



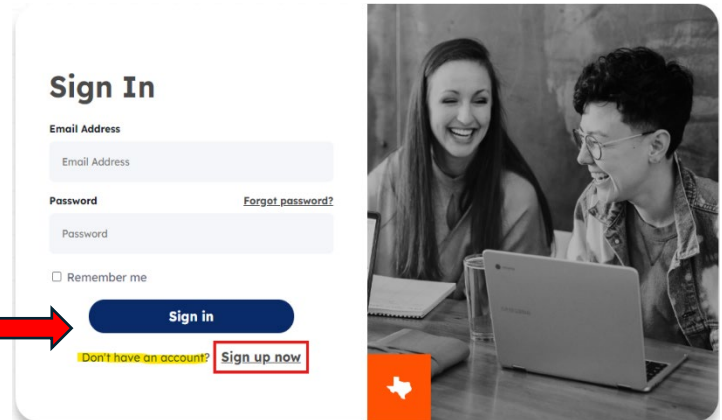
Dual Credit



ApplyTexas Guide for 2025-26

- Go to ApplyTexas website: <https://www.applytexas.org/>
- Create a new account by clicking on **“Create a free account”** button:
- Student(s) will confirm their identity by creating an account. It is **RECOMMENDED that students USE “PERSONAL EMAIL”** (such as Gmail, Yahoo, Hotmail, iCloud or other email) rather than using student’s school ISD email to receive verification code from ApplyTexas to authenticate the account.
- Next, Click on **“Sign-up Now”** to create a new account.
- Enter email address and **Click on “Get Code”**
- Look for email from **“Microsoft on behalf of THECB”** with the verification code:

Create a free account



***** This is time sensitive code, check your email quickly and enter code in Verification code field! *****

**** Use your LEGAL First and Last Name (on Birth Certificate), Correct Date of Birth, & Create a Password ****

Email *

Get code

First Name * Last Name *

Preferred first name Date of birth (mm/dd/yyyy) *

Confirm password *

Email *

Verification code

Verify code

Send new code

Create

PASSWORD Requirements:

Password **MUST** be 14-50 characters long.

Contain 3 of the 4 elements below:

Example: **Wildcats@nvcdc25**

- lowercase letters (a-z)
- Numbers (0-9)
- Symbols: (cannot use ! symbol)

@ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .

Click on **“Create”** button **AFTER** verification of email is completed



Write down your ApplyTexas USERNAME: _____

Write down your ApplyTexas PASSWORD: _____

STEP ONE: FIND THE RIGHT APPLICATION Process

CLICK on the **“Find the right application”** button to start your application.

Find the right application

Questions:

- Are you currently in high school or middle school - **SELECT: YES**
- Do you plan to apply to an undergraduate program, dual credit program or both - **SELECT: BOTH (more common for 12th grade students)**

Then Click **NEXT** button

3. Have you ever taken a college course? **SELECT: NO**
4. Do you plan to apply to an undergraduate program, graduate program or both? **SELECT: Undergraduate**

Then Click **NEXT** button

5. Are you a U.S. citizen? **SELECT: YES**

(If NO, answer residency questions that apply to you- Noncitizen students can still participate in Dual Credit Program)

Several college application options will display that student is eligible for, scroll down to the bottom of the page and Click on **"Start Core Questions"** button. Some information will auto-populate from username profile.

STEP TWO: CORE Questions

1. Your Name:

- a. Use **STUDENT'S LEGAL First and Last name on birth certificate** – *preferred name box is available.*
****Unless the student's name has been LEGALLY changed, do not use any other names. ****
- b. Be sure to click box to confirm the name entered is correct.

2. Contact information:

- a. Be sure to add designate person (parent/guardian) to be able to discuss your file
- b. Enter current phone number, email, and home address



3. Background demonstration information:

- a. **Enter gender found on birth certificate (Do Not Select "prefer not to say")**
- b. Enter race and ethnicity found on birth certificate
- c. Complete citizenship questions as they apply to student & student's SSN# on application

4. Military status: Status a current US military service-member, veteran, or dependent

- a. **Students from NON-Military families- SELECT: N/A**
- b. **Students from Military families, select an option that applies**

5. Foster Care: At any time in your life were you placed in foster care or adopted from Foster Care - Select answer that is applicable to student - **SELECT: YES or NO**

6. Language:

- a. Add any language(s) you speak in addition to English.
- b. If none, **Click NEXT** to continue.

HOUSEHOLD Questions

1. Parents or Guardians: current contact information & education level **(SKIP household income question)**

2. Emergency Contact Information: (add parent/guardian current name, email address, & phone number)

3. Texas Residency (Tricky Section): Answer questions related where student lives & parent/guardian(s) info.

- a. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? **SELECT: YES**
- b. If your parent or legal guardian is currently living in Texas, how many months (not including the years you entered above) have they been living here? **Type the month which you are completing this application in number form (ex: March=3, November=11)**
- c. Does your parent or legal guardian hold the title to residential real property in Texas? **SELECT: NO**
- d. Does your parent or legal guardian have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? **SELECT: NO**
- e. Has your parent or legal guardian been gainfully employed in Texas for the past 12 months? **SELECT: YES**

4. Family Obligations: are there any commitments student has to support their family or household?

5. Family Information: questions regarding immediate family (if applicable).



EDUCATION & TESTING Questions

1. High School Information

- Current High School – be sure to select campus in San Antonio, Texas region or surrounding areas
- Expected Graduation date: Enter **June 1, 202*** (year of graduation) Ex: **06/01/2026** (Senior)
- GED Information **ALL STUDENTS** - **SELECT: NO**

