

O'CONNOR 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 Mrs. Remmert in the Counseling Office or nichole.remmert@nisd.net*

Advanced Academic Night is November 9th @ 7:00 PM in the AMP Building

_____ STEP ONE: Complete the [Apply Texas Online Application](#)
(DUE: March 1, 2024)

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: Alamo ENROLL modules (Go FAARR and TSI TEST Prep) and Dual Credit Student Orientation. This can be done through [ACES](#) or by downloading the Canvas App.
(DUE: April 1, 2024. *STEP TWO must be completed before you can register for the TSI)

[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 5-7 business days to receive the email.

_____ STEP THREE: Register For the TSI Test. If you were TSI exempt from your PSAT, you do not need to do this step. (*STEP TWO must be completed before you can register for the TSI)

Once you have completed the first two steps, you can register for your TSI test. It will be \$14: cash, check, or MySchoolBucks. Bring cash or check payment to Mrs. Remmert in B102 (located in the O'Connor library).

_____ STEP FOUR: Take the TSI Test. If you were TSI exempt from your PSAT, you do not need to do this step. (DATES: Dec. 2nd, Jan. 24th, Feb. 14th, OR April 10th)

Students will take their TSI test on ONE of the available days listed above. They will be notified by email 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 O'Connor Dual Credit Website:

<https://www.nisd.net/oconnor/academics/dual-credit-programs>

Please reach out to Mrs. Remmert for any questions or concerns.

nichole.remmert@nisd.net

O'Connor Library Office - B102

210.397.4888

STEP ONE: Apply Texas Online Application

(DUE: March 1, 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 O'Connor Dual Credit website. 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](#)

O'Connor Dual Credit Site: <https://www.nisd.net/oconnor/academics/dual-credit-programs>

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 _____

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).

STEP TWO (Part One): Access NVC ACES Account

(DUE: April 1, 2024. *STEP TWO must be completed before you can register for the TSI)

ACES is your student account through Northwest Vista College; it gives you access to your college records and other important information. Approximately, 5-7 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 Help Desk (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 aces.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 interface for 'My Account'. The main section is 'Change Password', which has three input fields: 'Current password', 'New password', and 'Confirm password'. A red error message above the fields says 'Please enter your current password and new password'. To the right, under 'Password Requirements', there are five bullet points: '*Minimum password length is 8.', '*Maximum password length is 20.', '*Password must contain a letter', '*Password must contain a digit', and '*Password must contain a special character (%\$@*_)'. Below this is a 'Change Session Timeout' section with a 'Session timeout' of 150 and a red note 'You may not change your session timeout.'. A 'Save Changes' button is at the bottom right.

RECORD YOUR ACES USERNAME and PASSWORD for future reference

ACES Username _____

ACES Password _____ (suggest #4x4 password)

STEP TWO (Part Two): Complete AlamoENROLL

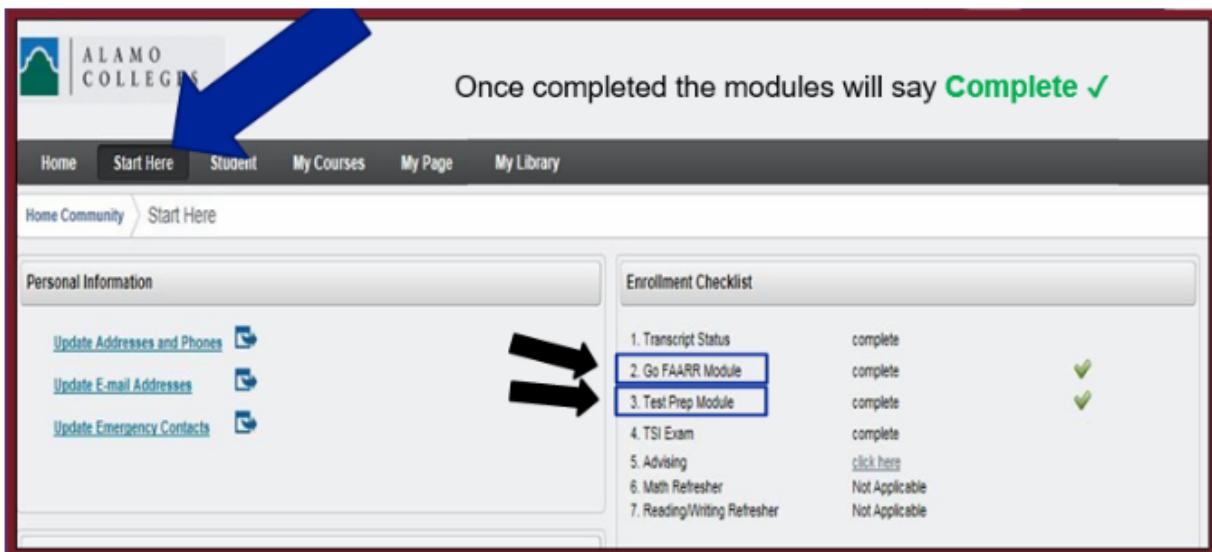
(DUE: April 1, 2024. *STEP TWO must be completed before you can register for the TSI)

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 the 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 shows the GREEN CHECKS next to both modules (like the one above).

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

STEP TWO (Part Three): Dual Credit Student Orientation (DCSO) & Parent Consent Form.

(DUE: April 1, 2024. *STEP TWO must be completed before you can register for the TSI)

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. Students must complete the following assignments in the O'Connor HS DCSO Canvas Course:

- Acknowledgement Quiz
- Parent Consent Form

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

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

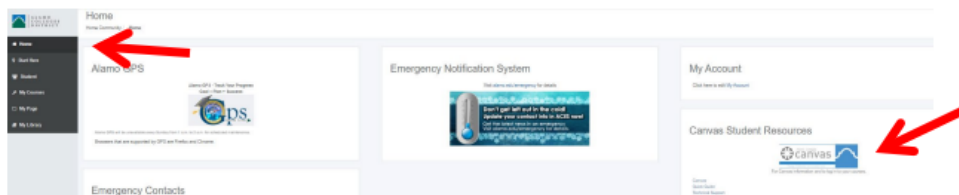
Click here for a video showing [how to complete the Dual Credit Student Orientation](#) via the Canvas App.

DCSO (Dual Credit Student Orientation) & Parent Consent Form

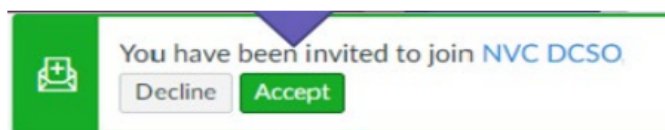
STEP 1: Login to ACES (<https://aces.alamo.edu/>)

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.



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"



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

STEP THREE: Register for the TSI Test

(STEP TWO must be completed before you can register for the TSI)

TSI information and [registration](#) can be found on the O'Connor Dual Credit Site:

<https://www.nisd.net/oconnor/academics/dual-credit-programs>

TSI Exemptions: 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- 460+ on the Evidence-Based Reading and Writing, 510+ on Math portion

STEP FOUR: TSI Testing

(TEST DATES: Dec. 2nd, Jan. 24th, Feb. 14th, OR April 10th)

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 one more time in the following weeks. 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. The TSI includes the following sections: Math, Reading, Essay.

Feel free to email nichole.remmert@nisd.net if you have any questions.