

Dual Enrollment Academy Programs



Welcome Class of 2027!

Dual Enrollment Academy Programs



Two-year program designed for high school juniors and seniors

- Students can apply during sophomore year
- Cohort Based
- On Campus, First-hand college experience

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

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



Dual Enrollment Academy Programs
Established in 2005



Dual Enrollment Academy Programs

Application Requirements



Essay: Formatting: 1 Page Minimum, size 12 font, Times New Romans, Double-Spaced

Student Typed Essay (upload): Describe your proposed field of study. How will your selected Academy Program help you accomplish your short- and long-term goals? How will you overcome obstacles you may face throughout the 2-year program to ensure your success?

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

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

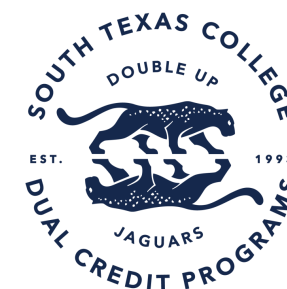
STC Academic Standing: Must be in Good Standing (2.0 GPA or Higher) at start of courses (if you have taken or are taking dual credit courses).

Passing TSI Scores: Counselor Submits Directly to STC

Important: Cohort Offering Contingent Upon Minimum Number of Applicants

Minimum TSIA 2.0 Assessment Scores

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



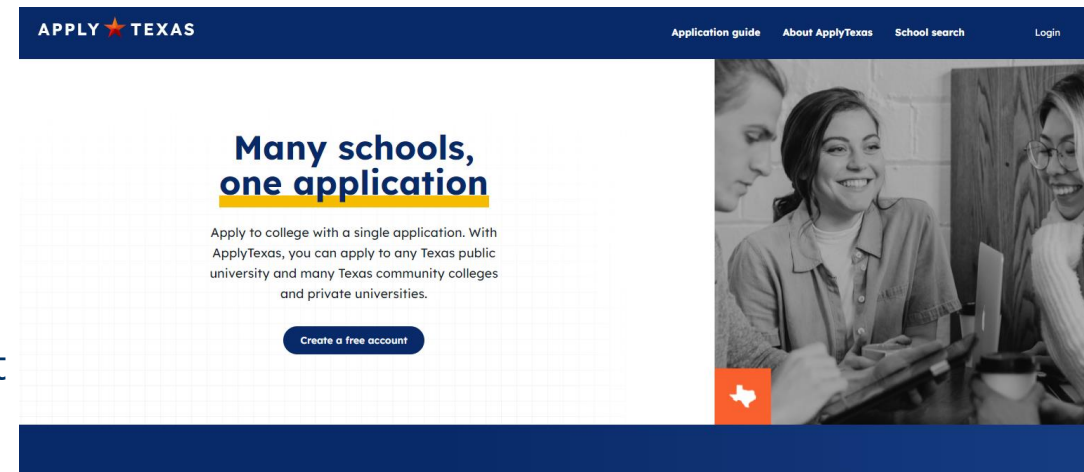
Dual Enrollment Academy Programs Admission Application



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

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

- ❖ Letter is to inform of acceptance as dual credit student
- ❖ Save the Email: Includes Your Username & STC Student ID (A#)
- ❖ Not Letter of Acceptance to Academy Programs
- ❖ **Letter of Acceptance to Academy Programs will sent** via e-mail in **May 2025** from Office of Academy Programs.



Step 1: Submit Online Interest Form

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

A stylized illustration of a tablet with a thick black border and a circular home button at the bottom. The screen displays a web form titled 'Academies & High School Projects' with a subtitle '* = Required Field'. The form is divided into three sections: 'Enrollment Information', 'Student Information', and 'High School Information'. The 'Enrollment Information' section includes a dropdown for 'Academy Area of Interest', a dropdown for 'Entry Term', and a text field for 'Future Career Interest'. The 'Student Information' section includes text fields for 'First Name', 'Last Name', 'Email Address', 'Phone', and a date picker for 'Date of Birth' with a placeholder '[mm/dd/yyyy]'. The 'High School Information' section includes a text field for 'High School Name' with a placeholder 'Type to search' and a text field for 'High School Student ID'. A 'Submit' button is at the bottom right of the form, and a 'Remove Entry' button is next to the 'High School Information' section header. A link 'Add Another Response' is at the bottom right of the form.

