

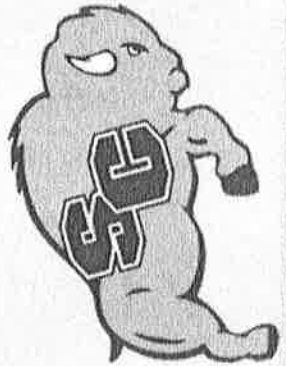
Clemens High School Dual Credit Fall 2024

WHAT IS DUAL CREDIT?

The Dual Credit program allows eligible students to earn free college credit through Northeast Lakeview College (NLC), while taking college-level classes on the high school campus. Students can take up to 14 courses. To be eligible, students must apply to NLC @goapplytexas.org, complete and turn in Student Consent Form, complete the Alamo Enroll modules, and qualify with PSAT, SAT, or TSI test scores.

FOR MORE INFORMATION:

Contact: Frank Martinez, Clemens Dual Credit Coordinator @ fmartinez@scuc.txed.net



IMPORTANT DEADLINES

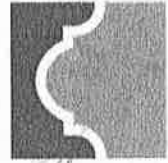
* **February 9th, Friday:** Complete the "Go Apply Texas" application @ goapplytexas.org or scan QR code.



* **February 20th, Tuesday:** Complete the Student Consent Form & return it to Mr. Martinez, Room H206 or you may scan documents and send them by email to fmartinez@scuc.txed.net

* **March 1st, Friday:** Complete all the Alamo Enroll Modules

**Students will then be contacted, if necessary, a time and date to setup TSI Testing on campus.



ALAMO
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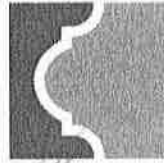
NORTHEAST LAKEVIEW COLLEGE

Clemens High School Dual Credit

Fall 2024

BENEFITS OF DUAL CREDIT

- ❖ Students may earn up to 42 hours of free college credit
- ❖ Free of charge to Clemens students
- ❖ Textbooks provided
- ❖ All courses taught at Clemens
- ❖ Courses reduce overall time and tuition/costs to complete college degree
- ❖ Courses increase the likelihood a student will enroll in and complete a college degree
- ❖ College and university graduates can enter the workforce earlier and begin earning wages/salaries or continue in graduate school
- ❖ Military pay grade is higher with college hours
- ❖ Access to Northeast Lakeview College facilities
 - ❖ Library, gym, tutoring services, café/cafeteria, bookstore
- ❖ Earn 10 points on overall course average for GPA calculation
- ❖ No AP exam to receive college credit
- ❖ Advanced courses elevate college applications
- ❖ Courses prepare for future, rigorous college classes
- ❖ Highly qualified teachers
 - ❖ Teachers are qualified by the college as adjunct instructors at NIC
- ❖ Smaller class sizes



ALAMO
COLLEGES

NORTHEAST LAKEVIEW COLLEGE



2024-2025 Dual Credit – ApplyTexas Guide

Start by entering goapplytexas.org into your web browser

1. Sign up with a new account

- a. Click the navy blue 'Create Account' button twice
- b. Create a username, enter personal email, and password
NOTE: ensure you can access the personal email you entered as you will be sent an email shortly after creating your account and will need to verify your email.
- c. Click 'Sign up'
- d. Open your email and follow instructions to verify your ApplyTexas account
- e. Return back to ApplyTexas account and click 'Continue'
- f. Enter the username and password your just used to create your ApplyTexas account
- g. Record your Apply Texas Username and Password for future reference.

2. Edit and Complete your Profile

- a. Click on the navy blue "Edit Profile" button under Edit your ApplyTexas Profile section
- b. Complete each of the 9 profile pages bulleted below. Once each page is complete you can move to the next section by clicking on the "Next" button at the bottom of the page. Please complete the fields labeled with a red asterisk as they are required to move to next section.
 - o **Name and Social security number:**
 - If you know your Social Security Number or can easily access it, please enter it in the SSN box. SSN's are not required information at the college, but we highly recommend entering it so your account is easily identifiable
 - Enter last and first name
 - o **Background:**
 - Enter you date of birth in MM/DD/YYYY format
 - Enter city, country and state of birth
 - At the bottom of this page you will be asked to verify your name and date of birth. Please review the information you entered and if correct, please click on the checkbox that reads "Yes, they are entered correctly"
 - o **Citizenship:** Answer required citizenship questions
 - o **Permanent Address:** Enter permanent address, city, country and state (some addresses may need verification, please use this option, if asked) and zip code.
 - o **Physical Address:** Only complete this section if your physical address is different from the one used in Permanent address section above.
 - o **Phone Numbers:** Enter preferred contact phone number and type of number (ex: cell, work, home)
 - o **Emergency Contact:** Enter emergency contact last name, first name and contact phone number
 - o **High School/Secondary School:**
 - Use the search box to search for ONLY the high school you are currently attending. You do not need to enter previous high schools if you transferred in to your current high school during 9th-12th grades.
 - Enter expected graduation date. The day isn't as important as the month and year of graduation.
 - o **College History:**
 - For the purpose of this application please answer NO to the "Have you taken any college courses" question.
 - Answer question regarding consent to contact
- c. Click 'Done' once you have completed all 9 sections of the profile

