



St. Louis  
Community  
College

**Continuing Education**

3221 McKelvey Road, Suite 250  
Bridgeton, MO 63044  
314-984-7777

# Healthcare Occupations

The healthcare field is projected to be the largest source of new jobs in Missouri through 2016.

Gain a competitive edge through St. Louis Community College's Healthcare Occupations training programs. Our programs enhance workforce skills and prepare students for state and national certifications, as well as prepare them to enter the workforce directly.

In addition to healthcare occupations, St. Louis Community College serves as a Community Training Center for the American Heart Association whose mission is to reduce disability and death from cardiovascular disease and stroke and sets guidelines for emergency cardiovascular care and training.


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### *Clinical and Field Work*

Some degree and certificate programs offered by the college require students to obtain clinical or other field experience as part of their course work. Students with criminal convictions or drug use may have difficulty progressing in these programs. Hospitals and facilities may mandate that a criminal background check and/or drug screening check (at the student's expense) be conducted prior to placement in a clinical or field setting. Students not passing these checks may be prohibited from participating in the clinical or field experience thus rendering the student ineligible to satisfactorily meet the course/program requirements.



# Nurse Assistant *for Nursing Homes*

## St. Louis Community College

The Nurse Assistant program is for individuals interested in working in long-term care or a skilled nursing facility.

Our comprehensive training program, which meets requirements of the Missouri Omnibus Nursing Act, can significantly improve the lives of the individuals who complete it by giving them a competitive advantage.

The course exceeds the required 75 hours of classroom instruction and 100 hours of supervised on-the-job training.

Class meets twice a week for 20 sessions; each four hours in length. The 100 hours of on-the-job training are in addition to the scheduled class time.

***Students must register in person only at the Forest Park campus.***

### ***Course content includes:***

- Training in basic nursing skills
- Fire safety
- Disaster training
- Nursing home resident safety and rights
- Social and psychological problems of nursing home residents
- Elimination
- Food service
- Personal care
- Restorative nursing
- Infection control
- Special procedures
- Methods of caring for mentally confused residents such as those with Alzheimer's disease and related disorders

Upon successful completion of the course, the student is eligible to take the state examination. ***A strict attendance policy is enforced throughout this training. Students must be 18 years of age.***

To enroll in this state approved training program; the student must be employable in a skilled nursing facility or intermediate care facility in direct resident care.

Intermediate proficiency in English or higher is recommended.

**Prerequisite - Original copy of Family Care Safety Registry worker registration letter from the Missouri Department of Health and Senior Services required at time of registration. This letter cannot be older than six months when registering for the training. Registration should be obtained online at [www.dhss.mo.gov/FCSR/](http://www.dhss.mo.gov/FCSR/).**

### *Course Expenses*

General expenses include the course fee, textbook, state exam fee and certification fee (both due at the time of examination).

Additional expenses that may be incurred include, but are not limited to the cost of the required criminal background and drug screening, health examination (required), immunizations (required to be current and documented), PPD (Two Step), Hepatitis B series or signed waiver, a uniform/scrub/shoes for the required on-the-job training, a watch with a second hand, a stethoscope, a gait belt, and class room supplies.

Overall expenses with everything included can cost up to \$1500.00 per student.





In partnership with: **mk** edu  
mrx & kushan education

# Central Sterile Processing Technician

## ***Certification***

### **St. Louis Community College**

This two-tiered program offers the student a direct pathway to success in Central Sterile Processing. Whether starting a career in Central Sterile Processing or already working in the field, this program will help you establish a foundation in:

- Central service workflow and concerns
- Basic job knowledge and skills
- Basic job responsibilities

Topics presented in the program include anatomy and physiology, medical terminology, infection prevention and control, tools for cleaning, safety and decontamination. This program will prepare successful students to take a national certification exam, as well as for entry-level employment as a Central Sterile Processing Technician. A strict attendance policy is enforced throughout this training.

