#### Brennan Dual Credit Process Checklist Students NEW to the dual credit program

STEP ONE: Complete the <u>ApplyTexas Online Application</u> • DUE FEB. 10
Students must apply to Northwest Vista College in order to take a dual credit course. Because parent/guardian information such as social security numbers and residency must be submitted, it is highly recommended that students complete the application WITH a parent/guardian. Please follow <u>these instructions</u> to help you through the application process. Please note that after completing the Student Profile, you will still have to complete the actual application. Each step must be completed by their deadlines in and the divide for dead endity.
deadlines in order to be eligible for dual credit.
STEP TWO: Access Your NVC ACES Account for the First Time - DUE FEB. 17
ACES is your student account through Northwest Vista. Once your application is approved, you will receive an email from Alamo Colleges (email will come from an "@alamo edu" account) with the subject line "Next Steps." This email will include your username
and banner ID. It takes 5-7 business days to receive the email. Once you receive it, follow these directions to log into your ACES
account for the first time. If you have issues logging in, you must call the NVC Help Desk at 210-486-4/// and select option 3.
STEP THREE: Complete your DUAL CREDIT COURSE REQUESTS GOOGLE FORM - DUE FEB. 17
Completing this Google Form will allow you to mark the courses you will select on your course selection sheet that will completed with your counselor as well as vital information from ApplyTexas. It will also add you to the email updates database.
STEP FOUR: Dual Credit Student Orientation, Online Modules, and Parent Consent Form - DUE MAR. 3
This can be done through ACES or by downloading the Canvas App. This is done digitally; a paper copy will not be turned in to the
dual credit liaison. Use <u>these instructions</u> to guide you through the process.
Alamo Enroll modules (Go FAARR and TSI TEST Prep)
Orientation
Parent Consent Form
STEP FIVE: Register for the TSI Test DUE MAR. 10
If you were TSI exempt from your PSAT, you do not need to complete this step If you are ONLY taking Spanish 3 DC, you do not need to take the TSI.
Once you have completed the first four steps, you can register for you TSI test. The cost is \$14, and payments will be made online through <u>MySchoolBucks</u> (will not open until Feb. 10th). Once your payment has been made, you will
receive an email receipt which does not have to be turned in.
STEP SIX: Take the TSI Test DUE APR. 21
Testing Window: Mar 20 - Apr. 21.
If you were TSI exempt from your PSAT, you do not need to complete this step If you are ONLY taking Spanish 3 DC, you do not need to take the TSI.
Students receive a letter delivered to their class with their test date and other important information.
You are required to bring your working, charged Chromebook and Picture ID on the day of the test.
When students are finished with the test, they will take a screenshot of your scores (via the ScreenCapture tool). This screenshot will be used to cross-reference with the list of scores needed for each dual credit course offered; therefore, students will know if they passed or will need to retest. Students will not be able to retest until rescheduled. Opportunities to retest will end on April 21st.

Please visit the Student Success Office in the library (A209-D) if you have any questions or concerns. We can also be reached via email or phone.

Sharon Rodriguez AP & Dual Credit Liasion <u>sharon.rodriguez@nisd.net</u> Ph: 210-398-1312 Text: 210-281-1034 Victoria Fontenot Student Success Advisor <u>victoria.fontenot@nisd.net</u> Ph: 210-398-1288 Missing any deadline in this process will result in you not being eligible for Dual Credit for the 2023-2024 academic school year. These deadlines are firm and build upon the previous steps. Students are expected to check their email frequently and communicate appropriately and in a timely manner.

# STEP ONE: Apply Texas Online Application DUE February 10th, 2023

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 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 Brennan Dual Credit website. Plase do not wait until the last minute to complete the application, or you may miss future deadlines!

