DUAL CREDIT PROGRAMS

ENROLLMENT & SUPPORT SERVICES MANUAL

SOUTH TEXAS COLLEGE

DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

2021-2022

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 SACS 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

7/23/21

Student Enrollment Process

1. Apply

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

2. Submit Transcript

Provide official transcripts from your school(s)

3. Qualify

You must meet the College's established course pre-requisites.
Review the dual credit testing requirements for more information

4. Get Advised

Check with your high school counselor and sign up for a Dual Credit Fast Track Orientation at STC to get a campus tour, get advised, and attend a New Student Convocation

5. Register

Register online for your college courses via Jagnet, the student service portal!

2021-2022 Dual Credit Enrollment Timelines

FALL 2021	
February 22	**Partnering ISDs Begin Submitting Schedule Changes for Dual Credit Courses** • Requests Must be Made via Web System
April 5	**Priority Registration Begins** • S Sections – Online Enrollment via JagNet • Non-S Sections – Online Enrollment Request Form Opens
May 3	Deadline for ISDs to Submit Student Enrollment Verification Lists
May 29	Deadline for South Texas College will Finalize Dual Credit Course Schedule • Requests for Additional Sections Not Permitted Beyond this Date
June 18	**FINAL Admission Deadline** (Application, Transcripts, & Test Scores Due)
June 30	**Sections Taught by STC Faculty with Student Enrollment less than numbers listed below will be _CANCELLED_** • Academic Sections: Less than 10 • CTE Sections: Less than 7
August 13	Deadline to Submit Regular (Non-S) Section Enrollment Requests Deadline to Clear Academic Holds
August 18	**Sections Taught by STC Faculty with Student Enrollment less than numbers listed below will be _CANCELLED_** • Academic Sections: Less than 10 • CTE Sections: Less than 7
August 23	First Class Day – **Last Day to Register**
August 27	Dual Credit Faculty Roster Review Deadline
September 8	**Last Day to Drop Courses at 100%**
November 12	Last Day to Withdraw
December 13	Grades Due

Spring 2022

September 29	Partnering ISD's Begin Submitting Schedule Changes for Dual Credit Courses
October 01	ISDs Submit Student Course Request Lists for Enrollment Verification
October 18	Online Portal opens for Regular (Non-s) Section Enrollment Request Forms Online Portal opens for Course Exception Forms
November 05	South Texas College will Finalize Dual Credit Course Schedule • Requests for Additional Sections Not Permitted Beyond this Date
November 12	Priority Registration Begins for S sections - Online Via JagNet
December 01	**FINAL Admission Deadline** (Application, Transcripts, & Test Scores Due)
January 04	**Sections Taught by ISD Faculty with Student Enrollment less than numbers listed below will be _CANCELLED_** • Academic Sections: Less than 10 • CTE Sections: Less than 7
January 07	Deadline to Submit Regular (Non-S) Section Enrollment Requests Deadline to Submit Course Exception Forms Deadline to Clear Academic Holds
January 12	**Sections Taught by ISD Faculty with Student Enrollment less than numbers listed below will be _CANCELLED_** • Academic Sections: Less than 10 • CTE Sections: Less than 7
January 18	First Class Day - **Last Day to Register**
January 21	Dual Credit Faculty Roster Review Deadline
February 2	**Last Day to Drop Courses at 100%**
April 18	Last Day to Withdraw
May 16	Grades Due

Summer I 2022

February 09	Partnering ISD's Begin Submitting Schedule Changes for Dual Credit Courses
March 21	Online Portal opens for Regular (Non-s) Section Enrollment Request Forms
March 31	ISDs Submit Student Course Request Lists for Enrollment Verification
April 01	South Texas College Will Finalize Dual Credit Course Schedule
April 08	Priority Registration Begins for S sections - Online Via JagNet
May 02	**FINAL Admission Deadline** (Application, Transcripts, & Test Scores Due)
May 23	**Sections Taught by STC Faculty with Student Enrollment less than numbers listed below will be _CANCELLED_** • Academic Sections: Less than 10 • CTE Sections: Less than 7
May 27	Deadline to Submit Regular (Non-S) Section Enrollment Request Forms
June 01	**Sections Taught by ISD Faculty with Student Enrollment less than numbers listed below will be _CANCELLED_** • Academic Sections: Less than 10 • CTE Sections: Less than 7
June 6	First Class Day - **Last Day to Register**
June 8	Dual Credit Faculty Roster Review Deadline
June 9	**Last Day to Drop Courses at 100%**
June 29	**Last Day to Withdraw**
July 11	Grades Due