Step 2: Access Self-Service Center (SSC)



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

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

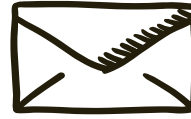


Step 3: Create Account

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



Step 4: Verify Email



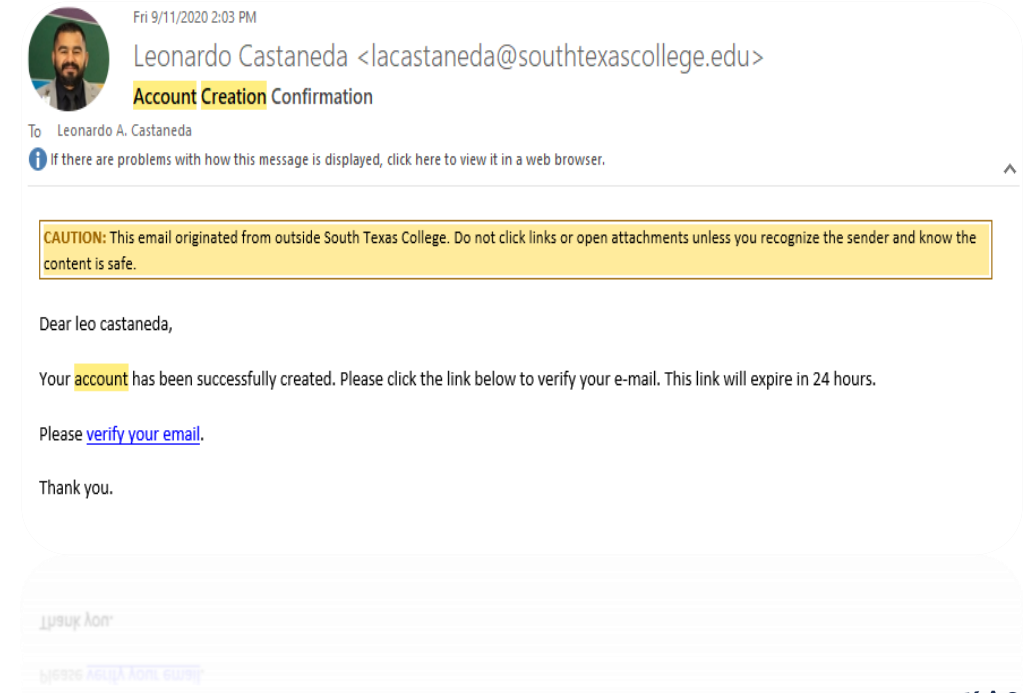
Verification E-mail: Student must log in to their e-mail for this step.

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

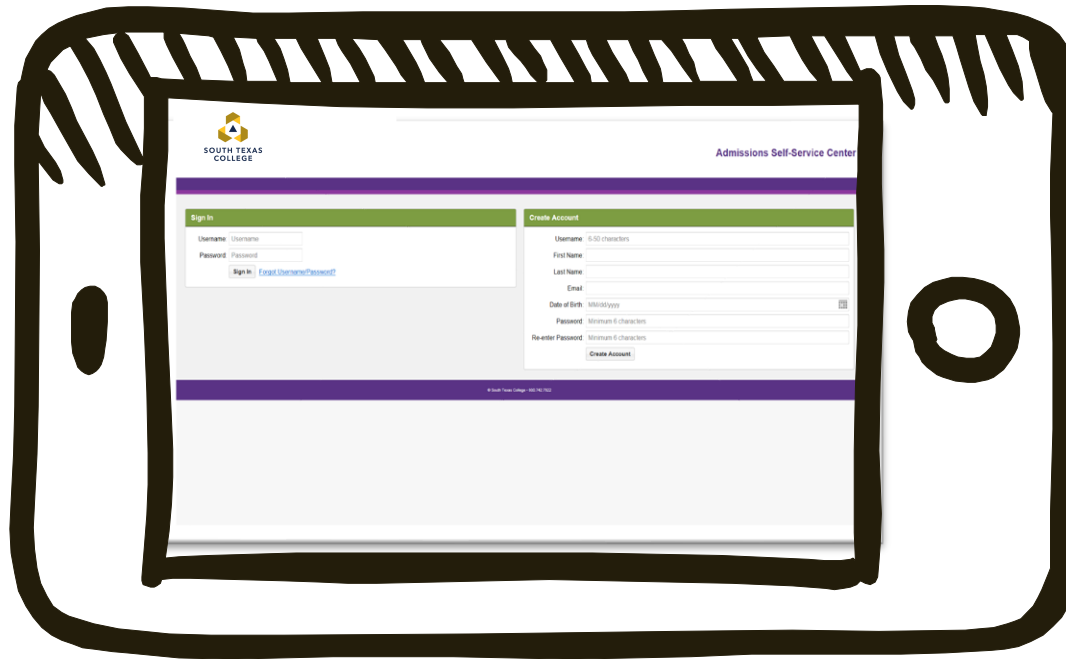
If forget username and password they have to click on Forgot Username/Password? link and it will send them an email to original email they used to reset.

