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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

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 there to, 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 2019 Calendar**

March 25-31 • Summer and Fall 2019 Priority Registration for current students

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

April 1 • Summer and Fall 2019 Registration (web and on-campus) opens at 8 a.m. Central

April 15 • First day to sign up for the automatic payment plan

April 30 • Financial aid deadline for priority awarding for summer term

May 17 • Registration begins for senior citizens using Missouri Senior Scholarship for Summer Session I: 3-week and 11-week classes

May 18 • Payment due+

May 19 • Web registration for Summer Session I: 3-week and 11-week classes ends (2 p.m. Central)

May 19 • Summer Session I Classes dropped for non-payment (3-week and 11-week classes)*

May 21 • Summer Session I: 3-week and 11-week classes begin

May 27 • Memorial Day (College closed)

May 31 • Withdrawal deadline for 3-week classes

June 7 • Last day to submit a financial aid appeal for summer session

June 7 • Registration begins for senior citizens using Missouri Senior Scholarship for Summer Session II: 6-week and 8-week classes

June 9 • Grades Due for 3-week classes

June 9 • Web registration for Summer Session II: 6-week and 8-week classes ends (2 p.m. Central)

June 9 • Summer Session II Classes dropped for non-payment (6-week and 8-week classes)*

June 10 • Summer Session II: 6-week and 8-week classes begin

June 20 • Graduation application priority deadline

June 28 • Final day to submit required financial aid documentation for summer term

July 4 • Independence Day holiday (College closed)

July 5 • Summer Break (no classes)

July 12 • Withdrawal deadline for 6-week classes

July 19 • Withdrawal deadline for 8-week and 11-week classes

August 4 • Last day of summer session

August 5 • Grades due

August 8 • Official degree conferral date

+ Students may register for classes after the payment deadline; however, payment or a payment arrangement is due upon registration.

* Students who register and fail to meet the payment deadline risk having their registration canceled (classes dropped for non-payment).
Fall 2019 Calendar
March 25-31 • Fall 2019 Priority Registration for current students
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 1 • Summer and Fall 2019 Registration (web and on-campus) opens at 8 a.m. Central
April 9 • First day to sign up for the automatic payment plan
August 2 • Financial aid deadline for priority awarding for fall semester
August 3 • Financial aid book accounts open
August 3 • Payment due+
August 4 • Classes dropped for non-payment*
August 13 • Last day to submit a financial aid appeal for fall semester
August 16 • Registration begins for senior citizens using Missouri Senior Scholarship for 16-week and 1st Half Term (8-week) classes
August 19 • Semester begins: 16-week, 1st Half Term (8-week) classes
August 25 • Add/Drop Week Ends (16-week classes only)
August 31 - September 2 • Labor Day holiday (College closed)
September 11 • Last day to be awarded a financial aid book account
September 13 • Last day to use the financial aid book account
September 16 • 12-week classes begin
September 27 • Withdrawal deadline for 1st Half Term (8-week) classes
October 1 • Graduation application priority deadline
October 11 • Midterm
October 11 • Registration begins for senior citizens using Missouri Senior Scholarship for 2nd Half Term (8-week) classes
October 14 • Midterm grades due (5:30 pm Central)
October 14 • Final day to submit required financial aid documentation for fall semester
October 14 • 2nd Half Term (8-week) classes begin
October 22 • Professional Development Day (no classes)
October 28-November 3 • Spring 2020 Priority Registration for current students
November 1 • Board of Trustees Scholarship application priority deadline for spring
November 4 • Spring 2020 Registration (web and on-campus) opens at 8 a.m Central
November 15 • Withdrawal deadline for 12-week and 16-week classes
November 22 • Withdrawal deadline for 2nd Half Term (8-week) classes
November 27- December 1 • Fall Break and Thanksgiving holiday (no classes)
December 8 • Last day of semester classes
December 9-15 • Final exams
December 16 • Grades due (5:30 pm Central)
December 19 • Official degree conferral date
December 23 • Last day the College is open until Jan. 2, 2020