**Students must register in person only at the Forest Park campus.**

### **Program Requirements**

- | <b>Tier 1:</b>  | <b>Tier 2:</b>   |
|---|--|
| <ul style="list-style-type: none"><li>• <b>100 hours of classroom instruction</b></li></ul> | <ul style="list-style-type: none"><li>• <b>100 hours of classroom instruction</b></li><li>• <b>400 hours of externship</b></li></ul> |

### **Prerequisites required at time of registration by all students:**

- Student must be at least 18 years of age
- High school diploma or a High School Equivalency Certificate
- Achieves a minimum score of 8.9 on Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application on the Tests of Adult Basic Education (TABE).
- Family Care Safety Registry-Worker Registration letter. The letter cannot be older than 6 months. You must bring the letter from DHSS not proof of payment. Register online at <http://www.dhss.mo.gov/FCSR/>

**Students enrolled in Tier 2 must complete the following requirements by first week of class:**

- American Databank criminal background check and 5 panel drug screen
- Physical exam/immunizations/Two-step PPD/Hepatitis B immunization series or signed waiver
- AHA Healthcare Provider CPR certification

**Expenses:**

***Expenses the Central Sterile Processing Technician student will incur but not limited to:***

- Fees vary based on program selection. Fees for both programs include all books, materials and lab. Tier 2 also includes the externship.
- TABE Test is \$11. Retest is additional \$11.
- Family Care Safety Registry is \$12.
- American Databank criminal background check cost is variable. \*
- 5 Panel Drug Screen is \$30. \*
- Physical Exam/immunizations/Two-step PPD/Hepatitis B Immunization series cost is variable. \*
- AHA Healthcare Provider CPR certification is \$69 (cost at St. Louis Community College). \*
- Class room supplies.
- Certification costs vary.

\* ***Tier 2 student requirement***





# Pharmacy Technician Certification Training

## St. Louis Community College

Pharmacy Technicians are entry-level personnel who work in many different pharmacy settings within the healthcare industry. They assist the pharmacist to enter patient data and information into the computer system to process prescriptions.

This noncredit training prepares the student for entry level employment as a pharmacy technician. The course provides 105 hours of classroom instruction and 60 hours of externship experience. Class meets twice a week for 28 sessions; each 3.5 hours in length. The 60 hours of externship experience follows the classroom experience. Students will learn about the top medications dispensed in the United States and be introduced to the basic concepts of pharmacy calculations for proper medication dispensing.

The pharmacy technician program prepares the successful student for TWO national certification exams, ExCPT and PTCB.

**Students must register in person only at the Forest Park campus.**

***Prerequisites required at time of registration:***

- Student must be at least 18 years of age
- High school diploma or a High School Equivalency Certificate
- Achieves a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application on the Tests of Adult Basic Education (TABE).
- Family Care Safety Registry-Worker Registration letter. The letter cannot be older than 6 months. You must bring the letter from DHSS not proof of payment. Register online at <http://www.dhss.mo.gov/FCSR/>

In partnership with:



## ***Course Expenses***

Expenses the Pharmacy Technician student will incur but not limited to:

- Fee is \$2100 (includes all books, materials, lab and externship).
- TABE Test is \$11. Retest is additional \$11.
- Family Care Safety Registry is \$12.
- American Databank criminal background check cost is variable.
- 9 Panel Drug Screen is \$36.
- Physical Exam/immunizations/Two-step PPD/Hepatitis B Immunization series cost is variable.
- AHA Healthcare Provider CPR certification is \$69 (cost at St. Louis Community College).
- Class room supplies
- Nonrefundable State of Missouri Pharmacy Technician registration fee is \$35.







# Phlebotomy

## St. Louis Community College

This noncredit program prepares the student for entry level employment as a phlebotomist. The course provides classroom, lab instruction and clinical experience.

The course provides 66 hours of classroom and lab instruction and 120 hours of clinical experience which is in addition to scheduled class time.

***Strict attendance policy enforced throughout this training.***

***Students must register in person only at the Forest Park campus.***

Course content includes:

- Basic anatomy pertinent to blood collection
- Communication skills
- Specimen processing
- Related interdisciplinary tasks
- Lab experience of blood drawing techniques
- Practical experience of blood drawing techniques in the clinical setting.

