

## Brennan Dual Credit Enrollment Process Checklist Students NEW to the Dual Credit Program 2024 - 2025

- STEP ONE: Complete the [ApplyTexas Online Application](#) - DUE March 22, 2024**

ApplyTexas is an online admissions application used by most colleges and universities in Texas. 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 [these instructions](#) 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 its deadline in order to be eligible for dual credit.
- STEP TWO: Access Your NVC ACES Account for the First Time - DUE 5 to 7 days after submitting the ApplyTexas Application**

[ACES](#) is your online student portal through Northwest Vista College. Once your application is approved, you will receive a personal 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 to 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 210-486-4777, and select option 3.
- STEP THREE: ACES Online & Dual Credit Student Orientation (DCSO) Modules - DUE April 22, 2024**

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 [these instructions](#) (Go FAARR and TSI Test Prep) and [these instructions](#) (Orientation and Parent Consent Form) to guide you through the process.

  - Alamo Enroll modules (Go FAARR and TSI TEST Prep)
  - Northwest Vista DCSO Orientation (Canvas)
- STEP FOUR: Register for the TSI Test. - OPENS NOVEMBER 8, 2023 | DUE APRIL 25, 2024**
  - If you were TSI exempt from your PSAT SCORE, 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 may register for your TSI test. The cost is \$14, and payments will be made online through [MySchoolBucks](#) (will not open until November 8, 2023). Once your payment has been made, you will receive an emailed receipt and the portal will promote Advanced Academics to schedule your student.
  - TSI Saturday Administrations: November 11, 2023 | December 2, 2023 | January 13, 2024 | January 27, 2024
  - Other TSI Administrations : February - April 2024 (TBD)
- STEP FIVE: Take the TSI Test. - TESTING WINDOW: NOVEMBER 11, 2023 THROUGH APRIL 25, 2024**
  - Students receive an email with their test date and other important information about taking the TSI at Brennan HS.
  - You are required to bring your working, charged Chromebook and picture ID on the day of the test to [Library A210](#).
  - 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 who need to retest will not be able to do so on the same day, and students must pay for a retest on MySchoolBucks to be rescheduled. Opportunities to retest will end on April 26, 2024.
- STEP SIX: Complete your [DUAL CREDIT COURSE REQUESTS GOOGLE FORM](#) - DUE May 24, 2024**

*Course Selection Window: Opens January 2024 after students meet with their counselors*

  - Completing this Google Form will allow you to mark the dual credit courses you are requesting for the 2024-2025 school year. These selections will be sent to your Brennan counselor for scheduling. This will also add you to the email updates database.

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 Liaison  
[sharon.rodriguez@nisd.net](mailto:sharon.rodriguez@nisd.net)  
Ph: 210-398-1312  
Text: 210-281-1034

**Victoria Fontenot**  
Student Success Advisor  
[victoria.fontenot@nisd.net](mailto:victoria.fontenot@nisd.net)  
Ph: 210-398-1288

It is your responsibility to complete all steps and confirm your enrollment. Missing any deadline in this process will result in you not being eligible for Dual Credit for the 2024-2025 academic school year. These deadlines are firm and built upon 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 March 22, 2024**

Students must apply to Northwest Vista College in order to take a dual credit course. ApplyTexas is an online admissions application used by most colleges and universities in Texas. 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](#). Please 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 <https://goapplytexas.org>
2. Create your USER ACCOUNT with Apply Texas. Record the personal email account used, username, and password 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 [APPLY TEXAS APPLICATION DIRECTIONS](#)  
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 separate from the Apply Texas Profile).

### Tips for ApplyTexas:

1. Use Google Chrome. Do not use Safari as it can cause problems with your login.
2. You will need to know your email login in order to verify your PERSONAL email address.

## STEP TWO: Access Your NVC ACES Account for the First Time Due 5 to 7 Days after submitting the ApplyTexas Application

ACES is your student portal through Northwest Vista College; it gives you access to your college records and other important information. Approximately 5 to 7 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 contact the Northwest Vista HelpDesk at 210-486-4777 during business hours.

