



NORTH EAST INDEPENDENT SCHOOL DISTRICT

8961 Tesoro Drive – San Antonio, TX 78217

## **ApplyTexas Handbook**

**2018 - 2019**

Academic ApplyTexas deadline: February 12, 2018

*In accordance with Title VI-Civil Rights Act of 1964, Title IX-Education Amendment of 1972, Section 504-Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1992, the North East Independent School District does not discriminate on the basis of race, color, national origin, age, sex or handicap.*

*Conforme al Título VI de la Ley de Derechos Civiles de 1964, al Título IX de las Enmiendas de Educación de 1972, a la Sección 504 de la Ley de Rehabilitación de 1973 y al Título II de la Ley sobre Estadounidenses con Discapacidades de 1992, el North East Independent School District no discrimina por motivos de raza, color, origen nacional, edad, sexo o discapacidad.*

Please note that Academic course deadlines differ from Career and Technical Education (CTE) course deadlines. The Academic ApplyTexas deadline (**February 12, 2018**) is prior to the CTE Dual Credit deadline. Please refer to the appropriate Dual Credit Handbook for official deadlines.


## Step 1: Apply for Fall 2018 Dual Credit Admission

*To ensure accuracy, it is imperative that you read through Step 1 in its entirety before proceeding in addition to carefully following these directions...*

### Establish an Email Address

- If you do not have an email address, you must create one before you can proceed.
- All students have access to an email address through their NEISD Google account.
- You can obtain an email address at [www.yahoo.com](http://www.yahoo.com), [www.hotmail.com](http://www.hotmail.com), or [www.gmail.com](http://www.gmail.com).

### Log onto the AlamoENROLL Web Page

- **Dual Credit students must go to this website and NOT to ApplyTexas**
- Go to the following: [www.alamo.edu/AlamoENROLL](http://www.alamo.edu/AlamoENROLL)
- Under the tab entitled Future Students 
- Click on **Applying for Dual Credit**
- **Of the available choices, scroll down to the first choice and click on First Time Public or Private School Student.**
- When you are ready, click on ApplyTexas (<http://www.applytexas.org>) to begin the application
- **Create your account now**

### 1. Create Your Account Information

Complete all items in the **My Profile** tab:

- Full, legal name (*Suffix is the part of your legal name if it ends with: II, III, Jr., or Sr. LEAVE BLANK IF IT DOES NOT APPLY.*)
- Date of Birth
- Place of Birth - type in city, state, and country (if not U.S.)
- Current Grade Level
- Are you a U.S. Citizen? (*If No, please complete the Non-U.S. Citizens' section.*)
- Email Address (*Choose one that you use and check regularly*)
- Mailing/Permanent Address (*Leave Country Code blank.*)
- Physical Address (*Complete this section only if it is different from your Mailing/Permanent Address.*)
- Phone numbers (*Include area code; use numbers only: no dashes, dots, or parentheses*)
- Emergency Contact
- Ethnicity
- Gender
- Password (*Used when you log in to update your application/data. Students are encouraged to use their 7-digit North East student ID including the leading zero or 1 and add a D at the end of the number to complete the 8-digit requirement.*)

- Click on “**Save Profile**” (You will receive a message stating that you must certify your physical address. Do not re-enter your password at this point. Click Certify and proceed.)

You will receive your username. Please **record it and your password below** before following the instructions to continue.

**ApplyTexas Username:** \_\_\_\_\_ *(Assigned to you through ApplyTexas)*

**ApplyTexas Password:** \_\_\_\_\_ *(7-digit School ID # plus D)*

*(If you do not keep your username and password, you will not be able to access your application in the future.)*

**Note:** You will receive an automated email titled “Your ApplyTexas Profile” to confirm your profile was submitted. This email contains your ApplyTexas username. This email is not the verification that the application **has been submitted**. You enter your Username and Password and proceed to My Application.

