## Summer 2014 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26</td>
<td>Web and on-campus registration begins (8 a.m.)</td>
</tr>
<tr>
<td>March 27</td>
<td>Mail/Fax registration begins</td>
</tr>
<tr>
<td>April 30</td>
<td>Priority deadline for completion of financial aid paperwork for summer term</td>
</tr>
<tr>
<td>May 15</td>
<td>Summer Semester Payment due</td>
</tr>
<tr>
<td>May 16</td>
<td>For 4-week, 10-week and flex schedule classes: registration begins for senior citizens using Missouri Senior Scholarship; web registration ends (2 p.m.); on-campus registration ends (4 p.m.); mail/fax registration ends</td>
</tr>
<tr>
<td>May 19</td>
<td>4-week and 10-week classes begin</td>
</tr>
<tr>
<td>May 26</td>
<td>Memorial Day (no classes)</td>
</tr>
<tr>
<td>May 30</td>
<td>For 8-week classes; registration begins for senior citizens using Missouri Senior Scholarships; web registration ends (2 p.m.); on-campus registration ends (4 p.m.); mail/fax registration ends</td>
</tr>
<tr>
<td>June 2</td>
<td>8-week classes begin</td>
</tr>
<tr>
<td>June 6</td>
<td>Withdraw deadline for 4-week classes</td>
</tr>
<tr>
<td>June 13</td>
<td>For 6-week classes; registration begins for senior citizens using Missouri Senior Scholarships; web registration ends (2 p.m.); on-campus registration ends (4 p.m.); mail/fax registration ends</td>
</tr>
<tr>
<td>June 16</td>
<td>6-week classes begin</td>
</tr>
<tr>
<td>June 20</td>
<td>Graduation application deadline</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day holiday (no classes)</td>
</tr>
<tr>
<td>July 11</td>
<td>Withdraw deadline for 8-week and 10-week classes</td>
</tr>
<tr>
<td>July 18</td>
<td>Withdraw deadline for the 6-week classes</td>
</tr>
<tr>
<td>July 27</td>
<td>Last day of 6-week, 8-week and 10-week classes*</td>
</tr>
<tr>
<td>July 28</td>
<td>Grades due</td>
</tr>
<tr>
<td>July 29</td>
<td>Official degree conferral date</td>
</tr>
</tbody>
</table>

## Fall 2014 Calendar

*Please note that there are various start and finish dates for classes during the semester.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31-April 8</td>
<td>Priority Web Registration begins for current students</td>
</tr>
<tr>
<td>April 1</td>
<td>FAFSA completion priority deadline for state grant programs</td>
</tr>
<tr>
<td>April 9</td>
<td>Web and on-campus registration begins (8 a.m.); First day to sign up for the automatic payment plan</td>
</tr>
<tr>
<td>April 10</td>
<td>Mail/Fax registration begins</td>
</tr>
<tr>
<td>July 16</td>
<td>Priority deadline for completion of financial aid paperwork for fall semester</td>
</tr>
<tr>
<td>July 18</td>
<td>Financial aid book accounts open</td>
</tr>
<tr>
<td>August 4</td>
<td>Last day to submit a financial aid appeal for fall semester</td>
</tr>
<tr>
<td>August 15</td>
<td>Registration for senior citizens using Missouri Senior Scholarships begins</td>
</tr>
<tr>
<td>August 16</td>
<td>Web registration ends (1 p.m.)</td>
</tr>
<tr>
<td>August 18</td>
<td>Semester begins; web registration continues for 12-week and 2nd 8-week classes only</td>
</tr>
<tr>
<td>August 23</td>
<td>Saturday classes begin</td>
</tr>
<tr>
<td>August 24</td>
<td>Sunday classes begin</td>
</tr>
<tr>
<td>August 30-September 1</td>
<td>Labor Day holiday (no classes)</td>
</tr>
<tr>
<td>September 8</td>
<td>12-week late-start classes begin</td>
</tr>
<tr>
<td>September 10</td>
<td>Last day to be awarded a financial aid book account</td>
</tr>
<tr>
<td>September 12</td>
<td>Last day to use the financial aid book account</td>
</tr>
<tr>
<td>October 1</td>
<td>Graduation application deadline</td>
</tr>
<tr>
<td>October 10</td>
<td>Midterm grades due; 2nd 8-week classes begin</td>
</tr>
<tr>
<td>October 13</td>
<td>Spring 2014 Web and on-campus registration begins (8 a.m.)</td>
</tr>
<tr>
<td>October 29-November 4</td>
<td>Spring 2014 Priority Web Registration</td>
</tr>
</tbody>
</table>

*Final exam schedule is available at stlcc.edu/finals*
Spring 2015 Calendar

Please note that there are various start and finish dates for classes during the semester.

October 29-November 4  Priority web registration begins for current students
November 1  Spring 2015 FAFSA completion priority deadline
November 5  Web and on-campus registration begins (8 a.m.)
First day to sign up for the automatic payment plan
November 6  Financial aid books accounts open January 5  Payment Due
January 14  Last day to submit an appeal for financial aid for spring semester
January 16  Registration for senior citizens using Missouri Senior Scholarships begins
January 17  Web registration ends (1 p.m.)
January 19  Martin Luther King, Jr. holiday (no classes)
January 20  Semester begins; web registration continues for 12-week and 2nd 8-week classes only
January 24  Saturday classes begin
January 25  Sunday classes begin
February 9  12-week late-start classes begin
February 11  Last day to be awarded a financial aid book account
February 13  Last day to use the financial aid book account
February 16  Presidents Day (no classes)
March 1  Graduation application deadline
March 13  Midterm grades due
March 16  Spring break (no classes)
March 18  Spring Staff Development Day
March 20  Spring holiday (college closed)
March 23  2nd 8-week classes begin
March 30  Summer 2015 web and on-campus registration begins (8 a.m.)
March 31  Summer 2015 Mail/Fax registration begins
March 31  Deadline for Board of Trustees Academic, Activity and Athletic Scholarships
April 1-April 7  Fall 2015 priority web registration begins for current students
Watch your my.stlcc email for your registration date.
April 8  Last day to submit required financial aid documentation for spring semester processing
April 9  Fall 2015 mail/fax registration begins
April 16  Withdrawal deadline for full-term classes only
May 11  Last day of semester classes
May 12-18  Final exams*
May 20  Grades due
May 21  Official degree conferral date
TBD  Commencement

*Final exam schedule is available at stlcc.edu/finals

Start your 4-year degree at STLCC!
★ Our faculty members bring advanced credentials and real-world experience to the classroom
★ STLCC credits transfer to universities nationwide
★ We’re 1/3 the cost of public universities

Average Cost to Attend for One Year

<table>
<thead>
<tr>
<th></th>
<th>STLCC</th>
<th>Public 4-Year Univ.</th>
<th>Private 4-Year Univ.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,000</td>
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<td>$30,000</td>
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<td>$0</td>
</tr>
</tbody>
</table>

Plus, we have grants, scholarships, loans and work/study for qualifying students!

