



Dual Credit - Apply Texas Guide

Create an Account

1. Go to the Apply Texas website: applytexas.org
2. Click on: GET STARTED
3. Sign up with a new account: Create a Username and Password, and enter your **personal** email address (**not school**).
4. Check your email for a message from ApplyTexas to verify your new account.

My Profile

Page 1 – Names

Agree to the Privacy Policy and enter in your personal information.

You must enter your full Social Security Number for purposes of identifying your application and college record.

You must enter your full, legal name – do not use nicknames or abbreviations.

Click the arrow to advance to Page 2.

Page 2 – Background

Enter in your personal information and confirm that your name and date of birth are correct by checking the box.

Click the arrow to advance to Page 3.

Page 3 – Citizenship

Answer Yes or No to the question “Are you a U.S. Citizen?” then answer any additional required fields.

Click the arrow to advance to Page 4.

Page 4 – Permanent Address

Enter in your Permanent Address information, then select “Click to Verify Address”.

Click the arrow to advance to Page 5.

Page 5 – Physical Address

If your Physical Address is the same as your Permanent Address, leave all fields blank.

If your Physical Address is different from your Permanent Address, complete the fields then select “Click to Verify My Address”.

Click the arrow to advance to Page 6.

Page 6 – Phone Numbers

Enter in your Preferred Phone Number (numbers only - no dashes or parenthesis) and select the Preferred Phone Type.

Click the arrow to advance to Page 7.

Page 7 – Emergency Contact

Enter in the required information.

Click on the arrow to advance to Page 8.

Page 8 – High School/Secondary School

Search for your school by typing in the school name – typing in the city name will not return a full list of area high schools.

Select “Tom C Clark High School-San Antonio, TX” from the drop-down list.

Enter your Expected Graduation Date.

Click the arrow to advance to Page 9.

Page 9 – College History

Answer Yes or No to the question “Have you taken any college courses?”

Answer Yes or No to consent and agree that ApplyTexas and its partners may communicate with you.

Answer Yes or No to the question “Are you currently on academic suspension from the last college or university you attended?”

Click Done to complete your profile.

After completing the My Profile section, click on the Start/Edit Applications button.

Click Start a New Application.

Create an Application

1. Select: Two-year community/junior college
2. Select the institution: NORTHWEST VISTA COLLEGE (San Antonio)
3. Select your application type: Two Year
4. Select your semester: Fall 2023



5. Select your major:

- **Dual Credit** (Find your first choice “school” that aligns with your high school endorsement).
- The “school” you choose does not matter at all; you can pick any as long as you choose “Dual Credit” as the major.

6. Select Deadline option: Fall 16wks & Flex I

7. Click on: Select choices and start application

My Applications

Scroll down to view your applications in progress and locate your Northwest Vista College application.

1. Click on the Admissions application link (+) to expand options
2. Click on Two Year questions (Page 1 of 4)

Two Year Questions

[Page 1 – Education Background/Plans](#)

Fill in the required parent/guardian information

1. Answer Yes or No to the question “At any time in your life were you placed in foster care or adopted from foster care in Texas?”
2. Answer NO to the question “Are you home-schooled?”
3. Answer Yes or No to the question “Did you take a Tech Prep course or courses for college credit?”
4. Please indicate on what basis you are seeking admission: Select Dual Credit
5. Please indicate the primary reason for attending classes at this college: Select Earn credits for transfer
6. Answer Yes to the question “Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian?”
7. Answer Yes or No to the question “Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen?”
8. Answer Yes or No to the question “Does this parent or guardian live in Texas?”
9. Enter number of years in the field for the question “If your parent or legal guardian is currently living in Texas, how many years have they been living there?”
10. Enter number of months in the field for the question “If your parent or legal guardian is currently living in Texas, how many months have they been living there?”
11. Answer Yes or No to the question “Does your parent or legal guardian hold the title to residential real property in Texas?”
12. Answer Yes or No to the question “Does your parent or legal guardian have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future?”
13. Answer Yes or No to the question “Has your parent or legal guardian been gainfully employed in Texas for the past 12 months?”
14. Answer Yes or No to the question “Has your parent or legal guardian received primary support from a social services agency for the past 12 months?”
15. Answer Yes or No to the question “Is your parent or legal guardian married to a person who either: owns property in Texas, owns a business in Texas, is gainfully employed in Texas, or has received primary support from a social service agency?”

Click Next to advance to Page 2.

[Page 2 – Extracurriculars](#)

Extracurricular section not required. Click Next to advance to Page 3 of 4.

[Page 3 – Community/Volunteer Service](#)

Community/Volunteer Service section not required. Click Next to advance to Page 4 of 4.

[Page 4 – Awards/Honors](#)

Talents, Awards, Honors section not required. Click Done.

My Applications

Scroll down to view your applications in progress and locate your Northwest Vista College application.

1. Click on the Admissions application link (+) to expand options
2. Click on Questions specific to Northwest Vista College (Page 1 of 1)

Two Year Custom Questions for Northwest Vista College

1. Answer No to the statement “I intend to take all of my courses online and I do not plan to come to an Alamo College campus for student services and support.”
2. Answer No to the question “Are you currently a High School senior?”
3. Answer No to the question “Did you apply for admission to another college/university other than the Alamo Colleges?”
4. Answer No to the question “Are the Alamo Colleges your first choice?”
5. Click Done.



My Applications

Scroll down to view your applications in progress and locate your Northwest Vista College application.

1. Click on the Submit this application button.

Submit your Two Year Application to Northwest Vista College

Certification of information:

1. You are required to read the statements. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit your application.
2. Answer Yes or No to give consent for The Texas Higher Education Coordinating Board (THECB) to contact you regarding your application and/or related education outreach purposes.
3. Financial Aid Information: Dual credit students are not eligible to receive financial aid. Please do not contact the financial aid office or submit an application for financial aid.
4. Click Submit.

Submission Confirmation

Note: Your application ID is provided on this page (Submission for Application XXXXXXXXXX). Write it down for future reference. Knowing your application ID number can assist the college to locate your application, if necessary.

Congratulations! You've successfully submitted your application to Northwest Vista College.

A confirmation email will be sent to the personal email address you entered in the My Profile section.

If you have any questions about your application or if you need to make changes to your application, please contact the dual credit representative at your high school or email nvc-dualcredit@alamo.edu.

Your next steps:

► **You will get an email with “Submitted Application ID Number...” in the subject line; you must forward it to tasha.granberry@nisd.net or tami.rivera@nisd.net. Include your name and student ID number.**

- Wait 3-5 business days for your application to process
Once your application is processed, you will receive an email from the Alamo Colleges containing your student ACES login information.
This will allow you to complete the next steps in the Dual Credit Application Process.
- Complete Go FAARR and Test Prep in ACES
- Complete the Dual Credit Student Orientation in Canvas (on ACES Homepage)
- Submit your signed Student/Parent Consent Form
- Register for the TSI exam (Check PSAT score in case you can be exempt--Ms. Rivera can assist you with this.)