Summer II 2022	
February 09	Partnering ISD's Submit Final Changes to Dual Credit Course Schedule
March 21	Online Portal opens for Regular (Non-s) Section Enrollment Request Forms
March 31	ISDs Submit Student Course Request Lists for Enrollment Verification
April 01	South Texas College Will Finalize Dual Credit Course Schedule
April 08	Priority Registration Begins for S sections - Online Via JagNet
May 02	**FINAL Admission Deadline** (Application, Transcripts, & Test Scores Due)
June 29	**Sections Taught by STC Faculty with Student Enrollment less than numbers listed below will be _CANCELLED_** • Academic Sections: Less than 10 • CTE Sections: Less than 7
July 01	Deadline to Submit Regular (Non-S) Section Enrollment Request Forms Deadline to Submit Course Exception Forms
July 06	**Sections Taught by ISD Faculty with Student Enrollment less than numbers listed below will be _CANCELLED_** • Academic Sections: Less than 10 • CTE Sections: Less than 7
July 13	First Class Day - **Last Day to Register**
July 15	Dual Credit Faculty Roster Review Deadline
July 18	**Last Day to Drop Courses at 100%**
August 5	Last Day to Withdraw
August 15	Grades Due

Dual2Degree Department 2021-2022

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- La Joya ISD CTE Programs
- McAllen ISD CTE Programs
- Mission CTE ECHS Programs
- Progreso ISD CTE Programs
- Rio Grande ISD CTE Programs
- Roma ISD CTE Programs
- Vanguard ISD CTE Programs
- Weslaco ISD CTE Programs

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SECTION 1
PROGRAM DESCRIPTION

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

1.2   REQUIREMENTS & APPLICATION OF CREDIT HOURS
Students admitted to the programs must meet the same requirements as traditional college students at South Texas College. College credit earned upon successful completion of courses may be applied toward a certificate or associate degree at South Texas College or 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 high school students.

- Refer to the beginning of this manual for a list of Dual2Degree Department high school assignments for the 2021-2022 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

- 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

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 high school student must demonstrate <u>College Readiness</u> or qualify with a <u>Qualifying Score</u> as stipulated in Charts 1, 2 and 3 on pages 5-6. Obtaining at least a minimum passing score on the following charts will permit a student to take coursework; however, those listed as <u>Qualifying Scores</u> 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 test-score prerequisites, but must 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 using their Qualifying Score, they will not be designated as "College Ready" and must demonstrate College Readiness using an approved instrument (See Chart 1) after high school graduation.

3.5 STC COURSE PRE-REQUISITES

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

The course pre-requisites may be accessed on the 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 must choose to pursue the Academic Pathway 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 English 1301, Mathematics/Natural Science Electives, 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 and exceptional students. 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 Dean of Dual Credit & ISD 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 as reflected in Policy 3232 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, enrollment of students in the Dual Credit Programs shall be subject to applicable College policies and procedures.

5.2   DUAL CREDIT ENROLLMENT TIMELINES
Registration of high school students in dual credit sections shall be subject to the College's Dual Credit Programs Enrollment Timelines.

The Division of Student Affairs & Enrollment Management shall establish an enrollment timeline for each term (Fall, Spring, Summer I, and Summer II) and communicate and publicize critical deadlines to partner 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 Dual2Degree Department will assign at least one College representative to facilitate the registration of students per high school site.

5.4   "CLEARED TO REGISTER" DEFINITION
To be cleared to register, the following enrollment items must be completed by the established deadline:

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

5.5 REGISTRATION HOLDS

Registration holds may be placed on the academic record of students as applicable, which may include the following:

- Academies Hold – Students enrolled in a South Texas College Dual Credit Academy may register for dual credit courses at their home school after administrative approval from the Dean of Dual Credit Programs and 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 to enroll in college courses. This includes verification of participation requirements, qualifying test scores and course pre-requisites, and completion of the admission process.

