State Fair Community College
Whiteman Air Force Base

NEW
STUDENT INFORMATION PACKET

OFFICE HOURS

Monday-Thursday 7:30 - 5:00

Friday 7:30 – 2:30

PHONE NUMBER: 660-563-3358

WHITEMAN OFFICE STAFF

Devin Sproston - Director: 660-687-0979, dsproston@sfccmo.edu

Nick Dannenfelser – Assistant Director: 660-687-0981, cdannenfelser@sfccmo.edu

Jeannie Harrington – Administrative Assistant: 660-687-0980, jharrington1@sfccmo.edu

IMPORTANT CAMPUS NUMBERS:

Campus Store 660-596-5840

Financial Aid 660-530-5834

Business Office 660-530-5826

Academic Records and Registrar 660-530-5829

Key Web Sites

SFCC - **www.sfccmo.edu**

Financial Aid – **https://studentaid.gov/h/apply-for-aid/fafsa**

Canvas – **https://sfccmo.instructure.com/**

MyCAA – **https://mycaa.militaryonesource.mil**

Books/SFCC Merchandise – **https://sfccbooks.com/home**

SFCC Student Portal – **https://mySFCC.sfccmo.edu**

NON-MILITARY ASSOCIATED STUDENTS

For students who do not already have access to WAFB, please let us know when you enroll in your classes.

➤ Provide the SFCC-WAFB office with a copy of your driver's license, passport or passport card and your social security card to get entry access to WAFB.

➤ You will need someone to sign you onto the base until WAFB authorities approve your access.

SFCC-WAFB will submit your information (SSN, birthdate, & driver's license/passport info) to WAFB authorities to request access approval for you to attend SFCC-WAFB classes. This pass will allow you to access the base **ONLY** during class times. *You **MAY NOT** use the pass for other purposes on base.* If you do, your access will be revoked, and you will not be able to attend your WAFB classes.

MILITARY TUITION ASSISTANCE

For active-duty members and some guard and reserve personnel. This pays for most of your tuition costs only. It does not pay for books, course materials, or any other non-tuition charge.   For active-duty Air Force personnel, your submission/approval window is no earlier than 45-days before the class starts and no later than 7-days before the class starts. TA requests must be submitted for each class you enroll in every semester.

MyCAA (Military Spouse Assistance)

Go to the MyCAA Spouse Portal online at **https://mycaa.militaryonesource.mil** and provide the required Spouse Profile information. A real-time Defense Enrollment Eligibility Reporting System eligibility check will confirm if you meet MyCAA eligibility requirements. Once confirmed, you can move forward and establish a MyCAA Account. Those who do not pass this check will be provided with additional guidance. Your MyCAA requests for payment must be submitted to MyCAA no later than 14 days before start of each class.

VETERANS EDUCATION BENEFITS

Provide the SFCC-WAFB office with a copy of your Certificate of Eligibility letter or a printed copy of your VA Education Benefits application and DD Form 214. We will certify your enrollment with the VA the week classes begin. This will initiate the VA payment process. VA payments many times are received after the SFCC payment due date. This means you may receive a bill from SFCC. If this happens please check with our office to ensure we have submitted your VA enrollment certification. Always notify us when you enroll or change your enrollment or drop any classes.

mySFCC – STUDENT PORTAL

This is the SFCC student portal and is used to access your SFCC student email account, degree plans, online class information, financial aid information, payment information, student activities information, and lots of other information. Access mySFCC at **https://mySFCC.sfccmo.edu/** . You'll enter your first initial + last name + any qualifier you have on your email address, and your password initially will be your birthdate and your capitalized first and last name initials in the format of **mmddyy-II**. For example, if your birthday was May 31, 1998, and your name is Jane Doe your initial password would be 053198-JD. *Don't forget—check your SFCC student email at least 4 times a week!*

STUDENT EMAIL ACCOUNT

PLEASE CHECK YOUR SFCC EMAIL ACOUNT *EVERY DAY* SO YOU DO NOT MISS IMPORTANT INFORMATION. *YOUR STUDENT EMAIL ACCOUNT IS DIFFERENT FROM THE INBOX IN CANVAS.
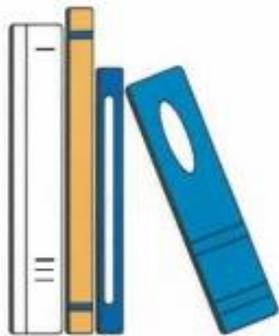
WHERE? MYSFCC & OKTA DASHBOARD

FIND MY SCHEDULE

WHERE? MYSFCC → ENROLL TAB. UNDER ENROLLMENT TOOLS, CLICK ON "STUDENT SCHEDULE." SELECT THE SEMESTER, AND CLICK "SUBMIT."

BOOKS

WHERE? MYSFCC → ENROLL TAB. UNDER ENROLLMENT TOOLS, CLICK "GET BOOKS FROM YOUR SFCC CAMPUS STORE."

CAMPUS STORE BALANCE: MYSFCC → FINANCIAL AID TAB → FINANCIAL AID OVERVIEW → CAMPUS STORE BALANCE

BOOKS

MUST BE ORDERED ONLINE
→ SELECT PICK UP OR SHIPPED
→ FOR PICK UP: YOU MUST WAIT UNTIL YOU RECIEVE AN EMAIL FROM CAMPUS STORE STATING BOOKS ARE READY FOR PICK UP. PICK UP ONLY AVAILABLE ON SEDALIA CAMPUS.
→ YOU MUST BRING YOUR VALID, GOVERNMENT ISSUED PHOTO ID.

