

CLARK STUDENTS NEW TO DUAL CREDIT PROGRAM

Dual Credit Process Checklist **(see the following pages for more detail)**

****Everything Needing to be Turned In Goes to Coach Kelly in A120 or Dlayne.kelly@nisd.net****

Dual Credit Parent Meeting is Wednesday, November 29th @ 6:30 PM in the Clark Library

_____ **STEP ONE: Complete the [Apply Texas Online Application](#)** Use a computer, not a phone; it will be much easier. You must forward the "Application ID #" email (include your S # and graduation year) to Dlayne.kelly@nisd.net to complete this step.

(DUE: February 9th, 2024)

Subscribe to the Remind by texting the following to 81010: @NewDual24

Students must apply to Northwest Vista College in order to take a dual credit course. Use [this guide](#) to apply. It is highly recommended that students complete the application WITH a parent since students must enter their **social security number** and answer a number of questions about their parent/guardian's Texas residency. Please follow the directions on the step by step application guide. Note, after completing the Student Profile, you will still have to do the actual application. (Completing the Apply Texas application is just the beginning of the Dual Credit Application process. Students must complete **all steps** by their deadlines in order to be eligible for Dual Credit).

_____ **STEP TWO: Fill out your digital "Choice Sheet" from Coach Kelly.** It was emailed to you upon completion of Step One (ApplyTexas). When you forwarded the email completing step one, you would have received the form in an emailed response. Check your personal email that you used!

(DUE: Complete and submit by February 16th, 2024)

_____ **STEP THREE: Print or download your official PSAT Score Report from College Board.** Turn it in to Coach Kelly in A120 or email it to Dlayne.kelly@nisd.net. Make sure to include your name and "S number" as the subject line or write it at the top of the printed page. If you did not take the PSAT, just send an email stating that.

(DUE: February 23rd, 2024)

_____ **STEP FOUR: Dual Credit Student Orientation Including Alamo ENROLL modules (Go FAARR and TSI TEST Prep).** This can be done through [ACES](#) or by downloading the Canvas App.

(DUE: March 1st, 2024)

[ACES](#) is your student account through Northwest Vista College. After completing the Apply Texas, you should receive an email that has your Banner ID, username, and default password; this information is different from Apply Texas. This email will come from an "@alamo.edu" account. It takes 3-5 business days to receive the email, so do not wait until the last minute or you may miss future deadlines! (If you are having trouble finding it, you can get it from Coach Kelly once your Apply Texas Application is approved).

_____ **STEP FIVE: Register for the TSI Test.** If you were TSI exempt from your PSAT, you do not need to do this step. *If you are taking ONLY Welding and/or Spanish, you do not need to take the TSI.*

(DUE: March 8th, 2024)

Once you have completed the first four steps, you can register for your TSI test. It will be \$14. Payment will be made online through [MySchoolBucks](#). You will receive an emailed receipt. You do not need to turn that in or do anything further.

_____ **STEP SIX: Take the TSI Test.** If you were TSI exempt from your PSAT, you do not need to do this step. *If you are taking ONLY Welding and/or Spanish, you do not need to take the TSI.*

(DUE: March 26th, 27th, OR 28th, 2024)

Students will take their TSI test on ONE of the three days listed above. They will be notified by a letter delivered to their class in the week preceding the test of their testing information. When they finish the test, they will print out their score sheet and be given a list of the scores needed for each class; therefore, they will know if they passed or will need a retest.

You should be able to find all information you need regarding Dual Credit on the Clark Dual Credit Website:

<https://www.nisd.net/clark/services/clark-dual-credit-program>

Please reach out to Coach Kelly for any questions or concerns. Email will be the most efficient way to communicate.

