

CREDITS



TO CAREER

# 2017-18 STUDENT GUIDE

---

[STLCC.EDU](http://STLCC.EDU)



## Contents

Academic Advising and Counseling	6
Access Office/Disability Support Services	13
Archer Orientation	10
Assessment (Take a Placement Test)	8
Bookstores	12
Calendars and Deadlines	2-3
Campus Contacts	18-19
Changes to Schedule	10
College Costs	4
Financial Aid	5
General Information	13-15
Get Connected	7
Payment Options	11
Programs	16
Refunds	12
Register for Classes	9
STLCC Alerts	15
Student ID/STLCC OneCard	7



## STLCC

As a currently enrolled student, you have the right to know about campus policies and procedures and the expected code of conduct at STLCC. This information is available online at [stlcc.edu/Need2Know](http://stlcc.edu/Need2Know)

### Topics include:

- Accommodations for Students with Disabilities
- Campus Crime Report
- Classroom Behavior
- Closing Procedures
- Communicable Diseases
- Computer Systems and Network Use
- Confidentiality of Student Records
- Copyright Statement
- Drug Abuse Prevention
- Enrollment Reports

- Equity in Athletics (Title IX)
- Firearms on College Property
- General Information
- HIV/AIDS Policy
- my.stlcc.edu Student Email
- Non-Discrimination
- Policies and Procedures
- Sexual Harassment Prevention Tutorial
- Sexual Misconduct Resources
- Student Rights and Responsibilities
- Student Right to Know
- Tobacco Free Policy

**Non-Discrimination Statement:** The college is committed to the elimination of discrimination against any student or employee of the college, or third party. All groups operating under the policies of the college, including all employees, students, third-parties, student governments and programs sponsored by the college are governed by this policy of non-discrimination. In accordance with Section 504 of the Rehabilitation Act, Titles II and III of the Americans with Disabilities Act (ADA), Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act (ADEA), the Genetic Information Notification Act (GINA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), and any amendments thereto, and Board Policies, the college does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a veteran.

## Summer 2017 Calendar

**March 29** • Summer 2017 web and on-campus registration begins (8 a.m. Central Time)

**April 1** • Board of Trustees Scholarship application priority deadline for summer

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

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

**May 13** • Web registration for 3-week and 11-week classes ends (2 p.m.)

**May 13** • Payment due

**May 16** • 3-week and 11-week classes begin

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

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

**May 31** • Last day to submit a financial aid appeal for summer session

**June 3** • Web registration for 6-week and 8-week classes ends (2 p.m.)

**June 3** • Registration begins for senior citizens using Missouri Senior Scholarship for 6-week and 8-week classes

**June 5** • 6-week and 8-week classes begin

**June 20** • Graduation application deadline

**June 30** • Last day to submit required financial aid documentation for summer session

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

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

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

**July 28** • Last day of summer session

**July 31** • Grades due

**August 3** • Official degree conferral date

## Fall 2017 Calendar

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

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

**April 3** • Fall 2017 Priority Registration begins for current students. Watch your my.stlcc.edu email for your registration date.

**April 10** • First day to sign up for the automatic payment plan

**April 10** • Web and on-campus registration begins (8 a.m. Central Time)

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

**August 5** • Payment due

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

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

**August 18** • Registration begins for senior citizens using Missouri Senior Scholarship for 16-week

**August 21** • Semester begins: 16-week and 1st 8-week classes; web registration continues for 12-week and 2nd 8-week classes

**August 26** • Saturday classes begin

**August 27** • Sunday classes begin

**September 2-4** • Labor Day holiday (College closed)

**September 11** • 12-week classes begin

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

**September 15** • Last day to submit required financial aid documentation for all fall semester classes

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

**September 29** • Withdrawal deadline for 1st 8-week classes

**October 1** • Graduation application deadline

**October 12** • Registration begins for senior citizens using Missouri Senior Scholarship for 2nd 8-week classes

**October 13** • Midterm

**October 16** • Midterm grades due (5:30 p.m. Central Time)

**October 16** • 2nd 8-week classes begin

**October 17** • All College Day (no classes)

**October 30** • Spring 2018 Priority Registration begins. Watch your my.stlcc.edu email for your registration date.

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

**November 6** • Spring 2018 web and on-campus registration begins (8 a.m. Central Time)

**November 10** • Withdrawal deadline for 12-week and 16-week classes

**November 22** • Withdrawal deadline for 2nd 8-week classes

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

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

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

**December 11-17** • Final exams

**December 18** • Grades due (5:30 p.m. Central Time)

**December 21** • Official degree conferral date

**December 21** • Last day the college is open until Jan. 2, 2018

## Spring 2018 Calendar

**October 30** • Spring 2018 Priority Registration begins for current students. Watch your my.stlcc.edu email for your registration date.