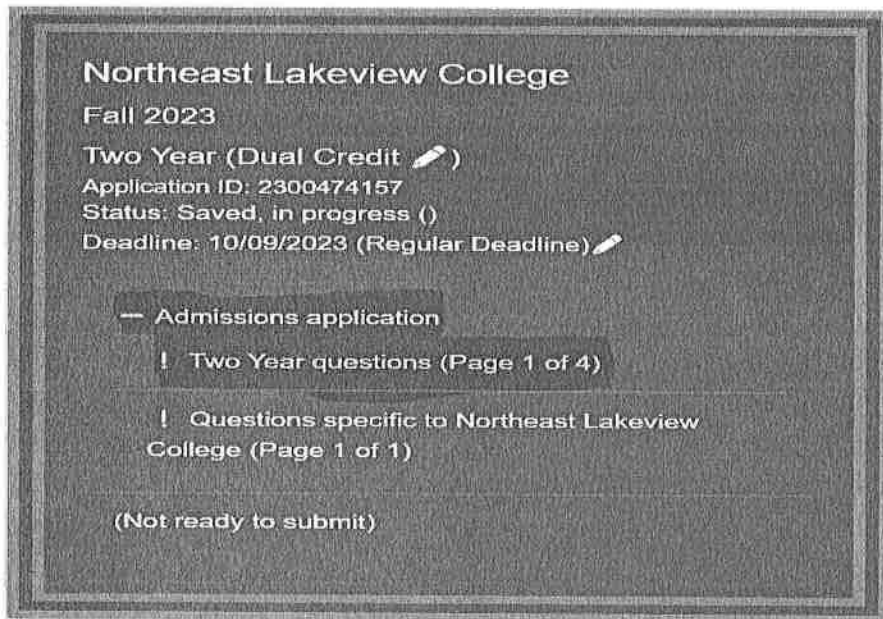


3. Start an application to a school

- a. Click on the navy blue 'Start/Edit Applications' button to start a new application
- b. Click on 'Start a New Application'
 - o Select "Select Two-year community/junior college
 - o Select 'Northeast Lakeview College (Universal City)' as the **institution to which you would like to apply**
 - o Select "Two Year" as the **application type**
 - o Select 'Fall 2024' as the **semester**
 - o From the drop down, menu under "Select your major," find the header in bold that most closely matches your high school endorsement and under it you will select "Dual Credit"

NOTE: Do not select any other major. Selecting dual credit will allow Northeast Lakeview College to search for your application. Making other selections here will place your application amongst all other first time in college and transfer applications which the college may not be able to differentiate.

 - o Select "Regular deadline' under **Deadline options**
 - o Click on the navy blue "Select choices and start application' button
- c. Click on navy blue "Select choices and start application"
- d. You will now be taken to the "My applications" landing page. Scroll down and click on 'Two-year questions (Page 1 of 4) that will look like the blue and green box shown below. Complete each of the 4 pages bulleted with instructions below. Once each page is completed move forward to the next page by clicking on the grey arrow at the bottom of the screen. Please complete the fields labeled with a red asterisk as they are required to move to next page.

