DUAL ENROLLMENT
SOUTH TEXAS
COLLEGE
ACADEMY PROGRAMS

APPLICATION OVERVIEW
&
STEP-BY-STEP GUIDE

DUAL ENROLLMENT ACADEMY PROGRAMS

Two-year program designed for high school juniors and seniors

- Students can apply sophomore year
- Attend Partnering School District High School
- Cohort Based
- On Campus, First-hand college experience

Opportunity to earn Associate's by end of HS Senior Year in:

- Engineering **(DEEA)**
- Biology **(DEMSA)**
- Criminal Justice **(DECJA)**
- Business Administration **(DEBAA)**

Dual Enrollment Academy Programs Established in 2005

Cohort Development Contingent Upon Number of Student Applications & Offerings May Vary by Location

Dual Enrollment Academy Programs
Admission Application

Complete an **Admission's Application to South Texas College**

Note: Completing the Admission's Application is ONE part of the Academy Program's Application Process.

South Texas College Office of Admissions will email you an acceptance letter to the College a few days after completing the application:

- Save the Email
- Includes Your Username & STC Student ID (A#)
- It is NOT a Letter of Acceptance from the Academy Programs
- **Letter of Acceptance** to the **Academy Programs** will **sent by** the Dual Enrollment Academy Program's **Director** via e-mail in **Early May 2024.**

Dual Enrollment Academy Programs
Application Requirements

Essay: Select One Essay Option & Indicate Selected Option at Beginning of Essay.
Formatting: 1 Page Minimum, size 12 font, Times New Romans, Double-Spaced

Option #1: Describe the topics/issues that you care about, why they are important to you, and how do they relate to your selected field of study. How will you use your personal, work/volunteer, and academic experiences to make a positive impact on them?

Option #2: Describe a time when you faced a challenge, setback, or failure. What did you learn from that experience, how did it change you, and how will you use those lessons to be successful in your field of study?

Recommendations: 9th **or** 10th Grade English, Math, & Science Teachers

Recent High School Transcript: Counselor Submits Directly to STC. Must have **Satisfactory Grades**

STC Academic Standing: Must be in Good Standing (2.0 GPA or Higher) at start of courses (if you have taken or are taking dual credit courses).

Passing TSI Scores: Counselor Submits Directly to STC

Minimum TSIA 2.0 Assessment Scores

Test	Minimum Score
ELAR (Reading & Writing)	945 and Essay 5 **or** less than 945 **and** Diagnostic Level of a 5 **or** 6 **and** at least a 5 Essay
Math	950 **or** Below 950 **and** Diagnostic Level 6

STEP 1: SUBMIT ONLINE INTEREST FORM

- Students interested in applying will first submit an Interest Form
- The system will automatically send them an email from my inbox
- Link: **https://tinyurl.com/STCAcademyPrograms**
- **QR Code:**

STEP 2: ACCESS SELF-SERVICE CENTER (SSC)

Must log-in to email to click on the link to the Self-Service Center

Students will need to create an account; requires the creation of a username and password

STEP 4: VERIFY EMAIL

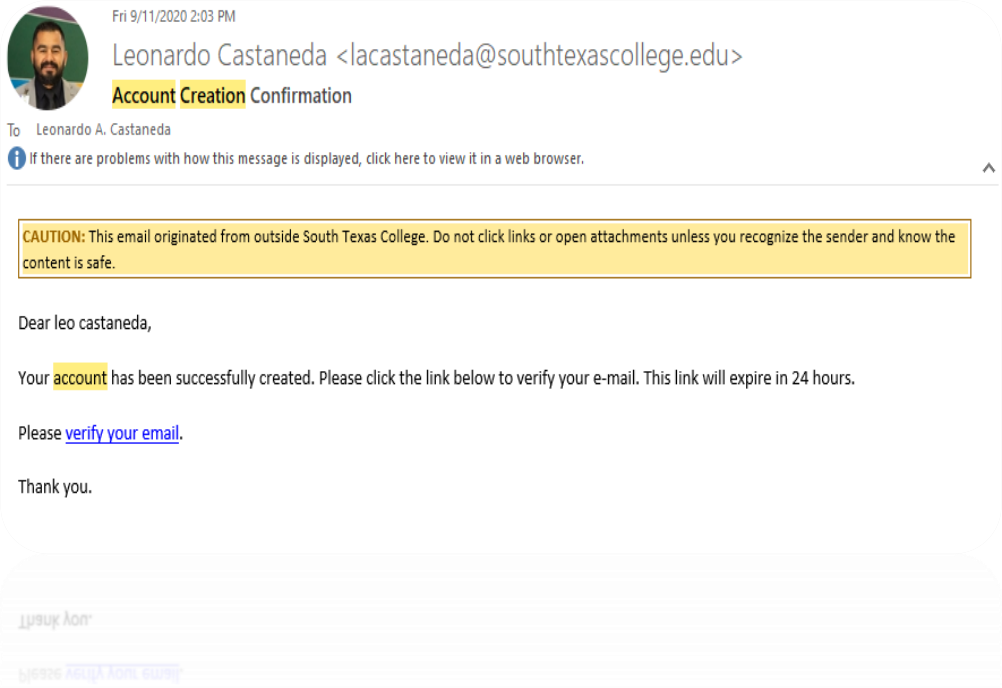
Verification E-mail: Student must log in to their e-mail for this step.

