

ADMISSIONS GUIDELINES

REQUIREMENTS

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. Selective programs, which have additional requirements for admission, are also outlined in this policy. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Effective September 1, 2003, all College academic students entering South Texas College will need to comply with new state-mandated Texas Success Initiative Rules (TSI) and STC Developmental Education Plan regarding testing requirements. Students who are TSI liable and who have not met the TSI requirements will be limited to 13 credit hours during the Fall or Spring terms and 7 credit hours during the summer terms. Such students wishing to enroll in a greater number of credit hours must obtain a waiver from the appropriate Division Dean based on the student's declared major.

The College is committed to student success and to a quality education for all. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, Veteran status, or disability. Any individual meeting any one of the following conditions may be admitted to the College:

HIGH SCHOOL GRADUATION

An official high school transcript indicating passing scores on the Texas Assessment of Academic Skills/Texas Assessment of Knowledge and Skills (TAAS/TAKS) test and the date of graduation must be requested prior to enrollment. High school graduates entering South Texas College without TAAS/TAKS scores are subject to TSI requirements. A high school transcript waiver will be accepted for students who are in the process of obtaining their official

high school transcript. Students who are unable to provide an official high school transcript by census date will have a registration hold placed upon their record.

EXAMINATION

Applicants who did not graduate from high school may be admitted by successfully completing the English version of the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency must be submitted to the Office of Admissions and Records. Students who have completed the GED in a language other than English may be admitted to the College but are limited to enrollment in English as a Second Language (ESL) coursework to enable them to make use of already existing knowledge, training, or skills. Admission to other program and courses requires completion of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500. A copy of these scores must be submitted prior to registration for other than ESL coursework.

INDIVIDUAL APPROVAL

Students without a high school diploma or GED are strongly encouraged to complete their GED prior to applying to South Texas College. Students, however, who do not qualify for admission under either of the above conditions may be considered for conditional acceptance if they are at least 18 years of age and can provide test results from the ACCUPLACER, ASSET, COMPASS, THEA, , prior to enrollment. Special admissions will be considered on an individual basis and continued enrollment is provisional. All applicants must submit an official transcript from the last high school attended prior to enrollment. Course selection and load may be restricted. Federal legislation requires that a student admitted under provisions such as these pass a designated "Ability to Benefit" exam to be eligible to receive financial aid.

TRANSFER FROM ANOTHER COLLEGE

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded. The student will then be notified by mail, within their first semester, of courses that transferred.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the

election to apply under this statute cannot receive any course credit courses taken 10 or more years prior to enrollment.

6. Out of state transfer students who have not taken ACCUPLACER, ASSET, COMPASS, THEA, will need to confer with the South Texas College Testing Center prior to registration.

DUAL ENROLLMENT

Dual enrollment allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students must be eligible to participate in dual enrollment as determined by the policy of the students' high school. In addition, high school students admitted to the College must meet the same requirements as all other admitted students, with the exception that successful completion of Math and/or ELA portion of the TAKS test be required in lieu of the TSI Assessment Instrument(s) for dual students who are enrolled in TSI exempt certificate programs. High school credit may be earned with the approval of the Principal. College credit may be earned upon successful completion of the course.

INTERNATIONAL STUDENT

An applicant from a foreign country must provide additional documentation as outlined in the Foreign Student Admissions Policy.

SELECTIVE PROGRAMS

Selective programs with additional admission requirements follow:

BACHELOR DEGREE PROGRAMS:

Bachelor of Applied Technology Admission Requirements

Admission to the Bachelor of Applied Technology Program requires the following:

- A. All applicants must meet general admission requirements to South Texas College.
- B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher

Education Assessment (THEA), with program specific exemptions accepted.

- C. Applicants are eligible for admission if they meet one of the following criteria:
 - a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
 - b. Applicants with prior college level course work must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Associate Dean for Bachelor Degree Programs and University Relations, for waiving the requirement.
 - c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Associate Dean for Bachelor Degree Programs and University Relations upon completion of a personal interview with the prospective applicant.
- D. Submit a completed Bachelor of Applied Technology program application.

