

# *Writing Classes - Spring 2017*



## **The Writer's Craft**



St. Louis Community College  
**Continuing Education**

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

**Call 314-984-7777 to register today**

The St. Louis Community College Continuing Education Writing Program is designed for you, the beginning or experienced writer. We have classes that give you the opportunity to develop your writing voice, build expertise in the art and craft of writing, and gain insight into today's publishing environment.



### **Writing Program Features:**

- Flexibility in program selections allows aspiring writers to tailor their program to individual personal and professional interests and educational needs.
- Participants have the opportunity to become part of a community of local writers who share their interests and can help them develop as a writer.
- Many classes have features designed to accommodate flexibility in participants' schedules; the evening and weekend program includes courses with convenient online classroom learning to complement in-class sessions.

### **Objectives:**

- Build expertise while learning self-expression as part of the creative process.
- Gain self-confidence and motivation as a writer.
- Demonstrate understanding and skill in the writing process, including, review and revision.
- Develop the ability to critique writing projects.
- Gain an appreciation for the value of participation in a local writer's community.
- Acquire a practical understanding of the publication process.



### **Requirements:**

- One course from each of the four areas of study
- Two electives from any of the areas
- Three years to complete program
- Portfolio review capstone evaluation course with a faculty member

*Additional classes may be added and courses offered may change. Not every class will be offered every semester. Courses will rotate.*



## Courses may be taken individually or as a part of the program

### So You Want to be a Writer?

What do we mean when we say "I want to be a writer?" For a moment, set aside any popular notions about being a writer and ask yourself, "What do I mean when I say I want to be a writer? What milestones do I want to accomplish? Now that I've decided to pursue this, how do I structure my day-to-day life in order to make it possible to accomplish that goal? Where do I find the time?" For any important journey, you need a map. In this class, through discussions, examples and exercises, we'll get started on making just such a map: a plan with concrete steps that we can follow to take some of the mystery out of the process. We'll also talk about how we can maintain our sense of optimism when the terrain gets rough. Bring a sack lunch and a laptop/tablet (or pad and pen) to get the most out of this class.

**WRIT:722 | \$59**

**680** Sa 9am-3:30pm  
March 11

**Jeffrey Ricker**  
MC - SO, 111

### Exploring the Creative Process

#### Unleashing the Writer Within

Every one of us has a special story to tell, but it can be hard in this busy modern world to access creativity. In this class, we'll peel away the familiar outer layers of doubt, distraction and writer's block. We'll get to the core of what we're actually trying to say, and we'll learn to say it with language that is irreplaceably unique to each of us. When the writer within is unleashed, the words will come freely - and the stories we need to tell will finally occur to us. Those interested in sharing their work will receive the benefit of a thorough, productive critique from the instructor and fellow students. You'll need to make copies of your work to share. No class date 3/13.

**WRIT:701 | \$79**

**650** M 6:30pm-9:30pm  
Feb. 27 - March 27

**Jordan Oakes**  
MC - CS, 205

#### Creative Writing for New Writers

Are you just getting started with writing? Come spend a day discovering your strengths as a writer. In this session, we will discuss what genre would best suit the story you want to tell, take some time to write, and then come together for a group workshop. You'll get positive feedback on your writing in a supportive environment. This workshop will help you create a short story, essay or poem. Bring writing tools of your choice (pen/paper or laptop/tablet) and a sack lunch to class.

**WRIT:701 | \$59**

**680** Sa 9:30am-4pm **Meredith McDonough**  
March 4 MC - SO, 206

### The Craft of Writing

#### Boot Camp for Writers

Do you have an idea for a fiction or nonfiction story or memoir but struggle to get started? Are you working on a project but need feedback as you go? With weekly assignments and guided in-class critiques, this four-session class will help you get writing, stay writing, or improve the writing you already do. All genres welcome. If you have a work-in-progress, bring copies to share for peer review.

**WRIT:706 | \$79**

**653** W 6:30pm-9:30pm  
April 5 - April 26

**Jordan Oakes**  
MC - CN, 225

#### The First Five Pages

When it comes to pitching your novel, one of the things agents typically ask for is the first few pages of your manuscript. An agent can tell from those first pages whether the rest of the novel will sink or swim. In the workshop, students with completed novels bring the first five pages to class and we read and discuss them. We also discuss some of the common pitfalls that writers encounter when starting their novels, from excessive backstory to overloaded description.

