



### 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](mailto: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.

<b>STLCC Campus Contacts</b>	<b>Enrollment Services</b>	<b>Advising</b>	<b>Access Office/ disAbility Services</b>	<b>Assessment Office</b>	<b>Cashier's Office</b>	<b>Campus Life</b>
<b>Florissant Valley</b> 3400 Pershall Rd St. Louis, MO 63135	314-513-4244	314-513-4256	314-513-4551	314-513-4292	314-513-4520	314-513-4294
<b>Forest Park</b> 5600 Oakland Avenue St. Louis, MO 63110	314-644-9127	314-644-9261	314-644-9039	314-644-9233	314-644-9738	314-644-9138
<b>Harrison Education Center</b> 3140 Cass Avenue St. Louis, MO 63106	314-763-6000	314-763-6000	314-763-6000	314-763-6000	314-763-6010	314-644-9138
<b>Meramec</b> 11333 Big Bend Blvd. St. Louis, MO 63122	314-984-7601	314-984-7575	314-984-7673	314-984-7596	314-984-7736	314-984-7641
<b>Wildwood</b> 2645 Generations Drive Wildwood, MO 63040	636-422-2000	636-422-2000	636-422-2000	636-422-2000	636-422-2000	636-422-2000
<b>South County</b> 4115 Meramec Bottom Rd St. Louis, MO 63129	314-984-7200	314-984-7200	314-984-7200	314-984-7200	314-984-7200	314-984-7200

**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:

<b>Subject Area</b>	<b>ACT Subscore</b>
English	18
Reading	18
Math*	19

\* 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.