Summer 2015 Calendar

March 30 .......................... Summer 2015 Web and on-campus registration begins (8 a.m.)
April 1 .......................... FAFSA completion priority deadline for state and campus-based aid
April 1 .......................... Board of Trustees Scholarship application priority deadline for summer
April 30 .......................... Financial aid deadline for priority awarding for summer term
May 14 .......................... Payment Due
May 15 .......................... 3-week and 11-week classes web registration ends (2 p.m.)
May 18 .......................... 3-week and 11-week classes registration begins for senior citizens using Missouri Senior Scholarship
May 19 .......................... 3-week and 11-week classes begin
May 25 .......................... Memorial Day (no classes)
May 29 .......................... Last day to submit a financial aid appeal for summer term
May 29 .......................... Withdrawal deadline for 3-week classes
June 5 .......................... For 6-week and 8-week classes: web registration ends (2 p.m);
.......................... registration begins for senior citizens using Missouri Senior Scholarship

June 8 .......................... 6-week and 8-week classes begin
June 20 .......................... Graduation application deadline
July 3-5 .......................... Independence Day holiday (no classes)
July 10 .......................... Withdrawal deadline for 6-week classes
July 17 .......................... Withdrawal deadline for 8-week and 11-week classes
August 2 .......................... Last day of summer term
August 3 .......................... Grades due
August 4 .......................... Official degree conferral date

Non-Discrimination Statement
Non-Discrimination/Accommodations Statement: St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. Sexual harassment, including sexual violence, is also prohibited. For information or concerns related to discrimination or sexual harassment, contact William Woodward, Associate Vice Chancellor for Student Affairs, 314-539-5374.

If you are a person with a documented disability and need accommodations to attend classes, please fill out the Access Office application at stlcc.edu/access at least six weeks prior to the beginning of the semester.

Fall 2015 Calendar

April 1-April 7 .......................... Fall 2015 Priority Web Registration begins for current students
.......................... Watch your mysticcc email for your registration date.
April 1 .......................... FAFSA completion priority deadline for state and campus-based aid
April 1 .......................... Board of Trustees Scholarship application priority deadline for fall term
April 8 .......................... Web and on-campus registration begins (8 a.m.);
April 8 .......................... Payment Due
April 10 .......................... Financial aid book accounts open
April 18 .......................... Last day to submit a financial aid appeal for fall semester
August 21 .......................... Registration begins for senior citizens using Missouri Senior Scholarship
August 24 .......................... Final day to submit required financial aid documentation for 16-week classes
August 24 .......................... Semester begins: 16-week, 1st 7-week (only available at SCEUC) and 1st 8-week classes;
.......................... web registration continues for 12-week, 2nd 7-week (only available at SCEUC), and 2nd 8-week classes
August 29 .......................... Saturday classes begin
August 30 .......................... Sunday classes begin
September 5-7 .......................... Labor Day holiday (no classes)
September 5 .......................... Last day to be awarded a financial aid book account
September 14 .......................... 12-week classes begin
September 14 .......................... Final day to submit required financial aid documentation for all late-start classes
September 18 .......................... Last day to use the financial aid book account
October 1 .......................... Graduation application deadline
October 2 .......................... Withdrawal deadline for 1st 7-week and 1st 8-week classes
October 16 .......................... Midterm
October 19 .......................... Midterm grades due
October 20-28-November 3 .......................... Spring 2016 Priority Web Registration
.......................... Watch your Mysticcc email for your registration date.
November 1 .......................... Board of Trustees Scholarship application priority deadline for spring
November 4 .......................... Spring 2016 Web and on-campus registration begins (8 a.m.)
November 13 .......................... Withdrawal deadline for 12-week and 16-week classes
November 20 .......................... Withdrawal deadline for 2nd 7-week and 2nd 8-week classes
November 26-29 .......................... Thanksgiving holiday (no classes)
December 13 .......................... Last day of semester classes
December 14-20 .......................... Final exams*
December 21 .......................... Grades due
December 22 .......................... Official degree conferral date
December 23 .......................... Last day college open until Jan. 4, 2016

*Students who are off for the holiday:
- 1st 7-week classes begin
- 1st 8-week classes begin
- 12-week classes end
Spring 2016 Calendar

October 28-November 3 Spring 2016 Priority web registration begins for current students

November 1 Spring 2016 FAFSA completion priority deadline
November 1 Board of Trustees Scholarship application priority deadline for spring
November 4 Web and on-campus registration begins (8 a.m.)
November 4 First day to sign up for the automatic payment plan
December 9 Financial aid deadline for priority awarding for spring semester
December 11 Payment Due

