



Dual Credit Program Enrollment and Support Services Manual

Division of Student Affairs &
Enrollment Management



**SOUTH TEXAS
COLLEGE**

2018-2019 Academic Year | Dual2Degree Department



Statement of Equal Opportunity

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.

Accreditation

South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions regarding the accreditation of South Texas College.

Purpose of the Manual

This document is intended to provide details relating to the student enrollment process and support services for the Dual Credit Program 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 Dual2Degree Department website at the following link: southtexascollege.edu/go/dualcredit

Last Updated

July 20, 2018

Student Enrollment Process



1. Decide

Choose a major that aligns with your high school endorsement. If you are unsure about what major to study, take the Career Coach assessment.



2. Apply

Complete the online application for Admission to South Texas College at www.ApplyTexas.org.



3. Qualify

You may be exempt based on ACT, SAT, or PSAT scores, or you can also qualify with TSI and STAAR EOC. Review the Dual Credit Testing Requirements for more information.



4. Advising

Review your degree on DegreeWorks and plan your class schedule.



5. Orientation

Check with your high school Counseling Office to learn about upcoming orientation opportunities.



6. Register

Register online for your college courses via the JagNet student service portal.

2018-2019 Dual Credit Enrollment Timelines

FALL 2018	
March 23	Partnering ISD's Begin Submitting Schedule Changes for Dual Credit Courses
April 30	ISDs Submit Student Course Request Lists for Enrollment Verification
April 30	South Texas College will Finalize Dual Credit Course Schedule
May 7	Priority Registration Begins - Online Via JagNet
May 16	Academic Probation and Suspension Holds Placed
August 17	FINAL Admission Deadline (Application, Transcripts, & Test Scores Due)
August 27	First Class Day - Last Day to Register
August 31	Dual Credit Faculty Roster Review Deadline
September 12	Last Day to Drop Courses at 100%
November 16	Last Day to Withdraw
December 17	Grades Due

Spring 2019	
September 17	Partnering ISD's Begin Submitting Schedule Changes for Dual Credit Courses
October 1	ISDs Submit Student Course Request Lists for Enrollment Verification
November 2	South Texas College will Finalize Dual Credit Course Schedule
November 9	Priority Registration Begins - Online Via JagNet
December 18	Academic Probation and Suspension Holds Placed
January 11	FINAL Admission Deadline (Application, Transcripts, & Test Scores Due)
January 22	First Class Day - Last Day to Register
January 25	Dual Credit Faculty Roster Review Deadline
February 6	Last Day to Drop Courses at 100%
April 22	Last Day to Withdraw
May 20	Grades Due

Summer I 2019

February 13	Partnering ISD's Begin Submitting Schedule Changes for Dual Credit Courses
March 29	ISDs Submit Student Course Request Lists for Enrollment Verification
April 1	South Texas College will Finalize Dual Credit Course Schedule
April 8	Priority Registration Begins - Online Via JagNet
May 21	Academic Probation and Suspension Holds Placed
May 24	FINAL Admission Deadline (Application, Transcripts, & Test Scores Due)
June 3	First Class Day - Last Day to Register
June 5	Dual Credit Faculty Roster Review Deadline
June 6	Last Day to Drop Courses at 100%
June 26	Last Day to Withdraw
July 8	Grades Due

Summer II 2019

February 13	Partnering ISD's Submit Final Changes to Dual Credit Course Schedule
March 29	ISDs Submit Student Course Request Lists for Enrollment Verification
April 1	South Texas College will Finalize Dual Credit Course Schedule
April 8	Priority Registration Begins - Online Via JagNet
May 21	Academic Probation and Suspension Holds Placed
May 24	FINAL Admission Deadline (Application, Transcripts, & Test Scores Due)
July 10	First Class Day - Last Day to Register
July 12	Dual Credit Faculty Roster Review Deadline
July 15	Last Day to Drop Courses at 100%
August 2	Last Day to Withdraw
August 12	Grades Due

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SECTION 1

PROGRAM DESCRIPTION

- 1.1 PROGRAM DESCRIPTION:** Dual Credit is a program that gives 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 program 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 Dual2Degree Specialist to each high school site to facilitate enrollment for high school students.
- Refer to the beginning of this manual for a list of Dual2Degree Specialist assignments for the 2018-2019 academic year.

