



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:** 9<sup>th</sup> or 10<sup>th</sup> 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 <b>or</b> less than 945 <b>and</b> Diagnostic Level of a 5 <b>or</b> 6 <b>and</b> at least a 5 Essay
Math	950 <b>or</b> Below 950 <b>and</b> 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:

A stylized illustration of a tablet computer with a thick black border and a circular home button at the bottom. The screen displays a web form titled "Academies & High School Projects" with a "Required Field" indicator. The form is divided into three sections: "Enrollment Information" with fields for "Academy Area of Interest", "Entry Term", and "Future Career Interest"; "Student Information" with fields for "First Name", "Last Name", "Email Address", "Phone", and "Date of Birth"; and "High School Information" with a "Remove Entry" button, a search field for "High School Name", and a field for "High School Student ID". A "Submit" button is at the bottom, and a link for "Add Another Response" is in the bottom right corner.

# STEP 2: ACCESS SELF-SERVICE CENTER (SSC)

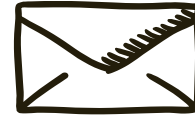


Must log-in to email to click on the link to the Self-Service Center

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



# STEP 4: VERIFY EMAIL



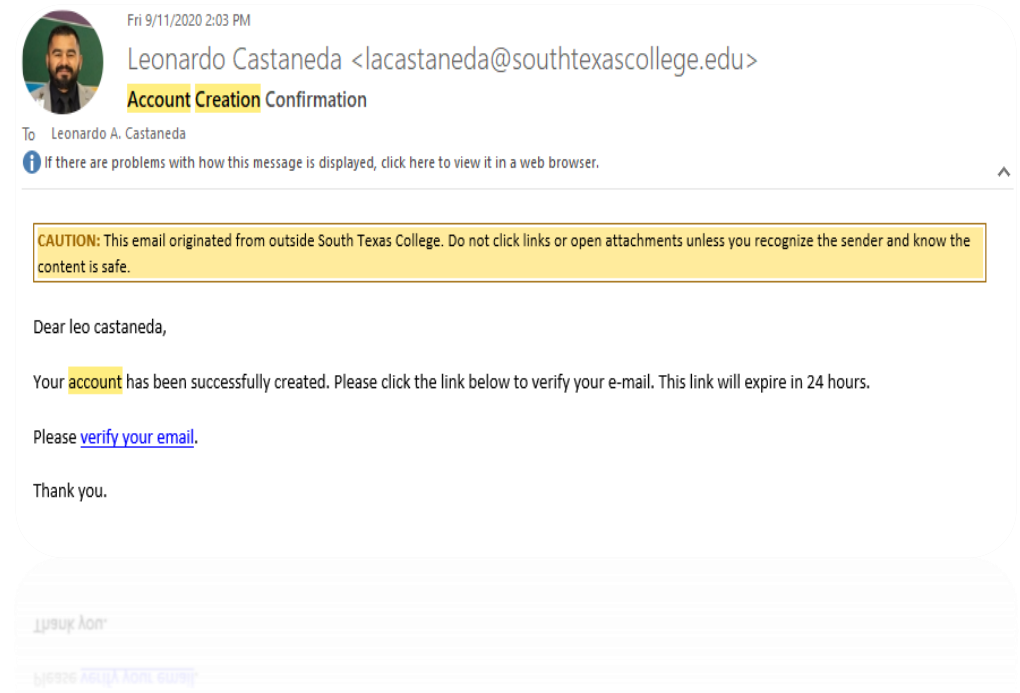
Verification E-mail: Student must log in to their e-mail for this step.

**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.

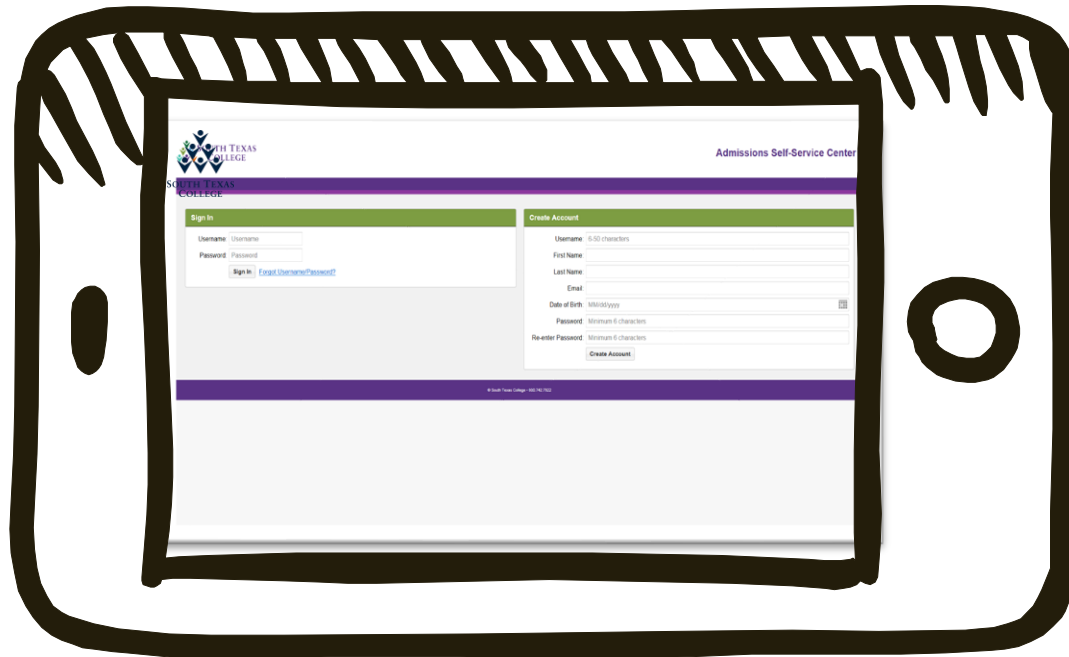
- an account – Username & Password
- After creating account, go to e-mail to check for Verification E-mail