Spring 2020 Calendar
October 28-November 3 • Spring 2020 Priority Registration for current students
November 1 • Spring 2020 FAFSA completion priority deadline
November 1 • Board of Trustees Scholarship application priority deadline for spring
November 4 • Spring 2020 Registration (web and on-campus) opens at 8 a.m. Central
November 7 • First day to sign up for the automatic payment plan
January 2 • Financial aid book accounts open
January 3 • Financial aid deadline for priority awarding for spring semester
January 4 • Payment due+
January 5 • Classes dropped for non-payment*
January 14 • Last day to submit an appeal for financial aid for spring semester
January 17 • Registration begins for senior citizens using Missouri Senior Scholarships for 16-week and 1st Half Term (8-week) classes
January 20 • Martin Luther King, Jr. holiday (College closed)
January 21 • Semester begins: 16-week and 1st Half Term (8-week) classes
January 27 • Add/Drop Week Ends (16-week classes only)
February 10 • 12-week classes begin
February 12 • Last day to be awarded a financial aid book account
February 14 • Last day to use financial aid book account
February 17 • Presidents Day (College closed)
February 28 • Withdrawal deadline for 1st Half Term (8-week) classes
March 1 • Graduation application priority deadline
March 13 • Midterm
March 16 • Midterm grades due (5:30 pm Central)
March 16-22 • Spring Break (no classes)
March 17 • Staff Development Day (select offices closed)
March 19 • Registration begins for senior citizens using Missouri Senior Scholarship for 2nd Half Term (8-week) classes
March 20-22 • Spring Holiday (College closed)
March 23 • 2nd Half Term (8-week) classes begin
March 23 • Last day to submit required financial aid documentation for the spring semester
March 23-29 • Summer and Fall 2020 Priority Registration for current students
March 30 • Summer and Fall 2020 Registration (web and on-campus) opens at 8 a.m. Central
April 17 • Withdrawal deadline for 16-week and 12-week classes
May 1 • Withdrawal deadline for 2nd Half Term (8-week) classes
May 10 • Last day of semester classes
May 11-17 • Final exams
May 17 • Commencement (Tentative)
May 18 • Grades due (5:30 pm Central)
May 21 • Official degree conferral date

+ Students may register for classes after the payment deadline; however, payment or a payment arrangement is due upon registration.

* Students who register and fail to meet the payment deadline risk having their registration canceled (classes dropped for non-payment).
Get Connected

MySTLCC ID

What is a MySTLCC ID?
Your MySTLCC ID is your username that is required to log in to services such as Banner Self-Service and Navigate.

What does a MySTLCC ID look like?
Your MySTLCC ID is typically the first letter in your first name, your last name and possibly number(s).
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 and Navigate 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/findmyid and 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/change and follow the prompts.

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/security 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 student email account.

How do I set up my student email account?
Visit stlcc.edu/studentemail to activate your 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
- Alerts and reminders

What is Navigate?
Navigate is a tool specifically for STLCC students. Navigate has been designed to help students get ready for college and access campus resources quickly and easily.
It allows you to:

- Stay updated on important deadlines, events and activities
- Explore majors and careers
- And more!

Once you have setup your MySTLCC ID, login to Navigate at stlcc.edu/navigate

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

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 U-Pass. Students with a credit balance and due a refund should visit STLCCOneCard.vibeaccount.com to select a refund preference.

**How do you get it?**
To get your card, bring your photo ID to the Campus Life office or Information Desk at any STLCC location. 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**
STLCC may waive the reading and/or the English portions of the placement test if students provide documentation of one of the following:

- A College transcript or grade report documenting successful completion (with a grade of C or higher) of reading, and course prerequisites
- College credit from an accredited post-secondary institution will waive the reading test
- An ACT score earned within the last three years:
  - A reading score of 18 or above to waive the reading test
  - An English score of 18 or above to waive the English test
- A high school GPA of 2.6 or higher.