#### **CREATE USER ACCOUNT**

- 1. Access the Apply Texas Online Application at <a href="https://goapplytexas.org">https://goapplytexas.org</a>
- 2. Create your USER ACCOUNT with Apply Texas. Record the <u>personal email</u> account used, <u>username</u>, and <u>password</u> for future reference below. DO NOT use your NISD email as you cannot receive emails from outside of the district. Be sure that the personal email gets checked regularly, not a parent email, since students will have to check this account later for emails from Apply Texas and Northwest Vista College.

Apply Texas Email Account Used \_\_\_\_\_\_

Apply Texas Username \_\_\_\_\_

Apply Texas Password \_\_\_\_\_\_

#### **CREATE NEW APPLICATION FOR ADMISSION**

- 1. After creating a user account, begin a new 2-year college admission application.
- 2. Use the detailed <u>APPLY TEXAS APPLICATION DIRECTIONS</u> Tip: 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 a separate from the Apply Texas Profile).

## STEP TWO: Access Your NVC ACES Account for the First Time Due February 17, 2023

ACES is your is your student account through Nortwest Vista College; it gives you access to your college records and other important information. Approximately 3-5 days after your ApplyTexas 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 ApplyTexas 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 the Northwest Vista HelpDesk at 210-486-4777 during business hours.

\*\*If you used yoru NISD email, you will not receive the email as it will be blocked.

\*\*The login for ACES is DIFFERENT than the login for ApplyTexas.

Click Here to Access Your ACES ACCOUNT

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

hange Password			
Please enter your current passw	ord and new password	Password Requirements	"Minimum password length is 5.
Current password:			Maximum password length is 20.
New password			<ul> <li>Password must contain a letter</li> <li>Password must contain a digit</li> </ul>
Confirm password:			•Password must contain a special character %54*
hanne Session Timeout			
ange session isneous			

RECORD YOUR ACES USERNAME AND PASSWORD FOR FUTURE REFERENCE.

ACES Username \_\_\_\_\_

ACES Password \_\_\_\_\_

Banner ID \_\_\_\_\_\_

## STEP THREE: DUAL CREDIT COURSE REQUESTS GOOGLE FORM DUE February 17, 2023

Completing this <u>Google Form</u> will allow you to mark the courses you will select on your course selection sheet that will completed with your counselor as well as vital information from ApplyTexas. This entry will also add you and your parents to the email updates database.

It is very important that you fill out this Google Form with all the necessary information listed. If not, you will not be registed for your dual credit courses with Northwest Vista College. Double-check all your information before you submit to ensure it is correct, especially your ACES Username and Banner ID.

If you decide you want to ADD or DROP any class involving Dual Credit by the appropriate deadlines, you MUST inform BOTH your <u>counselor</u> and Ms. Sharon Rodriguez, AP & Dual Credit Liaison, at <u>sharon.rodriguez@nisd.net</u>. What you enter into the Google Sheet and what you choose on your course selections with your counselor should match, so you can be placed in the correct clasess for 2023-2024.

2023-2024 Dual Credit Course Requests	
Students, you will only fill out this form if you have completed all of the eligibility requirements. Completing the form does not guarantee enrollment in a dual credit course. It is your responsibility to verify enrollment on your Brennan schedule and your Vista account.	
sharon.rodriguez@nisd.net Switch account * Required	
Email *	
Your email	
Last Name *	
Your answer	
First Name *	
Your answer	
Student ID - without the S *	

## STEP FOUR: Dual Credit Student Orientation, Online Modules, and Parent Consent Form Due March 3, 2023

Please log into your <u>ACES</u> account and complete the Alamo Enroll (Go FAARR and TSI Test Prep) modules. This can be done through the Canvas Student App.

Students must log into their ACES account and complete the GO FAARR and TEST PREP modules (Alamo Enroll). These completed modules are required before you may submit payment for the TSI test.

To access the modules, follow these steps:

- 1. Log into you 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 themodule 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.\*\*

Once completed the modules will say Complete V				
Home Start Here Student My Courses My Page	My Library			
Rome Community Start Here				
Personal Information	Enrollment Checklist			
Update Addresses and Phones	1. Transcript Status 2. Go FAARR Module	complete complete	4	
Update Emergency Contacts	3. Test Prep Module 4. TSI Exam	complete complete	v	
	5. Advising 6. Math Retesher 7. Reading/Witing Retesher	clicit here Not Applicable Not Applicable		

This step is complete when the homepage shows the GREEN CHECKS next to both modules. **DEALINE to** complete BOTH modules is Friday, March 3rd, 2023.

