**Dual Enrollment Student Checklist**

___ **COMPLETE A DUAL ENROLLMENT APPLICATION ONLINE**
Go to [www.stlcc.edu/apply](http://www.stlcc.edu/apply); select "Dual Enrollment" for the application type.

___ **GET YOUR MYSTLCC ID AND SET UP YOUR BANNER SELF-SERVICE ACCOUNT**
Your MySTLCC ID is your username required to log in to your student account in Banner Self-Service. This is the College’s online portal for important information. Log in and check often! You will use your MySTLCC ID and password to log in. Use the MYSTLCC ID Help Wizard to get started. [stlcc.edu/mystlcc/id](http://stlcc.edu/mystlcc/id)

___ **LOGIN TO NAVIGATE**
Visit [stlcc.edu/Navigate](http://stlcc.edu/Navigate) and use your MySTLCC username and password to login. Navigate will keep you updated on important deadlines, events and activities.

___ **SUBMIT YOUR DUAL ENROLLMENT AUTHORIZATION FORM AND OFFICIAL TRANSCRIPT(S)**
Meet with your high school counselor and talk with your parent/guardian to get approval to enroll in the dual enrollment program. The Dual Enrollment Authorization Form is available at [www.stlcc.edu/JumpStart](http://www.stlcc.edu/JumpStart) Transcripts should be submitted to STLCC-Registrar’s office.

   By Mail: 5600 Oakland Ave., St. Louis, MO 63110  
   Fax: 314-539-5477  
   Email: csr@stlcc.edu

___ **REQUEST ACCESS SERVICES (if applicable)**
The Access office at each campus offers support services to students with disabilities. To qualify for services, students must self-identify to the Access office and provide documentation of their disability. Contact your campus Access Office for more information.

___ **COMPLETE PLACEMENT TESTING OR SUBMIT APPROPRIATE TEST SCORES**
The Accuplacer placement test is not timed. If students need accommodations due to a disability, requests should be submitted to the ACCESS Office. Students that have successfully completed AP, Dual Credit course(s), or have adequate ACT/SAT may waive placement testing. (See reverse.)

___ **ATTEND A NEW STUDENT REGISTRATION WORKSHOP AND REGISTER FOR CLASSES**
Dual enrollment students must attend a New Student Registration Workshop (NSRW). During the workshop, you’ll meet with an academic advisor to plan your schedule and register for classes. Visit [stlcc.edu/nsrw](http://stlcc.edu/nsrw) to sign up for a NSRW.

___ **PAY FOR CLASSES OR ENROLL IN PAYMENT PLAN**
Payment may be made in-person or by phone at a campus Cashier’s Office OR pay in full or enroll in payment plan online using Banner-Self Service (fall and spring only).

   Payment due dates are as follows:
   
   **Spring 2019** - due January 5  
   **Summer 2019** – due May 18  
   **Fall 2019** – due August 3

   *NOTE: Students registering after the payment deadline must pay in full or make payment arrangements on the same day of registration.*

___ **GET YOUR STUDENT ID, PARKING PERMIT, AND METRO U-PASS**
Visit the Campus Life office (Enrollment Services at Wildwood) to get your student ID and parking permit. Please bring a government-issued photo ID in order to receive your student ID. Visit your campus Cashier’s Office to get your Metro U-Pass during the first week of classes.

10/2018
<table>
<thead>
<tr>
<th>STLCC Campus Contacts</th>
<th>Enrollment Services</th>
<th>Advising</th>
<th>Access Office/disAbility Services</th>
<th>Assessment Office</th>
<th>Cashier’s Office</th>
<th>Campus Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>South County 4115 Meramec Bottom Rd St. Louis, MO 63129</td>
<td>314-984-7200</td>
<td>314-984-7200</td>
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**Assessment Information**

If you have taken the ACT, you may waive all or part of the placement test if you can document the following subscores:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>ACT Subscore</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>18</td>
</tr>
<tr>
<td>Reading</td>
<td>18</td>
</tr>
<tr>
<td>Math*</td>
<td>19</td>
</tr>
</tbody>
</table>

* STLCC uses Multiple Measures for Math Placement - students should visit [stlcc.edu/mathplacement](http://stlcc.edu/mathplacement) to determine if their GPA and test scores waive the placement test for college level math courses.

**Retesting:** All test retakes will incur a fee of $10 per sitting or session, payable to the Cashier’s Office prior to testing.