SECTION 2

POLICIES AND RULES GOVERNING THE DUAL CREDIT PROGRAM

2.1 POLICIES AND RULES: The policies and rules adopted by South Texas College relating to the Dual Credit Program 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, and the South Texas College (STC) Board Manual of Policy:

- Refer to the following website for a copy of the Texas Administrative Code:
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=85](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=85)
- Refer to the following website for a copy of the SACSCOC Dual Enrollment Policy:
<http://www.sacscoc.org/pdf/081705/Dual%20Enrollment.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 Program upon meeting the minimum passing scores on the assessment instruments approved by the Texas Higher Education Coordinating Board.
- 3.2 ACADEMIC COURSE REQUIREMENTS:** To be eligible to enroll in academic courses, a high school student must demonstrate College Readiness or qualify with an Exemption Score as stipulated in Charts 1 and 2 on page 4. Obtaining at least a minimum passing score on the following charts will permit a student to take coursework; however, those listed as Exemption Scores may only be used for eligibility while in high school.
- 3.3 WORKFORCE EDUCATION COURSES:** High school students enrolled in Level 1 workforce education courses are exempt from meeting 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 who successfully complete college-level coursework using an exemption score as stipulated in Chart 2 will be considered “College Ready” in the section required for the course.

If the student does not take any coursework using their Exemption 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 in the Catalog:
<https://www.southtexascollege.edu/academics/catalogs/>

CHART 1
College Readiness Scores
TEXAS SUCCESS INITIATIVE (TSI)

Reading	351
Writing	Essay Score of 5, OR Essay Score of 4 & Multiple Choice of 340
Math	350
SAT (before 3/5/2016);	
Verbal	500
Math	530
Combined	1070
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
Exemption 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

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, high school students may not enroll in college courses until the spring semester of their 9th grade year in high school, and then only two (2) courses for that semester.

Thereafter, all 10th graders will be limited to only two (2) courses per semester, and 11th and 12th graders should not exceed 16 credit hours per semester. Eligible students may not register for more than two courses during Summer I, Summer II, and Summer III terms.

4.3 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 Course Overload Form. Requests shall be reviewed and approved by the director of the appropriate dual credit department.

- Please contact the Dual Credit Department or your assigned Dual Credit Specialist for a copy of the Course Overload Form.

4.4 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 at South Texas College.

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

4.6 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 Program 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 Admission & Registration Timeline.

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 Program shall be facilitated between contact persons designated by both South Texas College and partner 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 indicated 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 Director of Academies & High School Projects.
- 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 15 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 prior to the first class day and by the established Registration 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 Enrollment 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 in a timely manner 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 VALIDATION:** Dual Credit Faculty are responsible for validating dual credit rosters via StarFish Early Alert and communicating registration discrepancies to the high school and Dual2Degree Specialist 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.

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 in dual credit courses.

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: 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 ORIENTATION:** The Dual2Degree Department provides Enrollment Orientation to prospective dual credit students and parents in the Spring semester.

Orientation 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.

- 6.8 SCHEDULING ORIENTATIONS:** High school administrators and staff may schedule student and parent orientations by visiting the Dual2Degree Department Event Request Page at the following web link:
www.southtexascollege.edu/go/dualcredit.

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

ACADEMIC ADVISEMENT OF DUAL CREDIT STUDENTS

- 8.1 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.

- 8.2 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.

- 8.3 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 enrollment group 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.