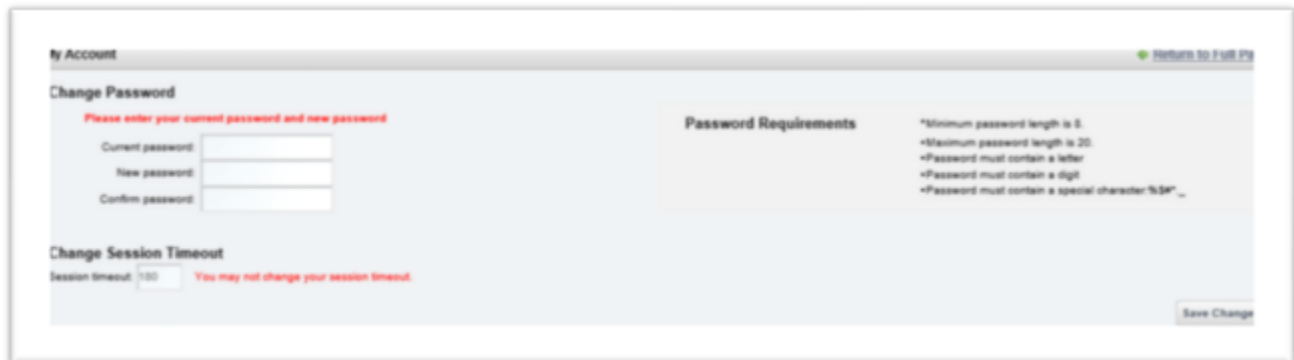
*\*\*If you used your NISD email, you will not receive the email as it will be blocked.*

*\*\*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.



The screenshot shows a web form titled "My Account" with a "Change Password" section. It includes three input fields for "Current password", "New password", and "Confirm password". To the right, "Password Requirements" are listed: "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 the password fields is a "Change Session Timeout" section with a dropdown menu set to "1:00" and a note "You may not change your session timeout." A "Save Change" button is located at the bottom right of the form.

### RECORD YOUR ACES USERNAME AND PASSWORD FOR FUTURE REFERENCE.

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

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

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

#### Tips for Northwest Vista College ACES Website:

1. Do not use Safari as it can cause problems with your login. Use Google Chrome or Microsoft Edge.
2. If Google Chrome does not work on your chromebook - Use a desktop/laptop with Microsoft Edge.
3. You will need to know your email login in order to verify your PERSONAL email address.