**November 1** • Spring 2018 FAFSA completion priority deadline

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

**November 6** • First day to sign up for the automatic payment plan

Web and on-campus registration begins (8 a.m. Central Time)

**December 8** • Financial aid deadline for priority awarding for spring semester

**January 2** • Financial aid book accounts open

**January 6** • Payment due

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

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

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

**January 16** • Semester begins: 16-week and 1st 8-week classes; web registration continues for 12-week and 2nd 8-week classes

**January 20** • Saturday classes begin

**January 21** • Sunday classes begin

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

**February 7** • Last day to submit required financial aid documentation for spring semester

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

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

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

**February 23** • Withdrawal deadline for 1st 8-week classes

**March 1** • Graduation application deadline

**March 9** • Midterm

**March 12** • Midterm grades due (5:30 p.m. Central Time)

**March 12-18** • Spring Break (no classes)

**March 13** • Staff Development Day (select offices closed)

**March 16** • Registration begins for senior citizens using Missouri Senior Scholarship for 2nd 8-week classes

**March 19** • 2nd 8-week classes begin

**March 26-30** • Summer and Fall 2018 Priority Registration begins for current students. Watch your my.stlcc.edu email for your registration date.

**April 3** • Summer and Fall 2018 web and on-campus registration begins (8 a.m. Central Time)

**April 13** • Withdrawal deadline for 16-week and 12-week classes

**April 27** • Withdrawal deadline for 2nd 8-week classes

**May 6** • Last day of semester classes

**May 7-13** • Final exams

**May 14** • Grades due (5:30 p.m. Central Time)

**May 17** • Official degree conferral date

**May 20** • Commencement (Tentative)

## Fees Per Credit Hour

	Summer 2017	Fall 2017	Spring 2018
District Residents	\$106	\$109.50	\$109.50
Other Missouri Residents	\$152	\$156.50	\$156.50
Out-of-State Residents	\$208	\$214.50	\$214.50
International Students	\$218	\$224.50	\$224.50

These fees are subject to change without notice. See more information on tuition and fees at [stlcc.edu/fees](http://stlcc.edu/fees)

Books, materials or special equipment required for classes 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.

Proof of residency must be provided prior to the start of the term for which you are enrolled. See more information on residency at [stlcc.edu/fees](http://stlcc.edu/fees)

### Returned Check Fee

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

### Midwest Student Exchange Program

Beginning with the Summer 2017 session, St. Louis Community College has partnered with the Midwest Student Exchange Program (MSEP) to offer Illinois, Indiana, Kansas, Michigan, Minnesota, Nebraska, North Dakota, and Wisconsin residents in-state (Other Missouri Resident) tuition rates.

Your residency will automatically qualify you for in-state (Other Missouri Resident) tuition if you live in Illinois, Indiana, Kansas, Michigan, Minnesota, Nebraska, North Dakota, or Wisconsin. For more information, visit [stlcc.edu/msep](http://stlcc.edu/msep)

### Missouri Senior Scholarship

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

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



# Financial Aid and Paying for College

## Apply Early For Financial Aid

### Financial Aid Process

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

You must be admitted to STLCC with degree-seeking status to receive financial aid. This includes submitting transcripts from high school, GED, and/or all colleges previously attended, and completing

placement test requirements. Submit official college transcripts to the Registrar's Office.

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

Information about financial aid, scholarships, federal grants, loans, work study and Missouri state programs is available at [stlcc.edu/financialaid](http://stlcc.edu/financialaid)

# FAFSA

## You Can Afford College

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

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

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

### Financial Aid Priority Deadlines

#### April 1

- FAFSA filing date for state grant programs and campus-based aid.
- Board of Trustees Scholarship application priority deadline for summer session and fall semester

#### April 28

- All financial aid paperwork must be complete to guarantee disbursement of funds by the first day of summer session.

#### July 28

- All financial aid paperwork must be complete to guarantee disbursement of funds by the first day of fall semester.

#### November 1

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

#### December 8

- All financial aid paperwork must be complete to guarantee disbursement of funds by the first day of spring semester.

## 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 [my.stlcc.edu](mailto:my.stlcc.edu) student e-mail account. (Be sure it is activated.)

The authorized amount for books will appear in your Banner Self-Service personal account after Aug. 7 for fall 2017 semester, and Jan. 2 for spring 2018 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.

Federal Pell Grant and Direct Loan funds will begin to be applied to student accounts based on reported attendance.
Federal Pell Grants and Direct Loan refunds will begin to be released to students' STLCC OneCard based on reported attendance.

Classes Beginning Fall 2017		Classes Beginning Spring 2018	
Aug. 22 and/or Sept. 12, 2017	Oct. 17, 2017	Jan. 17 and/or Feb. 6, 2018	March 20, 2018
Sept. 19, 2017	Oct. 17, 2017	Feb. 13, 2018	March 20, 2018
Sept. 23, 2017	Oct. 19, 2017	Feb. 17, 2018	March 22, 2018

# Academic Advising and Counseling

## Academic Advising

You are encouraged to meet with an academic advisor while enrolled at STLCC. Academic advisors can help you with academic planning, course selection, degree requirements, schedule planning, academic policies and transfer information.