2014-2015 Credit Enrollment Guide
GETTING STARTED @ STLCC IN 6 EASY STEPS

APPLY AND GET CONNECTED
- Complete an application at stlcc.edu/apply and send us your transcripts.
- If you have a disability, request accommodations through stlcc.edu/access.
- Get connected at stlcc.edu/MySTLCC/ID.
- Log in to Banner Self-Service to access your personal account information.
- Activate your my.stlcc.edu student email address to receive important information from the college.
- Like us on Facebook.

APPLY FOR FINANCIAL AID
- Complete the FAFSA at fafsa.gov. Enter school code 002469. This is the first step to receive grants, scholarships, A+ benefits or loans. Deadlines are available at stlcc.edu/financialaid.

GET TESTED
- Prepare yourself for the Compass placement test that measures your reading, writing and math skills. Test prep, test times and test locations are available at stlcc.edu/compass. Your scores will determine the classes you are ready to take.
- If you have an ACT or SAT score, send it to the campus Admissions/Registration office—you may be able to waive all or part of the placement test. Visit stlcc.edu/compass to view requirements.

GET ADVISED AND REGISTER FOR CLASSES
- If you are attending college for the first time, you must attend a New Student Registration Workshop. Select a workshop date and time at stlcc.edu/nsrw.
- If you are a returning student or transfer student, meet with an academic advisor for help with planning and selecting classes. For more information, go to stlcc.edu/advising. You may register for classes at stcc.edu/selfservice.

PAY FOR CLASSES
- Pay in full or make payment arrangements by the payment deadline to hold your class schedule. Payment is due at registration for all courses added after payment deadline. Payment can be made in person, by phone or online at stlcc.edu/selfservice.
- E-bills are sent to your my.stlcc.edu student email address. Account balances may be reviewed at stlcc.edu/selfservice.
- Need to spread out your payments? Visit stlcc.edu/paymentplan to enroll in an automatic payment plan. Payment plans are not available for summer term.

PREPARE FOR CLASS
- New students are required to attend a new student orientation. Learn about your campus, meet other students, and find out what it takes to succeed at STLCC. Select your orientation session at stlcc.edu/nso.
- Get your STLCC OneCard – your official student photo ID. Your card gives you quick access to refunds, the library and computer labs.
- Get your free parking tag.
- Purchase your books at the campus bookstore or online at stlcc.edu/books.
Admissions

Open Admissions Policy

In keeping with our original purpose to provide high quality, low-cost education to all area residents, St. Louis Community College has an open admissions policy, which means admission to the college is not based on minimum academic qualifications.

You must be admitted to STLCC before registering for courses. Admission applications are accepted starting July 1 for the next spring term; Sept. 1 for the next fall term; and Dec. 1 for the next summer term. Applications may be completed and submitted online, by mail or fax, or in person at any campus. Visit stlcc.edu/application for more information.

Admission Classifications

Applicants for St. Louis Community College may apply as either a Regular or General student.

Regular Status
Regular students are full- or part-time students (taking 1-18 credit hours per semester) who are seeking a degree or certificate from STLCC. As a regular student you may:

• Apply for financial aid, veterans benefits or A+ program.
• Apply for selective-admissions program.
• Apply as an international student with F-1 student visa status.
• Participate in intercollegiate athletics.

To apply for Regular status, you must submit an application for admission. Official transcripts from high school and/or colleges attended must be mailed to the Admissions/Registration office. If applicable, submit the GED or HiSET test scores. Students with 15 or more hours of transferable college credit need not send a high school transcript unless requested by the Admissions/Registration office. You must also complete the college’s placement test or provide documentation to waive assessment. (See page 6.)

General Status
General students are not seeking a degree or certificate from STLCC. General students are typically interested in selected courses and not a particular program of study. A student taking a course for the summer with the intent of transferring the credit to their home institution should enroll as a General student. You must submit an application for admission and complete the college’s placement test, or provide documentation to waive assessment. (See page 6.)

Returning Students

Former students not enrolled during the preceding semester may re-enroll by submitting an application for readmission to the Admissions/Registration office prior to registration. This form is available at the Admissions/Registration office.

Visiting Non-Degree Students

• Complete an admission application, even if you attended STLCC in the past.
• Call Admissions/Registration to see if your test scores and/or transcripts are on file.
• Check with an academic advisor if you have questions regarding course selection and prerequisites.
• Check with your college or university advisor to determine transferability to your institution, if appropriate.

Appropriate test scores, transcripts and current college or university schedules are used to determine placement in college-level courses. You must document having met course prerequisites before registering. In some cases, unofficial transcripts, report cards, and/or current schedules may be used by advisors to verify prerequisite completion.

Dual Enrollment

High school juniors and seniors may attend classes through the Dual Enrollment program. Students must fulfill the following requirements:

• Complete dual enrollment application.
• Discuss definite course or interest with counselor/principal.
• Obtain required signatures from parent/guardian and authorized school official.
• Have a cumulative high school GPA of 2.0 or higher.
• Submit copy of high school transcript.

International Applicants

International students who wish to come to the United States under an educational visa, or who are already in the United States under visas that would allow educational pursuits may be admitted to the college. Applicants must meet minimum English language, educational, financial and health insurance requirements specified by the college. Applicants should request the international student packet from the Admissions/Registration office and follow the procedures outlined.

Non-Native English Speakers

After submitting an application, applicants who speak English as a second language must take the standardized ESL placement test, complete a writing sample and have a personal interview. Contact the Assessment Center to schedule an appointment.

Selective-Admissions Programs

Standards of admission and retention have been established for certain programs and courses to make sure students have the necessary aptitude and background for success. Students applying for a program with selective-admissions criteria may be required to take additional tests for admission purposes and/or meet certain requirements to continue in the program. Contact the department, a counselor or an advisor for program specific information.

The following selective-admissions programs have additional requirements:

<table>
<thead>
<tr>
<th>Clinical Laboratory Technology</th>
<th>Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting</td>
<td>Nursing–LPN Bridge Program</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Paramedic Technology</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>Physical Therapy Assistant</td>
</tr>
<tr>
<td>Emergency Medical Technology</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Funeral Service Education</td>
<td>Respiratory Therapy</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>Surgical Technology</td>
</tr>
</tbody>
</table>

Many of our selective-admissions programs have wait lists. For admissions information, visit stlcc.edu/selectiveadmissions.
Assessment Test
STLCC uses Compass, a computerized placement test, to help identify your academic strengths and needs in mathematics, reading and writing skills. The results determine the courses you will be permitted to take.
Assessment is required for all students prior to advising and registration. Understanding the results of the placement test is important to your academic success.