# STEP THREE: Northwest Vista College ACES Online Modules & Dual Credit Student Orientation (DCSO)

## Due April 22, 2024

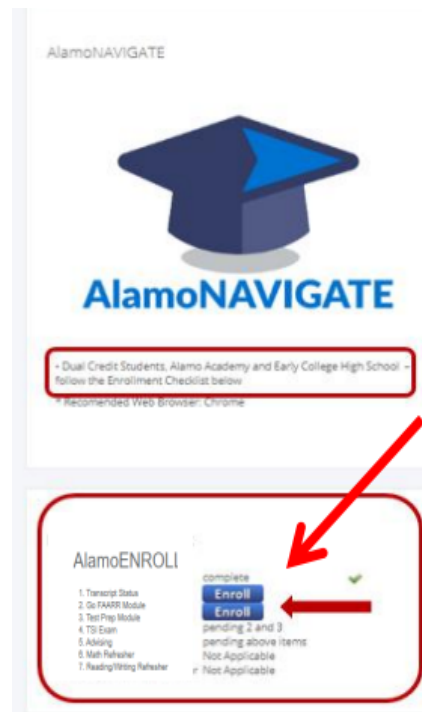
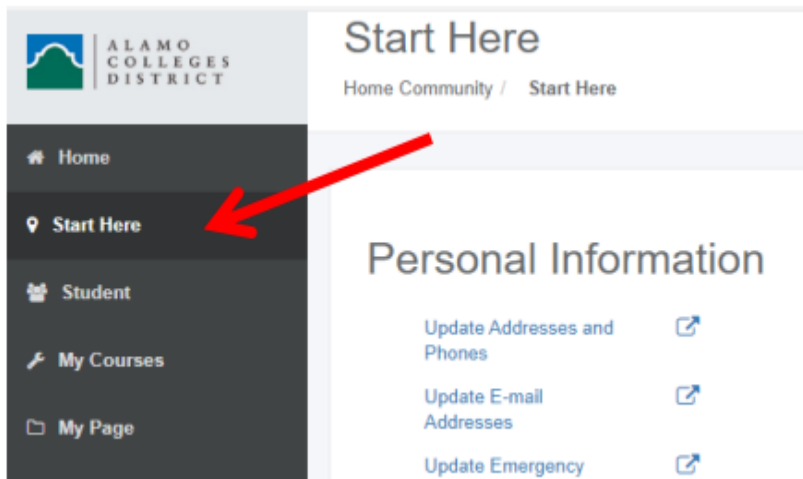
Please log into your [ACES](#) account and complete the Alamo Enroll (Go FAARR and TSI Test Prep) modules. This can be done through the Canvas Student App.

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 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 homepage shows the GREEN CHECKS next to both modules. **DEADLINE** to complete **BOTH** modules is **Monday, April 22, 2024**.

[Click here](#) for detailed step-by-step Go FAARR and TSI Test Prep instructions.

The Dual Credit & Orientation modules on your [ACES](https://aces.alamo.edu/) 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).

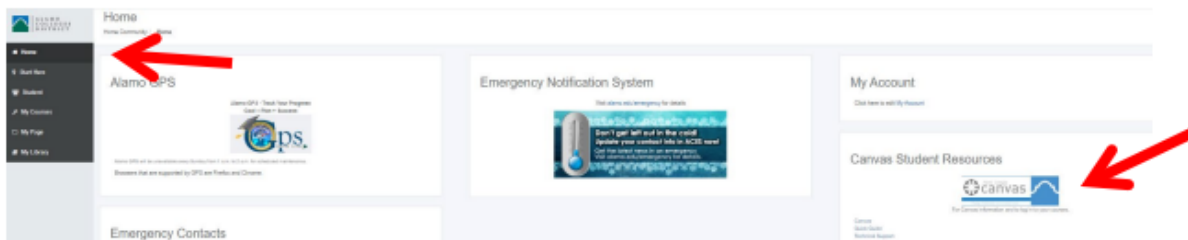
[Click here](#) for detailed step-by-step DSCO & Parent Consent Form instructions.

## DCSO (Dual Credit Student Orientation) & Parent Consent Form

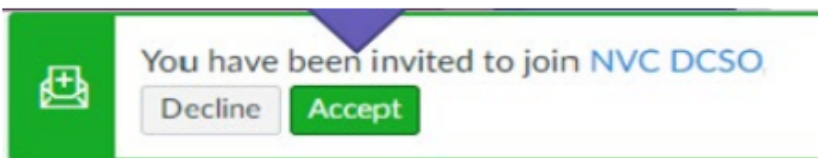
**STEP 1:** Login to ACES (<https://aces.alamo.edu/>)

**\*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 FOUR: Register for the TSI Test

## OPENS NOVEMBER 8, 2023 | DUE April 25, 2024

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 [MySchoolBucks.com](http://MySchoolBucks.com). **Deadline to complete registration is Thursday, April 25, 2024, at midnight.**

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 Registration will pause during Spring Break 2024 (March 9 - 17, 2024).

### 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. Students 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 FIVE: Take the TSI Test**

### **TESTING WINDOW NOVEMBER 2023 THRU APRIL 25, 2024**

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

You will receive further testing information when we return from spring break regarding the test date. You will need to bring a picture ID on your testing day along with your working, charged Chromebook to the Brennan Library A210. 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 an English Language Arts/Reading/Essay section and a Mathematics section, both of which are UNTIMED. Thus, be aware that you may need to plan on bringing a sack lunch or money for lunch from the Brennan cafeteria.

