

Tips, Reminders & Etiquette

1. Keep an eye out for tour attendees 15 minutes before scheduled campus tour.
2. Ask your guests if they need to visit the restroom before you begin the tour.
3. Offer water to guests.
3. When on the tour, stop in interesting areas and present.
4. To ensure everyone can hear, wait until the group catches up to begin talking.
5. Have fun and tailor each tour to your group!

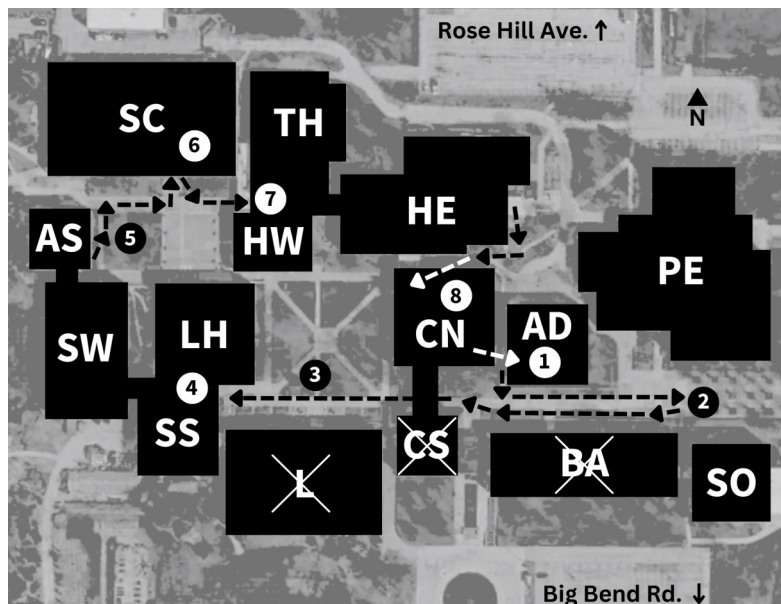


St. Louis Community College
Expanding Minds. Changing Lives.

STLCC-MERAMEC CAMPUS TOUR NOTECARDS 2023

UPDATED ON 7/20/2023 NJ

Tour Route Map



Introduction Script: The Welcome

Hello! Welcome to Saint Louis Community College - Meramec. My name is _____. I am a recruiter (or student worker/ambassador) here at STLCC Meramec.

At St. Louis Community College, our mission is to expand minds and change lives. The District's Chancellor is Dr. Jeff Pittman. Here at the Meramec campus, our Campus President and Chief Academic Officer is Dr. Feleccia Moore-Davis, and our Campus Vice President of Student Engagement is Dr. Keith Ware.

DON'T FORGET TO:



Clark Hall/Administration (AD)

First Floor (1 of 2)

- **Access Office:** Our disability support service. Students may seek out the Access Office if they have a documented disability, IEP, or 504 plan, or need assistance with things such as test anxiety.
- **Student Advocacy and Resource Center (SARC):** Any St. Louis Community College student may seek services from SARC. Services could include assistance with navigating government assistance programs, help with food insecurity, finding childcare, and finding housing.
- **Recruitment & Outreach:** This is our department! We assist with tours and completing the application. We also help students figure out why STLCC is a good fit for them.

1

Clark Hall/Administration (AD)

Second Floor

- **Academic Advising:** Student Success Advisors are available to assist students with program clarification, course selection, transfer information, including information about CORE 42, and understanding academic policy and procedure.
- **Counselors:** Licensed mental health counselors are available to assist you with personal and crisis counseling and/or suicide prevention resources. This is a free resource for current students.

1

Clark Hall/Administration (AD)

First Floor (2 of 2)

- **Enrollment Services:** To begin the college application process, you'll need to register for classes, apply for graduation and conduct other business related to student records. They also can help with any financial aid or loan questions. This is where your FAFSA (Free application for federal student aid) and additional paperwork will be delivered.
- **U-Pass:** You may also pick up your **FREE** Metro U-Pass in the Cashier's Office as long as you are enrolled as a credit student (taking at least 1 credit hour). The U-Pass is unlimited and can be used on the MetroBus and MetroLink.

1

Clark Hall/Administration (AD)

- **Describe** your experience with one or a few of these administrative departments. Write a few personal anecdotes below.

1

Physical Education (PE)

- Our **gym and weight room** are all located in this building.
- The weight room is open from 11:30 am - 4 pm on Mon, Tues, and Wed. The gym is open to students when not in use by sports teams.
- Depending on your program of study, you may like to take a physical education credit. We offer classes such as judo, hiking, camping, bowling, and yoga.
- We have seven sports teams at STLCC: Men's baseball, woman's softball, men's and women's basketball, men's and women's soccer, and women's volleyball.

