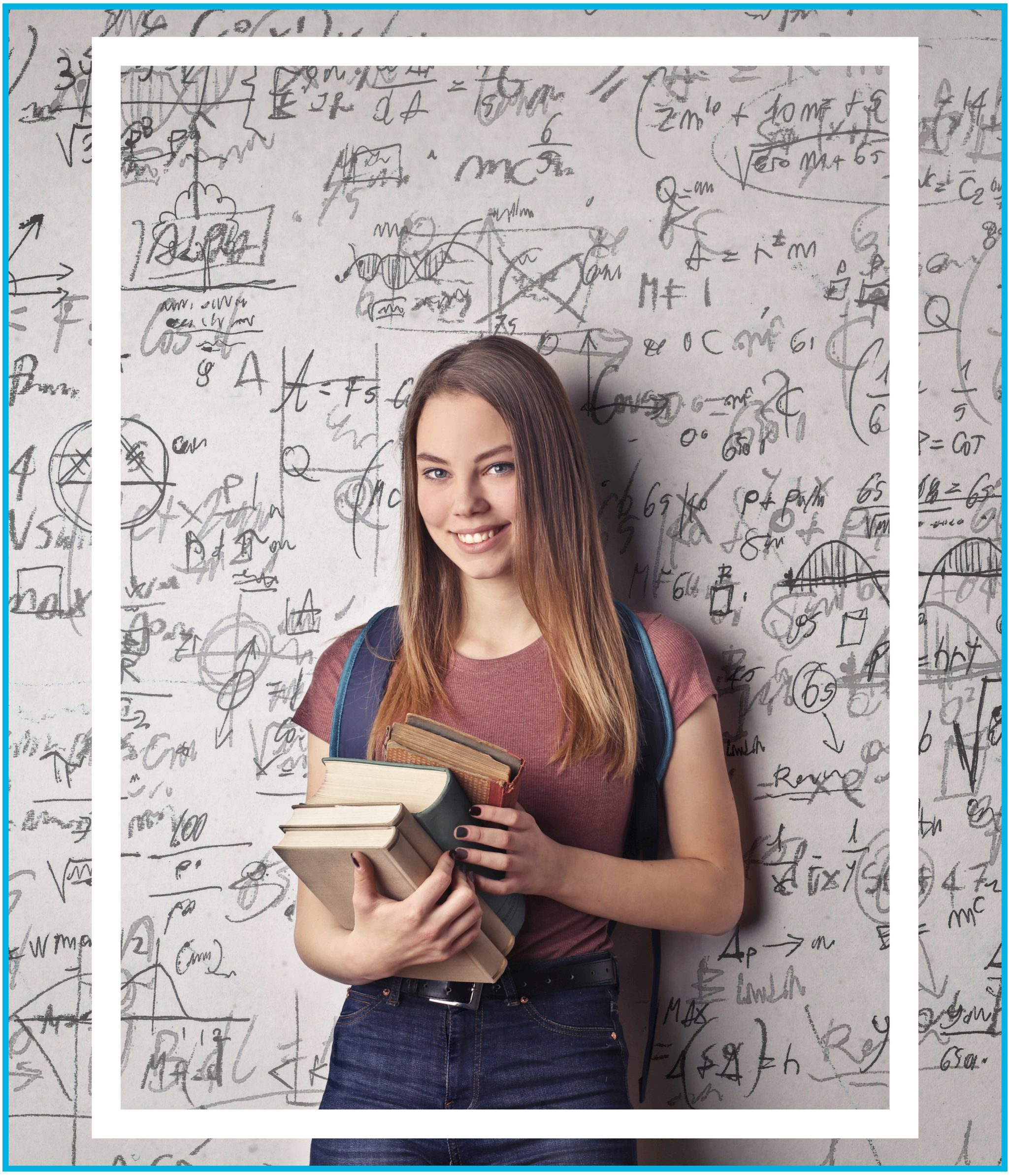
DUAL CREDIT

STUDENT HANDBOOK



2025-2026

St. Louis Community College
Expanding Minds. Changing Lives.

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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 indvidually 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.

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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

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.