January 4 Financial aid book accounts open
January 12 Last day to submit an appeal for financial aid for spring semester
January 15 Registration begins for senior citizens using Missouri Senior Scholarships
January 18 Martin Luther King, Jr. holiday (no classes)
January 19 Final day to submit required financial aid documentation for 16-week classes
January 19 Semester begins: 16-week, 1st 7-week (only available at SCEUC) and 1st 8-week classes; web registration continues for 12-week, 2nd 7-week (only available at SCEUC), and 2nd 8-week classes

January 23 Saturday classes begin
January 24 Sunday classes begin
February 8 12-week classes begin
February 8 Final day to submit required financial aid documentation for all late-start classes
February 10 Last day to be awarded a financial aid book account
February 12 Last day to use the financial aid book account
February 15 Presidents Day (no classes)
February 26 Withdrawal deadline for 1st 7-week and 1st 8-week classes

March 1 Graduation application deadline
March 11 Midterm
March 14 Midterm grades due
March 14-20 Spring break (no classes)
March 18 Spring holiday (college closed)
March 21 2nd 7-week (only available at SCEUC) and 2nd 8-week classes begin
March 28 Summer 2016 web and on-campus registration begins (8 a.m.)

April 6-April 12 Fall 2016 priority web registration begins for current students

April 13 Fall 2016 web and on-campus registration begins (8 a.m.)
April 15 Withdrawal deadline for 16-week and 12-week classes
April 29 Withdrawal deadline for 2nd 7-week and 2nd 8-week classes
May 8 Last day of semester classes
May 9-15 Final exams*
May 18 Grades due
May 19 Official degree conferral date
May 22 Commencement (Tentative)

As a currently enrolled student, you have the right to know about campus policies and procedures and the expected code of conduct at the college. We have provided this information online in one easy-to-access page.

Next time you need2know, go to

stlcc.edu/need2know

Topics

- Accommodations for Students with Disabilities
- Campus Crime Report
- Classroom Behavior
- Closing Procedures
- Communicable Diseases
- Computer Systems & 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
- Mystlcc.edu Student Email
- Non-Discrimination
- Policies & Procedures
- Sexual Harassment Prevention
- Tutorial
- Sexual Misconduct Resources
- Student Rights & Responsibilities
- Student Right to Know
- Tobacco Free Policy

2015-2016 Credit Enrollment Guide
GETTING STARTED @ STLCC IN 6 EASY STEPS

APPLY AND GET CONNECTED

1. Complete an application at stlcc.edu/apply and send your transcripts to:
   St. Louis Community College, Registrar’s Office, 300 S. Broadway, St. Louis, MO 63102
2. If you have a disability, request accommodations through stlcc.edu/access.
3. Get connected at stlcc.edu/MySTLCC/ID.
4. Log in to Banner Self-Service to access your personal account information.
5. Activate your my.stlcc.edu student email address to receive important information from the college.
6. Like us on Facebook.

APPLY FOR FINANCIAL AID

2. 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.
3. Check Banner Self-Service and your my.stlcc.edu email for messages about outstanding requirements for financial aid, including the A+ Scholarship.

GET TESTED

3. Prepare for the Compass placement test that measures your reading, writing and math skills.
4. Your scores will determine the classes you are ready to take. An online practice test, prep resources and test times and locations are available at stlcc.edu/compass.
5. If you have an ACT or SAT score, send it to the Registrar’s 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

4. 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/nsw.
5. If you are a returning, visiting or transfer student, contact an academic advisor for help with planning and selecting classes. For more information, go to stlcc.edu/advising. You may register for classes at stlcc.edu/selfservice.

PAY FOR CLASSES

5. 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 the payment deadline. Payment can be made in person, by phone or online at stlcc.edu/selfservice.
6. E-bills are sent to your my.stlcc.edu student email address. Account balances may be reviewed at stlcc.edu/selfservice.
7. 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

6. 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.
7. Get your STLCC OneCard — your official student photo ID. Your card gives you quick access to refunds, the library and computer labs.
8. Get your free parking tag.
9. Purchase your books at the campus bookstore or online at stlcc.edu/books.

St. Louis Community College
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 degree-seeking or non-degree seeking student.

Degree-Seeking Applicants
Degree-seeking 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 degree-seeking student you are given regular status and may:
• Apply for financial aid, veterans benefits or A+ program.
• Apply for selective admission program.
• Apply as an international student with F-1 student visa status.
• Participate in intercollegiate athletics.

