



Dual Credit Apply Texas Guide

www.applytexas.org

Create an Account

1. Complete all items in the My Profile tab
2. Ensure to select SAVE PROFILE when done
3. Record Apply Texas Username (email) and Password for future reference
4. You will receive an email that you put in your Apply Texas profile.
5. You must login into your email and click email Verification.
6. Apply Texas email Verification and type your email and click continue.
7. It will take you to the Apply Texas login page.

i *Note: You will receive an automated e-mail from Apply Texas titled "Your Apply Texas Profile." This e-mail will be sent to the email address you enter on your profile. The message will contain your Apply Texas username for future access to your application
This email is NOT verification that the application has been completed or submitted. Students will have 90 days after completing the profile to submit the application online.*

Create an Application

1. Create a new 2 year college admissions application
2. Select: San Antonio College (San Antonio)

Select a Semester

i *Note: Choosing the wrong semester will impact the college's evaluation of your participation in the program.*

3. Select one of the options for Semester of Entry:
 - a) Fall 2019 - for classes beginning August 2019
 - b) Spring 2020 - for classes beginning January 2020

Select a School

i *Note: Choosing the wrong school may impact your student record and result in creating a financial balance.*

4. Select one of the bolded options for First Choice School: Select a major that aligns with your high school endorsement.
 - Business and Entrepreneurship
 - Creative and Communication Arts
 - Health and Biosciences
 - Public Service
 - Science and Technology



ALAMO COLLEGES DISTRICT
San Antonio College

Select School

First Choice
School

Health and Biosciences
Select your first choice school
Advanced Manufacturing and Logistics
Business and Entrepreneurship
Creative and Communication Arts
Health and Biosciences
Public Service
Science and Technology

Select a Major

i Note: Choosing the wrong major may impact registration into your program's specific courses. Please choose correctly.

5. Select the First Choice Major that goes with your selected First Choice School:

- **Dual Credit Student - If student attends a public/charter high school**
- **Dual Credit Student-Home-School - If student is a home-schooled student**
- **Dual Credit Student-Private - If student attends a private high school**

Major:

Select your Major
Select your Major
Art - PreMajor
Dance - PreMajor
Digital Art and Media - PreMajor
Drama - PreMajor
Dual Credit
Dual Credit Home-Schooled
Dual Credit Private School
English - PreMajor
History - PreMajor
Humanities - PreMajor
Journalism (Mass Communications) - PreMajor

Biographical Information

i Note: Your application ID is provided on this page. Write it down for future reference. Knowing your application ID number can assist the college locate your application, if necessary.

The information on this page will auto-populate the information provided in your profile. Please scroll through and ensure all information listed is correct.

Here is guidance with specific questions on this page. **Guidance will be numbered in the order of the question on the application.**

1. Although the SSN is optional, it can serve as another resource for the college to locate your file if necessary.

9. If you are a dependent of a U.S. military service member, please answer accordingly. Additionally, please be aware that the College's Admission Office will require a Military Verification Form be submitted along with the Dual Credit's Admission packet.



Educational Background

Answer all questions on this page, unless, otherwise notified within the guidance provided in this column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

1. To ensure the correct high school is loaded into the College's system for your high school, please utilize the Find Your High School search button.
 - a. Ensure to enter the month and year of your high school graduation.
 - b. Only answer YES to the question Are you home-schooled? if you are a home- schooled student.
 - c. Skip all of question 3, unless, you have earned dual credit college courses from another college/university outside of Alamo Colleges.

Educational Information

Answer all questions on this page, unless, otherwise notified within the guidance provided in this column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

1. Tech Prep means, answer No.
2. Select Dual Credit (receiving both high school and college credit) as your answer.

Dual Credit: You are seeking to earn college credit for certain high school courses in which you are currently enrolled while completing high school requirements. Must comply with Dual Credit deadlines.

Note: Selecting another option will affect your College's ability to consider your application for the program.

3. Select one of the following as your answer:

- Earn a certificate (less than 2 years)
- Earn Associate Degree (2 years)
- Earn credits for transfer

Residency

Answer all questions, unless, otherwise notified within the guidance provided in this section.



Note: If possible have your parents or legal guardian guide you with the correct answers. Incorrect information will require additional residency documentation to be submitted as part of the Admission packet.

- Answer No to the question seeking whether or not you file your own federal income tax.



- Answer Yes to the question seeking whether or not you are eligible to be claimed as a dependent by a parent or legal guardian.

1. Question 3a - If your parents/legal guardian have always lived in Texas, **estimate their age and enter as answer.**

2. Question 3b – If your parents/legal guardian have always lived in Texas, select **Establish/Maintain a home** as answer.

- Go to College - Is your parent in Texas to attend college and then move back out of state?
- Establish/Maintain a home - Is your parent here establish a permanent residence?
- Work Assignment - Is your permanent home out of state and your parents are here for a temporary work assignment?

3. Skip Questions 4a and b, unless, you are a dependent of a U.S. military service member.

Note: If you are a dependent, please answer the questions correctly to reflect the true Home of Record.

4. Questions 5a and b are seeking whether or not your parent/legal guardian own their home/property and/or a business in Texas. Answer to the best of your knowledge if your parents/legal guardian are not with you.

5. Question 6a reference of "gainfully employed" is seeking whether or not your parents/legal guardian has worked or is currently working in Texas. Answer to the best of your knowledge if your parents/legal guardian are not with you.

6. Question 7 incorrectly references questions (8) or (9). The true reference questions are (5) or (6).



Note: After you complete this section and the next, you will be given the opportunity to review your residency questions. Please take some time to ensure the information provided is as accurate as possible.

Custom Questions

Answer all questions on this page, unless, otherwise notified within the guidance provided in this column.



Note: Selecting incorrect answers to these questions will affect your student codes in the College's Banner system.

- Online Courses Only? - The answer is No.
- Early College High School App - The answer is No.
- College Connection - Senior - The answer is No.

NOTE: If you are a senior who plans to attend the Alamo Colleges after high school graduation, you will be required to complete another Apply Texas



application as a high school graduate. At that time, you will be able to answer Yes to this question.

- CC-App at another Institution - The answer is No.
- CC-Alamo College First Choice - The answer is Yes.

Certification of Information and Submission of Application

Read/check off each section prior to submitting the application. Here is guidance for this page.

- 2nd check box: Information regarding Bacterial Meningitis.

Note: The Bacterial Meningitis process for Alamo Colleges is different for all dual credit students. Please do not submit Bacterial Meningitis information through Magnus. Public/Private/Charter schooled students: Seek guidance from your high school counselor/dual credit liaison to ensure you follow the correct process.

- Financial Aid Information section:

Note: Dual Credit students do not qualify. Per Federal Student Aid, Basic Criteria for Eligibility, students must have obtained a high school diploma or General Educational Development (GED) certificate.

- Select Submit Application Now, to submit the application and transmit to Alamo Colleges.

Note: Your application ID is provided on this page. Write it down for future reference. Knowing your application ID number can assist the college locate your application, if necessary.

- Students will have the ability to view the application status by logging into their ApplyTexas account and viewing the My Application tab.
- The application will load into Alamo College's Banner system 2-4 days after it has been transmitted. Log into ACES to confirm receipt of your application.
- If you are unable to log into ACES, inform the people immediately:
Public/Private/Charter and Home School students: Seek guidance from your high school counselor/dual credit liaison to ensure you follow the correct process.