CONTACTS

CAMPUS STORE: CAMPUSSTORE@SFCCMO.EDU OR (660) 530-5840
FINANCIAL AID: FINAID@SFCCMO.EDU OR (660) 530-5834
INFORMATION TECHNOLOGY 24/7 HELP DESK: (866) 295-3070

QUICK REFERENCE

DEPARTMENT	PHONE #	Email ADDRESS
Campus-WAFB	573-348-0888	wafb@sfccmo.edu
Navigator-WAFB (Nick)	573-317-8056	cdannenfelser@sfccmo.edu
Admissions	660-530-5833	admissions@sfccmo.edu
Business Office	660-530-5826	businessofficeemail@sfccmo.edu
Campus Store	660-530-5840	campusstore@sfccmo.edu
Financial Aid	660-530-5834	finaid@sfccmo.edu
Library	660-530-5842	library@sfccmo.edu
Registrar & Records	660-530-5829	registrar@sfccmo.edu
Tutoring	660-596-7365	tutoring@sfccmo.edu
Counseling Services- SFCC (Julie McNeal)	660-530-5841	jmcneall@sfccmo.edu
Counseling Services- CMU		cccsedalia@centralmethodist.edu
Disability Support Services (Lara Edwards)	660-596-7293	ledwards7@sfccmo.edu
Testing Services-Sedalia	660-530-5818	testing@sfccmo.edu

STATE FAIR COMMUNITY COLLEGE - CALENDAR OVERVIEW 2025-2026

FALL 2025

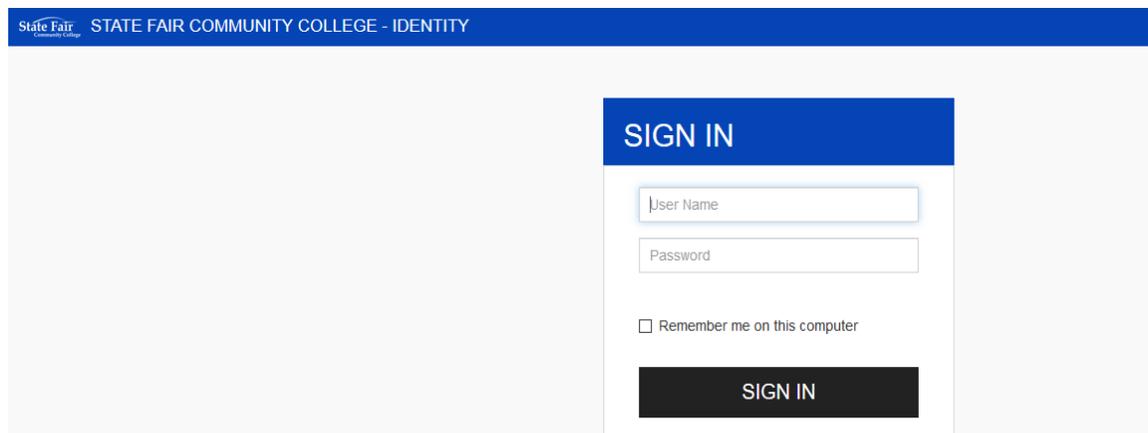|	
August 4, 2025	Fall Interim Starts
August 7, 2025	Campus Closes at Noon
August 11, 2025	Faculty Return for Fall Prep
August 15, 2025	Convocation Day
August 15, 2025	Fall Interim Ends
August 18, 2025	Fall Term Starts
September 1, 2025	Labor Day – CLOSED
October 13 – 16, 2025	Fall Break for Students
October 17, 2025	Fall Holiday – CLOSED
November 11, 2025	Veterans Day – CLOSED
November 26 – 28, 2025	Thanksgiving Break – CLOSED
December 8 – 12, 2025	Last Week of Term
December 12, 2025	Fall Term Ends
December 12, 2025	Fall Commencement
December 17, 2025	Campus Closes at Noon until January 2, 2026

SPRING 2026

January 2, 2026	Campus Reopens after Winter Break
January 5, 2026	Spring Interim Starts
January 12, 2026	Faculty Return for Spring Prep
January 16, 2026	Spring Interim Ends
January 19, 2026	Martin Luther King Jr. Day - CLOSED
January 20, 2026	Spring Term Starts
February 16, 2026	Presidents' Day - CLOSED
March 16 – 20, 2026	Spring Break - CLOSED
April 3, 2026	Spring Holiday - CLOSED
May 11 – 15, 2026	Last Week of Term
May 15, 2026	Spring Term Ends
May 15, 2026	Spring Commencement

SUMMER 2026

May 18, 2026	Summer Interim Starts
May 25, 2026	Memorial Day - CLOSED
May 29, 2026	Summer Interim Ends
June 1, 2026	Summer Term I Starts
June 19, 2026	Juneteenth - CLOSED
June 26, 2026	Summer Term I Ends
June 29, 2026	Summer Term II Starts
July 3, 2026	Independence Day Observed - CLOSED
July 24, 2026	Summer Term II Ends

To Log In to mySFCC at https://mySFCC.sfccmo.edu/:

STATE FAIR COMMUNITY COLLEGE - IDENTITY

SIGN IN

User Name

Password

☐ Remember me on this computer

SIGN IN

- Go to the SFCC home page: **http://www.sfccmo.edu**
- Click on the mySFCC (Portal) link on the Quick Link pull down menu (this will open a new window)
- Enter your first initial + last name + any qualifier you have on your email address.
- Enter your Password. Initially it is your birth date, a dash, and your first and last name initials capitalized. (MMDDYY-II)

NAVIGATING IN MYSFCC

➢ *Once you're logged in, you'll be on the HOME page.*
- You'll see a navigation panel on the left side of the page.

➢ *The side panel is displayed to the left on each mySFCC page.*
- The specific pages you'll have listed are based on your role, i.e. student.

Use the Side Panel to jump to specific areas, applications, & information

State Fair
Community College

- HOME
- ACADEMICS
- ENROLL
- FINANCE
- FACULTY
- FINANCIAL AID
- HUMAN RESOURCES
- LIBRARY   <
- NEWS AND INFORMATION
- PAY MY BILL
- PAYROLL
- REPORTS
- RESOURCES
- SAFETY / SECURITY

➤ *Side Panel- Page Links*

HOME
   • *ANNOUNCEMENTS*
   • *APPLICATIONS*
   • *MY COURSES*
   • *PERSONAL INFORMATION*
   • *THANKS TO YOU*
   • *EMERGENCY ALERTS*
	FINANCIAL AID
	   • *FINANCIAL AID REQUIREMENTS*
	   • *FINANCIAL AID OVERVIEW*
	   • *REQUESTING A STUDENT LOAN*
	   • *FINANCIAL AID APPEALS*
	   • *DISBURSEMENT SCHEDULE*
	   • *RESOURCES*
	   • *PERSONAL MONEY MATTERS*
	   • *POLICY AN DPROCEDURES*