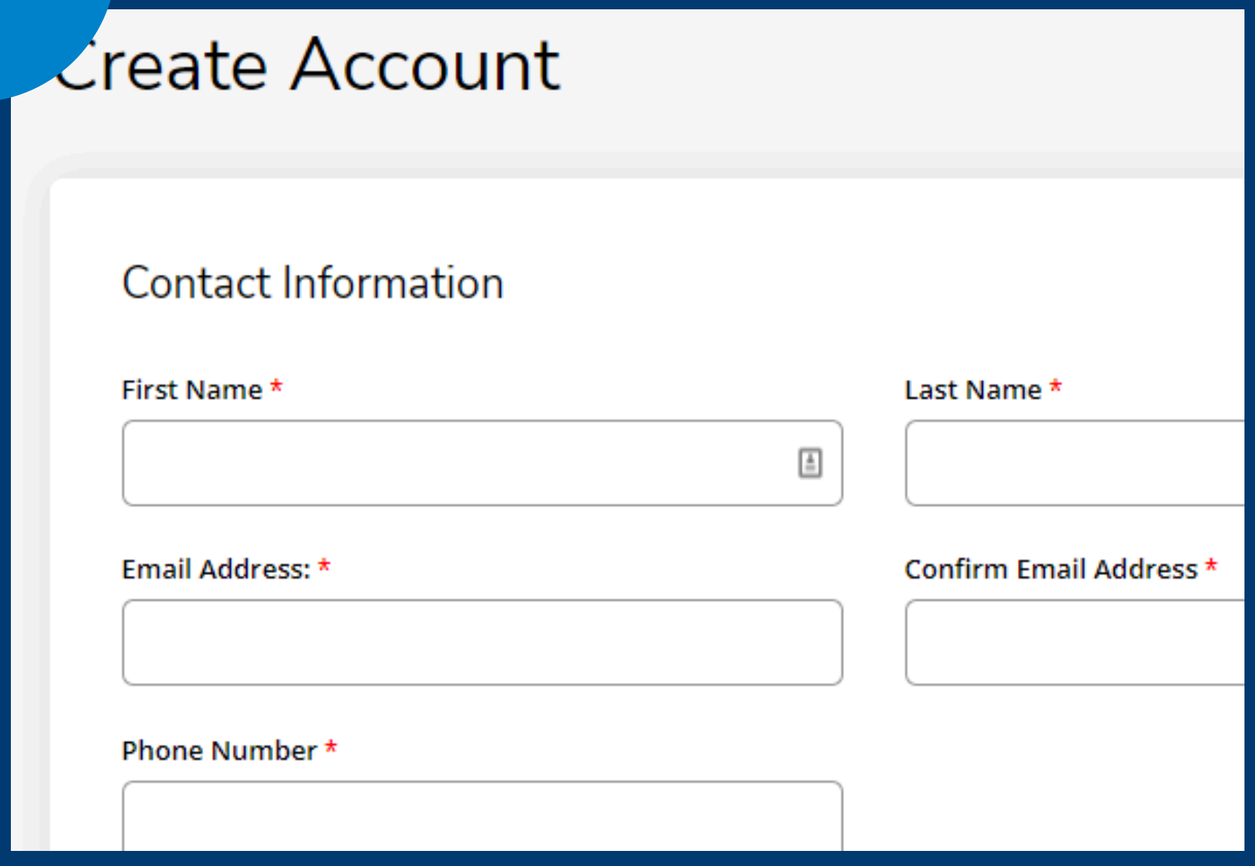
During the registration window, high school students should complete the following steps to enroll in dual credit:

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



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

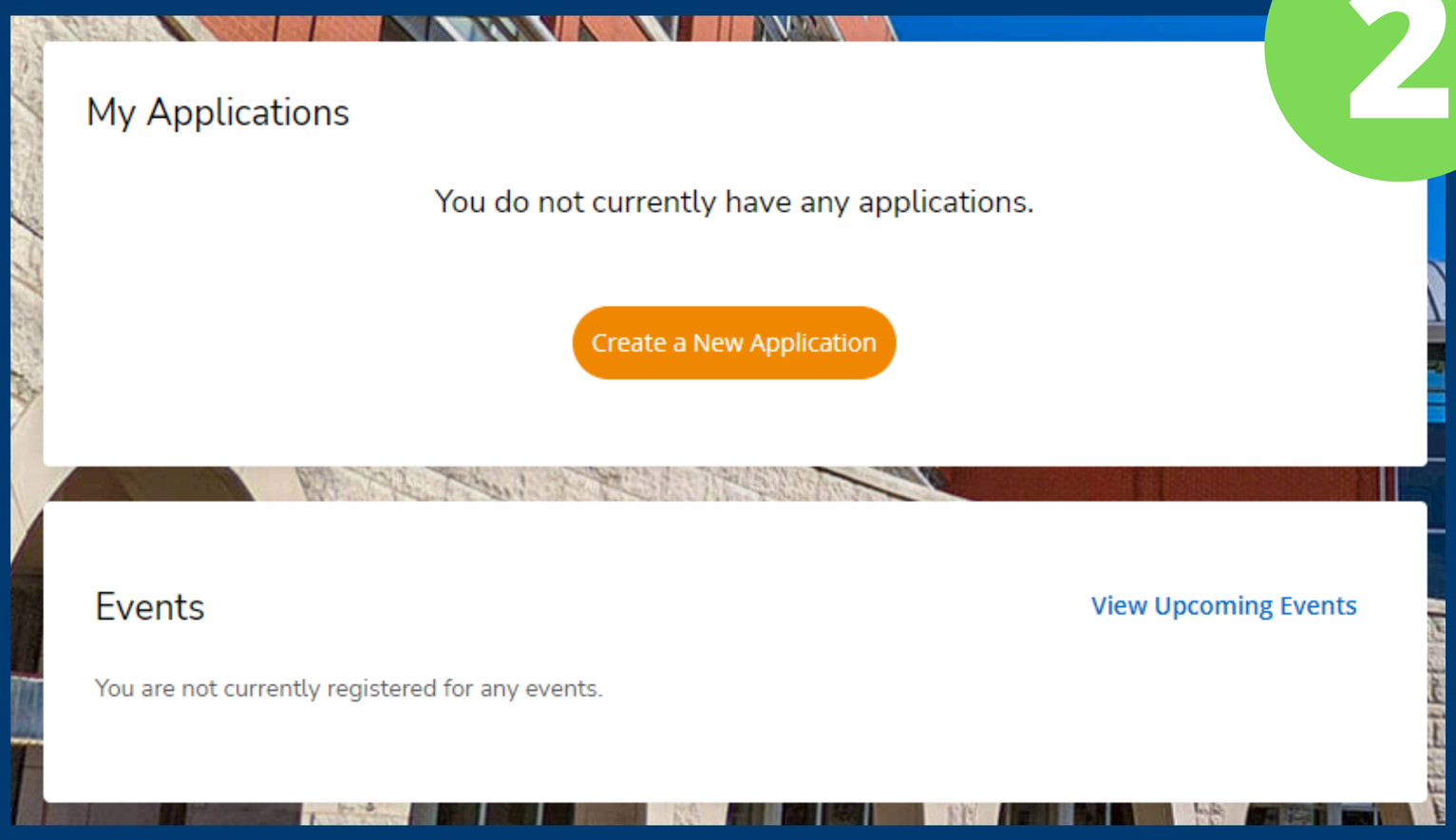
You will be prompted to answer questions regarding your student type. By selecting "dual credit," the account will continue with questions relevant to dual credit students.