When you are finished with the test, you 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 25, 2024.

**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 25, 2024.

You can find [TSI Study Materials](#) as well as insightful information on the format and what to expect by creating an Accuplacer account and utilizing the abundance of resources available including practice tests.

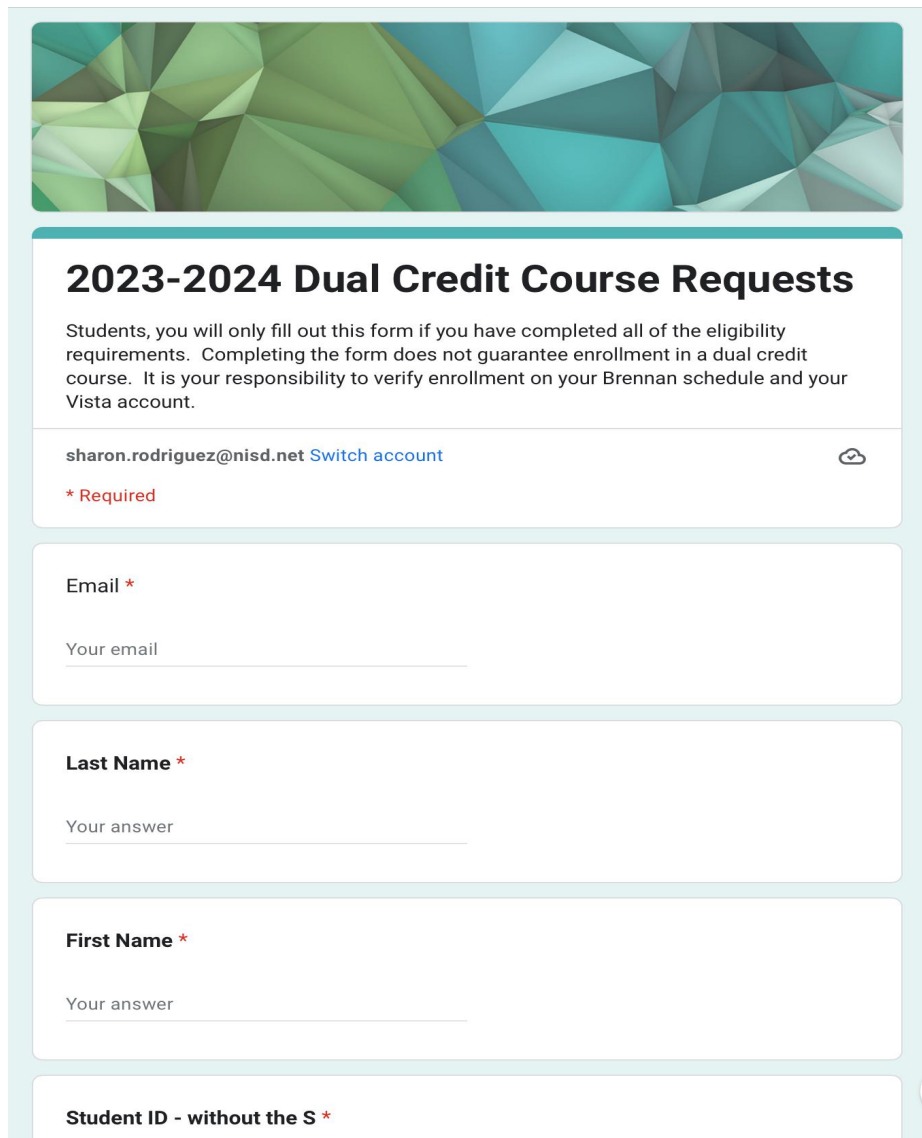
# STEP SIX: DUAL CREDIT COURSE REQUESTS GOOGLE FORM

## DUE May 24, 2024

Completing this [Google Form](#) will allow Miss Rodriguez to verify dual credit eligibility and inform the courses of the DC courses you are requesting to enroll. 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 registered 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 [counselor](#) and Ms. Sharon Rodriguez, AP & Dual Credit Liaison, at [sharon.rodriguez@nisd.net](mailto:sharon.rodriguez@nisd.net). During course selections in January with your counselor, please mention that you are in the process of applying for NW Vista Dual Credit. What you enter into the Google Sheet is what will be sent to the Brennan Counseling Department for Fall 2024 scheduling. Please note that there may be master scheduling conflicts.



The image shows a Google Form titled "2023-2024 Dual Credit Course Requests". The form has a decorative header with a green and blue geometric pattern. Below the header, the title "2023-2024 Dual Credit Course Requests" is displayed in bold black text. A paragraph of instructions follows, stating that students should only fill out the form if they have completed all eligibility requirements and that completion does not guarantee enrollment. Below the instructions, there is a text input field for the email address "sharon.rodriguez@nisd.net" with a "Switch account" link and a cloud icon. A red asterisk indicates that the email field is required. The form then contains three text input fields: "Email \*", "Last Name \*", and "First Name \*", each with a "Your answer" placeholder. The final field is "Student ID - without the S \*".

### 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 \*



# Frequently Asked Questions

1. How can I use my PSAT scores instead of taking the TSI?
  - a. Log into your College Board account, and locate your scores.  
Minimum EBRW is 460  
Minimum Math is 510
2. Why should I take the TSI if I passed the PSAT?
