

2023-2024

ENROLLMENT & SUPPORT SERVICES MANUAL



**SOUTH TEXAS
COLLEGE**

**DIVISION OF ACADEMIC AFFIARS
DUAL CREDIT PROGRAMS**

Notice of Non-Discrimination

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

For more information, please review College Policy #4216 "Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited": <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>

South Texas College SACSCOC Accreditation

South Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Baccalaureate and Associate degrees. Questions about the accreditation of South Texas College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Dual Credit Programs NACEP Accreditation

South Texas College Dual Credit Programs is accredited by the National Alliance of Concurrent Enrollment Partnerships in meeting the highest standards in concurrent enrollment, dual credit initiatives, and displaying greater accountability through program evaluation. Contact the National Alliance of Concurrent Enrollment Partnerships at P.O. Box 578 Chapel Hill, NC 27514 or call 919-593-5205 for questions about accreditation of South Texas College Dual Credit Programs.

Purpose of the Manual

This document is intended to provide details relating to the student enrollment process and support services for the Dual Credit Programs at South Texas College and is designed for high school officials, students, parents, and South Texas College faculty and staff.

Alternative Format

An electronic copy of this document may be accessed in PDF format on the Dual Credit Programs website: <https://www.southtexascollege.edu/dual/manuals.html>

Last Updated

8.10.2023

STUDENT ENROLLMENT PROCESS

1

APPLY

Submit an application for admission online at www.goapplytexas.org

2

SUBMIT TRANSCRIPTS

Provide official transcripts from your school(s)

3

QUALIFY

Meet the college established course pre-requisites. *Review the dual credit testing requirements for more information.*

4

GET ADVISED

Attending a Dual Credit DoubleUp Event or meet with a Dual Credit Pathways staff to guide and assess your chosen college coursework.

5

REGISTER

Register online by logging on to your student account via Jagnet.

2022-2023 Enrollment Timeline

Fall 2023

Date:	Event:
February 20	Begin Submission of Schedule Change for ISD PARTNERS
March 20	Online portal for Non-S Opens
May 01	Begin screening all DC Students for requirements
May 26	STC Dual Credit Scheduling will begin Finalizing Partner Course Schedule
June 2	Priority Registration begins for S- Sections courses JAGNET
August 01	Final Apply Texas Application Deadline
August 01	Final Documents (H.S. Transcript/Test Scores) Deadline
August 07	Final Deadline for Sections Taught by STC Faculty with Student Enrollment less than numbers listed below need to be cancelled: <ul style="list-style-type: none">• Academic Sections: Less than 10• CTE Sections: Less than 7
August 11	Deadline to Submit Full Semester (Non-S) Section Enrollment requests Deadline to Submit Course Exception Forms Deadline to Clear Academic Holds
August 18	Final Deadline for Sections Taught by ISD Faculty with Student Enrollment less than numbers listed below need to be cancelled: <ul style="list-style-type: none">• Academic Sections: Less than 10• CTE Sections: Less than 7
August 28	First Day of Class
September 01	Dual Credit Faculty Roster Review Deadline
September 13	Census Last Day to Drop at 100%
November 17	Last Day to Withdraw (WS on Transcript)
December 18	Grades Due

Spring 2024

Date:

Event:

September 25	Begin Submission of Schedule Change for ISD PARTNERS
October 02	Begin screening all DC Students for requirements
October 16	Online portal for Non-S Opens
November 03	STC Dual Credit Scheduling will begin Finalizing Partner Course Schedule
November 10	Priority Registration begins for S- Sections courses JAGNET
December 04	Final ApplyTexas Application Deadline
December 04	Final Documents (H.S. Transcript/Test Scores) Deadline
January 02	Final Deadline for Sections Taught by STC Faculty with Student Enrollment less than numbers listed below need to be cancelled: <ul style="list-style-type: none">• Academic Sections: Less than 10• CTE Sections: Less than 7
January 08	Deadline to Submit Full Semester (Non-S) Section Enrollment requests Deadline to Submit Course Exception Forms Deadline to Clear Academic Holds
January 09	Final Deadline for Sections Taught by ISD Faculty with Student Enrollment less than numbers listed below need to be cancelled: <ul style="list-style-type: none">• Academic Sections: Less than 10• CTE Sections: Less than 7
January 16	First Day of Class
January 19	Dual Credit Faculty Roster Review Deadline
January 31	Census Last Day to Drop at 100%
April 15	Last Day to Withdraw (WS on Transcript)
May 13	Grades Due

Summer I 2024

Date:

Event:

February 07	Begin Submission of Schedule Change for ISD PARTNERS
March 18	Online portal for Non-S Opens
March 29 (Easter)	Begin screening all DC Students for requirements
April 05	STC Dual Credit Scheduling will begin Finalizing Partner Course Schedule
April 12	Priority Registration begins for S- Sections courses JAGNET
May 01	Final Apply Texas Application Deadline
May 01	Final Documents (H.S. Transcript/Test Scores) Deadline
May 20	Final Deadline for Sections Taught by STC Faculty with Student Enrollment less than numbers listed below need to be cancelled: <ul style="list-style-type: none">• Academic Sections: Less than 10• CTE Sections: Less than 7
May 24	Deadline to Submit Full Semester (Non-S) Section Enrollment requests Deadline to Submit Course Exception Forms Deadline to Clear Academic Holds
May 29	Final Deadline for Sections Taught by ISD Faculty with Student Enrollment less than numbers listed below need to be cancelled: <ul style="list-style-type: none">• Academic Sections: Less than 10• CTE Sections: Less than 7
June 03	First Day of Class
June 05	Dual Credit Faculty Roster Review Deadline
June 06	Census Last Day to Drop at 100%
June 27	Last Day to Withdraw (WS on Transcript)
July 8	Grades Due

Summer II 2024

Date:

Event:

February 05	Begin Submission of Schedule Change for ISD PARTNERS
March 18	Online portal for Non-S Opens
March 29	Begin screening all DC Students for requirements
April 05	STC Dual Credit Scheduling will begin Finalizing Partner Course Schedule
April 12	Priority Registration begins for S- Sections courses JAGNET
May 01	Final Apply Texas Application Deadline
May 01	Final Documents (H.S. Transcript/Test Scores) Deadline
June 26	Final Deadline for Sections Taught by STC Faculty with Student Enrollment less than numbers listed below need to be cancelled: <ul style="list-style-type: none">• Academic Sections: Less than 10• CTE Sections: Less than 7
June 28	Deadline to Submit Full Semester (Non-S) Section Enrollment requests Deadline to Submit Course Exception Forms Deadline to Clear Academic Holds
July 03	Final Deadline for Sections Taught by ISD Faculty with Student Enrollment less than numbers listed below need to be cancelled: <ul style="list-style-type: none">• Academic Sections: Less than 10• CTE Sections: Less than 7
July 10	First Day of Class
July 12	Dual Credit Faculty Roster Review Deadline
July 15	Census Last Day to Drop at 100%
August 02	Last Day to Withdraw (WS on Transcript)
August 12	Grades Due

SOUTH TEXAS COLLEGE DUAL CREDIT PROGRAMS SCHEDULING & ENROLLMENT SERVICES DEPARTMENT

Alejandra Cantu, *Director of Dual Credit Scheduling & Enrollment Services*
EMAIL: acantu PHONE: 956-872-3568 LOCATION: D106A, PCN

Kimberly Garcia, *Coordinator for Dual Credit Enrollment*
EMAIL: kcasare1 PHONE: 956-872-6650 LOCATION: B202D, MVC

Ricardo Huerta, *Coordinator of Dual Credit Enrollment*
EMAIL: rhuerta_4088 PHONE: 956-872-3572 LOCATION: D106B, PCN

SCHEDULING & COMPLIANCE

Maria G. Reyes, *Dual Credit Scheduling & Compliance Assistant*
EMAIL: mgreyes PHONE: 956-872-6443 LOCATION: D106, PCN