Dlayne.kelly@nisd.net

Clark A120 (across from elevator)

210.397.5192

Please note: Missing any deadline will result in you not being eligible for Dual Credit for the 2024-25 school year. These deadlines are firm and build upon the previous steps. Not everyone is ready for college at this age, and that is okay. If you cannot meet all deadlines, this program is not for you. **Students are expected to check their email frequently** and communicate appropriately and in a timely

STEP ONE: Apply Texas Online Application

(DUE: February 9th, 2024)

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 are linked in this document and can also be found on the Clark Dual Credit web site. **Please do not wait until the last minute to complete the application, or you may miss future deadlines!**

Step by Step Instructions: [Screen Shots with Instructions](#) [List Format](#)

Clark Dual Credit Site: <https://www.nisd.net/clark/services/clark-dual-credit-program>

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. **DO NOT** use your NISD email as you cannot receive email from outside of the district. 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 (***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 detailed [APPLY TEXAS APPLICATION DIRECTIONS](#) linked above—Screen Shots with Instructions. View this from a computer, NOT a phone.
3. Record your Application ID number for future reference: _____. You will need this for your Parent Consent Form. (If you did not get a number, you did not complete the application. This is separate from the Apply Texas Profile).
4. PRINT page 1 of your application or forward the email you receive from ApplyTexas with the Application ID number in the subject line. Include your "S number." Submit this print out to Coach Kelly in A120 or email it to dlayne.kelly@nisd.net by February 9th, 2024.

<<<< This step is not complete until you give/email Coach Kelly the copy of Page One of your application or a copy of the email from ApplyTexas with your Application ID number as the subject. >>>>

STEP TWO: Fill Out Online "Choice Sheet" from Coach Kelly (DUE: Complete and Turn in by February 16th, 2024)

Once you have completed Step One, you will receive an email from Coach Kelly with your digital choice sheet. If you have not received the email, you likely did not complete step one by forwarding your email from ApplyTexas.

It is very important that you fill this sheet out accurately with your Banner ID. If not, you will most likely not be registered for your classes with NVC. Double check everything before you submit to make sure ALL information is correct, especially your Banner ID and ACES Username.

If you decide you want to ADD or DROP any class involving Dual Credit at any time, you MUST inform both your counselor and Coach Kelly (Dlayne.kelly@nisd.net). What you put in this form will take precedence over what is on the online system/with counselors. Any changes after submitting the form will need to go through Coach Kelly. She will get word to your counselor to have it fixed. If you do it through your counselor only, it will end up getting switched back to what you submitted to Coach Kelly!

DUAL CREDIT – NEW to Program		Year of Graduation: _____	Grade <u>Next</u> Year: _____
Clark ID# _____	Cell Phone # _____		
_____ Last Name	_____ MI	_____ First Name	
Which courses are you interested in taking next Fall? There are some courses that require prerequisites and since you are NEW to Dual Credit you do not qualify for all courses. The options below are the courses you are eligible to register for if you meet all of the entrance and TSI testing requirements.			
<input type="checkbox"/> AP Biology Dual (BIO 1406/1407)			
<input type="checkbox"/> Anatomy and Physiology Honors Dual (BIOL 2404)			
<input type="checkbox"/> AP Environmental Science Dual (BIOL 2406)			
<input type="checkbox"/> AP U.S. History Dual (HIST 1301/1302)			
<input type="checkbox"/> AP Government Dual (GOVT 2305)			
<input type="checkbox"/> ISM – College Algebra Honors Dual (Math 1414)			
<input type="checkbox"/> Advanced Pre-Calculus Dual (Math 1414/2412)			
<input type="checkbox"/> AP Statistics Dual (Math 1442)			
<input type="checkbox"/> English 3 AP Dual (ENGL 1301/1302)			
<input type="checkbox"/> English 4 Honors Dual (ENGL 1301/1302)			
<input type="checkbox"/> Advanced Spanish 3 Dual (SPAN 2311/2312)			
<input type="checkbox"/> Medical Terminology Dual (HITT 1305)			
<input type="checkbox"/> Welding Dual (WLDG 1425/WLDG 1428)			
<input type="checkbox"/> Art Appreciation Dual (ARTS 1301)			
<input type="checkbox"/> Culinary Arts Dual (HAMG 1170/FDNS 1301)			
ACES User Name: _____		Banner ID#: _____	
Please make your decisions carefully – the above courses will appear on your schedule next year regardless of what was chosen on your course card (unless prior communication has been made).			

DO NOT WRITE IN THIS BOX. OFFICIAL USE ONLY.

