

### Dual Credit Admission Checklist/Timeline

Date Completed	Timeline	Application Packet Item	Will Need Assistance From: Application Packet Item
	October 1 <sup>st</sup> - February 1 <sup>st</sup>  <b>EXTENDED TO FEBRUARY 28<sup>th</sup></b>	Apply online through <a href="http://www.applytexas.org">www.applytexas.org</a>  <b>Please record the following:</b> Apply Texas User Name: _____ Application ID #: _____  <b>NOTE: The Apply Texas Application ID does not guarantee your application was submitted. Please be sure to hit SUBMIT. Print out Good Luck notice after submitting your application.</b>  <b>To verify your application has been received by NVC; login into your STUDENT LOGIN on the Dual Credit Website. If you are able to login and view your information; your application has been received.</b>	<b>Parent</b>  Some questions on the application will require your parent to answer based on their information.  <b>NVC Enrollment Services Office</b>  You <b>must provide your social security number</b> on the application or it will not be processed. If you do not have a social security number, please contact NVC's Enrollment Office at 486-4176 before applying online.  Step-by Step directions for completing this application can be found on our website.
	October 1 <sup>st</sup> – April 15 <sup>th</sup>	Complete and submit the appropriate Dual Credit Forms  All necessary forms must be completed and submitted to the Dual Credit Office by the posted deadline. Forms are to be completed <b>ONLY AFTER</b> you have applied online and confirmed that we have received your application. All forms are available on the Dual Credit Website.  <b>NOTE: Submitting this form does not guarantee acceptance into the program. Eligibility for the program will be determined based off of a complete Admission Packet and Test Scores.</b>  <b>All students are to complete and submit the Dual Credit Enrollment Form.</b>  <b>If you are entering the program as a sophomore; please also complete and submit the Request to be in Dual Credit as a Sophomore Form.</b>  <b>If you are a returning student and meet the qualifications to take and want to take a third Dual Credit course; please complete and submit the Request to take a Third Dual Credit Course Form.</b>	<b>High School Counselor</b>  Your forms can be submitted to your High School Counselor; they will then provide them to the NVC Dual Credit Office  <b>Parent</b>  Your parent can mail the forms to the Dual Credit Office; <b>post date must reflect April 15<sup>th</sup></b> to be accepted:  Northwest Vista College Dual Credit Office, BDWK P8 G91 3535 N. Ellison Dr. San Antonio, TX 78251
	February 16 <sup>th</sup> – April 15 <sup>th</sup>	Take the Accuplacer  Only students who have accurately completed their online application by February 28th will be allowed to take the Accuplacer for the Dual Credit Program.  All students are highly encouraged to take	<b>High School Counselor</b>  Your High School Counselor will know when the test is available on your campus and will be collecting payment for the exam  Your High School Counselor will receive regular updates on Eligibility Status; please speak to

		<p>this test when it is scheduled on the high school campus.</p> <p>There is a \$15.00 charge for the exam. Payment must be made in a form of a check or money order, see your High School Counselor to make payment and for dates the test will be given on your campus.</p> <p><b>NOTE: Any student who chooses not to take this exam on the scheduled date at the high school or misses will be responsible for taking the exam at Northwest Vista College before April 15<sup>th</sup>.</b></p> <p>Eligibility will be determined by the Dual Credit personnel and Eligibility Status will be sent to the high school on a regular basis. Please speak with your High School Counselor to receive an update on your Eligibility Status.</p>	<p>your counselor to receive this information</p> <p><b>NVC Assessment Center</b></p> <p>If you need to make arrangements to take the Accuplacer Exam on our campus please call 210.486.4346 or <a href="mailto:jcortez31@alamo.edu">jcortez31@alamo.edu</a></p> <p>Be sure to inform the Assessment Personnel you are a Dual Credit student. You will need to provide your Apply Texas Good Luck notice as proof you have submitted your application. You will also need to provide a picture ID at the time of your exam</p>
	May 27 <sup>th</sup>	<p>Last Day to Re-Test through Accuplacer</p> <p>All students have six weeks after initially taking the Accuplacer to re-test in a specific area or the whole test if necessary. There is a \$5.00 charge for every portion of the test that is taken.</p> <p>Students must schedule and take their Accuplacer Re-Test at Northwest Vista College and report their new scores to the Dual Credit Office by May 27<sup>th</sup>.</p>	<p><b>NVC Assessment Center</b></p> <p>If you need to make arrangements to re-take the Accuplacer on our campus please call 210.486.4346 or <a href="mailto:jcortez31@alamo.edu">jcortez31@alamo.edu</a></p> <p>Be sure to inform the Assessment Personnel you are a Dual Credit student signing up to Re-Test through the Accuplacer. Provide the last test date you tested and indicate the portions of the exam you plan to take.</p>
	<b>IMPORTANT</b>	<p>High School Transcript</p> <p>Your High School Counselor will provide the Dual Credit Office your high school transcript to complete your file.</p> <p><b>NOTE: To ensure your High School Counselor is aware of your interest in the Dual Credit Program; please communicate your interest with your counselor and keep them up-to-date with your status as you complete the Admission Packet Process.</b></p>	<p><b>High School Counselor</b></p> <p>Your High School Counselor will provide your high school transcript to complete your file</p>