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

Recommendation: Use an email you regularly check

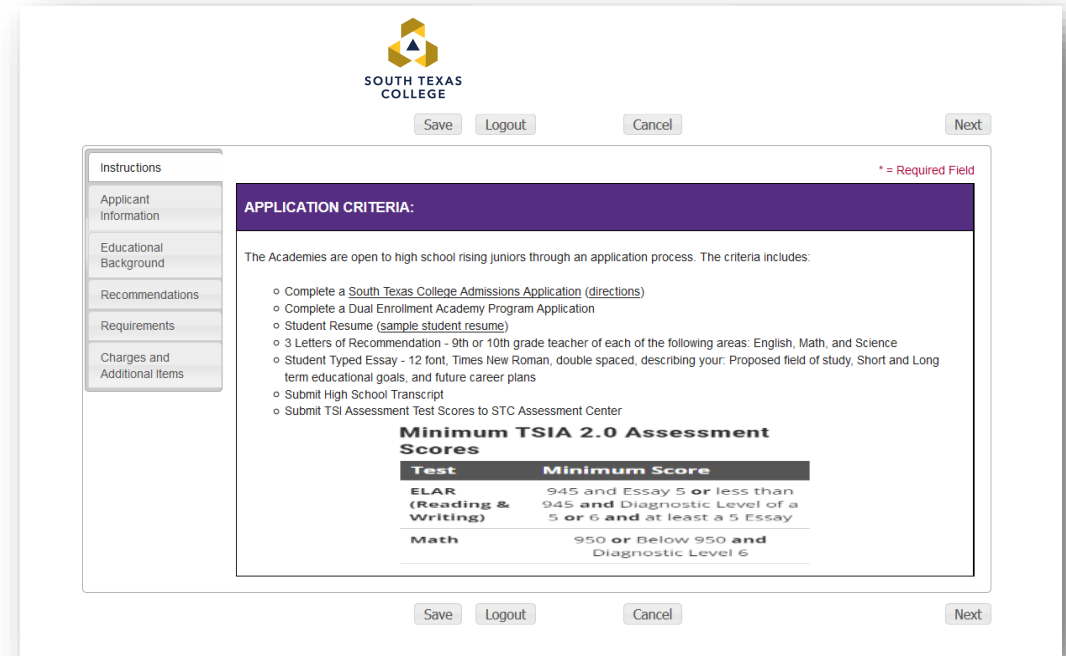


Step 5: Login to Begin Application



INSTRUCTIONS

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



The screenshot displays the South Texas College Admissions Application interface. At the top, the South Texas College logo is visible, along with navigation buttons: Save, Logout, Cancel, and Next. A sidebar on the left contains tabs for Instructions, Applicant Information, Educational Background, Recommendations, Requirements, Charges and Additional Items, and a partially visible tab for... The main content area is titled "APPLICATION CRITERIA:" and includes a note: "The Academies are open to high school rising juniors through an application process. The criteria includes:". Below this, a list of requirements is provided, including completing the South Texas College Admissions Application, Dual Enrollment Academy Program Application, Student Resume, Letters of Recommendation, Typed Essay, High School Transcript, and TSI Assessment Test Scores. A table titled "Minimum TSIA 2.0 Assessment Scores" is also present.