CERTIFICATE AND ASSOCIATE DEGREES:

NURSING & ALLIED HEALTH SELECTIVE ADMISSION PROGRAMS

Associate Degree Nursing

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas) or SAT of 910 or above. Scores must be within the past five years.
- E. Satisfy program specific requirement for math proficiency.
- F. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the ADN degree plan.

- G. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- H. Satisfy program specific requirements for clinical practice.
- I. Submit a completed ADN program application.

Emergency Medical Technology

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED equivalent.
- C. Be 18-years of age for clinical/practicum experience.
- D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- E. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better or course placement as follows:
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent.
- F. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- G. Hold a valid Texas Driver's License.
- H. Satisfy program specific requirements for clinical practice.
- I. Submit a completed EMT program application.
- J. Participate in mandatory EMT Program advisement prior to registration
- K. Attend Mandatory Hospital Orientation.

Health and Medical Administrative Services

- A. All applicants must meet general admission requirements to South Texas College.
- B. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program

specific exemptions accepted.

- C. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of “C” or better for course placement as follows:
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent.
- D. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- E. Satisfy program specific requirements for clinical practice.
- F. Submit a completed Health and Medical Administrative Services program application.
- G. Participate in individual student advisement with Health and Medical Administrative Services faculty prior to registration.

Medical Assisting Technology

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent
- C. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of “C” or better for course placement as follows:
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent
- E. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed Medical Assisting program application.
- H. Participate in individual student advisement with Medical Assisting faculty prior to registration.

Occupational Therapy Assistant

- A. All applicants must meet general admission requirements to South Texas College.
- B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- C. Present documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of a Registered Occupational Therapist.
- D. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the OTA degree plan.
- E. Complete prerequisite courses with a minimum grade of “C” as listed in the OTA degree plan.
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed OTA program application.
- H. Participate in individual student advisement with OTA faculty prior to registration.

Patient Care Assistant

- A. All applicants must meet general admission requirements to South Texas College.
- B. Pass college placement test with minimum scores or complete developmental classes with a grade of “C” or better for course placement as follows:
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent.
- C. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- D. Satisfy program specific requirements for clinical practice.
- E. Participate in a student advisement session with PCA program faculty prior to registration.
- F. Submit a completed PCA program application.

Physical Therapist Assisting

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
- E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all transfer courses and courses completed at STC.
- F. Present documentation of minimum of fifty (50) hours of volunteer or work experience under the supervision of a PT or PTA in two different settings.
- G. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- H. Satisfy program specific requirements for clinical practice.
- I. Submit a completed PTA program application.
- J. Participate in student advisement session with PTA faculty prior to registration.

Pharmacy Technology

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent.
- C. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted
- D. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent.

- E. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC.
- F. Complete program specific requirements for clinical practice.
- G. Submit a completed Pharmacy Technology program application.
- H. Participate in individual student advisement with Pharmacy Technician program faculty prior to registration.

Radiologic Technology

- A. All applicants must meet general admission requirements to South Texas College
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Be within three months of 18 years of age or older (required by Bureau of Radiologic Health & Safety Regulation).
- E. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
- F. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- G. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RADT degree plan.
- H. Submit a completed Radiologic Technology program application.
- I. Participate in individual student advisement with RADT faculty prior to registration.

Respiratory Therapy

- A. All applicants must meet general admission requirements to South Texas College
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.

- D. Complete all prerequisite courses with a minimum grade of “C” as listed in the degree plan.
- E. Earn a minimum cumulative GPA of 2.0, on A 4.0 scale in all courses in the RADT degree plan.
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed Respiratory Therapy program application.
- H. Participate in individual student advisement with Respiratory Therapy faculty prior to registration.

Vocational Nursing: (ACT)

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Satisfy program specific requirements for clinical practice.
- E. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- F. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the VN degree plan.
- G. Submit a completed Vocational Nursing program application.
- H. Participate in individual student advisement with VN faculty prior to registration.