Maekayla Cortez, *Dual Credit Scheduling & Compliance Technician*
EMAIL: mcorte49 PHONE: 956-872-6427 LOCATION: D106, PCN

Selina M. Sanchez, *Dual Credit Scheduling & Compliance Specialist*
EMAIL: ssanchez_8277 PHONE: 956-872-6455 LOCATION: D106, PCN

PECAN CAMPUS | DUAL CREDIT ENROLLMENT SPECIALIST

Ana S. Ibarra, *Dual Credit Enrollment Specialist*
EMAIL: aibarr37@southtexascollege.edu PHONE: 956-872-3571 LOCATION: D106, PCN

- McAllen Achieve
- McAllen H.S.
- McAllen Memorial
- McAllen Nikki Rowe
- Hidalgo ECHS
- Valley View HS/ECHS
- PSJA ECHS
- PSJA Coll./UC
- PSJA Memorial
- PSJA North

Jackelyn Cortez, *Dual Credit Enrollment Specialist*
EMAIL: jcorte43@southtexascollege.edu PHONE: 956-872-3548 LOCATION: D106, PCN

- Vanguard Rembrandt
- Vanguard Beethoven
- Vanguard Mozart
- Sharyland HS
- Sharyland A3
- Sharyland Pioneer
- ECISD Economedes/ECHS
- ECISD H.S./Collegiate
- ECISD North H.S./ECHS
- Vela H.S./ECHS
- Edinburg CTE

Jorge A. Munoz, *Dual Credit Enrollment Specialist*
EMAIL: jmunoz13@southtexascollege.edu PHONE: 956-872-3575 LOCATION: D106, PCN

- Mission H.S.
- Mission Veterans
- Mission Collegiate
- PSJA Southwest
- PSJA Thomas Jefferson
- PSJA Ballew/Higher Ed Ctr
- STISD Med High
- STISD Science Academy
- STISD World Scholars (BETA)
- STISD Virtual Academy

STARR COUNTY CAMPUS | DUAL CREDIT ENROLLMENT SPECIALIST

Vanessa Ruiz, *Dual Credit Enrollment Specialist*
EMAIL: valaffa@southtexascollege.edu PHONE: 956-716-4776 LOCATION: E2.716, STR

- Juan Diego Academy
- La Joya Academy
- La Joya H5
- La Joya Jimmy Carter
- La Joya L. Juarez
- La Joya Palmview
- La Joya T. Salinas/AHSP
- La Grulla HS
- Rio Grande Prep
- Rio Grande HS
- Roma HS

MID VALLEY CAMPUS | DUAL CREDIT ENROLLMENT SPECIALIST

Gregory Phillips, *Dual Credit Enrollment Specialist*
EMAIL: gphillip@southtexascollege.edu PHONE: 956-973-7665 LOCATION: B202I, MVC

- Donna H.S.
- Donna North H.S.
- Donna ECHS
- Edcouch H.S./ECHS
- La Villa H.S./ECHS
- Monte Alto ECHS
- Mercedes H.S./ECHS
- Mercedes EC Academy
- Progreso H.S./ECHS
- Weslaco East H.S./ECHS
- Weslaco 21st ECHS
- Weslaco H.S./ECHS

Table of Contents

PROGRAM DESCRIPTION	1
POLICIES AND RULES GOVERNING THE DUAL CREDIT PROGRAMS	2
DUAL CREDIT PARTICIPATION REQUIREMENTS	3
ENROLLMENT LIMITATIONS	6
GENERAL ENROLLMENT GUIDELINES	8
STUDENT ADMISSION	10
TSI TESTING	12
DUAL CREDIT DoubleUP Event	13
ACADEMIC ADVISEMENT OF DUAL CREDIT STUDENTS	14
REGISTERING FOR COURSES	16
DROPPING A COURSE AFTER CENSUS	18
STUDENT TRANSFER OF HIGH SCHOOLS AFTER CENSUS	20
ENROLLING IN INDEPENDENT COLLEGE COURSES AT STC	21
ENROLLMENT ROSTER RECONCILIATION PROCESS	23
ENROLLMENT REGISTRATION APPEALS PROCESS	24
ACADEMIC PROGRESS STANDARDS	25
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS	27
TRANSFERABILITY OF DUAL CREDIT COURSES	29
GRADE APPEALS	30
GRADUATION REQUIREMENTS AND CEREMONY ELIGIBILITY	31
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	33
ACADEMIC SUPPORT SERVICES	34
COUNSELING & STUDENT ACCESSIBILITY SERVICES	37
INSTRUCTIONAL SUPPORT SERVICES TABLE	39
STUDENT SUPPORT SERVICES TABLE	41

SECTION 1

PROGRAM DESCRIPTION

1.1 PROGRAM DESCRIPTION

The Dual Credit Programs provide high school students the opportunity to simultaneously earn academic or workforce education credit toward a post-secondary certificate or degree at South Texas College (STC) while earning their may also count toward a high school diploma.

1.2 REQUIREMENTS & APPLICATION OF CREDIT HOURS

Students admitted into the programs must meet the same requirements and expectations as traditional college students at South Texas College. College credits earned upon course completion may be applied toward a certificate or associate degree at South Texas College and may be transferred to other institutions of higher education.

1.3 CONTACT PERSONS

South Texas College assigns a representative to each high school site to assist with the enrollment of students.

Refer to the beginning of this manual for a list of Dual Credit Enrollment Services high school assignments for the 2023-2024 academic year.

SECTION 2

POLICIES AND RULES GOVERNING THE DUAL CREDIT PROGRAMS

2.1 POLICIES AND RULES

The policies and rules adopted by South Texas College relating to the Dual Credit Programs eligibility and enrollment requirements are governed by the Texas Administrative Code, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Dual Enrollment Policy, the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the South Texas College (STC) Board Manual of Policy:

- Refer to the following website for a copy of the Texas Administrative Code:
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=85](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=85)
- Refer to the following website for a copy of the SACSCOC Dual Enrollment Policy:
<https://sacscoc.org/app/uploads/2019/08/Dual-Enrollment.pdf>
- Refer to the following website for a copy of the NACEP standards:
http://www.nacep.org/docs/accreditation/NACEP_Standards_2017.pdf
- Refer to the following website for a copy of STC Board Policy #3230:
<https://admin.southtexascollege.edu/president/policies/pdf/3000/3230.pdf>
- Refer to the following website for a copy of STC Board Policy #3232:
<https://admin.southtexascollege.edu/president/policies/pdf/3000/3232.pdf>

South Texas College is in the process of replacing its existing Board Policies. As the existing Policies are retired and replaced, the College shall notify partnering School Districts and provide a copy of the replacement policy.

SECTION 3

DUAL CREDIT PARTICIPATION REQUIREMENTS

3.1 DUAL CREDIT PARTICIPATION REQUIREMENTS

High school students are eligible to participate in courses within their declared major in the Dual Credit Programs upon meeting the minimum passing scores on the assessment instruments approved by the Texas Higher Education Coordinating Board.

3.2 ACADEMIC COURSE REQUIREMENT

To be eligible to enroll in academic courses, a student must demonstrate College Readiness by achieving a Qualifying Score (refer to Charts 1, 2 and 3 on pages 4-5). Qualifying Scores may only be used for eligibility while in high school.

3.3 WORKFORCE EDUCATION COURSES

High school students enrolled in Level 1 workforce education courses are exempt from meeting qualifying test scores and meet established course pre-requisites.

3.4 COLLEGE READINESS STANDARD

Students who obtain scores as stipulated in Chart 1 are considered "College Ready" and may enroll in dual credit and traditional college courses. The student will maintain their "College Ready" designation after high school graduation.

Students may successfully complete college-level coursework using an exemption score as stipulated in Chart 2.

