NBHS/SAC Dual Credit Checklist School Year: 2022-2023

Dual credit courses for 2022-2023 will be offered through Northeast Lakeview College (NLC), a college within the Alamo Community College District. There are many steps in the enrollment process. Since these courses are offered through NLC, we must adhere to the deadlines set forth for each step. Missing deadlines will prevent you from participating in dual credit courses. Please follow the steps below carefully and in order. Reach out to Ms. Schultze for assistance. This information MUST be submitted for your enrollment to be complete. Please read all instructions before starting this process.

STEPS 1-10, including the final submission of all documents to the Google Form must be completed by FRIDAY, FEBRUARY 25th.

STEP	REQUIRED ACTIVITY/ DEADLINE	DETAILS
1	Complete the DC course selection sheet and submit to the office.	You are receiving this packet because you already did this step!
2	Apply to Northeast Lakeview College	There are both dual credit and college students applying to NLV. Your application needs to go to the dual credit office so it's important that you follow the directions for applying as a DC student. Use the step-by-step guide below to ensure your application goes to the Dual Credit office! APPLICATION: goapplytexas.org
	 **Record your username/password>>>> **After you complete Apply Texas, record your Application number>>>> 	STEP-BY-STEP GUIDE: 22-23Dual Credit-ApplyTexas Guide.pdf Apply Texas Username
3	Record your Banner ID# and ACES Username	NLV will process your application and email these to you. It can take several days. Check DAILY. Your Banner ID# is your Alamo Colleges' student ID. ACES is the computer system where you will access course material and complete required training modules. Banner ID:

4	Create ACES password and record on Student Information Page	Once you receive your ACES username via email, you can log into ACES. Follow the instructions for first time users to create a password: Your default password will be the first two letters of your last name, IN CAPS, followed by your birthdate in MMDDYY format.
	**Record password after changing from the default.>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	WEBSITE: aces.alamo.edu ACES Password:
5	Complete Go FAAR modules in ACES	INSTRUCTIONS: <u>Alamo Enroll Guide</u> WEBSITE: <u>aces.alamo.edu</u>
6	Complete the TSI Test Prep Modules in ACES	INSTRUCTIONS: <u>Alamo Enroll Guide</u> WEBSITE: <u>aces.alamo.edu</u>
7	Take a screenshot of the AlamoEnroll page showing tasks completed.	Once you complete the Go FAAR and TSI Test Prep Modules, your task list under 'AlamoENROLL" will show these steps completed. Take a screenshot of this page. You will upload to the Google Form (see last step) WEBSITE: aces.alamo.edu
8	Sign Northeast Lakeview AND NBHS Dual Credit Agreements	Student and guardian signatures needed. Please note all locations where signatures are needed. Upload to Notability, sign, and upload to Google Form (see last step). UPLOAD: NBHS & NLV Dual Credit Agreements
9	Complete NLC Residency Questionnaire	Upload to Notability, complete, and attach to Google Form (see last step). UPLOAD: Residency Questionnaire
10	Complete the GOOGLE FORM to finalize your registration	You will submit your Apply Texas information, ACES Information, a screenshot of your AlamoEnroll tasks, your signed agreements, AND residency questionnaire via the Google Form link below.
	DUE FEBRUARY 25th!!!!	UPLOAD ALL HERE by FEBRUARY 25TH https://forms.gle/nBMtNp3ijuZG2w4J7

TSIA2 TESTING

The final step is completing testing requirements (TSIA2 testing). Upon successful completion of the above tasks by the deadline, you will receive information on signing up. It is possible to be exempt from TSIA2 testing. Information on test dates or obtaining exemptions due to SAT/ACT scores will be sent upon receipt of your Google Form.