Step # 1
Turn in the High School Programs Student/Parent Consent Form to Mrs. Perdue in G244 by February 15 @ 4:15.

Step # 2
Complete the APPLY TEXAS APPLICATION @ www.applytexas.org to St. Philips College.

DEADLINE: IMMEDIATELY *** Specific instructions are included in this packet.

Please ensure the residency portion of ApplyTexas is correct in order to avoid delay in processing your application. If you have any questions please email tperdue@scuc.txed.net

Also, be sure to enter the enrollment date as Fall 2018. This is extremely important.

What is Apply Texas?
"ApplyTexas was created through a collaborative effort between the Texas Higher Education Coordinating Board and the colleges and universities represented on the site. The goal of the project is to offer a centralized means for both Texas and non-Texas students to apply to the many outstanding postsecondary institutions available in Texas."  https://www.applytexas.org/adappc/html/about.html

Approximately 1 week after completing and submitting the Apply Texas Online application you should receive, by email, a Banner ID and further instructions to complete the application to enroll in St. Philips.

Step # 3
Contact either NE Lakeview College or St. Philip’s College to schedule testing. The test will cost you $36.00. Once you receive your scores, bring a copy to Mrs. Perdue in G244.

TESTING DEADLINE: February 15, 2018

Step # 4
After receiving your Banner ID, complete the state mandated TSI Pre-Assessment and Go FAARR modules on ACES Alamo ENROLL:

• Login to ACES @ https://alamoaces.alamo.edu
• Find the section for “ACES Log In Information” to obtain your ACES login and password.
• You will be prompted to change your password once logged in
• Click on the "START HERE" tab
• Click on each "Incomplete" button to access the Go FAARR and Test Prep modules. You may take either module first and you do not need to wait for the "Complete" or "Checkmark" to begin the second module.
• Review the important information on the Start Here tab

In order to take the TSI test with Alamo Colleges, you must complete both the GO FAARR and TEST PREP Modules.

A few frequently asked questions:
Will St. Philip’s College credits transfer to the college I want to attend?
All Texas Public Universities accept college credits from St. Philip’s. If you plan on attending college out of state or a Texas private university, it is always best to check with them on what courses will transfer. In many cases private & out of state universities will accept Dual Credit courses as electives.

If I have a question or problem, including receiving a bill from the college or requests for transcripts from the college, who should I contact?
Please direct all questions and concerns regarding dual credit to Tiffany Perdue at tperdue@scuc.txed.net
Testing Centers
St Philip’s College
http://www.alamo.edu/spc/testing-center/

Contact Information
Fall Hours of Operation
Monday - Friday
8am - 5pm
Wednesday
8am - 7pm
First Saturday
9am - 10am
Please note the testing lab closes 15
minutes prior to closing time.

Phone Number:
210-486-2444

Fax Number:
210-486-9195

Email:
spc-testing-center@alamo.edu

Location:
MLK Campus
Welcome Enrollment Center (WEC)
Office: 207-B
Phone:
210-486-2444

Northeast Lakeview
http://www.alamo.edu/main.aspx?id=19492

Contact Information
Location:
Student Commons Building Room 227

Phone:
210-486-5177

Hours
Office Hours:
Monday - Friday 8:00am - 7:00pm

Appointment Days &
Times:
TSI EXAM
Monday: 9:00am
Tuesday: 9:00am
Wednesday: 9:00am
Thursday: 9:00am, 2:00pm
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.

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 one of the bolded options for Target College:
   a. St. Philip's College (San Antonio)

Select a Semester
Note: Choosing the wrong semester will impact the college's evaluation of your participation in the program.

Please choose correctly.

1. Select one of the bolded options for Semester of Entry:
   a. Fall 2018 - for classes beginning August or October 2018
   a. Spring 2018 - for classes beginning January or March 2018 - The regular deadline for Two Year Institution applications (12/26/2017)

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

Please choose correctly.

1. Select one of the bolded options for First Choice School [Alamo Institutes]:
   • Business and Entrepreneurship
   • Creative and Communication Arts
   • Health and Biosciences
   • Public Service
   • Science and Technology
Select a Major
Note: Choosing the wrong major may impact registration into your program's specific courses. Please choose correctly.

1. Select the First Choice Major that goes with your selected First Choice School:
   - If First Choice School is Business and Entrepreneurship or Creative and Communication Arts or Public Service - select one of the following options:
     - 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
   - If First Choice School is Health and Biosciences or Science and Technology - select one of the following options:
     - 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

Biographical Information
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. 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 Information
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.
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.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.
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**
  The answer is No

- **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.

St. Philip's College Dual Credit Office
Phone Number: (210) 486 - 2761
Website: [http://www.alamo.edu/spc/dual-credit/](http://www.alamo.edu/spc/dual-credit/)
Dual Credit Program Student/Parent Consent Form

Entering program as: □ 10th Grader □ 11th Grader □ 12th Grader

Banner ID: ___________________________ Birth Date: ______________ Entry Term: ______________ SSN: _______________________

Indicate your Apply Texas Application ID# if you are entering this program as a first time student: __________________________________________

Please select one of the following:

☐ Public School Student ☐ Home School Student ☐ Private School Student ☐ Alamo Academy Student

High School/Organization Name: Byron P. Steele II High School High School ID: ______________________

Name: _______________________________ Last Name: __________________________ First Name: ___________________________ MI: ______________

Mailing Address: _______________________ City: __________________ State: ______________ Zip: ______________

Home Phone: __________________________ Cell Phone: __________________________

Parent/Student Consent for Release of Information and Participation in the Dual Credit program for the duration of the student's high school career.