Get Prepared
Save yourself some time and money by completing the practice test questions at stlcc.edu/Compassprep. You’ll have a chance to get comfortable with the online test, and with just a little preparation, you could test higher and avoid taking extra classes.
This is particularly important if you receive financial aid and have limited funds. Answer the sample test questions for mathematics, reading and writing skills. The writing essay test is not required.
You’ll need about two hours to take the Compass test. But, here’s a success tip: you can take the test in sections. You don’t have to take it all at once – giving you even more time to prepare and do your best.

Make sure you bring your photo ID.
Your math scores remain valid up to three years. Reading and writing scores do not expire.

Disability Accommodations
This test is untimed. However, if you need additional accommodations due to a disability, contact the Access office at stlcc.edu/disAbility prior to testing. You may be asked to provide documentation of your disability.

Testing Times

**Meramec, Florissant Valley and Wildwood**
- Monday-Thursday, 9 a.m. to 5:30 p.m.
- Friday, 9 a.m. - 1 p.m.

**Forest Park**
- Mondays and Wednesdays, testing starts at 10 a.m., 2 p.m. and 6 p.m.
- Tuesdays and Thursdays, testing starts at 10 a.m. and 2 p.m.
- Fridays, testing starts at 10 a.m.

**William J. Harrison Education Center**
- Monday-Thursday, testing starts at 9:30 a.m.
- Thursday, testing starts at 3 p.m.

**South County Education & University Center**
- Call 314-984-7200 for testing times

Assessment May Be Waived
All or part of the Compass test may be waived if you can provide academic credentials or written documentation for one of the following:

- A college degree from an accredited institution
- A college transcript or grade report with a grade of C or higher in reading, writing or mathematics course prerequisites
- An appropriate ACT score earned within the last 3 years:
  - A reading score of 18 or above to waive the reading test
  - A writing score of 18 or above to waive the writing test
  - A math score of 23 or above to waive the math test
- An appropriate SAT score earned within the last 3 years:
  - A critical reading score of 500 or above to waive the reading and writing tests
  - A math score of 580 or above to waive the math test

Get Tested

Academic Advising

All students are encouraged to meet with an academic advisor to ensure their success in achieving academic goals. Academic advisors can help you with academic planning, course selection, degree requirements, schedule planning, academic policies, transfer information and course placement.

The following students are required to see an academic advisor or counselor:

- New first-time college students and recent high school graduates must see an advisor in a New Student Registration Workshop to register for their first semester classes. Sign up for NSRW at stlcc.edu/nsrw. (Exception for visiting students – those headed to a four-year institution, but will take one semester at STLCC.)
- Students receiving federal financial aid – we no longer process paper financial aid audits.
- Students applying to a selective-admissions program (See page 5.)
- Students who do not have the appropriate prerequisite for a specific course. If you completed a course prerequisite at another college, you must provide proof in the form of a transcript, grade report, test score report, current schedule or other appropriate documentation. (For a definition of prerequisite see page 11.)

For more information, call the Advising office or ask an advisor online at stlcc.edu/contact-advising.

Counseling

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

Students on academic probation (GPA below 2.0) or restricted probation are required to see a counselor.*

Counselors can help you:

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

*Standards of Satisfactory Academic Progress: All currently enrolled students are expected to make satisfactory academic progress. Students with a cumulative grade point average below 2.0 will be placed on academic probation.
How Much Will It Cost?

Fees Per Credit Hour for Summer 2014
- District residents–$98
- Other Missouri residents–$144
- Out-of-state residents–$199
- International students–$209

Fees Per Credit Hour for Fall 2014
- District residents–$101
- Other Missouri residents–$147
- Out-of-state residents–$202
- International students–$212

Fees Per Credit Hour for Spring 2015
- District residents–$101
- Other Missouri residents–$147
- Out-of-state residents–$202
- International students–$212

These fees are subject to change without notice. Check stlcc.edu/collegecost for the most current information. Books, materials or special equipment required for class are at the expense of the student.

Who Qualifies as a District Resident?
You are a district resident if you live in:
- St. Louis City or County
- Portions of Franklin and Jefferson counties which are part of the Meramec Valley R-3 and Rockwood School districts.

See more information at stlcc.edu/fees.

Returned Check Fee
If a bank returns a check as uncollectible, a $25 fee will be owed along with the original balance. A financial hold will be placed against the student’s record and the student may be dropped from class until this debt has been cleared.

Are Fees Reduced for Senior Citizens?
Persons 60 years or older who are residents of the St. Louis Community College district may enroll in most credit courses at a 50 percent reduction in the usual fees. Reduction must be applied for at time of registration.

Missouri Senior Scholarships
Missouri senior citizens, 65 years and older, may audit credit courses on a space-available basis under these guidelines:
- Must pay a $15 non-refundable registration fee.
- Must pay all other costs, such as materials, books and supplies.
- Must enroll for an audit grade only in person (no credit).
- May not receive a refund for a paid course in order to enroll for a free space in the same course.
- Registration begins the Friday before classes begin.
- Proof of age and residency required.

It never hurts to get a little advice.
Visit an advisor for help with your college career.

Whether you’re planning to pursue an associate degree, transfer to another college, train for a new career or just take a few classes, STLCC’s advisors can help you make realistic and well-formed decisions to choose the next steps in your educational life.

Advisors will assist you with:
- Academics
- Course selection
- Degree requirements
- Graduation checks
- Student referrals
- Transfer of credit hours

Advisors are available on any campus – walk-in, make an appointment, call or ask a question online at stlcc.edu/advising. We’re here to help you reach your academic goals.
Programs of Study

AA—Associate in Arts degree
AAS—Associate in Applied Science degree
AAT—Associate of Arts in Teaching degree
AFA—Associate in Fine Arts degree
AS—Associate in Science degree
CP—Certificate of Proficiency
CS—Certificate of Specialization

Arts and Communications
African-American Studies CS
Art Education AFA
Deaf Communication Studies:
American Sign Language CS
Deaf Communication Studies:
Interpreter Education AAS
Digital Media: Animation CS
Digital Media: Digital Photography CS
Digital Media: Interactive Design CS
Digital Media: Page Layout/Graphic Design CS
Digital Media: Video Art CS
General Fine Arts AFA
Graphic Communications AFA
Information Reporting Technology: Options
Captioning AAS CP
CART AAS CP
Judicial AAS CP
Mass Communications AAS
Photography AFA

Business, Management and Technology
Accounting AAS CP
Baking and Pastry Arts AAS
Business Administration AAS CP CS
Computer Accounting Technology CS
Computer Applications CS
Computer Science AS
Construction Office Management CS
Culinary Arts AAS
Event Planning CS
Health Information Technology AAS
Hospitality and Tourism AAS
Information Systems: Office Information Coordinator AAS
IT Help Desk/End User Support CS
Oracle Developer CP
Software Developer AAS
Travel and Tourism CS
Web Developer CS