ALTERNATIVE EXAMS AND MANDATORY PLACEMENT TESTING

It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility granted under the Texas Success Initiative (TSI) rules to improve individualized programs to ensure the success of students in higher education. Effective with the fall 2003 semester, all public colleges and universities shall assess the academic skills of each entering undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework. The following assessment instruments may be used:

1. ASSET and COMPASS offered by ACT;
2. ACCUPLACER offered by The College Board
3. Texas Higher Education Assessment (THEA) (formerly THEA Test) offered by National Evaluation Systems, Inc.

The Testing Center administers the THEA test throughout the year. Information on test dates, registration deadlines, and general information is available upon request.

Call 1-800-742-7822 for information or contact the Testing Center at (956) 872-6474, or visit the web site at: http://www.southtexascollege.edu/student-services/testing_center/testing.html.

Any questions not covered regarding Alternative Exams & Developmental Education, please refer to the Institutional Developmental Educational Plan, which can be found at the Testing Center as well as on-line: <http://www.southtexascollege.edu/develop/devDocuments/DevPlanRevised%204-19-05.pdf>.

WHO MUST TAKE AN ALTERNATIVE EXAM?

As of the Fall 2003 semester, all students who plan to enroll at South Texas College (STC) and students in high school enrolling in a college-level course **MUST** take an Alternative Exam **before enrolling in any college-level credit coursework.**

WHEN MUST A STUDENT TAKE AN ALTERNATIVE EXAM?

A student must have taken an Alternative (ACCUPLACER/ASSET/COMPASS/THEA) Test before enrolling in any STC coursework.

REGISTRATION FOR THE THEA TEST

To register for the THEA Test, a student must fill out a registration form prior to the test administration. The THEA Test Registration Bulletin provides the student with all the information necessary to register and is available through the Testing Center and Student Information Centers. All registration is handled through the National Evaluation System, Inc. (NES) located in Austin, TX. STC is a designated test site. Tests are administered several times during the year. A student may register "on-line" by visiting NES's website: www.thea.nes.inc.com.

The Testing Center also provides THEA "Quick" test dates that are scheduled throughout the semesters. THEA "Quick" test is available during the week, evenings, and Saturdays. A student that has already tested for a THEA "Quick" test and failed one or more sections of the test must wait 30 days before attempting the THEA "Quick" Test. THEA "Quick" test is offered by appointment only. For scheduled dates, please call the Testing Center and/or the Student Information Centers or the web site at www.southtexascollege.edu/student_services/testing.html.

PAYMENT FOR THE THEA TEST

The THEA Test fee is \$29. Fee waivers are available for qualifying students. The number

of fee waivers is limited. Please contact the Testing Center (Pecan: 956-872-3484, Mid-Valley: 956-447-6602, Starr: 956-488-6976) for more information.

PLACEMENT TESTING

Students enrolling for Certificate Level-One programs of one year or less (42 or fewer semester credit hours or the equivalent) must be tested for reading, writing, and mathematics skills. Placement tests that can be used are the THEA, THEA "Quick" and/or ACCUPLACER.

Students pursuing Associate and/or Bachelor's degrees who do not pass the THEA, THEA "Quick" ACT, or the SAT or meet the requirements, must participate in the appropriate prerequisite course(s) before being allowed to enroll in college-level courses.

TAKING AND PASSING AN ALTERNATIVE EXAM

To be considered TSI College Ready, a student must pass all three sections of an Alternative Exam - reading, writing, and math. If the student does not pass one or more sections, the student may register for an Alternative Exam again and take only the section(s) of the test that he/she has not passed. A student must be in "continuous" developmental coursework for any section of an exam not passed. For each student who fails to meet the minimum passing standards the following student success initiatives will apply. These new initiatives will foster the academic preparation necessary for students to be successful in future academic courses.

