CLARK STUDENTS NEW TO DUAL CREDIT PROGRAM WELDING AND CULINARY ARTS ONLY

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 one of the following to 81010: @NewDual24

Students must apply to St. Philips 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: Alamo ENROLL modules (Go FAARR and TSI TEST Prep).** This will be done through ACES .
(DUE: March 1st, 2024)
ACES is your student account through St. Philips 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 FOUR: Fill out the Parent Consent Form.** Print and complete the Parent Consent Form. Make sure you and your parent both sign. If you are not sure what to put, please refer to this guide.
(DUE: March 8th, 2024)

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

STUDENTS NEW TO DUAL CREDIT PROGRAM
Dual Credit Process

STEP ONE: Apply Texas Online Application
(DUE: February 9th, 2024)

Students must apply to St. Philips 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/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**.

<mark>**<<<< 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. >>>>>**</mark>

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 SPC. 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 **Next** 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.

_____ AP Biology Dual (BIO 1406/1407)

_____ Anatomy and Physiology Honors Dual (BIOL 2404)

_____ AP Environmental Science Dual (BIOL 2406)

_____ AP U.S. History Dual (HIST 1301/1302)

_____ AP Government Dual (GOVT 2305)

_____ ISM – College Algebra Honors Dual (Math 1414)

_____ Advanced Pre-Calculus Dual (Math 1414/2412)

_____ AP Statistics Dual (Math 1442)

_____ English 3 AP Dual (ENGL 1301/1302)

_____ English 4 Honors Dual (ENGL 1301/1302)

_____ Advanced Spanish 3 Dual (SPAN 2311/2312)

_____ Medical Terminology Dual (HITT 1305)

_____ Welding Dual (WLDG 1425/WLDG 1428)

_____ Art Appreciation Dual (ARTS 1301)

_____ Culinary Arts Dual (HAMG 1170/FDNS 1301)

DO NOT WRITE IN THIS BOX. OFFICIAL USE ONLY.

_____ Go FAARR

_____ Test Prep

_____ DCSO

_____ Parent Consent

_____ Prerequisites

_____ PSAT Exemption

EBRW _____   Math _____

_____ TSI Qualified

Math _____ ELAR _____ _Essay_____

_____ TSI Registered_____

_____ Roster Accuracy

_____ NVC Code

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).

STEP THREE (Part One): Access SPC ACES Account
(DUE: March 1st, 2024)

ACES is your student account through St. Philips 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 SPC. You will receive it from an "@alamo.edu" account. If you do NOT receive the email, the STUDENT, not the parent, may call the St. Philips HelpDesk (210-486-2777) 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

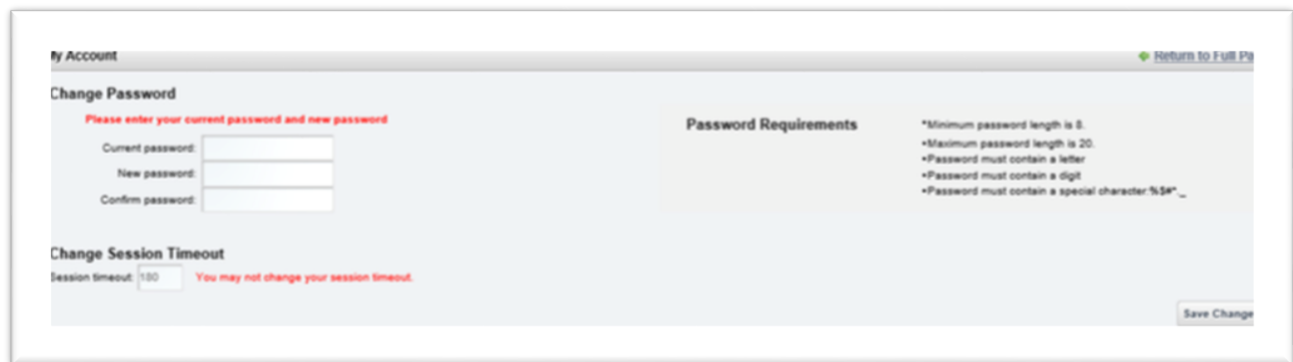## TEMPORARY PASSWORD AND CHANGING YOUR PASSWORD

- 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.

RECORD YOUR ACES USERNAME and PASSWORD for future reference

ACES Username _____

ACES Password _____ (suggest #4x4 password)

STEP THREE (Part Two): Complete AlamoENROLL
(DUE: March 1st, 2024)

Students must log in to their <u>ACES</u> account and complete the GO FAARR and TEST PREP modules (AlamoENROLL). These completed modules are required before you may submit your parent consent form.