You only have 24 hours to verify email or link will expire!

If forget username and password they have to click on Forgot Username/Password? link and it will send them an email to original email they used to reset.

- an account – Username & Password

- After creating account, go to e-mail to check for Verification E-mail


Fri 9/11/2020 2:03 PM

Leonardo Castaneda <lacastaneda@southtexascollege.edu>

Account Creation Confirmation

To Leonardo A. Castaneda

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside South Texas College. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear leo castaneda,

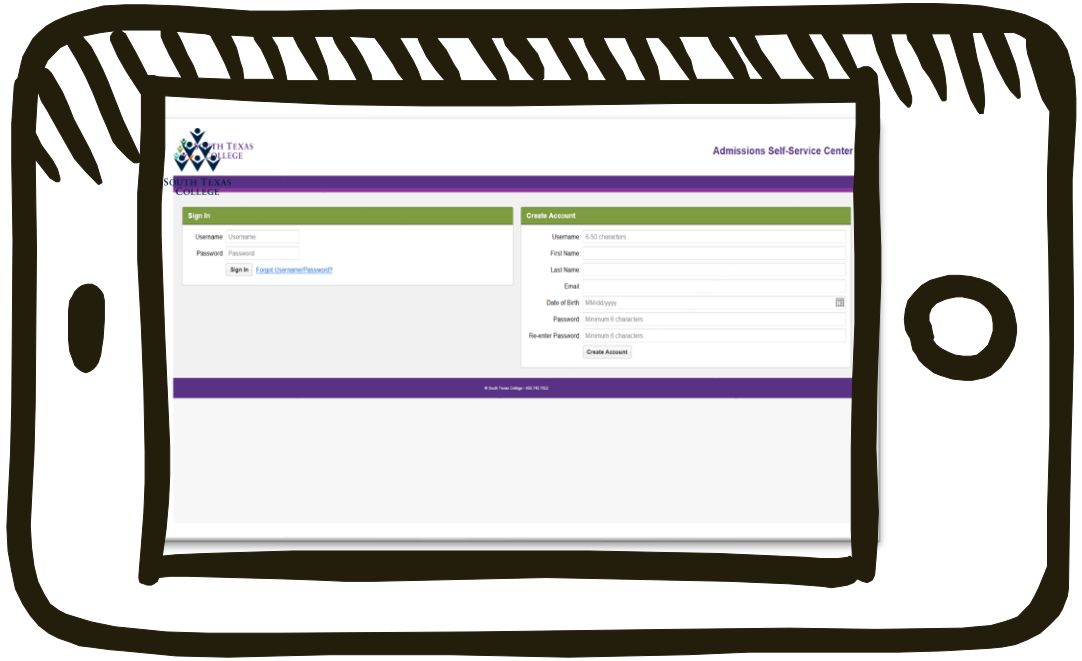
Your account has been successfully created. Please click the link below to verify your e-mail. This link will expire in 24 hours.

Please verify your email.

Thank you.