Students who successfully complete College-level coursework using an exemption score (see Chart 2), that require demonstration of TSI college readiness in English Language Arts or Math, will be considered "College Ready" in the section required for the course based on course placement as stipulated in Chart 3.

If the student does not successfully complete the coursework with a Qualifying Score, they will not be designated as "College Ready" and, therefore, must demonstrate College Readiness with an approved exam (See Chart 1) after high school graduation.

3.5 STC COURSE PRE-REQUISITES

South Texas College establishes course pre-requisites for courses and may revise such requirements each academic year.

The course pre-requisites may be accessed on the [online catalog](https://www.southtexascollege.edu/online-catalog) or by viewing the Dual Credit Course List: <https://www.southtexascollege.edu/dual/dual-courses.html> .

CHART 1
College Readiness Scores

TEXAS SUCCESS INITIATIVE (TSI) (on or after 1/11/2021)	
ELAR	945 AND Essay 5 - 8, OR 910 - 944 AND Diagnostic Level 5 - 6 AND Essay 5 - 8
Math	950, OR 910 - 949 AND Diagnostic Level 6
TEXAS SUCCESS INITIATIVE (TSI) (on or before 1/10/2021)	
Reading	351
Writing	Essay Score of 5, OR Essay Score of 4 & Multiple Choice of 340
Math	350
SAT (on or after 3/5/2016)	
Evidence-Based Reading and Writing	480
Math	530
Combined	No requirement
ACT	
English	19
Math	19
Composite	23
LEVEL II END OF COURSE EXAMINATION (EOC)	
English III	4000
Algebra II	4000

CHART 2
Qualifying Scores (Dual Credit Use Only)

LEVEL II END OF COURSE EXAMINATION (EOC)	
English II	4000
LEVEL I END OF COURSE EXAMINATION (EOC)	
Algebra I	4000 AND successful completion of Algebra 2 high school course with grade of 70 or higher
PSAT/NMSQT (On or After 10/15/2015)	
Evidence-based Reading and Writing (EBRW)	460
Mathematics	510
PLAN	
English	19
Math	19
Composite	23
ACT-ASPIRE	
English	435
Math	431

CHART 3
Academic and Developmental Placement Scores (Effective January 11, 2021)

English Language Arts

TSI 2.0	Course Placement
CRC ¹ 945-990/Essay 5-8 OR CRC 910-944/NRS 5-6/Essay 5-8	College Ready
CRC 945-990/Essay 0-4	INRW 0304 OR INRW 0030 (+ ENGL 1301 OR HIST 1301 OR GOVT 2305)
CRC 910-944/NRS 1-4/Essay 0-4	INRW 0020 OR READ 0100 OR ESOL 0051
TSI 2.0 and Course Placement	

Math

TSI 2.0	Course Placement
CRC 950+ OR CRC 910-949/NRS 6	College Ready
CRC 935-949	MATH 1414 (+ MATL 0014) OR MATH 1442 (+ MATL 0042) OR MATH 1332 (+ MATL 0032) OR MATH 1324 (+ MATL 0024) OR MATL 0014 ²
CRC 910-934	MATH 0100 or MATH 0442
TSI 2.0 and Course Placement	

¹ CRC stands for college ready classification.

² For degree plans that require TSI complete status but do not require a college-level math course.

* Dual Credit students are not permitted to enroll in developmental courses

SECTION 4 ENROLLMENT LIMITATIONS

4.1 DUAL CREDIT PATHWAYS

Dual credit students shall be limited to courses within their declared major and corresponding degree plan.

As such, students are required to declare an Academic or Career & Technical Education Pathway:

Academic Pathway	Career & Technical Education Pathway
Allows students to pursue academic courses that apply toward a two or four-year degree at South Texas College	Allows students to enroll in courses toward a career technical education (CTE) certificate or Associate degree at South Texas College

Students who declare a major leading to a Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to Composition, Mathematics, Life and Physical Science, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below.

4.2 CREDIT HOUR LIMITATIONS

Per Board Policy #3232, Dual Credit Student Eligibility Requirements, dual credit students may not enroll in college-level courses until the spring semester of their 9th grade year and are limited to no more than only two (2) dual courses for that semester from an approved list of recommended courses.

Thereafter, all 10th graders will be limited to only two (2) courses per Fall and Spring semester. All 11th and 12th graders should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session is limited to two (2) dual credit courses for Summer Term I/III and two (2) dual credit courses for Summer Term II.

4.3 NON-COMPLIANCE WITH CREDIT HOUR LIMITATIONS

It is the responsibility of partnering school districts to ensure compliance with the requirements stipulated in [Board Policy #3232](#).

South Texas College Dual Credit Programs will monitor student enrollment and enforce the applicable Board-approved policies, as required.

Partnering school districts and students will be notified of non-compliance with Board-approved enrollment limitations before the first day of classes.

Thereafter, a determination must be made as to which courses will be dropped in order to ensure compliance. If a determination is not made within ample time, Dual Credit Programs will drop the students from the last course(s) enrolled and a notification will be submitted to the student and the partnering school district informing them of this action.

4.4 EXCEPTIONS

Exceptions to this requirement may be made for high school seniors. A student may formally request an increase in registered hours by completing and submitting a Dual Credit Exception Form. Requests shall be reviewed and approved by the Associate Vice President of Dual Credit & School District Partnerships.

Please click on the following link to view the Dual Credit Exception Form:
<https://www.southtexascollege.edu/dual/manuals.html>

4.5 ATTEMPTED HOUR CAP

Students may not attempt a maximum of more than 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering and Associate of Science in Pre-Pharmacy at South Texas College.

4.6 CLASS SIZE

The number of students registered in courses taught by South Texas College faculty shall not exceed 25 students per class.

4.7 COMPOSITION OF CLASS

As outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the school district may not enroll both dual credit and non-dual credit students in the same section unless one or more of the following exceptions apply:

Mixed Class Exceptions

1. If the course is required for completion under State Board of Education High School graduation requirements, and the school is otherwise unable to offer such a course.
2. If the high school credit-only students are College Board Advanced Placement students.
3. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credits.

SECTION 5

GENERAL ENROLLMENT GUIDELINES

5.1 BOARD POLICIES

In accordance with Board policies #3230 and #3232, students in the Dual Credit Programs shall be subject to applicable College policies and procedures.

5.2 DUAL CREDIT TIMELINES

Registration of high school students in dual credit sections must adhere to the College's Dual Credit Programs Timelines.

Dual Credit Programs establishes an enrollment timeline for each term (Fall, Spring, Summer I, and Summer II) and will communicate critical deadlines to partnering high schools in a timely manner.

5.3 STC AND ISD CONTACT PERSONS

Enrollment of students in the Dual Credit Programs shall be facilitated between contact persons designated by both South Texas College and partnering high schools. The Dual Credit Enrollment Services Department will assign no less than one College representative to facilitate the registration of students per high school site.

5.4 "CLEARED TO REGISTER" DEFINITION

Prior to registration, the following enrollment items must be completed by the established deadline:

- Submit an admission application via <http://www.goapplytexas.org>
- Submit high school/college transcripts
- Submit qualifying test scores
- Meet all eligibility requirements
- Clear applicable registration holds

5.5 REGISTRATION HOLDS

Registration holds may be placed on the academic records which may include the following:

- Academics Hold - Students enrolled in a South Texas College Dual Enrollment Program may register for dual credit courses at their home school after administrative approval from the Associate Vice President of Dual Credit & School District Partnerships.
- Cashiers Hold - Students with outstanding financial obligations to the College may register for courses after payment has been processed.
- Counseling Hold - Students placed on Academic Suspension/Probation may register for courses after they have met the Academic Progress procedures as stipulated in Section 16 of this manual.

- Residency Hold - The Office of Admissions & Records may place a hold on a student's record if it is determined the student must clarify place of birth or residency. Such holds may be removed upon clarification of said information.