8.4 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 9 REGISTERING FOR COURSES

9.1 ELIGIBILITY 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.

9.2 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.

9.3 ACTIVATING A JAGNET PROFILE: Students utilizing JagNet for the first time must log on to mypassword.southtexascollege.edu using their assigned username and the following temporary password format:

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.

9.4 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.

9.5 STEPS TO REGISTER: Students may register for college courses by following these steps:

1. Log in: jagnet.southtexascollege.edu
2. Click on the "Registration (NEW!) 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

9.6 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.

- o Please contact the Dual Credit Department or your assigned Dual Credit Specialist for a copy of the Schedule Change Form.

SECTION 10

DROPPING A COURSE AFTER CENSUS

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

A dual credit student who decides to withdraw from a specific course(s) should initiate withdrawal procedures by securing a Schedule Change Form from his/her high school counselor.

- 10.2 WITHDRAWAL PROCESS AFTER CENSUS:** Students requesting to withdraw from an “S” section after Census Day must initiate the withdrawal process with their high school counselor.

High school contacts must submit a Schedule Change Form to the assigned Dual2Degree Specialist by the established deadline for withdrawals.

- 10.3 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.

- 10.4 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.

10.5 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>

10.6 EFFECTS OF “WITHDRAWALS” ON SATISFACTORY ACADEMIC STANDING: Withdrawals may adversely affect a student's Satisfactory Academic Progress (SAP) as explained in Section 16.

SECTION 11

STUDENT TRANSFER OF HIGH SCHOOLS AFTER CENSUS

- 11.1 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.
- 11.2 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.

- Please contact the Dual Credit Department or your assigned Dual Credit Specialist for a copy of the Dual Credit High School Transfer Form.

- 11.3 DENIAL 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 12

ENROLLING IN INDEPENDENT COLLEGE COURSES AT SOUTH TEXAS COLLEGE

- 12.1 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.

- 12.2 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 paperwork. Students may also register for courses by accessing their South Texas College JagNet account.

- 12.3 BACTERIAL MENINGITIS VACCINATION:** Students requesting to be registered for courses independently at a South Texas College campus must provide documentation of Bacterial Meningitis vaccination records by the College’s first class day. A hold will be placed on a student’s account which may prohibit future registration if such documentation is not received by the Office of Admissions & Records for the semester enrolled.

- 12.4 EXEMPTIONS & WAIVERS:** Students may request a waiver with the Office of Admissions & Records. For more information regarding exemptions and waivers, please visit the following website for more information:

<http://www.vaccinate.southtexascollege.edu>

12.5 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.

12.6 WAIVER OF TUITION AND FEE CHARGES FOR STUDENTS ENROLLED IN SPONSORED SCHOOL DISTRICTS: As approved by the Board of Trustees, tuition and fees for high school students from school districts with an active Dual Credit Memorandum of Understanding with South Texas College taking independent courses will be waived.

12.7 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 Memorandum of Understanding with South Texas College are responsible for paying or making payment arrangements with the Cashiers Office before the College's established payment deadline.

- A copy of the Tuition and Fees for FY 2018 - 2019 may be accessed at the following website:
<https://catalog.southtexascollege.edu/tuition-fees/>

SECTION 13

ROSTER RECONCILIATION PROCESS

- 13.1 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.
- 13.2 INSTRUCTOR ROSTER VALIDATION:** As specified in Section 5.8 of this manual, it is the responsibility of the Dual Credit Faculty to validate rosters and to communicate registration errors to the Dual2Degree Department and high school contact person(s) in a timely manner.
- 13.3 CORRECTION OF ROSTER ERRORS:** Upon communicating roster 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 the Dual Credit Department or your assigned Dual Credit Specialist 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 determination based on applicable Texas Higher Education Coordinating Board and South Texas College regulations and policies.

- 13.4 REPORTING OF ROSTER ERRORS AFTER CENSUS:** Registration errors reported after the deadline to post grades are subject to the Dual Credit Registration Appeals process as outlined in Section 14 of this manual.