- ▶ All developmental courses will be included in the Grade Point Average for all students at STC.
- ▶ Students in developmental studies will be limited to a maximum of 13 credit hours of course work per fall and spring semester, and seven credit hours of course work per summer session.
- ▶ Students who have not met testing requirements will be required to take more than one developmental course each

semester if they are deficient in more than one area.

- ▶ All students taking developmental math will be tested on ACCUPLACER for mandatory placement in developmental math courses. Students required to take an Alternative Exam may not graduate from a certificate program that has six or more semester credit hours or the equivalent outside of the specified curriculum, an associate degree program or a Baccalaureate degree program until they have passed all three sections of an Alternative Exam and/or completed sections with “C” or Better option.

To obtain additional information on Alternative Exams, contact the Testing Center located at each campus.

THE THEA TEST

Each section of the THEA Test is designed to measure a student’s academic skill in relation to an established standard of competence. The score on each section of the test is based on the mastery of the skills being tested.

The THEA Test consists of the following sections:

Reading

The reading section includes reading selections similar to those found in course materials (e.g., textbooks, lab manuals, essays) that students are likely to encounter during their first year in college. Each selection is approximately 300 to 750 words in length. Students will be asked to answer several multiple-choice questions about each selection.

Mathematics

The mathematics section contains multiple-choice questions covering four general areas: fundamental mathematics, algebraic graphic and equations, algebraic operations and quadratics, and geometry and reasoning. The test questions focus on a student’s ability to perform mathematical operations and/or solve problems. Appropriate formulas will be

provided for students to use in performing some of the calculations required by the test questions. Examinees will not be permitted to use calculators during the test.

Writing

The writing section consists of two subsections: a group of multiple-choice questions and a writing sample portion. Examinees must take both writing subsections. The multiple-choice subsection of the test assesses students’ skills in various elements of effective writing. The writing sample subsection requires students to demonstrate their ability to communicate effectively by writing on a given topic. Students will be instructed to provide a writing sample of approximately 300 to 600 words. Generally, topics will allow examinees to draw from personal experience and general knowledge. Students will not be allowed to use dictionaries.

ACCUPLACER TEST

The ACCUPLACER Test is offered only during the last two weeks prior to each semester’s first class day. Each section of the ACCUPLACER Test is designed to measure a student’s academic skill in relation to an established standard of competence. The score on each section of the test is based on the mastery of the skills being tested.

The ACCUPLACER TEST includes four computer-adaptive, multiple-choice tests and a writing essay:

Reading Comprehension Test

Each student taking this test will be presented with a series of 20 questions of two primary types. The first type consists of a reading passage followed by a question based on the text. The second type of question, sentence relationships, presents two sentences followed by a question about the relationship between these two sentences. The question may ask, for example, if the statement in the second sentence supports that in the first, if it contradicts it, or if it repeats the same information.

Sentence Skills Test

Each student receives 20 Sentence Skills questions of two types. The first type is sentence correction questions, which require an understanding of sentence structure. The second type is construction shift questions. Within these two primary categories, the questions are also classified according to the skills being tested. These categories include social sciences, natural and physical sciences, human relations and practical affairs, and the arts.

Arithmetic Test

The 17 arithmetic questions administered by the ACCUPLACER™ Tests are divided into three types.

- ▶ Operations with whole numbers and fractions.
- ▶ Operations with decimals and percents.
- ▶ Applications and problem solving.

Questions from all three categories are always presented to the student although the number of questions from each category varies with the student's skill level.

Elementary Algebra Test

A total of 12 questions, divided into three types, are administered in this test. The first type involves operations with integers and rational numbers, and includes computation with integers and negative rationals, the use of absolute values, and ordering. A second type, which involves operations with algebraic expressions tests minimal skill levels using evaluation of simple formulas and expressions, and adding and subtracting monomials and polynomials. The third type of question involves the solution of equations, inequalities, and word problems.

Texas WritePlacer Plus™

Writing samples for Texas WritePlacer Plus™ are scored using a modified holistic scoring method, a procedure used to evaluate the overall quality of writing based on the features of writing identified below.