To access the modules,
1. Log in to your <u>ACES</u> 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
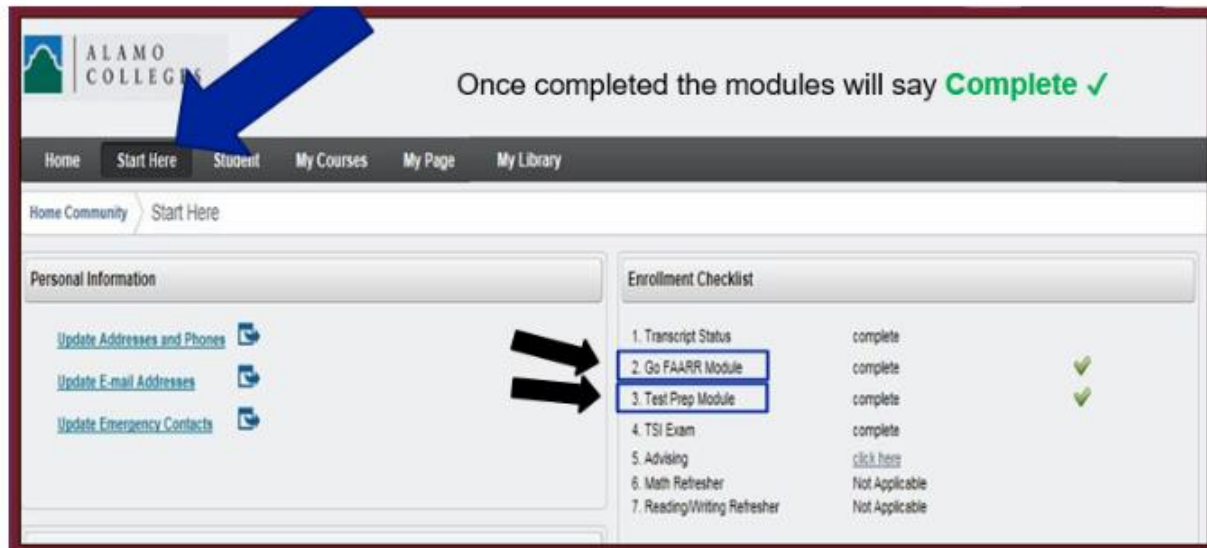
This step is complete when the home page that shows the GREEN CHECKS next to both modules (like the one above). DEADLINE to complete BOTH modules is **March 1st, 2024**.

Click here for <u>detailed Step by Step Instructions</u>.

STEP FOUR: St. Philips Parent Consent Form
(DUE: March 1ˢᵗ, 2024)

Students must fill out and turn in the parent consent (PC) form. Make sure that every blank is filled out and the student and parent **BOTH** sign it prior to turning it in. The form can be accessed and printed HERE.

If you are unsure of what to put for one of the blanks, please feel free to access this guide for clarification.

ALAMO COLLEGES DISTRICT
St. Philip's College

High School Programs

ALAMO COLLEGES DISTRICT

High School Programs Student/Parent Consent Form

Your grade next year
↳ Entering program as a: ☐ 9ᵗʰ Grader ☐ 10th Grader ☐ 11ᵗʰ Grader ☐ 12ᵗʰ Grader

Banner ID: *Emailed from SPC*   Birth Date: _____   Entry Term: *FALL 2024*

If available, indicate your Apply Texas Application ID# if you are entering this program as a first time student: *emailed from Apply Texas*

Please select all student type options that apply:

X Public School   ☐ Home School†   ☐ Charter/Private School   ☐ Alamo Academies   ☐ SAISD Phoenix (SAISD only)

School/Organization Name: *CLARK HIGH SCHOOL*   School ID: *Your NISD "S number"*

Name: _____
(Please Print)   Last   First   MI

Mailing Address: _____   City: _____   State: ___   Zip: ___

Home Phone: _____   Cell Phone: _____

Student Personal Email: *(not school)*   Parent/Guardian Personal Email: _____

Parent/Student Consent for Release of Information and Participation in the School Program for the duration of the student's School career.

I, _____ and _____, understand
(Print: Parent/Legal Guardian's Name)   (Print: Student's Name)

The College:

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4. As stated in the annual Home School MOU, parents of students participating in any School Program will be billed $100 per course and responsible for any special program charges, textbook or instructional materials charges applied to the student record per enrollment status. For payment deadlines and payment plan options, please visit http://alamo.edu/district/business-office/.
5. Instructional Materials charges are applicable on selected courses. Please confer with your College High School Programs contact for additional details.
6. Homeschool student must complete one academic year at the College.

Alamo Academies Students:
I understand that:
1. All of the above and below statements apply to all Alamo Academies students.
2. Will follow the curriculum of the Academy Program of Study.

Student's Signature _____   Date _____

Parent or Legal Guardian Signature _____   Date _____

All listed policies are subject to change to accommodate State mandated rules and regulations.

State law gives you the right to request, receive, and correct information about yourself collected on this form. Alamo Colleges District do not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment programs or services.

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