All holds must be cleared by the established deadline of each semester.

5.6 VERIFICATION OF ENROLLMENT CRITERIA

It is the responsibility of the school district to ensure that high school students have met South Texas College's enrollment criteria. This includes verification of participation requirements, qualifying test scores & course pre-requisites, and completion of the admission process.

The Dual Credit Enrollment Services Staff will aid each school district in helping to verify the eligibility of each prospective student to enroll in college courses by providing an Admissions Status Report.

5.7 PROCESSING STUDENT SCHEDULE CHANGES

Dual Credit Faculty are responsible for communicating student schedule changes to the high school's counseling office and their assigned Enrollment Specialist (refer to page vii) by the established Roster Review deadline and before the Census date of each semester. Schedule changes include a student dropping a course or requesting an even exchange from one course to a similar course.

5.8 INSTRUCTOR ROSTER REVIEW

Dual Credit Faculty and STC Staff are responsible for reviewing Dual Credit rosters via Starfish Early Alert and communicating registration discrepancies to the high school contact person(s) and Dual Credit Enrollment Services by the established Roster Review deadline and before the Census Day of each semester.

5.9 LATE PROCESSING FEE

As approved by the College's Board of Trustees, if determined the student or high school was unable to meet the first-class day enrollment deadline, a Late Processing Fee of \$200.00 per course may be assessed.

5.10 CRITERIA FOR LATE PROCESSING FEE OPTION

The Late Processing Fee is limited to students who were not registered for dual credit courses prior to the first-class day but who were cleared to register by the first day of class.

5.11 REPEAT FEE

As approved by the Board of Trustees, a \$125.00 per credit hour fee will be assessed for high school students attempting to repeat a college course more than twice, which includes S sections and non-S sections.

SECTION 6

STUDENT ADMISSION

6.1 SOUTH TEXAS COLLEGE ADMISSION APPLICATION

Students must submit an admission application to South Texas College to be eligible for registration.

6.2 SELECTION OF A MAJOR

All students must declare a major that matches their high school endorsement when applying to the College.

South Texas College provides students the opportunity to conduct an online self-career assessment (Career Coach) to help identify strengths and interests and select a major.

Career Coach may be accessed at the following website:

<https://southtexascollege.emsicc.com/assessment>

6.3 APPLYTEXAS & APPLICATION DEADLINE

Admission applications must be submitted online via <https://www.goapplytexas.org/> by the established College deadline.

Students who apply to South Texas College for admission after the established deadline shall not be able to enroll in college courses for that semester.

6.4 APPLICATION PROCESSING

Applications submitted online via <https://www.goapplytexas.org/> may take up to forty-eight hours to be transmitted to the College and processed by the Office of Admissions & Records.

6.5 RE-APPLYING FOR ADMISSION

Students must re-submit an admission application if they do not enroll in courses during a regular semester (Fall or Spring).

6.6 ENROLLMENT DOCUMENTS

High schools shall provide an official copy of each student's high school transcript and qualifying test scores by the College's established deadline.

It is the responsibility of each student to provide their counselor with test scores which may be used to determine eligibility for college courses.

High school transcripts and STAAR EOC test scores must be submitted electronically to the College via the Texas Records Exchange (TREx) system.

Documentation used for the purposes of registration, such as Advanced Placement (AP) scores and transcripts from institutions of higher education, must be official.

6.7 STUDENT AND PARENT INFORMATION SESSIONS

Dual Credit Enrollment Services provides Information Sessions to prospective dual credit students and parents throughout the academic semester.

Information sessions provide students and parents with information relating to student rights, responsibilities, and expectations at South Texas College. Sessions may be scheduled at a South Texas College campus or high school facility and may be delivered in person or online via webinar.



[Request an Event or Session](#)

SECTION 7 TSI TESTING

7.1 TEXAS SUCCESS INITIATIVE (TSI)

Partner high schools which are designated TSI test sites by the Texas Education Agency are responsible for adhering to the testing protocols established by South Texas College when administering exams to students for the purposes of enrollment in dual credit courses.

7.2 COLLEGE TESTING PROTOCOL

Students must have an admission application on file with South Texas College prior to testing for TSI. If an active admission application is on file with South Texas College, students must ensure that their personal information, such as first and last name and date of birth, is correct. Failure to adhere to these procedures will result in test scores not being automatically uploaded to the student's academic record at South Texas College.

7.3 TSI PRE-ASSESSMENT

Students are required to complete a pre-assessment activity before taking the TSI test.

7.4 DOWNLOADING OF TSI TEST SCORES

If the school district has granted access, the Student Assessment Center at South Texas College downloads TSI test scores to the student's academic record at South Texas College. Downloads will only occur if a student's application has been processed before testing and the biographical information (full name including all last names, suffixes, and date of birth) is correct in the South Texas College system.

7.5 SUBMITTAL OF NON-TSI TEST SCORES

All other test scores submitted to the College for the purposes of enrolling students in dual credit courses must follow the procedures outlined in Section 6.6 of this manual.

SECTION 8

DUAL CREDIT DoubleUp EVENT

8.1 DUAL CREDIT DOUBLE UP EVENT OVERVIEW

Dual Credit Enrollment Services works alongside ISD partners to provide services designed to assist new dual credit students in completing their enrollment at South Texas College and transitioning to college environment.

To ensure that all students have a successful enrollment experience, students must meet all eligibility requirements prior to the scheduled campus visit. Dual Credit Enrollment Services aids by reviewing the following enrollment requirements, in accordance with applicable policies and procedures:

- Admission Application
- High School Transcript
- Course and Test Pre-Requisites
- Registration Holds

Pending exceptions must be resolved prior to the scheduled campus visit to avoid registration issues.

SECTION 9

ACADEMIC ADVISEMENT OF DUAL CREDIT STUDENTS

9.1 ACADEMIC ADVISEMENT TRAINING OPPORTUNITIES FOR ISD STAFF

South Texas College provides the College Advising Certification Training Program utilizing National Academic Advising Core Values to train counselors in an intensive setting on the College campus.

The purpose of this program is to assist high school staff in understanding student support services and the advising process.

9.2 ROLE OF STC DUAL CREDIT STAFF IN STUDENT ADVISEMENT PROCESS

South Texas College Dual Credit Programs staff works closely with high school counselors to ensure dual credit students are prepared for enrollment in college courses. Staff visit with students and parents to discuss the roles, responsibilities, and expectations of dual credit students.

During each semester, College staff works with eligible dual credit students to begin the admission process and advisement to ensure students declare the correct major and remain on their selected career pathway.

9.3 STC DUAL CREDIT STAFF ADVISING SERVICES

Enrollment Group Advising Session: New dual credit students will be provided opportunities to participate in advising sessions that will train them on utilizing Degree Works, an educational planning software that allows students to view their degree plan to identify which classes they need to take to satisfy degree requirements, which courses they have taken, and how courses apply to their identified degree plan.

Face-to-Face Intrusive Advising (Individual or Group): Dual credit staff will schedule sessions as needed to:

- Identify individual educational goals
- Remind/inform students of available support services
- Conduct Degree Works student degree audits
- Monitor progress towards completion
- Review grade point average (GPA)
- Conduct Student Success Workshops

The South Texas College Dual Credit Programs staff assigned to a pertaining high school will serve as the designated College staff for the purposes of advising dual credit students and document all advising contacts.

9.4 ROLE OF HIGH SCHOOL COUNSELOR IN STUDENT ADVISEMENT PROCESS

- Schedule Degree Works enrollment advising sessions
- Participate in the South Texas College Advising Certification Training Program
- Schedule students cleared for enrollment into appropriate coursework in compliance with South Texas College's Dual Credit Course Pre-Requisites
- Provide face-to-face Intrusive Advising (Individual or Group).