**Recommendation: Use an email you regularly check**



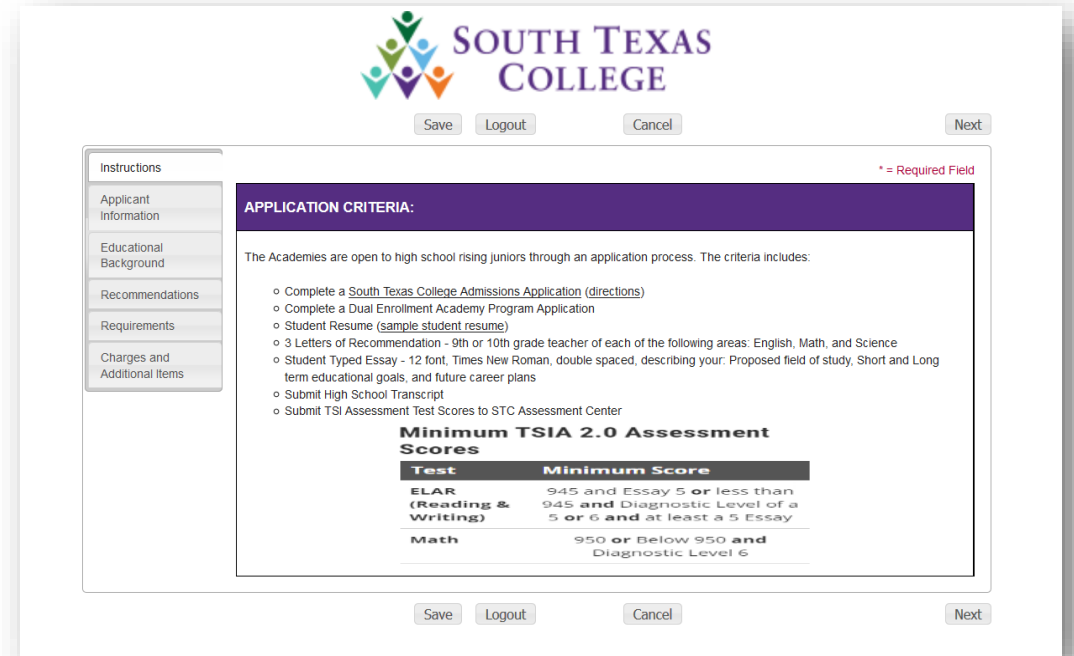


# STEP 5: LOGIN TO BEGIN APPLICATION



# 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:



The screenshot displays the South Texas College application portal. At the top, the college logo and name are visible, along with navigation buttons for 'Save', 'Logout', 'Cancel', and 'Next'. A sidebar on the left contains a menu with the following items: 'Instructions' (selected), 'Applicant Information', 'Educational Background', 'Recommendations', 'Requirements', and 'Charges and Additional Items'. The main content area is titled 'APPLICATION CRITERIA:' and includes a note: 'The Academies are open to high school rising juniors through an application process. The criteria includes:'. Below this, a list of requirements is provided:

- Complete a [South Texas College Admissions Application](#) ([directions](#))
- Complete a Dual Enrollment Academy Program Application
- Student Resume ([sample student resume](#))
- 3 Letters of Recommendation - 9th or 10th grade teacher of each of the following areas: English, Math, and Science
- Student Typed Essay - 12 font, Times New Roman, double spaced, describing your: Proposed field of study, Short and Long term educational goals, and future career plans
- Submit High School Transcript
- Submit TSI Assessment Test Scores to STC Assessment Center

Below the list, the 'Minimum TSIA 2.0 Assessment Scores' are detailed in a table:

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

At the bottom of the page, there are additional navigation buttons: 'Save', 'Logout', 'Cancel', and 'Next'.



