



Dual Credit Home School Checklist

1. **Complete ApplyTexas:** www.applytexas.org
Contact the High School Programs office for the Dual Credit ApplyTexas Guide; available upon request.
 - Home Schooled: Social Security Number must be entered to look up Banner and ACES ID
ACES student account can be accessed 3-5 business days after submitting ApplyTexas application.
2. **Contact the High School Programs Office 3-5 business days after submitting ApplyTexas.**
A High School Programs representative will assist with assigned student Banner ID and student ACES Username for accessing student account via ACES portal.
3. **Login to [ACES](#) to complete AlamoEnroll Modules under "Start Here" tab:**
 - Complete **Go FAARR Module and Quiz**
 - Complete **Test Prep Module and Quiz** prior to taking the TSI Assessment
**** Eligible SAT, ACT, or PSAT score(s) may exempt student from taking the TSI. Submit test scores to NLC Assessment Center or to the High School Programs email for verification. ****
4. **Schedule for [TSI Assessment](#) - Appointment Required**
 - AlamoEnroll Module(s) must be in **"Complete"** status, verify via ACES, prior to testing.
5. **Submit non-final Official High School Transcript, Notarized, with expected graduation date to High School Programs Office via email at nlc-hsprogramms@alamo.edu.**
6. **Bacterial Meningitis Vaccination Record**
 - [Upload BM Vaccination Record](#) via [ACES](#) – **MagnusSSO**, if taking course(s) on College Campus
 - Online Course(s) ONLY - Complete [BM Vaccination Online Waiver Form](#) and Compliance Form

**** Above tasks must be completed to proceed with Dual Credit On-boarding appointment via Eventbrite. ****
7. **Schedule Appointment with Dual Credit Personnel via [Eventbrite](#) to review and submit enrollment documents:**
 - [High School Programs Student/Parent Consent Form](#)
 - [Homeschooling Parent Invoice Registration Form](#)
8. **Home School Dual Credit Memorandum of Understanding (MOU) ** MOU is sent to the Homeschooling Parent via email from Alamo Colleges District Office after Homeschooling Parent Invoice Registration Form submitted. ****

Northeast Lakeview College		
High School Programs	Admissions & Records	Assessment Center
Location: Student Commons Bldg. STCM 217 Phone: 210-486-5799 Email: nlc-hsprogramms@alamo.edu Website: https://www.alamo.edu/nlc/academics/high-school-programs/	Location: Student Commons Bldg. STCM 101 Phone: 210-212-5266 Email: nlc-admissions@alamo.edu Website: http://www.alamo.edu/NLC/Admissions/	Location: Student Commons Bldg. STCM 227 Phone: 210-486-5177 Email: nlc-assessment@alamo.edu Website: http://alamo.edu/nlc/Assessment/
View Available Degrees:	Degrees and Transfer Advising Guides	