SECTION 14

REGISTRATION APPEALS PROCESS

14.1 PURPOSE OF DUAL CREDIT REGISTRATION APPEALS: The Dual Credit Registration Appeals process provides students with an opportunity to request a correction of a registration inaccuracy on their South Texas College academic record.

14.2 REASONS FOR AN APPEAL: An appeal may be filed due to the following reasons:

- Student was not added to course
- Student was not dropped from course before Census/Withdrawal Deadline

14.3 STATUTE OF LIMITATIONS: A registration appeal may only be considered when it is determined the student was not enrolled or withdrawn from a course due to a College error.

It is the responsibility of the student to initiate the appeal process by contacting the appropriate dual credit department no later than 30 calendar days after the end of the semester in which the grade was/should have been issued.

As such, the following circumstances are not appealable:

- Student did not meet the applicable test/course pre-requisites to enroll in the dual credit course before Census
- Student was not cleared to enroll by the established registration deadline
- Appeal was filed 30 calendar days after the end of the term

14.4 FILING AN APPEAL: Students are responsible for initiating the request and submitting the Dual Credit Registration Appeal Form to the Dual2Degree Department. The Dual Credit Records & Registration Specialist will facilitate the appeals process and provide assistance and guidance to students in filing appeals, as needed.

- Please contact the Dual Credit Department or your assigned Dual Credit Specialist for a copy of the Dual Credit Appeal Form.

14.5 INTERNAL APPROVAL PROCESS FOR REGISTRATION APPEALS: The dual credit registration appeals process consists of the following review and approval steps:

1. Student Files Appeal and Submits Documentation
Student files the appeal with Dual2Degree Department and submits the required supporting documentation.
2. Administrative Approval
Director of Student Records and Registrar reviews and approves/disapproves appeal.
3. Faculty/Program Chair Approval
Instructor and program chair approve/disapprove change to student's record and submit required documentation.
4. Record Change is Processed
Requests that have been approved are forwarded to the Office of Admission & Records for final review and processing.
5. Student is Notified of Outcome
Student is notified via email regarding outcome of appeal.

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

SECTION 15

ACADEMIC PROGRESS STANDARDS

15.1 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".

15.2 SCHOLASTIC PROGRESS STANDARDS: The academic progress standards as defined by South Texas College are as follows:

CHART 3
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

15.3 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 online Dual2Degree Student Success Plan. Re-enrolling for courses in which the student has a low or failing grade can assist in elevation of academic success status.

15.4 REGISTRATION LIMITATIONS: Dual credit students placed on Academic Probation may not be permitted to register for college courses during a regular semester (Fall or Spring).

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 Disability 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/forms/progressappeals.html>

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

Students placed on Academic Probation or Continued Academic Probation must visit with a College counselor or successfully complete the online Dual2Degree Student Success Plan to enroll for courses.

The Dual2Degree Student Success Plan may be accessed at the following website: <http://www.onlineorientation.net/stc-d2d>

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

SECTION 16

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

- 16.1 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.
- 16.2 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.
- 16.3 PASSING/EARNED GRADES:** The following letter grades will be considered credit hours earned in favor of the 67% rule: "A", "B", "C", "D", or "P".
- 16.4 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", or "I".
- 16.5 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

- 16.6 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.
- 16.7 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 17

TRANSFERABILITY OF DUAL CREDIT COURSES

- 17.1 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.
- 17.2 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."
- 17.3 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.

17.4 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:

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

<https://academicaffairs.southtexascollege.edu/university-relations/articulation.html>

SECTION 18 GRADE APPEALS

18.1 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.

SECTION 19

GRADUATION REQUIREMENTS AND CEREMONY ELIGIBILITY

19.1 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. Students must satisfy the minimum grade and grade point average requirements as outlined in the Catalog.

