ApplyTexas Handbook
2020 - 2021

Academic ApplyTexas deadline: February 28, 2020

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 28, 2020) is prior to the CTE Dual Credit deadline. Please refer to the appropriate Dual Credit Handbook for official deadlines.

Step 1: Apply for Fall 2020 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.

Log onto ApplyTexas

- 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 as reported on your school records (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 7-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 #)

(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. **Students applying for dual credit at more than one college should select San Antonio College.**
- Click on **Continue**

### 3. Select a Semester
- For **Semester of Entry**, choose **Fall 2020** from the drop-down menu. Click on **Fall 16 weeks & Flex I session**.
- Click on **Continue**

### 4. Select a School
- For **First Choice School**, select a major that aligns with your high school endorsement. If you are unsure, select: **CREATIVE AND COMMUNICATION ARTS**.
- Click on **Continue**

### 5. Select a Major
- For **First Choice Major**, you must select – **Dual Credit**
- Click on **Continue** to my application

### 6. Application Checklist
The following should appear:

**San Antonio College – Two-Year School Admission for Fall 2020 (regular deadline)**

*Note: The posted deadline does not apply to Dual Credit students.* The San Antonio College Dual Credit ApplyTexas Application Deadline is **February 28, 2020**.

- Verify that the display indicates the correct college to which you are seeking enrollment
- The Academic **Dual Credit Checklist** deadline is **March 6, 2020**
- 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 if undecided 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 state that your Social Security Number is not required; however, you will not be able to access your Banner ID without this)**
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)**
- **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 2-12. (This will be auto-filled by information you originally provided in your ApplyTexas profile.)

- **For Question 13** – please verify that you have provided a valid email address where you will receive notifications from ApplyTexas profile.
- **For Question 14** - indicate the educational background for your parents/guardians
- **For Question 17**, enter Yes or No if you were ever placed in Foster Care
- 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 2020, enter 06/2022; Seniors as of Fall 2020, enter 06/2021)*
    - Homeschooled – Answer **No**
  - **Question 2** – Skip or click **Not Applicable**
  - **Question 3** - List ALL colleges or universities you have attended for Dual Credit. **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 – answer Yes or No.
- 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 with your counselor) will need to be completed and submitted to your campus Dual Credit Counselor.
- Question 5 – Answer a. and b. to the best of your knowledge whether or not your parent/guardian owns their own home/property in Texas.
- 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). Most students answer “gainfully employed” or “owns property” to 7 a. If you do not know the answer to 7 b., enter your age.
  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 possible
- 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 2020
• Did you apply for admission to another college/university other than Alamo Colleges? Answer 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.
  THECB – Answer Yes or No.
• 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.
• Your ApplyTexas Application Number does not guarantee your application went through.

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 28, 2020. Academic packet deadline: March 6, 2020. 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; PSAT/NMSQT - for 10, 11; SAT; and ACT).
• INCOMPLETE ADMISSION PACKETS, including the ApplyTexas application, will NOT be considered for admission for Dual Credit.
Step 2: Obtain Your Banner ID# from your Counselor

Your Banner ID#: San Antonio College issues each student a nine-digit number called a Banner ID. Students will need their Banner ID to access some college service such as taking the TSI at the SAC campus or using library databases. To obtain your Banner ID#, contact your school counselor of Patsy Sanchez at 210-486-0897.

Please note: After completing your application, you will receive a confirmation email with additional requirements regarding proof of meningitis shots and high school. Please read the information below.

Students are required to have their meningitis shots before entering 7th grade and a second dose if attending a college/university in the state of Texas. Students in Dual Credit are not required to have the second dose unless they are actually attending classes on the Alamo Colleges’ campuses.

➢ Students will not need to request a transcript to be sent to the San Antonio College prior to taking a DC course.

Attention Seniors:

➢ You should request a transcript to be sent from SAC to a college of your choice after June 18th. Requesting it prior to June 18th will result in an incomplete transcript and could cause a delay in the registration process for that university.

➢ You are responsible to send your final transcripts to your intended college or university. This request is made by logging into your ACES account.

➢ See p. 8 for instructions of How to Log On to ACES.
Step 3: Complete Go FAARR

- Alamo Colleges requires all new students to complete the Go FAARR module (approx. 30 minutes) and the PAA (Pre-Assessment Activity). **All students are required to complete the GoFAARR module.** Only those students who are taking the TSI will need to complete the PAA.

- Students may access the GoFAARR and the PAA on the student’s ACES account. (See the next page for *How to Log On to ACES.*)

- 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 (the PAA is only required if you are not TSI exempt) will not be eligible to take Dual Credit Courses.

- **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.
How to Log on to ACES to view Student’s Account

1. Access: 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.

   **First-time users only:**

   Your default password will be the first two letters of your last name, **IN CAPS**, followed by your birthdate in **MMDDYY** format.

   **To reset your password:**

   **You must call SAC at 210-486-0897.**

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:

- Patsy Sanchez in the SAC Dual Credit office at 210-486-0897
- Laura Flores in the SPC Dual Credit office at 210-486-2767
- Jennifer Rivera in the PAC Dual Credit office at 210-486-3186