  - a. If you use your PSAT scores for enrollment, you may still need TSI scores for your future college application.
3. If I am in dual credit this year, do I need to fill out an application again?
  - a. No, you do not need to fill out another application. Your enrollment rolls over every year as long as you were a student in a dual credit class. Please complete Step 3 of the Dual Credit Process Checklist by filling out the Google form.
4. How do I register for dual credit courses next year?
  - a. After completing steps 1, 2, and 3 of the Dual Credit Process Checklist, you click the link in step 3 to select your dual credit courses for the upcoming school year.

5. How does enrollment in a dual credit or advanced class affect my class rank and GPA?

Classes that are weighted EIGHT points per semester	<ul style="list-style-type: none"><li>• Advanced Placement</li><li>• Advanced Placement/Dual Credit</li><li>• Dual Enrollment (OnRamps)</li></ul>
Classes that are weighted FIVE points per semester	<ul style="list-style-type: none"><li>• Honors/Dual Credit</li><li>• Advanced (formerly Pre-AP)</li><li>• Advanced/Dual Credit</li><li>• Honors</li></ul>

6. What do I do if I can't log into my ACES account?
  - a. You should have received an email from Alamo Colleges with your username and banner ID. If you did not, email [sharon.rodriguez@nisd.net](mailto:sharon.rodriguez@nisd.net) with your full legal name and student ID. If you do have your login info, and it says that it is invalid, you will need to contact the NVC help desk to have your account reset.  
210-486-4777 or [nvc-helpdesk@alamo.edu](mailto:nvc-helpdesk@alamo.edu).
7. How do I know if I need to take the TSI test?
  - a. If you have never taken a dual credit course, you will need to take the full TSI test.
  - b. Each dual credit course has different TSI requirements. Contact Ms. Rodriguez for previous TSI scores.
8. What is on the TSI test?
  - a. The test is made of three sections:
    - i. Reading
    - ii. Math
    - iii. Essay
9. How can I study for the TSI?
  - a. The Test Prep module in ACES is a series of sample questions that will help you prepare for the TSI test and is built into the Alamo Enroll modules in Step 4. You can also check our [website](#) for more help studying.
10. Why don't I see my dual credit course selections in HAC?
  - a. Counselors will add dual credit course requests for all eligible students once we complete the enrollment process for all students. This will take place in June 2024.