Go FAARR

Test Prep

DCSD

Parent Consent

Prerequisites

PSAT Exemption

EBRW _____ Math _____

TSI Qualified

Math _____ ELAR _____ Essay _____

TSI Registered _____

Roster Accuracy

NVC Code

STEP THREE: Email (or Print and Turn in) your Official PSAT Score Report from College Board

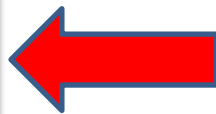
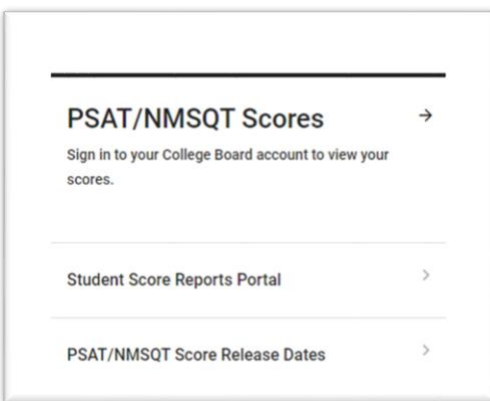
(DUE: February 23rd, 2024)

Students can be [exempt from taking the TSI](#) if they scored high enough on their PSAT, SAT, or ACT. Because of this (and partial exemptions), every student (except current middle school students) needs to turn in their official PSAT score report regardless of score for [review](#). You need to log onto your College Board account and download the actual score report. You can either attach it to an email and send it to Dlayne.kelly@nisd.net or print it and turn it in to A120. Please include your name and Clark "S number" when submitting it (either as the subject line on an email or written on a print out).

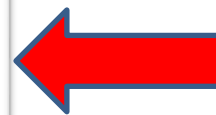
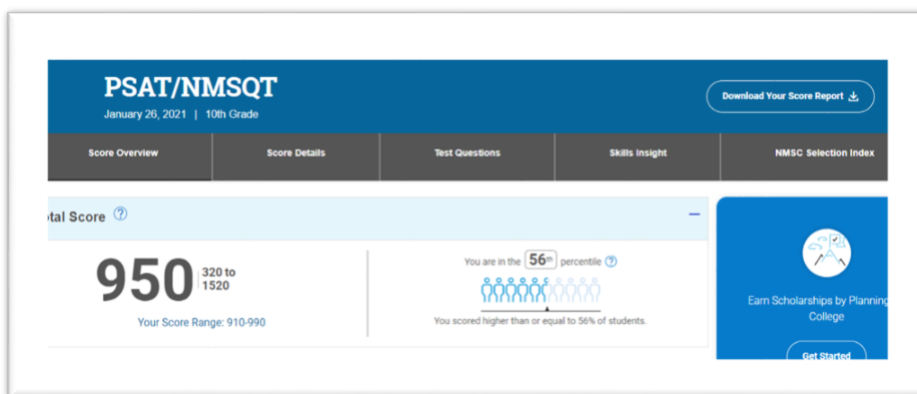
*****If you did not take the PSAT, send an email stating that fact to complete this step.*****

Current Middle School students can skip this step entirely.

1. Go to www.collegeboard.org and Log in
2. Click on PSAT/NMSQT and scroll to the bottom of the page.



3. Choose Student Score Reports Portal.
4. Scroll down to the PSAT/NMSQT and click on the report.
5. On the top right hand side, download your score report.



6. Attach the downloaded score report to an email. Send it to Dlayne.kelly@nisd.net. Put your (student) name and S number as the subject line. (Or, print and turn in to A120).

STEP FOUR (Part One): Access NVC ACES Account

(DUE: March 1st, 2024)

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 will 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 and comes directly from NVC. You will receive it from an "@alamo.edu" account. If you do NOT receive the email, the STUDENT, not the parent, may call the Northwest Vista HelpDesk (210-486-4777) during business hours.