## 2. Create Your Application

- Click on the **My Applications** tab
- Click on **Create a New application**
- Scroll down and click on **Create a new 2-YEAR COLLEGE ADMISSION APPLICATION**
- Go to **Search for a college from an alphabetical list**
- For **Target College** select the college you will attend from the alphabetical list *(Please see **Dual Credit Course Listing on page 9** to determine your **Target College**. **Students applying for dual credit at more than one college should select San Antonio College.**):*
  - **San Antonio College**
  - **St. Philip’s College**
  - **Palo Alto College**
- Click on **Continue**

## 3. Select a Semester

- For **Semester of Entry**, choose **Fall 2018** from the drop-down menu. (No need to Click on a particular session. System will **default to Full 16 weeks** session.)
- Click on **Continue**

## 4. Select a School

- For **First Choice School**, you must select: **CREATIVE AND COMMUNICATION ARTS** *(This does not refer to a student’s **ENDORSEMENT or post high school plans; choosing the wrong school could impact your student record and result in creating a financial aid balance. Please choose correctly.**)*
- Click on **Continue**

## 5. Select a Major

- For **First Choice Major**, you must select – **Dual Credit**
- Click on **Continue**

- Record your 7-digit application ID Number here

ApplyTexas Application ID # is: \_\_\_\_\_ (Assigned to you through ApplyTexas)

*(You MUST have this number to complete additional paperwork in the application process.)*

## 6. Application Checklist

The following should appear:

**San Antonio College or St. Philip's College or Palo Alto College – Two-Year School Admission for Fall 2018 (regular deadline)**

**Note: The posted deadline does not apply to Dual Credit students.** The San Antonio College Dual Credit ApplyTexas Application Deadline is **February 12, 2018**.

- Verify that the display indicates the correct college to which you are seeking enrollment
- The Academic *Dual Credit Checklist* deadline is **March 7, 2018**
- Click on **Continue to my application**

## 7. Biographical Information

- Record your 7-digit application ID Number here

ApplyTexas Application ID # is: \_\_\_\_\_ (Assigned to you through ApplyTexas)

*(You MUST have this number to complete additional paperwork in the application process.)*

- Verify that **First Choice School** and **First Choice Major (CREATIVE AND COMMUNICATION ARTS and DUAL CREDIT)** are correct
- Proceed with completing or verifying questions 1-15. Answer any questions that are blank and that apply to you. *(Verify all information before saving this page.)*
  - **Question 1** - Enter your **Social Security Number**. *(The ApplyTexas directions may state that your Social Security Number is not required; however, you will not be able to access your Banner ID without this information. Alamo Colleges ties your information to your Social Security Number. Your application may be considered incomplete if you do not provide a Social Security Number.)*
  - *If you do not have a Social Security Number, please contact the Admission Office. (San Antonio College 210-486-0200, St. Philip's College 210-486-2700 or Palo Alto College 210-486-3100)*
  - *Choosing not to enter your Social Security Number may slow down the processing of your application, which might result in missing the deadline for entry into the program.*
  - Verify/complete information in **Questions 2-15**. *(This will be auto-filled by information you originally provided in your ApplyTexas profile.)*
  - **Question 12** – please verify that you have provided a valid email address where you will receive notifications from ApplyTexas and the Dual Credit Office *(prior to receiving your Alamo Colleges email address.)*

- For **Question 13**, indicate the educational background for your parents/guardians
- Click on **Save Changes** (**verify your address**)

### 8. Educational Background

- Proceed with completing or verifying questions 1-4.
  - **Question 1** - High School Attended from which you expect to graduate
    - Click on Find Your High School to search for your high school. When searching for high schools, enter the proper name. Example: Ronald Reagan High School.
    - Enter your **High School Name**. The school's information will automatically populate to information in ApplyTexas.
    - Enter **Expected Graduation Date**: (*For ex., Juniors as of Fall 2018, enter 06/2020 and Seniors as of Fall 2018, enter 06/2019*)
    - Homeschooled – Answer **No**
  - **Question 2** – Skip or click **Not Applicable**
  - **Question 3** - List ALL colleges or universities you have attended for Dual Credit. If you have NEVER attended any college or university, skip this question.
  - **Question 4** – Under Academic Suspension Question, answer **No**.
  - Click on **Save Changes**