# 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!

The screenshot shows the application form for the Dual Enrollment Academy Program at South Texas College. The form is titled "Dual Enrollment Academy Program" and includes a "Please select the academy you are applying for:" dropdown menu. The "Student Information" section contains fields for Last Name, First Name, Middle Name, Student STC ID, Date of Birth, Gender, Ethnicity, Mailing Address (Street or Box, City, State, Zip Code), Home Phone, Cell Phone, and Email. The "Parent Information" section contains fields for Last Name, First Name, Middle Name, Home Phone, Cell Phone, and Email. A blue arrow points to the "Add Another Response" button, which is circled in blue. The form also features a "Save" button and a "Logout" button.



# 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'

**SOUTH TEXAS COLLEGE**

Previous Save Logout Cancel Next

Instructions  
Applicant Information  
Educational Background  
Recommendations  
Requirements

Three letters of recommendation from 9th or 10th grade teachers of the following core areas: English, Math and Science (no other subjects allowed) \* = Required Field

**Recommendation - English** [Send Invitation](#)  
Note: Each recipient will receive an individual email from you. This will not be sent as a group email.  
\* First Name \* Last Name \* Email

**Recommendation - Science** [Send Invitation](#)  
Note: Each recipient will receive an individual email from you. This will not be sent as a group email.  
\* First Name \* Last Name \* Email

**Recommendation - Math** [Send Invitation](#)  
Note: Each recipient will receive an individual email from you. This will not be sent as a group email.  
\* First Name \* Last Name \* Email

**Waive Right to Recommendations**  
I hereby waive my right to review recommendations requested regarding my application for the Dual Enrollment Academy Program at South Texas College.

Previous Save Logout Cancel Next



# 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.

The image shows a screenshot of an email and a recommendation form. The email is from Leonardo Castañeda, dated Fri 9/11/2020 2:18 PM, with the subject 'Academies Program Recommendation Invitation'. The email body contains a caution about external links, a greeting to Leonardo Castañeda, a request for a recommendation, a link to the form, and contact information for Leonardo Castañeda, Director of Academies and High School Projects at South Texas College.

The recommendation form is titled 'SOUTH TEXAS COLLEGE Dual Enrollment Academy Programs Teacher Recommendation Form'. It includes sections for 'Recommender Information', 'Current Work Experience', 'Recommendation Waiver Message', 'Student Characteristics', and 'Additional Comments'. The 'Student Characteristics' section lists various traits with dropdown menus for selection. The 'Additional Comments' section has a text area for providing extra information. At the bottom, there is an 'Overall Recommendation' dropdown and 'Submit' and 'Cancel' buttons.



# 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.

**SOUTH TEXAS COLLEGE**

Previous Save Logout Submit Cancel

Instructions Applicant Information Educational Background Recommendations Requirements

**Student Typed Essay** \* = Required Field  
12 font, Times New Roman, double spaced, describing your: Proposed field of study, Short and Long term educational goals, and future career plans  
\* Student Typed Essay  
Attach file

**Student Resume**  
List high school awards, honors, participation in school organizations, club activities, and community activities  
\* Student Resume  
Attach file

Previous Save Logout Submit Cancel



# 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.

The screenshot displays the Admissions Self-Service Center interface for South Texas College. The page title is "Summary - South Texas College - Dual Enrollment Academy Programs 2018-19". The user is identified as Rebecca Marie De Leon. The application status is "Complete" and was submitted on 10/31/17 at 11:08 AM CDT. A "Print" button is visible.

**Requirements**

Type	Name	Description	Status	Deadline	Action
Upload	Student Typed Essay		Received		<a href="#">Update</a>
Upload	Student Resume		Received		<a href="#">Update</a>
General	Passing TSI Assessment Test Scores		! Not Received		
Official Transcript	Veterans Memorial HS	Veterans Memorial HS	! Not Received		
Recommender	Monica Ramos	Monica Ramos	! Not Received		
Recommender	Leonardo Castaneda	Leonardo Castaneda	! Not Received		
Recommender	Mariztel Pena	Mariztel Pena	! Not Received		

**Recommendation**

Recommender	Type	Email	Status	Received	Action
Monica Ramos	English	mramos17@southtexascollege.edu	! Pending		<a href="#">Resend Invitation</a>   <a href="#">Cancel</a>
Leonardo Castaneda	Science	lcastaneda@southtexascollege.edu	! Pending		<a href="#">Resend Invitation</a>   <a href="#">Cancel</a>
Mariztel Pena	Math	mpena59@southtexascollege.edu	! Pending		<a href="#">Resend Invitation</a>   <a href="#">Cancel</a>



# 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 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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