**WRIT:724 | \$59**

**681** Sa 9am-3:30pm  
April 29

**Jeffrey Ricker**  
MC - SO, 111

#### Finding Your Fiction: The Elements of Fiction

Participate in writing activities designed to develop mastery of plot, character, point of view, dialogue, and more. Enjoy learning and practicing the essential elements of fiction through concise presentations and fun activities. Learn the "rules" before you break them. Bring your fears, wants and good humor to this four-session interactive course for beginning and intermediate writers. Bring the writing tools of your choice (pen and paper or laptop/tablet).

**WRIT:724 | \$69**

**651** Tu 7pm-9:30pm  
April 4 - April 25

**Jeff May**  
MC - CN, 225

### Finding Your Fiction: Identifying and Developing Your Style, Voice, and Writing Personality

What is your writing personality? Who are you as a writer? This four-session course reviews basic elements of fiction and focuses on your unique style and personality. What are your goals, dreams, expectations, whims, tastes, desires, peculiarities, and so on? Are you a literary or commercial writer or a little of both? Why do we even make the distinction? Be prepared to share your work with others. Participate in editing activities, learn the difference between style and naiveté and make sure to bring your sense of humor to this course for beginning and intermediate writers. Bring the writing tools of your choice (pen and paper or laptop/tablet). No class 2/14.

**WRIT:724 | \$69**

**650** Tu 7pm-9:30pm  
Jan. 24 - Feb. 21

**Jeff May**  
MC - CN, 225

### Fiction Writing One Day Workshop

Have you always wanted to write a novel or short stories, but don't know where to start? Are you interested in exploring how to craft the essential elements for creating interesting fiction? Through lecture, short readings, and in-class exercises we will explore the fiction writer's craft. We will explore plot, dialogue, character development, story structures, point-of-view, and finding your story's voice.

**WRIT:724 | \$59**

**680** Sa 9:30am-4pm  
March 25

**Melody Meiners**  
MC - SO, 206

### Focus on Fiction: Crafting Memorable Characters

Crafting a compelling character from our imagination is a daunting challenge, but if you can create dimensional, captivating characters you are well on your way to writing a believable and perhaps unforgettable story. Memorable characters are the heart of good fiction and keep the reader turning the page. In this course, you will discover techniques for developing heroes, anti-heroes, and villains that are compelling, and perhaps unforgettable. Through lecture, examples, and in-class exercises, you will learn techniques to breathe life into your characters that stay with the reader long after they turn the final page.

**WRIT:706 | \$99**

**651** Tu 6:30pm-9:30pm  
March 9

**Melody Meiners**  
MC - SO, 205



**Registration begins January 3**

# What's your story?



## Quick Editing Tips

You've finished the story, dug deeply into your characters' motivations, and filled those pesky plot holes. Now you're ready to put the final coat of polish on your work before sending it out of the door. Join us for a one-night session filled with tips and tricks to make your prose flow and your settings come to life. We'll also discuss editor and agent pet peeves and how to avoid them.

**WRIT:704 | \$29**

**651** Th 7pm-9:30pm  
March 23

**Amanda Stogsdill**  
MC - CN, 225

## Writing Basics Brush-Up

Few of us will admit it, but even the best writers can't always remember the difference between "affect" and "effect" or "then" and "than." If you sometimes struggle with the basics in your writing, come join us. You'll brush up on proofreading, grammar, sentence structure and word usage. Lit agents and magazine editors throw error-filled manuscripts into the rejection pile, no matter how mesmerizing your metaphors. With good copy editors costing around \$40 per hour, it pays to write well enough to avoid them as much as possible. Review the basics and you'll be able to edit your own work like a pro. No class date 3/15.

**WRIT:706 | \$79**

**650** W 6:30pm-9:30pm  
March 1 - March 29

**Jordan Oakes**  
MC - CN, 225

## Writer's Workshop: Revising and Editing

One thing most writers can do even better than writing is procrastinate. Completing your short story, poem, chapter or essay is usually a matter of revising and editing. Usually it takes several drafts to polish your project enough to consider it finished. This class will guide you through three drafts of your short story, poem or essay. If you're writing a book, you will be guided through revising one chapter, be it the first or final. We will workshop each draft, which entails sharing your work-in-progress with fellow students and the instructor. Our purpose will be to bring encouragement to one another and clarity to the writing. And most of all, to help bring your project to a polished conclusion. Bring your first draft to the initial session.