### 9. Educational Information

- Answer all questions within Questions 1 – 3.
  - **Question 1** – Select **No** unless this applies to you.
  - **Question 2** – Under **Admission Basis** select **DUAL CREDIT (receiving both high school and college credit)** (*NOTE: You MUST select the provided answer for Question 2 to ensure that you are included in all Dual Credit reports.*)
  - **Question 3** – Under **Reason Attending**, select **Earn credits for transfer** (for academic courses) or **Earn a certificate** (for Career and Tech Courses)
  - Click on **Save Changes**

### 10. Residency Information

***You may need your parent/legal guardian to help you answer questions regarding residency.***

*Accurately answering the residency questions is very important! Completing this information incorrectly could affect your acceptance into the Dual Credit Program. Read the questions carefully. If the questions do not apply to you, do not answer them.*

### 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 Dependent question.
- Click on **Save and Continue to Next Question**.

### Residency Information

**Read the following questions carefully. (Do not answer if it does not apply to you.)**

- **Question 1 - US Citizenship of parent** – If your answer to this question is **Yes** on page 1, skip to Question 5. If your answer was **No**, answer Questions 2-5.
- **Question 2 - Current residency of parent in Texas** – Answer **Yes**.
- **Question 3 - Years lived in Texas** – Answer **a** and **b**. *(If you are not sure of the number of years your parent/legal guardian has lived in Texas, but you have been here since birth, indicate your age. For “main purpose for being in the state,” most students select “Establish/Maintain” a home.)*
- **Question 4 - Military families only** – Answer **a**. and **b**. *If this does not apply to you, go to Question 5. Answer Yes if active duty. If Yes, a Military Verification Form (which is located in the Academic Handbook) will need to be completed and submitted to your campus Dual Credit Counselor.*
- **Question 5 – Skip Question 5**
- **Question 6** - If your parent works in Texas, answer **Yes** to question 6. a.
- Answer b. as **Yes or No** if your parent receives support from a social service agency
- **Question 7 – Parent/Legal Guardian’s Spouse** – Most students will answer **Yes to Is your parent or guardian married to a person who could claim “yes” to any part of question (5) or (6)** Question 7 incorrectly references questions (8) or (9). The true reference questions are (5) or (6). Most students answer “**gainfully employed**” to 7 a. Note: After you complete this section and the next, you will be given the opportunity to review your residency questions. Please take some time to ensure the information provided is as accurate as
- Click on **Save and Continue to Next Question**
- Skip **General Comments**
- Click on **Save and Continue to Next Question**
- **Residency Section Complete** - Verify all information is correct before proceeding. If you find an error, select “Delete residency answers & start over” in the top right-hand corner or return to previous web pages to make corrections
- Click on **Save Page and Continue with Application**

### 11. Custom Questions for This Institution

- Online/Early College High School/College Connection Application/Apply to Another College Institution - Answer **NO to these questions**
- Are you currently a High School senior? Answer **Yes or No** as of the Fall 2018
- Did you apply for admission to another college/university other than Alamo Colleges? Answer **Yes or No**
- Are the Alamo Colleges your first choice? Answer **Yes**
- Click on **Save and Acknowledge Questions**
- Click on **Save and Complete this page**

## 12. Certification and Payment Information

- Certifications of Information - Read the statements and check each box
- Financial Aid Information - Disregard this portion; financial aid is not applicable to Dual Credit participants
- Non-Discrimination Clause and Application Fee information - Read and continue
- Click on **Save and Proceed to Application Submission**