Engineering and Industrial Technologies and Trades
Architectural Technology AAS
Automotive Technology AAS CP CS
Ford Asset Option AAS
Aviation Maintenance-Airframe CP *
Aviation Maintenance-Power Plant CP *
Biomedical Electronics Technology CS *
Building Inspection and Code Enforcement Technology AAS CP
Housing Inspection Option CP
Civil Engineering Technology AAS
Computer Aided Design CS
Computer Aided Manufacturing CS
Computer Integrated Manufacturing AAS
Construction Management Technology AAS
Diesel Technology AAS CP CS
Electrical/Electronic Engineering Technology AAS
Interior Design AAS
Kitchen and Bath Design CP
Land Surveying Technology-Geomatics CP
Maintenance Mechanic CS
Mechanical Engineering Technology AAS
Network Engineering AAS CP
Precision Machining Technology CS *
Quality Technology CP CS
Skilled Trades Industrial Occupations Technology AAS CS
Sustainable Construction CS
Sustainable Environmental Design CS
Telecommunications Engineering Technology: Basic Electronics CS

Health Services
Clinical Laboratory Technology AAS
Dental Assisting CP
Dental Hygiene AAS
Diagnostic Medical Sonography: Options
Cardiac Sonography CP
Medical Sonography CP
Vascular Technology CP
Emergency Medical Technology CS
Medical Billing and Coding CP
Nursing AAS
Occupational Therapy Assistant AAS
Paramedic Technology AAS
Physical Therapist Assistant AAS
Radiologic Technology AAS
Respiratory Therapy AAS
Surgical Technology CP

Human Services
Addictions Studies CS
Criminal Justice: Options
Corrections AAS CP
Law Enforcement AAS CP
Dietetic Technology: Nutrition Care AAS
Early Care and Education AAS CP
Early Care and Education: Developmental Disabilities AAS
Fire Protection Technology AAS CP
Funeral Directing CS
Funeral Service Education AAS
Human Services AAS
Human Services: Disabilities Studies AAS
Legal Studies for the Paralegal AAS CP
Teaching AAT

Sciences and Science Technology
Biotechnology AAS CS
Engineering Science AS
Horticulture AAS CP CS
Landscape Design CP
Life Science Laboratory Assistant CS

* Look for these new programs in fall 2014.

Students can declare program majors and take general education requirements at any campus. However, program specific courses must be taken at the campus where the program is being offered. Current programs and locations are available at stlcc.edu/programs.
Apply Early for Financial Aid

Financial Aid Process

Need help paying for college? If so, you are encouraged to complete the Free Application for Federal Financial Aid (FAFSA) as soon as possible after Jan. 1 once you’ve filed your income taxes.

Visit fafsa.gov to apply for financial aid and a personal identification number (PIN). Be sure to use the STLCC school code: 002469 when filling out the online FAFSA.

Remember, you must be admitted to STLCC with Regular admission status to receive financial aid. This includes submitting transcripts from high school, GED, and/or all colleges previously attended, and completion of placement test requirements. If you submit college transcripts, complete a Transcript Evaluation Request form located at stlcc.edu/transcripteval.

After completing your FAFSA, check the status of your financial aid application at stlcc.edu/selfservice. Information about financial aid, scholarships, federal grants, loans, work study and Missouri state programs is available at stlcc.edu/financialaid.

Financial Aid Disbursement

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

The authorized amount will appear in your Banner Self-Service personal account after Aug. 4 for fall 2014 semester, and Jan. 5 for spring 2015 semester.

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

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

<table>
<thead>
<tr>
<th>Classes beginning</th>
<th>Fall 2014</th>
<th>Classes beginning</th>
<th>Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant and Direct Loan funds will begin to be applied to student accounts based on reported attendance</td>
<td>Sept. 9, 2014</td>
<td>Oct. 14, 2014</td>
<td>Feb. 10, 2015</td>
</tr>
<tr>
<td>Federal Direct Loan refunds will begin to be released to students’ STLCC OneCard based on reported attendance.</td>
<td>Sept. 18, 2014</td>
<td>Oct. 16, 2014</td>
<td>Feb. 19, 2015</td>
</tr>
</tbody>
</table>

You CAN afford college.

It all starts with the FAFSA.

stlcc.edu/financialaid

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

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

Financial Aid

Priority Deadlines

- March 31
  Board of Trustees Academic, Activity and Athletic Scholarship application deadline.
- April 1
  FAFSA filing date for state grant programs.
- April 30
  Priority deadline for completion of financial aid paperwork for summer term.
- July 16
  Priority deadline for completion of financial aid paperwork for fall semester.
- November 1
  Priority completion of FAFSA for spring semester.
- December 10
  Priority deadline for completion of financial aid paperwork for spring semester.
Get Connected

MySTLCC ID

What is a MySTLCC ID?
Your MySTLCC ID is your username that is required to log in to services like Banner Self-Service.

What does a MySTLCC ID look like?
Your MySTLCC ID is typically the first letter in your first name, your last name and possibly a number.

Example: Mark Twain’s MySTLCC ID would be mtwain32

Why do I need a MySTLCC ID?
You need your MySTLCC ID to log in to Banner Self-Service so you can check your financial aid or A+, register for classes online, pay for classes, print your class schedule, and view your grades.

How do I find out my personal MySTLCC ID?
You will need your Student ID number (looks like A01234567) listed in your admission letter and email.

Go to stlcc.edu/MySTLCC/ID and click the MySTLCC ID Help Wizard button. Then click no, you do not know your MySTLCC ID and hit the next button. Then enter your Student ID Number, last name and date of birth.

What is the password for my MySTLCC ID?
If this is the first time you are logging in your password is your student ID number with a # symbol at the end. Your password should look like A01234567#.

Before you can log in you must change your password. Go to stlcc.edu/MySTLCC/ID and click the change your password link on the left-hand side of the page.

Should I set up Security Questions?
Yes. If you ever forget your password, your security questions will let you create a new password.

Go to stlcc.edu/MySTLCC/ID and create your security questions.

Student Email

When do I get my student email account?
Once you have been admitted to STLCC, you will be given a mystlcc.edu student email account.
Example: Mark Twain’s email would be mtwain32@mystlcc.edu

How do I set up my my.stlcc.edu email account?
Visit stlcc.edu/studentemail to find out how to activate your my.stlcc.edu student email account.

Why do I need an STLCC email account?
This account is the official means of communication from STLCC. Check this weekly or forward it to your personal email. This email is where you will get information on:
• Financial aid status
• Registration deadlines
• E-Bills and tax paperwork

Banner Self-Service

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

When do I use Banner Self-Service?
Log in to Banner Self-Service to:
• Register online
• Pay for classes
• Check grades
• Verify financial aid information
• View your account
• Receive e-bills
• Verify degree
• Audit degree

How do I get to Banner Self-Service?
Go to stlcc.edu/SelfService

Want to watch a video of how to set up your MySTLCC ID?
http://stlcc.edu/MySTLCC/ID/

Need help with any of these steps?
Email STLCC at AskUs@stlcc.edu
How to Find Classes

How To Look Up Classes Online

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

MyList

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

Note: MyList just lists the classes you have selected—it does not register you for these classes.

