

**St. Louis Graduates Professional Development Institute**  
**Supporting Students Transitioning to St. Louis Community College**  
4.30.21

NOTES

**A Counselor's Perspective - [Katy-Jane Johnson](#), Early College Counselor, University City High School**  
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- Make relationships with the staff at STLCC. They are really helpful.
- Start with the Core 42 classes so they are transferable.
- Use that interactive schedule. If you understand that, you can help them too.
- Know the Associate's degree requirements.
- Help them advocate for themselves.

**Using STLCC Navigate System - [Anita Zieren](#), Academic Advising, St. Louis Community College-Forest Park**  
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Best place to start is on home page of STLCC website, click on Current Student and there are links to all of the things students need to use.

To schedule an advising appointment in Navigate:

- Click on Appointment to make appointment
- Have choices for academic advising, career services, or tutoring
- Click on academic advising, then on advising, find first available time and see available times
- Can click by staff name
- All meetings now are virtual. Can choose phone or online.
- Ideal to have transcripts sent in advance. For advising purposes, it can be unofficial.
- Enter details in the box with the question "Would you like to share anything else?" This is where to put specific questions/needs.
- If student needs to see someone sooner, call 314-539-5465 or use [stlcc.edu/chat](http://stlcc.edu/chat) and they can chat with either advising or admissions as well

**To register for classes, start by identifying classes in the course catalog:**

- <https://stlcc.edu/admissions/preparing-for-the-semester/classroom-modalities.aspx> is the link that explains the different course modalities or ways to learn at STLCC
- In left hand menu on STLCC home page, click on Interactive Class Schedule
- Click on home campus under Location
- Under Subject, use Control key to click on subject, then move to Course Number
  - Compare course numbers to Core 42 course list for first time students  
<https://catalog.stlcc.edu/general-education/#humanitiesandfineartstext>

- When looking at course catalog list, if you see (MOTR) behind course name, it is Core 42
  - You can use the Advanced Search interface on main page. This includes the option of searching by Core 42.
- After selecting courses, make sure to click on Open box under course list to
- For in-person courses, look under course number to see In-person FTF (face to face)
- Choose a couple of different times until the schedule is put together
- In Course catalog, in some line on spreadsheet as in-person, the next info will tell you details. So if course is listed as mix of In-Class/Online/Virtual Learn, the next part will tell you when it is meeting in person, e.g. R 9:30-10:45 is Thursdays at 9:30
- Once selected courses, you will see a list of courses at top left corner under My Courses
- Document the CRN numbers of the courses the student wants to take.

**Then to actually enroll, need to login to Banner.**

- Banner link is on the left hand menu on the Current Student page of the STLCC website.
- Click on student services and financial aid tab to register for courses
- Click on Registration folder.
- Click on Add or Drop Classes.
- It will default to the next semester. Hit submit.
- Enter CRN numbers of courses student wants (pull CRNs from list created in earlier step)
  - If get error message, use the adviser chat function to ask how to work around.
- You will see a list of enrolled courses and status. The status box has a dropdown menu that can allow dropping a class that does not work for the student.
- Click on course to see details. Note, if it is a Web-based/internet course, the time for the class will default to 12:01 a.m. but the course is completely online and asynchronous.

**Important note on online vs virtual/live lecture courses:**

- Online courses are completely asynchronous and typically are not very flexible; they are pretty intense. These are self-directed with no online teaching. Not for every student.
- Recommend advising students to register for online virtual live lectures instead. Online virtual classes/live lecture are more like a “real” class, meet at certain times via Zoom or another platform, have a more flexible schedule, interaction with the teacher.

To connect with adviser, from Current student screen on STLCC website, scroll down to connect, and click on academic advising. Or use [stlcc.edu/chat](http://stlcc.edu/chat) Chat is open Mon-Fri, 9 to 4.

Q&A:

**How are undocumented students supported in advising?**

Undocumented students are largely advised in the admissions process rather than academic advising. Advising is the same for undocumented students as other students.

**Is the Accuplacer required?**

Used for racing, English and math proficiency and placement. Now using multiple measures. Anita has a cheat sheet on these she can share. As long as have 2.6 GPA or higher, they have met reading proficiency. English ready is ACT score of 18 or above in English reading portion. These scores exempt them from placement test. If below that, offer free co-requisite review course that prepares for the Accuplacer. Can take as often as need to to reach proficiency. Math is if ACT is 21, eligible for intermediate algebra, pre-requisite for college algebra. Have math index. If B's or higher in Algebra 2 can bypass placement. Math Pathway has STEM and non-STEM math courses. STEM includes business. STEM ultimately needs Calculus courses; will need college algebra. Non STEM could take quantitative analysis or statistics.

**Is there a chance that some of the LVL classes will become F2F in the Fall?**

Yes. Chancellor looking for 60% courses face to face in the fall. Right now about 45% are in-person.