High School Counselors will schedule sessions as needed to

- Identify individual educational goals
- Remind/inform students of available support services
- Conduct Degree Works student degree audits
- Monitor progress towards completion
- Review grade point average (GPA)
- Student Success Workshops
- Schedule intervention activities to ensure student success for students that are: repeating courses; withdrawing from courses; failing courses; placed on Academic Probation/Suspension.

SECTION 10

REGISTERING FOR COURSES

10.1 ELIGIBILITY FOR REGISTRATION

Students who have completed the admission process as stipulated in Section 6 are eligible to register for college courses at South Texas College.

10.2 STUDENT RESPONSIBILITIES

It is the responsibility of the student to ensure that the College's established enrollment deadlines are adhered to.

All students must register for college courses online via the College's JagNet Student Service Portal. Students are provided with their assigned JagNet username and identification number (A#) via email upon admission into South Texas College.

10.3 ACTIVATING A JAGNET PROFILE

Students utilizing JagNet for the first time must log on to mypassword.southtexascollege.edu using their assigned username and the following temporary password format: AMMDDYY####!

Example:

Student:

Jerry Jaguar // D.O.B.: 10-22-1999 // A#: A00001111

Password:

*A (+) Six Digit Date of Birth (+) Last Four Digits of Student ID Number (+)!
A1022991111!*

Students must create a profile which consists of three security questions and a personalized password before proceeding to registration.

10.4 UPDATING JAGNET PASSWORD

For security purposes, South Texas College requires a JagNet password change at least once every six months.

Passwords may be changed at mypassword.southtexascollege.edu by following the instructions provided on the website.

Failure to change a JagNet password before the indicated timeframe will result in students' inability to access their South Texas College email, JagNet, Blackboard, or any South Texas College system that requires JagNet account and password authentication.

10.5 STEPS TO REGISTER

Students may register for college courses by following these steps:

1. Log in: jagnet.southtexascollege.edu
2. Click on the "Registration" icon under student apps
3. Click on Register for Classes
4. Select the term
5. Select the "Enter CRNs" tab and click the "add another CRN" to additional CRNs
6. Click on "Add to Summary" once all CRNs have been entered
7. Review the courses under Summary (bottom right) and click SUBMIT to complete registration
8. Under Summary, STATUS will show Registered

10.6 DROPPING COURSES BEFORE CENSUS

Students are permitted to self-drop courses with no penalty through JagNet up until the Census Day of the established semester.

If a self-drop cannot be performed, the student and faculty must sign and date a Schedule Change Form, and a copy must be submitted to the designated Dual Credit Enrollment Services Specialist by Census Day.

Forms must be completed with all required fields and include course name, section number and student identification number, in addition to the instructor's signature.

The Schedule Change Form can be downloaded from the Dual Credit Programs website under Forms/Manuals/Reference Guides:

<https://www.southtexascollege.edu/dual/manuals.html>

SECTION 11

DROPPING A COURSE AFTER CENSUS

11.1 INITIATION OF WITHDRAWAL

Withdrawal from a college course after Census Day results in a grade of “W” and may be initiated through action taken by the student, the course instructor, the program chair, or the appropriate college administrator.

A dual credit student who decides to withdraw from a specific course(s) should initiate withdrawal procedures by securing a Schedule Change Form from their high school counselor, obtaining instructor approval, and submitting it to the Office of Admissions and Records in person or via email admissions@southtexascollege.edu .

11.2 WITHDRAWAL PROCESS AFTER CENSUS

Students requesting to withdraw from an “S” section after Census Day must initiate the withdrawal process by sending a request to the Office of Admissions and Records.

The student must submit a Schedule Change Form or email with instructor’s approval to the Office of Admissions and Records by the established deadline for withdrawals. Requests may be submitted in person or emailed to admissions@southtexascollege.edu .

11.3 STUDENT LIABILITY

It is the student’s responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student’s failure to officially withdraw from the College.

Failure to withdraw properly will result in a grade of “F” in the course. Instructors are authorized, but are not required, to withdraw students that are not able to successfully complete a course. A student may appeal an instructor-initiated withdrawal.

11.4 LAST DAY TO WITHDRAW DEADLINE

Course withdrawals may occur at any time after the Census Day of a semester and up to the established deadline in each semester. The established deadline will be approximately three weeks prior to the end of each semester. The specific deadline will be published in a timely manner in the appropriate College publications.

11.5 PUBLICATION OF WITHDRAWAL DEADLINE

Withdrawal deadlines are publicized each academic year by South Texas College in the Academic Calendar. The Academic Calendar may be accessed in the Student Catalog or the following College website:

<http://www.southtexascollege.edu/academics/calendar/index.html>

11.6 EFFECTS OF "WITHDRAWALS" ON SATISFACTORY ACADEMIC STANDING

Withdrawals may adversely affect a student's Satisfactory Academic Progress (SAP) as explained in Section 17.

SECTION 12

STUDENT TRANSFER OF HIGH SCHOOLS AFTER CENSUS

12.1 STUDENT TRANSFER OF HIGH SCHOOLS

Students registered for dual credit courses may transfer sections from one high school site to another after Census if the receiving instructor consents to admit the student into their course.

12.2 TRANSFER PROCESS

Instructors who permit a transferring dual credit student in their course must sign a High School Transfer Form officially authorizing the student's registration.

The student and the receiving high school counselor must sign and date the form. A copy of the form must be provided to the South Texas College representative for final processing.

- Click on the following link to view the High School Transfer Form:
<https://www.southtexascollege.edu/dual/manuals.html>

12.3 DISAPPROVAL OF TRANSFERS

A transfer requested by a student may be denied for the following reasons:

1. Receiving instructor/faculty chair denies enrollment in course; or,
2. Transfer school does not offer equivalent dual credit course

All transfer requests denied as a result of any aforementioned reasons will result in the student receiving a "W" on their college transcript.

SECTION 13

ENROLLING IN INDEPENDENT COLLEGE COURSES AT SOUTH TEXAS COLLEGE

13.1 SCHOOL DISTRICT POLICIES RELATING TO INDEPENDENT COLLEGE COURSES

Eligible students may register for Non-S section courses (traditional college courses) independently at South Texas College.

School districts reserve the right to determine which college courses may be awarded to students for high school credit. Students are advised to consult with their high school counselor for clarification of district policies regarding independent college courses prior to enrollment.

13.2 COMPLETION OF ENROLLMENT REQUIREMENTS

Students interested in registering for college courses independently at South Texas College may do so by completing the regular admission process as explained in Section 6.

Students are responsible for submitting a South Texas College application and providing all necessary documentation. Students seeking to enroll in Non-S section courses must submit the Dual Credit Programs Regular (Non-S) Section Enrollment Request Form by the established deadlines and be approved to enroll by the Associate Vice President for Dual Credit Programs and School District Partnerships.

Please visit the following website for more information:

<https://www.southtexascollege.edu/dual/process.html>

13.3 BACTERIAL MENINGITIS VACCINATION

Students requesting to be registered for non-S courses at South Texas College must provide proof of vaccination record before the 10th class day to the Office of Admission and Records. A hold will be placed on a student's account which may prohibit future registration.

13.4 VACCINATION EXEMPTIONS & WAIVERS

Students may request a waiver from the Office of Admissions & Records. For more information regarding exemptions and waivers, visit the following website:

<https://www.southtexascollege.edu/info/vaccinate/>

13.5 PARTICIPATION LIMITATIONS

Enrollment within Non-S courses are restricted to high school students. Per College

Board Policy #3232, college-level courses are limited to those leading to a certificate or associate degree.

13.6 WAIVER OF TUITION AND FEE CHARGES FOR STUDENTS ENROLLED IN SPONSORED SCHOOL DISTRICTS

As approved by the Board of Trustees, Dual Credit Students may be assessed tuition and fees for enrolling in a Non-S course(s).

