

2025 Dual Credit Checklist

In order to be eligible for Dual Credit, you must meet each of these deadlines. For any questions contact Mrs. Kohn (A114) or Mrs. Wade (counseling office)

Emails: sarah.kohn@nisd.net

melea.wade@nisd.net

Step 1: Apply for Admission Deadline: February 21st, 2025

Go to goapplytexas.org and complete the Apply Texas Online Application. You must forward the "Application ID #" email to sarah.kohn@nisd.net to complete this step.

Include your S# and graduation year in the email. Once application is processed, you will receive emails- one from ApplyTexas and three from Alamo Colleges. The first email from Alamo Colleges will include instructions and information for ACES and AlamoENROLL **START HERE** tab.

Step 2: Print or download your official PSAT Score Report from College Board.

Deadline: March 7th, 2025

Turn it in to Mrs. Kohn in A114 or email it to sarah.kohn@nisd.net Make sure to include your "S number" as a part of the subject line.

Step 3: Dual Credit Student Orientation Including Alamo ENROLL modules (Go FAARR and TSI Test Prep) Deadline: March 28th, 2025

Once you have received your email from Alamo Colleges with your ACES information, go to <https://aces.alamoedu> . Log into ACES and find the START HERE tab at the top of the page. If you haven't received this information and applied at least two weeks previously, go see Mrs. Kohn (A114) or Mrs. Wade (Counseling office)

Step 4: Register for the TSI Test with Ms. Smith in the counseling office.

Deadline: 2 days prior to TSI test date

If you were TSI exempt from your PSAT, you do not need to do this step. Once you have completed the first three steps, you can register for the TSI test. It is \$14 in cash or check made out to Earl Warren High School.

Step 5: Take the TSI. Testing dates at Warren: To Be Determined

Deadline: May 17th

If you were TSI exempt from your PSAT, you do not need to do this step.

Step 6: Register for your Dual Credit courses.

When you meet with your counselor to choose courses, be sure to let them know which dual credit classes you want to take.

Dual Credit Website: <https://www.nisd.net/warren/academics/advanced-academics>

STEP ONE: Apply Texas Online Application

(DUE: February 21st 2025)

Students must apply to Northwest Vista College in order to take a dual credit course. Detailed resources for completing the Apply Texas Online Application are linked in this document and can also be found on the Warren Dual Credit website. Please do not wait until the last minute to complete the application, or you may miss future deadlines!

Step by Step Instructions: [Powerpoint Format](#) [Clicksheet Format](#)
Warren Dual Credit Remind: Text @whsdual25 to 81010 to subscribe
Warren Dual Credit Site: [Advanced Academics Website](#)

CREATE USER ACCOUNT

1. Access the Apply Texas Online Application at applytexas.org.
2. Create your USER ACCOUNT with Apply Texas. Record the email account used, username, and password for future reference. DO NOT use your NISD email as you cannot receive email from outside of the district. Use a personal student email that gets checked regularly, not a parent email, since students will have to check this account later for emails from Apply Texas and Northwest Vista.

Apply Texas Email Account Used (*MUST be an account you check frequently!*)

Apply Texas Username _____

Apply Texas Password _____ (suggest WHS your 4X4* as your password)

CREATE NEW APPLICATION FOR ADMISSION

1. After creating a user account, begin a new 2-year college admissions application.
2. Use the detailed [APPLY TEXAS INSTRUCTIONS](#) linked above—Screen Shots with Instructions. View this from a computer, NOT a phone.
3. Record your Application ID number for future reference: _____. You will need this for your Parent Consent Form. (If you did not get a number, you did not complete the application. This is separate from the Apply Texas Profile).
4. PRINT page 1 of your application or forward the email you receive from ApplyTexas with the Application ID number in the subject line. Include your "S number." Submit this print out to Mrs. Kohn in A114 or email it to sarah.kohn@nisd.net by February 21st, 2025.