The following students are required to see an academic advisor:

- New, first-time college students and recent high school graduates must see an Advisor at a New Student Registration Workshop (NSRW) to register for their first semester classes. Sign up for NSRW at [stlcc.edu/nsrw](http://stlcc.edu/nsrw)  
Students enrolled at four-year institutions who take summer courses at STLCC are not required to see an advisor.
- Students receiving financial aid.
- Students applying to a selective-admissions program.
- 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 9.)

For more information, visit [stlcc.edu/advising](http://stlcc.edu/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 while attending school. Counselors are available by appointment or as needed for a crisis situation. All services are free to STLCC students.

Students on 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 students are expected to make satisfactory academic progress. Students with a cumulative grade-point average below 2.0 will be placed on academic probation.

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

Whether you're planning to earn 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-informed 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 Planning



Advisors are available on any campus – walk-in, make an appointment, call or ask a question online at [stlcc.edu/advising](http://stlcc.edu/advising)  
We're here to help you reach your academic goals.

Florissant Valley  
314-513-4256

Forest Park  
314-951-9457

Meramec  
314-984-7526

Wildwood  
636-422-2000

South County  
314-984-7200

Harrison  
Education Center  
314-763-6000

# 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 admissions checklist, financial aid or A+, register for classes online, pay for classes, print your class schedule and view your grades.

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

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

Go to [stlcc.edu](http://stlcc.edu) 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](http://stlcc.edu/mystlcc/id) and click the **Change your Password** link on the left 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](http://stlcc.edu/mystlcc/id) to create your security questions.

## Student Email

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

Once you have been admitted to STLCC, you will be given a [my.stlcc.edu](mailto:my.stlcc.edu) student email account.

### How do I set up my my.stlcc.edu email account?

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

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

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

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

## Banner Self-Service

### What is Banner Self-Service?

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

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

Log in to Banner Self-Service to:

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

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

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



**Need help with any of these steps? Contact the Help Desk at 314-539-5113.**

## Don't Forget Your STLCC OneCard

### Student ID - OneCard

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

### How do you get it?

To get your card, bring your photo ID and your class schedule to the Campus Life Office or Information Desk at any STLCC campus. After requesting your card, you will have your photograph taken.

Your card will be sent to your mailing address within 7 to 10 business days. Your first card is free, but replacement cards cost \$20. For more information, visit [stlcc.edu/onecard](http://stlcc.edu/onecard)



# Take a Placement Test

## Assessment Test Purpose

STLCC uses a computerized placement test to help identify your academic strengths and needs in mathematics, reading and writing. The results determine the courses you will be permitted to take.

## Assessment May Be Waived

All or part of the placement 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 three 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 22 or above to waive the math test
- An appropriate SAT score earned within the last three 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 Prepared

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

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

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

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

A \$10 fee is charged for test retake sessions. See [stlcc.edu/placementprep](http://stlcc.edu/placementprep). 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](http://stlcc.edu/disability) prior to testing. You may be asked to provide documentation of your disability. For more information see page 13, or call the Access Office at the campus of your choice (see pages 18-19).

## Testing Times

### Florissant Valley

Monday-Thursday, 9 a.m.–5:30 p.m.  
Friday, 9 a.m.–1 p.m.

### Forest Park

Monday and Wednesday, Testing starts at 10 a.m., 2 p.m. and 6 p.m.  
Tuesday and Thursday, Testing starts at 10 a.m. and 2 p.m.  
Friday, Testing starts at 10 a.m.

### Meramec

Monday-Thursday, 9 a.m.–5:30 p.m.  
Friday, 9 a.m.–1 p.m.

### South County

Monday-Thursday, 9 a.m.–6 p.m.  
Friday, 9 a.m.–1 p.m.

### Wildwood

Monday and Thursday, 3–5 p.m.  
Tuesday and Wednesday, Testing starts at 9 a.m. and 2 p.m.  
Friday, Testing starts at 9 a.m. and 12 p.m.

### William J. Harrison Education Center

Monday, Testing starts at 9:30 a.m.





# How to Register for Classes

---

## New First-Time College Students

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

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

## Continuing, Returning, Transfer and Visiting Students

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

## How to Register Online

- Visit [stlcc.edu/selfservice](http://stlcc.edu/selfservice)
- Click the green **LOGIN** button and then enter your MySTLCC ID and password.
- Click the **Student Services and Financial Aid** tab at the top of the page.
- Click on **Registration**.
- Click **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.
- Click **Fee Assessment** at bottom of webpage to review your course fees.

# How to Find Classes

---

## How To Look Up Classes Online

- Go to [stlcc.edu/schedule](http://stlcc.edu/schedule)
- Select a term – Click the drop down to select a term
- Select a location – Check the box next to the location
- Click on a subject - To select more than one subject, hold **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 only 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 a Department Chair of Counseling or Manager of Academic Advising.