STLCC may waive the mathematics portion of the placement test if students provide documentation of one of the following:

- A math score of 19 or above on the ACT
- A math score on the ACT that places the student in a math course using the online Math Placement Tool [stlcc.edu/mathplacement](http://stlcc.edu/mathplacement)
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

_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/placement
All test scores remain valid up to three years.

_Disability Accommodations_
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. For more information call the Access office at the campus of your choice.

_Testing Times_
Florissant Valley
Monday-Thursday, 9 a.m.-5:30 p.m.
Friday, 9 a.m.-1 p.m.

Forest Park
Monday-Thursday, 9 a.m.-5:30 p.m.
Friday, 9 a.m.-Noon

Meramec
Monday-Thursday, 9 a.m.-5:30 p.m.
Friday, 9 a.m.-Noon

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

Wildwood
Monday-Thursday, 9 a.m.-5:30 p.m.
Friday, 9 a.m.-2 p.m.
Academic Advising and Career Development

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 and dual enrollment students must see an advisor at a New Student Registration Workshop (NSRW) to register for their first semester classes. Sign up for a NSRW at stlcc.edu/nsrw
- Current, transfer and returning students are encouraged (but not required) to see an academic advisor.
- Students receiving financial aid.
- Students applying to a selective-admissions program.
- Students on probation are required to see an academic advisor prior to registration.
- 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 more information, visit stlcc.edu/advising

Career Development
Career planning begins before entering college and it will continue long after you graduate. Our career specialists are available to guide you through the career development process.

For more information, visit stlcc.edu/careerdevelopment

PATH to Student Success through Academic Advising

Program & Career, Academic, Transfer and Holistic Support

Advisors assist students in program decision and with career exploration from the start putting purpose first. Our team of academic advisors are here to help guide you on your PATH:

Academic advisors are available at all locations – drop-in, make an appointment, call or ask a question online at stlcc.edu/advising
We’re here to help you reach your academic goals.
How to Register for Classes

New First-Time College and Dual Enrollment 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

Continuing, Returning, Transfer and Visiting Students

Register online at stlcc.edu/register

How to Register Online
- Visit 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 Add or Drop Classes.
- 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
- 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.

**What is Waitlisting?**

Waitlisting is a registration feature that allows a student to “get in line” for classes that are filled. This process notifies the first student on the waitlist via their MySTLCC email when a seat opens. The student has 24 hours from the time the email is sent to register for the class. If the student does not register, the next student on the waitlist will be notified.

Getting on a waitlist does not guarantee a seat in a class. Waitlisting a class does not count toward your student status (i.e. full-time, part-time). There is no charge to waitlist a course.

For more information, visit stlcc.edu/waitlist

**Credit-Hour Limit**

Students may take a maximum of 18 hours in the fall and spring semesters and 9 hours in the summer. Permission may be granted for an overload by a 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

If you need more information, contact the Academic Advising office.

**Making Changes to Your Schedule**

You may add, drop 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. Deadlines are based on course length in weeks, not the number of class meeting periods or attendance.