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

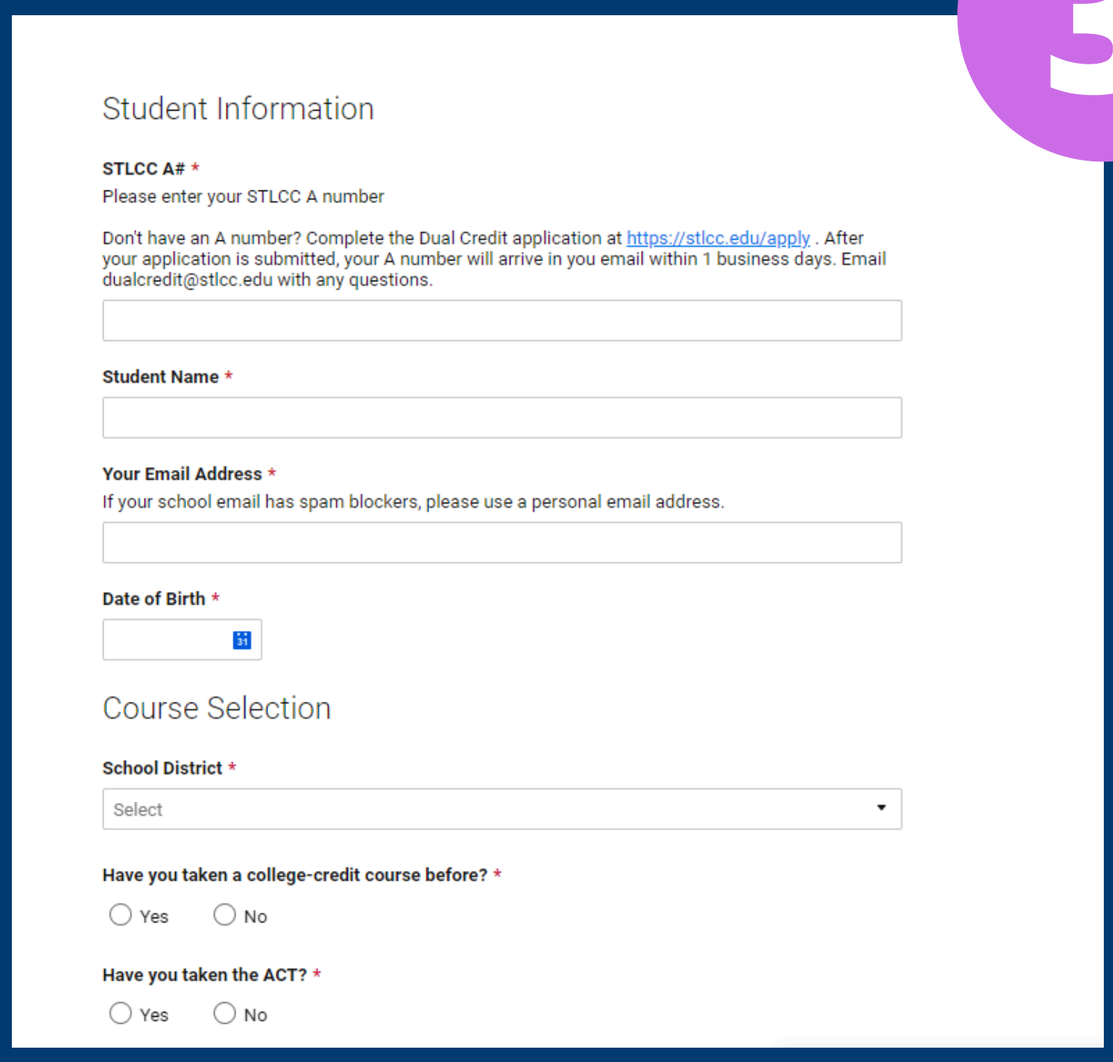


Step 2: Class Registration

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 *

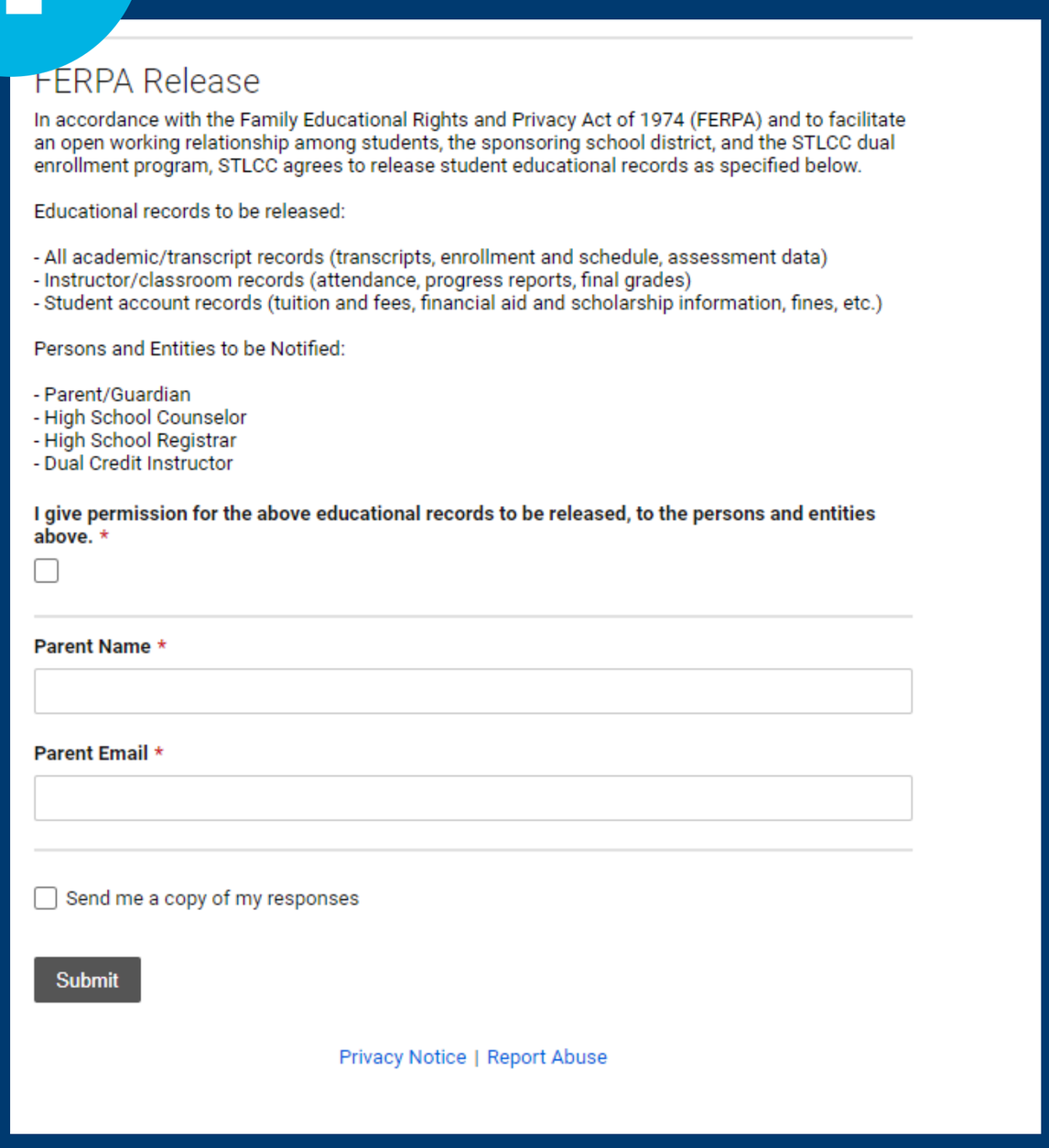
Course Selection

School District *
Select

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

Submit

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

Banner Self-Service

Banner Self-Service is probably the most useful resource for dual credit students. It provides a one-stop shop for most of your STLCC needs, including:

- Paying for classes
- Checking grades
- 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. 3, 2025	Sept. 26, 2025	Feb. 20, 2026
80% Refund **Withdraw with a W grade.**	Oct. 4 - Oct. 10, 2025	Sept. 27 - Oct. 3, 2025	Feb. 21 - Feb. 27, 2026
50% Refund **Withdraw with a W grade.**	Oct. 11 - Oct. 24, 2025	Oct. 4 - Oct. 10, 2025	Feb. 28 - March 6, 2026
0% Refund **Withdraw with a W grade.**	Oct. 25, 2025 - April 17, 2026	Oct. 11 - Dec. 19, 2025	March 7 - May 15, 2026

St. Louis Community College

DROP/ADD/ WITHDRAWAL FORM

Term:
- ☐ Fall
- ☐ Spring
- ☐ Summer

20_____

Campus:
- ☐ Florissant Valley
- ☐ Forest Park
- ☐ Meramec
- ☐ Wildwood

(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 _____

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 _____ Date _____

Advisor/Counselor Signature _____ Date _____

— OFFICE USE ONLY —

Comments:

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

11-100-055 9/11

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
E**rica Fennewald**, Dual Enrollment Manager, 314-513-4334, efennewald1@stlcc.edu
Erika Malone, Sponsored HS Programs Coordinator, 314-513-4441, emalone14@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!

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