<<<< This step is not complete until you give/email Mrs. Kohn the copy of Page One of your application or a copy of the email from ApplyTexas with your Application ID number as the subject.
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STEP TWO: Email (or Print and Turn in) your Official PSAT Score Report from College Board

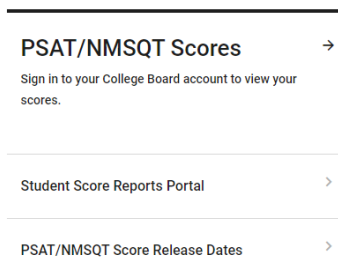
(DUE: March 7th, 2025)

Students can be [exempt from taking the TSI](#) if they scored high enough on their PSAT, SAT, or ACT. Because of this (and partial exemptions), every student (except current middle school students) needs to turn in their official PSAT score report regardless of score for [review](#). You need to log onto your College Board account and download the actual score report. You can either attach it to an email and send it to sarah.kohn@nisd.net or print it and turn it into A114. Please include your name and "S number" when submitting it (either as the subject line on an email or written on a print out).

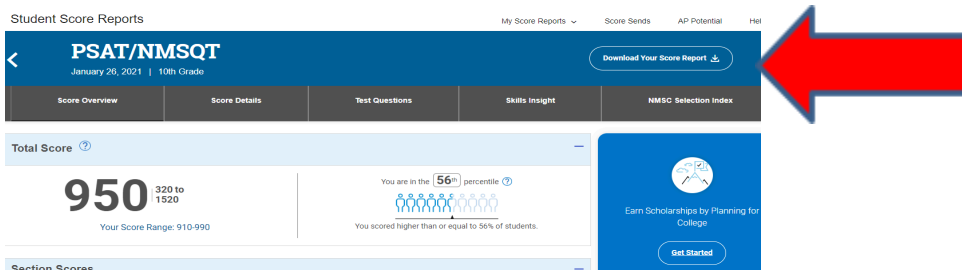
*****If you did not take the PSAT, send an email stating that fact to complete this step.*****

Current Middle School students can skip this step entirely.

1. Go to www.collegeboard.org and Log in
2. Click on PSAT/NMSQT and scroll to the bottom of the page.



3. Choose Student Score Reports Portal.
4. Scroll down to the PSAT/NMSQT and click on the report.
5. On the top right hand side, download your score report.



6. Attach the downloaded score report to an email. Send it to sarah.kohn@nisd.net. Put your (student) name and S number as the subject line. (Or, print and turn into A114).

STEP THREE (Part One): Access NVC ACES Account

(DUE: March 28th, 2025)

ACES is your student account through Northwest Vista College; it gives you access to your college records and other important information. Approximately, 3-5 days after your Apply Texas Application is submitted and approved, you will receive an email with your username, temporary password, and banner ID. The email will be sent to the email account you provided in your Apply Texas Application and comes directly from NVC. You will receive it from an "@alamo.edu" account. If you do NOT receive the email, the STUDENT, not the parent, may call the Northwest Vista HelpDesk (210-486-4777) during business hours.

****If you used your NISD student email, you will not receive the email as it will be blocked****

****The login for ACES is DIFFERENT than the login for ApplyTexas****

The ACES site is login.alamo.edu

TEMPORARY PASSWORD AND CHANGING YOUR PASSWORD

- Your temporary password is the first two letters of your last name, in CAPS followed by your birthday in MMDDYY format.
- Once logged in, reset your password. Your new password must contain a special character. We recommend you use the hashtag symbol (#) followed by your 4x4.
EXAMPLE: John Smith, Date of Birth: March 18, 2003, Last four of SS#: 6789
Default Password: SM031803
New Password: #smit6789
- Click on the SAVE CHANGES button.

My Account Return to Full Page

Change Password

Please enter your current password and new password

Current password:

New password:

Confirm password:

Change Session Timeout

Session timeout: 180 You may not change your session timeout.

Password Requirements

- *Minimum password length is 8.
- *Maximum password length is 20.
- *Password must contain a letter
- *Password must contain a digit
- *Password must contain a special character "%\$@*_"

Save Changes

- Then click on the purple link [CLICK HERE TO PROCEED](#).