Upon successful completion of the course, the student is eligible to take the American Society of Clinical Pathology (ASCP) certification examination.

### **Prerequisites required at time of registration:**

- Student must be 18 years of age
- High school diploma or a High School Equivalency Certificate
- Achieves a minimum score of 8.9 on Vocabulary and Comprehension tests and a minimum score of 7.0 on Mathematics Concepts and Application on the Tests of Adult Basic Education (TABE).
- Family Care Safety Registry-Worker Registration letter. The letter cannot be older than 6 months. You must bring the letter from DHSS not proof of payment. Register online at <http://www.dhss.mo.gov/FCSR/>

### **Requirements completed by first week of class:**

- American Databank criminal background check and 5 panel drug screen
- Physical exam/immunizations/Two-step PPD/Hepatitis B immunization series or signed waiver
- AHA Healthcare Provider CPR certification

### **Expenses:**

#### ***Expenses the phlebotomy student will incur but not limited to:***

- Fee is \$1400.
- Text required and not included in fee. Text will be available in Forest Park campus bookstore.
- TABE Test is \$11. Retest is additional \$11.
- Family Care Safety Registry is \$12.
- American Databank criminal background check cost is variable.
- 5 Panel Drug Screen is \$30.
- Physical Exam/immunizations/Two-step PPD/Hepatitis B Immunization series cost is variable.
- AHA Healthcare Provider CPR certification is \$69 (cost at St. Louis Community College).
- Lab coat (Full length with cuffs, fluid resistant). Disposable lab coats are available for purchase in campus bookstore.
- One box of Nitrile Gloves (Non-Sterile)
- One large (2 gallon) "Ziploc baggie"
- Protective/safety eyeglasses are available for purchase in campus bookstore.
- Class room supplies, including a Markal Sharpie (Black) "Water Resistant"



# Allied Health Resources

The following requirements must be completed by prospective students for entrance into Health Occupation programs. Requirements for specific programs are as follows:

## ***Phlebotomy, Pharmacy Technician and Central Sterile Processing Technician***

- Test of Adult Basic Education (TABE Test)\*
- High School Diploma or a High School Equivalency certificate\*
- Family Care Safety Registry\*
- American Databank Criminal Background Check and Drug Screen
- Physical exam/immunizations/Two-step PPD/Hepatitis B immunizations series or signed waiver
- AHA Healthcare Provider CPR

***\*Must be completed prior to registration***

## **Please review specific details about requirements**

### ***Tests of Adult Basic Education (TABE Test)***

#### ***Phlebotomy, Pharmacy Technician and Central Sterile Processing Technician***

- Register for the TABE Test at the Forest Park campus at the Office of Continuing Education, 3rd floor G Tower 322-324.
- The test fee is \$11.00. After registering, pay the fee at the Forest Park Cashier's Office.
- The paid receipt from the Cashier is required to take the TABE Test.
- The TABE Test is taken in the Assessment Center G 229. The test may be taken Monday through Thursday, 8:30 a.m. to 4 p.m. and Friday, 8:30 a.m. to 11:00 a.m. (The college is closed on national holidays and during the week between Christmas and New Year's Day.)
- Please allow a minimum of one hour to take the test.
- Results of the TABE Test **will not be immediately available**. Generally within one week the student will receive a letter regarding their scores.

The student **must** achieve the following minimum scores to register for class:

- 8.9 - Vocabulary and Comprehension tests
- 7.0 - Mathematics Concepts and Application tests

If the student does not achieve the minimum scores on the TABE Test, they can retake the entire test one more time during the current semester. They must wait one week before retaking the test during which time, it is suggested that they review math skills and/or vocabulary.

The student must register and pay (\$11.00) for the TABE Test Retest (follow registration process described above).

If the student does not achieve the minimum scores on the retest, it is strongly recommended that they take an Adult Basic Education class, or if appropriate, an ELL class before taking the TABE Test the next semester. The student can only take the TABE Test one time with one opportunity to retest per semester.

