

ApplyTexas Instructions

Dual Credit for 2010-2011

1. You will need an e-mail address to complete an Apply Texas Application. If you do not have an e-mail address, you must create one before you can proceed. You can obtain an e-mail address at www.yahoo.com, www.hotmail.com, or www.gmail.com.

2. Go to <https://www.applytexas.org/>.

3. Click **“Create your account now.”**

4. Create your profile and click on **“Save profile.”**

Be sure to write down your username and password. You will need this for your Dual Credit Information, as well as for future college applications.

5. Click on **“Go to my application.”**

6. Click on **“Create a new application now.”**

7. Select link that says **“Create a new 2 year college admissions application.”**

8. Under search for college by region, select **“South Region,”** then select **“AlamoCCD-San Antonio College”** or **“AlamoCCD-St. Philip’s College of AlamoCCD-Palo Alto;”** click **continue.**

For students needing to apply to two colleges, you must apply to one at a time. You cannot select both.

9. Select semester of entry, **“Fall 2010;”** click **continue.**

10. Under the heading of First Choice School, select **“Associate in Arts;”** click **continue.**

11. Under the heading of First Choice Major, select **“Liberal Arts-Dual CR Stud (SAC) or Dual Credit Student (SPC) or Dual Credit Student (Palo Alto);”** click **continue.**

12. Click **“Continue to my application.”**

Biographical Information (pg 1)

13. Click **“Yes, make my information available.”**

1. Enter your **Social Security Number**.

Your application will not be processed without your social security #. If you do not have a social security number, you must see Linda Howe at the Roosevelt Counseling Office.

2. -- 15. Complete the information; click **"Save Changes."**

Educational Background (pg 2)

14. Complete Educational Background

1. Insert School Information

-Homeschooled? **"No"**

-IB diploma? **"No"**

-Recommended or Distinguished? **"Yes"**

2. GED? **"Not Applicable"**

3. Previous colleges/universities?

Most students will skip this question, because it doesn't apply.

4. Academic Suspension?

Most students will skip this question, because it doesn't apply.

15. Click **"Save Changes."**

Educational Information (pg 3)

16. Complete Educational Information

1. Tech Prep? **"No"**

2. Admission basis? **"Dual Credit (receiving both high school and college credit)"**

3. Primary reason for attending? **"Earn credits for transfer"**

17. Click **"Save Changes."**

Residency Information (pg 4)

18. Basis of Claim to Residency

-File own income tax? **"No"**

-Claimed as a dependent? **"Yes"**

19. Click **"Save and continue to next question."**

1. US Citizen? **"Yes"**

If "yes," skip to question #5

If "no," you must complete #2 - 4

5. Live in Texas? **"Yes"**

6. How long? **If the exact date isn't known, answer the best you can**

Main purpose for being in the state? **You must select one of the choices**

7. US Military? **Skip, unless in Active Duty**

If "yes," a Military Verification Form will need to be done. See SAC Dual Credit website <http://www.alamo.edu/SAC/dc/>

8. Do any of the following apply to parent? **You complete at least one (a, b, or c)**

9. – 10. **Please answer**

20. Click **"Save and continue to next question."**

General Comments

21. **Skip this;** you do not need to type anything in here.

22. Click **"Save and continue to next question."**

23. **Look over your residency information;** then click **"Save page and continue with application."**

Custom Questions for the Institution (pg 5)

24. Are you a College Connection participant? **"No"**

25. Click **"Save and acknowledge question."**

26. Click **"Save and complete this page."**

Certification of Information

27. **Click to check the 3 boxes.**

28. Click **"Save and proceed to application submission."**

29. Click **"Submit application now."**

This page gives you your application #.

******You have now successfully completed your Apply Texas Application******

30. Click **"Go to my applications."**

My Account – Application Listing

Print this page!

Put your apply texas ID & password on it.

This will be turned in for your Dual Credit application process.

**If you are applying to 2 colleges (because of the Dual Credit courses, you chose), copy your completed application to another 2-year college. Most of the information will be copied. You will just need to verify that the information is correct, save changes (if applicable), and complete the questions asked.*