CHECKLIST

Dual Credit Application Process for Students ==NEW== to Dual Credit

Keep this page for future reference.

_____**Step 1:** **ApplyTX Application for Northwest Vista College**
- Found at https://goapplytexas.org/. This must be done first in order to obtain the students Banner ID (college ID number). Recommendation is to complete with parent as it will ask for social security number and parent/guardian Texas residency questions.
- DO NOT use NISD student email to apply. You will not be able to receive emails from outside the district.
- After the application has been submitted, ==**UPLOAD**== a screenshot/PDF of the first page of your application and email picture to **tasha.granberry@nisd.net or tami.rivera@nisd.net**
- **DEADLINE: February 24th, 2023**
- ****Wait about 3 business days for your application to process then look for email from NVC with login information to complete steps 2-5.**
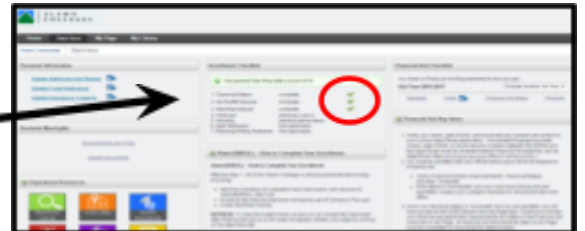
_____**Step 2:** **Log In To Your NVC ACES Account for the First Time**
- ACES is your Northwest Vista College online student account. Once you complete your ApplyTX application, you should receive an email that has your Banner ID, username and default password. Use this information to log in to your new ACES account, which you will need to access to complete additional steps for the dual credit application process.

_____**Step 3:** **Go FAARR & Test Prep Modules**
- Students will login to ACES to complete these modules.
- Once students have completed these modules, there should be GREEN CHECKS on the ACES home screen instead of the blue "Enroll" buttons.
- Once completed, ==**UPLOAD**== a screenshot/PDF of the home page that shows the GREEN CHECKS next to both modules.
- Students are to ==**SUBMIT**== this page to **tasha.granberry@nisd.net or tami.rivera@nisd.net** as verification that they have completed both modules.
- **DEADLINE: March 3, 2023. You will not be allowed to take the TSI until we have this from you.**

_____**Step 4:** **Online Dual Credit Student Orientation (through ACES/DCSO Course)**

- Students must log in to their ACES account and complete the online Dual Credit Orientation module.
- Click here for a video on completing the Dual Credit Student Orientation.
- **DEADLINE: March 10, 2023**

_____**Step 5:** **Parent Consent Form (**
- A requirement of Northwest Vista College.
- Students will complete the form and ==**SUBMIT**== via their Dual Credit Student Orientation Online Course in ACES.
- **DEADLINE: March 3, 2023**

_____**Step 6:** **TSI testing** (determines eligibility to take college level courses)

Initial testing will be done at John Jay HS (3/7, 3/28, 4/4 & 4/15). Students will have the chance to retest if their scores do not meet the minimum standard for the course(s) they are requesting. TSI Payment information will be shared via email, callout, and the Advanced Academics website.

- You must meet PSAT Exemption or pass the TSI test for the dual credit course you'd like to take.
- Each test attempt is $14. There will be retest opportunities at JJHS, and Northwest Vista.
- **DEADLINE: April 21, 2023**

_____**Step 7:** **JJHS/SEA Dual Credit Course Selection Google Form**
- Used to track all student information and requested courses.
- **DEADLINE:** Complete this form by **April 27th, 2023.**

STEP ONE: Apply Texas Online Application

(DUE: February 24th, 2023)

Students must apply to Northwest Vista College in order to take a dual credit course. It is highly recommended that students complete the application WITH a parent since students must enter their **social security number** and answer numerous questions about their parent/guardian's Texas residency. Detailed resources for completing the Apply Texas Online Application can be found on the Jay Advanced Academics website under:

Jay/SEA Advanced Academics Web Site: http://jayseacourses.weebly.com/

Step by Step Instructions: Apply Texas List Format   OR   Apply Texas Guide SlideShow

CREATE USER ACCOUNT

1. Access the Apply Texas Online Application at https://goapplytexas.org/

2. Create your USER ACCOUNT with Apply Texas. **Record** the email account used, username, and password for future reference. <u>DO NOT use your NISD email as you cannot receive email from outside of the district</u>. Use a personal student email that gets checked regularly, not a parent email, since students will have to check this account later for emails from Apply Texas and Northwest Vista.

    Apply Texas Email Account Used (**NOT** your NISD email address. **MUST** be an account you check frequently!)