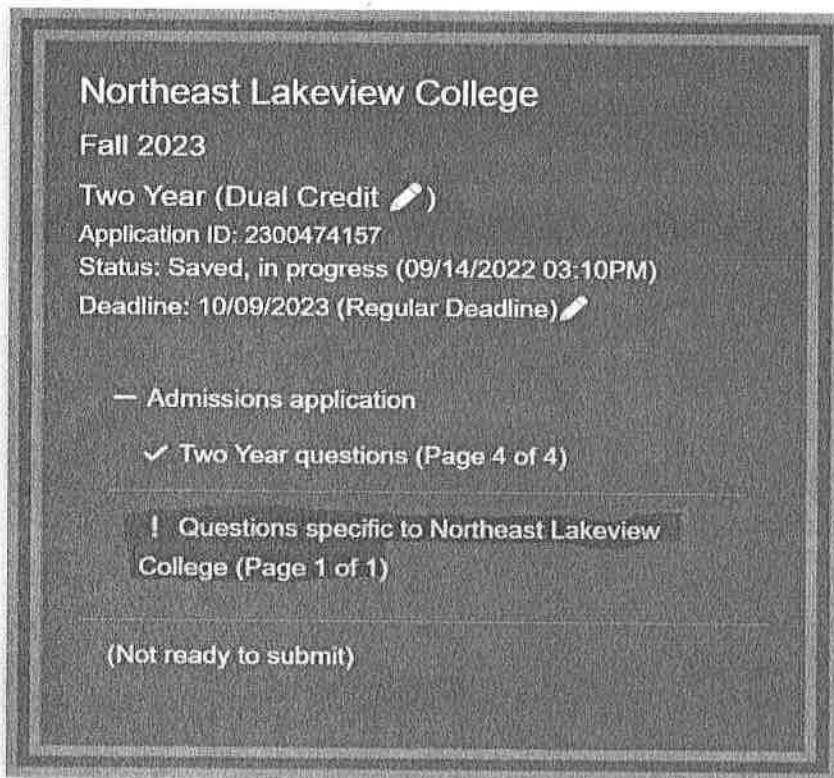


- o **Education/Background Plans (Page 1):** *Answer all sections with a red asterisk*
 - There are a handful of required questions you must answer relating to parent/guardian name, living status, foster/adoption placement, homeschool
 - For required question asking "on what basis you are seeking admission," select 'Dual Credit (receiving both high school and college credit)' as your answer from the drop-down box.

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



- For required question asking “primary reason for attending classes,” select ‘Earn credits for transfer’
 - Next you will select from the drop-down boxes a response for “parent/guardian education level and relationship to you”
 - Then there are required questions asking about “residency” status and dependency. Please answer the questions marked with a red asterisk to the best of your knowledge.
 - Once all the questions noted with red asterisk have been answered, you may click the “Next” button to move on to Page 2.
- **Extracurriculars (Page 2):** This page is not required. You may click the “Next” button at the bottom of the page to move on to the next page.
 - **Community Volunteer Service (Page 3):** This page is not required. You may click the “Next” button at the bottom of the page to move on to the next page.
 - **Awards/Honors (Page 4):** This page is not required. You may click the “Next” button at the bottom of the page to move on to the next page.
- e. Click ‘Done’ once you have completed all 4 pages of the Two-year questions. Once again you will be taken to the “My applications” landing page. Notice a checkmark on the section of the “Two Year questions” you just completed.
- f. Scroll down and click on ‘Questions specific to Northeast Lakeview College (Page 1 of 1) that will look like the blue and green box shown below. Complete each of the 4 required questions bolded as instructed below



- **Online Courses Only:** Answer “No”
 - **College Connection Senior:** Answer “No”
 - **CC-App at another institution:** Answer “No”
 - **CC-Alamo College First Choice:** Answer “Yes”. NLC is your only choice for dual credit at your designated high school.
- g. Click ‘Done’ once you have completed all 4 required questions on Page 1 of 1



- h. Click 'Submit this application' at the bottom of the blue box as shown below.



- i. Read the terms on the last page and certify and agree that you understand and agree that the college will keep your information on file, you will abide by Bacterial Meningitis vaccination requirements of the college and that you will abide by the policies, rules and regulations of the college. Once reviewed, click on each of three respective check boxes.
- j. Provide consent or deny consent for the Texas Higher Education Coordinating Board to contact you regarding your application you just submitted, by clicking 'Yes' to provide consent or 'No' to deny consent.
- k. Click the navy blue 'Submit' button
- l. You will know that your application has been submitted when the screen shows confetti falling and you see a submission confirmation along with an application number.**
- m. Write down your application number as you will need it to complete your dual credit paperwork to be turned in to your high school dual credit coordinator.**



High School Programs Student/Parent Consent Form

Entering program as a: 9th Grader 10th Grader 11th Grader 12th Grader

Banner ID: _____ Birth Date: _____ Entry Term: Fall 2024

If available, indicate your Apply Texas Application ID# if you are entering this program as a first time student: _____

Please select all student type options that apply:

Public School Home School¹ Charter/Private School Alamo Academies SAISD Phoenix (SAISD only)

School/Organization Name: Samuel Clemens High School School ID: _____

Name: _____
(Please Print) Last First MI

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Student Personal Email: _____ Parent/Guardian Personal Email: _____

Parent/Student Consent for Release of Information and Participation in the School Program for the duration of the student's School career.

