



# Institutional Effectiveness Success Story

## 2015-2017



### Automating the Registration Process for Dual Credit Students

#### The Dual2Degree Department



#### About the Dual2Degree Department

The Dual2Degree Department oversees enrollment and support services for high school students admitted to the Dual Credit Program at South Texas College (STC). Department staff provides admission and registration assistance to dual credit students, and supports their academic success through a variety of services such as orientation and transition activities.

#### Featured Goal

**Automate dual enrollment processing and registration** – The Dual2Degree Department implemented an online registration model which allows high school students to self-register for dual credit courses using the JagNet student service portal.

#### Strategies

The Dual2Degree Department implemented a new enrollment process which allows dual credit students to self-register, and utilize DegreeWorks to review their major, degree plans, and progress. The department began by analyzing the enrollment management process, and created a committee that was charged with finding a technological solution that would eliminate high school student registration delays. Once the decision was made to switch to the automated registration system, a series of procedures were followed.

- Conducted an overall assessment of enrollment management for the Dual Credit Program in 2015
- Performed beta tests and configurations to identify reporting issues before implementation
- Held meetings with students and parents to educate them on the new automated process
- Adopted a blueprint that guided school districts in the implementation of online registration via JagNet



**Weslaco East HS Student and Parent Meeting**

The Office of Institutional Effectiveness & Assessment

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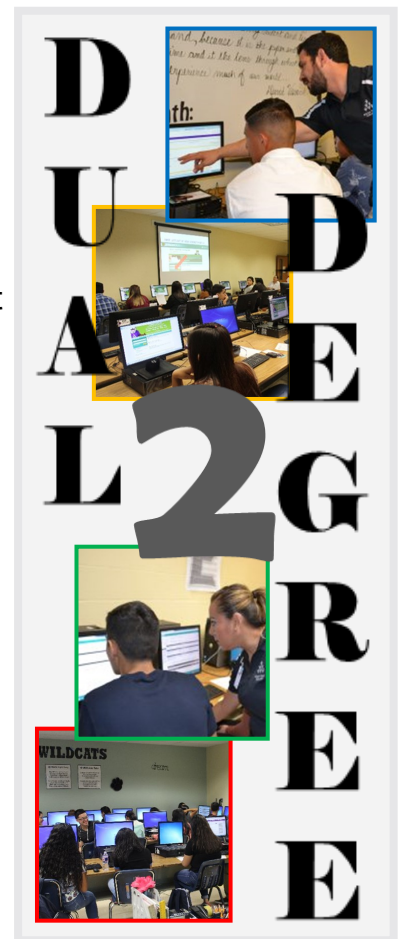
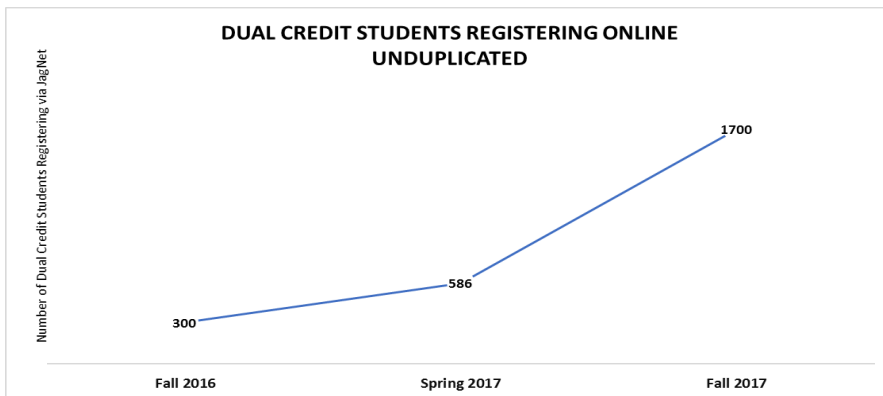
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#### Results

The committee’s findings revealed there were significant delays in student registration due to the manual registration process utilized at the partnering high schools. Thus, it was concluded that the online registration process used by traditional students at South Texas College would not only increase the number of dual credit students registering early, but also give them the opportunity to use all the available resources on JagNet such as DegreeWorks.

The automated registration model was first implemented at Weslaco East High School during the Fall 2016 semester, and resulted in 300 high school students successfully registering online. After a successful implementation at that site, the automated process was scaled up to 15 additional high schools from Hidalgo and Starr counties beginning Spring 2017. By Fall 2017, the total number of dual credit JagNet users increased to 1,700 students.



#### Recommendations

- Continue to implement online registration at additional high school sites
- Offer training to registrars at new high school sites
- Partner with Region One for continued technical training for district registrars and counselors on system updates