## 13. Submit Your Application

- Read the statement in the box
- Locate your Application ID number if you have not already done so
- **At this point, you should have your username, password, and application ID number**
- Click on **Submit Application Now**

## 14. Application Completed

- You have now successfully submitted your ApplyTexas Application.
- Check for an email confirmation at the email address you provided in the application
- Your application will take approximately **5** days to be processed; do not wait more than **7** days to confirm your application through your ACES account. (See p. 7)
- Your ApplyTexas Application Number **does not** guarantee your application went through; however, you can confirm your application was received through your ACES account on the Alamo Colleges website: [www.alamo.edu](http://www.alamo.edu)
- Print out the confirmation page and keep it for your records

## 15. Important Information

- Keep a copy of the application information for your records. You will need this information to access your ApplyTexas Application in the future and to complete the application process at Alamo Colleges.
- Submitting an application does not guarantee acceptance into the Dual Credit Program at the Alamo Colleges. All completed application materials must be received and verified by the published deadlines (**Academic ApplyTexas deadline: February 12, 2018. Academic packet deadline: March 7, 2018. See CTE Dual Credit Handbook for applicable courses**). Eligibility into the Dual Credit Program will be determined based on a complete admission packet, residency, and placement scores (TSI, SAT, and ACT).
- **INCOMPLETE ADMISSION PACKETS, including the ApplyTexas application, will not be considered for admission for Dual Credit.**

## Step 2: How to Retrieve Your Banner ID

- You will receive an email confirming that your application was submitted to Alamo Colleges.
- To access your Banner ID number, go to: <https://alamoaces.alamo.edu>.
- Under ACES Login Information, click on Get My Banner ID Number
- Enter your **last name** and the **last 4 digits of your social security number**
- Once you receive your **Banner ID number**, print a copy for your records.
- Your **Banner ID number** is your verification that your application was received.
- You will need your **Banner ID number** to TSI test.
- Record your **Banner ID number** below
- Banner IDs may be obtained **5-7** days after the application has been submitted. **If a student is not able to obtain a Banner ID within a 7 days of submitting his/her application, please contact the appropriate Alamo Colleges Dual Credit Office:**
  - San Antonio College (210) 486-0177 / (210) 486-0896
  - St. Philip's College (210) 486-2761
  - Palo Alto College (210) 486-3170

Banner ID is: \_\_\_\_\_ *Retrieved from ACES website:*

[www.alamo.edu](http://www.alamo.edu)

**Note: Students (in public school) should already have their meningitis shot *prior* to taking a DC course. Students will not need to request a transcript be sent to the college *prior* to taking a DC course. Counselors will send the transcripts for application purposes, once students submit all DC paperwork.**

**However, senior Dual Credit students are responsible upon graduation to send their final transcripts to SAC, Palo Alto, and St. Philip's *AND* their intended college or university. After students have graduated, the high school will send final grades to the awarding college. Students must first request in May that a transcript be sent from the high school to SAC, Palo Alto, or St. Philip's. In late June, students must then request that SAC, Palo Alto, or St. Philip's send a transcript to the college/university of their choice. This request is made by logging into their ACES account.**



## Step 3: Complete Go FAARR

- Alamo Colleges require all new students to complete the **Go FAARR** module (approx. 40 minutes) and the PAA (Pre-Assessment Activity)
- Students may access the GoFAARR and the PAA on the student's ACES account.
- Each student must complete all required modules as part of the Dual Credit process.
- Students who do not receive ✓ marks on the GoFAARR and the PAA will not be eligible to take Dual Credit Courses. (See your counselor.)
- **You must PRINT this ✓ screen as proof of completing the GoFAARR and the PAA prior to TSI testing.**

Your DC process is **NOT** complete yet. Please visit your campus's Counseling Office to obtain a copy of the **Academic Dual Credit Handbook** or the **Career and Technical Dual Credit Handbook**, or both, if applicable. Then complete Steps 4-6.