Credit-Hour Limit

Students may take a maximum of 18 hours in the fall and spring semesters, and 12 hours in the summer. Permission may be granted for an overload by an academic advisor or counselor.

What is a Prerequisite?

A prerequisite is a requirement or other condition that must be met prior to entering a course. It is the responsibility of the student to make sure all course prerequisites are met before registering.

You can find the prerequisites for a class by clicking on the course title while using the online schedule or in the online catalog at stlcc.edu/catalog.

If you need more information, contact the Academic Advising office.

What is a Corequisite?

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

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

You’ve got to get a STLCC OneCard?

Really, you do.

Find out why – and how.

The STLCC OneCard

What is it?

• Your official student ID.
• An easy-to-use debit card.
• Quickest way to receive refunds from STLCC.

How do you get it?

• Register for classes.
• Update your mailing address through Banner Self-Service at stlcc.edu/selfservice.
• Have a new photo taken at your campus location.*
• Watch for your STLCC OneCard to arrive in the mail.
• Go online to activate your card and select a refund preference.

It’s that EASY!

MORE INFORMATION is available at stlcc.edu/onecard. Initial cards are free. Replacement cards cost $20.

*LOCATIONS FOR PHOTOS:
• Campus Life offices – Florissant Valley, Forest Park and Meramec
• Information Desk – Wildwood
• Student Services Area – South County Education & University Center
• Admissions/Registration office – William J. Harrison Education Center
Register for Classes

How Can I Register For Classes?

New First-Time College Students

**New Student Registration Workshop (NSRW):** If you have never attended college before, you will register for classes at a New Student Registration Workshop.

Sign up for an NSRW at [stlcc.edu/nsrw](http://stlcc.edu/nsrw)

Continuing, Returning, Transfer, and Summer/Visiting Students

**Online:** Register online at [stlcc.edu/selfservice](http://stlcc.edu/selfservice)

**On-Campus/In Person:** Complete a registration form and take it to the Admissions/Registration office at any campus. The form is available online at [stlcc.edu/registrationform](http://stlcc.edu/registrationform).

**Mail/Fax:** Complete a registration form and mail or fax it to the Admissions/Registration office at any campus. The form is available online at [stlcc.edu/registrationform](http://stlcc.edu/registrationform).

How to Register Online

- Go to [stlcc.edu/selfservice](http://stlcc.edu/selfservice).
- Click the green **LOGIN** button on and then enter your MySTLCC ID and Password.
- Click **Student Services & Financial Aid** tab at the top.
- Click **Registration**.
- Click **Registration** again (below the Select Classes link).
- Select **Credit Term** (Fall, Spring or Summer).
- Type in the 5 digit CRN codes for your classes.
- Click **Submit Changes**. Your courses should be listed under **Current Schedule**. Otherwise, it will state any errors that prevented you from registering.
- If you receive a registration error, check the list of common errors and holds (see next column) to find out why you are getting an error.
- Click **Registration Fee Assessment** and review your courses and fees.

Common Registration Errors & Holds

- **Closed Section**
  The section/course you are trying to register for is closed.
- **Corequisite**
  Corequisite means that you are required to take two courses at the same time. You must register for both courses.
- **Course Program Coordinator/ESL Coordinator/Academic Advisor/Counselor**
  You must receive permission from the appropriate person to register for the specific section or course.
- **Duplicate CRN**
  There is a glitch in the system and you should contact the Admissions/Registration office.
- **Maximum Hours Exceeded**
  You will need to see a counselor or academic advisor for approval to take more hours than allowed.
- **New Student Registration Workshop (NSRW)**
  Must attend an NSRW session before registering. Sign up for an NSRW at [stlcc.edu/nsrw](http://stlcc.edu/nsrw).
- **Prerequisite and Test Score Error**
  You must see an academic advisor (see page 6).
- **Registration is not available at this time**
  Online registration is not open.
- **Time Conflict Error**
  You are trying to register for courses that take place at the same time. Find a new course or section.
- **User has no student record**
  You are trying to register for a semester/term that you are not eligible to register for. For example, you applied for the spring semester and are trying to register for the fall semester.
- **You may not add or drop classes due to holds on your record**
  Select Student Services and Financial Aid tab, click on Student Records and click on **View Holds** to see your holds.
- **You require re-admission prior to registration**
  You must complete a readmission application or reapply online.

Special Circumstances

- **Academic Probation or Restricted Probation:** Students on academic or restricted probation need to meet with Advising/Counseling before they can register for classes.
- **Auditing a Class:** See Admissions/Registration to have them switch the course to Audit Status.
- **International Students:** International students must contact Admissions/Registration office before registering.
- **Senior Citizen Benefits:** Contact Admissions/Registration.
Making Changes to Your Schedule

You may drop, add or substitute classes during the published registration dates. If you add a class after the payment deadline, you must pay the fees (or make payment arrangements) the day the change is made to avoid being dropped from that class.

To formally withdraw from a class, you must submit an Add/Drop/Audit/Withdrawal form in person at the Academic Advising office. If you are taking online classes only, contact the Admissions/Registration office. “W” grades will be recorded for all course withdrawals submitted after the 100 percent refund period established by the college, but the withdrawal process must be completed prior to the end of the college’s 12th week of classes. Classes less than a full semester in length will have different deadlines. Refer to the adjacent deadline chart.

Auditing Courses

Auditing a class means you will not earn a grade or college credit for the class. Students auditing a class are subject to the same fees and requirements as regular class members. Students may change from audit to credit status or credit to audit status only during the refund period. (See page 15.) Students registering online must switch from credit to audit in person at the Admissions/Registration office during the same refund period.