The Dual2Degree Department will provide assistance to each school district in helping to verify the eligibility of each prospective dual credit 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 counseling office and their assigned Dual2Degree Specialist 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 are responsible for reviewing Dual Credit rosters via StarFish Early Alert and communicating registration discrepancies to the high school contact person(s) and Dual2Degree Specialist by the established Roster Review deadline and before the Census day of each semester.

5.9 LATE PROCESSING FEE

As approved by the Board of Trustees, a Late Processing Fee of $200.00 per course may be assessed to students who do not enroll prior to the first class day when it is determined that the student or high school was responsible for not meeting the deadline.

5.10 CRITERIA FOR LATE PROCESSING FEE OPTION

The Late Processing Fee option shall be 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 coincides with 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 selecting 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 www.applytexas.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 www.applytexas.org may take twenty-four 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 his or her 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**
The Dual2Degree Department provides Information Sessions to prospective dual credit students and parents in the Spring 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.

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, are 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 FAST TRACK ORIENTATION

8.1   DUAL CREDIT FAST TRACK OVERVIEW

The Dual2Degree Department works alongside its 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.

The Dual Credit Fast Track is a "one-stop" service event where students will receive assistance with academic advisement, registration, and participate in a campus tour.

To ensure that all students have a successful enrollment experience, students must meet all eligibility requirements prior to the scheduled campus visit. The Dual2Degree Department provides assistance 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 Summer Leadership Institute and 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 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**
Career Coach: South Texas College provides career assessment activities through the Career Coach platform to orient students on employment possibilities, educational pathways and their related high school endorsements, and associated education and training necessary.

Enrollment Group Advising Session: New dual credit students will be provided opportunities to participate in advising sessions that will train them on utilizing DegreeWorks, 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 DegreeWorks student degree audits
- Monitor progress towards completion
- Review grade point average (GPA)
- Conduct Student Success Workshops

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

9.4   ROLE OF HIGH SCHOOL COUNSELOR IN STUDENT ADVISEMENT PROCESS

- Schedule DegreeWorks 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 DegreeWorks 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   ELIGIBLITY FOR REGISTRATION
Students who have completed the admission process as stipulated in Section 6 of this manual 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 JagNet Student Service Portal. Students are provided with their assigned JagNet username and identification number (A#) via email upon admission to South Texas College.

10.3   ACTIVIATING 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:

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

Example: 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 not being able 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 at 100% through JagNet up until the Census Day of the established semester.

If a self-drop cannot be performed, the student and Dual Credit Faculty must sign and date a Schedule Change Form, and a copy must be submitted to the designated Dual2Degree Specialist by Census Day.

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

The Schedule Change Form can be downloaded from the dual credit 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

Withdrawing 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 his/her 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" or "Non-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 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. Students whose circumstances require them to discontinue attending a course should promptly take steps to officially withdraw from the course.

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 in their opinion 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 for withdrawals 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 his or her course.

12.2 **TRANSFER PROCESS**
Instructors who permit a transfer dual credit student in his or her course must sign a High School Transfer Form officially authorizing the student's registration.

The student and a 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
2. Transfer school does not offer equivalent dual credit course

All transfer requests denied as a result of any of the reasons stated above, will result in the student receiving a "W" on his or her 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 of this manual.

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 Dean 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 courses independently at South Texas College must provide proof of vaccination records 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 with 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 in independent courses is restricted to high school students. Students

who are not enrolled in a high school may not enroll in courses independently at South Texas College. Per 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 an independent 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 or Memorandum of Understanding with South Texas College are responsible for payment by the College's established payment deadline.

- A copy of the Tuition and Fees for FY 2021 - 2022 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 Division of Student Affairs & Enrollment Management.

14.2   INSTRUCTOR ROSTER VERIFICATION

As specified in Section 5.8 of this manual, it is the responsibility of the Dual Credit Faculty to verify rosters and to communicate registration errors to the Dual2Degree 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 Dual2Degree Department for review and approval. Requests must include the documentation necessary.

- Please contact Dual2Degree or your assigned Dual2Degree Representative for a copy of the Dual Credit Reconciliation Procedures.

All requests are reviewed and approved/disapproved by the Director of Enrollment Services for Dual Credit who shall make a decision 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 of this manual.