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

If you register online, you must switch from credit to audit in person at the Admissions and 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>Class Length of 16 weeks</td>
<td>Withdrawal by Friday of 13th week</td>
</tr>
<tr>
<td>Class Length of 15 weeks</td>
<td>Withdrawal by Friday of 12th week</td>
</tr>
<tr>
<td>Class Length of 14 weeks</td>
<td>Withdrawal by Friday of 11th week</td>
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<td>Class Length of 13 weeks</td>
<td>Withdrawal by Friday of 10th week</td>
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<td>Class Length of 11 weeks</td>
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<td>Class Length of 10 weeks</td>
<td>Withdrawal by Friday of 8th week</td>
</tr>
<tr>
<td>Class Length of 9 weeks</td>
<td>Withdrawal by Friday of 7th week</td>
</tr>
</tbody>
</table>
Class Length of 8 weeks  Withdrawal by Friday of 6th week
Class Length of 7 weeks  Withdrawal by Friday of 6th week
Class Length of 6 weeks  Withdrawal by Friday of 5th week
Class Length of 5 weeks  Withdrawal by Friday of 4th week
Class Length of 4 weeks  Withdrawal by Friday of 3rd week
Class Length of 3 weeks  Withdrawal by Friday of 2nd week
Class Length of 2 weeks  Withdrawal by Friday of 1st week
Class Length of 1 weeks  Withdrawal by Friday 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 dropped from the course. If you have questions about withdrawal information, contact Admissions and Enrollment Services – stlcc.edu/cashier

Archer Orientation
Archer Orientation is designed to assist you in your transition to STLCC. Students 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 purchase 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
College Costs

Fees per Credit Hour

District Residents
Summer 2019 Fees $110.50 per Credit Hour
Fall 2019 Fees $113.50 per Credit Hour
Spring 2020 Fees $113.50 per Credit Hour

Other Missouri Residents
Summer 2019 Fees $157.50 per Credit Hour
Fall 2019 Fees $161.50 per Credit Hour
Spring 2020 Fees $161.50 per Credit Hour

Out-of-State Residents
Summer 2019 Fees $215.50 per Credit Hour
Fall 2019 Fees $221.50 per Credit Hour
Spring 2020 Fees $221.50 per Credit Hour

International Students
Summer 2019 Fees $225.50 per Credit Hour
Fall 2019 Fees $231.50 per Credit Hour
Spring 2020 Fees $231.50 per Credit Hour

These fees are subject to change without notice.
See more information on tuition and fees at 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

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?
Students 60 years or older who are residents of the St. Louis Community College district may enroll in most credit courses at a 50% reduction of the usual fees. Reduction must be applied for at the time of registration.

Midwest Student Exchange Program
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 automatically qualifies 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

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 Admissions and 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. If STLCC is closed on Friday, then registration will occur the Thursday before classes begin.
- Must present proof of age and residency.

Paying for College
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 Automatic Clearing House (ACH) 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 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](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 Nelnet Business Solutions (NBS) Payment Plan. You can enroll in the plan after registration at [stlcc.edu/paymentplan](stlcc.edu/paymentplan)

NBS is a simple, secure and easy way to spread your maintenance fees (tuition) over a period of time.

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 accessed. To participate in this interest-free automatic payment plan, you must pay a $21 per semester non-refundable fee.

Payment Deadlines for Full-term Classes

- Summer 2019: Saturday, May 18, 2019
- Fall 2019: Saturday, August 3, 2019
- Spring 2020: Saturday, January 4, 2020

Payment Responsibilities

As a STLCC student, you are responsible for paying all College fees. Your registration is not complete until payment arrangements are 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](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 Admissions and Enrollment Services.

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 – [stlcc.edu/cashier](stlcc.edu/cashier)
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 non-refundable 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.

Payment Plan Enrollment Opens
Summer 2019 –
Enrollment opens April 15
After May 18, 2019, you must enroll in the NBS payment plan the same day you register for classes.

Fall 2019 –
Enrollment opens April 9
After August 4, 2019, you must enroll in the NBS payment plan the same day you register for classes.

Spring 2020 –
Enrollment opens November 7
After January 5, 2020, you must enroll in the NBS payment plan the same day you register for classes.

stlcc.edu/paymentplan

Financial Aid
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.
FAFSA
You Can Afford College - It all starts with the FAFSA.
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 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’s school code 002469.

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

Information about financial aid, scholarships, federal grants, loans, work study and Missouri state programs is available at stlcc.edu/financialaid

Financial Aid Priority Deadlines

February 1
FAFSA filing date for state grant programs and campus-based aid.