Minimum TSIA 2.0 Assessment Scores

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



APPLICANT INFORMATION

- Select Academy applying to first!
- Fill in all required fields, recommended to fill in as many boxes as possible.
- Don't have an STC Student ID? You are still able to submit your application.
- Can Add Another Response to add additional parent information.
- Remind students to click SAVE often!

The screenshot shows the 'Dual Enrollment Academy Program' application form for South Texas College. The form is titled 'Dual Enrollment Academy Program' and includes a sidebar with navigation links: Instructions, Applicant Information, Educational Background, Recommendations, Requirements, and Charges and Additional Items. The main form area contains several sections: 'Dual Enrollment Academy Program' with a dropdown menu to select the academy; 'Student Information' with fields for Last Name, First Name, Middle Name, Student STC ID, Date of Birth, Gender, and Ethnicity; 'Mailing Address' with fields for Street or Box, City, State, and Zip Code; and 'Parent Information' with fields for Last Name, First Name, Middle Name, Home Phone, Cell Phone, and Email. A blue arrow points from the 'Add Another Response' button in the bottom right corner to the 'Parent Information' section. The form also includes a 'Remove Entry' button next to the 'Parent Information' section and a 'Save' button at the bottom. A legend indicates that fields marked with an asterisk (*) are required.



RECOMMENDATIONS

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

South Texas College logo and navigation buttons (Previous, Save, Logout, Cancel, Next) are at the top.

Instructions

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

Recommendation - English * = Required Field

Note: Each recipient will receive an individual email from you. This will not be sent as a group email.

* First Name * Last Name * Email

Recommendation - Science Send Invitation

Note: Each recipient will receive an individual email from you. This will not be sent as a group email.

* First Name * Last Name * Email

Recommendation - Math Send Invitation

Note: Each recipient will receive an individual email from you. This will not be sent as a group email.

* First Name * Last Name * Email

Waive Right to Recommendations

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

☐

Navigation buttons (Previous, Save, Logout, Cancel, Next) are at the bottom.



RECOMMENDATIONS (Continued)

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

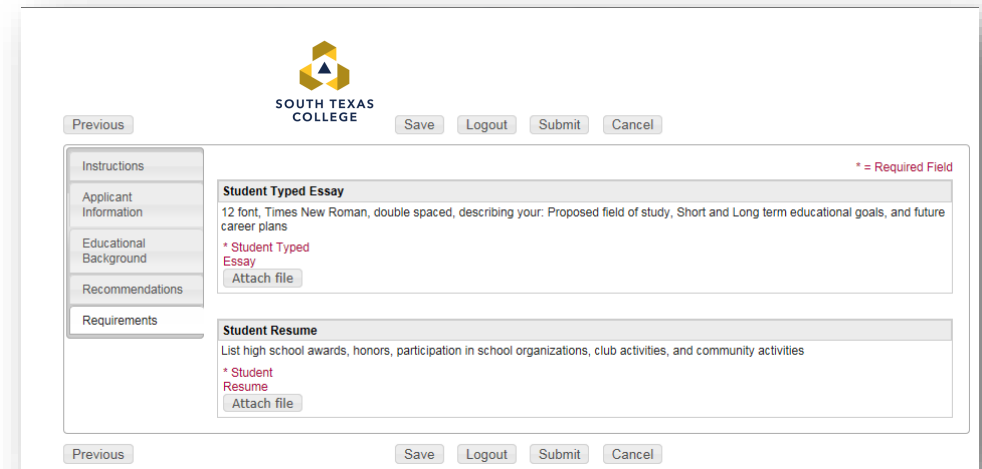
The image shows a screenshot of an email and a recommendation form. The email is from Leonardo Castañeda, dated Fri 9/11/2020 2:18 PM, with the subject "Academies Program Recommendation Invitation". It contains a caution about external links and a link to the recommendation form. The form is titled "SOUTH TEXAS COLLEGE" and includes sections for Recommender Information, Current Work Experience, Recommendation Waiver Message, Student Characteristics, Additional Comments, and Overall Recommendation.