13.7 TUITION & FEE CHARGES FOR STUDENTS NOT ENROLLED IN SPONSORED SCHOOL DISTRICTS

High school students who are not enrolled in a school district with an Active Dual Credit Interlocal Agreement with South Texas College are responsible for payment by the College's established payment deadline.

- A copy of the Tuition and Fees for FY 2023-2024 may be accessed at the following website:

<https://catalog.southtexascollege.edu/tuition-fees/>

SECTION 14

ENROLLMENT RECONCILIATION PROCESS

14.1 RECONCILIATION PROCESS

The process of identifying, reporting, and correcting registration errors after Census Day is known as "Reconciliation" and shall be managed by the Dual Credit Programs.

14.2 INSTRUCTOR ROSTER VERIFICATION

As specified in Section 5.8, it is the responsibility of the faculty to verify rosters and to communicate registration errors to the Dual Credit Enrollment Services Department and high school contact person(s) by the established deadline.

14.3 CORRECTION OF ENROLLMENT ERRORS

Upon communicating enrollment errors identified after Census, a Reconciliation Request shall be submitted to the Dual Credit Scheduling & Enrollment Services Department for review and approval. Requests must include the documentation necessary. (Please contact The Dual Credit Enrollment Services Department or your assigned Dual Credit Enrollment Services Specialist for a copy of the Dual Credit Reconciliation Procedures.)

All requests are reviewed and approved/denied by the Director of Dual Credit Scheduling & Enrollment Services. All decisions are based on applicable Texas Higher Education Coordinating Board and South Texas College regulations and policies.

14.4 REPORTING OF ROSTER ERRORS AFTER CENSUS

Registration errors reported after the deadline to post grades are subject to the Enrollment Appeals Process as outlined in Section 15.

SECTION 15

ENROLLMENT APPEALS PROCESS

15.1 PURPOSE OF ENROLLMENT APPEALS

The Enrollment Appeals Process provides students with an opportunity to request a correction of an enrollment inaccuracy on their South Texas College academic record.

15.2 REASONS FOR AN APPEAL

An appeal may be filed due to the following reasons:

- Student was not registered for the course
- Student was not dropped from course before Census/Withdrawal Deadline

15.3 FILING AN APPEAL

Students are responsible for initiating the request and submitting the Registration Appeal Form to the Office of Admissions and Records.

- Refer to the following link to view the Enrollment Appeal Form:
<https://www.southtexascollege.edu/dual/manuals.html>.

15.4 PROCESS FOR REGISTRATION APPEALS

The Registration Appeals Process consists of the following steps:

1. Student Files Appeal and Submits Documentation
Student must submit the appeal and supporting documents to the Office of Admissions and Records.
2. Appeals Committee Review
The Appeals Committee will convene and evaluate the appeal and any supporting documentation.
3. Student is Notified
Student is informed of the Appeal Committee's decision via the email listed on the appeal form.

All decisions are final, and the outcome of the appeal will be communicated to the student within ten to fifteen business days upon receipt of the required documentation.

SECTION 16

ACADEMIC PROGRESS STANDARDS

16.1 ACADEMIC PROGRESS POLICY

Per Board Policy #3320, South Texas College establishes categories of students based on the student's academic progress, and monitors students' performance each semester.

All students are expected to meet academic standards for coursework completed at South Texas College. Students with a cumulative grade point average below 2.00 (C average) will be placed on Academic Probation, Continued Academic Probation, or Academic Suspension as appropriate.

All grade points earned by a student will be included in the computation of the current semester grade point average and the cumulative grade point average. In the case of a repeated course, the last grade recorded will be used in the computation, including "F" s and "Withdrawals."

16.2 SCHOLASTIC PROGRESS STANDARDS

The academic progress standards as defined by South Texas College are as follows:

CHART 4
SCHOLASTIC PROGRESS STANDARDS

LEVEL OF ACADEMIC SUCCESS	GPA CRITERIA
Good Standing	Cumulative GPA is 2.00 or above
Academic Probation	Cumulative GPA has dropped below 2.00
Continued Academic Probation	Previously on Academic Probation and cumulative GPA is below 2.00, but current semester GPA is 2.00 or above
Academic Suspension	Previously on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00

16.3 LENGTH OF STATUS

Academic Probation or Suspension will be determined each regular (Fall or Spring) semester based on the student's current semester and cumulative grade point average.

A dual credit student who raises their cumulative GPA to 2.00 or higher can be reinstated in good standing by visiting with a College counselor upon approval of their appeal, or by successfully completing the College's Dual Credit Enrollment Services Success Module available through Blackboard. Repeating courses in which the student has a low or failing grade can assist in elevation of academic success status. Additional information about Academic Standing or instructions on how to access the Student Success Module can be accessed at the following website: <https://www.southtexascollege.edu/dual/academic-progress.html>

16.4 REGISTRATION LIMITATIONS

Dual credit students placed on Academic Probation, Continued Academic Probation, or Academic Suspension may not be permitted to register for college courses during a semester if their hold is not cleared before the communicated deadline.

- Students placed on Academic Probation or Continued Academic Probation must successfully complete the Dual Credit Enrollment Services Module via Blackboard prior to registration in college courses.

Dual credit students placed on Academic Suspension must file an appeal with the Dual Credit Academic Pathways Department before being enrolled in courses.

- A copy of the Academic Progress Standards for a detailed description of South Texas College's Academic Success Plan may be accessed at the following website: <https://catalog.southtexascollege.edu/scholastic-regulations/scholastic-progress-standards/>
- A copy of the Counseling and Student Accessibility Services Academic Progress Appeal Form for a complete list of instructions on filing an academic progress appeal at South Texas College may be accessed at the following website: <https://studentservices.southtexascollege.edu/counseling/academic-suspension.html>

If the Academic Appeal is approved, students must visit with a college counselor to undergo an Academic Success evaluation prior to registration in college courses.

Dual credit student academic standing is calculated on a semester basis to confirm their eligibility for continuation within the dual credit program. The dual credit student academic status will determine enrollment eligibility for the future academic semester.

Failure to adhere to these requirements by the indicated deadline will result in the student being denied registration in courses.

SECTION 17

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

17.1 SATISFACTORY ACADEMIC PROGRESS

Federal regulations mandate that all students enrolled in public institutions of higher education meet Satisfactory Academic Progress (SAP) regardless of whether or not financial aid is awarded each semester. All students, including dual enrollment students, must adhere to the Satisfactory Academic Progress Policy to be eligible for financial aid as entering freshmen at South Texas College.

17.2 REQUIREMENTS

All students must satisfy three requirements in order to be eligible for financial aid as entering freshman at South Texas College:

1. Complete 67% of courses attempted cumulatively;
2. Maintain an overall grade point average (GPA) at or above 2.0;
3. Graduate within the maximum time frame of the selected degree plan.

17.3 PASSING/EARNED GRADES

The following letter grades will be considered credit hours earned in favor of the 67% rule: "A", "B", "C", "D", "S", or "P".

17.4 NON-PASSING/NON-EARNED GRADES

The following letter grades will not be considered credit hours earned in favor of the 67% rule: "F", "W", "WP", "WF", "DP", "DF", "IP", "NP", or "I".

17.5 SATISFACTORY ACADEMIC PROGRESS STATUSES

The following statuses are used to determine future eligibility for financial aid:

STATUS	DESCRIPTION
Good Standing	Eligible for financial aid
Warning	Student is still eligible for financial aid
Suspension	Not eligible for financial aid
Probation	Approved Financial Aid Appeal

17.6 POSSIBLE IMPACT OF FINANCIAL AID AT OTHER INSTITUTIONS OF HIGHER EDUCATION

Failing and/or withdrawing from college courses may affect a student's eligibility for financial aid at South Texas College and other institutions of higher education.

Students are encouraged to consult with prospective institutions about possible financial aid implications.