ACADEMICS
   • *SFCC ONLINE*
   • *I NEED TO*
   • *ACADEMIC PROFILE*
   • *STUDENT GRADES*
   • *DEGREE WORKS*
   • *NAVIGATOR (ADVISING)*
   • *ACADEMIC APPEALS*
   • *TRIOSTUDENT SUPPORT SERVICES*
	ENROLL
	   • *GET STARTED AT SFCC*
	   • *UPCOMING SEMESTER DETAILS*
	   • *ROADRUNNER READY – OREINTATION TO SFCC*
	   • *ENROLLMENT TOOLS*
	   • *I NEED TO*
	   • *THE LEARNING FORCE*

PAY MY BILL
   • *PAYMENT CENTER*
   • *REQUESTING A STUDENT LOAN*
   • *MY BLUECARD – SFCC ID*
   • *PERSONAL MONEY MATTERS*
	RESOURCES
	   • *EAB – STRATEGIC ADVISING SERVICES*
	   • *WEB CONTENT DISPLAY*
	   • *ACADEMIC RESOURCES*
	   • *REMOTE OFFICES*
	   • *FACILITIES MANAGEMENT*
	   • *TUTORING &ACADEMIC SUPPORT*
	   • *TRIO STUDENT SUPPORT SERVICES*
	   • *REMOTE INTERNET OPTIONS*
	   • *TESTING SERVICES*
	   • *ONLINE TEACHING RESOURCES*
	   • *DISABILITY RESOURCE CENTER & COUNSELING*
	   • *INFORMATION TECHNOLOGY SERVICES*
	   • *STUDENT LIFE, ACTIVITIES, RESIDENCE HALLS*
	   • *TRANSFER RESOURCES*
	   • *CAMPUS STORE*
	   • *MO SMALL BUSINESS DEVELOPMENT CENTER*
	   • *DEGREE OR CERTIFICATE AUDIT*
	   • *FOOD PANTRY 7 CARING CLOSET*
	   • *SERVICE REQUESTS*
	   • *COMMUNITY, HEALTH &VETERAN RESOURCES*
	   • *COLLEGE COUNCIL*
	   • *WORK RESOURCES*
	   • *REMOTE COMPUS*
	   • *ADULT ED 7LITERACY PROGRAM*

SAFETY / SECURITY
   • *SECURITY RESOURCES*
   • *SAFETY LINKS*
   • *SFCC ALERT!*
   • *LOST & FOUND*
   • *INCIDENT REPORT*
	LIBRARY
	   • *TOOLS*
	   • *DATABASES*

Quick links to common applications

Navigation Panel

HOME
ACADEMICS
ENROLL
FINANCE
FACULTY
FINANCIAL AID
HUMAN RESOURCES
LIBRARY
NEWS AND INFORMATION
PAY MY BILL
PAYROLL
REPORTS
RESOURCES
SAFETY / SECURITY
CENTER FOR TEACHING & LEARNING

HOME
Home Community / Home

ANNOUNCEMENTS

Announcements

Subject	Preview	Hide
This week at SFCC- August 20	State Fair Community College WEEKLY — The following is a weekly communication by State Fair Community College's Marketing and Communications department. Read Now!	Hide

Delivery Date: Aug 20, 2025

☐ Show Hidden

THANKS TO YOU

APPLICATIONS AND TOOLS

Canvas   Degree Works   StarFish   Incident Report   Alert   SFCC Web

MY COURSES- CLICK ON CANVAS (ABOVE) TO ACCESS COURSE

Course List

Courses yet to be registered.

PERSONAL INFORMATION

Update Contact and Emergency Information

EMERGENCY ALERTS

SFCC Emergency Alerts(Opens New Window)

ACADEMICS Page

Access your online course information

ACADEMICS
ENROLL
FINANCE
FACULTY
FINANCIAL AID
HUMAN RESOURCES
LIBRARY
NEWS AND INFORMATION
PAY MY BILL
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CENTER FOR TEACHING & LEARNING

SFCC ONLINE

Canvas is the online Learning Management Software (LMS).

By taking courses, you can expect to receive notification emails from **Canvas** which will come from the **Canvas** Instructure system (notifications@instructure.com). It is important that you check your Inbox and Clutter or Junk Mail folders, just to be safe.

Log in to **Canvas** with your username (the front part of your SFCC email address) and the password that you use to access mySFCC.

Students will be provided access to a free, online **Canvas** training course. Log in to **Canvas** to access the course, which will prepare you to successfully navigate the system.

If you have any technical questions or concerns, please call the Help Desk at 1-866-295-3070.

Online Learning Resources & Tips

Checkout the I NEED TO... section

I NEED TO...

- Apply for graduation
- Change my program/catalog year - *Guide to Changing my Program/Catalog Year*
- Change my name or social security number
- Check Academic Dates and Deadlines Calendar
- Check my unofficial transcript
- Check transfer agreements
- Explore degree options
- Request official transcript or check status
- Request to audit a class
- Submit or check status of nursing program application
- Submit Student Consent to Release Education Records
- Submit Veteran Certification Form
- Verify enrollment

PERSONAL INFORMATION

ACADEMIC PROFILE

Spring 2020   Select Another Term

Primary

No Data Found for Curriculum

Transcript   Holds

STUDENT GRADES

Preferences

The Beginning of Time
Fall 2025

No Data Found

➢ **To view your final grades**
Go to the ACADEMICS page, STUDENT GRADES section on the right side of the page

➢ *To view your unofficial Academic Transcript:*
- Go to the ACADEMICS page, ACADEMIC PROFILE section on the right side of the page.
- Click on the Transcript link at the bottom of the ACADEMIC PROFILE section
- Select the current term
- Click on transcript
- Select transcript level and click on submit

ACADEMIC PROFILE

Fall 2019   Select Another Term

Primary   Secondary

Curriculum

Class Standing:	Freshman
Degree:	NonDegree
Level:	Undergraduate
Program:	Personal Interest
Admit Term:	Fall 2009
Catalog Term:	Fall 2009
College:	Academic Discipline
Major and Department:	Personal Interest,General Education

Transcript   Holds

> **Check to see if you have any holds on your account**

STUDENT GRADES

Preferences

The Beginning of Time
Spring 2020

No Data Found

> **Access Starfish and find who is your Navigator**

NAVIGATOR (ADVISING)

Find my navigator (advisor)
Connect to your navigator, instructors and to success … from start to finish!