2

Social Science (SO)

- **Psychology, education, and philosophy** classes are taught in this building.
- Discuss the fact students can get an associate degree or transfer and get a bachelor's in teaching.
- Psychology and philosophy follow the GTS pathway.

2

Physical Education (PE)

- **Describe** your experience playing sports or getting active during your time in college. Write a few personal anecdotes below.

2

Social Science (SO)

- **Describe** any interesting experiences you've had involving the fields of psychology, teaching, and/or philosophy; Write a few personal anecdotes below.

2

STLCC Transformed

- **Business Administration (BA), Communications South (CS), and the Library (L)** are getting demolished in STLCC Transformed so just describe.
- **BA had accounting, economics, business, political science, and history** classes. Most classes have been moved to the science buildings or Communications North.
- **CS had communications and foreign language** classes including French, German, and Spanish. Most classes have been relocated to Communications North.
- **Explain** that the **library** and **tutoring** areas have been moved to the Student Center and that you will show them later.
- We have business administration and accounting associate programs, and the rest of the degrees listed above follow the GTS pathway.

3

STLCC Transformed

- **Explain** that even though buildings are coming down, there is much to be excited about. We are getting a new Center for Emerging Technology, and a Financial Services and Enrollment Center (2 buildings total). Write some specific changes you are excited about below!

3

STLCC Transformed

- **Describe** any interesting experiences you've had involving the fields of business, communications, and/or foreign language; Write a few personal anecdotes below.

3

Science South (SS) (Section 1)

- Point out the **Biology Department**. Some associate degrees programs required that students take at least *one* lab science course.
- Be sure to mention the different science classes we offer. Some of the science classes offered on the campus are:
 - Biology
 - Chemistry
 - Physics
- **Explain** how the building is technically split into four sections.
- Most of our science classes, including the ones listed above, will follow the GSTS transfer pathway.

4

Lecture Halls (LH) (Section 2)

- There are four **lecture halls** located in this building.
- While our average class size is 23, we do have lecture halls that can host around 80 students. Our classes are much smaller than many universities in the area.
- **Let students know** they can usually take classes in smaller sizes if they would like, and recommend applying early to have more time and availability options.
- Show the students one of the open lecture halls (if not in use).
- Classes such as **history, psychology, biology, political science, and sociology** that are taken by many majors are hosted in lecture hall size classes.

4

Lecture Halls (LH) (Section 2)

- **Discuss** your experience in any lecture hall/larger classrooms. Describe both positive and negative aspects below.

4

Science West (SW) (Section 3)

- Allow students to get excited about the **snakes and snapping turtle on display**. Feel free to give our turtle a new name on every tour!
- Talk about all of the **science artifacts** you pass by. We have **geology, horticulture, and physical science** in this section. Our **nursing program** is also located in this section.
- **Horticulture** is a huge part of our campus; it is a unique program at Meramec. *This is where you can mention that we have four main campuses*
- Our **math** and **engineering** departments are upstairs. Many math and engineering classes are held in this section.
- We have horticulture and nursing associate programs. The other programs listed above follow our GSTS pathway.

4

Applied Science (AS) (Section 4)

- **Our architecture and interior design** classes are located on the second floor.
- *Show this area since the tour route has become shorter.*
- Remember that we have an Interior Design associates program, but we don't have a full architecture degree, just classes. Architecture follows the GTS pathway.
- Mention again that interior design is a Meramec-specific degree.

4

Applied Science (AS) (Section 4)

- **Describe** any interesting experiences you've had involving the scientific field; Write a few personal anecdotes below.

4

Student Center (SC)

First Floor (Library and Bookstore)

- The **Reference Librarians** are available to help students with internet and database research. Students can also utilize our **free printing** here!
- Students are free to use any of the **computers** in the library as long as they are open and the content is appropriate, and **laptops** are available to check out while in the library.
- Step into the lobby and point out the **bookstore** which is next to the elevator. Students can rent books or buy them new, used, or in an e-book format. We offer a price match guarantee, and students can have their textbooks shipped to their homes or the bookstore. Also, students can sell their books on our marketplace after classes end.
- We often sell school supplies in this area.

