

Northside ISD

Dual Credit Registration

Manual



2018-2019

Logon to the ApplyTexas webpage:

- www.applytexas.org
- Click on **“Create a new account now”**.

Create your account information- complete all items in the **My Profile** tab:

- Full legal name (suffix is part of your legal name if it ends with: II, III, Jr. Sr. – LEAVE BLANK IF IT DOES NOT APPLY)
- Date of Birth
- Place of Birth
- Gender
- Ethnicity and Race
- Current Grade Level
- Are you a US Citizen (If no, please complete the Non-US Citizens section)
- Email address
- Permanent mailing address and phone number (leave country code blank)
- Emergency contact
- Password information (use your 4x4 for easy recall)
- Password reset questions – make note of your answers below.
- **CLICK SAVE PROFILE**

You will receive your username. Record it below and follow instructions to continue.

ApplyTexas Username: _____
ApplyTexas Password: _____ (4x4)
if you do not keep this information you will not be able to access your application in the future

Password Reset Questions/ Answers
1. _____
2. _____
3. _____
4. _____
5. _____

Create your application:

- Click on the **My Applications** tab.
- Click on **Create a new application now**.
- Scroll down and click on **create a new 2 two college admission application**.
- Go to **Search for a college from alphabetical list**.
- For **Target college** select the college that you will attend – *Northwest Vista*
- Click **Continue**

Select a semester:

- For semester of entry, select **Fall 2018** from the drop down menu.
- Click on **continue**.

Select a school:

- For **First choice School**, you must select **Associate in Arts**
- Click on **continue**.

Select a major:

- For **First choice Major**, you must select **Dual Credit**
- Click on **continue**.
- Click on **continue to my application**.

ApplyTexas Application ID # is: _____ (given to you by ApplyTexas)

You must have this number to complete additional paperwork in the application process.

Biographical Information – PAGE 1

- Verify that **First choice school** and **First choice major** are correct.
- Proceed with completing or verifying questions 1-15. Answer questions that are blank and that apply to you.
- Question 1 – Social Security Number – application will be considered incomplete if you do not provide your SSN. If you do not provide your SSN it could cause serious issues with your application.
- Questions 2-14 automatically populate according to the information you provided in previous sections. Double check the information for accuracy.
- Question 14 – Indicate a **VALID** email address. This will be how Alamo Colleges communicates.
- **SAVE CHANGES**

Educational Background – PAGE 2

- Proceed with completing or verifying questions 1-4.
- Question 1 – High School Attended – you may use the search option to ensure the correct information is entered in this section.
- Be sure to enter **expected graduation date – June of your graduating year**.
- Homeschooled – Answer **No**.
- Question 2 – Do NOT answer
- Question 3 – List ALL colleges or universities you have attended for dual credit. If you have NEVER attended any college or university, DO NOT answer this section.
- Question 4 – Under Academic Suspension Question, answer **No**.
- **SAVE CHANGES**

Educational Information – PAGE 3

- Question 1 – Question about Tech Prep... answer **no**.
- Question 2 – Under admissions basis select **dual credit receiving both high school and college credit**.
- Question 3 – Under **Reason attending**, select **earn credits for transfer**.
- **SAVE CHANGES**

Residency Information – PAGE 4

Accurately answering the following questions is important – if done incorrectly it could affect your dual credit eligibility. *If the question **DOES NOT** apply to you, do not answer it.*

Residency Information – Pre Screen

- Question 1 – Answer **No** to Federal Income Tax Filed as an independent question.
- Question 2 – Answer **Yes** to Federal Income Tax Filed as a dependant question.
- Click **Save and Continue to next question**.

Residency Information

- Question 1 – US Citizenship of Parent – if your answer to question 8 on page 1 was **yes**, this answer will automatically be provided... skip to Question 5. If your answer was **no**, answer questions 2-5
- Question 5 – Current residency of parent in Texas – **Answer yes**.
- Question 6 – Years parent has lived in Texas – **Answer a and b**.
- Question 7 – Military Information – if this does not apply skip to question 8. ***If you answer yes, Military Verification Form will need to be completed.***
- Question 8 - Do any of the following apply to parent. (You must complete at least one from a, b, or c)
- Answer questions 9 & 10
- Answer **no** to question “Did you graduate from HS or complete a GED from Texas?”
- Click on **Save and continue to next question**.
- Fill in **General Comments** if necessary.
- Click on **Save and continue to next question**.
- Residency Section Complete – verify all information is accurate.
- Click on **Save and continue with application**.