Withdrawal Deadlines:

<table>
<thead>
<tr>
<th>Class Length</th>
<th>Withdrawal by</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 weeks</td>
<td>Friday of 12th week... November 7 for Fall 2014</td>
</tr>
<tr>
<td>14 weeks</td>
<td>Friday of 11th week</td>
</tr>
<tr>
<td>13 weeks</td>
<td>Friday of 10th week</td>
</tr>
<tr>
<td>12 weeks</td>
<td>Friday of 9th week</td>
</tr>
<tr>
<td>11 weeks</td>
<td>Friday of 9th week</td>
</tr>
<tr>
<td>10 weeks</td>
<td>Friday of 8th week ... July 11 for Summer 2014</td>
</tr>
<tr>
<td>9 weeks</td>
<td>Friday of 7th week</td>
</tr>
<tr>
<td>8 weeks</td>
<td>Friday of 6th week ... July 11 for Summer 2014</td>
</tr>
<tr>
<td>7 weeks</td>
<td>Friday of 6th week ... July 11 for Summer 2014</td>
</tr>
<tr>
<td>6 weeks</td>
<td>Friday of 5th week ... July 18 for Summer 2014</td>
</tr>
<tr>
<td>5 weeks</td>
<td>Friday of 4th week</td>
</tr>
<tr>
<td>4 weeks</td>
<td>Friday of 3rd week</td>
</tr>
<tr>
<td>3 weeks</td>
<td>Friday of 2nd week ... June 6 for Summer 2014</td>
</tr>
<tr>
<td>2 weeks</td>
<td>Friday of 1st week</td>
</tr>
<tr>
<td>1 week</td>
<td>within 3 working days</td>
</tr>
</tbody>
</table>

Drop for Nonattendance

Students who have registered for a course and are listed on the official class roster and fail to attend that class within the first two weeks shall be administratively withdrawn from the course. Such a withdrawal will be transcripted, and in accordance with present policy, no refund will be issued.

Online Education

Courses

STLCC offers online and hybrid courses for highly-motivated students who are looking to add flexibility to their busy schedules. Students who take online and hybrid courses should have access to a high-speed internet connection and good computer skills. More information about the technology requirements is available at stlcc.edu/online_learning.

Online courses are usually 100% online, but some classes may require students to attend an orientation and/or exams on campus or at instructor-approved sites.

Hybrid courses combine traditional face-to-face classroom instruction with online learning.

Are You Ready for Online Education?

To learn if you have what it takes to be a successful online student, take the SmarterMeasure assessment available at stlcc.edu/online_education. You will get instant feedback.

Registration

You can register for online learning courses using the same methods as any other credit class. See page 12 for more information.

Books

Students should purchase books before courses begin. Books may be ordered online at stlcc.edu/books or purchased at the campus bookstore. Books may also be mailed to students for an additional charge.

Accessibility

Individuals with disabilities who are in need of auxiliary aids or accommodations should contact the campus Access office or stlcc.edu/access.

Student Support Services

All online learning students have access to campus services, including advising, study skills and tutorial assistance, libraries and learning labs. Students who have questions about accessing these services can contact the Online Education office at online@stlcc.edu.

Get Online Today!

Find your classes online at stlcc.edu/schedule.

Use MyList to build the schedule you want.

Don’t forget ...

Make sure all prerequisites are fulfilled and “holds” are resolved prior to registration.
How to Pay for Your Classes

Methods of Payment

Fees may be paid by cash, check, money order, debit card (with a Discover, MasterCard or Visa logo), credit card (American Express, Discover, Visa or MasterCard) or financial aid (by previous arrangement).

Online payments are accepted when using a debit card and the credit cards mentioned above or ACH (automatic clearing house) payments using checking or savings account information. All checks will be converted to an electronic ACH transaction whether the payment was made in person, mailed or made online.

You can pay your fees:

• Online using a credit/debit card or ACH using checking/savings account at stlcc.edu/selfservice.
• In person at the Cashier’s office.
• Through the U.S. Postal Service: Mail to the Cashier’s office.
• By calling the Cashier’s office and using your credit/debit card.
• By enrolling in the e-Cashier Automatic Payment Plan.
  You can enroll in the plan after registration at stlcc.edu/paymentplan.

Payment Deadlines for Full-Term Classes

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2014</td>
<td>May 15, 2014</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>July 18, 2014</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Dec. 12, 2014</td>
</tr>
</tbody>
</table>

If you are receiving financial aid, see page 9.

If you register for a class after the payment deadline then payment is due at the time of registration.

Payment Responsibilities

As an STLCC student, you are responsible for paying all college fees to ensure that your classes are not dropped. Your registration is not complete until payment is received in full.

If you complete your financial aid file after the deadline, you must pay your fees by the payment deadline to ensure that classes are not dropped. You can enroll in the e-Cashier Automatic Payment Plan at stlcc.edu/selfservice. You may be eligible for the Pending Aid Payment Plan if you have submitted a FAFSA indicating Pell Grant eligibility. For more information, visit stlcc.edu/financialaid.

If you register for a class and decide not to attend, you must officially withdraw from the class within the refund deadlines. Otherwise, you will be charged in full for the course and will not receive a refund. To formally withdraw from a class, you must submit an Add/Drop/Audit/Withdrawal form in person at the Academic Advising office. If you are taking online classes only, contact the Admissions/Registration office.

Any student with an outstanding balance due for maintenance fees will not be able to continue in class, register for future classes or obtain a transcript or diploma.

Drop for Nonpayment

You will be dropped from your courses unless all fees are paid in full by the payment due date or you have enrolled in the payment plan. Check with the campus Cashier’s office concerning fee payment.

I DON’T HAVE TO PAY ALL MY TUITION UP FRONT

Check Out STLCC’s Automatic Payment Plan

The payment plan is not a loan program, but a service that automatically deducts your maintenance fees (tuition) from your bank account or credit card.

stlcc.edu/paymentplan

Advantages:

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

Enrollment Opens:

• Fall 2014 – April 9
  After July 18, 2014, you must enroll for e-Cashier the day you register for classes.
• Spring 2015 – Nov. 5
  After Dec. 12, 2014, you must enroll for e-Cashier the day you register for classes.
Refunds

Students withdrawing from a course prior to or during the early part of the semester will be eligible for a refund of fees based on the following schedule:

For full-semester classes:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014</th>
<th>Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% refund</td>
<td>Aug. 16 (1 p.m.)</td>
<td>Jan. 17 (1 p.m.)</td>
</tr>
<tr>
<td>80% refund</td>
<td>Aug. 22</td>
<td>Jan. 23</td>
</tr>
<tr>
<td>50% refund</td>
<td>Sept. 5</td>
<td>Feb. 6</td>
</tr>
<tr>
<td>0% refund</td>
<td>Sept. 6 and after</td>
<td>Feb. 7 and after</td>
</tr>
</tbody>
</table>

For Summer 2014 and flex-schedule classes:
A 100 percent refund will be issued through the end of the day before class begins. (A “day” is defined as a working day.)