**WRIT:706 | \$79**

**652** M 6:30pm-9:30pm  
April 3 - April 24

**Jordan Oakes**  
MC - CS, 205

## Introduction to Screenwriting II: Writing Great Scenes

Become the screenwriter you've always wanted to be by learning to create powerful and memorable scenes that showcase your unique writer's voice. This six-week course is designed as a follow-up to Introduction to Screenwriting I. In this class, we will discuss practical tools to help you elevate your scenes from good to great through the use of compelling dialogue and colorful narrative descriptions that are layered with meaningful subtext. You will complete a series of scene writing exercises and share your work in class to receive constructive feedback. Note: This class is designed for writers who already have a basic understanding of screenwriting and screenplay format.

**WRIT:728 | \$89**

**550** W 7pm-9:30pm  
March 29 - May 3

**Rita Russell**  
FV - SS, 1

## Beyond the Script: TV and Film for Writers

Television and film are powerful storytelling mediums, and they are the darlings of today's pop-culture and storytelling worlds. But what can novelists and short story writers learn from television shows and movies to improve their storytelling? Through lecture, examples, and in-class assignments we will examine the elements of fiction including character, setting, story arcs, and dialogue through the lens of pop-culture sensations in TV and movies.

**WRIT:765 | \$49**

**650** Tu 6:30pm-9:30pm  
April 4 - April 11

**Melody Meiners**  
MC - SO, 205

## Genre

### Mining Your Soul Story

Our bodies record the sum of our experiences. Writing extracts the event and allows us to see the situation and our reaction as two separate things. Using various prompts, reflective journaling time, and shared conversation, you will be given tools for mining and writing your own soul story. This workshop is intended for everyone—whether you are new to writing or a long-time journal writer. Bring a sack lunch.

**WRIT:710 | \$59**

**680** Sa 9am-3pm  
April 8

**Mary Eigel**  
MC - SO, 206

## Write Your Memoir

Creativity isn't always required when it comes to good storytelling. When we write about our own lives and experiences, the story within us comes complete with compelling characters you already know and a great plot that's already been lived. We have everything we need right at our fingertips when we compose a memoir - except, perhaps, the writing techniques that can help us feel confident enough to put it all down on paper. A memoir isn't necessarily the same as an autobiography. It can focus on just your childhood or your adult years — or simply one particularly life-changing day. Every life is fascinating. Every story deserves to be told — and written. This class will guide you in writing your own very unique and special memoir. No class date 3/15.

**WRIT:714 | \$69**

**600** W 1pm-3pm  
March 1 - March 29

**Jordan Oakes**  
MC - CE Classroom

## The Personal Essay As Art

Do you want to learn to express opinions through the prism of your own personal experiences? Effective personal essays can do just that while evoking happiness, sorrow and everything in between for the writer and audience alike. If you'd like to learn more about this form of creative nonfiction and may even want to try having some personal essays published in magazines or online, this class is for you. Please come prepared with some of your own ideas as well as examples of personal essays from your favorite print or internet publications. No class date 4/13.

**WRIT:714 | \$69**

**650** Th 6pm-8pm  
March 30 - April 27

**Charlene Oldham**  
MC - BA, 216

## How to Map a Murder

Ever have the urge to write a whodunit? Published mystery authors Jo Hiestand and Pam DeVoe will lead you through the intricacies of plotting, character development, descriptive scene writing, and setting clues, as well as a brief description of publishing choices open to writers and some of the differences between traditional and self-publishing.

**WRIT:719 | \$39**

**680** Sa 9am-1pm

April 1

**Jo Hiestand**  
**Pam DeVoe**  
MC - SO, 109



## Writing Fiction for Young Adults

From Suzanne Collins to John Green, some of the biggest names in fiction write for children and young adults. Young adult fiction covers a variety of genres from the literary realism of Sherman Alexie's *The Absolutely True Diary of a Part-time Indian* to the dark, dystopian fantasy of Suzanne Collins' *The Hunger Games*. Young adult literature is so compelling that more than a quarter of readers are not teens at all, but rather adults. In this class we'll explore what makes a novel a Young Adult novel and discuss aspects of character, plot, and voice and how they help shape the young adult book. Students will engage in in-class writing exercises, and will work on finishing the course with an outline or synopsis of their young adult novel. No class date 3/14.