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.

- Click on 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 files the appeal with the Office of Admissions and Records and submits any supporting documentation.

2. Appeals Committee Review
   The Appeals Committee will convene and review the appeal and any supporting documentation.

3. Student is Notified of Outcome
   Student is notified 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 only 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 on the basis of 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 his or her appeal, or by successfully completing the College's Dual2Degree Student Success Module available through Blackboard. Re-enrolling for 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 Dual2Degree Student Success Module via Blackboard prior to registration in college courses.

Dual credit students placed on Academic Suspension must file an appeal with the Counseling 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.

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 DegreeWorks 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

An invitation to participate in the graduation ceremony will be extended to the following students by the Office of Admissions & Records:

1. Only those students who will satisfy all program requirements by the Census Date (12th class day) of the respective semester. Majors cannot be changed after the 12th Class day.

2. Dual credit students will NOT be eligible to participate in graduation ceremonies, if they are pursuing any of the short certificate programs, listed below:

- Architectural & Engineering Design Technology
- Computer and Internet Specialist
- Computer Applications Specialist
- Employee & Labor Relations Assistant
- Automotive Maintenance and Light Repair
- Multimedia Specialist
- Payroll Assistant
- Recruiter Assistant
- Voice and Data Technician

20.3 PRE-CEREMONY PROCESS

Communication is sent to prospective graduates 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 attend a school beyond the high school level. Dual Credit students fall under this classification.

It is the policy of STC to maintain the confidentiality of academic records and be in compliance 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.

More information can be obtained by visiting the **FERPA General Guidance for Students**.

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: CLE tutors are available online for several courses, such as College Algebra, chemistry, writing, and biology. Tutoring may be as an individual or group, and walk-in is available for onsite tutoring.
- Academic Coaching: Students work with a coach to develop and implement a personalized academic success plan.
- Workshops for TSI prep and academic skill building.

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

22.2 **VIRTUAL CLE**
All CLE services 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:

- Supplemental Instruction (SI): A trained facilitator leads regular group study sessions for historically difficult courses.

- 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: There is no limit on the hours of tutoring a student may receive through local CLE tutors.

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 explain the differences between different types of citations.

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

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. Accommodation requests must be in writing or electronically on the 'MyCSAS Portal' at www.southtexascollege.edu/myCSAS. Students are required to provide documentation to verify his/her disability in order for a determination for eligibility to be made for accommodations before any accommodations can be provided.

Services and accommodations as required by the Americans with Disabilities Act may include: assessment for determination of eligibility for accommodations, determinatin 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	- 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	- 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	- 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, Group, or Online)
• Academic Tutoring
• Supplemental Instruction
• Embedded Tutoring by faculty
• Test Proctoring
• CLE Open Labs | • Pecan Campus: Building C 100
• Mid-Valley Campus: Building A 101
• Starr Campus: Building B 201
• Technology Campus: Building B 150
• Nursing & Allied Health: Building A 1208 | • Pecan Campus: (956) 872-8330
• Mid-Valley Campus: (956) 447-6663
• Starr Campus: (956) 488-5820
• Technology Campus: (956) 872-2756
• Nursing & Allied Health: (956) 872-3044 |

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	- Academic Counseling - Career Counseling - Professional Counseling - Academic and Personal Growth Workshops - Mental Health Screenings	- 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	- 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	- Accommodations for student with disabilities - Accommodations for Pregnant/Parenting students - Assistive Technologies - Alternative Testing	- 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	- 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 Activities and Wellness	- Over 70 student organizations - Student Government Association - Student Leadership Academy - Intramural Sports - Student Activities and Events - Student Food Pantry (Pecan, Mid Valley, Starr)	- 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	- 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
Career and Employer Services	- Career Exploration - Online Job Board System - Career & Professional Development Workshops - Resume Development - Career Coach - Job & Program Fairs - Employer Relations	- Pecan Campus: U 1.401 - Nursing & Allied Health Campus: A 1.405 - Technology Campus: B529 - Mid-Valley Campus: F 136	- Pecan Campus: 956-872-6318 - Nursing & Allied Health Campus: 956-872-3050 - Technology Campus: 956-872-6317 - Mid-Valley Campus: TBA

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