<table>
<thead>
<tr>
<th>Length of course</th>
<th>80% refund through the end of the</th>
<th>50% refund through the end of the</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 week session</td>
<td>1st week of session</td>
<td>3rd week of session</td>
</tr>
<tr>
<td>14 week session</td>
<td>1st week of session</td>
<td>3rd week of session</td>
</tr>
<tr>
<td>13 week session</td>
<td>1st week of session</td>
<td>3rd week of session</td>
</tr>
<tr>
<td>12 week session</td>
<td>1st week of session</td>
<td>2nd week of session</td>
</tr>
<tr>
<td>11 week session</td>
<td>1st week of session</td>
<td>2nd week of session</td>
</tr>
<tr>
<td>10 week session</td>
<td>1st week of session</td>
<td>2nd week of session</td>
</tr>
<tr>
<td>9 week session</td>
<td>1st week of session</td>
<td>2nd week of session</td>
</tr>
<tr>
<td>8 week session</td>
<td>4th day of session</td>
<td>2nd week of session</td>
</tr>
<tr>
<td>7 week session</td>
<td>3rd day of session</td>
<td>1st week of session</td>
</tr>
<tr>
<td>6 week session</td>
<td>3rd day of session</td>
<td>1st week of session</td>
</tr>
<tr>
<td>5 week session</td>
<td>2nd day of session</td>
<td>1st week of session</td>
</tr>
<tr>
<td>4 week session</td>
<td>2nd day of session</td>
<td>1st week of session</td>
</tr>
<tr>
<td>3 week session</td>
<td>1st day of session</td>
<td>3rd day of session</td>
</tr>
<tr>
<td>2 week session</td>
<td>1st day of session</td>
<td>None</td>
</tr>
<tr>
<td>1 week session</td>
<td>1st day of session</td>
<td>None</td>
</tr>
</tbody>
</table>

Refunds are normally processed within three weeks.

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

Medical/Job-Related Withdrawals
If you withdraw from all classes for medical or job-related reasons, you may receive a pro-rated refund when acceptable evidence of the necessity to withdraw (verified by your physician/employer) is presented. An instruction sheet detailing the procedure is available from the Admissions/Registration office.

Active Duty Military Service
A refund for classes in progress will be issued to students forced to withdraw as a result of being called to active duty military service. It is the responsibility of the student to complete withdrawal procedures and submit a copy of military orders. Contact your Campus School Certifying Official for assistance. See Veterans Services under campus contact information, pages 18-19.

Study Abroad Opportunities
St. Louis Community College offers short- and long-term study abroad programs in different regions of the world. Participating students earn college credit and gain knowledge and experience while exploring other cultures and countries.

<table>
<thead>
<tr>
<th>Country</th>
<th>Tentative Travel Dates</th>
<th>Academic Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canterbury, England</td>
<td>Jan.-April 2015</td>
<td>Semester Abroad – General</td>
</tr>
<tr>
<td>Italy</td>
<td>March 5-14, 2015</td>
<td>Italian Language and Culture</td>
</tr>
<tr>
<td>England</td>
<td>March 7-14, 2015</td>
<td>Art</td>
</tr>
<tr>
<td>Republic of Macedonia</td>
<td>May 20-30, 2015</td>
<td>Teacher Education</td>
</tr>
<tr>
<td>Morocco</td>
<td>May 16-26, 2015</td>
<td>Archaeology</td>
</tr>
<tr>
<td>Italy</td>
<td>May 25-June 8, 2015</td>
<td>Italian Sign Language and Deaf History/Culture</td>
</tr>
<tr>
<td>South Africa</td>
<td>June 3-13, 2015</td>
<td>Biology</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>June 14-July 5, 2015</td>
<td>Spanish Language Immersion</td>
</tr>
</tbody>
</table>

Contact Chris Sulincevski at 314-539-5350 or csulincevski@stlcc.edu, or visit stlcc.edu/programs/study_abroad for more information.
Access Office – disAbility Support Services

The college offers support services for students who have documented disabilities of a temporary or permanent nature. The Access office provides the following services: individual advising and academic counseling; coordination of needed classroom accommodations and support services; consultation with faculty and staff members regarding student accommodation needs; and liaison with community professionals and agencies.

To qualify for services, students must contact the Access office at the campus of enrollment in order to complete the Access Office Application for Services and schedule an initial meeting. Accommodations are generally not provided retroactively, so it is important for students to apply for accommodations and provide documentation that supports their requested accommodations early. This allows the college the necessary time for accommodations to be in place as soon as possible. Student may submit this application and documentation any time during their tenure at the college. However, the college recommends submitting the application at least six weeks prior to the beginning of the semester of attendance so that reasonable accommodations can be made available. For more information, visit stlcc.edu/disAbility or call the Access office at the campus of your choice.

Attendance

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

Children Unattended

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

Clinical and Field Work

Some degree and certificate programs require students to obtain clinical or other field experience as part of their course work. Students with criminal convictions or drug use may have difficulty progressing in these programs. Healthcare facilities, educational facilities and other field experience settings may mandate that a criminal background check and/or drug screening check (at the student’s expense) be conducted prior to placement in a clinical or field setting. Students not passing these checks may be prohibited from participating in the clinical or field experience, thus rendering the student ineligible to satisfactorily meet the course/program requirements. Students should contact an academic advisor or the program chair/coordinator for further details.

Confidentiality of Student Records

St. Louis Community College has a duty to maintain accurate and confidential student records. The college recognizes students’ rights to have access to their own educational records; moreover, the college limits such access by others in accordance with the Family Educational Rights and Privacy Act of 1974. Students may review their official educational records by submitting a written request to the Admissions/Registration office. For those wishing to question the accuracy or appropriateness of their records, contact the Admissions/Registration office. With certain exceptions, records cannot be released without prior consent. If students do not want directory information released, they must notify the Admissions/Registration office on the first day of each term during which the student wishes the withholding to be effective.

Credit Transfer Policy

To transfer courses to St. Louis Community College:

- Request official transcripts of previously earned credit from all colleges and universities attended be sent directly to the Admissions/Registration office. Hand-carried or faxed copies will not be accepted. When all transcripts are on file, students must submit a request to have their transcripts evaluated. Transcript Evaluation Request forms may be obtained in Academic Advising or online at stlcc.edu/transcripteval, and must be returned to the Admissions/Registration office. Students will be notified via their mystlcc.edu student email when their evaluation is complete. This process is required for all students receiving financial aid from STLCC.

- Transfer credit is not given for courses that are below 100-level; however, completion of such courses may serve as fulfillment of prerequisites for other courses. Students should consult with Academic Advising for clarification.

- A transfer student may invoke the transfer appeals process to challenge an institutional decision on the acceptance of credit(s) from regionally accredited Missouri public colleges and universities. Contact the STLCC vice chancellor of academic and student affairs for more information.

To transfer courses to another institution:

- Students planning to transfer credits to another college or university should contact the college or university prior to enrollment. Course transferability is determined by the accepting institution. For more information, visit stlcc.edu/transferguides. Please refer to “transcripts” on page 17 for information on how to have your transcripts mailed.

Graduation Applications

Students who expect to graduate at the end of a given term must file an application for their degree or certificate in the Admissions/Registration office. The deadlines are March 1 for spring, June 20 for summer and Oct. 1 for fall. Students should meet with an advisor or counselor to review the graduation requirements for the desired degree or certificate. When the Graduation Application has been completed and signed by the student and an academic advisor or counselor, the student must return the application to the Admissions/Registration office.
Non-Credit Courses
Non-credit courses are offered through Continuing Education and are listed in a separate schedule and online at stlcc.edu/schedule. If you are interested in upgrading your skills to advance your career, start your own business, develop a new hobby, or simply learn something new and interesting to enrich your life, contact the Continuing Education office. Visit stlcc.edu/continuing_education for more information.