17.7 APPEAL PROCESS

Dual credit students may appeal their financial aid suspension status if they have mitigating circumstances that seriously affected their academic performance. They may submit the appeal and supporting documentation once they have been admitted as a regular college student (Entering Freshman).

SECTION 18

TRANSFERABILITY OF DUAL CREDIT COURSES

18.1 TRANSFERABILITY OF STC DUAL CREDIT COURSES

The Lower-Division Academic Course Guide Manual (ACGM) is the official list of approved courses for general academic transfer to public universities that may be offered for state funding by public community and technical colleges in Texas. The courses included in the manual shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time. It is the responsibility of the student to confirm whether or not credits earned at South Texas College will be accepted by the receiving institution.

18.2 TRANSFERING TO TEXAS COMMUNITY COLLEGES

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Texas Higher Education Coordinating Board's Lower-Division Academic Course Guide Manual (ACGM). Specifically excluded are courses designated as vocation, ESL, ESOL, technical, developmental, or remedial, and courses listed as "basic skills."

18.3 TRANSFERING TO TEXAS FOUR-YEAR INSTITUTIONS

For senior four-year institutions, lower division courses that have the same course content and identified in the Texas Common Course Numbering System (TCCNS) database as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL, ESOL, technical, and developmental/remedial courses.

For information regarding transferability of courses to institutions of Texas, students should check with the institution receiving the credit.

18.4 STC ARTICULATION AGREEMENTS

For a list of articulation agreements between South Texas College and other institutions of higher education in the State of Texas please refer to the following College website links:

<https://academicaffairs.southtexascollege.edu/transfer-center/index.html>

<https://academicaffairs.southtexascollege.edu/transfer-center/transfer-opportunities.html>

SECTION 19 GRADE APPEALS

19.1 STUDENT APPEAL OF COURSE GRADES

Dual credit students have the right to appeal final course grades which they consider manifestly unjust or erroneous. The primary responsibility for assigning grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant.

No grade appeals will be accepted with the desired resolution being anything other than a change of grade. Complaints and grievances must follow the procedures outlined in South Texas College Policy #3313- Student Grievance or Complaint.

Click on the following link for additional information about Grade Appeals:
https://academicaffairs.southtexascollege.edu/grade_appeals/index.html

SECTION 20

GRADUATION REQUIREMENTS AND CEREMONY ELIGIBILITY

20.1 GRADUATION REQUIREMENTS

Dual credit students must follow the same graduation requirements as traditional students at South Texas College. Graduation requirements include the following:

1. Students must be enrolled in or have completed all program requirements, as outlined in Degree Works and Catalog.
2. The student's record must reflect the correct major and degree program.
3. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA in all other courses).
4. Pay all debts to the College prior to graduation.

20.2 ELIGIBILITY TO PARTICIPATE IN THE CEREMONY

To become eligible to participate in the College Commencement Ceremonies held in May, December, or at such time determined by the Board of Trustees, dual credit students must be enrolled in all final coursework for their declared program and all coursework must be completed at the end of the semester of graduation. Dual Credit students who are eligible to participate cannot defer participation to a later Commencement Ceremony date. The College Registrar is the Graduation Determination Official and has the final authority to determine dual credit eligibility for graduation and ceremony participation. Dual credit students must meet all graduation requirements as outlined in College Policy to be eligible for graduation and participation in the Commencement Ceremonies.

20.3 PRE-CEREMONY PROCESS

Communication is sent to prospective graduates exclusively through their JAGMAIL account to confirm their attendance to the commencement ceremony.

1. Marching Order is open to accept the invitation to attend the commencement ceremony. Refer to the STC Graduation website for deadline.
<https://www.southtexascollege.edu/graduation/>

2. Only the students who complete Marching Order, pick up cap, gown and tickets by the deadline will participate. Students will need a picture ID.

Ceremony tickets will NOT be replaced if lost or misplaced and have NO CASH VALUE.

SECTION 21

FAMILY EDUCATION RIGHTS and PRIVACY ACT

21.1 FAMILY EDUCATION RIGHTS and PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA calls for the protection of student records once they turn 18 or enroll in college level courses, regardless of their age. Dual Credit students fall under this classification.

It is the policy of STC to maintain the confidentiality of academic records and comply with all federal and state laws governing the release of academic records. In accordance with these laws, STC will not permit access to, or the release of personally identifiable information contained in academic records to any party without the written consent of the student.

College instructors are required to follow FERPA regulations and release of dual credit student educational information, even to the parent, violates federal law.

For a full version of the policy please visit the U.S. Department of Education: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

SECTION 22

ACADEMIC SUPPORT SERVICES

22.1 CENTERS for LEARNING EXCELLENCE (CLE)

The Centers for Learning Excellence (CLE) provide academic tutoring in most subjects offered at South Texas College. The six CLEs also provide academic coaching, facilitated group study sessions, and skill-building workshops.

Services Available onsite:

- Tutoring: All tutoring services can be accessed and scheduled via the Upswing platform at southtexascollege.upswing.io. CLE tutors are available online and face to face for several courses, such as college algebra, chemistry, writing, and biology. Tutoring may be scheduled as an individual or group, and walk-in tutoring is available for onsite tutoring.
- Students are allotted four hours of tutoring with STC tutors each week. Should a student like to request for additional tutoring hours with STC tutors, they can do so by filling out the Additional Tutoring Hours Request Form, located on the Upswing login page. [Southtexascollege.upswing.io](https://southtexascollege.upswing.io)
- Academic Coaching: Students work with a coach to develop and implement a personalized academic success plan.
- Supplemental Instruction (SI): A trained facilitator leads regular group study sessions for historically difficult courses.

For more details, visit <https://www.southtexascollege.edu/cle/>

22.2 VIRTUAL CLE

All CLE services are available onsite and online. Most online services allow students to interact virtually with the CLE staff via video and audio in real time.

Services available include:

- TSI Workshop Support via online video modules located on the CLE workshops webpage.
- Student Success workshops through Student Lingo, a third-party resource tool that helps students gain necessary skills to increase their chances of success.
- Asynchronous Online Writing Support: In addition to conducting writing tutoring live online or in person, students may submit papers electronically for asynchronous review by a CLE tutor. The promised turnaround time is 24-48 hours, but most feedback is returned ahead of that schedule.

- Drop-in tutoring: Students can meet a tutor without an appointment through the Virtual CLE. All evening tutoring hours are held virtually.

22.3 THIRD-PARTY CONTRACTED SERVICES (UPSWING)

The CLE contracts tutoring services through a third-party vendor to expand coverage and access. Upswing offers subject-based tutoring even when the CLE is closed and allows for expanded subject coverage such as asynchronous paper review.

Usage Policy

- Each South Texas College student has a maximum allotment of 3 hours of tutoring time per semester. Each student's allotment will reset to 3 hours at the start of each semester (Fall, Spring, and Summer).
- Students may submit an appeal for additional online tutoring hours for the current semester by filling out the Online Tutoring Additional Hours Request Form.

NOTE: Although both STC tutors and Upswing tutors can be scheduled through the same upswing platform, STC tutors will have a designation to show the difference. Students may use a combination of STC tutors and Upswing tutors to gain the assistance they need.

For more details, visit <https://www.southtexascollege.edu/cle/>

22.4 ONLINE LIBRARY RESOURCES AND SERVICES

The South Texas College Libraries offer multiple services online for students to access off-campus.

Online Library Services:

- South Texas College Library provides interactive tutorials to help students become more proficient in finding and using information, covering key topics such as the Online Library Orientation, Avoiding Plagiarism, and the Research Skills tutorial.

Link: <https://library.southtexascollege.edu/resources/tutorials/>

- All students have access to the Library's extensive list of databases for research and class projects. These databases can be accessed on or off-campus. Students accessing these resources off-campus must log in with their JagNet credentials.