**WRIT:719 | \$69**

**650** Tu 7pm-9:30pm  
Feb. 28 – March 28

**Jeffrey Ricker**  
MC - CN, 225

## Publishing

### Finding Writing Jobs Using Online Resources

Online job boards including Upwork and ProBlogger offer thousands of new writing jobs every day, but they're only starting points for finding work online. Whether you are already an experienced freelancer or you are simply interested in exploring options for earning extra income while working from home, this session will help you identify multiple online job boards to find paid writing work you'll enjoy. Bring a sack lunch.

**WRIT:722 | \$59**

**681** Sa 9:30am-4pm  
May 6

**Charlene Oldham**  
MC - BA, 202

### Social Media for Writers

Facebook, Twitter, Google Plus, Pinterest, Instagram—it seems like there's a new "must have/must do" social media platform popping up every week. As a writer, you're told by agents, publishers, and fellow writers that you need to have a presence, a platform, a brand. Just what does that mean? Which tools should you use? How much do you have to do? And how do you do it right? In this one-day workshop, you'll explore the various social media channels available for aspiring and established authors, discuss best practices and do's and (in particular) don'ts, and get started on setting up your own account. Bring a sack lunch and a laptop or tablet to get the most out of this class.

**WRIT:735 | \$59**

**680** Sa 9am-3:30pm  
Feb. 25

**Jeffrey Ricker**  
MC - SO, 111

### How to Publish Your Own Book: What You Need to Know

Have you been thinking about writing a book (or perhaps you have written one) and are curious about how to publish it yourself? In this four-hour workshop, we'll cover the realities of independent publishing, how editing and design can make your book look great, options for getting your book into print, sales channels, eBook production and tips for book marketing. Presented by the St. Louis Publishers Association.

**WRIT:704 | \$39**

**683** Sa 8am-12pm  
April 22

MC - SO, 111

### Self-Publishing for Writers

If you're writing a book and contemplate the daunting task of getting it published, come learn about the process involved in self-publishing your work. This class will give you information you need to know to save yourself a lot of time and money and help you understand all the decisions required to make self-publishing a successful venture. We'll cover everything from getting copyright registered, applying for an ISBN, good cover design, manuscript editing, print, eBooks and marketing.

**WRIT:704 | \$39**

**650** Th 7pm-9pm  
Feb. 23 – March 2

**Jill Mettendorf**  
MC - CN, 225

### Creative Writing and Publishing Workshop

Curious how the publishing process works? In this class, you will explore the way that writers write, editors edit, and readers read. You will learn about the technological advances in book, magazine, and online publishing. We will also discuss how the roles of editors and writers have changed. You will develop a writing project based on what you have learned. This workshop is perfect for beginners who are interested in how publishing works. No class date of 3/18.

**WRIT:704 | \$79**

**680** Sa 9am-12pm  
Feb. 25 – March 25

**Daphne Rivers**  
FP - G Tower, 115

### WordPress for Writers: Easy Website Design for Online Publishing

Looking for a place to share your poetry, essays, short stories and other creative works with the world? Why not design the perfect online forum yourself with WordPress, which draws more than 409 million people who view 15.8 billion pages each month? WordPress is one of the world's most popular Web design tools because it's free, easy to use and produces professional results. In fact, WordPress sites are so pro that you can even use them as an online hub for marketing your work to journals, magazines and other print or online publications. Prerequisite: Windows Introduction class or equivalent experience. Students must already have a generic email account through Gmail, Yahoo or Hotmail and know this email address and password. Bring a sack lunch.

**WRIT:704 | \$59**

**682** Sa 9:30am-4pm  
April 1

**Charlene Oldham**  
MC - BA, 202

### How to be Published in Literary Magazines

Do you want to publish a story, essay, or poem in a literary magazine? Are you unsure where to begin? Whether you have finished pieces ready to go or are just getting started in your writing process, this introductory workshop will demystify the publishing process and build your confidence in your writing. This one-day course will help you match your unique, creative writing with like-minded publishers and get your writing out there! Bring your ideas, works-in-progress, your writing tools of choice (pen and paper or laptop) and a sack lunch to class.

**WRIT:704 | \$59**

**681** Sa 9:30am-4pm  
March 11

**Meredith McDonough**  
MC - SO, 206

## Program Completion

### Portfolio Review - Writing Certificate Program

This is for confirmation that students have met the requirements of the Writing Certificate program. You must submit your portfolio for review. The work should exhibit increased proficiency in writing techniques and should aspire to high literary standards. You will receive a confirmation response from a writing program faculty member. Upon satisfactory review of the portfolio, the faculty member will notify Continuing Education to award the Writing Certificate. If the portfolio does not meet acceptable standards, the instructor will make recommendations. You may register for the portfolio review again, until the faculty member is satisfied with the quality of your work.