19.2 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 of the Spring semester
2. The following short term certificates are ineligible to participate:
 - Computer and Internet Specialist
 - Computer Applications Specialist
 - Employee & Labor Relations Assistant
 - Ford Maintenance and Light Repair
 - Multimedia Specialist
 - Payroll Assistant
 - Recruiter Assistant
 - Voice and Data Technician

SECTION 20

LEARNING SUPPORT SERVICES

20.1 CENTERS for LEARNING EXCELLENCE (CLE): The Centers for Learning Excellence (CLE) provide academic tutoring in most college subjects offered at South Texas College. The CLEs also provide Open Computer Labs for academic and personal use, research, internet access, academic printing, and course-specific software.

- Tutoring Services Available:
 - One-on-one tutoring
 - Group tutoring
 - Online tutoring
 - Walk-in tutoring
 - Appointment based tutoring

20.2 CLE ONLINE TUTORING: Online tutoring is available for several courses, such as College Algebra, Writing, Chemistry, and Biology. The online tutoring platform allows students to communicate with a tutor interactively via audio and video. Users must log in with their JagNet username and password to access the online tutoring services.

- Usage Policy:
 - Each South Texas College student has a maximum allotment of 3 hours (180 minutes) of tutoring time per semester with all online services. Each student will receive another 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.

20.3 ONLINE PAPER REVIEW/SMARTTHINKING: South Texas College faculty have the ability to add a link to the online paper review service offered by the Centers for Learning Excellence at South Texas College. Students may have their papers reviewed by an online tutor, by logging in to Blackboard, selecting their course, and clicking on the “Smarthinking” link. Smarthinking Writing Center tutors can review writing samples and provide feedback for revising students’ projects, but are not a proofreading service. Smarthinking strives to return essays within 24 hours and will return essays between 24 and 48 hours.

20.4 ONLINE LIBRARY RESOURCES and SERVICES: The South Texas College Libraries offer multiple services online for students to access off-campus.

- Online Library Services:

- To facilitate access and navigation around the Library's website, South Texas College has several different video and interactive tutorials that help students familiarize themselves with different aspects, such as Research, Writing & Citing, and Using the Library Website.

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 21

ADA SERVICES

21.1 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).

21.2 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.

21.3 Student Disability Services: Students or prospective students requiring special accommodations should contact the Student Disability Services (SDS) office at (956) 872-2173. Accommodation requests must be in writing. Students are required to provide documentation to verify his/her disability before accommodations are provided.

Services and accommodations as required by the Americans with Disabilities Act may include: assessment for special needs, academic advisement, short-term personal counseling, assistance with the admission process, registration, financial aid application, applications for TSI testing accommodations, academic appeals, arrangements for sign language interpreters, tutorial assistance, the use of provision of adaptive equipment, readers, scribes, instructional/testing/classroom modifications, liaison between students, faculty, staff and others, and referral services to other South Texas College departments or outside service providers.

21.4 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 22

STUDENT ACTIVITIES

22.1 STUDENT ACTIVITIES AND WELLNESS DEPARTMENT: The Office of Student Activities and Wellness provides programs and opportunities for students that enhance the collegiate experience and promote a sense of community. Through active participation, students will experience success, acquire social skills and develop a personal standard of values through leadership, educational, recreational, cultural/civic programs and activities designed to support and augment their classroom education.

22.2 PROGRAMS AND SERVICES FOR DUAL CREDIT STUDENTS: The office of Student Activities and Wellness directly contributes to student access, retention, and ultimate success/graduation by promoting student engagement through the following areas:

- First Year Connection Orientation
- Student Activities
- Student Leadership Academy
- Student Government Association
- Student organizations
- Intramural Sports

All students have full access to and are strongly encouraged to participate in the opportunities for student growth, development and engagement offered by the Office of Student Activities and Wellness.

Additional information can be found at the following link:

<http://life.southtexascollege.edu/activities/>

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