RECORD YOUR ACES USERNAME and PASSWORD for future reference

ACES Username _____

ACES Password _____ (suggest #4x4 password)

STEP THREE (Part Two): Complete AlamoENROLL

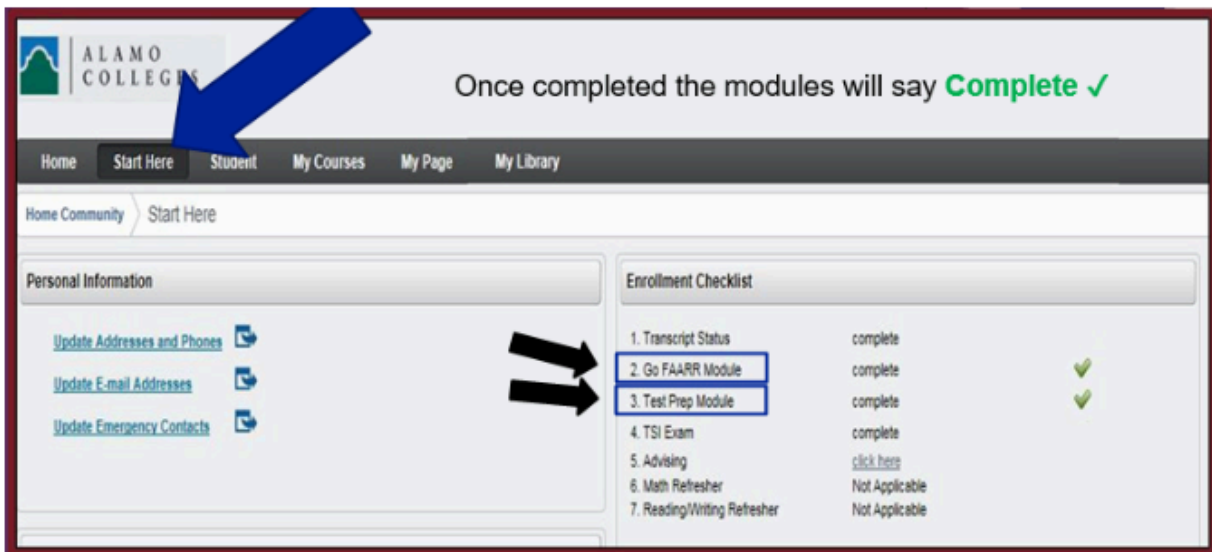
(DUE: March 28th, 2025)

Students must log in to their [ACES](#) account and complete the GO FAARR and TEST PREP modules (AlamoENROLL). These completed modules are required before you may submit payment for the TSI test.

To access the modules,

1. Log in to your [ACES](#) account.
2. Click the **START HERE** button located at the top of your screen.
3. In the middle of the screen is a section called **ENROLLMENT CHECKLIST**. Items 2 (Go FAARR Module) and 3 (Test Prep Module) will have a blue **ENROLL** button.
4. Click the **ENROLL** button to activate the module. Click the **INCOMPLETE** link to access the module content.
5. After viewing all the content in the module, click the **SUBMIT** button and the module will now appear as **COMPLETE**.
6. Repeat the above steps to complete the other module.

You must click through the entire module in order for it to show complete



This step is complete when the home page shows the GREEN CHECKS next to both modules (like the one above). DEADLINE to complete BOTH modules is March 28th, 2025.

Click here for [detailed Step by Step Instructions](#).

STEP THREE (Part Three): Dual Credit Student Orientation (DCSO)

(DUE: March 28th, 2025)

Students must log in to their [ACES](#) account and complete the online Dual Credit Student Orientation (DCSO) module. This module provides students an overview of the dual credit program at Northwest Vista College including how to access resources available to dual credit students.

You can also download the Canvas App to access all of this. [Apple](#) [Android](#)

For Instructions with [Screen Shots for the DCSO](#), please click here.

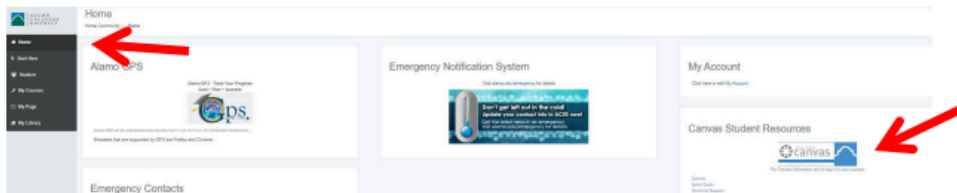
Click here for a video showing [how to complete the Dual Credit Student Orientation](#) via the Canvas App.