For information regarding adult education and literacy programs call the Adult Basic Education Center in St. Louis City at (314) 367-5000 or in St. Louis County call (314) 415-4940. ELL classes are offered at the International Institute – (314) 773-9090 and at St. Louis Community College.

***All information is subject to change***

## Allied Health Resources

### **Family Care Safety Registry** - *Phlebotomy, Nurse Assistant for Nursing Homes, Pharmacy Technician and Central Sterile Processing Technician*

Family Care Safety Registry-Worker Registration letter cannot be older than 6 months. You must bring the original letter from DHSS not the proof of payment. The student is responsible for the cost.

Register online at <http://www.dhss.mo.gov/FCSR/>

Fee is \$12 paid online by credit card to the State of Missouri

### **American Databank Criminal Background Check and Drug Screen**

*Phlebotomy, Pharmacy Technician, Nurse Assistant for Nursing Homes and Central Sterile Processing Technician*

Students will receive directions to complete the American Databank Criminal Background Check and Drug Screen when registering for the training. The student is responsible for these costs. The following provides a general overview of anticipated cost.

Criminal Background Check and Drug Screen

Price: Varies per package

Package includes:

- Drug Screening
- MO Division of Family Services (MODFS)
- Family Care Safety Registry (EDL)
- MO Caregiver - Department of Mental Health

### **Physical exam/immunizations/Two-step PPD/Hepatitis B immunization series or signed waiver**

*Phlebotomy, Pharmacy Technician, Nurse Assistant for Nursing Homes and Central Sterile Processing Technician*

The student will be given the physical exam/immunizations form when registering for the training. The student is responsible for the cost.

### **AHA Healthcare Provider CPR** - *Phlebotomy, Pharmacy Technician and Central Sterile Processing Technician*

Numerous AHA Healthcare Provider CPR classes are offered through Continuing Education. The class fee is \$69. The student is responsible for the cost.

Register with Continuing Education to take the Healthcare Provider CPR class.

In Person — Meramec, Florissant Valley and Forest Park: M-F 8:30am-4pm.

By Telephone — (Call Center hours: M-Th 8:30am-7:30pm; F 8:30am-4pm )

Telephone registration is restricted to those charging fees to Discover, MasterCard or VISA.

Before calling to register, the following information is necessary:

- Course title, letter prefix and number, including section
- Student name, address and phone number
- Student social security number or UIN
- Credit card number and expiration date

**Continuing Education - 314-984-7777**



Medical terms and language are complex and not often easily understood. Nursing and allied health textbooks are filled with many words that have been derived from the combination of word forms from Latin suffixes and prefixes. Attend this course for a “jumpstart” to learn the meaning of these complex words and to gain the “extra edge” when reading textbooks filled with medical language.

Build a foundation in Medical Terminology to prepare for a career in healthcare.

***Classes are offered each semester. Check the current Continuing Education schedule or check online at [stlcc.edu/ce](http://stlcc.edu/ce)***



# ACE Fitness Certifications

**St. Louis Community College**

## Personal Trainer Certification

Designed to give you the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become an effective personal trainer, this course presents the ACE Integrated Fitness Training™ (ACE IFT™) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness and goals.

The information covered and the ACE IFT™ Model will help you learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.

## Group Fitness Instructor Certification

Group fitness has exploded in the past five years, attracting more than 22.1 million people annually to indoor cycling, Les Mills BODYPUMP™, Zumba® fitness, CrossFit, boot camp, yoga and more. Our ACE Group Fitness Instructor Certification will give you the knowledge to design and teach any class better, lead all fitness levels more effectively, and deliver experiences your participants will never forget. Don't position yourself as a performer when you can position yourself as a professional. Earning a certification accredited by the National Commission for Certifying Agencies (NCCA) will set you apart as a teacher who leads more than just the front row.