****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 login.alamo.edu

TEMPORARY PASSWORD AND CHANGING YOUR PASSWORD

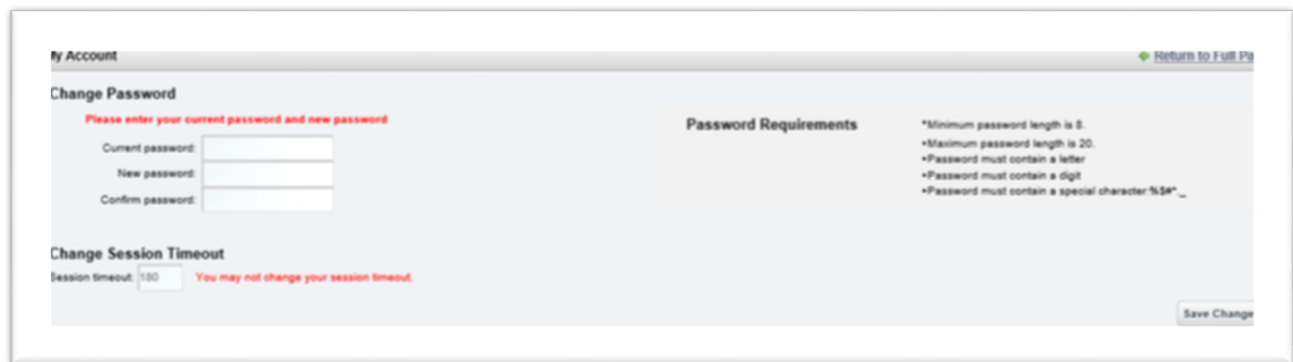
- Your temporary password is the first two letters of your last name, in CAPS followed by your birthday in MMDDYY format.
- Once logged in, reset your password. Your new password must contain a special character. We recommend you use the hashtag symbol (#) followed by your 4x4.

EXAMPLE: John Smith, Date of Birth: March 18, 2003, Last four of SS#: 6789

Default Password: SM031803

New Password: #smit6789

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



The screenshot shows a web form titled "Change Password" with a "Return to Full Page" link in the top right. The form has three main sections: "Change Password", "Password Requirements", and "Change Session Timeout".

- Change Password:** Includes a red instruction: "Please enter your current password and new password". It contains three input fields: "Current password:", "New password:", and "Confirm password:".
- Password Requirements:** Lists three requirements: "Minimum password length is 8.", "Maximum password length is 20.", and "Password must contain a letter", "Password must contain a digit", and "Password must contain a special character '%\$@*_...'".
- Change Session Timeout:** Shows a "Session timeout" of 180 minutes and a red note: "You may not change your session timeout."

A "Save Change" button is located in the bottom right corner of the form.

RECORD YOUR ACES USERNAME and PASSWORD for future reference

ACES Username _____

ACES Password _____ (suggest #4x4 password)

STEP FOUR (Part Two): Complete AlamoENROLL

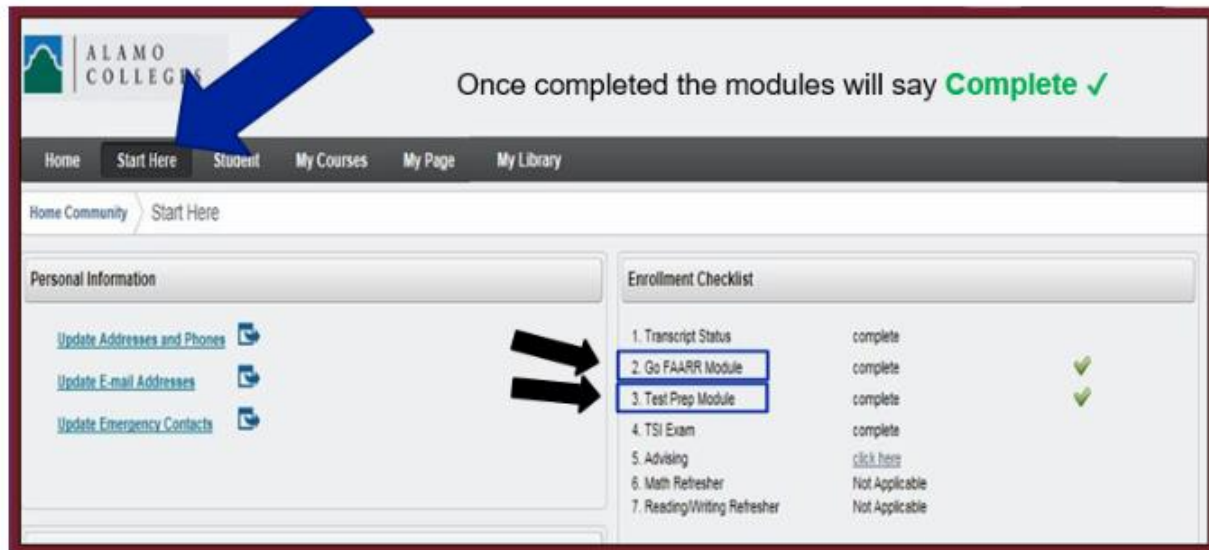
(DUE: March 1st, 2024)

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 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



This step is complete when the home page that shows the GREEN CHECKS next to both modules (like the one above). DEADLINE to complete BOTH modules is **March 1st, 2024**.