    _____

    Apply Texas Username _____

    Apply Texas Password_____(suggest your 4x4 password)

CREATE NEW APPLICATION FOR ADMISSION

1. After creating a user account, begin a new 2-year college admissions application.

2. Use the APPLY TEXAS APPLICATION DIRECTIONS found on Jay/SEA's Advanced Academics website for guidance. (They are also linked above—Step by Step).

3. Record your Application ID number for future reference:_____. You will need this for your Parent Consent Form.

4. Create a screenshot or PDF of page 1 of your application. Submit to **tasha.granberry@nisd.net or tami.rivera@nisd.net**, by **February 24th, 2023**. This will help us ensure you've submitted your application.

STEP TWO: Access NVC ACES Account the First Time

ACES is your student account through Northwest Vista College; it gives you access to your college records and other important information. Approximately, 3-5 days after your Apply Texas Application is submitted and approved, you *should* receive an email with your **username, temporary password,** and **banner ID**. The email will be sent to the email account you provided in your Apply Texas Application. If you do NOT receive the email, the STUDENT, not the parent, may call the Northwest Vista HelpDesk (210-486-4777) during business hours.

> ***Sadly, there are often issues receiving this email from Alamo Colleges; you may have to call.***
> ***If you used your NISD student email, you will not receive the email as it will be blocked***
> ***The login for ACES is DIFFERENT than the login for ApplyTexas***

The ACES site is https://aces.alamo.edu.
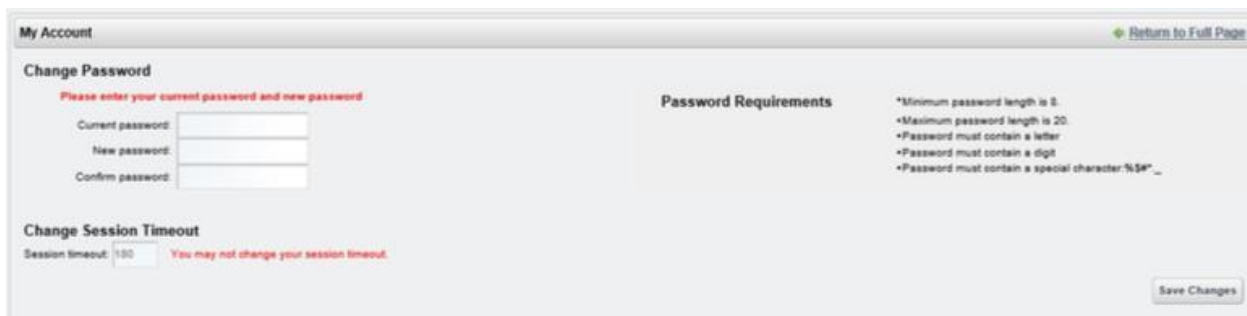
TEMPORARY PASSWORD AND CHANGING YOUR PASSWORD
- Your temporary password is the first two letters of your last name, in CAPS followed by your birthday in MMDDYY format.
- Once logged in, reset your password. Your new password must contain a special character. We recommend you use the hashtag symbol (#) followed by your 4x4.

  EXAMPLE: John Smith, Date of Birth: March 18, 2001, Last four of SS#: 6789

  Default Password: SM031801

  New Password: #smit6789

- Click on the SAVE CHANGES button.
- Then click on the purple link CLICK HERE TO PROCEED.