Due to the specialized nature of these classes, NO REFUNDS WILL BE ISSUED ONE WEEK PRIOR TO THE CLASS START DATE. STUDENT MUST BE AT LEAST 18 YEARS OF AGE OR HAVE A HIGH SCHOOL DIPLOMA/HIGH SCHOOL EQUIVALENCY AND HOLD CPR/AED CERTIFICATION BEFORE TAKING EXAM. Background check may be required for certification. Please review the ACE Certification Candidate Handbook at <http://www.acefitness.org/fitness-certifications/pdfs/Certification-Exam-Candidate-Handbook.pdf> for more information on eligibility. Fee includes cost of exam, textbook, study guide, and sample test. Additional fee is required to retake the exam. Voucher for the exam must be used within 6 months of the date received. Class is not eligible for Senior Scholarship.



# American Heart Association

## Training Center

The American Heart Association Training Center at St. Louis Community College offers both open enrollment classes for individuals and customized training for groups and businesses in Life Saving, CPR, and First Aid.

For open enrollment classes, please call 314-984-7777 to register.

For all other inquiries, contact us at 314-644-9931 - leave your name, number and your request and we will respond within one business day.

### **Basic Life Support (BLS) for Healthcare Providers**

This American Heart Association course is designed for the healthcare provider. Each participant must obtain an 84 percent or higher on the written evaluation and demonstrate proficiency in all CPR skills. Skills include adult, child and infant CPR, FBAO management of the conscious victim, adult/infant/child two rescuer CPR, mouth-to-mask ventilation and automatic external defibrillation (AED). Written and practical skills (hands-on manikin simulation) evaluation and testing are required for course completion. Students who enroll at least one week in advance and successfully complete the course will receive BLS completion card at the end of the class. No transfers between sessions or refunds given within five business days of class date. Due to the nature of the course, you must arrive on time. No admittance after stated start time. This course meets the STLCC nursing department admission requirements.

*Estimated time:*

*Initial course: 5 hours*

*Renewal course: 4 hours*

### **Basic Life Support (BLS) for Healthcare Providers Online**

This course is an option for healthcare professionals seeking an alternative to BLS classroom-based training for first-time or renewal certification. Part 1 is a series of online modules covering the required adult, child and infant CPR AED sequences. Part 2 is a hands-on skills session and Part 3 is a hands-on skills test. Parts 2 and 3 must be completed with an authorized American Heart Association Instructor. Upon successful completion participant will receive a BLS for Healthcare Providers course completion card.

*Estimated time:*

*Part 1 – Self-paced learning available at [OnlineAHA.org](http://OnlineAHA.org)*

*Parts 2 & 3 – Varies*

## Heartsaver CPR AED

This course is designed for anyone with limited or no medical training who needs a course completion card in CPR AED to meet job, regulatory or other requirements. Skills include adult CPR AED (with a mask) and adult choking. Optional modules include: child CPR AED, child choking, infant CPR and infant choking. Modular format creates course flexibility. An optional written test is available for instructors to administer to students whose employers require completion of a written test. Practical skills (hands-on manikin simulation) evaluation and testing are required for course completion. Upon successful completion participant will receive a Heartsaver CPR AED course completion card.

*Estimated time: 3 – 4 hours*

## Heartsaver First Aid

This course is designed for anyone with limited or no medical training who needs a course completion card in First Aid to meet job, regulatory or other requirements. Skills include first aid basics, medical emergencies, injury emergencies, and environmental emergencies. Modular format allows for course flexibility. An optional written test is available for instructors to administer to students whose employers require completion of a written test. Skills practice and testing are required for course completion. Upon successful completion participant will receive a Heartsaver First Aid course completion card.

*Estimated time: 2-3 hours*

## Child Care Provider: Heartsaver Pediatric First Aid CPR/AED

The Heartsaver Pediatric First Aid CPR AED course is designed to meet the regulatory requirements for child care workers in all fifty United States. It teaches child care providers and others to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. It covers the four steps of first aid and first aid skills such as finding the problem, stopping bleeding, bandaging and using an Epinephrine pen, as well as child CPR AED, infant CPR and optional modules in adult CPR AED, child mask, infant mask and Asthma Care Training for Child Care Providers. Registration one week prior to course start date is required. Due to the nature of the course you must arrive on time. No admittance after stated start time.