Each response is evaluated based on the following features of writing:

- ▶ Focus,
- ▶ Organization,
- ▶ Development and Support
- ▶ Sentence Structure and Usage
- ▶ Mechanical Conventions.

A score of zero indicates that the essay was off topic, in a language other than English, too short to be evaluated, or in some other way not able to be scored. Descriptions of each score are shown below.

PAYMENT FOR THE ACCUPLACER TEST

The ACCUPLACER Test fee is \$29. Please contact the Testing Center (Pecan: 956-872-3484, Mid-Valley: 956-447-6602, Starr: 956-488-6976) for more information.

TESTING TIME PROVIDED

The test session(s) are five hours in length. Examinees may use the time available to work on any of the three sections of the test. The individual test sections (Reading, Mathematics, Writing) are not limited within the testing session. The test is designed so that most students should be able to finish all three sections within five hours.

TESTING

Effective with the fall 2003 semester, all public colleges and universities shall assess the academic skills of each entering undergraduate student prior to enrollment of the student. All students must have an Alternative Exam score report submitted to the Admissions Office prior to enrolling.

An institution offering collegiate-level credit to students via a Multi-Institution Teaching Center (MITC) or a university system center, or to in-state students by distance learning delivery systems shall ensure that students are assessed as required by this section. An institution may not use the assessment or the results of the assessment as a condition of admission to the institution. STC reserves the right to revise testing requirements as dictated by the state on an as needed basis.

ADMISSIONS PROCEDURES

The following assessment instruments may be used:

1. ASSET and COMPASS offered by ACT;
2. ACCUPLACER offered by The College Board
3. Texas Higher Education Assessment (THEA) (formerly TASP Test) offered by National Evaluation Systems, Inc.

The following minimum passing standards shall be used by an institution to determine a student's readiness to enroll in freshman-level academic coursework:

1. ASSET: Reading Skills - 41; Elementary Algebra - 38; Writing Skills (objective) - 40; and Written Essay - 6.
2. COMPASS: Reading Skills - 81; Algebra - 39; Writing Skills (objective) - 59; and Written Essay - 6.
3. ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63; Sentence Skills - 80; and Written Essay - 6.
4. THEA: Reading - 230; Mathematics - 230; Writing - 220.

For each student who fails to meet the minimum passing standards the following student success initiatives will apply. These new initiatives will foster the academic preparation necessary for students to be successful in future academic courses.

- ▶ All developmental courses will be included in the Grade Point Average for all students at STC.
- ▶ Students in developmental studies will be limited to a maximum of 13 credit hours of course work per fall and spring semester, and seven credit hours of course work per summer session.
- ▶ Students who have not met testing requirements will be required to take more than one developmental course each semester if they are deficient in more than one area.
- ▶ All students taking developmental math will be tested on ACCUPLACER for mandatory placement in developmental math courses.

For more information, visit the Counseling & Advising Center or call 872-8372 or 1-800-742-7822. For complete testing information, visit the Testing Center or call 872-3484.

The steps for entering South Texas College are as follows:

1. Obtain an application from the Office of Admissions and Records or any Student Information Center, complete and return to the same office.
2. Provide an official transcript from your high school or each college attended, or GED scores, and have it submitted to the Office of Admissions and Records.
3. Submit test scores from one of the following: THEA, ACCUPLACER, ASSET, COMPASS, ACT, or SAT as part of the application process.
 - a. Students should submit these test scores that are used for placement and guidance purposes prior to enrolling.
 - b. Applications for THEA may be acquired through the high school or college guidance offices. THEA Quick tests are offered at South Texas College at designated times and by appointment only. There is a \$15 Reservation Fee for THEA-Quick Test and/or ACCUPLACER. Call the Testing Center at (956) 872-3484.
 - c. Individual Approval students wishing to receive financial aid must also pass a approved U.S. Department of Education "Ability to Benefit" (ACCUPLACER) exam.
4. Prior to registration, all new incoming freshman and transfer students will be required to sign an acknowledgment form pertaining to the receipt of information on bacterial meningitis. Forms will accompany the STC application. Please see page 50 under Immunization Requirements for more about bacterial meningitis.
5. Students who do not complete all admission requirements listed above before the established deadlines will be notified of their status by the college.
6. Registration for classes will be held on the

official registration dates as outlined in the school calendar/class schedule. Payment of tuition and fees is due at the designated deadline to complete the enrollment process.