Click here for [detailed Step by Step Instructions](#).

STEP FOUR (Part Three): Dual Credit Student Orientation (DCSO) (DUE: March 1st, 2024)

Students must log in to their [ACES](#) account and complete the online Dual Credit Student Orientation (DCSO) module. This module provides students an overview of the dual credit program at Northwest Vista College including how to access resources available to dual credit students.

You can also download the Canvas App to access all of this. [Apple](#) [Android](#)


For Instructions with [Screen Shots for the DCSO](#), please click here.

Click here for a video showing [how to complete the Dual Credit Student Orientation](#) via the Canvas App.

DCSO (Dual Credit Student Orientation)

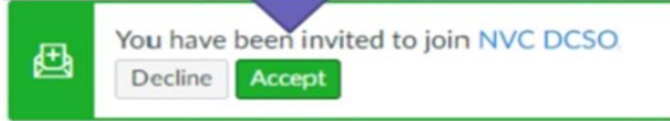
STEP 1: Login to ACES (<https://aces.alamo.edu/>)
If you have ANY trouble logging in to ACES, you will need to call the NVC helpdesk at (210) 486-4777

STEP 2: Click on the Home Tab and then on "CANVAS" icon on the far right.



The screenshot shows the ACES Home page. A red arrow points to the 'CANVAS' icon in the top right corner. Another red arrow points to the 'CANVAS' icon in the 'Canvas Student Resources' section.

STEP 3: Accept the Canvas User Policy, then click on "Accept" (green button) found in the notification at the top of the screen: "You have been invited to join NVC DCSO"



The screenshot shows a notification banner with a green background. It contains the text "You have been invited to join NVC DCSO" and two buttons: "Decline" and "Accept".

STEP 4: Click on the DCSO Course, and go through each section. It should not take longer than 15 to 20 minutes.

STEP FIVE: Register for the TSI Test


(DUE: March 8th, 2024)

****Middle School Spanish Only Students DO NOT need to do this step****


Once you have completed steps one through four, you can register for the TSI test. To register, scan the code below or visit [MySchoolBucks.com](https://www.myschoolbucks.com). You must do this by March 8th at midnight; you will receive a receipt via email. You will receive further information on your TSI test the week before the test. It will come via a letter delivered to you in one of your classes. You will need to bring that letter along with a picture ID to the test. You will test the last week of March. The test will take place in the language labs at Clark. It begins at 9:00, and you will be released to your normal schedule when you finish. If you know you are a slow test taker, you might want to bring a lunch that day.

Here are the [TSIA2 Scoring Requirements for NVC Dual Credit](#).

[Great resources to study for the TSI can be found here.](#)



Clark HS TSIA2 (Texas Success Initiative Assessment 2.0) Fees
If financial assistance is needed, please see the Coordinator.



Your parents will have to create an account if they do not already have one. They will add you as their student. Then, they will need to click on the following choices:

*My Store
Exam/Testing Fees
TSI Option at Clark
Then pay. =)*

TSI Exemptions

**It is the student's responsibility to communicate with Coach Kelly PRIOR to the TSI registration deadline if they are exempt from the TSI. They will need to provide the documentation to Coach Kelly (official score reports from College Board or ACT).*

- TSI Exemption: SAT, ACT, PSAT
 - SAT & ACT score report has to be provided by College Board or other approved source
 - SAT - 480+ on the Evidence-Based Reading and Writing 530+ on Math portion
 - ACT: 19+ on both the English and Math portions with a Composite of 23+
 - PSAT needs to be NMSQT – EBRW 460 and/or MATH 510

STEP SIX: TSI Testing

(DUE: March 26th, 27th, OR 28th, 2024)

****Middle School Spanish Only Students DO NOT need to do this step****

If you properly complete steps one through four and are not exempt from PSAT scores, you will take the TSI test for admittance to Dual Credit. Your test will be on **ONE** of the dates above. You will receive a letter with details the week before the test date, through one of your classes. You will need to bring that letter along with a picture ID to the test. The test will take place in the language labs at Clark. It begins at 9:00, and you will be released to your normal schedule when you finish. If you know you are a slow test taker, you might want to bring a lunch that day.

