

ADMISSION

Admission Classifications

Applicants for St. Louis Community College may apply as either degree-seeking or non-degree-seeking.

Degree-Seeking Applicants

Degree-seeking students are full- or part-time students who are seeking a degree or certificate from STLCC. As a degree-seeking student you may:

- Apply for financial aid, Veteran's benefits or A+ program.
- Apply for a 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 sent directly from that institution to the office of the Registrar via mail or sent electronically using an approved secure vendor. If applicable, submit official GED or HiSet test scores. Students with 15 or more credit hours of transferable college credit from another college or university 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 the assessment.

Non-Degree-Seeking Applicants

Non-degree-seeking applicants are typically interested in selected courses and not a particular program of study. You must submit an application for admission and complete the college's placement test, or provide documentation to waive assessment.

Non-Traditional Applicants

Applicants for admission who have completed an educational course of study that is not accredited by a state board of education or by one of the accredited agencies listed in the International Registry of Accredited Schools are eligible for admission as a non-degree-seeking student provided they are at least 17 years of age.

To apply as a degree-seeking student you must provide official high school transcripts from an accredited high school or passing GED or HiSET test scores.

Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

A student who does not meet the required admission guidelines may apply as a non-high school graduate. See related section below.

Non-High School Graduates

Students who have not graduated from high school are eligible for admission as a non-degree-seeking student provided they are at least 17 years of age. Non-High School graduates who submit a Degree-seeking application cannot pursue a program of study.

To apply as a degree-seeking student you must provide official high school transcripts from an accredited high school or passing GED or HiSET test scores.

Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

Dual Enrollment

High school sophomores, juniors, and seniors may attend classes through the Dual Enrollment program which provides students an opportunity to take courses taught by STLCC faculty. Eligible students may earn college credit hours before the time they would normally begin college. Make It Count, Early College, Special Cohort, and Sponsored High School Programs are all a part of the Dual Enrollment Program. Students must follow all college policies and procedures, and fulfill the following requirements:

- Apply to STLCC by completing the dual enrollment application.
- Submit a completed Dual Enrollment Authorization Form each semester, including required signatures from parent/guardian and authorized school official. This form will also request a copy of their unofficial high school transcript from their authorized school official.
- Have a cumulative high school GPA of 2.0 or higher.
- Meet the college's requirements for entry into the course. Students must meet assessment and prerequisite requirements.
- Attend STLCC's orientation and any orientation or registration events required by their district or program.
- Student is responsible for all fees by the payment deadline if not covered by an agreement between the school district and the college.
- Apply to the Access office for disability-related accommodations and services if applicable. Documentation of disability that meets the college's requirements will be required. It should be noted that the requirements for and the types of accommodation at the postsecondary level are based on the Americans with Disabilities Act and Section 504, and are often significantly different from the Individuals with Disabilities Education Act. For more information, contact the **Access Office** (<https://stlcc.edu/student-support/disability-services/>).
- NOTE: Students with less than high school sophomore standing may also apply to take courses via the college's dual enrollment program.
 - In addition to the requirements above, students are required to submit standardized test scores (Accuplacer, ACT, SAT) that demonstrate the student meets the college's standards of reading proficiency. Students in this category may not meet the college's placement requirements using multiple measures.
 - Students in this category must also submit a Less than Sophomore Standing Approval form, which must be signed by their parent/guardian and authorized school official.

Dual Credit

High school sophomores, juniors, and seniors may receive college credit for specified classes at high schools participating in the college's dual credit program. Dual credit students must follow all college policies and procedures and fulfill the following requirements:

- Apply to STLCC by completing the dual credit application.
- Be enrolled in the 10th, 11th, and 12th grade with an overall minimum grade point average of 2.0 (on a 4.0 scale).
- Submit the Dual Credit Registration Form, which will also gather parent/guardian and authorized school official permission. Authorized school officials will verify student eligibility and recommend the student for participation through this process.
- Meet the college's requirements for entry into the course. Students must meet assessment and prerequisite requirements.
- Student is responsible for all fees by the payment deadline if not covered by an agreement between the school district and the college.
- Apply to the Access Office for disability-related accommodations and services if applicable. Documentation of disability that meets the college's

requirements will be required. It should be noted that the requirements for and the types of accommodation at the postsecondary level are based on the Americans with Disabilities Act and Section 504, and are often significantly different from the Individuals with Disabilities Education Act. For more information, contact the **Access Office** (<https://catalog.stlcc.edu/general-information/policies/student-success/#access>).