7. Falsification of admission records may result in permanent suspension from the College.

Student admission procedures are the responsibility of the Dean of Enrollment Services and Registrar. Any questions, comments, or requests for assistance concerning the enrollment process or any other aspect of the admission procedure should be directed to the Dean of Enrollment Services and Registrar.

ADMISSIONS CHECKLIST

1. Complete an Application for Admission.
2. Provide official transcripts from your high school, or proof of GED completion (test scores or certificate) and any college transcripts. Contact your previous education institution(s) to request official transcripts. Transcripts may be delivered in person or mailed to the Office of Admissions and Records.
3. Contact the Testing Office to determine whether you need to take a state-mandated reading, writing and/or math assessment test (THEA, ACCUPLACER or COMPASS) or if you are eligible for an exemption or waiver.
4. Complete New Student Orientation. New Student Orientations are held before each semester. Morning, afternoon and evening sessions are available. Contact the Outreach Office for the orientation schedule.
5. Advisors will assist you in managing your degree plan, and ensuring that you are aware of campus tools and resources that will assist you in becoming a successful student. If you attend orientation on campus, you will meet with a temporary advisor to plan your schedule. You will be assigned an advisor once you have registered for classes. If you complete the online orientation, you must meet with your assigned advisor once you have completed the online orientation. You will be assigned an advisor upon completion

of the online orientation. Together, you will plan your class schedule. (Online Orientation will be available in August 2005). You must fulfill the state-mandated assessment test requirements before completing the advisement process.

6. Register for classes. Use the Advisement Form to select courses from the current STC course schedule. Complete the registration worksheet included in the Admissions Packet and register at campus kiosks, online, by phone or in person. If you attend orientation on campus, you will be able to register for classes during the orientation session.
7. Pay tuition and fees. Enrollment is complete only upon full payment of tuition and fees, financial aid award or approved installment plan. Tuition must be paid in full by the due date or you will be dropped from your classes. Financial Aid awards are normally posted to your account on or before the tuition due date. Tuition may be paid by cash, money order, check or credit card. Free cash, scholarships, work opportunities and emergency loans are available to eligible students. Contact the Financial Aid Office to determine if you are eligible.
8. Buy your books. You may buy your books at the campus bookstore. The bookstore may have used books for sale which can save you money.
9. Check out Student Life! Get connected and meet people through intramural sports, activities, cultural events, clubs, Student Government, volunteer and leadership opportunities.

AUDITING A CLASS

Auditing a course provides the privilege of attending lecture classes only. Auditing does not include the taking of examinations, submitting papers or reports, laboratory exercises, or field work. Individuals with audit status will not be given semester hour credit and/or a grade after having enrolled on an audit basis.

Registration for an audit class is available on the seventh class date of the Fall or Spring semester and the third class date of each Summer session. Auditing a course will be determined on a space availability contingency. Course tuition will be charged for auditing a course.

TECH PREP

South Texas College is a participating member of the Lower Rio Grande Valley Tech-Prep consortium. Tech Prep is part of a national educational initiative in vocational and technical education. Programs developed cooperatively with the area school districts enable high school students to enter STC with college credits in a technical area and prepare them to enter the workforce in high demand technical courses.

A high school student who successfully completes a Tech Prep articulated course at their high school is eligible to receive credit at STC when the following criteria are met:

1. Completes the high school course(s) with a grade of 80 (B) or better.
2. Meets all STC admission and program entrance requirements.
3. Enrolls in a Tech Prep Associate of Applied Science Degree or related certificate at STC within 15 months after graduating from high school.
4. Successfully completes a minimum of six credit hours at STC with a grade of 70 (C) or better.