## 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.

## What is a Corequisite?

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

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

If you need more information, contact the Academic Advising Office (see page 6).

# 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 should make payment arrangements the day the change is made. You are responsible for fees incurred for adding a class after the payment deadline.

To formally withdraw from a class, you must submit an **Add/Drop/Withdrawal Form**. If you are taking online classes only, contact the Enrollment Services 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.

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

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

## Withdrawal Deadlines

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

## Drop for Nonattendance

If you have registered for a course and are listed on the official class roster and fail to attend that class within the first two weeks, you will be administratively withdrawn from the course. If you have questions about withdrawal information, contact Enrollment Services.

# Archer Orientation

Archer Orientation is designed to assist you in your transition to STLCC. Students who attend who attend Archer Orientation often have higher first semester GPAs and a deeper connection to the college.

During Archer Orientation, you’ll have the opportunity to visit the campus, talk with STLCC student leaders and meet faculty and staff who will aid you in your educational journey.

## Archer Orientation includes:

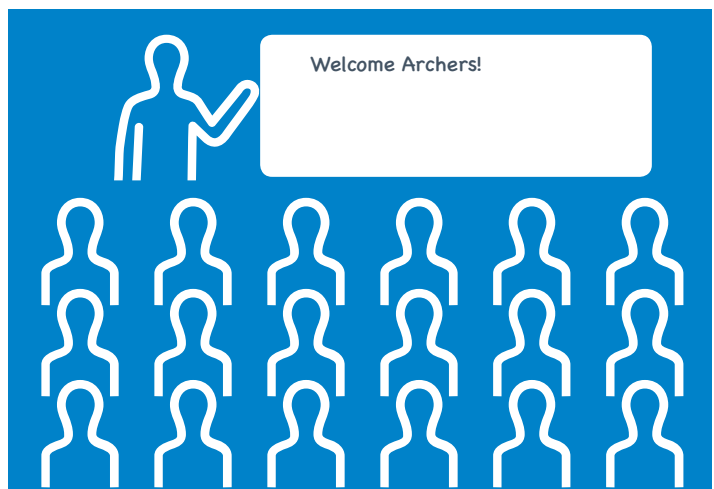
- Success tips from faculty, staff and current students
- Classroom expectations for the first week and beyond
- Help with navigating the campus and locating your classrooms
- Assistance utilizing campus resources and services
- Information about STLCC student email, Banner Self-Service and Blackboard systems
- The opportunity to get your textbooks and course materials from the bookstore
- Assistance obtaining your STLCC OneCard (student ID card) and parking pass

Archer Orientation is hosted on all STLCC campuses. Sessions are free and offered at varying times to accommodate busy schedules.

## What should I bring to Archer Orientation?

Bring your student ID number and a photo ID. If you want assistance locating your classes, bring your class schedule. If you need to purchase textbooks or pay fees, bring a form of payment. And, of course, bring your questions!

Find out more about Archer Orientation at [stlcc.edu/orientation](http://stlcc.edu/orientation)



# How to Pay for 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. Visit [stlcc.edu/cashier](http://stlcc.edu/cashier) for each campus location and mailing address.

### Payment Options:

- Online using a credit/debit card or ACH using checking/savings account at [stlcc.edu/selfservice](http://stlcc.edu/selfservice)
- In person at a 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 NBS Payment Plan. You can enroll in the plan after registration at [stlcc.edu/paymentplan](http://stlcc.edu/paymentplan)  
NBS is a simple, secure and easy way to spread your maintenance fees (tuition) over a period of time. The payment plan is only available for fall and spring semesters.

The plan offers easy online enrollment and flexible payment options. The sooner you sign up, the more months you have to pay. No interest or finance charges are assessed. To participate in this interest-free automatic payment plan, you must pay a \$21 per semester nonrefundable enrollment fee.

## Payment Deadlines for Full-term Classes

Summer 2017 ..... Saturday, May 13, 2017  
Fall 2017 ..... Saturday, August 5, 2017  
Spring 2018. .... Saturday, January 6, 2018

If you are receiving financial aid, see page 5.

## Payment Responsibilities

As a 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 arrangement is made.

If you complete your financial aid file after the deadline, you must make payment arrangements by the payment deadline to ensure that classes are not dropped. You can enroll in the NBS Payment Plan at [stlcc.edu/selfservice](http://stlcc.edu/selfservice)

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

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

## Drop for Nonpayment

You will be dropped from your courses unless a payment arrangement is made by the payment due date or you have enrolled in the payment plan. Check with a campus Cashier's Office concerning fee payment.

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

## Check Out STLCC's Automatic Payment Plan.

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



### Cost to Participate

- \$21 per semester nonrefundable enrollment fee.

### Advantages

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

### Enrollment Opens

- **Fall 2017 – April 10**  
After August 5, 2017, you must enroll in the NBS payment plan the same day you register for classes.
- **Spring 2018 – November 4**  
After January 6, 2018, you must enroll in the NBS payment plan the same day you register for classes.