2. College History

- Have you ever taken any college courses? **SELECT: NO**
- Are you a freshman with previous college credit hours? **SELECT: NO**
- Did you take a tech prep course or courses for college credit? **SELECT: NO**



3. Future College/University Plans

- On what basis is student seeking admission? **SELECT: Dual Credit (receiving both high school & college credit).**
- Indicate primary reason for attending classes at this college – **SELECT: Earn credits for Transfer**

4. Advanced Certifications

- Do you plan to graduate with an IB (International Baccalaureate) diploma? **SELECT: NO**
- Do not select any preprofessional programs**
- Will you seek teacher certification? **SELECT: NO**



5. Entrance Exams

- ACT – SELECT YES (if taken & provide date of exam) or SELECT NO (if not taken)**
- SAT – SELECT YES (if taken & provide date of exam) or SELECT NO (if not taken)**
- TOEFL – SELECT: NO** (exam taken by international students only)
- IELTS – SELECT: NO** (exam taken by international students only)

ACTIVITIES & ACHIEVEMENTS Questions - (Please SKIP these questions**) – Click NEXT to complete.**

STEP THREE: SEARCH FOR SCHOOLS

- In the search tab, enter “**Northwest Vista College**”
- Make sure to **SWITCH** the “**Show only relevant applications**” **TOGGLE OFF** or campus will not populate.
- Application options will automatically populate for available terms
- SELECT** application: **UNDERGRADUATE Two-Year FALL 2025**
- Click on “**View Details**” to continue with application
- Click on “**Start Your Application**” button to continue
- Please NOTE – **Application deadline is MARCH 31st or earlier based on Dual Credit Program deadline set by ISD campus. (** Please reach out to Dual Credit liaison or campus counselor**)**
- Application Overview - Confirm your application is for the **Undergraduate (Two-year) • FALL 2025**

Search school
Northwest Vista College (X)

Start your application

Students will answer school-required questions and be sure to when done to review and submit applications.

Northwest Vista College
Undergraduate (two - year) • Fall 2025

Requires: X Essay X SAT/ACT Available: X Scholarship application ⓘ

App deadline	App opens	Avg. tuition ⓘ	Graduation rate ⓘ
Oct 06, 2025	Sep 01, 2024	--	--

[Save for later](#) [View details →](#)

Major Question:

Select a Major - **SELECT: DUAL CREDIT** (that applies to student)



SELECT ONE OF THE FOLLOWING	UNDER ONE OF THE FOLLOWING
First Choice Major SELECT ONE OF THE FOLLOWING	High School Endorsement
<ul style="list-style-type: none">Dual Credit - If student attends a public schoolDual Credit Home-School - If student is a homeschooled studentDual Credit Private School - If student attends a private/charter high school	<ul style="list-style-type: none">Advanced Manufacturing and LogisticsBusiness and EntrepreneurshipCreative and Communication ArtsHealth and BiosciencesPublic ServiceScience and Technology

School Required Questions

1. Online Courses ONLY - **SELECT: NO**
2. College Connection – Are you currently a high school Senior? (**SENIORS ONLY – SELECT: YES**); **ALL Non-Senior Students - SELECT: NO**
3. C-App at another Institution - **SELECT: NO**
4. CC-Alamo College First Choice – **SELECT: YES**, Then **Click NEXT**
5. ESSAY section, **Click NEXT** (no Essay required)

Review Application:

1. Click **Expand** on each section to review application information is correct.
2. If any changes need to be made to your application, **Click EDIT button**
3. If none, **Click NEXT**
4. Read ApplyTexas Terms & Conditions and **Click on “I certify” boxes** regarding Data & Privacy Policy & Requirements on Bacterial Meningitis
5. Consent to Be Contacted: **SELECT: YES**
6. Application Fee \$0 – **Click on BOTH boxes**
7. **FINALLY**, **Click SUBMIT button** to complete application
8. This response appears when application is submitted
9. Check the **DASHBOARD** at the top of the page to see submitted application to Northwest Vista College along with date.
10. Make sure to **WRITE down you 10-digit ApplyTexas Application ID number** to provide to your DC liaison

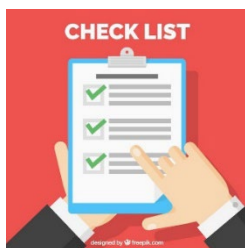


You completed all ApplyTexas steps!

Northwest Vista College
Undergraduate (2 year) • Fall 2025
Major: Dual Credit

App submitted: Oct 07, 2024

1 submitted applications



Next Steps:

1. Wait 3-5 Business Days to process ApplyTexas application.
2. Students will receive Banner ID & Username to email.
 - a. Student - Check email or contact DC liaison
 - b. DC Liaison – Check Database in AlamoShare
3. Complete Dual Credit Student Orientation (DCSO) in ACES via CANVA portal.
4. Submit Parent Consent Form and Title IX training modules.
5. Complete TSIA2 (Accuplacer), SAT/ACT, PSAT, or EOC STAAR scores for course eligibility.
6. Meet with your campus counselor regarding course(s) eligibility.

Undergraduate (two - year) • Fall 2025

Requires: Essay SAT/ACT Available: Scholarship application

Application ID 2403109786	Application fee \$0	Application opens Sep 01, 2024
SAT	ACT	Avg. tuition