*Estimated time: 5-7 hours*

## Heartsaver First Aid CPR AED

This course is designed for anyone with limited or no medical training who needs a course completion card in First Aid to meet job, regulatory or other requirements. Skills include first aid basics, medical emergencies, injury emergencies, environmental emergencies, adult CPR AED with mask, and adult choking. Optional modules include child CPR AED, child choking, infant CPR and infant choking. Modular format allows for course flexibility. An optional written test is available for instructors to administer to students whose employers require completion of a written test. Skills practice and testing are required for course completion. Upon successful completion participant will receive a Heartsaver First Aid CPR AED course completion card.

*Estimated time: 5-7 hours*





**For more information regarding the following courses please call the STLCC AHA Training Center at 314-644-9931 or 314-539-5784 to speak to the Training Center Coordinator.**

### **Advanced Cardiac Life Support (ACLS)**

This course is for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. This includes personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, and paramedics, as well as others who need an ACLS course completion card for job or other requirements.

### **ECG & Pharmacology**

This course is for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies.

### **Family & Friends CPR**

This course is designed for anyone who wants to learn CPR in an instructor-led or facilitated group environment and does not need a course completion card for a job or other requirement.



## ***Workplace CPR Training***

At St. Louis Community College we make your training and re-certification fun and easy:

- St. Louis Community College is an American Heart Association Training Center.
- We will travel to your location on a day that is convenient to your schedule (we require only four or more students for onsite classes).
- Classes can be booked Monday through Saturday during daytime or evening hours, subject to instructor availability.
- Certification cards for CPR and First Aid are valid for two years.
- For pricing or other questions, please call 314-539-5784.

# GENERAL INFORMATION

STLCC Continuing Education

## **Non-Discrimination/Accommodations Statement**

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. Sexual harassment, including sexual violence, is also prohibited. For information or concerns related to discrimination or sexual harassment, contact William Woodward, Associate Vice Chancellor for Student Affairs, 314-539-5374.

If you have accommodation needs, please contact Anne Marie Schreiber, 314-984-7704, at least two working days prior to the event.

## **Students Rights and Responsibilities**

All students are responsible for adhering to college policies and procedures. Please refer to [www.stlcc.edu/Document\\_Library/FactFinder.pdf](http://www.stlcc.edu/Document_Library/FactFinder.pdf) to review and/or download a copy of the Fact Finder Student Handbook including student rights and responsibilities or call the Continuing Education office.

## **Postponement/Cancellation Due to Inclement Weather**

Occasionally, continuing education classes are cancelled due to inclement weather. Cancellations will be broadcast on KMOX-AM (1120) and on KMOV-TV, KSDK-TV and KTVI/Fox 2. When St. Louis Community College cancels classes, off-campus classes are also cancelled. In addition, when a particular host school district or institution closes, the continuing education classes at that location will not meet.

## **Refund of Fees**

Since continuing education (non-credit) classes are self-supporting, the decision to run a class is based on the number of people enrolled. The college reserves the right to cancel if sufficient enrollment is not achieved. Registrants will be notified by phone or mail if a class is cancelled. Full refunds will be issued for classes cancelled by the college.

If you drop a class, you will receive a 100 percent refund for most classes if the class is dropped one business day before the first meeting. A 50 percent refund will be given for most classes dropped between one business day before the first class meeting and prior to the second meeting of the class. See the course schedule for classes (such as daytrips) that require notice beyond one business day for cancellation and eligibility for a refund.

Requests of withdrawals should be submitted in writing to the Continuing Education office. Calculation of refunds will be based on the date the written request is received by the office. If you have a situation that warrants an override of the above policy, an explanation of the circumstances should be made in writing to the of Continuing Education office. Refunds should be received within 30 days.

## **Fee Reduction for Older Adults**

Older adults (those 60 years and older) may enroll in most courses for a reduced fee. This reduction is half the price of the class fee only, plus whatever material costs are associated with the class. Material costs include fees for expenses such as books and materials, facility usage, tour and travel costs, computer lab usage, online courses, food supplies and other items needed for the class. NOTE: Those wishing to take advantage of this fee reduction must do so at the time of registration. Before registering, please contact the Continuing Education office to see if your course contains a material fee.

