

## Dual Credit – ApplyTexas Guide

### A. Create an Account

1. Enter all items in the My Profile tab. **DO NOT USE YOUR HIGH SCHOOL'S STUDENT EMAIL. Please use your personal email account.**
2. Ensure to select **SAVE PROFILE** when complete
3. Record your Apply Texas Username (email) and Password for future reference.

**NOTE:** You will receive an automated Email from Apply Texas titled "Your Apply Texas Profile." This Email 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. This is only confirmation that a profile has been set up. Please ensure you continue to the next step below.

### B. Create an Application

1. Click **Create a new blank application now**
2. Select **Create a new 2-year college admissions application**
3. In the first drop down box labeled **Target College**, select **Northeast Lakeview College (Universal City)** from the list of options in the **South Region**
4. Click **Continue**

### C. Select a Semester

**NOTE:** Please choose correctly. Choosing the wrong semester will impact the college's evaluation of your participation in the program.

1. Select one of the bolded options for Semester of Entry:
  - a. **Fall 2021** – (August – December 2021)
  - b. **Spring 2022** – (January – May 2022)
2. Select first option of **Fall 16 week & Flex 1** (Note: This is for classes that start at the high school in August 2021 or January 2022)
3. Click **Continue**

### D. Select a School/Program

**NOTE:** Please choose correctly. Choosing the wrong school may impact your student record and result in creating a financial balance.

1. Select one of the Alamo Institutes for First Choice School/Program: This selection will vary for each student and is dependent on what you want to study after high school graduation.
  - **Business and Entrepreneurship**
  - **Creative and Communication Arts**
  - **Health and Biosciences**
  - **Public Service**
  - **Science and Technology**

## Dual Credit – ApplyTexas Guide (continued)

### E. Select a Major

1. Select **Dual Credit** from the drop down box labeled **Major** (Note: DO NOT select a major other than dual credit).
2. Click **Continue**

### F. Biographical Information (Page 1)

1. Click on **Page 1: biographical information** to review auto-populated information. **Please scroll through and ensure all auto-populated information listed is correct. If not, make necessary corrections**
2. Your application ID is provided at the top of this page. Write it down for future reference and continue with Pages 1-5 of the application.
3. Although the SSN (field 1) is optional, it can serve as another resource for the college to locate your file, if necessary. Please enter your Social Security Number, if you know it.
4. Complete any blank fields marked with a red asterisk (\*)
5. Click **Save Changes**
6. The system will ask you once more to verify your name and DOB. Please scroll down to review name and DOB fields and click the checkbox verifying the information is accurate.
7. Click **save page**

### G. Educational Background (Page 2)

1. To ensure the correct high school is loaded into the College's system for your high school, please utilize the blue **Find Your High School** search button.
  - a. Enter the full name of your high school, country, State, and city then click **Submit**
  - b. Select the school
  - c. Enter the month and year of your high school graduation.
  - d. Answer **NO** to the question **Are you home-schooled?**
3. Answer **NO** to Question #2, **Do you have a GED or high school equivalency?**
4. Only answer Question #3 if you have completed dual credit at another institution other than Alamo Colleges
5. Answer Question #4
6. Click **Save changes**

### H. Educational Information (Page 3)

1. If you do not know what Tech Prep means, answer **No**.
2. For Question #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. For Question #3, select **Earn credits for transfer**
4. Click **Save Changes**



## I. Residency Information (Page 4)

**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.**

1. Answer **No** to Question #1 asking whether you “file your own federal income tax”
2. Answer **Yes** to the Question #2 asking whether “you are eligible to be claimed as a dependent by a parent or legal guardian”
3. Click **Save and continue to next question**
4. The next 7 questions (Q #1- Q#7) are questions about your parent/legal guardian. Please ask for their assistance and answer accordingly
5. Click **Save and continue to next question**
6. Click **Save and continue to next question**
7. Review your responses and click **Save page and continue with application**

## J. Custom Questions (Page 5)

1. College Connection Application – Answer **NO**
2. Online Courses only – Answer **NO**
3. Early College High School App – Answer **NO**
4. College Connection - Senior – Answer **NO**
5. CC-App at another Institution - Answer **NO**
6. CC-Alamo College First Choice – Answer **YES**
7. Click **Save and complete this page**

## K. Certification of Information and Submission of Application

1. You must verify your email account. Go to the email inbox of the email account you used to create your Apply Texas profile and verify your email account
2. If you did not get a verification email, check the **Resend email verification box** and click **Resend verification**
3. Continue with certification of information by checking the remaining 3 boxes
4. Read THECB acknowledgement section and select **YES or NO**
5. Click **Save and proceed to application submission**
6. 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. The application ID number will be helpful if you may have any questions regarding your application.