# Refunds

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

<b>For full-semester classes:</b>	<u>Fall 2017</u>	<u>Spring 2018</u>
100% refund	Aug. 27	Jan. 22
80% refund	Sept. 3	Jan. 29
50% refund	Sept. 10	Feb. 5
0% refund	Sept. 11 and after	Feb. 6 and after

### For Summer 2017 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.

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

Refunds are normally processed within three weeks.

## 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/financialaid](http://stlcc.edu/financialaid) to learn more about the return of unearned Title IV funds as required by HEA Title IV law and regulations.

## Medical/Job-Related Withdrawals

If you withdraw from all classes for medical or job-related reasons during the affected semester, 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 Enrollment Services 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 during the affected semester.

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

# Purchase your textbooks online at [stlcc.edu](http://stlcc.edu)!

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

- Books for Summer 2017 go on sale May 1
- Books for Fall 2017 go on sale August 7
- Books for Spring 2018 go on sale January 2, 2018

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.

### Florissant Valley Bookstore

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

### Forest Park Bookstore

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

### Meramec Bookstore

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

### Wildwood Bookstore

636-422-2030	Campus Lobby
--------------	--------------

The campus bookstores are owned and operated by STLCC.

Visit [bookstore.stlcc.edu](http://bookstore.stlcc.edu) for hours of operation. Book buyback is offered at the end of each term.

# General Information



## Access Office – disAbility Support Services

Support services for students with documented disabilities are available through campus Access offices. These services include: advising and academic counseling, coordination of academic

accommodations and support services, consultation with faculty and staff regarding accommodation needs as well as help with connecting to community professionals and agencies.

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

## Athletics

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

## Attendance

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

## Campus Life

St. Louis Community College offers many opportunities to develop and expand your interests outside of the classroom; from service learning and leadership development, to civic engagement activities, community service projects, clubs/organizations and more. You are encouraged to participate in activities and student organizations at STLCC. Stop by the Campus Life Office to learn more about these opportunities on

your campus, or visit [stlcc.edu/campuslife](http://stlcc.edu/campuslife)

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

## Campus Police

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

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

## Career and Employment Services

The Career and Employment Services (CES) Office on each campus provides services and resources to assist students and alumni in finding full-time or part-time, on-campus or off-campus, internship or co-op, permanent, seasonal or temporary employment. CES also assists employers who are looking for qualified applicants. Some of the resources provided by qualified staff include: career assessments, workshops on resumes and career planning, job search assistance, career research assistance, career and job fairs, and Career Network (an online job search service). For more information, visit [stlcc.edu/ces](http://stlcc.edu/ces)

## Clinical and Field Work

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

# General Information

## Confidentiality of Student Records

St. Louis Community College has a duty to maintain accurate and confidential student records. The college recognizes your rights to have access to your own educational records; moreover, the college limits such access by others in accordance with the Family Educational Rights and Privacy Act of 1974. You may review your official educational records by submitting a written request to the Enrollment Services Office (see pages 18 and 19). If you wish to question the accuracy or appropriateness of your records, contact the Enrollment Services Office. With certain exceptions, records cannot be released without prior consent. If you do not want directory information released, you may complete the **Request to Prevent Disclosure of Directory Information** through Banner Self-Service. For more information, visit [stlcc.edu/need2know](http://stlcc.edu/need2know)

## Credit Transfer Policy

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

- Request official transcripts of previously earned credit from all colleges and universities attended be sent directly to the Registrar's Office (300 S. Broadway, St. Louis, MO 63102). Hand-carried or faxed copies will not be accepted. You will be notified via your my.stlcc.edu student email when your transcript evaluation is complete. This process is required for all degree-seeking students.
- Transfer credit is not given for courses that are below 100-level; however, completion of such courses may serve as fulfillment of prerequisites for other courses. You should consult with the Academic Advising office for clarification.
- A transfer student may invoke the transfer appeals process to challenge an institutional decision on the acceptance of credits from regionally accredited Missouri public colleges and universities. Contact the STLCC Vice Chancellor of Student Affairs for more information.

### To transfer courses to another institution:

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

## Graduation Applications

If you expect to graduate at the end of a given term, you must file an application for your degree or certificate with Enrollment Services.

The deadlines are March 1 for spring, June 20 for summer and Oct. 1 for fall. You should meet with an academic advisor or counselor to review the graduation requirements for the desired degree or certificate. When the Graduation Application has been completed and signed by you and an academic advisor or

counselor, you must return the application to the Enrollment Services Office. For more information about graduation requirements, visit [stlcc.edu/gradprep](http://stlcc.edu/gradprep)

## Non-Credit Courses

Non-credit courses are offered through Continuing Education and are listed in a separate schedule and online at [stlcc.edu/schedule](http://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, contact the Continuing Education Office. Visit [stlcc.edu/ce](http://stlcc.edu/ce) for more information.