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

Non-Degree-Seeking Applicants
Non-degree-seeking students are given general status and 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 non-degree-seeking 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 Enrollment Services office prior to registration. This form is available at the Enrollment Services office.

Visiting Non-Degree-Seeking Students
• Complete an admission application, even if you attended STLCC in the past.
• Contact Enrollment Services 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 Enrollment Services 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:

Clinical Laboratory Technology
Dental Assisting
Dental Hygiene
Diagnostic Medical Sonography
Emergency Medical Technology
Funeral Directing
Funeral Service Education
Nursing

Many of our selective admissions programs have wait lists.

For admissions information, visit stlcc.edu/selectiveadmissions.

2015-2016 Credit Enrollment Guide
Get Tested

Assessment Test Purpose

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 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 Prepared

Complete the practice test questions at stlcc.edu/Compassprep. You’ll have a chance to get comfortable with the online test, and with 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.

How much time should I plan to take the Compass Test?

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. 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/compass for more details. 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

Academic Advising and Counseling

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.)
• Students with a cumulative grade point average below 2.0 or restricted probation are required to see a counselor.*
• 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?

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.

### Fees Per Credit Hour

<table>
<thead>
<tr>
<th></th>
<th>Summer 2015</th>
<th>Fall 2015</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Residents</td>
<td>$101</td>
<td>$103</td>
<td>$103</td>
</tr>
<tr>
<td>Other Missouri Residents</td>
<td>$147</td>
<td>$149</td>
<td>$149</td>
</tr>
<tr>
<td>Out-of-state Residents</td>
<td>$202</td>
<td>$205</td>
<td>$205</td>
</tr>
<tr>
<td>International Students</td>
<td>$212</td>
<td>$215</td>
<td>$215</td>
</tr>
</tbody>
</table>

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 on tuition and fees 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.

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**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.

**FLORISSANT VALLEY**
314-513-4256

**FOREST PARK**
314-951-9457

**MERAMEC**
314-984-7575

**WILDWOOD**
636-422-2000

2015-2016 Credit Enrollment Guide
Programs of Study

AA—Associate in Arts degree
AAS—Associate in Applied Science degree
AAT—Associate of Arts in Teaching 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: 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
Food and Beverage Management CS*
Health Information Technology AAS
Hospitality and Tourism AAS
Hotel Management CS*
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
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
  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

General Transfer Studies
General Transfer Studies AA

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 2015.

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 
 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 degree-seeking 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 for books will appear in your Banner Self-Service personal account after Aug. 10 for fall 2015 semester; and Jan. 4 for spring 2016 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 Fall 2015</th>
<th>Classes beginning Spring 2016</th>
</tr>
</thead>
</table>

You CAN afford college.

It all starts with the FAFSA.

www.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

- April 1
  FAFSA filing date for state grant programs and campus-based aid.
  Board of Trustees Scholarship application priority deadline for summer and fall semesters

- April 30
  All financial aid paperwork must be complete to guarantee disbursement of funds by the first day of summer semester.

- July 22
  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 9
  All financial aid paperwork must be complete to guarantee disbursement of funds by the first day of spring semester.

2015-2016 Credit Enrollment Guide
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.

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

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 mystlcc.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

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 a counselor or an advisor.

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.

Don’t forget your 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 – Information Desk –
Florissant Valley South County Education & University Center
Forest Park Wildwood
Meramec William J. Harrison Education Center

2015-2016 Credit Enrollment Guide
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.

Continuing, Returning, Transfer, and Summer/Visiting Students

Online: Register online at stlcc.edu/selfservice.

On-Campus/In Person: Complete a registration form and take it to the Enrollment Services office at any campus. The form is available online at stlcc.edu/registrationform.

Mail/Fax: Complete a registration form and mail or fax it to the Enrollment Services office at any campus. The form is available online at stlcc.edu/registrationform.

How to Register Online

• Go to stlcc.edu/selfservice.
• Click the green LOGIN button and then enter your MySTLCC ID and Password.
• Click Student Services & Financial Aid tab at the top.
• 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.
• 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.
• 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 for which you are not eligible. 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 Enrollment Services to have them switch the course to Audit Status.
• International Students: International students must contact Admissions/Registration office before registering.
• Senior Citizen Benefits: Contact Enrollment Services.
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. 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.

