ENGLISH LANGUAGE PROFICIENCY ASSESSMENT
AND
REGISTRATION PROCEDURE
St. Louis Community College – Forest Park

___STEP 1  Go to Admissions, get an application, complete the application, and return it to the admissions office. Bring any documents that you have regarding your status in the U.S. and your educational records.

___STEP 2  Take the ESL Placement Test with Writing Sample in the Assessment Center, G-229. Testing times are Monday through Friday at 10 a.m., Monday through Thursday at 2 p.m., and Monday and Wednesday evenings at 6 p.m. Do your best work on these tests. They are very important. When you exit, ask for a copy of the ESL Placement Interview schedule.

___STEP 3  Wait 2 to 3 days for readers to evaluate your writing sample. Check the schedule for the next available scheduled times for placement interviews. Go to G-228 (inside G-229) during the scheduled times for an interview with ESL staff and receive your placement recommendations. No appointment is necessary, but you must come during the scheduled times.

___STEP 4  Register for a “New Student Registration Workshop” at this link www.stlcc.edu/nsrw. You may do this on your own or with the assistance of the staff in the Assessment Center after your placement interview. When registration for a “New Student Registration Workshop” is not available online, call the Academic Advising Center at 314-951-9457.

___STEP 5  Return to Admissions with your test scores and the results of your placement interview.

___STEP 6  After you have completed the “New Student Registration Workshop”, you may register for classes. Go to the counseling office, F-217 and sign in. We recommend that you ask to see either counselor Sandra Knight in F-212 or counselor Brenda French in F-214. The counselor will help you make your schedule and address any personal or career concerns that you may have.

___STEP 7  Take your schedule to the registration desk.

___STEP 8  Pay the cashier or go to the Financial Aid office if you are using federal financial aid. You can be sure to keep your spot in class only if you have completed payment.

For more information:
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