## Parking

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

## Service Learning

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

## Sexual Assault, Harassment, Relationship Violence & Stalking

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

If you have been a victim or witness behavior of this kind, please report it immediately online or by contacting the Title IX Investigator on your campus. Campus Police are available to intervene if there are threats to individual or community safety. Making the decision to report an incident of sexual misconduct is often very difficult, but can be the first step in the healing process and also allows the college to provide support and prevent future occurrences. To learn more, visit [stlcc.edu/titleix](http://stlcc.edu/titleix)

# STLCC Alerts

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

The college uses Regroup, a mass notification platform, to disseminate this information. All STLCC employees and credit students are automatically set up to receive STLCC Alerts.

You are encouraged to verify your phone numbers and manage your text and text to voice preferences in Banner Self-Service. Parents and community members are also welcome to sign up for STLCC Alerts.

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



## Student Rights and Responsibilities- Student Conduct and More

Upon enrolling in the college, each student assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution and to obey the laws enacted by federal, state and local governments. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function, institute appropriate disciplinary action.

## Tobacco-Free Policy

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

## Transcripts

Transcripts from STLCC may be requested at [stlcc.edu/transcript](http://stlcc.edu/transcript)

A \$5 fee is charged for each transcript requested. An additional fee may be required for expedited requests. Unofficial transcripts are available through Banner Self-Service (current students only) and in person at the Enrollment Services Office or Advising Centers.

## Tutoring and Writing Centers

Peer and/or professional tutoring is available on all four campuses for various subjects. The Writing Centers on each campus also have fully-trained staff members available to critique papers, offer grammar assistance, assist with research and answer questions.

## Unattended Children

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

## U-Pass

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

## Veterans' Education Benefits

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

# Programs

## General Transfer Studies – programs designed for students who plan to transfer to a four-year institution

### Missouri General Education Requirement – 42-credit hours

Students who complete this block will have satisfied all general education requirements at most Missouri public colleges and many private colleges.

### Associate in Arts (AA) – 64-credit hours

Missouri General Education Requirement 42-credit hour block plus 22 additional credit hours. Students pursuing this degree should work with advisors at both STLCC and their destination four-year institution to select transferable courses.

## Arts and Communications

Art Education AFA

Deaf Communication Studies:

American Sign Language CS

Interpreter Education AAS

Digital Media:

Digital Photography CS

Interactive & Graphic Design CS

Video Editing & Animation CS

General Fine Arts AFA

Graphic Communications AFA and AAS

Interior Design AAS

Kitchen and Bath Design CP

Mass Communications AAS

Photography AFA

## Business Management and Technology

Accounting AAS CP

Baking and Pastry Arts AAS

Business Administration AAS CP CS

CISCO Networking Academy CS

Computer Accounting Technology CS

Computer Applications CS

Computer Science AS

Culinary Arts AAS

Cybersecurity AAS CP\*

Database Developer CP

Event Planning CS

Food and Beverage Management CS

Health Information Technology AAS

Hospitality and Tourism AAS

Hotel Management CS

Medical Billing and Coding CP

Network Engineering AAS CP

Office Information Systems AAS

IT Help Desk/End User Support CS

Software Developer AAS

Travel and Tourism CS

Web Developer CS

## Engineering and Industrial Technologies and Trades

Automotive Technology AAS CP CS

Aviation Maintenance:

Airframe CP

Power Plant CP

Biomedical Electronics Technology CS

Building Inspection and Code

Enforcement Technology AAS CP

Civil Engineering Technology AAS

Computer Aided Design CS

Computer Integrated Manufacturing AAS

Construction Management Technology AAS

Construction Office Management CS

Diesel Technology AAS CP CS

Electrical/Electronic Engineering

Technology AAS

Maintenance Mechanic CS

Mechanical Engineering Technology AAS

Precision Machining Technology CS

Skilled Trades Industrial

Occupations Technology AAS CS

Sustainable Environmental Design CS

Technology:

Basic Electronics CS

## Health Services

Clinical Laboratory Technology AAS

Dental Assisting CP

Dental Hygiene AAS

Diagnostic Medical Sonography:

Cardiac Sonography CP

Medical Sonography CP

Emergency Medical Technology CS

Nursing AAS

Occupational Therapy Assistant AAS

Paramedic Technology AAS

Physical Therapist Assistant AAS

Radiologic Technology AAS

Respiratory Care AAS

Surgical Technology CP

## Human Services

Addictions Studies CS

Criminal Justice:

Corrections AAS CP

Law Enforcement AAS CP

Dietetic Technology: Nutrition Care AAS

Early Care and Education AAS CP

Fire Protection Technology AAS CP

Funeral Directing CS

Funeral Service Education AAS

Human Services AAS

Legal Studies for the Paralegal AAS CP

Teaching AAT

## Sciences and Science Technology

Biotechnology AAS CS

Engineering Science AS

Horticulture AAS CP

Life Science Laboratory Assistant CS

## Degree and Certificate Abbreviations:

AA – Associate in Arts Degree

AFA – Associate in Fine Arts Degree

AAS – Associate in Applied Science Degree

AS – Associate in Science Degree

AAT – Associate of Arts in Teaching Degree

CP – Certificate in Proficiency

CS – Certificate of Specialization

### \*New Program

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](http://stlcc.edu/programs)