Get started!

1. Click here, log in and set up your profile.
2. Get familiar with your Starfish dashboard.
3. Communicate with students, faculty, staff, or navigators through Starfish.

Schedule an Appointment with Your Navigator in Starfish. Additional directions available here.

TRIO STUDENT SUPPORT SERVICES

APPLY NOW

TRiO
STUDENT SUPPORT SERVICES

Student Support Services (SSS) provides academic support, activities and services to eligible students that helps them earn an Associate of Arts (AA) degree and transfer to a university or college to pursue a bachelor's degree. Click **TRiO** for more information. SSS is a federally funded program.

DEGREE WORKS

Degree Works is an audit that combines degree or certificate requirements and coursework into an easy-to-read worksheet that shows you how courses count toward completion. Click HERE to access this valuable resource.

Degree Works Help Tools

- View the **Student Reference Manual**
- Refer to the Help link in Degree Works
- Contact your Student Success Navigator
- Call extension 7711 (on campus) or 866-295-3070 (off campus) for technical is

> **Academic Appeals and forgiveness**

ACADEMIC APPEALS

- The SFCC Grievance and Appellate Process – In accordance with Regulation 1385, SFCC provides students with a fair and equitable process to resolve issues or appeal administrative decisions/actions. Click **Grievance and Appellate Form** to submit your appeal your issue or concern online.
- **Academic Forgiveness (Regulation 2531)** – SFCC permits student to petition for academic forgiveness for unsuccessful grades that were earned at least five years ago, though certain other conditions must be met. Approval of the petition permits a new start without the negative impact of the prior academic record. Click **Academic Forgiveness** to view the conditions and submit a petition for consideration.
- **SFCC Compliment and Complaint Form** – Click to submit a compliment or complaint about SFCC processes, departments or employees. Complaints or compliments are forwarded to the appropriate parties for resolution or recognition and are reviewed annually by the Executive Leadership Team.

➢ *Access your degree plan:*
- Click on the ACADEMICS page
- Scroll down to the DegreeWorks section
- Click on the DegreeWorks icon
- Anything with a green check mark you've completed.

ENROLL

Home Community / Enroll

GET STARTED AT SFCC

Getting started at SFCC is a breeze, click this button!

Get Started Today!

ENROLLMENT TOOLS

Registration Status

Look Up Classes

Add or Drop Classes

Student Schedule

Get Books From Your SFCC Campus Store

Enrollment Verification

View Holds

Guided Self-Placement Form

Student and Financial Aid Menu

Payment Center

> **Lookup and enroll in classes…check your schedule**

> **Find what books and supplies you need for your classes**

> **Pay Course & Technology Fees**

I NEED TO…

- **Choose an area of study**
- **Enroll in a class after the deadline**
- **Find my navigator (advisor)**
- **Know when I can enroll**
- **Know more about adding or dropping classes**
- **Request to audit a class**
- **Review the Course Catalogs**
- **Withdraw from all classes**

THE LEARNINGFORCE

The LearningForce (TLF) offers an array of non-credit classes for professional and personal enrichment, workforce training and Kids College. Go to **The LearningForce** website to view the course schedule and enroll.

If you have questions or need assistance, call (660) 530-5822 or email thelearningforce@sfccmo.edu.

UPCOMING SEMESTER DETAILS

ROADRUNNER READY - ORIENTATION TO SFCC

SFCC provides orientation *FREE* to help you get started on the right foot.

Roadrunner Ready, the SFCC Orientation Program, is a great tool for students who are either new to SFCC or returning to SFCC. The college offers **two orientation options**, on ground and online. Students who participate in Roadrunner Ready are prepared for academic success, having learned about campus resources, financial aid and scholarships, textbook options, SFCC academic technology, and more.

Roadrunner Ready On Ground is offered on selected dates to students accepted to SFCC with a completed Enrollment Checklist. Completion of the Enrollment Checklist prior to attending orientation ensures students have full access to their accounts and technology utilized at SFCC. Sign up **here** to reserve your spot.

Bring the mobile technology you will be using for courses, such as a personal laptop and cell phone. During orientation, we will help you access and navigate SFCC technology resources! If you do not own a personal computer, you can use the computers on campus during orientation. SFCC's IT Services staff can also share recommendations if you're shopping for devices or unsure if your devices are compatible.

Students are allowed to bring one (1) guest per student. Bringing children is discouraged as the orientation is a learning experience for students and guests. Students attending on ground orientation will also have access to the online orientation course while a student at SFCC.

Roadrunner Ready Online is available 24/7 to students accepted to SFCC with a completed Enrollment Checklist. To access the course, log into OKTA and click on the **Canvas** icon. The Student Orientation course card appears on your personal dashboard. Complete the course before the semester begins to support your future success! You retain access to this course throughout your time at SFCC, so you can refer back to the modules when help is needed!

Need more information? Call **(660) 530-5831** or email **success@sfccmo.edu.**

➢ *To register/enroll in classes:*
- Click on the ENROLL page
- Click on "Add or Drop Classes"
- Select the term and hit submit
- Click Advanced Search
- Select one or more of the subjects (use control key or shift key)
- Select your Campus (online, Whiteman, Sedalia, etc.)
- Select the part of term (First 8-week, Second 8-week, Full, etc.)
- Scroll to the bottom of your screen and click on the Section Search
- Click the box next to the class(es) you desire
- Click on the Register button
- Review to make sure you've enrolled in the correct class

➢ *To view your schedule and to see meeting days, start times, and classroom number:*
- Go to the ENROLL page
- Go to the ENROLLMENT TOOLS section
- Click on "Student Schedule"

➕ ADD or DROP CLASSES ➖

➢ You may enroll in a class up to the day before class start date.

➢ If you drop a class within the first 3 days in the first week of class, you will receive a 100% refund on tuition and fees for that class. Check the academic calendar for exact 100% refund dates.

   ▪ After the first week of class, you may drop a class, but you will owe all tuition and fee charges.

   ▪ In many cases, financial aid and other payment methods will not pay for a dropped class. This means you will be required to pay the full amount for the class.

➢ If a class is dropped after the 100% refund period, you will receive a "W" on your transcript.

