Assessments are “formative”—intended only to provide helpful information they may use in making decisions about their education or careers. Such assessments are often asked to participate in assessment to provide information which will allow departments to make collegewide changes in courses to increase student learning. These ongoing assessments are necessary to sustain the credibility and transferability of courses and the programs which require them.

Placement Tests
Assessment may be required prior to advisement and registration. St. Louis Community College uses a computerized placement test. The placement test gives essential information about prospective students’ academic skills and needs. Test results indicate whether students are college ready or will be required to complete one or more preparatory courses in reading, writing, or mathematics.

The test is required of all students unless academic credentials are submitted that qualify students to take such courses without testing.

Reading and English
STLCC may waive the reading and/or the English portions of the placement test if students provide documentation of one of the following:

- 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 writing test.
- A high school GPA of 2.6 or higher will waive the reading and English tests.
- A college transcript or grade report documenting successful completion (with a grade of C or higher) of reading and writing course prerequisites.
- College credit from an accredited institution will waive the reading test.

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

- An ACT math score of 19 or above.
- A GPA and ACT or Accuplacer math score that places the student in a college level math course using the placement tool.

If documentation cannot be provided, students will be required to take the appropriate placement tests. Scores will remain valid up to three years from the semester in which the test was taken; thereafter, students will be required to retake the test. GPAs do not expire. Call the Assessment Center (https://www.stlcc.edu/admissions/assessment) for hours of operation, or visit https://www.stlcc.edu/admissions/assessment/placement-test.aspx.

If you are a student with a disability and need accommodations for your entry assessment, call the Access office for an appointment prior to testing. You must provide current written documentation of a disability. For more information, contact the campus Access office. Individuals with speech or hearing impairments may call via Relay Missouri by dialing 711.

Assessment at St. Louis Community College occurs at a number of other points and for a number of different reasons:

Course Assessment
In course assessment, academic faculty and administrators decide which courses to assess and which assessment measures to use. The goal is to gather information which will allow departments to make collegewide changes in courses to increase student learning. These ongoing assessments are necessary to sustain the credibility and transferability of courses and the programs which require them.
Program Assessment
The college offers a number of programs, both academic and career, which are assessed to ensure that they are meeting the standards set both by professionals in the field and various accrediting agencies. Doing so assures students that they are participating in programs whose standards are recognized and accepted by other programs and institutions.

Institutional Assessment
The college assesses its various services and operations on an annual basis. College and student support services are assessed to determine how well they are accomplishing their institutional mission. Various external agencies expect colleges to assess and improve student learning and institutional effectiveness. These agencies include regional accrediting bodies like the Higher Learning Commission, professional accrediting bodies for career programs like nursing as well as government agencies.

Athletics
Districtwide varsity sports offered by the college are baseball, softball, volleyball, men’s and women’s basketball, and men’s and women’s soccer. Students attending any STLCC location can participate in districtwide varsity sports.

The college is a member of the National Junior College Athletic Association and the Midwest Community College Athletic Conference.

Banner Self-Service
Students have access to enrollment, financial aid and personal information in Banner Self-Service. Students can also view and print their schedules, pay for classes, and set up e-cashier payment plans. Students can login to Banner Self-Service at https://www.stlcc.edu/departments/information-technology/banner-selfservice/.

Blackboard
Most college courses use the Blackboard learning management system for important course documents and assignments. Blackboard can also be used as a portal for groups, organizations and clubs. Students can login to Blackboard at https://blackboard.stlcc.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_43_1. Students are encouraged to become familiar with Blackboard because even traditional face-to-face classes use Blackboard for some activities. Resources to help students learn Blackboard are available on the college’s website at https://blackboard.stlcc.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_32_1.

Career Planning and Development
Career Specialists assist students in their career development process through discovery, exploration, planning, and action. Career Specialists provide students with assistance and tools to clarify and take action on their career path. They are also available to help students in their development of a Career Action Plan, resume and cover letter development, interviewing skills, and job search strategies.

Child Care
The Florissant Valley campus offers child care services for children of students when classes are in session. For more information, visit https://www.stlcc.edu/student-support/personal-support/child-care.aspx.

Counseling Services
Professional counselors are available to assist students with educational, career and personal concerns. They help students gain a clear understanding of their strengths, identify options and make choices. A variety of interest and personality tests are available to students using counseling services.

CTE Retention Specialists
Career and Technical Education (CTE) Retention Specialists are available to assist districtwide students who are enrolled in a CTE program with transitioning from application to graduation.

Distance Learning
Distance Learning is defined as a formal educational process in which all or some of the instruction occurs when student and instructor utilize technology to achieve the same learning outcomes as classroom courses (Face-to-Face Learning). Instruction may be asynchronous (learning is student-centered that uses technology outside of the constraints of time) or synchronous (learning is student-centered that uses technology in unison or at the same time). Student learning outcomes are consistent regardless of course delivery method. Students must have reliable access to technology required for the course.

Face-to-Face Courses
A course consisting of instruction and assessment delivered primarily in the classroom setting.

Online Courses
A course consisting of instruction delivered 100% online. Some courses may require students to take assessments in person at a mutually agreed upon proctored site reasonably accessible to the student, and/or participate online at designated times.

Hybrid (Blended) Courses
A course consisting of both online and face-to-face instruction and assessment. Some campus attendance will be required for the successful completion of these courses.

Flexibility Requires Responsibility
Online and hybrid courses offer students flexibility because there are very few or no scheduled class meetings. Students who participate in online and hybrid courses must be self-motivated, independent learners with good to very good computer and internet skills. These courses have deadlines just like traditional classes, and students will need excellent time management skills to succeed.