Form Fields:

- Recommender Information:** First Name (Mandatory), Last Name (Mandatory), Email (Mandatory).
- Current Work Experience:** Submit Name, Type to search, What grade do you teach?
- Recommendation Waiver Message:** Note: This applicant has chosen to waive his or her right to review this recommendation.
- Student Characteristics:** Intellectual Capacity, Maturity, Interpersonal Relations, Analytical Skills, Judgment, Reliability, Classroom Participation, Leadership, Academic Integrity, Creativity.
- Additional Comments:** Please provide additional comments on student's strengths and/or weaknesses of which you feel could impact his/her success in our academy program.
- Overall Recommendation:** Submit, Cancel.

REQUIREMENTS – ESSAY

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



The screenshot displays the South Texas College application portal. At the top, the college's logo and name are visible. Below the header, there are navigation buttons: 'Previous', 'Save', 'Logout', 'Submit', and 'Cancel'. The main content area is divided into a sidebar with a menu and a main panel. The sidebar menu includes 'Instructions', 'Applicant Information', 'Educational Background', 'Recommendations', and 'Requirements', with 'Requirements' currently selected. The main panel contains two sections: 'Student Typed Essay' and 'Student Resume'. The 'Student Typed Essay' section includes a prompt: '12 font, Times New Roman, double spaced, describing your: Proposed field of study, Short and Long term educational goals, and future career plans'. It also features a red asterisk indicating a required field, the text '* Student Typed Essay', and an 'Attach file' button. The 'Student Resume' section includes a prompt: 'List high school awards, honors, participation in school organizations, club activities, and community activities'. It also features a red asterisk indicating a required field, the text '* Student Resume', and an 'Attach file' button. At the bottom of the main panel, there are additional navigation buttons: 'Previous', 'Save', 'Logout', 'Submit', and 'Cancel'.

Application Requirements: Overview

- Students must check this page continuously to ensure **all requirements are submitted by March 10, 2025.**
- Transcript submitted electronically by your High School Counselor
- Update essay and/or resume and resend or cancel recommendation letter invites on this page as well.

The screenshot displays the 'Admissions Self-Service Center' interface for South Texas College. The user is logged in as Rebecca Marie De Leon. The page shows a summary for the 'Dual Enrollment Academy Programs 2018-19' with a 'Complete' status and a submission date of 10/31/17. Below this, there are two main sections: 'Requirements' and 'Recommendation'.

Requirements Table:

Type	Name	Description	Status	Deadline	Action
Upload	Student Typed Essay		Received		Update
Upload	Student Resume		Received		Update
General	Passing TSI Assessment Test Scores		I Not Received		
Official Transcript	Veterans Memorial HS	Veterans Memorial HS	I Not Received		
Recommender	Monica Ramos	Monica Ramos	I Not Received		
Recommender	Leonardo Castaneda	Leonardo Castaneda	I Not Received		
Recommender	Mariztel Pena	Mariztel Pena	I Not Received		

Recommendation Table:

Recommender	Type	Email	Status	Received	Action
Monica Ramos	English	mramos17@southtexascollege.edu	I Pending		Resend Invitation Cancel
Leonardo Castaneda	Science	lcastaneda@southtexascollege.edu	I Pending		Resend Invitation Cancel
Mariztel Pena	Math	mpena59@southtexascollege.edu	I Pending		Resend Invitation Cancel

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Application Tips



- **E-mail** required to create an account & **Use an e-mail you regularly access**
- **Use YOUR e-mail.** Do not use one that belongs to a friend, parent, guardian, etc.
- **Ask Teacher's permission** prior to sending them the request for recommendation.
- For your essay: Proof read it your essay, ensure it is your best effort, have a teacher review it, meet length requirement, and **ANSWER THE PROMPT.**
- Inform your Counselor your are interested in applying, begin ApplyTexas application, and inquire about upcoming TSI test dates.





Contact Information

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