➢ To drop a single class

   ▪ Go to mySFCC, ENROLL page, ENROLLMENT TOOLS section, and click on 'Add or Drop Classes'

ENROLLMENT TOOLS

Registration Status	↗
Look Up Classes	↗
Add or Drop Classes	↗
Student Schedule	↗
Get Books From Your SFCC Campus Store	↗
Enrollment Verification	↗
View Holds	↗
Guided Self-Placement Form	↗
Student and Financial Aid Menu	↗
Payment Center	↗

I NEED TO...

- **Choose an area of study**
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- **Know more about adding or dropping classes**
- **Request to audit a class**
- **Review the Course Catalogs**
- **Withdraw from all classes**
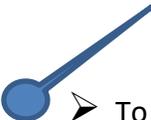
➢ To withdraw from **all** your classes:

   ▪ Go to mySFCC ENROLL page, I NEED TO..., and click on 'Withdrawal from all classes'

FINANCIAL AID Page

FINANCIAL AID

Home Community / Financial Aid

Sidebar navigation:
- HOME
- ACADEMICS
- ENROLL
- FINANCE
- FACULTY
- FINANCIAL AID ★
- HUMAN RESOURCES
- LIBRARY
- NEWS AND INFORMATION
- PAY MY BILL
- PAYROLL
- REPORTS
- RESOURCES
- SAFETY / SECURITY
- CENTER FOR T... & LEARNING

FINANCIAL AID REQUIREMENTS & RED FLAGS

WOULD YOU LIKE REMOTE ASSISTANCE?

Click https://sfccmo.zoom.us/j/93107759733 to connect with a Financial Aid advisor.

If an advisor does not immediately enter the Zoom room, please call **(660) 530-5834** to notify staff you are in the Zoom room.

Office hours are Monday - Friday 8 a.m. to 5 p.m..

You have no Financial Aid Requirements for this aid year.
2025-2026 Financial Aid Year
Choose Another Aid Year

Message	Holds	Financial Aid Status	Progress

FINANCIAL AID OVERVIEW

- Complete Red Flags and Loan Requests ⧉
- Campus Store Balance ⧉
- Financial Aid Offer Summary ⧉

FINANCIAL AID APPEALS

APPEALS MUST BE SUBMITTED AT LEAST TWO (2) WEEKS BEFORE THE END OF THE SEMESTER.

Last day to submit appeals for fall 2025 semester is 11/25/25.

- **Financial Aid Suspension Appeal** – If you have been placed on financial aid suspension and want to request an appeal, fill out this form; submit any supporting documentation and contact your navigator to complete an Academic Success Plan.

- **Amendment to the Appeal** – If you are currently on an approved appeal and want to change your program of study, complete this form and contact your navigator to submit an updated Academic Success Plan.

RESOURCES

How-To Videos

Videos to assist students with Financial Aid

Scholarship Applications

- SFCC Scholarship Application
- Last Mile Education Fund - NEW - Scholarships for CIS and NET ...
- TechForce Foundation Scholarships & Grants
- Roy Blunt Behavioral Health Scholarship
- Altrusa International Scholarship
- Purdy Emerging Leaders Scholarship (due May 15)
- Missouri Scholarship & Loan Foundation's Access EXTRA Scholarship (due May 15)

Look for scholarship

Financial Aid Forms

Federal & State Resources

Financial Aid forms

REQUESTING A STUDENT LOAN

If you plan to use federal student loans, you need to complete the loan request process *at least two weeks prior to the last day* of the semester for which you are requesting the loan. You must have a FAFSA on file with SFCC and be enrolled in at least six credit hours.

If you are enrolled in a **pre-program** or a **certificate program** that is less than one year in length, your loans are subject to limitations as defined in SFCC's **Financial Aid Policies and Procedures**.

Step 1 : Click **Loan Request Process Instructions**

Step 2: Complete the following items at **studentaid.gov**.

- New borrowers and first time borrowers at SFCC: Complete Entrance Counseling and Master Promissory Note (MPN)

Step 3: Financial Aid staff will email to you the steps to complete the required forms. For assistance or questions, contact the Financial Aid office at (660) 530-5834 or email loanrequest@sfccmo.edu.

Student loan requests for fall 2025 are due by 11/25/25.

DISBURSEMENT SCHEDULE

Fall 2025 Semester: 8/18/25 - 12/12/25

Classes that start on:	Funds to Pay	Financial Aid to apply fund to student account	Business Office to mail check or direct deposit
8/04/25 and 8/18/25	All Funds (first half of loans)	8/28/25	9/10/25
	All Funds	9/11/25	9/24/25
9/15/25	All Funds	9/25/25	10/8/25
	All Funds	10/8/25	10/21/25
10/20/25	All Funds (second half of loans)	10/30/25	11/10/25
	All Funds	11/10/25	11/20/25
11/17/25	All Funds	11/25/25	12/4/25
	All Funds	12/5/25	12/12/25

Student Loan requests SAP Appea... Fall 2025 - due by 11/25/25.

Verification documents for Fall 2... by 2/3/26.

Direct deposits will be deposi... ...eck mail date. Your **Direct Deposit Authorization** needs to be on file with the Business Office... ...or to disbursement dates in order to be in effect for that...

➢ ***To get Financial Aid***

- Submit a FAFSA application at **www.fafsa.gov**
- You'll receive an email notification when SFCC receives your FAFSA information about 14 days after you submit
- Check the **FINANCIAL AID REQUIREMENTS** section on the FINANCIAL AID page to see if the financial aid office needs additional information/documentation to complete the processing/awarding of aid
  - Complete all **RED FLAGS**
  - **Green checkmarks** mean no action is required on that item

➢ *To view your Financial Aid Award information*

- On the FINANCIAL AID page, go to the FINANCIAL AID OVERVIEW section
- Click on Financial Aid Review
- Select the aid year

➢ *To view additional Financial Aid information*

On the FINANCIAL AID page, go to the RESOURCES section

➢ *To find student loan information*

- On the FINANCIAL AID page, go to the REQUESTING A STUDENT LOAN section

REQUESTING A STUDENT LOAN

If you plan to use federal student loans, you need to complete the loan request process *at least* **two weeks prior** *to the last day* of the semester for which you are requesting the loan. You must have a FAFSA on file with SFCC and be enrolled in at least six credit hours.