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 Enrollment Services 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</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</td>
</tr>
<tr>
<td>9 weeks</td>
<td>Friday of 7th week</td>
</tr>
<tr>
<td>8 weeks</td>
<td>Friday of 6th week</td>
</tr>
<tr>
<td>7 weeks</td>
<td>Friday of 6th week</td>
</tr>
<tr>
<td>6 weeks</td>
<td>Friday of 5th week</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</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.

Online courses 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.smartermeasure.com. 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.

Log in to Banner Self-Service using your MySTLCC ID to register online from the classes on your MyList.

It’s easy and you’ll save time.

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.

You don’t have to pay all your tuition up front. Check out STLCC’s Automatic Payment Plan. Not a loan program – but a service that automatically deducts your maintenance fees (tuition) from your bank account or credit card.

**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 2015** – April 8
  After July 24, 2015, you must enroll for e-Cashier the day you register for classes.
- **Spring 2016** – November 4
  After Dec. 11, 2015, you must enroll for e-Cashier the day you register for classes.

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.

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. If you have questions about withdrawing from a class, contact Enrollment Services.

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.

Payment Deadlines for Full-Term Classes

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer 2015</strong></td>
<td>May 14, 2015</td>
</tr>
<tr>
<td><strong>Fall 2015</strong></td>
<td>July 24, 2015</td>
</tr>
<tr>
<td><strong>Spring 2016</strong></td>
<td>Dec. 11, 2015</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.
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 2015</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% refund</td>
<td>Aug. 30</td>
<td>Jan. 25</td>
</tr>
<tr>
<td>80% refund</td>
<td>Sept. 6</td>
<td>Feb. 1</td>
</tr>
<tr>
<td>50% refund</td>
<td>Sept. 13</td>
<td>Feb. 8</td>
</tr>
<tr>
<td>0% refund</td>
<td>Sept. 14 and after</td>
<td>Feb. 9 and after</td>
</tr>
</tbody>
</table>

**For Summer 2015 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 before the end of the</th>
<th>50% refund before 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>3rd 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>2nd day of session</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 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. Contact your Campus School Certifying Official for assistance. See Veterans Services under campus contact information, pages 18-19.

For more information on withdrawals and the latest on policy changes concerning Veterans, see stlcc.edu/veterans.

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**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.

**Country**
- Canterbury, England
- Canterbury, England
- Italy
- Cuba

**Tentative Travel Dates***
- Italy: March 11-20, 2016
- Cuba: March 11-20, 2016

**Academic Focus**
- Semester Abroad - General
- Italian language and culture
- Art

*Program dates may vary.

**GENERAL INFORMATION:**
- Cost of the short-term programs (7-30 days) ranges from $2,000-$5,000 per person.
- Semester abroad program cost approximately $9,000 plus air ticket.
- Tuition is in addition to the program cost.
- Early deposits are required. Non-refundable restrictions and cancellation penalties apply.
- Programs require minimum of 12 participants.
- Financial aid and scholarships may be available.

Other study abroad programs and scholarship opportunities are available (Congress-Bundestag Youth Exchange, Boren, Gilman, etc.).

Contact Chris Sulincevski at 314-539-5350 or csulincevski@stlcc.edu, or visit stlcc.edu/programs/studyabroad 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 classroom and testing 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. A student may submit this application and documentation any time. However, the college recommends submitting the application at least six weeks prior to the beginning of the semester so that reasonable accommodations can be made available by the start of classes. 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 outside on campus property. 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 Enrollment Services office. For those wishing to question the accuracy or appropriateness of their records, contact the Enrollment Services office. With certain exceptions, records cannot be released without prior consent. If students do not want directory information released, they must notify the Enrollment Services office on the first day of each term during which the student wishes the withholding to be effective. For more information, go to 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. 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 Registrar’s 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 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:
• 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 with Enrollment Services. 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 Enrollment Services 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/ce 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, or go to stlcc.edu/Student_Resources/Service_Learning/

Text Alerts
You can receive important and urgent “alert” messages from St. Louis Community College through the STLCCAlert Twitter account. You do not need a Twitter account to sign up for this alert. Messages and notifications will be sent by SMS to your cell phone.

It’s simple to sign up — simply text “Follow STLCCAlert” to 40404 from your mobile phone. Messages tweeted through this account will be received as a text message on your phone. Your mobile plan’s text message rates will apply. Or, you may scan the QR code with your Smart Phone to activate your STLCC Alert Twitter account.

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 is prohibited on all college property and in all college vehicles. There will be no designated smoking areas within the property boundary. Violators may receive disciplinary action.