Upon registering at STC, the student should visit the Tech Prep advisor's office to ensure proper application of their credit.

DUAL ENROLLMENT

The dual enrollment program allows eligible high school students to enroll in college courses while attending high school. Courses are taken in place of, or in addition to, the normal course load in high school. High school students admitted to the program must meet the same requirements as all other college students.

Students must meet the TSI standards for college readiness, or be TSI exempt in order to enroll in academic courses. College credit will be earned upon successful course completion and may be applied towards an Associates Degree at STC or may transfer to other colleges and universities.

Students must submit an application and an official high school transcript in order to register for the college course(s). Please contact the Outreach Department at 872-8391 or 1-800-742-7822 for further details.

STUDENTS RECORDS

DEFINITION OF A MAJOR

A "major" is a concentration of specialized coursework which leads to a certificate or degree. A current list of major codes is listed on the back of the application as well as on the Change of Information form.

CHANGE OF ADDRESS

Students' current mailing and permanent address must be correctly listed on college records. Any changes in the mailing address should be promptly reported to the Office of Admissions and Records and a Change of Information form completed. Students will not be excused from penalties on grounds of not receiving communications mailed from the College if the new address was not reported.

CHANGE OF NAME

College records of students' names are based upon the Application. Subsequent changes of name and address should be promptly reported

to the Office of Admissions and Records. Students may change the full legal name on their permanent academic records by providing legal documentation and completing a Change of Information form in the Office of Admissions and Records.

CONFIDENTIALITY OF RECORDS

It is the policy of South Texas College to maintain confidentiality of its students' educational records and to be in compliance with the provisions of all federal and state laws governing the release of student educational records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act and the Texas Open Records Act are respectively federal and state laws that provide for the review and disclosure of student educational records. Individuals are informed of their rights under these laws through this policy. In accordance with these laws, STC has adopted the following policy.

STC will not permit access to or the release of personally identifiable information contained in student education records to any party without the written consent of the student except as follows:

1. To appropriate STC officials who require access to educational records in order to perform their legitimate educational duties/interest; "Legitimate educational interests" means (1) the information or records requested is relevant and necessary to accomplishment of some task or determination; and, (2) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility."
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;

3. To federal, state, or local officials or agencies authorized by law;
4. In connection with a student's application for, or receipt of, financial aid;
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data;
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance.

NOTICE:

As permitted under section 99.34 (a)(1)(ii) of the Family Educational Rights and Privacy Act of 1974 as amended, and upon the request of The University of Texas-Pan American (UT-Pan Am), South Texas College will forward educational records to UT-Pan Am for students who seek or intend to enroll at UT-Pan Am.

DIRECTORY INFORMATION

At its discretion, STC may release information that shall include:

- ▶ Name, address, telephone number
- ▶ Date and place of birth
- ▶ Major field of study
- ▶ Participation in officially recognized sports and activities
- ▶ Dates of attendance
- ▶ Most recent previous educational institution(s) attended
- ▶ Classification
- ▶ Degrees and awards received
- ▶ Enrollment status
- ▶ Date of graduation
- ▶ Name of the most recent previous institution attended

Students may withhold information by notifying the Office of Admissions and Records in writing each semester during the first 12 days of class of a Fall or Spring semester, or the first four class days of a Summer semester. Request for nondisclosure will be honored by the institution for only the current enrollment period; therefore, a request

to withhold information must be filed each semester or term in the Office of Admissions and Records.

REVIEW OF RECORDS

Any student who desires to review his/her records may do so upon request to the appropriate office. Any student who desires to challenge the accuracy of his/her records should follow the procedure outlined below.

1. Students have the right to challenge the content of their education record in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of the student. They have the right to correct or delete any such inappropriate data contained therein into such records a written explanation respecting the content of such records. Students who wish to exercise these rights should file a Student Records Challenge Request Form with the Custodian of Records/Registrar in question.