## **Senior Citizen Scholarship**

Missouri residents who are at least sixty-five years of age will be awarded a scholarship to be exempt from maintenance fees to enroll in courses on a space available basis. There will be a non-refundable registration fee of \$10 per course to a maximum of \$50 per semester. Student is responsible for other fees, such as materials, supplies and books. At the earliest, students may enroll in the class two days prior to the first class date. Students may not receive a refund for a paid course in order to enroll for a scholarship space in that same course. PLEASE CALL THE CONTINUING EDUCATION OFFICE TO GET SPECIFICS REGARDING THE SENIOR SCHOLARSHIP. The senior scholarship discount does not apply to online classes.

## **Safety and Program Guidelines for Youth Classes**

All children under the age of 16 who are enrolled in programs through the St. Louis Community College Office of Continuing Education, must be accompanied to and signed-in at the beginning of each program session by a responsible party. In addition, a responsible party must also meet the participant at the end of the session and sign them out. Appropriate behavior is expected. Students may be disenrolled for misbehavior.

## **Unattended Children**

Students are not permitted to bring children to class, nor should children be left unattended in the halls, offices, library or common areas. The college reserves the right to protect the safety and welfare of unattended children. If students leave children unattended, the college will institute disciplinary action.

**Textbooks** — can be purchased at the campus bookstores.

## **Library and Computer Lab Privileges**

If you are registered in continuing education courses, you may enjoy library and computer lab privileges by showing your student ID. To obtain a student ID take your paid fee receipt to the Campus Life office and the personnel there will provide you with one.

## **Firearms on College Property**

Except for licensed police officers, no person shall possess or carry any firearm, visible or concealed, on college property (including college buildings and grounds leased or owned by the college-college athletic fields and parking lots) or in any college van or vehicle or at college-sponsored activities. College employees, students and visitors who hold concealed carry endorsements as allowed by Missouri law may not carry or bring any firearms, visible or concealed, on college property, owned or leased or at any college activities.

# How to Register

**Phlebotomy, Pharmacy Technician, Central Sterile Processing and Nurse Assistant programs must register in person (see each program for specific location).**

**Mail**-Complete the registration form (below) and mail with check (*payable to St. Louis Community College*) to:

**STLCC Continuing Education, 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044**

Students who register by mail should assume they are registered unless otherwise notified. A registration confirmation is mailed to students who register by mail; however, the confirmation may not be received prior to the beginning of the class. If you have enrollment questions, please call Continuing Education: 314-984-7777

**Call to complete your registration by charging fees to American Express, MasterCard, Visa or Discover.**

Enrollment in classes within this brochure, except where specified, is limited to persons 16 years or older.

## Registration Deadline

All non-credit courses are limited in enrollment. Advanced registration is required.

## Automatic Bank Payment (ACH)

All checks will be converted to an electronic Automated Clearing House (ACH) transaction whether the payment was made in person or mailed.

## In Person at STLCC

**Meramec, Florissant Valley, Forest Park & Wildwood: M-F 8:30am-4pm**

You may want to first call the Continuing Education office at 314-984-7777, to check that openings exist.

## Telephone: 314-984-7777

*Before calling to register, have this information ready:*

1. Course Title / Course Code (letter prefix with number) / Section Number
2. Student Contact Info (name / address /email address/ phone number)
3. Student Social Security Number or UIN
4. Credit Card Number with Expiration Date

## Mail-IN Registration form *Please print in ink.*

Email Address: \_\_\_\_\_

Soc Sec No or UIN: \_\_\_\_\_ Birthdate(MM-DD-YYYY): --

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Male  Female Senior Citizen?  Yes  No

***Please register me for the following courses:***

Course Code	Section	Course Title	Day/Time	Fees
<b>Total</b>				

## Check Payment:

*Please make checks payable to St. Louis Community College, and mail with form (address above).*

## Credit Card Payment:

**Charge fees to:**  MasterCard  VISA  Discover  American Express

Card Number \_\_\_\_\_

Expiration Date  /  Signature \_\_\_\_\_



St. Louis  
Community  
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## Continuing Education

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