April 1
Board of Trustees Scholarship application priority deadline for summer session and fall semester.

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

July 26
All financial aid paperwork must be complete to guarantee disbursement of funds by the first day of fall semester.

November 1
STLCC’s priority FAFSA deadline for spring semester.
Board of Trustees Scholarship application priority deadline for spring semester.

December 6
All financial aid paperwork must be complete to guarantee disbursement of funds by the first day of spring semester.
Financial Aid Disbursement

Book Accounts: 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 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. 4 for fall 2019 semester, and Jan. 2 for spring 2020 semester.

If you are eligible for financial aid, your final award will be based on the number of fundable hours in your degree program which you are registered in 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.

Classes Beginning
Fall 2019

Classes Beginning
Spring 2020

Aug. 19 and/or
Sept. 16, 2019

Oct. 14, 2019

Jan. 21 and/or
Feb. 10, 2020

March 23, 2020

Federal Pell Grant and Direct Loan funds will begin to be applied to student accounts based on reported attendance.

Sept. 10, 2019
Oct. 14, 2019
Feb. 11, 2020
March 23, 2020
Federal Pell Grants and Direct Loan refunds will begin to be released to students’ STLCC OneCard based on reported attendance.

Sept. 20, 2019
Oct. 16, 2019
Feb. 21, 2020
March 25, 2020

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:

For full-semester classes:

<table>
<thead>
<tr>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% refund Aug. 25</td>
<td>100% refund Jan. 26</td>
</tr>
<tr>
<td>80% refund Aug. 30</td>
<td>80% refund Feb. 2</td>
</tr>
<tr>
<td>50% refund Sept. 6</td>
<td>50% refund Feb. 9</td>
</tr>
<tr>
<td>0% refund Sept. 7 and after</td>
<td>0% refund Feb. 10 and after</td>
</tr>
</tbody>
</table>

For summer 2019 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>16 week session</td>
<td>2nd week of session</td>
<td>3rd week of session</td>
</tr>
<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>
</tbody>
</table>
Refunds are normally processed within three weeks. If you have an outstanding debt with the College, a refund will be applied to that debt.

**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 Withdrawals**
If you withdraw from all classes for medical reasons during the affected semester, you may receive a pro-rated refund when acceptable evidence of the necessity to withdraw (verified by your physician) is presented. An instruction sheet detailing the procedure is available from the Admissions and 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!

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

- Books for Summer 2019 go on sale May 1
- Books for Fall 2019 go on sale August 4
- Books for Spring 2020 go on sale January 2, 2020

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 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 or call the Access office.

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

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. You can also visit events.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.

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.

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. Health care 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.

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 (FERPA) of 1974. You may review your official educational records by submitting a written request to the Admissions and Enrollment Services office. If you wish to question the accuracy or appropriateness of your records, contact the Admissions and 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

Counseling

A staff of well-qualified counselors can assist you in dealing with issues that may come up while attending college. Counselors are available by appointment or as needed for a crisis situation. All services are free to STLCC students.

Counselors can help you:

- 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.

Visit stlcc.edu/counseling for more information
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 (5600 Oakland Ave, St. Louis, 63110).
- 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 Registrar’s office 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

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 Admissions and Enrollment Services.

The deadlines are March 1 for spring, June 20 for summer and October 1 for fall. You should meet with an academic advisor 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, you must return the application to the Admissions and Enrollment Services office. For more information about graduation requirements, visit 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

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 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. Students should park in student designated parking areas.

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

Sexual Assault, Harassment, Relationship Violence and 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

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

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 an Admissions and Enrollment Services office or Academic
Advising Center.

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 Universal Pass (U-Pass) to ride the MetroBus and MetroLink. The U-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

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

STLCC Alerts
St. Louis Community College shares important information regarding campus emergencies, closures, delays and cancellations 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 for details.