If you are enrolled in a **pre-program** or a **certificate program** that is less than one year in length, your loans are subject to limitations as defined in SFCC's **Financial Aid Policies and Procedures**.

Step 1 : Click **Loan Request Process Instructions**.

Step 2: Complete the following items at **studentaid.gov**.

Department of Education student loan web site

- New borrowers and first time borrowers at SFCC: Complete Entrance Counseling and Master Promissory Note (MPN)

Step 3: Financial Aid staff will email to you the steps to complete the required forms. For assistance or questions, contact the Financial Aid office at (660) 530-5834 or email loanrequest@sfccmo.edu.

Student loan requests for fall 2025 are due by 11/25/25.

To make a payment

PAY MY BILL

Home Community / Pay My Bill

PAYMENT CENTER

Note: If this is your first visit on this device, you will need to allow pop-ups from *.sfccmo.edu before taking this link. If you need assistance with this, please contact a HelpDesk representative in chat (available 24/7) now.

PAY HERE

Access Pay Here to:

- View your bills and recent account activity
- Make payments and store payment profiles
- Setup a payment plan
- Authorize your parents or guardians to access your bills and make payments on your account

MY BLUECARD - SFCC ID

The BLUECARD is your official multipurpose SFCC ID card. Please carry it with you, and keep it in a safe place (wallet/purse), just as you would a credit card. Your card and related accounts are nontransferable.

Your BLUECARD may be deactivated and/or retained when presented by anyone other than the cardholder.

You can pick up your BLUECARD in Student Services, Hopkins Student Center, Room 750, on the Sedalia campus during regular office hours. There is no charge for the BLUECARD.

An *electronic BLUECARD* is now available using an app. Click **HERE** and then click "Where do I get my BLUECARD."

Sample BLUECARD shown above, actual card image may vary.

REQUESTING A STUDENT LOAN

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Student loan requests for fall 2025 are due by 11/25/25.

PERSONAL MONEY MATTERS

Financial Avenue
About Financial Avenue
Registration Guide
SFCC access code: chw7um

The little blue card that can do big things!

Your BLUECARD is your SFCC ID card. **For more frequently asked questions, visit www.sfccmo.edu/bluecard**

➢ **To make a payment**

- Click on PAY MY BILL page link
- Click on the Payment Center link in the PAYMENT CENTER section
- Choose make a payment
- Ensure your "pop-up blockers" are disabled

➢ **To sign-up for a payment plan**

- Log into mySFCC
- Choose the PAY MY BILL page link
- Choose the "Payment Center" link in the PAYMENT CENTER section
- Choose the "Enroll in a payment plan" tab in the quick view section
- Choose a payment plan from the listing of available plans

  o **Students paying with VA, financial aid, or self-pay may want to enroll in a payment plan to ensure they do not have a hold placed on their account while waiting on payments to be sent to SFCC.**

RESOURCES Page

RESOURCES

Home Community / Resources

- HOME
- ACADEMICS
- ENROLL
- FINANCE
- FACULTY
- FINANCIAL AID
- HUMAN RESOURCES
- LIBRARY
- NEWS AND INFORMATION
- PAY MY BILL
- PAYROLL
- REPORTS
- RESOURCES
- SAFETY / SECURITY
- CENTER FOR TEACHING & LEARNING

EAB - STRATEGIC ADVISING SERVICES

SFCC is now an EAB (Education Advisory Board) member. Linked below are three documents that explain how to create a personal account and the Strategic Advisory Services (SAS) that you are now able to use.

Getting Started Today at EAB

SAS Partnership Orientation

How SAS Supports SFCC

ACADEMIC RESOURCES

- Fall 2025 - Academic Calendar
- Downloading Academic Calendar to Outlook
- Dual Credit Faculty Handbook
- Faculty Roles and Responsibilities
- Lead Instructors
- Establishing Classroom Rules
- Faculty Handbook 2023-2024
- Presentation Accommodations

Forms:

- Library Instruction Request
- Change of Grade Form
- Library Materials Request
- FLAC Review and Acknowledge Compensation Instructions

Student Success Team:

- Accommodating Testing Times

WEB CONTENT DISPLAY

State Fair Community College

Caring Campus

SFCC Departments

Caring Campus

REMOTE OFFICES

Feeling a little disconnected, maybe even lost, while working remotely? If you are taking classes online, knowing who to contact is important. Here are a few resources to help:

Academic Records and Registrar 660-530-5829 add-drop@sfccmo.edu

Admissions - 660-530-5833 - admissions@sfccmo.edu

TUTORING & ACADEMIC SUPPORT

► Let's face it; college courses can sometimes be challenging. Are you struggling with **math homework** or need some **feedback** on a paper? Tutoring and Academic Success is here to help **you succeed!** Check out the FREE services below.

- Self-Help Resources
- Tutoring on the Sedalia campus
- Online Tutoring
- Free Workshops

TESTING SERVICES

Testing services

Testing Services, located in Hopkins Student Services Center, Lower Level Room 714, offers services that promote academic success, personal growth and career development. *Testing Services will test by appointment only.*

Exams are available to students, faculty, staff and the community.

Check out these links for more information:

Accuplacer Study App

ATI Remote Proctoring with Proctoria Student Quick Start Guide

TEAS Test Registration at ATI Testing

Information about CLEP for credit by exam

Information about DSST for credit by exam

Khan Academy - a great study tool for most tests

To make up a classroom test:

1. Communicate with your instructor.
2. Contact **Testing Services** a minimum of 2 business days before you need to test to schedule your appointment.
3. Bring a valid photo ID to your testing appointment.

Additionally, testing services are offered at other **SFCC campuses** such as Boonville, Clinton, Lake of the Ozarks, and Whiteman Air Force Base. Visit the specific campus location for contact information to learn more.

Resources and Tips Available on our web site

https://www.sfccmo.edu/academics-programs/sfcc-online/resources-tips/

ONLINE CLASS INFORMATION

You will attend/participate in your online class through the internet utilizing Canvas, a course management system for web-based instruction. You will have access to your online course by logging-in to Canvas **three days before the term/class starts**. This will allow you to download/review important course information (course syllabus, some homework assignments, & lots of other information) before the class starts. It is important to note that many classes have assignments due the very first day.