Transcripts
Transcripts from STLCC may be requested by completing a transcript request form at stlcc.edu/transcript. Students may choose to mail a request directly to the Registrar’s Office, 300 South 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 Enrollment Services 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 degree-seeking student status and must declare a program of study. For further information, visit stlcc.edu/veterans.

Purchase your textbooks online at stlcc.edu!

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 Fall 2015 go on sale Aug. 10.

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  314-513-4304  flovalleybookstore.com
Forest Park  314-951-9893  forestparkbookstore.com
Meramec  314-984-7660  meramecbookstore.com
Wildwood  636-422-2030  wildwoodbookstore.com

The campus bookstores are owned and operated by STLCC.

Visit stlcc.edu/books for hours of operation. Book buyback is offered at the end of each term.

2015-2016 Credit Enrollment Guide
<table>
<thead>
<tr>
<th>Campus Contact Information</th>
<th>Florissant Valley</th>
<th>Forest Park</th>
<th>HEC</th>
</tr>
</thead>
</table>
| **Access Office,**  
  disAbility Support Services | 314-513-4551  
  stlcc.edu/disAbility | 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. |
| **Advising**  
  Call for extended hours during peak registration. | 314-513-4256  
  stlcc.edu/advising | 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. |
| **Assessment**  
  stlcc.edu/compass | 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. |
| **Bookstore**  
  Call for extended hours during peak registration. | 314-513-4304  
  stlcc.edu/books  
  FloValleyBookstore.com | 314-951-9893  
  Mon-Thur 8 a.m.-7 p.m.  
  Fri 8 a.m.-4:30 p.m. | 314-763-6040  
  forestparkbookstore.com |
| **Campus Life**  
  stlcc.edu/campuslife | 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. | 314-763-6010  
  Reception Desk  
  Mon-Fri 8 a.m.-4 p.m. |
| **Campus Switchboard** | 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. |
| **Cashier’s Office**  
  Call or check website for extended hours during peak registration | 314-513-4520  
  stlcc.edu/cashier | 314-644-9738  
  SC-119  
  Mon-Thur 8 a.m.-5 p.m.  
  Fri 8 a.m.-4 p.m. | 314-763-6011  
  Reception Desk  
  Mon-Fri 8 a.m.-5 p.m. |
| **Counseling**  
  http://www.stlcc.edu/Student_Resources/Counseling/ | 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. |
| **Enrollment Services**  
  stlcc.edu/admreg | 314-513-4244  
  stlcc.edu/fv/enrollment.html | 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. |
| **Financial Aid**  
  Call for extended hours during peak registration. | 314-513-4231  
  stlcc.edu/financialaid | 314-644-9979  
  SC-108  
  Mon-Thur 8 a.m.-5:30 p.m.  
  Fri 8 a.m.-3 p.m. | 314-763-6011  
  Reception Desk  
  Mon-Fri 8 a.m.-5 p.m. |
| **Online Education**  
  stlcc.edu/online | 314-539-5037 | 314-539-5037 | 314-539-5037 |
| **Registrar’s Office**  
  Order Transcripts online at stlcc.edu/transcript or in person 300 S. Broadway, St. Louis, MO 63102 | 314-539-5159  
  Mon-Fri 8 a.m.-4:30 p.m. | 314-539-5159  
  Mon-Fri 8 a.m.-4:30 p.m. | 314-539-5159  
  Mon-Fri 8 a.m.-4:30 p.m. |
| **Study Abroad**  
  stlcc.edu/studyabroad | 314-539-5350 | 314-539-5350 | 314-539-5350 |
| **Veterans Services**  
  stlcc.edu/veterans | 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. |
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<tr>
<th>Campus Contact Information</th>
<th>Meramec</th>
<th>Wildwood</th>
<th>SCEUC</th>
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<tr>
<td><strong>Access Office, disAbility Support Services</strong>&lt;br&gt;stlcc.edu/disAbility</td>
<td>314-984-7673&lt;br&gt;1st floor Clark Hall (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>636-422-2011&lt;br&gt;Student Services Center&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-984-7200&lt;br&gt;Mon. 11 a.m.-7 p.m., Advisor Available&lt;br&gt;Tues-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>Advising</strong>&lt;br&gt;Call for extended hours during peak registration.&lt;br&gt;stlcc.edu/advising</td>
<td>314-984-7575&lt;br&gt;2nd floor Clark Hall (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>636-422-2000&lt;br&gt;Student Services Center&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-984-7200&lt;br&gt;Mon-Wed-Thur 8 a.m.-7 p.m.&lt;br&gt;Tues. 11 a.m.-7 p.m., Advisor Available</td>