2. Informal Proceedings

The Custodian of Records/Registrar may attempt to settle the dispute with the student through informal meetings and discussions that will be held within a reasonable period of time after the request is submitted.

3. Formal Hearing Procedure

Formal hearing procedures may only be necessary when the informal means are not satisfactory to the student or the Custodian of Records/Registrar in question. If a formal hearing is requested, the Vice President for Student Services and Development or designee shall conduct the hearing and render a decision within a reasonable period of time following the request. The student and the Custodian of Records/Registrar shall be afforded full and fair opportunity to present evidence relevant to the issue raised. The appeal shall not go beyond the Vice-President for Student Services and Development. Forms are available at the Office of Admissions and Records.

RESIDENT STATUS FOR STUDENTS

It is the policy of South Texas College that proof of residency must be provided at the time of application to the College. Students are also required to sign an oath of residency. Any violation of residency rules will result in disciplinary action. Students must have lived in the State of Texas for 12 months prior to registration to be considered for Texas resident tuition rates. For purposes of determining residency, the College complies with all applicable state and federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. Students from out-of-state as defined by the above-cited guidelines must pay non-resident tuition.

To be classified as a resident, a student must prove Texas residency for the 12 months immediately prior to the date of enrollment for the given semester with one or more of the following documents:

- Texas high school transcript (showing attendance for the last 12 months);
- Texas college or university transcript (showing attendance for the last 12 months);
- Texas voter registration (at least one year old);
- Permanent driver's license (at least one year old);
- Employer's statement of employment for last 12 months;
- Lease agreement for the last 12 months;
- Canceled checks for the last 12 months;
- Utility bills for the last 12 months;
- Other third party documentation.

To claim dependent residence status, a student must provide a copy of the parents' IRS 1040 (federal income tax return) with the parents' residence listed.

Resident Students have two classifications - those who live in the South Texas College District and those who live outside the district. The South

Texas College District includes all of Hidalgo and Starr counties.

Persons, and their dependents, who do not live in the college district but who own property that is subject to ad valorem taxation by the College's taxing district, are also classified as In-District students. Evidence of ownership of such property shall be a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo counties. It must be submitted with the application for admission to the College and will be retained by the College. This evidence must be re-submitted annually. Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent. Foreign students are not eligible for the waiver.

The student is responsible for registering under the proper residence classification and for providing appropriate documentation as required by the College.

When completing the oath of residency portion of the application for admission process, the student is responsible for registering under the proper residence classification and for providing documentation as required by the College. If there is any question as to right to classification as a resident of the South Texas College District, it is the student's obligation, prior to, or at the time of enrollment, to raise the question with the administrative officials of the College for official determination. Students classified as Texas and In-District residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials. Failure to notify the institution constitutes a violation of the oath of residency.

A student classified as a non-resident (out-of-state or international) is one who has not met the state requirements for establishing residency for tuition purposes prior to census date.

Aliens Eligible to Domicile or be Treated as Permanent Residents in The United States

Texas Education Code 54.07 "Aliens. An Alien who is living in this country under a visa permitting permanent residence or who has applied to or has petition pending with the U.S. Citizenship and Immigration Services to attain lawful status under federal immigration law has the same privilege of qualifying for resident status for fee purposes under this Act as has a citizen of the United States..." (**Please contact the Office of Admissions and Records to determine if you have a visa that allows you to domicile).

Aliens Who are Residents of Texas Based on their High School Graduation or Receipt of a GED Certification

Texas Education Code 54.052(j) provides:

"Notwithstanding any other provision of this subchapter, an individual shall be classified as a Texas resident until the individual establishes a residence outside this state if the individual resided with the individual's parent, guardian, or conservator while attending a public or private high school in this state and:

- (1) graduated from a public or private high school or received the equivalent of a high school diploma in this state;
- (2) resided in this state for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma;
- (3) registers as an entering student in an institution of higher education not earlier than the 2001 Fall semester; and
- (4) provides to the institution an affidavit stating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so."

All documentation must show the student's name and address.