Upon completion of the test, you will get a printout with your results as well as a page showing the needed score for each class we offer. If you did not meet the score, you will have an opportunity to retest on April 18^t. More information will be given to you at a later time. **SAVE YOUR RESULTS; YOU WILL NEED THIS WHEN YOU APPLY TO COLLEGE AS A SENIOR.**

You can find [study materials for the TSI test](#) as well as information on the format and what to expect by creating an Accuplacer account and utilizing the numerous resources available including practice tests. If you want more specific guides and practice for the TSI, [this is a wonderful resource](#). The TSI includes the following sections: Math, Reading, Essay.

Feel free to email Dlayne.kelly@nisd.net if you have any questions.

Scoring Requirements for Northwest Vista Dual Credit

College Course	High School Course	TSIA 2.0 Requirements
BIOLOGY 1406	AP Biology Dual	English Language Arts and Reading: ≥ 945 AND Essay ≥ 5 --OR-- Diagnostic Level ≥ 5 AND Essay ≥ 5 Math: ≥ 950 OR Diagnostic Level = 6
BIOLOGY 2404	Anatomy and Physiology Dual	English Language Arts and Reading: ≥ 945 AND Essay ≥ 5 --OR-- Diagnostic Level ≥ 5 AND Essay ≥ 5 Math: ≥ 950 OR Diagnostic Level = 6
BIOLOGY 2406	AP Environmental Science Dual	English Language Arts and Reading: ≥ 945 AND Essay ≥ 5 --OR-- Diagnostic Level ≥ 5 AND Essay ≥ 5 Math: ≥ 950 OR Diagnostic Level = 6
ENGLISH 1301/1302	AP English 3 Dual English 4 Honors Dual	English Language Arts and Reading: ≥ 945 AND Essay ≥ 5 --OR-- Diagnostic Level ≥ 5 AND Essay ≥ 5 Math: N/A
GOVERNMENT 2305	AP Government Dual	English Language Arts and Reading: ≥ 945 AND Essay ≥ 5 --OR-- Diagnostic Level ≥ 5 AND Essay ≥ 5 Math: N/A
HISTORY 1301/1302	AP US History Dual	English Language Arts and Reading: ≥ 945 AND Essay ≥ 5 --OR-- Diagnostic Level ≥ 5 AND Essay ≥ 5 Math: N/A
MATH 1414	ISM – College Algebra Honors Dual	English Language Arts and Reading: N/A Math: ≥ 950 OR Diagnostic Level = 6
MATH 1442	AP Statistics Dual	English Language Arts and Reading: N/A Math: ≥ 950 OR Diagnostic Level = 6
MATH 2412	Advanced Pre-calculus Dual	English Language Arts and Reading: N/A Math: ≥ 950 OR Diagnostic Level = 6
HITT 1305	Medical Terminology Dual	TSIA 2 is for Diagnostic Purposes. No minimum scores are required, but the student must take the ELAR test.
ARTS 1301	Art Appreciation Dual	English Language Arts and Reading: ≥ 945 AND Essay ≥ 5 --OR-- Diagnostic Level ≥ 5 AND Essay ≥ 5
HAMS 1170	Culinary Arts Dual	TSIA2 is recommended but not required
WLDG 1425/1426	Welding Dual	TSIA2 is recommended but not required
SPANISH 2311	Advanced Spanish 3 Dual	Student does not need the TSI test but must pass the NISD Assessment given by Spanish 2 teacher.

*This is not a complete list of dual credit classes offered at Clark High School. Any course not listed in the above chart requires at least one of these classes as a prerequisite.

To be exempt from the TSI, you must score a 480 on EBRW and/or 510 on MATH on your PSAT. If you think you should be exempt, please contact [Dlayne Kelly](mailto:Dlayne.kelly@nisd.net) at [dlayne.kelly@nisd.net](mailto:Dlayne.kelly@nisd.net).