

# ADMISSION

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## Open 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 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.

## Selective Admission 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 admission criteria may be required to take additional tests for admission purposes and/or meet certain requirements to continue in the program. Contact the department or an advisor for program specific information.

## 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, Veterans 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 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 not offered in their high school or to continue a course series beyond the level offered in high school. Eligible students may earn college credit hours before the time they would normally begin college. Students must follow all college policies and procedures, and fulfill the following requirements:

- Complete the dual enrollment application.
- Obtain required signatures from parent/guardian and authorized school official. Submit the Dual Enrollment Consent Authorization Form.
- Have achieved a cumulative high school GPA of 2.0 or higher.
- Submit copy of high school transcript to the Registrar's office.
- Meet the college's requirements for entry into the course. Students must meet assessment requirements or provide appropriate ACT/SAT scores to waive testing.
- Attend orientation activities or registration workshops as required by their district or program.
- Student is responsible for all fees by the payment deadline.
- 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, see Access Office (<https://catalog.stlcc.edu/general-information/policies/student-success/#access>).

## Dual Credit

High school freshmen, 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:

- Complete the dual credit application.
- Have an overall minimum grade point average of 3.0 (on a 4.0 a scale) if a student in the 11th or 12th grade.
- Students in the 11th or 12th grade who have an overall grade point average of 2.5-2.99 (on a 4.0 scale) may participate in dual credit with a signed letter of recommendation from their high school principal or guidance counselor.
- Students in the 10th grade who have an overall minimum grade point average of 3.0 (on a 4.0 scale) may participate in dual credit with a signed letter of recommendation from their high school principal or guidance counselor.
- Students in the 9th grade may also be considered with an overall minimum grade point average of 3.0 (on a 4.0 scale), a score at the 90th percentile or above on the ACT or SAT, and a signed letter of recommendation from their high school principal or guidance counselor.
- Submit Dual Credit Registration Form, which will also gather parent permission. Counselors 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 requirements.
- 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, see 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 ([www.wes.org](http://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. 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 regular academic programs at all other accredited institutions must have earned a cumulative grade point average of 2.0.
8. Submit a financial statement which certifies that they have adequate funds to carry them under normal conditions through their course of study without the need for local 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 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.

## Orientation

### New Student Registration Workshops

All first-time-in-college students are required to participate in a New Student Registration Workshop (NSRW (<https://www.stlcc.edu/admissions/register/nsrw.aspx>)). Students interact with advisors to clarify academic goals, review placement test scores and to discuss course scheduling. They also learn how to use the online registration system.

### Archer Orientation

Prior to the start of classes, all first-time-in-college students will participate in Archer Orientation. Students will be oriented to classroom locations, college resources and expectations for college students. They will learn how to access and use the student email accounts, Blackboard (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 a semester 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.

## **Change of Status**

Students who wish to change from non-degree-seeking to degree-seeking should submit a Program/Major Change Form, available within Enrollment Services. 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. See Admission Classifications (<https://www.stlcc.edu/admissions/apply-to-stlcc/>).

Individuals who have not successfully completed entry-level college courses in college composition and mathematics are required to take assessment tests.