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

The College:

- Will be authorized to obtain and use, for program purposes, the student's High School (herein called School) records, including, without limitation, parent residency information (if necessary), transcripts, test scores and grades to determine eligibility, and behavioral and disciplinary information. College is also authorized to share student records information with School. Information will be shared from School to College and/or College to School via a secure electronic transfer of documents containing student information.
- 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 District relating to educational records will be confidential and Alamo Colleges District 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 School 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 District 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 Colleges District is neither able nor required to provide the level of disability support services offered through the School. For a student to receive disability support services at the College, the School student 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 School dual credit liaison to complete the student's file.
- Instructor will inform the student of academic progress/grade status at the third week and at mid-semester.
- 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 School Program.
- Submitting this consent form and/or School course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the School 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 School.
- Courses will be more academically challenging than traditional School courses, will include different requirements and a separate grade for each course.
- Courses held on the College campus (all instructional methods apply) may contain a mix of both 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 School.



High School Programs Student/Parent Consent Form

6. Grades are awarded on a 4.0 scale at the College, and the School will convert them to the School letter grades according to its procedures.
7. Grades earned in dual credit courses are based off the instructor's evaluation of the student's progress, the College grade may be different than School grade, will become part of the student's permanent academic record, and will be reflected on the College transcript.
8. 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.
9. 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 School transcript will not be considered.
10. 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. If for any reason my child is not attending the dual credit class at the School regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students).
11. Students underperforming are encouraged to withdraw the course before the Last Date to Withdraw deadline, after conferring with a counselor. If student remains in course after the Last Date to Withdraw, they will be awarded the grade earned.
12. Students are responsible for knowing and adhering to the Last Date to Withdraw deadlines for withdrawal on the Alamo Colleges District Academic Calendar, accessible at <http://alamo.edu/calendars/>.
13. Students are expected to meet academic standing as defined in the College catalog to continue in any of the School Programs offered through the Alamo Colleges District.
14. Student struggling to maintain a passing grade will be provided with options for the student's successful completion or be advised by the instructor, School counselor, assigned School staff, or the College academic representative on consequences of withdrawing the dual credit course in order to minimize future problems related to admissions, financial aid, and scholarships.
15. 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 School Program. Any disciplinary action will become part of the student's education record with the College district.
16. 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 transferable to the College/university the student plans to attend.
17. 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.
18. The School Program is now available for students in grades 9-12, as dual credit courses are available at your School.
19. Students who choose to take regular college courses outside the School 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. Any college credit earned is strictly college credit and is part of any School Program agreement. Please work with the College's Admission Office for the admission process and deadlines.
20. Excluding Early College School, all students enrolled in School Programs may not exceed a total of 14 courses throughout their time in School.
21. Students may participate in one or more School Program (Dual Credit and Alamo Academies or Early College School and Alamo Academies) provided that they do not exceed a total of 14 courses throughout their time in School. Students pursuing this option will require special Academic Advising in order to ensure completion in at least one School Program.
22. Alamo Colleges District and the Colleges are not charging students tuition and fees, special program charges, textbook or instructional materials charges during their participation in any School Program. All associated cost will be waived and/or billed to the ISD/school per the adopted cost sharing model indicated in each ISD/Private/Charter school Memorandum of Understanding (MOU). *Home School students please review the information provided within the Home School Students section.*
23. For additional information on School Programs, please visit <http://www.alamo.edu/hsprograms>.

'Home School Students:

I understand that:

1. All of the statements above and below apply to all Home School students.
2. The course must have an equivalent (articulated) School course and must be approved by the parent and the College.
3. 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.
4. As stated in the annual Home School MOU, parents of students participating in any School Program will be billed \$100 per course and responsible for any special program charges, textbook or instructional materials charges applied to the student record per enrollment status. For payment deadlines and payment plan options, please visit <http://alamo.edu/district/business-office/>.
5. Instructional Materials charges are applicable on selected courses. Please confer with your College High School Programs contact for additional details.
6. Homeschool student must complete one academic year at the College.



High School Programs Student/Parent Consent Form

Alamo Academies Students:

I understand that:

1. All of the above and below statements apply to all Alamo Academies students.
2. Will follow the curriculum of the Academy Program of Study.

Student's Signature

Date

Parent or Legal Guardian Signature

Date

School Dual Credit Liaison/Dual Credit Counselor

Date

All listed policies are subject to change to accommodate State mandated rules and regulations.

State law gives you the right to request, receive, and correct information about yourself collected on this form. Alamo Colleges District do not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment programs or services.