**WRIT:740 | \$69**

**450** TBA  
Jan. 3 – May 14

**Jordan Oakes**  
FP - TBA



# Writing Program

√ = Classes can be taken to fulfill the requirements for this area of study. Some classes qualify for multiple areas of study.

| Course Title  | Creative Process | Craft of Writing | Genres | Publishing |
|---|------------------|------------------|--------|------------|
| 16 Sure-fire Ways to Publish Your Non-Fiction                   |                  |                  |        | √          |
| Advanced Fiction Writing Workshop                               |                  | √                | √      |            |
| Awaken Your Creative Powers                                     | √                |                  |        |            |
| Book Killers: Critical Beginnings, Endings, and Titles          |                  | √                |        |            |
| Boot Camp for Writers   |                  | √                |        |            |
| Business Writing  |                  | √                | √      |            |
| Can I Really Be a Fiction Writer? How to Begin Creative Writing | √                |                  |        |            |
| Capture the Moment: Writing about Significant Life Events       |                  |                  | √      |            |
| Creative Non-Fiction  | √                |                  | √      |            |
| Creative Writing Workshop                                       | √                |                  |        |            |
| Discovering Your Writer's Voice                                 | √                |                  |        |            |
| Essay Writing   |                  |                  | √      |            |
| Fiction Writing   |                  | √                | √      |            |
| Finding a Literary Agent/Writing a Query Letter                 |                  |                  |        | √          |
| Focus on Fiction Workshops                                      |                  | √                |        |            |
| Freelancing for Fun or Profit                                   |                  |                  |        | √          |
| How to Get Published Online                                     |                  |                  |        | √          |
| How to Publish Your Own Book                                    |                  |                  |        | √          |
| How to Map a Murder   |                  |                  | √      |            |
| Jump-Start Your Fiction Writing                                 |                  | √                | √      |            |
| Make Your Writing Marketable                                    |                  | √                |        | √          |
| Mining Your Soul Story  |                  |                  | √      |            |
| Poetry Workshop   |                  |                  | √      |            |
| Playwriting   |                  | √                | √      |            |
| Practical Guide to the Writer's World                           |                  |                  |        | √          |
| Revising and Editing Workshop                                   |                  | √                |        |            |
| Screen Writing  |                  |                  | √      |            |
| Self-Publishing   |                  |                  |        | √          |
| Social Media for Writers  |                  |                  |        | √          |
| So You Want to Be a Writer                                      | √                |                  |        |            |
| So You Want to Write for Children?                              |                  |                  | √      |            |
| Starting and Finishing: A Writer's Dilemma                      |                  | √                |        |            |
| The First Draft - Beginning Novel Writing Tips and Techniques   |                  | √                | √      |            |
| Unleashing the Writer Within                                    | √                |                  |        |            |
| Flash Fiction   |                  |                  | √      |            |
| WordPress for Writers   |                  |                  |        | √          |
| WriteYour Memoir  |                  |                  | √      |            |
| Writing Basics Brush-Up   |                  | √                |        |            |
| Writing Fiction for Young Adults                                |                  | √                | √      |            |
| Writing the Short Story   |                  | √                | √      |            |

# Registration is Easy!

## 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 MasterCard, Visa, American Express or Discover.

## 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 / phone number)
3. Student Social Security Number or UIN
4. Credit Card Number with Expiration Date