Link: <https://libguides.southtexascollege.edu/az.php>

- A Writing & Citing Source Guide is available to help students cite properly and format essays according to the appropriate style manual standards.

Link: <https://libguides.southtexascollege.edu/writingandciting>

- Our 24/7 Chat service is available to all students for questions about research, citing sources, or other topics related to their academic assignments. Click the orange "Ask Us" icon on the righthand side of the library homepage and start chatting.

Link: <https://library.southtexascollege.edu>

SECTION 23

COUNSELING & STUDENT ACCESSIBILITY SERVICES

23.1 COUNSELING DEPARTMENT SERVICES

The Counseling Department reflects South Texas College's commitment to provide access to higher education and support the educational goals of students from diverse backgrounds. Counseling staff helps achieve academic success through the following services: academic counseling, career and mental health counseling, and assistance to vulnerable populations.

The Counseling Department offers students and the campus community a variety of professional services. These services are offered in a confidential atmosphere where the student may discuss concerns that are important to their educational and personal success. In addition, the Counseling Department also offers a wide variety of topics and Special Presentations for which they provide further guidance such as time management, setting goals, and career planning).

23.2 APPOINTMENTS AND LOCATIONS

Counselors are available during the day on a walk-in basis or by appointment; however, appointments are preferred. Services for evening hours are by appointment only. Counselors are available at the Pecan Campus, Nursing and Allied Health Campus, Technology Campus, Mid-Valley Campus, and Starr County Campus locations.

23.3 STUDENT ACCESSIBILITY SERVICES

Students or prospective students requiring special accommodations should contact the Student Accessibility Services (SAS) office at (956) 872-2173.

In order to apply for services, student's must first register for classes at South Texas College. Second, students are responsible for completing a New Student Application at the following link:

<https://studentservices.southtexascollege.edu/disability/index.html>.

In addition, you will be asked to support your request for services by uploading medical documentation. The student has 30 days to submit their documentation. The documentation should be current (not older than three (3) years) and should address diagnosis, prognosis, functional limitations, and educational recommendations. You can find information regarding documentation requirements at this link:

<https://studentservices.southtexascollege.edu/disability/documentation.html>.

Once the student is registered for classes, completed the application for SAS services and uploaded their documentation, the student's case will be assigned to a Counselor who will contact them to follow up. Services and accommodations as

required by the Americans with Disabilities Act may include: assessment for determination of eligibility for accommodations, determination for eligibility for TSI testing accommodations, arrangements for sign language interpreters, extended time for tutoring at the CLE, the use of provision of adaptive equipment, readers, scribes, instructional/testing/classroom accommodations, liaison between students, faculty, staff and others, and referral services to other South Texas College departments or outside service providers.

23.4 EQUAL OPPORTUNITY INSTITUTION

South Texas College is an equal opportunity institution which provides educational opportunities without discrimination on the basis of race, color, religion, sex, age, national origin, disability or veteran students in accordance with the Americans with Disabilities Act of 1990, Section 504 of Rehabilitation Act 1973, and Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex.

SECTION 24 INSTRUCTIONAL SUPPORT SERVICES

24.1 INSTRUCTIONAL SUPPORT SERVICES TABLE

South Texas College offers all of its students access to the following instructional support services.

Department	Services Offered	Locations	Phone Number
Library	<ul style="list-style-type: none"> • Print and Electronic books, magazines, journals, etc. • Online Database access • Computer Labs and printing • Study Rooms • Group work stations • Research consultations • 24/7 Chat Service 	<ul style="list-style-type: none"> • Pecan Campus: Building F 122 • Mid-Valley Campus: Building E 1.200 • NAH Campus: Building B 1.200 • RCPSE Campus: PB-5A • Starr Campus: Building K 1.300 • Technology Campus: • Building A 179 	<ul style="list-style-type: none"> • Pecan Campus: (956) 872-8330 • Mid-Valley Campus: (956) 447-6663 • NAH Campus: (956)872-3121 • RCPSE Campus: (956)872-4220 • Starr Campus: (956) 488-5820 • Technology Campus: (956) 872-6120

Centers for Learning Excellence (CLE)

- Tutoring (individual, or group; in-person or online)
- Academic Coaching
- Asynchronous Paper Review
- Supplemental Instruction
- Embedded Tutoring
- Academic Success Workshops
- TSI Prep Services
- CLE Open Computer Labs

- Mid-Valley Campus: Building A 101
- Nursing & Allied Health: Building A 1208
- Pecan Campus: Building C 100
- Regional Center for Public Safety Excellence: Portable Building 5 B
- Starr Campus: Building B 201
- Technology Campus: Building B 150

- Mid-Valley Campus: (956) 447-6675
- Nursing & Allied Health: (956) 872-3044
- Pecan Campus: (956) 872-8303
- Regional Center for Public Safety Excellence: (956) 872-4216
- Starr Campus: (956) 488-5824
- Technology Campus: (956) 872-2756

SECTION 25

STUDENT SUPPORT SERVICES

25.1 STUDENT SUPPORT SERVICES TABLE

South Texas College offers all of its students' access to the following student support services.

Department	Services Offered	Locations	Phone Number
Counseling Services	<ul style="list-style-type: none"> • Academic Counseling • Career Counseling • Professional Counseling • Academic and Personal Growth Workshops • Mental Health Screenings 	<ul style="list-style-type: none"> • Pecan Campus: K 2.900 • Mid-Valley Campus: F 114 • Starr Campus: G 1.304 C • Technology Campus: B 175 • Nursing & Allied Health Campus: A 1.601 	<ul style="list-style-type: none"> • Pecan Campus: 956-872-2173 • Mid-Valley Campus: 956-447-1229 • Starr Campus: 956-488-5853 • Technology Campus: 956-872-6125 • Nursing & Allied Health Campus: 956-872-3077
Student Accessibility	<ul style="list-style-type: none"> • Accommodations for student with disabilities • Accommodations for Pregnant/Parenting students • Assistive Technologies • Alternative Testing 	<ul style="list-style-type: none"> • Pecan Campus: K 2.900 • Mid-Valley Campus: F 114 • Starr Campus: G 1.304 C • Technology Campus: B 175 • Nursing & Allied Health Campus: A 1.601 	<ul style="list-style-type: none"> • Pecan Campus: 956-872-2173 • Mid-Valley Campus: 956-447-1229 • Starr Campus: 956-488-5853 • Technology Campus: 956-872-6125 • Nursing & Allied Health Campus: 956-872-3077

<p>Student Activities and Wellness</p>	<ul style="list-style-type: none"> • Over 70 student organizations • Student Government Association • Student Leadership Academy • Intramural Sports • Student Activities and Events • Student Food Pantry (Pecan, Mid Valley, Starr) 	<ul style="list-style-type: none"> • Pecan Campus: H 240 • Mid-Valley Campus: F 150 • Starr Campus: H 1.300 • Technology Campus: B 103 • Nursing & Allied Health Campus: 1st Floor, East Wing 	<ul style="list-style-type: none"> • Pecan Campus: 956-872-3530 • Mid-Valley Campus: 956-447-1208 • Starr Campus: 956-872-5888 • Technology Campus: 956-872-6192 • Nursing & Allied Health Campus: 956-872-3149
<p>Career and Employer Services</p>	<ul style="list-style-type: none"> • Career Exploration • Online Job Board System • Career & Professional Development Workshops • Resume Development • Career Coach • Job & Program Fairs • Employer Relations 	<ul style="list-style-type: none"> • Pecan Campus: U 1.401 • Nursing & Allied Health Campus: A 1.405 • Technology Campus: B529 • Mid-Valley Campus: F 136 	<ul style="list-style-type: none"> • Pecan Campus: 956-872-6318 • Nursing & Allied Health Campus: 956-872-3050 • Technology Campus: 956-872-6317 • Mid-Valley Campus: TBA



**SOUTH TEXAS
COLLEGE**