

HARLAN HIGH SCHOOL 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. Villarreal in B100 or carrie.villarreal@nisd.net****

STEP ONE: Complete the [GoApplyTexas.org Online Application](https://www.goapplytexas.org)

(Due: February 18, 2022)

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 series of questions about their parent/guardians' 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 five steps by their deadlines in order to be eligible for Dual Credit).

STEP TWO: Access your NVC ACES account for the First Time and Complete Online Modules via ACES Account

(Due: February 28, 2022)

[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 Mrs. Villarreal once your Apply Texas is approved.)

Students must log in to their [ACES](#) account and complete the GO FAARR and TEST PREP modules (AlamoENROLL). These modules are required for anyone applying for Dual Credit.

STEP THREE: Dual Credit Student Orientation Including Parent Consent Form

(Due: March 4, 2022)

Students must log in to their [ACES](#) account and complete the online Dual Credit Student Orientation (DCSO) module and submit a complete [Parent Consent Form online](#). The Parent Consent Form is *part* of the DCSO. This can also be done through the Canvas app.

STEP FOUR: Register for the TSI Test

(Due: March 9, 2022)

Once you have completed the first three steps, you can register for your TSI test. It will be \$14. Students will use MySchoolBucks.com and look for Harlan HS TSI Assessment fee in the catalog to pay for the test.

STEP FIVE: TSI Test and Dual Credit Course Selection Form

(Due: March 22-24, 2022; Saturdays in Late March/Early April OR TBA)

Students will take their TSI test on ONE of the three days listed above. They will be notified before spring break of their testing information. ****Note: Dates may change or additional dates may be added.****

Students must indicate which dual credit courses they plan to take next school year. They will receive the form from Mrs. Villarreal upon completion of the TSI test.

You should be able to find all information needed regarding Dual Credit on the Harlan Dual Credit Website:

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

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

carrie.villarreal@nisd.net

Harlan B100

(210) 398-2239

Please note: Missing any deadline will result in your not being eligible for Dual Credit in the 2022-2023 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 manner.

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Dual Credit Process

STEP TWO (Part One): ACCESS NVC ACES ACCOUNT

(Due: February 23, 2022)

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 this email, the STUDENT, not the parent, may call the Northwest Vista HelpDesk at (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

My Account Return to Full Page

Change Password

Please enter your current password and new password

Current password:

New password:

Confirm password:

Password Requirements

- *Minimum password length is 8.
- *Maximum password length is 20.
- *Password must contain a letter
- *Password must contain a digit
- *Password must contain a special character '%\$@_'

Change Session Timeout

Session timeout: You may not change your session timeout.

Save Changes

RECORD YOUR ACES USERNAME and PASSWORD for future reference

ACES Username _____

ACES Password _____ (suggest student 4x4 password)

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STEP TWO (Part Two): Complete Online Modules

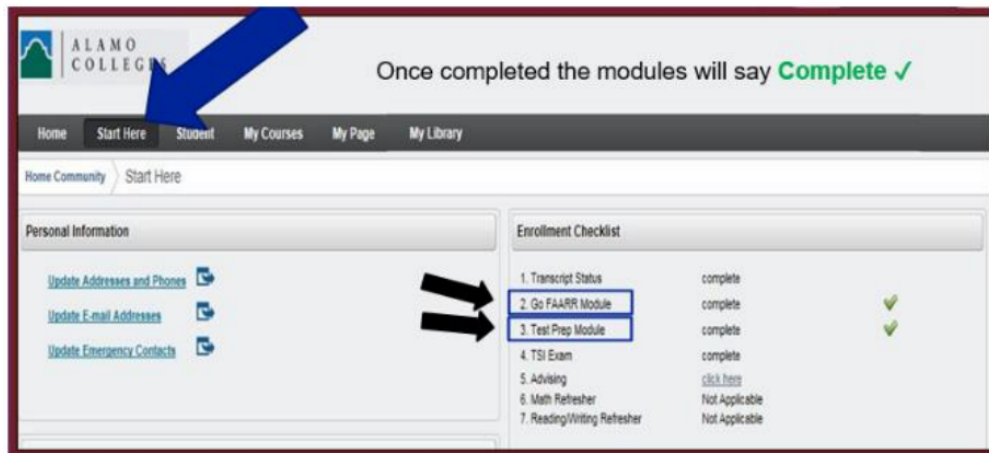
(Due: February 28, 2022)