Students taking online or hybrid courses should have access to a computer with a reliable high-speed internet connection. Online and hybrid courses rely on email for most communication, so students should activate their my.stlcc.edu email account and check it daily. More information about student email activation is available at https://www.stlcc.edu/student-support/campus-technology/get-connected.aspx. STLCC uses the Blackboard learning management system for online coursework. For Blackboard assistance and tutorials, go to https://blackboard.stlcc.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_43_1.

To determine if online classes will be a good fit for you, complete the SmarterMeasure online learning readiness assessment. Log in at http://stlcc.readi.info; type in "online" as the Username and "learner" as the Password. SmarterMeasure will provide you with information and tools to help you succeed in online courses. If you have questions or need assistance, contact the Online Education Department at 314-539-5037 (http://catalog.stlcc.edu/general-information/policies/student-success/tel:3145395037) or online@stlcc.edu.

Libraries
Instructional Resources (IR) is a service division on each campus dedicated to the support of instruction, facilitation of learning and enhancement of the
educational environment. Registered students of the college may use and check out materials from any campus library. Student ID cards serve as library cards and are valid at all campus libraries. Students are encouraged to check with the Reference and Circulation departments for information regarding library services and procedures.

**Higher Education Opportunity Act**

The Higher Education Opportunity Act of 2008 requires that St. Louis Community College take action to address the unauthorized distribution of copyrighted materials, including music, video and programs. If a student uses college technology resources to perform unauthorized distribution or sharing of such materials, the student will be in violation of college policy as well as subject to criminal and/or civil prosecution for violation of copyright and other federal and state laws.

The college monitors its computer systems to protect against such activity. Outside organizations are also able to trace activity involving copyrighted materials. If a violation is detected by either the college or an outside organization, student access to college technological resources will be immediately disabled. Students will need to communicate with the appropriate administrator before privileges will be reinstated. The student will also be subject to disciplinary action by the college.

The information will also be turned over to the appropriate authorities for possible criminal and/or civil prosecution.

For more information, go to [https://www.stlcc.edu/college-policy-procedures/consumer-information/copyright-information.aspx](https://www.stlcc.edu/college-policy-procedures/consumer-information/copyright-information.aspx).

**Honors Program**

Admission to the college honors program is based on any of the following criteria: a 3.5 or better GPA in either high school or college based on a 4.0 scale, a score of 1100 or better on the Scholastic Achievement Test (SAT) or a score of 25 or better on the American College Testing Program Assessment (ACT).

Both transfer and career programs offer a variety of ways to earn honors credit, including honors courses and projects and honors contracts within regular courses. Graduates who earn 15 credit hours of honors credit will receive the designation of Honors Program Scholar on their diplomas and transcripts.

For more information, contact the campus honors coordinator.

**International Education**

St. Louis Community College offers opportunities for students, faculty, staff and the community to study and experience the world through international and intercultural programs, exchanges and activities, and globalized curriculum. The goal is to prepare students and the community for success in a global economy and a world in which the U.S. plays a key role. Detailed information about the international programs, study abroad, student and faculty exchanges, and international collaborations and partnerships can be obtained by calling 314-644-9671 ([http://catalog.stlcc.edu/general-information/policies/student-success/tel:3146449671](http://catalog.stlcc.edu/general-information/policies/student-success/tel:3146449671)).

**Parking on Campus**

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, or the Information Desk at Wildwood, South County Education Center, and Harrison Education Center. 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.

**Student Activities**

Student activities help individuals develop and expand interests and find ways to contribute talents and skills to the college. Opportunities for leadership development are available through student government, clubs and organizations, honorary societies, student publications, and special interest groups. In addition, the campuses sponsor film series, concerts, plays, discussion groups, lectures, exhibits, performances, social functions and special presentations.

For informal gatherings, the campuses provide facilities such as game rooms, meeting rooms, music and television lounges, study areas and cafeterias.

**Student Assistance Program**

Crisis assistance and support services are available to all students experiencing a need that may hinder their successful enrollment and continued success in school. Students receiving public assistance, or other benefits, in need of attendance or program progress verification will also receive services from the Student Assistance Program. Services will be tailored to meet the individual needs of each student. Services include helping students locate and access programs and services for child care, domestic violence, energy assistance, healthcare, homelessness, and hunger. Other services include individual advising and academic counseling as well as support services designed to help students problem solve barriers to their education and learn self-advocacy.

More information can be found at [stlcc.edu/SAP](https://www.stlcc.edu/student-support/personal-support/student-assistance-program.aspx).

**Study Help**

The college is committed to helping students succeed. Students who are encountering difficulties with academic work should consult their instructor.

If a problem should arise which can be traced to ineffective study habits, the student should contact the Academic Support Center which exists to provide helpful solutions to study problems. The college also offers students an opportunity to bolster their grasp of fundamental skills, such as reading and math, through the Academic Support Center.

**Textbooks**

Look at the STLCC websites for information about your textbooks.

You can purchase your textbooks in person or online at the STLCC Bookstores two weeks before classes start.

To view and/or purchase your textbooks:

2. Select the bookstore based on the location of your class (including online sections) as listed on your class schedule.
3. Enter department, course and section for specific textbook information.

Note: If you are taking classes at more than one campus, textbooks may need to be ordered separately for each campus.

**TRIO**

[TRIO](https://www.stlcc.edu/student-support/personal-support/trio.aspx) Student Support Services (SSS) is a federally funded TRIO program designed to improve the retention and graduation rate of first-generation college students, students with disabilities, and/or students with limited income. TRIO SSS students benefit from the use of a variety of program resources and services.
including: academic advising and workshops, transfer planning, education
to improve financial and economic literacy, information in applying for
Federal Student Aid, assistance with completing the FAFSA, academic tutoring,
mentoring and more.