RECORD YOUR ACES USERNAME and PASSWORD for future reference

ACES Username _____

ACES Password_____(suggest your #4x4 password)
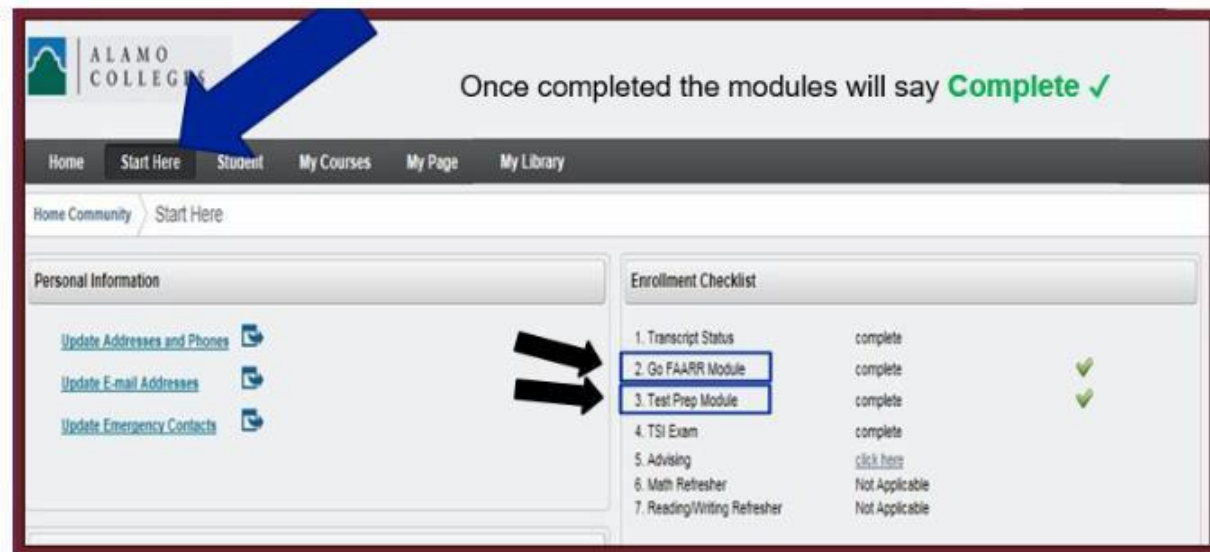
STEP THREE: Complete Online Modules

(DUE: March 3, 2023)

Students must log in to their ACES account and complete the **GO FAARR** and **TEST PREP** modules (AlamoENROLL). These completed modules are required before you may submit payment for the TSI test.

To access the modules:

1. Log in to your ACES account.
2. Click the **START HERE** button located at the top of your screen.
3. In the middle of the screen is a section called ENROLLMENT CHECKLIST. Items 2 (Go FAARR Module) and 3 (Test Prep Module) will have a blue ENROLL button.
4. Click the ENROLL button to activate the module. Click the INCOMPLETE link to access the module content.
5. After viewing all the content in the module, click the SUBMIT button and the module will now appear as COMPLETE.
6. Repeat the above steps to complete the other module.

You must click through the entire module in order for it to show complete

Create a screenshot or PDF of the home page that shows the GREEN CHECKS next to both modules (like the one above). Students are to SUBMIT this page to Submit to **tasha.granberry@nisd.net or tami.rivera@nisd.net** as verification that both modules have been completed. DEADLINE to turn in printed proof of BOTH modules is **March 3, 2023**.

STEPS FOUR & FIVE: Dual Credit Orientation & Parent Consent

(DUE: March 3, 2023)

Students must log into their ACES account and complete the online Dual Credit Orientation module. This module provides students an overview of the dual credit program at Northwest Vista College and how to access resources available to dual credit students.

At the end of the module, students will have to print the Parent Consent Form. Complete all the required information and ***USING A PEN***, sign the form. Scan or take a picture of both pages. Through the Dual Credit Orientation module, there is a link to **UPLOAD** both pages.

You can also download the Canvas App to access all of this.

Click here for a video showing how to complete the **Dual Credit Student Orientation**

STEP SIX: TSI Testing

(DUE: April 21, 2023)

Go FAAR and Test Prep Modules must be completed prior to taking the TSI Assessment

The Texas Success Initiative (TSI) Assessment is a state mandated placement exam, used to assess a student's proficiency in Writing, Reading, and Mathematics. Taking and passing the TSI (Texas Success Initiative) test is a requirement to take Dual Credit classes.

TSI Test Payment: $14
Due: No later than February 25th, 2022

Initial testing will be done at John Jay HS (3/7, 3/28, 4/4 & 4/15)

Contact Tami Rivera at **tami.rivera@nisd.net** to schedule your exam.
    -All students much have picture ID the day of testing in order to take the TSI

STEP SEVEN: Dual Credit Course Selection Form

(Once the application process has been completed, this form will be emailed to students.)

Students must complete a Dual Credit Course Selection form indicating which dual credit courses they are requesting to take for the <u>**2023-2024**</u> school year.

The **Dual Credit Course Selection Form** will be given to you once you have completed steps 1-6. It will be a Google Form sent to your email. This form will be done AFTER you have already submitted your online course selections to your counselors. Select the classes you want to take, even if you have not gotten the required test scores for them yet.

If you decide you want to ADD or DROP any Dual Credit class prior to the beginning of the school year, you MUST inform both your counselor <u>and</u> Ms. Luna, SEA Associate Principal (linda.luna@nisd.net). Your schedule will be built according to the Dual Credit classes you qualify for and what you submit on the Course Selection Google Form.