DCSO (Dual Credit Student Orientation)

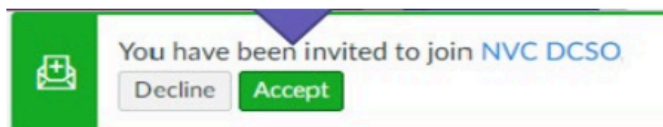
STEP 1: Login to ACES (<https://aces.alamo.edu/>)

If you have ANY trouble logging in to ACES, you will need to call the NVC helpdesk at (210) 486-4777

STEP 2: Click on the Home Tab and then on "CANVAS" icon on the far right.



STEP 3: Accept the Canvas User Policy, then click on "Accept" (green button) found in the notification at the top of the screen: "You have been invited to join NVC DCSO"



STEP 4: Click on the DCSO Course, and go through each section. It should not take longer than 15 to 20 minutes.

STEP FOUR: Register for the TSI Test

(DUE: 2 days before TSI Test Date)

Once you have completed steps one through four, you can register for the TSI test. To register, you need to make the \$14 payment to Ms. Smith in the counseling office and complete the TSI Exam form by the two days before the TSI test date. You may pay in cash or check made out to Earl Warren High School. You will need to bring the TSI Receipt along with a picture ID to the test. The test will take place in the language labs at Warren. It begins at the beginning of 1st or 5th period. You will be released to your normal schedule when you finish. If you know you are a slow test taker, you might want to bring your lunch that day.

Dual Credit Eligibility

Dual Credit Students can earn eligibility to take college credit bearing courses while in high school so long as they have eligible scores using one of four college-ready measures. **All test scores and verification documentation MUST be submitted by the last day of the academic school year.**

1 TSIA2
***This is the primary way to earn eligibility.*

Qualifying Scores

English Language Arts & Reading Essay ELAR Diagnostic	≥ 945 AND Essay ≥ 5 OR < 945 AND Diagnostic Level ≥ 5 AND Essay ≥ 5
Math Math Diagnostic	≥ 950 OR < 950 AND Diagnostic Level = 6

2 PSAT
***Can be used to earn a TSIA2 exemption*

Qualifying Scores

EBRW (English)	≥ 460
Math	≥ 510

Only the PSAT NMSQT is accepted for eligibility purposes. Scores from the PSAT 8/9 are ineligible.

When liaisons submit scores, they must submit the individual score reports for at least 20% of the total number of scores. ISRs can be found on the College Board K-12 Reporting Dashboard.

3 SAT & ACT
***Can be used to earn a TSIA2 exemption*

Qualifying Scores

SAT		ACT	
EBRW (English)	≥ 480	English/Reading	≥ 40
Math	≥ 530	Math	≥ 22

Students must request their scores be sent to directly to Northwest Vista College from their College Board account. NVC will not accept scores through any other submission method.

4 STAAR/EOC
***Should be used as a last option for eligibility*

Qualifying Scores

English II	4000+
Algebra I	4000 + AND a passing grade in Algebra II

Official Individual Score Reports for each student must be submitted. Transcripts (unofficial or official) for each student seeking to earn an exemption for Math must also be uploaded which shows a passing grade for Algebra II.

STEP FIVE: TSI Testing

(TESTING DATES: **To be determined**)

If you properly complete steps one through four and are not exempt from PSAT scores, you will take the TSI test for admittance to Dual Credit. Your test will be on **ONE** of the dates above. You will need to bring your TSI receipt along with a picture ID to the test. The test will take place in the language labs at Warren. It begins at the beginning of 1st or 5th period. You will be released to your normal schedule when you finish. If you know you are a slow test taker, you might want to bring lunch that day. If you choose to take the TSI 5th period, you will eat lunch during 4th period.

Upon completion of the test, you will get a printout with your results as well as a page showing the needed score for each class we offer. If you did not meet the score, you will have an opportunity to retest. More information will be given to you at a later time. **SAVE YOUR RESULTS; YOU WILL NEED THIS WHEN YOU APPLY TO COLLEGE AS A SENIOR.**

You can find [study materials for the TSI test](#) as well as information on the format and what to expect by creating an Accuplacer account and utilizing the numerous resources available including practice tests. The TSI includes the following sections: Math, Reading, Essay.

Feel free to email sarah.kohn@nisd.net if you have any questions.