International Applicants

International students, unless admitted under a contract or agreement establishing alternative requirements, must fulfill the following requirements for admission:

1. Complete the requirements for admission as a degree-seeking student.
2. Obtain the "International Student" information packet from the campus Enrollment Services office.
3. Complete the equivalent of a 12-year elementary and secondary school program. An equivalent to the U.S. B average or better is required for courses taken at the secondary school level.
4. Submit official transcripts from secondary (high school) and higher education institutions. Transcripts should be sent directly from that institution to the office of the Registrar. *Transcripts must be certified and translated into English, contain descriptive titles of courses studied, contain final grades in each course, and provide an explanation of the grading system.* Students may contact **World Education Services** (<https://www.wes.org/>) for assistance in translating a transcript.
5. Have all admission requirements and required documents on file 60 days before the start of classes if prospective students are still residing outside of the United States. Prospective students presently attending a college or high school in the United States must submit all materials 30 days before the start of classes.
6. Score 500 or above on the written TOEFL (Test of English as a Foreign Language) or 61 on the Internet-based TOEFL or score a 6 or higher on the IELTS. The applicant must have taken the test within the last two years.
7. Submit a grade average of 3.0 on all course work completed at English language centers or for intensive English courses completed at other colleges or universities if prospective students are already in the United States. Students in degree-seeking academic programs at all other accredited institutions must have earned a cumulative grade point average of 2.0.
8. Submit a financial statement that certifies that they have adequate funds to carry them under normal conditions through their course of study without the need for federal or state financial assistance. This form must be notarized and completed within the last four months.
9. Provide proof of a health insurance plan for the term in which you are applying. The plan must include repatriation of mortal remains and medical evaluation. Students must submit verification documents to the Enrollment Services office before they can register for classes.

International students on F-1 Visas must comply with the following regulations:

- Complete a minimum of 12 credit hours per semester.
- Maintain a cumulative grade point average of 2.0 or above.
- Complete a certification program in not more than four semesters or an associate degree program in not more than six semesters, excluding summer sessions.
- If such a student completes fewer than 12 credit hours or earns a cumulative grade point average of less than 2.0, he or she will be placed on probation for the next semester of attendance.

- If the student completes fewer than 12 credit hours or earns a grade point average less than 2.0 while on probation, he or she will not be permitted to re-enroll.
- Foreign-born students (both permanent residents and refugees) should have a command of written and spoken English in order to successfully complete college work.

Admission Policy

St. Louis Community College (STLCC) has an open admission policy in keeping with its original purpose to provide quality, low-cost education to area residents. Although admission to the college is not based on minimum academic qualifications, certain programs have required standards for admission and retention.

The college reserves the right to guide enrollment on the basis of placement tests, pre-enrollment interviews, physical examinations (if required for a specific program), previous achievement, and other criteria.

For programs requiring reading competency, English writing, and/or mathematics courses, a battery of assessment tests is required for placement. Students not meeting standards for admission into certain courses or programs may enroll in courses designed to help them qualify.

Before registering for courses, students must be admitted to the college. Admission applications are accepted starting in October for the next spring and fall term; and in November for the next summer term. Applications may be completed and submitted online or in person at any campus kiosk. Visit **Apply to STLCC** (<https://www.stlcc.edu/admissions/apply-to-stlcc/>) for more information.

Change of Status

Students who wish to change from non-degree-seeking to degree-seeking should meet with Academic, Career, and Transfer Advising after submitting our official transcripts to submit a Program/Major Change Form. Official transcripts from high school and/or college attended must be mailed to the Registrar's office. If applicable, submit GED or HiSET test scores. Students with 15 or more credit hours of transferable college credit from another college or university need not send a high school transcript unless requested by the Enrollment Services office. **Learn more about admissions classifications** (<https://www.stlcc.edu/admissions/apply-to-stlcc/>) on the STLCC website.

New Student Orientation

Prior to the start of classes, all first-time-in-college students will participate in Archer Orientation. Students will register for classes, be oriented to classroom locations, college resources, and expectations for college students. They will learn how to access and use the student email accounts, Canvas (online learning platform), and Banner Self-Service, as well as college e-mail and other communication tools.

Re-Admission

Former students who have not attended St. Louis Community College for 3 consecutive semesters may reapply as a re-entry student. If seeking a degree or certificate, transcripts of all college work not currently on file at STLCC must be sent directly to the Registrar's office.

Students may not pursue their former program if it has been deactivated or is no longer accepting students.

Files for students who have not attended within five years will be destroyed. Transcribed grades earned at STLCC are retained. Students will be required to

resubmit high school records, transcripts from other colleges and universities,
or other documents that may have been destroyed.