# Personal Development Plan

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

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

**What is my goal?**

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

**When will I achieve it?**

**How will I do it?**

**How will I measure my success?**

**What am I good at?**

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

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

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

# Campus Contact Information

	Florissant Valley	Forest Park	Harrison Education Center
<b>Access Office, disAbility Support Services</b> <a href="http://stlcc.edu/disability">stlcc.edu/disability</a>	314-513-4551 Upper Level, Student Center Mon-Fri 8 a.m.-4:30 p.m. Evenings available by appointment	314-644-9039 G-223 Mon-Tues 8 a.m.-7 p.m. Wed-Fri 8 a.m.-4:30 p.m.	314-763-6000 Reception Desk Mon-Thur 8 a.m.-5 p.m. Fri 8 a.m.-4:30 p.m.
<b>Advising</b> Call for extended hours during peak registration <a href="http://stlcc.edu/advising">stlcc.edu/advising</a>	314-513-4256 First Floor, Administration Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-644-9261 SC-200 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-763-6000 Reception Desk Mon-Thur 8 a.m.-5 p.m. Fri 8 a.m.-4:30 p.m.
<b>Assessment Centers</b> <a href="http://stlcc.edu/placementprep">stlcc.edu/placementprep</a>	314-513-4292 First Floor, Administration Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-644-9233 G-229 Mon/Wed 8 a.m.-8 p.m. Tues/Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-763-6000 Reception Desk Mon-Thur 8 a.m.-5 p.m. Fri 8 a.m.-4:30 p.m.
<b>Bookstore</b> Call for extended hours during peak registration <a href="http://stlcc.edu/books">stlcc.edu/books</a>	314-513-4304 Lower Level, Student Center Mon-Thur 7:30 a.m.-7 p.m. Fri 7:30 a.m.-2 p.m.	314-951-9893 SC-113 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-2 p.m.	314-763-6040 Mon-Thur 8 a.m.-2 p.m.
<b>Campus Life</b> <a href="http://stlcc.edu/campuslife">stlcc.edu/campuslife</a>	314-513-4294 Upper Level, Student Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-644-9138 SC-101A Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-644-9138 SC-101A Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.
<b>Campus Switchboard</b>	314-513-4200 Mon-Thur 8:30 a.m.-5 p.m. Fri 8 a.m.-4:30 p.m.	314-644-9100 Mon-Thur 8 a.m.-8 p.m. Fri 8 a.m.-4:30 p.m.	314-763-6000 Mon-Thur 8 a.m.-5 p.m. Fri 8 a.m.-4:30 p.m.
<b>Cashier's Office</b> Call or check website for extended hours during peak registration <a href="http://stlcc.edu/cashier">stlcc.edu/cashier</a>	314-513-4520 Upper Level, Student Center Mon-Fri 8 a.m.-4:30 p.m.	314-644-9738 SC-119 Mon-Thur 8 a.m.-5 p.m. Fri 8 a.m.-4 p.m.	314-763-6010 Reception Desk Mon-Fri 8 a.m.-4 p.m.
<b>Counseling</b> <a href="http://stlcc.edu/student_resources">stlcc.edu/student_resources</a>	314-513-4252 Upper Level, Student Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-644-9251 SC-200 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-763-6015 Reception Desk Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.
<b>Enrollment Services</b> <a href="http://stlcc.edu/enrollmentservices">stlcc.edu/enrollmentservices</a>	314-513-4244 First Floor, Administration Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-644-9127 SC-100 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-763-6000 Reception Desk Mon-Thur 8 a.m.-5 p.m. Fri 8 a.m.-4:30 p.m.
<b>Financial Aid</b> <a href="http://stlcc.edu/financialaid">stlcc.edu/financialaid</a>	314-513-4231 Second Floor, Administration Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-644-9979 SC-108 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-763-6011 Reception Desk Mon-Fri 8 a.m.-5 p.m.
<b>Online College</b> <a href="http://stlcc.edu/online">stlcc.edu/online</a>	online@stlcc.edu 314-539-5037	online@stlcc.edu 314-539-5037	online@stlcc.edu 314-539-5037
<b>Registrar's Office</b> Order transcripts online at <a href="http://stlcc.edu/transcript">stlcc.edu/transcript</a> or in person 300 S. Broadway, St. Louis, MO 63102	314-539-5159 Mon-Fri 8 a.m.-4:30 p.m. See Enrollment Services on any campus for an unofficial transcript.	314-539-5159 Mon-Fri 8 a.m.-4:30 p.m.	314-539-5159 Mon-Fri 8 a.m.-4:30 p.m.
<b>Study Abroad</b> <a href="http://stlcc.edu/studyabroad">stlcc.edu/studyabroad</a>	314-539-5350	314-539-5350	314-539-5350
<b>Veterans Services</b> <a href="http://stlcc.edu/veterans">stlcc.edu/veterans</a>	314-513-4247 First Floor, Administration Mon-Fri 8 a.m.-4:30 p.m.	314-644-9104 SC-100A Mon 10:30 a.m.-7 p.m. Tues-Fri 8 a.m.-4:30 p.m.	314-644-9104 (FP) SC-100A Mon 10:30 a.m.-7 p.m. Tues-Fri 8 a.m.-4:30 p.m.