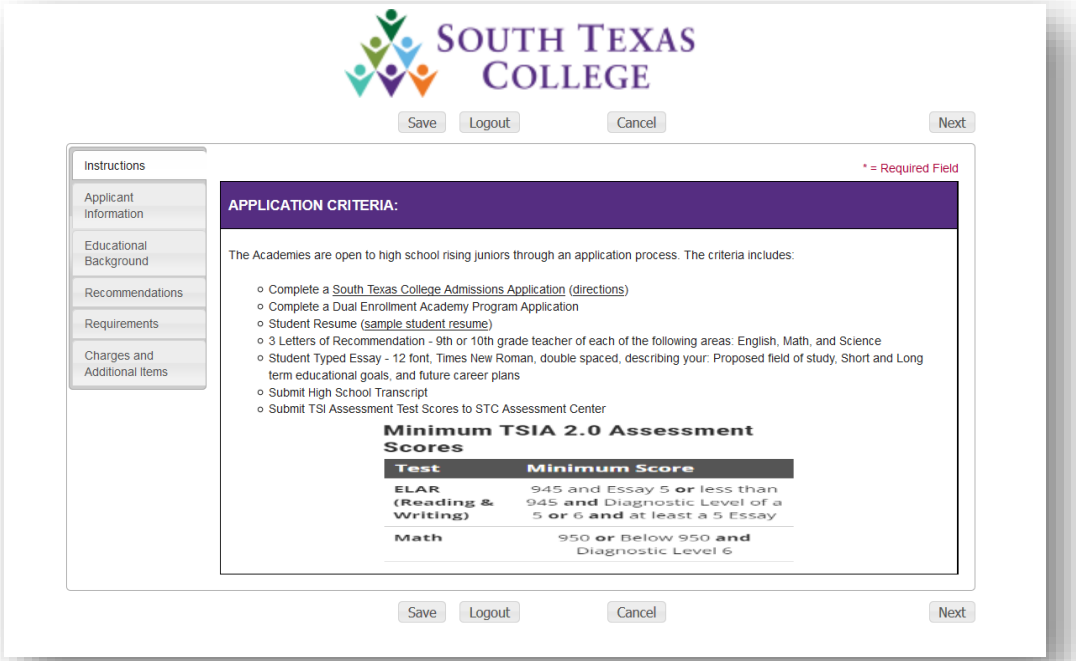
Recommendation: Use an email you regularly check

STEP 5: LOGIN TO BEGIN APPLICATION



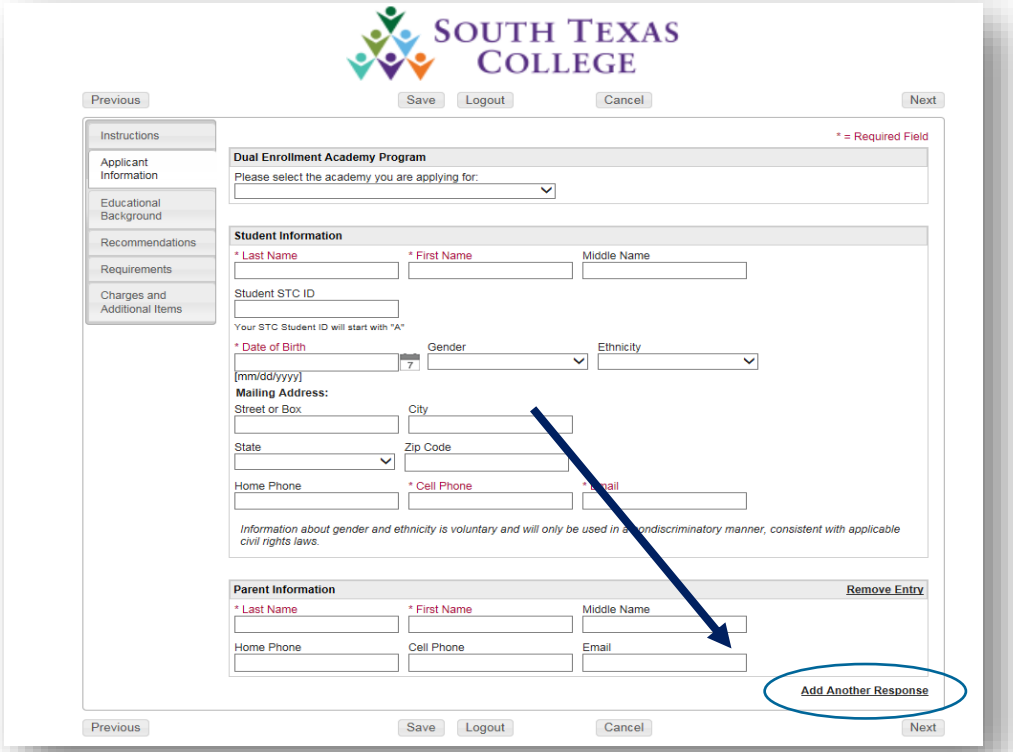
INSTRUCTIONS

- Recommended that students complete admissions application Apply Texas FIRST.
- Review Instructions.
- As outlined by criteria/instructions, click on tabs on left-hand side to complete required steps:



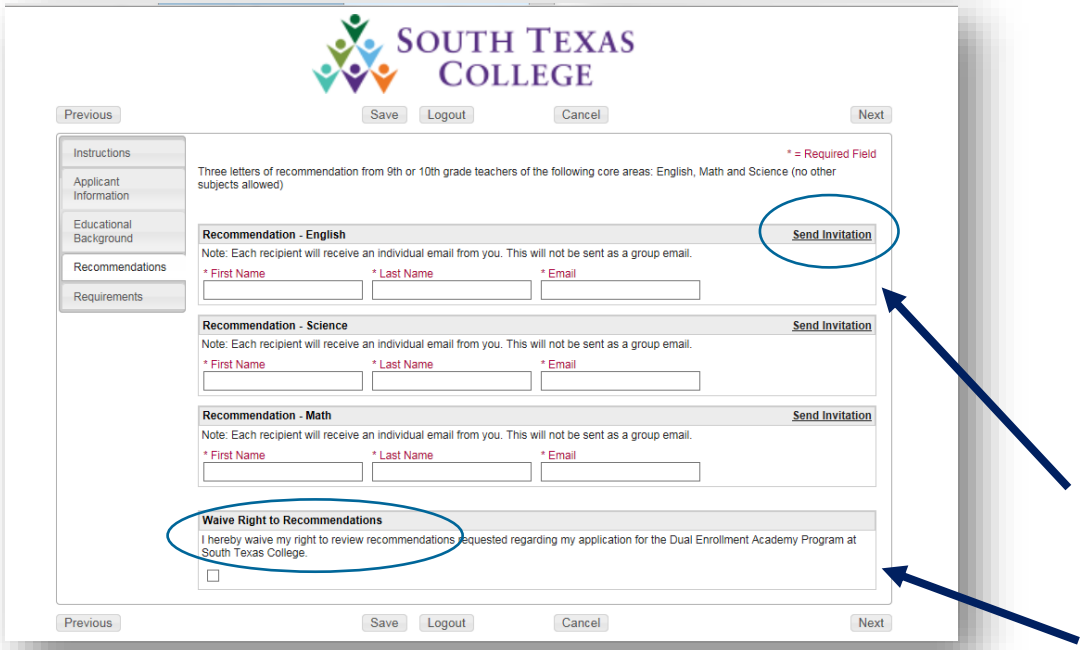
APPLICANT INFORMATION

- Select Academy applying to first!
- You can add the
- Fill in all required fields, recommended to fill in as many boxes as possible.
- Can Add Another Response to add additional parent information.
- Remind students to click SAVE often!