6

Campus Police/Student Center Quad

- As you're cutting through the Student Center Quad, mention all of the events that occur here during the semester (i.e. food trucks, club celebrations). It's a huge selling point!
- Also, talk about the police department here. The primary purpose of our professionally trained **College Police Department** is to create a secure and safe environment for the college community.
- The campus police can **assist students** with lockouts, jump-starts, and can provide safety escorts to their vehicles upon request. The Police Department personnel are on duty 24 hours a day 7 days a week, including holidays.
- Students will automatically be signed up for campus alerts. These notify students about emergencies, closings, safety drills, and more.

5

Student Center (SC)

Second Floor (1 of 2)

- Upstairs is our **Campus Life** office where students get their **Student ID** and **Parking Pass** - both of which are free the first time. *Parking at STLCC is completely free.*
- Campus Life also works with students to get involved! We have many clubs such as The Music Club, Board Game Club, Engineering Club, and more! Students can also go to Campus Life and start their own clubs!

6

Student Center (SC)

Second Floor (2 of 2)

- Mention that the **Montage Student Newspaper** is located upstairs, especially if anyone is planning to major in journalism.
- **TRIO Office**: You are eligible to join TRIO if you qualify for the Pell Grant, if you are a first-generation college student, or if you have a documented disability. TRIO offers academic support services to students such as tutoring, one-on-one advising, personal assistance, and college survival workshops.
- While many of our degrees involving computers are at other campuses, we do have some **computer lab classes** upstairs.

6

Student Center (SC)

- **Describe** any interesting experiences you've had involving computer-focused fields; Write a few personal anecdotes below.

6

Student Center (SC)

- **Describe** your involvement in college clubs. Talk about any experiences you had getting involved!

6

Student Center (SC)

- Now show our Tutoring section. Mention that we have **math tutoring, a college writing center, academic success**, who works with students beyond the classroom, **science tutoring**, and **online tutoring**. Also, mention that tutoring is free.
- Now you can walk them to the **Meramec cafeteria**. There are also microwaves and vending machines in the sitting area.
- FYI, free Wi-Fi is available throughout campus, including parking lots.

6

Humanities West (HW)

- The **Meramec Theater Department** offers five student-run productions throughout the year. This is particularly good for students interested in set or costume design or being a makeup artist. If the theater is open, it's great to show. *All productions are free of charge for attendees*
- Mention that most of the **artwork** in the Humanities building is student made, usually from the current semester.
- There is a **music and choir room** located directly across from the Theater.

7

Humanities East (HE)

- **Describe** any interesting experiences you've had pertaining to arts-focused fields. Write a few personal anecdotes below.

7

Humanities East (HE)

- The **music** department is located under the stairs.
- **Drawing, painting and photography** classes are all located on the second floor. Stop at the stairs and point up or show area if students are interested.
- Continue down the hall and tell students the art lockers are available for art students to use.
- **Graphic design** classrooms are located just past the art lockers, along with the **ceramics** and **sculpture studio**. Also mention the **Art Gallery**.
- Most of our arts classes are part of the GFA transfer pathway. We do have photography and graphic communications associate programs, however.

7

Communications North Building (CN)

- Point out the **English Department**.
- **The Testing Center** is in room CN122. The Accuplacer placement test and ESL (English as a Second Language) tests are given here. Also, students who need assistance through the Access Office can also take their tests in this office.
- Early college's department is down towards Clark Hall.
- This is one of the main classroom flex spaces for STLCC Transformed.
- Another **Math Lab** is located next to the doors in front of Clark Hall. *They offer tutoring, as well as classes in this lab. Many math classes are in CN.*

8

Communications North Building (CN)

- **Describe** any interesting experiences you've had involving the fields of math and English. Write a few personal anecdotes below.

8

PTK and Honors (RAO Department)

- **Describe** your experience with any honors classes, honors societies, or scholarship opportunities you pursued.

1

PTK and Honors (RAO Department)

- In the RAO waiting room, explain the **Phi Theta Kappa and Honors College documents** mention that PTK is the International honors society of two-year colleges. Students need a 3.5 GPA or higher to join PTK and a one-time fee of \$90. Phi Theta Kappa provides many scholarship opportunities.
- Honors College is a great way to explore areas of curiosity while working closely with some of the best instructors here at STLCC. Honors credits show that students are high achievers when applying for scholarships and jobs.
- The Honors Coordinator, Dr. Jerry Meyers, is located in the Music Department.

1

Conclusion

- **Ask attendees to complete the tour survey.** QR codes can be scanned with their cell phones.
- **Ask and help students complete an application** if they haven't. **Direct students to departments** they need to find.
- **Thank prospective students/parents for coming to STLCC Mera-mec.** Tell them we look forward to seeing them soon and to keep in touch if they have any questions!
- **Give guests their pre-made bags.**

1