## DUAL CREDIT COURSE LISTING

Please refer to the listing below to see which Alamo College offers the Dual Credit course to which you are applying to determine your **Target College**. Students applying for Dual Credit at more than one college should select **San Antonio College**.

SAC = San Antonio College  
 SPC = St. Philip's College  
 PAC = Palo Alto College

L = Lee HS  
 DM = MacArthur HS  
 C = Churchill HS  
 TR = Roosevelt HS

JM = Madison HS  
 RR = Reagan HS  
 J = Johnson HS  
 ISA = International School  
 of the Americas

		L	DM	C	TR	JM	RR	ISA	J
Accounting	SAC								X
Anatomy and Physiology	SAC					X	X		
Art Appreciation	SAC								X
AP Biology	SAC		X		X	X			X
AP Calculus A/B	SAC	X			X			X	
AP Calculus B/C	SAC	X			X			X	
AP Chemistry	SAC					X			
Business Management	SAC								X
Child Guidance	SAC			X	X				
College Algebra	SAC	X	X	X	X	X	X		X
AP Economics	SAC				X				
AP English IV	SAC	X	X	X	X	X	X	X	X
AP Government	SAC				X	X			
Instructional Practices in Education and Training	SAC			X	X				
Practicum in Education and Training	SAC			X	X				
Pre-Calculus Pre-AP	SAC						X		
AP Spanish Language	SAC	X			X	X	X		X
AP Spanish Literature	SAC	X			X	X	X		
AP Statistics	SAC		X			X	X		
Theatre Arts III/ Theatre Arts IV	SAC			X			X		
AP US History	SAC	X	X	X	X	X	X	X	X
Automotive Technology I	SPC	X	X	X	X	X	X	X	X
Automotive Technology II	SPC	X	X	X	X	X	X	X	X
Advanced Animal Science	PAC					X			
Diesel Equipment Technology I	PAC	X	X	X	X	X	X	X	X
Agribusiness Management & Marketing	PAC					X			
Horticultural Science	PAC					X			
Wildlife Conservation & Management	PAC					X			
Floral Design	PAC					X			

Please note that the above Dual Credit course offerings are **projected** courses for the 2018-19 school year. Dual Credit courses are contingent upon staffing. These courses may/may not be offered from year to year at each campus; additional courses may also be offered based on the adjunct professor approval process.

## How to Log on to ACES to view Student's Account

1. Access: [www.alamo.edu](http://www.alamo.edu)
2. Click on Login to ACES.
3. Enter User Name and Password and click Login. (User name and password will be provided through the email sent to your personal email account welcoming you to San Antonio College) *If you have misplaced the email, follow the steps listed below.*
4. If you do not know your User Name or Password, complete the following steps.
  - a. Select the **How do I get a user name and password** link.
  - b. Enter **Last Name** and **last 4 digits** of your SSN and click **Submit**.
    - i. Your User Name and default Password will be provided.
    - ii. Default Password - first two characters in uppercase of your last name and birthday in MMDDYY format.
    - iii. Write down your User Name.
    - iv. Exit and return to [www.alamo.edu](http://www.alamo.edu)
    - v. Enter User Name and default Password.
    - vi. Create new permanent password, Confirm password, Save Changes.
    - vii. Create security question and answer. Click Submit Setup.
    - viii. Continue
5. Select the Student Tab.
6. Select the Welcome to Web Services link.
7. Select the Student and Financial Aid link.
8. Select the Student Records link
9. Select the action being requested: Final Grades, Request a Transcript or view your unofficial transcript under Academic Transcript

If you are having difficulty logging on, please call:

- Ruby Pena in the SAC Dual Credit office at 210-486-0896
- Laura Flores in the SPC Dual Credit office at 210-486-2190
- Jennifer Rivera in the PAC Dual Credit office at 210-486-3186