➢ Log into **https://mySFCC.sfccmo.edu** , on the HOME or ACADEMICS page click on the CANVAS icon

■ You can also log-in directly to Canvas by going to **https://sfccmo.instructure.com**

Sign-in using your SFCC username (first initial + last name + any qualifier on email) and password

■ *All users can expect to receive email alerts for Canvas accounts and course enrollments. These emails will come from the Canvas Instructure system (notifications@instructure.com). It is important that you check your Inbox and Clutter or Junk Mail folders, just to be safe.*

SELECT THE COURSE YOU WANT TO VIEW
Under the **DASHBOARD**, a list of all your courses is displayed. Please note that courses can be accessed in Canvas 3 days prior to the start of any given term. The course details will indicate when the course will be available to start work.

Click on the course you want

If your courses aren't listed in Canvas two days before the first day of class, you should go to your schedule in mySFCC to email your instructor directly and let them know you do not see their class in SFCC Online. You should then immediately contact the SFCC Help Desk.

SFCC offers a Student Help Desk to support any technical problems you might have with online or other SFCC computer systems: toll-free **866-295-3070**. Whenever you have technical problems, please let your instructor know. Always keep them in the loop.

EXPLORE THE COURSE

After selecting a course, the first page to appear is the Course Home Page. From this page, you will be able to jump to the course syllabus, academic policies, course announcements, modules, course grades, Office 365, and Starfish.
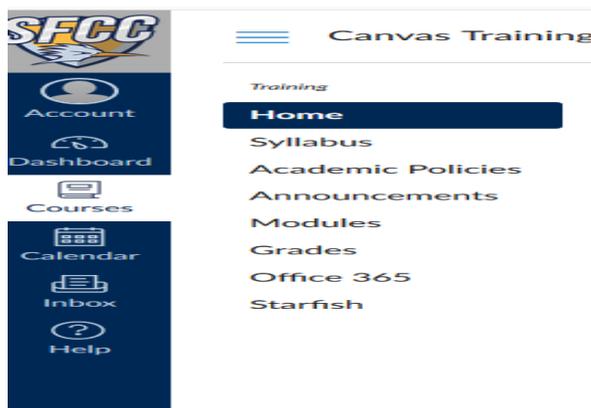
Note: *Please note that each instructor and different types of classes utilize Canvas differently. So expect some variations in how content is organized and the tools available within each course. The location of the course menu, key course elements such as the syllabus and modules will be consistent from course to course.*

Course content is organized within Module folders. Each Module folder will contain the course documents, assignments, exercises, and assessments. Reading through and understanding the syllabus and course documentation is imperative since it includes details on how to complete, expectations on formatting, as well as deadlines.

COMMUNICATION

Don't forget - check your SFCC

Throughout the course, if you have questions or need assistance, use the Inbox menu option.

Note: *Make sure to check email a few times a week. Instructors will send course communication to the SFCC student email address. Email can be accessed through mySFCC.*

To learn more about Canvas and online courses at SFCC read the below information and go to the following link for more detailed information.

https://www.sfccmo.edu/academics-programs/sfcc-online/

WHAT YOU NEED TO KNOW ABOUT ONLINE COURSES

- ➤ Yes, you do **need a book** for online classes. Many classes have e-books.
- ➤ **Buy/rent required textbooks**. You may view what books you need and order books online at **www.sfccbooks.com**. You may buy your books and supplies in person at the SFCC Campus Store on the Sedalia campus. The Campus Store is in the Stauffacher Building (north end by the cafeteria).
- ➤ **Check** your computer to make sure it meets the **minimum computer requirements**.

- ➤ **Familiarize yourself with the format of the class** prior to the class start date. Expect to log into each class a minimum of four times each week to complete course work, review announcements, and participate in online discussions.
- ➤ **Plan your time**. Time management is an important part of online learning, so it is important to set aside class and study time throughout each week. Let family and roommates know your class/study times.

- ➤ **Avoid procrastination.** Know assignment deadlines and keep a calendar with due dates and study times to keep yourself on task. Submit assignments early instead of the last hour to avoid problems.
- ➤ **Participate in the class**. As an online student, you will be required to study and participate in class just as in a face-to-face class to achieve the objectives of the course. Grades are often given for submitting and responding to messages/posts and participating in discussion forums with your classmates.
- ➤ If you have questions or problems, ASK!! **Contact your instructor** immediately if you do not understand any assignments or directions. Email is the most effective way to communicate with your online instructor and fellow students.
- ➤ Your **SFCC email account** is the official email address that is used in our online classes. You can access your SFCC email when you log into mySFCC. Your inbox is located on your ENROLL page. *Check this email at least 4 times a week.*
- ➤ Check announcements on the **HOME page tab** and in **Canvas** on a regular basis.

Setting Up SFCC Student Email on Your Smart Phone

Set up Exchange email on an Apple iPhone and iPad

- Email: 9-digit ID#@student.sfccmo.edu
- Username: 9-digit ID#@student.sfccmo.edu
- Password: your mySFCC password
- Domain: outlook.office365.com
- Server: outlook.office365.com

    1. Select Settings > Accounts and Passwords > Add Account.
    2. Select Microsoft Exchange.
    3. Type the required information in the fields as requested (see above).
    4. Select Next on the upper-right corner of the screen.
    5. In the Server box, enter the server's name (see above) and choose Next.
    6. Choose the type of information you want to synchronize between your account and your device and then Save. By default, Mail, Contacts, and Calendar information are synchronized.
    7. If you're prompted to create a passcode, tap Continue and type a numeric passcode.

Set up Microsoft Exchange email on an Android

- Email: 9-digit ID#@student.sfccmo.edu
- Username: 9-digit ID#@student.sfccmo.edu
- Password: your mySFCC password
- Domain: outlook.office365.com
- Server: outlook.office365.com

    1. From the Applications menu, select the Email or Mail option.
    2. Type your full email address and your password, and then select Next.
    3. Select Exchange account. This option may be named Exchange ActiveSync.
    4. Enter your account information as required (see above) and select Next.
    5. Soon the Account Options screen displays. Options vary from device to device.
    6. Select Next after choosing the appropriate options and then type a name for this account and the name you want displayed when you send e-mail to others.
    7. Select Done to complete the email setup and start using your account.