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 into 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 Modul) 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 as complete.****



Students must **PRINT** the home page that shows the **GREEN CHECKS** next to both modules (like the one above). Students to **SUBMIT** this page to Mrs. Villarreal in B100 (or via email at carrie.villarreal@nisd.net) as verification that both modules have been completed. The **DEADLINE** to turn in printed proof of BOTH modules is **February 23, 2022**.

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STEP THREE: Dual Credit Student Orientation (DCSO) & Parent Consent Form

(Due: March 4, 2022)

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. At the end of the module, students will have to print the [Parent Consent Form](#). (Not sure what to put for some of the blanks? [Click here](#) for clarification.)

Using PEN, complete all required information and sign the form. Scan or take a picture of both pages. Through the Dual Credit Orientation module, there is a link to UPLOAD both pages. NVC will reach out to students if there is any incorrect or missing information on the form. If you cannot print it, you can also fill it out on the computer. When finished, take a picture of it with your phone, use “markup” to “sign” the consent form. That can be uploaded.

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

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

For instructions and clarification on filling out the Parent Consent Form, please [click here](#).

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

******* The Parent Consent Form is accessed and submitted as part of the DCSO.*******

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STEP FOUR: Register for the TSI Test

(Due: March 9, 2022)

Once you have completed steps one, two, and three, you can register for the TSI test. To register, simply go to MySchoolBucks.com and look for Harlan HS TSI Assessment fee in the catalog. You must pay by the end of the day on March 9th. You will receive further information on your TSI test on March 11th or March 21st. It will most likely come through a letter in your English class. You will test on Tuesday, Wednesday, or Thursday OR on Select Saturdays after Spring Break. The test will take place in the language labs at Harlan. Testing begins at 9:00. If you test during the school day, you will be released to your normal schedule when you finish. If you test on a Saturday, you will be released to go home once you finish.

Note: Dates and locations may change or additional dates and locations may be added.

Students can also take the TSI Test at Northwest Vista College. Appointments can be made by calling the NVC Testing Office at 210-486-4346 or by visiting the [NVC Testing Center website](#).

Here are the TISA2 [Scoring Requirements for NVC Dual Credit](#).

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STEP FIVE (Part One): TSI Testing

(Due: March 22, 23, OR 24, 2022, Saturdays in Late March/Early April OR TBA)

Note: Dates may change or additional dates may be added.

If you properly complete steps one through four, 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 prior to the test date. Feel free to email carrie.villarreal@nisd.net if you have any questions.

STEP FIVE (Part Two): Dual Credit Course Selection Form

(Due: March 22, 23, OR 24, 2021)

Students must complete a Course Selection Form indicating which dual credit courses they are requesting to take for the 2022-2023 school year. This form is due AFTER you have already submitted your online course selections to your counselors. Put the classes you want to take, even if you have not gotten the required test scores for them yet.

The Dual Credit Selection Form will be given to you once you complete your TSI test. It is to be filled out and turned in immediately following your TSI test.

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, ACES username, and ApplyTexas Application ID.

If you decide you want to ADD or DROP any class involving Dual Credit at any time, you MUST inform both your counselor and Mrs. Villarreal (carrie.villarreal@nisd.net). What you put on this sheet will take precedence over what is on the online system or with the counselors. Any changes after submitting the form will need to go through Mrs. Villarreal. 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 previously!