# Campus Contact Information

	Meramec	Wildwood	South County
<b>Access Office, disAbility Support Services</b> <a href="http://stlcc.edu/disability">stlcc.edu/disability</a>	314-984-7673 1st floor, Clark Hall (Administration) Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-984-7200 Mon, Wed, Thurs, Fri 8 a.m.-4:30 p.m. Tues 11 a.m.-7 p.m.
<b>Advising</b> Call for extended hours during peak registration <a href="http://stlcc.edu/advising">stlcc.edu/advising</a>	314-984-7575 2nd floor, Clark Hall (Administration) Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-984-7200 Mon and Tues 8 a.m.-7 p.m. Wed-Fri 8 a.m.-4:30 p.m.
<b>Assessment Centers</b> <a href="http://stlcc.edu/placementprep">stlcc.edu/placementprep</a>	314-984-7596 Communications North 122 Mon-Thur 8 a.m.-7 p.m. Fri. 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Mon-Thur 9 a.m.-5:30 p.m. Fri 9 a.m.-1 p.m.	314-984-7200 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.
<b>Bookstore</b> Call for extended hours during peak registration <a href="http://stlcc.edu/books">stlcc.edu/books</a>	314-984-7660 1st floor, Student Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-2 p.m.	636-422-2030 1st floor, 108 Mon-Thur 7:30 a.m.-7 p.m. Fri 7:30 a.m.-2 p.m.	314-984-7229 Mon-Thur 8 a.m.-2 p.m.
<b>Campus Life</b> <a href="http://stlcc.edu/campuslife">stlcc.edu/campuslife</a>	314-984-7641 Student Center 221 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-984-7200 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.
<b>Campus Switchboard</b>	314-984-7500 Mon-Thur. 8 a.m.-6 p.m. Fri 8 a.m.-4:30 p.m.	636-422-2000 Mon-Thur 8 a.m.-8 p.m. Fri 8 a.m.-4:30 p.m.	314-984-7200 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.
<b>Cashier's Office</b> Call or check website for extended hours during peak registration <a href="http://stlcc.edu/cashier">stlcc.edu/cashier</a>	314-984-7736 1st floor, Clark Hall (Administration) Mon-Thur 8 a.m.-5 p.m. Fri 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4 p.m.	314-984-7200 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.
<b>Counseling</b>	314-984-7575 2nd floor, Clark Hall (Administration) Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Call for appointment	314-984-7575 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.
<b>Enrollment Services</b> <a href="http://stlcc.edu/enrollmentservices">stlcc.edu/enrollmentservices</a>	314-984-7601 1st floor, Clark Hall (Administration) Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-984-7200 Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.
<b>Financial Aid</b> <a href="http://stlcc.edu/financialaid">stlcc.edu/financialaid</a>	314-984-7650 1st floor, Clark Hall (Administration) Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Mon-Thur 8 a.m.-7 p.m. Fri 8 a.m.-4:30 p.m.	314-984-7200 Mon and Tues 8 a.m.-7 p.m. Wed-Fri 8 a.m.-4:30 p.m.
<b>Online College</b> <a href="http://stlcc.edu/online">stlcc.edu/online</a>	online@stlcc.edu 314-539-5037	online@stlcc.edu 314-539-5037	online@stlcc.edu 314-539-5037
<b>Registrar's Office</b> Order Transcripts online at <a href="http://stlcc.edu/transcript">stlcc.edu/transcript</a> or in person 300 S. Broadway, St. Louis, MO 63102	314-539-5159 Mon-Fri 8 a.m.-4:30 p.m. See Enrollment Services on any campus for an unofficial transcript.	314-539-5159 Mon-Fri 8 a.m.-4:30 p.m.	314-539-5159 Mon-Fri 8 a.m.-4:30 p.m.
<b>Study Abroad</b> <a href="http://stlcc.edu/studyabroad">stlcc.edu/studyabroad</a>	314-539-5350	314-539-5350	314-539-5350
<b>Veterans Services</b> <a href="http://stlcc.edu/veterans">stlcc.edu/veterans</a>	314-984-7664 Room 196, Student Center Mon-Fri 8 a.m.-4:30 p.m.	636-422-2000 Student Services Center Mon-Thur 7:30 a.m.-4 p.m. Fri 8 a.m.-4 p.m.	314-984-7664 Meramec Campus, Room 196, Student Center Mon-Fri 8 a.m.-4:30 p.m.