Custom Questions for This Institution – PAGE 5

- College Connection Application – you must answer **no**.
- Online course question – answer **no**
- Click on **Save and Acknowledge Question**.
- Click on **Save and Complete this page**.

Certification and Payment Information

- Certifications of Information – Read the statements and check each box.

- Financial Aid – Disregard
- Non-Discrimination – Read
- Application Fee Information – Read
- Click on **Save and Proceed to Application Submission.**

Submit the Application

- Read the statement in the box.
- Locate your application ID #.
- At this point you should have: username, password, and application ID #
- Click on **Submit Application Now**

Once you feel you have successfully completed the application you will look for an email from ApplyTexas and PAC confirming submission and directions on obtaining your Banner ID from PAC

OBTAINING YOUR BANNER ID

- **Applications will take up to a week to process- thus your banner ID may take this long to obtain following your online Apply Texas submission.**
- You will receive an email confirming your application **was submitted** to Alamo Colleges.
- You will receive a second email confirming that you application **was received** by Alamo Colleges.
- To access your banner ID, go to <https://aces.alamo.edu/cp/home/displaylogin>
- Click on **Get my Banner ID Number**
- Enter your **last name** and the **last 4 digits of your social security number.**
- Your Banner ID will: serve as your verification that your application processed & allow you to test with Alamo Colleges. Record your Banner ID for reference.

Banner ID: _____

ONLINE MODULES AND TSI TEST

- Complete the GOFAAR & Test Prep Module **PRINT VERIFICATION THAT THIS WAS COMPLETED.**
- <https://aces.alamo.edu/cp/home/displaylogin> <-- Website for ACES login
 - Once logged into ACES click START HERE in the upper left corner.
 - In the START HERE screen you will see GO FAAR and Test Prep listed with an ENROLL button to the right, click enroll, walk through modules and take quiz at the end.
 - Turn in verification when you take the TSI

New Updates for Fall 2018

Alamo Institutes and Advising Guides

Alamo College has organized all our programs and courses into six Alamo Institutes that match students' areas of interest with career goals giving you a clear path to the career goal you have in mind. It's designed to help you take control of planning for your future. This new approach will save you time by guiding you to take only the courses you need, either to be job-ready when you graduate from one of the independently accredited colleges in the Alamo Colleges District or to transfer to a university. It also saves you money, because you don't pay for courses you don't need or take more credit hours than you need to graduate or transfer. Beginning the Fall 2016 semester, all students will be choosing an institute as a broad decision toward a career pathway.

<http://alamo.edu/enroll/explore/>

Creative & Communication Arts:

Choose a career that lets you **EXPRESS YOURSELF** – as an art director, artist, graphic designer, actor, choreographer, dancer, musician, broadcast news analyst, editor, photographer, technical writer, reporter, fashion designer, desktop publisher, craft artist, multimedia artist, camera operator.

Business & Entrepreneurship:

Choose a career that lets you **TAKE THE LEAD** – as a manager, computer and information systems manager, human resources manager, management analyst, event planner, audit clerk, executive assistant, procurement clerk, financial advisor, budget analyst, actuary, credit analyst, foodservice manager, chef, travel guide, real estate broker, public relations specialist.

Health & Biosciences:

Choose a career that lets you **MAKE A DIFFERENCE** – as a nurse, dental hygienist, physician, pharmacy technician, psychiatrist, radiologic technologist, surgical technologist, phlebotomist, biomedical engineer, veterinary technician, speech-language pathologist, physician assistant, physical therapist, respiratory care technician, invasive cardiovascular technician, occupational therapy assistant.

Advanced Manufacturing & Logistics:

Choose a career that lets you **MAKE THE WORLD GO 'ROUND** – as an architect, civil engineer, landscape architect, carpenter, electrician, hoist and winch operator, plumber, dental laboratory technician, tool and die maker, welder, mechanical drafter, commercial pilot, aircraft mechanic, motorcycle mechanic, air traffic controller, drafter, transportation consultant, warehouse distribution director.

Public Service:

Choose a career that lets you **SERVE YOUR COMMUNITY** – as an educator, archivist, librarian, farm and home management advisor, interpreter, special education teacher, teacher assistant, financial examiner, radar and sonar technician, counselor, social worker, funeral service manager, firefighter, correctional officer, court reporter, paralegal, emergency medical technician.

Science & Technology:

Choose a career that lets you **TRANSFORM EVERYTHING** – as a food scientist, animal breeder, geological technician, environmental protection technician, water and wastewater treatment plant operator, computer programmer, chemical engineer, chemist, physicist, statistician, mathematician, hydrologist, geographer, economist, historian.