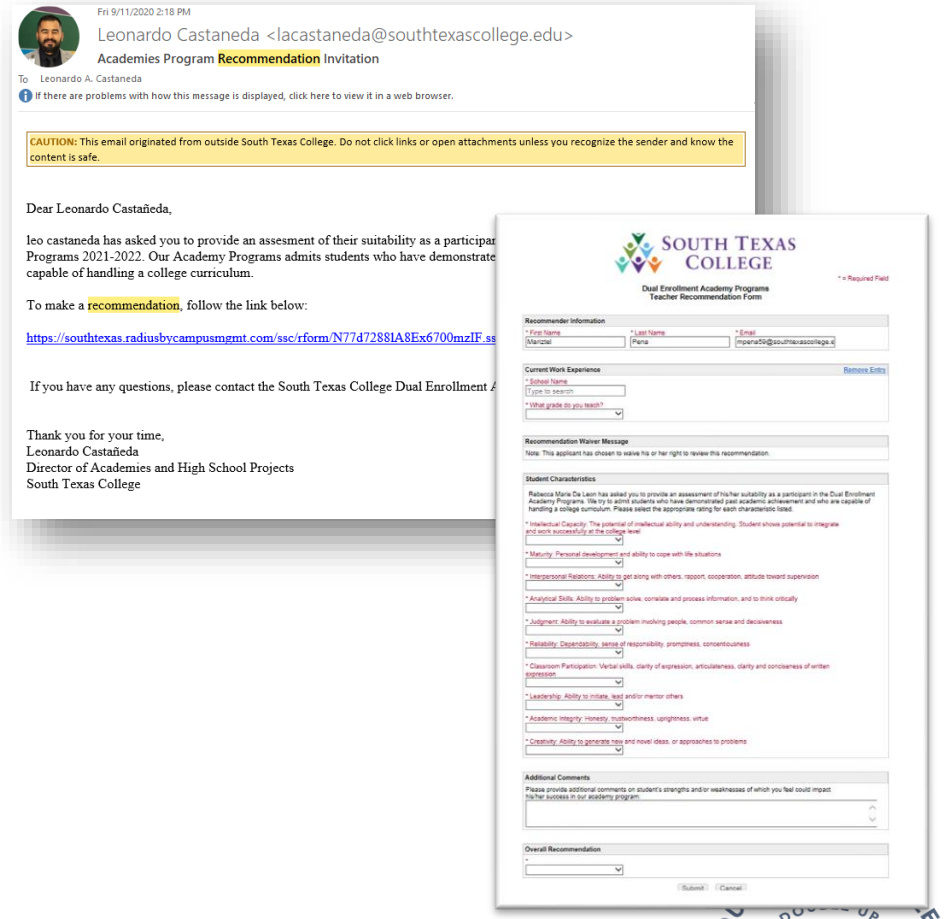
RECOMMENDATIONS

- Three recommendations are required: Math, Science & English
- Students must ask 9th or 10th grade teachers in these subjects for their ISD emails.
- Must remember to click SEND INVITATION, can resend if would like.
- It is Recommended to ‘Waive Right to Recommendations’



RECOMMENDATIONS (Continued)

- The following email is sent to the Teachers to complete recommendation (check spam)
- All 3 Recommendations Required
- Teachers need to fill in all the required fields
- Providing comments is highly recommended as it may enhance recommendation
- New: Please send out notification to Teachers after a presentation regarding possible recommendation invitations.

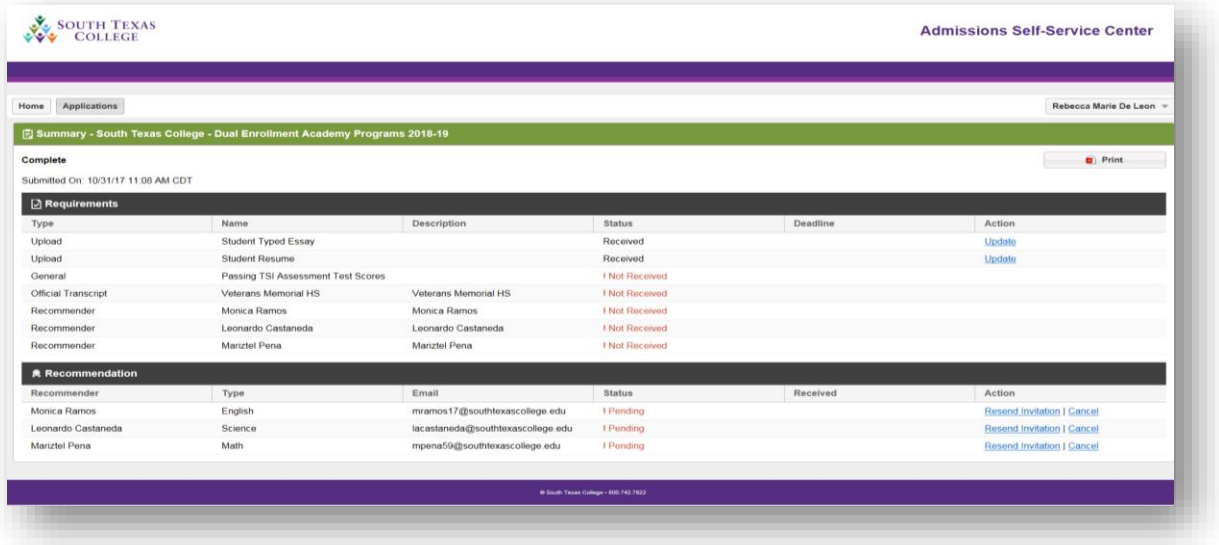


REQUIREMENTS – ESSAY

- Essay must be well written
- Must follow essay instructions
  - Answer prompt
  - Correct Formatting
  - Meet minimum page requirement
- It is recommended that it is reviewed prior to submission
- Acceptable file types: .doc., .docx., .pdf.
- Essay can be revised and resubmitted.
- Student must click SUBMIT to officially “turn in” application. Otherwise they can continue working by saving.

Application Requirements: Overview

- Students must check this page continuously to ensure **all requirements are submitted by March 25, 2024.**
- Transcript submitted electronically by your High School Counselor
- Update essay and/or resume and resend or cancel recommendation letter invites on this page as well.



Dual Enrollment Academy Programs
Application Tips

- **E-mail** required to create an account
- **Use an e-mail you regularly access**
- **Use YOUR e-mail**. Do not use one that belongs to a friend, parent, guardian, etc.
- You will receive automated messages to remind you of pending application requirements and the deadline, as well as other communication.
- **Ask Teacher's permission** prior to sending them the request for recommendation.
- For your essay: Proof read it your essay, ensure it is your best effort, have a teacher review it, meet length requirement, and **ANSWER THE PROMPT**.

Thank you!

Contact Information

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