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<td><strong>Assessment</strong>&lt;br&gt;stlcc.edu/compass</td>
<td>314-984-7596&lt;br&gt;Communications North 229&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>636-422-2000&lt;br&gt;Student Services Center&lt;br&gt;Mon-Thur 9 a.m.-5:30 p.m.&lt;br&gt;Fri 9 a.m.-1 p.m.</td>
<td>314-984-7200&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>Bookstore</strong>&lt;br&gt;Call for extended hours during peak registration.&lt;br&gt;stlcc.edu/books</td>
<td>314-984-7660&lt;br&gt;1st floor Student Center&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-2 p.m.&lt;br&gt;meramecbookstore.com</td>
<td>636-422-2030&lt;br&gt;1st floor, 108&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;wildwoodbookstore.com</td>
<td>314-984-7229&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>Campus Life</strong>&lt;br&gt;stlcc.edu/campuslife</td>
<td>314-984-7641&lt;br&gt;Student Center 221&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/mc/campus_life.html</td>
<td>636-422-2000&lt;br&gt;Student Services 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/ww/campus_life.html</td>
<td>314-984-7200&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>Campus Switchboard</strong></td>
<td>314-984-7500&lt;br&gt;Mon-Thur 8 a.m.-6 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>636-422-2000&lt;br&gt;Mon-Thur 8 a.m.-8 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-984-7200&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>Cashier’s Office</strong>&lt;br&gt;Call or check website for extended hours during peak registration&lt;br&gt;stlcc.edu/cashier</td>
<td>314-984-7736&lt;br&gt;1st floor, Clark Hall (Administration)&lt;br&gt;Mon-Thur 8 a.m.-5 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>636-422-2000&lt;br&gt;Mon-Thur 8 a.m.-5 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-984-7200&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>Counseling</strong>&lt;br&gt;stlcc.edu/Student_Resources/Counseling/</td>
<td>314-984-7575&lt;br&gt;2nd floor, Clark Hall (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>636-422-2000&lt;br&gt;Student Services Center&lt;br&gt;Call for Appointment&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-984-7575&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>Enrollment Services</strong>&lt;br&gt;stlcc.edu/admreg</td>
<td>314-984-7601&lt;br&gt;1st floor, Clark Hall (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>636-422-2000&lt;br&gt;Student Services Center&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-984-7200&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>&lt;br&gt;Call for extended hours during peak registration.&lt;br&gt;stlcc.edu/financialaid</td>
<td>314-984-7650&lt;br&gt;1st floor, Clark Hall (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>636-422-2000&lt;br&gt;Student Services Center&lt;br&gt;Mon-Thur 8 a.m.-7 p.m.&lt;br&gt;Fri 8 a.m.-4:30 p.m.</td>
<td>314-984-7200&lt;br&gt;Mon. 11 a.m.-7 p.m., Advisor Available&lt;br&gt;Tues-Thur 8 a.m.-7 p.m., Advisor Available</td>
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<td><strong>Registrar’s Office</strong>&lt;br&gt;Order Transcripts online at stlcc.edu/transcript or in person 300 S. Broadway, St. Louis, MO 63102</td>
<td>314-539-5159&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.</td>
<td>314-539-5159&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.</td>
<td>314-539-5159&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.</td>
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<td><strong>See Enrollment Services on any campus for an unofficial transcript.</strong></td>
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<td><strong>Study Abroad</strong>&lt;br&gt;stlcc.edu/studyabroad</td>
<td>314-539-5350</td>
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<td><strong>Veterans Services</strong>&lt;br&gt;stlcc.edu/veterans</td>
<td>314-984-7602&lt;br&gt;1st floor, Clark Hall (Administration)&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.</td>
<td>636-422-2000&lt;br&gt;Student Services Center&lt;br&gt;Mon-Thur 7:30 a.m.-4 p.m.&lt;br&gt;Fri 8 a.m.-4 p.m.</td>
<td>314-984-7602&lt;br&gt;1st floor, Clark Hall (MC) (Administration)&lt;br&gt;Mon-Fri 8 a.m.-4:30 p.m.</td>
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St. Louis Community College
Campus and Education Center
Locations

St. Louis Area Map

DISTANCE BETWEEN CAMPUS LOCATIONS (ONE WAY)

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