

CHECKLIST

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

Keep this page for future reference.

Step 1: ApplyTX Application for St. Philip's 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 parents 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.
- Write down or take a picture:
 - ✓ Apply Texas Application ID#
 - ✓ Email Address used
 - ✓ Username and Password
- Be cautious of how you input your First and Last name.
- After the application has been submitted, **UPLOAD** a screenshot/PDF of the first page of your application and email to tasha.granberry@nisd.net or tami.rivera@nisd.net
- **DEADLINE: February 24, 2023**
- ****Wait about 3 business days for your application to process then move on to Steps 2-5**

Step 2: Log In To Your ACES Account for the First Time

- ACES is your St. Phillips 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 through email to tasha.granberry@nisd.net or tami.rivera@nisd.net as verification that they have completed both modules.
- **DEADLINE: March 3, 2023**

Step 4: Parent Consent Form

- A requirement of St. Philip's College.
- Students will complete **THE FORM** and **SUBMIT** via email to tasha.granberry@nisd.net or tami.rivera@nisd.net
- **DEADLINE: March 3, 2023**

Step 5: TSI Testing

- A requirement of St. Philip's College for students without PSAT/SAT scores.
- Initial testing will be done at John Jay HS (3/7, 3/28, 4/4 & 4/15). TSI payment information will be shared via email, callout, and the Advanced Academics website.
- Email tami.rivera@nisd.net for testing exemption status.
- Each test attempt is \$14
- **DEADLINE: April 21, 2023**

Step 6: JJHS/SEA Dual Credit Course Selection Google Form

- Used to track all student information and requested courses.
- Shared with students once steps 1-5 are completed.