Set up Exchange ActiveSync on Windows Phone

- Email: 9-digit ID#@student.sfccmo.edu
- Username: 9-digit ID#@student.sfccmo.edu
- Password: your mySFCC password
- Domain: outlook.office365.com
- Server: outlook.office365.com

    1. On Start, swipe left to the App list, select Settings, and then select email + accounts.
    2. Select add an account > Outlook.
    3. Enter email address/password, and then select Sign in. Email account is setup automatically.
    4. If your email account can't be set up automatically, you'll see the message, "We couldn't find your settings". Select Advanced. Enter the appropriate fields as needed from above.
    5. Select the Server requires encrypted (SSL) connection box.
    6. Select Sign in.
    7. Select OK if Exchange ActiveSync asks you to enforce policies or set a password.

SEDALIA CAMPUS
Map and Guide

1 William C. Hopkins
Student Services Center
Main Level- Rooms 719-750
- Board Room
- Business Office
- Financial Aid
- Student Services
- President's Office
- Information Technology Services
Lower Level- Rooms 700-715
- Institutional Accreditation and Effectiveness
- Testing Center
- Institutional Research
- Human Resources

2 Marvin R. Fielding Technical Center
Rooms 200-322
- The Learning*Force*
- State Fair Career and Technology Center
- Collaborate Lab
- Career and technical education programs
- Computer labs

3 Automotive Technology Building
Rooms 600-610

4 Tech II
- eSports
- OTA

5 Heckart Science and Allied Health Center
Main Level- Rooms 800-853
- Thompson Conference Center
- SFCC Foundation and Alumni Office
- Science classrooms and labs
Upper Level- Rooms 800-853
- Nursing program and skills lab

6 Charles E. Yeater Learning Center
Rooms 100-193
- Archives
- Thompson O'Sullivan Studio Theatre
- Donald C. Proctor Library
- Olen Howard Family Cyber Café
- Campus Store
- Humanities, social sciences, math, and English programs

- Tutoring Services
- Access and Disability Services
- Adult Education and Literacy
- TRiO
- Copy Center and Mailroom
- Marketing & Communications

7 Daum Museum of Contemporary Art
Rooms 36-116

8 Stauffacher Center for the Fine Arts
Rooms 10-83
- Lamm's Landing
- Café and Catering
- Parkhurst Student Commons
- Stauffacher Theatre and Box Office
- Fine and Performing Arts programs
- Goddard Gallery

9 Fred E. Davis Multipurpose Center
Lower Level- Rooms 200-228
- Andrew S. Carroll Administrative Suite
- Gymnasium and Tyson Fitness Center
Upper Level- Rooms 200-228
- Indoor Walking Track
- Dental Hygiene Clinic
- Physical Education, Dental Hygiene and Occupational Therapy Assistant programs

10 Residence Hall

11 Potter-Ewing Agriculture Building
Rooms 400-409
- Agriculture and Horticulture programs and greenhouses

12 Maintenance Building (Physical Plant)

13 Sports Complex
- Outdoor walking track and soccer, practice and intramural fields

14 Olen Howard Workforce Innovation Center
- Precision Machining
- Welding

15 College Farm

College Farm 15

Extended Campus Locations

SFCC-Boonville
The Kemper Campus
701 Third St.
Boonville, MO 65233
(660) 882-3090
www.sfccmo.edu/boonville

SFCC-Clinton
Truman Regional Education Center
1701 N. 2nd St.
Clinton, MO 64735-3201
(660) 383-1600
www.sfccmo.edu/clinton

SFCC-Lake of the Ozarks
Stone Crest Mall
3797 Highway 54, Box B-2
Osage Beach, MO 65065-2186
(573) 348-0888
www.sfccmo.edu/lake

SFCC-Eldon
Eldon Career Center
113 S. Pine
Eldon, MO 65026
(573) 693-9013
www.sfccmo.edu/eldon

SFCC-Whiteman AFB
Professional Development Center
511 Spirit Blvd., Rm. 245
Whiteman AFB, MO 65305-5099
(660) 563-3358
www.sfccmo.edu/wafb

Benton County
292 South Highway 65
Lincoln, MO 65338
(660) 563-3358

Electronic door
SFCC is a tobacco-free college.
Internet access is available in the Donald C. Proctor Library and in Parkhurst Student Commons; wireless access is available at the Sedalia, Boonville, Clinton, Eldon, and the Lake of the Ozarks locations (network login required).
Visitor and handicapped parking options are available.
For emergencies on campus, use emergency phones provided on campus or dial 911.

State Fair
Community College
3201 W. 16th Street
Sedalia, MO 65301-2199
(660) 530-5800
www.sfccmo.edu

7/2023

West 16th Street
Thompson Blvd. and to Highway 50
to Highway 65
Clarendon Rd.
Parking
Clarendon Road
Missouri State Fairgrounds
Stauffacher Theatre
The Learning Force
Thompson Conference Center
Lion's Club Pavilion
Roadrunner Court
Pond
Donald C. Proctor Library
Parking
Residence Life Director Home
Intramural Field
Practice Field
Soccer Field
to walking track
SFCC Loop Rd.
SFCC Loop Rd.
Community Gardens

State Fair Community College

Student Consent to Release Educational Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), State Fair Community College is legally prohibited from releasing the information contained in a student's educational files to anyone except the student. In order for other individuals to have access to a student's educational files, financial aid information or student accounts, the student must complete and return this form.

_____ _____
Student Name (Print)   Student ID Number

List name(s) of people you wish to have authorization:

_____ _____
Name   Relationship to you

_____ _____
Name   Relationship to you

_____ _____
Name   Relationship to you

Please check the boxes below to grant authorization to different types of information and student account records:

☐ allow authorization to billing statements, charges, credits, payments, repayment history (including credit reporting history), communication history, past due amounts, and/or collection activity

☐ allow authorization to financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status

☐ allow authorization to college-maintain disciplinary action related documentation

☐ allow authorization to grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information

I, the undersigned student hereby authorizes State Fair Community College to release my educational records and information as indicated above. I also understand that I have the right not to consent to the release of my educational records, and I have the right to revoke my request at any time.

_____ _____
Student Signature   Date

Submit completed form to the Academic Records and Registrar's Office, State Fair Community College, 3201 West 16th Street, Sedalia Missouri 65301, (660) 530-5829, fax (660) 596-7472.

Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the same address.