Service Learning
Service Learning/Civic Engagement is a teaching and learning method of action and reflection that connects the student’s academic study with problem-solving experiences in local community settings using the community as a textbook. Students who are interested in learning more about the program should contact the Service Learning/Civic Engagement Coordinator on their campus.

Tobacco Free Policy
The college is committed to providing an environment that is safe and healthy. Use of tobacco products is prohibited on all college property and in all college vehicles. There will be no designated smoking areas within the property boundary. Students who violate this tobacco-free policy now may receive disciplinary action, including a fine of $15 and holds placed on registration and transcripts. Students’ transcripts will not be released, and registration for subsequent semesters will not be permitted, until all violations and related fees have been cleared.

Transcripts
Transcripts from STLCC may be requested by completing a transcript request form available at the Cashier’s office at Florissant Valley and Forest Park, the Admissions/Registration office at Meramec and the Information Desk at Wildwood. This form is also available online at stlcc.edu/transcript. Students may choose to mail a request directly to Central Student Records, 300 S. Broadway, St. Louis, MO 63102. A $5 fee is charged for each transcript requested. Unofficial transcripts are available for students through Banner Self-Service (current students only) and in person at the Admissions/Registration office or campus Advising Centers.

Veterans Education Benefits
Students wanting to use eligible veterans education benefits must contact the Veterans School Certifying Official on their campus. Students using veterans education benefits must have regular student status and must declare a program of study. For further information, visit stlcc.edu/veterans.

General Information
Our STLCC bookstores offer you the option of ordering your books and having them ready for pickup at the bookstore or having them shipped directly to you.

- Books for Summer 2014 go on sale May 5.
- Books for Fall 2014 go on sale Aug. 4.

The bookstores offer textbooks, merchandise and services to support your educational needs. They also carry a wide variety of STLCC apparel, gifts, computers, software and general school supplies.

Purchase your textbooks online at stlcc.edu!

The campus bookstores are owned and operated by STLCC.
<table>
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<th>Campus Contact Information</th>
<th>Florissant Valley</th>
<th>Forest Park</th>
<th>HEC</th>
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<td><strong>Access Office, disAbility Support Services</strong></td>
<td>314-513-4551&lt;br&gt;Upper Level, Student Center&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.&lt;br&gt;Evenings available by appointment&lt;br&gt;stlcc.edu/disAbility</td>
<td>314-644-9039&lt;br&gt;G-223&lt;br&gt;Mon-Tues 8 a.m.-7 p.m.&lt;br&gt;Wed-Fri 8 a.m.-4:30 p.m.&lt;br&gt;stlcc.edu/disAbility</td>
<td>314-763-6000&lt;br&gt;Reception Desk&lt;br&gt;Mon-Thur 8 a.m.-5 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.&lt;br&gt;stlcc.edu/disAbility</td>
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<td>314-513-4244&lt;br&gt;First Floor, Administration&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.&lt;br&gt;stlcc.edu/admreg</td>
<td>314-644-9127&lt;br&gt;SC-100&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.&lt;br&gt;stlcc.edu/admreg</td>
<td>314-763-6000&lt;br&gt;Reception Desk&lt;br&gt;Mon-Thur 8 a.m.-5 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.&lt;br&gt;stlcc.edu/admreg</td>
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<td>314-513-4256&lt;br&gt;First Floor, Administration&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-644-9261&lt;br&gt;SC-200&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
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<td>314-644-9233&lt;br&gt;G-229&lt;br&gt;Mon/Wed 8 a.m.-8 p.m.&lt;br&gt;Tues/Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-763-6000&lt;br&gt;Reception Desk&lt;br&gt;Mon-Thur 8 a.m.-5 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
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<td>314-513-4304&lt;br&gt;Lower Level, Student Center&lt;br&gt;Mon-Thur 7:30 a.m.-7 p.m.&lt;br&gt;Fri 7:30 a.m.-2 p.m.&lt;br&gt;flovalleybookstore.com</td>
<td>314-951-9893&lt;br&gt;SC-113&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-2 p.m.&lt;br&gt;forestparkbookstore.com</td>
<td>314-763-6040&lt;br&gt;Mon-Thur 8 a.m.-2 p.m.&lt;br&gt;Forest Park Bookstore&lt;br&gt;forestparkbookstore.com</td>
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<td><strong>Campus Life</strong></td>
<td>314-513-4294&lt;br&gt;Upper Level, Student Center&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.&lt;br&gt;stlcc.edu/fv/campus_life.html</td>
<td>314-644-9138&lt;br&gt;SC-101A&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.&lt;br&gt;stlcc.edu/fp/campus_life.html</td>
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<td>314-513-4200&lt;br&gt;Mon-Thur 8:30 a.m.-5 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-644-9100&lt;br&gt;Mon-Thur 8 a.m.-8 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
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<td><strong>Cashier’s Office</strong></td>
<td>314-513-4520&lt;br&gt;Upper Level, Student Center&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.</td>
<td>314-644-9738&lt;br&gt;SC-119&lt;br&gt;Mon-Thur 8 a.m.-5 p.m.&lt;br&gt;Fri 8 a.m.-4 p.m.</td>
<td>314-763-6010&lt;br&gt;Reception Desk&lt;br&gt;Mon-Fri 8 a.m.-4 p.m.</td>
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<td>314-644-9251&lt;br&gt;SC-200&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-763-6015&lt;br&gt;Reception Desk&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
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<td><strong>Financial Aid</strong></td>
<td>314-513-4231&lt;br&gt;Second Floor, Administration&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.&lt;br&gt;stlcc.edu/financialaid</td>
<td>314-644-9979&lt;br&gt;SC-108&lt;br&gt;Mon-Thur 8 a.m.-5:30 p.m.&lt;br&gt;Fri 8 a.m.-3 p.m.&lt;br&gt;stlcc.edu/financialaid</td>
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<td><strong>Online Education</strong></td>
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<td><strong>Transcripts (STLCC transcripts)</strong></td>
<td>314-539-5159&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.&lt;br&gt;Central Student Records 300 S. Broadway&lt;br&gt;St. Louis, MO 63102</td>
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<td><strong>Veterans Services</strong></td>
<td>314-513-4247&lt;br&gt;First Floor, Administration&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.</td>
<td>314-644-9104&lt;br&gt;SC-100&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-644-9104&lt;br&gt;(FP) SC-100&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
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St. Louis Area Map

DISTANCE BETWEEN CAMPUS LOCATIONS (ONE WAY)

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