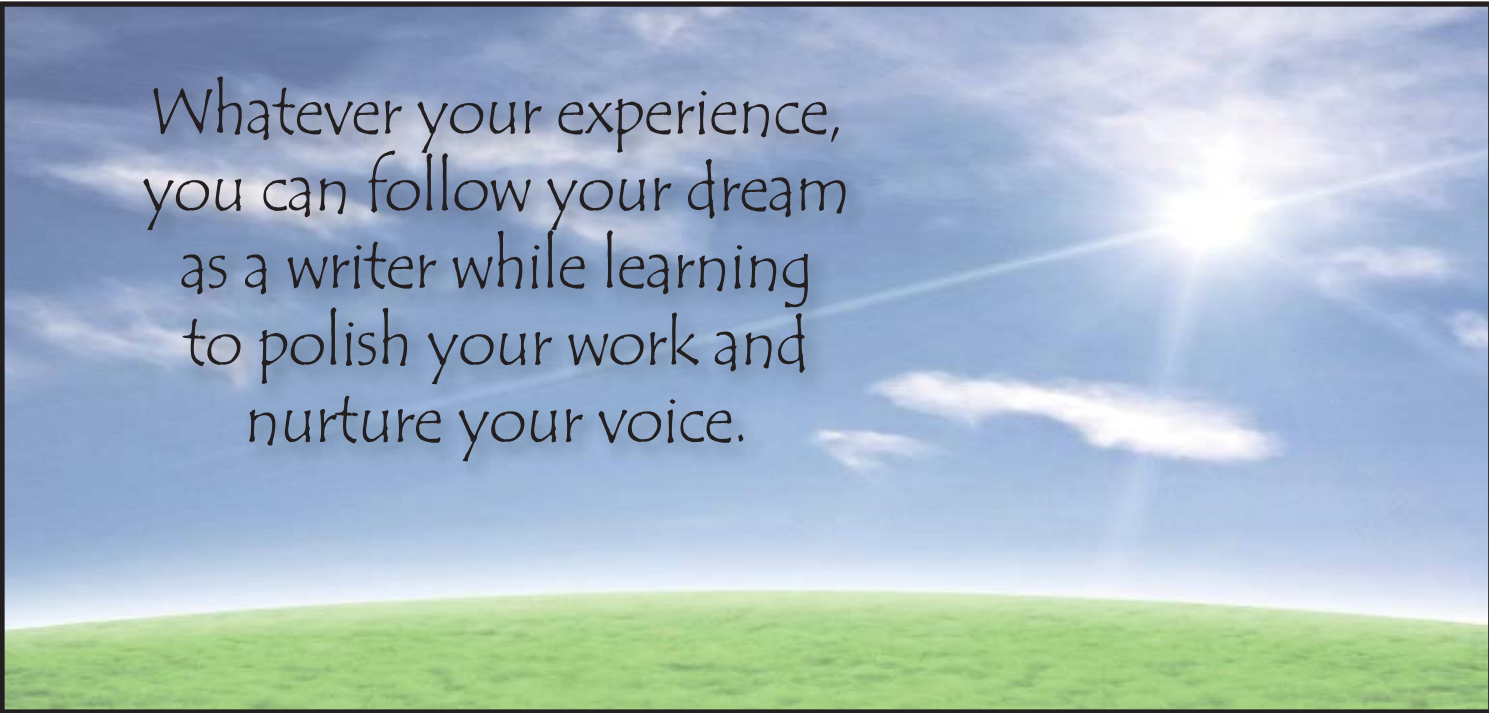
Enrollment in classes within this brochure, except for youth section classes, is limited to persons 16 years or older.

## 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.



Whatever your experience,  
you can follow your dream  
as a writer while learning  
to polish your work and  
nurture your voice.

## GENERAL INFORMATION

STLCC Continuing Education

### Non Discrimination and Accommodations statements

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 Patricia Henderson of Human Resources, 314-539-5214.

If you have accommodation needs, please contact Ann Marie Schreiber, 314-984-7704, at least three weeks prior to the class or 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.

### 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.

### 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, mail or email 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 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. **NOTE:** Those wishing to take advantage of this fee reduction must do so at the time of registration. Class costs vary, so prior to registering, please contact the Continuing Education office or see the online class schedule for the total cost of the senior reduced rate.

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

### 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.

### 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.



**Mail-IN****Registration form** *Please print in ink.*Mail to: 3221 McKelvey Road  
Bridgeton, MO 63044  
Attn: Continuing Education☐ Male ☐ Female

Senior Citizen?

☐ Yes ☐ No**Please check material fees prior to sending payment in.****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

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

UIN or SS#: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE INITIALAddress: \_\_\_\_\_  
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

CARD NUMBER

Expiration Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**Mail-IN****Registration form** *Please print in ink.*Mail to: 3221 McKelvey Road  
Bridgeton, MO 63044  
Attn: Continuing Education☐ Male ☐ Female

Senior Citizen?

☐ Yes ☐ No**Please check material fees prior to sending payment in.****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

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

UIN or SS#: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE INITIALAddress: \_\_\_\_\_  
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

CARD NUMBER

Expiration Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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