<u>Click here</u> for detailed step-by-step Go FAARR and TSI Test Prep instructions.

The Dual Credit & Orientation modules on your ACES account provide students with an overview of the dual credit program at Northwest Vista College. After completing the modules, students will have to print the Parent Consent Form. Complete all the required information and sign the form in BLUE INK. Scan or take a picture of both pages and upload them into the ACES Alamo Enroll Account. If you cannot print the Parent Consent Form, or if you need additional assistance, please visit the Student Success Office (A209-D).

<u>Click here</u> for detailed step-by-step DSCO & Parent Consent Form instructions.



minutes.

## STEP FIVE: Register for the TSI Test (DUE: March 10th, 2023)

If you were TSI exempt from your PSAT, you do not need to complete this step... If you are ONLY taking Spanish 3 DC, you do not need to take the TSI.

Once you have completed STEP ONE through STEP FOUR, you can register for the TSI Test. To register, visit <u>MySchoolBucks.com</u>. **Deadline to complete registration is <u>Friday, March 10th at midnight</u>.** 

Note, the **cost of the TSI Test is \$14**. Once your payment has been made, you will receive an email receipt. Please save your receipt as documentation.

#### **TSI Requirements**

TSI 2.0 Minimum Standards for College Readiness				
TSI Assessment	Minimum Passing Scores for College Level Coursework			
English Language Arts & Reading [ELAR] (TS2E) Essay (TS2S)	≥ 945 AND Essay ≥ 5 Or			
ELAR Diagnostic (T2DE)	< 945 AND Diagnostic Level ≥ 5 AND Essay ≥ 5			
Math TSI Scores (TS2M)	≥ 950 Or			
Math Diagnostic (TSDM)	<950 AND Diagnostic Level = 6			

#### **TSI Exemptions**

It is the student's responsibility to communicate with Ms. Rodriguez PRIOR to the TSI registration deadline if they are exempt from the TSI. they will need to provide the documentation to Ms. Rodriguez (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 the Math
  - > 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: Take the TSI Test

DUE: April 21, 2023

#### Testing Window: March 20 - April 21

If you were TSI exempt from your PSAT, you do not need to complete this step... If you are ONLY taking Spanish 3 DC, you do not need to take the TSI.

You will recieve further testing information when we return from Spring Break regarding test date. <u>You will need</u> <u>to bring a Picture ID on your testing day along with your working, charged Chromebook</u>. You will not be allowed to sit for the examination without these required items.

The testing location is A210 (Library Classroom) and will begin at 9AM. You will be released to your normal schedule when you finish testing.

Please note that the TSI exam consists of a <u>English Language Arts/Reading/Essay section</u> and a <u>Mathemetics</u> <u>section</u>, both of which are <u>UNTIMED</u>. Thus, be aware that you may need to plan on bringing a sack lunch or money for lunch from the Brennan cafeteria.

When they are finished with the test, they will take a screenshot of your scores (via the ScreenCapture tool). This screenshot will be used to cross-reference with the list of scores needed for each dual credit course offered; therefore, students will know if they passed or will need to retest. If you do not meet the score, you will have to schedule a retest before April 21st, 2023.

## SAVE YOUR RESULTS WHEN YOU TEST and RETEST - YOU WILL NEED THEM WHEN YOU APPLY FOR COLLEGE AS A SENIOR, especially if you plan on taking advantage of AlamoPromise.

Students will not be able to retest until rescheduled. Opportunities to retest will end on April 21st.

You can find <u>TSI Study Materials</u> as well as insightul information on the format and what to expect by creating an Accuplacer account and utilizing the abundance of resources available including practice tests.