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

The College:

• Will be authorized to retrieve, request, and share the student's high school records (to include a copy of the parent residency cards if necessary), transcripts, test scores and grades to determine eligibility. Information will be shared from high school to college and/or college to high school via email, fax or an electronic file.

• Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to Alamo Colleges relating to educational records will be confidential and Alamo Colleges will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.

• Will not permit the student to participate in the dual credit program if he/she fails to: submit an accurate online application through AlamoENROLL by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.

• Will provide a disabled student accommodation of his/her disability to participate in the program and activities of the Alamo Colleges upon request. Accommodations are considered for approval when students are testing and/or taking courses on the college site. Support services may include special testing arrangements, readers, scribes, and note-taking services. However, Alamo College is neither able nor required to provide the level of disability support services offered through the high school. For a student to receive disability support services at the College, the high school and/or home school parent must provide a copy of the student's current IEP plan to the College’s Disability Support Services ("DSS") office.

• Will provide final eligibility status to the high school dual credit liaison to complete the student’s file.

• Will send all communication to the student’s provided @student.alamo.edu email address accessible in ACES.

I understand that:

• This form is valid for the duration of the student’s participation in the Dual Credit Program.

• Submitting this consent form and/or high school course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the Dual Credit programs and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by the servicing college and high school.

• Courses will be more academically challenging than traditional high school courses, will include different requirements for each course, and will result in a separate grade for each course.

• Courses held on the college campus (all instructional methods apply) may contain a mix of both high school and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student’s behavior and performance will be equivalent to that of a college student.

• My child may be enrolled in dual credit courses approved by the high school.

• Grades earned in dual credit are based off the instructor’s evaluation of the student’s progress, college grade may be different than high school grade, will become part of the student’s permanent academic record, and will be reflected on the college transcript.

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• A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade.

• Students who fail to verify enrollment in ACES, per each term's Census Date for the College, cannot contest enrollment thereafter. The submission of a high school transcript will not be considered.

• Students must attend their Dual Credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus with the exception of homebound students. If for any reason my child is not attending the Dual Credit class at the high school regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students). Students underperforming are encouraged to drop the course before the drop date.

• My child will not be allowed to continue in the Dual Credit program if he/she earns a grade of D or F in a Dual Credit class.

• My child is responsible for knowing and adhering to the drop date deadlines for withdrawal on the Alamo Colleges academic calendar.

• My child must maintain a cumulative college GPA of 2.0 and remain in good standing at the high school to continue in Dual Credit.

• If a student plagiarizes a paper, or colludes or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the college. In some instances, severe cases may result in failure of the course and suspension from the dual credit program. Any disciplinary action will become part of the student's education record with the college district.

• Courses are generally transferrable; however, it is not the college's responsibility to ensure that the dual credit course(s) for which the student enrolls are transferrable to the college/university the student plans to attend.

• If my child earns thirty or more college credits, he/she may be considered a sophomore at some universities and this could affect scholarships and other financial opportunities. It is my responsibility to check with the receiving institution to determine how dual credit hours are handled.

• The Texas Administrative Code allows the Dual Credit program for high school juniors and seniors. Exceptions may be made for sophomore grade level students if the high school validates the student's proven progress in prior academics and a high degree of self-management, self-awareness and intention to assume responsibility for his/her own learning. Sophomore students are limited to one course each semester from the approved list of courses for sophomore students as determined by the college and high school.

• Students must be 16 years old by the first day of class if taking dual credit courses on the college campus. Online courses excluded.

• Tuition and fees will be waived for two courses (6-8 hours) for junior and senior level students. Tuition and fees will be waived for one course (3-4 hours) for sophomore-level students who have met the exception for admission.

• Students who choose to take regular college courses outside the dual credit program requirements will be admitted as Early Admit and responsible to meet all admission requirements for the program as well as pay full tuition and fees based off residency status for all courses. Please work with the College's Admission Office for the admission process and deadlines.

• Students cannot participate in more than one dual credit or early enrollment program. They must choose from one of the following: Regular Dual Credit, Alamo Academies, Early College High School, Phoenix or Early Admissions.


1Home and Private/Charter School Students:
I understand that:
• All of the statements above and below apply to all Home and Private/Charter school students.

• Once I have been accepted into the program, I must select up to two courses (up to 8 credit hours) as a junior or senior and up to one course (up to 4 credit hours) as a sophomore for which tuition will be waived.

• The course must have an equivalent (articulated) high school course and must be approved by the high school (or parent) and the college.

• All updates will be communicated through the email address provided on the Apply Texas application until a Banner ID is assigned; thereafter, all communication will be sent to the student's provided @student.alamo.edu email address accessible in ACES.

Academy Students:
• All of the above and below statements apply to all Academy students.

• Will follow the curriculum of the Academy Program of Study.

Student’s Signature 

__________________________

Parent or Legal Guardian Signature 

__________________________

High School Dual Credit Liaison/Dual Credit Counselor 

__________________________

Date 01-25-16 

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