<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 25, 2019</td>
<td>Alamo ENROLL Ready, Set, Apply TX due (Apply TX, Go FAARR, &amp; TEST PREP MODULES IN ACES)</td>
</tr>
<tr>
<td>Monday, March 4, 2019</td>
<td>*Verification Form and School Roster (*New students only) and School Roster</td>
</tr>
<tr>
<td>Monday, March 25, 2019</td>
<td>Turn in Estimated Sections (Periods) per instructor for college course on high school campus</td>
</tr>
<tr>
<td>Monday, April 15, 2019</td>
<td>Parent Consent forms, Updated School Roster, &amp; Test Scores</td>
</tr>
<tr>
<td>Monday, June 10, 2019</td>
<td>Deadline to submit Re-test Results/Final School Rosters DUE</td>
</tr>
<tr>
<td>Monday, June 10, 2019</td>
<td>Fall 2019 Deadline for New Faculty Applications</td>
</tr>
<tr>
<td>Thursday, August 8, 2019</td>
<td>Submission deadline to complete New students registration &amp; Updated Verification form due (new students to your school/district only)</td>
</tr>
<tr>
<td>Monday, August 26, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Wednesday, September 11, 2019</td>
<td>Fall 2019 Census Date</td>
</tr>
<tr>
<td>Friday, November 15, 2019</td>
<td>Last Day to Withdraw for Fall 2019 (letter grade of “W” will be on college transcript)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Friday, September 13, 2019</td>
<td>Turn in Sections (Periods) per instructor for college course on high school campus</td>
</tr>
<tr>
<td>Friday, October 4, 2019</td>
<td>Spring 2020 Deadline for New Faculty Applications</td>
</tr>
</tbody>
</table>
| Friday, October 18, 2019 | Alamo ENROLL Ready, Set, Apply TX due  
(Apply TX, Go FAARR, & TEST PREP MODULES IN ACES)  
*Apply Texas for Spring 2020 opens September 16* |
| Friday, October 25, 2019 | *Verification Form and School Roster  
(*New students only) and School Roster* |
| Friday, November 8, 2019 | Parent Consent forms, Updated School Roster, & Test Scores              |
| Monday, January 6, 2020  | Submission deadline to complete New students’ registration  
& Updated Verification form due  
(new students to your school/district only) |
| Friday, January 10, 2020 | Deadline to submit Re-test Results/Final School Rosters DUE             |
| Tuesday, January 21, 2020| Classes Begin                                                          |
| Wednesday, February 5, 2020| Spring 2020 Census Date                                                 |
| Friday, April 17, 2020   | Last Day to Withdraw for Spring 2020  
(letter grade of “W” will be on college transcript) |
Apply Texas - Steps

Inform students to write down:
- Apply Texas Application ID#
- Email address used
- Username and Password

Students need to be cautious of how they enter their First and Last Name.

Social Security # is recommended not required. But if not entered, you cannot locate in the find Banner ID and Username ID Links.

Recommendations

Fall 2019 Due 2/25/2019

Create an Account
1. [https://www.applytexas.org](https://www.applytexas.org)
2. Complete all items in the My Profile tab
3. Ensure to select SAVE PROFILE when done
4. Record Apply Texas Username and Password for future reference

Note: You will receive an automated Email from Apply Texas titled “Your Apply Texas Profile.” This Email will be sent to the Email address you enter on your profile. The message will contain your Apply Texas username for future access to your application.

This Email is NOT verification that the application has been completed or submitted. Students will have 90 days after completing the profile to submit the application online.

Create an Application
1. Create a new 2 year college admissions application
2. Select: ST. PHILIP’S COLLEGE (San Antonio)
Apply Texas - Issues

- Student will be required to submit a NEW Apply Texas for the semester of entrance.
  - Example: Student applied for Fall, but doesn’t take a dual credit course. He/she must reapply if trying to take dual credit in the Spring.
  - Due to non-enrollment activity in Fall semester the current application becomes inactive in our college system.

- **Residency Status**
  - “O” Out of State students need to fill out the Dual Credit & ECHS Residency Questionnaire Form, and submit to SPC Admissions Office.
  - Military Verification Form student will need to submit Yearly to address their Student Hold (prevents registration if not addressed).
ACES

• What is ACES? It is your connection to access your college records and receive important information and deadline reminders.

• Go to https://alamoaces.alamo.edu

• If you have trouble logging in, seek your login information from your high school counselor/dual credit liaison or call the Help Desk at 210-486-2777.

• Student must wait to login until 3 to 5 business days after they submit their Apply Texas application.
Login to ACES

How do you get student Username and Banner ID?

• College Liaison can send you an Argos Report with Username and Banner ID.
  OR
• Get my *ACES User Name
• Get my *Banner ID Number
• *NOTE: Student will need to know the last 4 digits of their Social Security Number.

ACES DEFAULT PASSWORD

• First two letters of your last name, in CAPS followed by your birthday in MMDDYY
• Once logged in, reset your password, and write it down or take a picture.
Complete the Modules
Go FAARR Module and Test Prep Module

1. Click "Enroll" to activate module.
2. Click "Incomplete" link to access the module content.
3. Complete the Go FAARR module for dual credit (complete Quiz)
4. Complete the Test Prep module prior to taking the TSI Assessment (complete Quiz)**

**If the student is eligible with SAT, ACT, or STARR, then they DO NOT have to take Test Prep Module; but, still need to complete the GO FAARR Module.

NOTE: It can take 24 hours before the system marks them complete.
Verification Form

- **ONLY New Students** go on the Verification Form
  (DO NOT PUT RETURNING STUDENTS)
- Verification Form certifies that the high school will meet the following requirements:
  - Complete Apply Texas
  - GO FAARR
  - Completion of Pre-Assessment Activity (Test Prep)
  - TSI Assessment and/or alternative test to qualify for the program and course selection
  - Good academic standing at the high school
  - High school has Bacterial meningitis records on file
  - Unofficial high school transcript
School Roster

Due:
- Monday, March 4, 2019 - Verification Form and Preliminary School Roster due
- Monday, April 15, 2019 - Parent Consent Form, Updated School Roster, and Test Scores

<table>
<thead>
<tr>
<th>ADD DATE</th>
<th>ADD SCHOOL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner ID#</td>
<td>Student Name</td>
</tr>
<tr>
<td>1</td>
<td>90111246</td>
</tr>
<tr>
<td>2</td>
<td>90000125</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
Sections Per Each College Course at the High School Campus

College and High School section taught at the campus with dual credit students must match.

- Turn in Estimated Sections (Periods) per instructor for college course on high school campus
- Part of Term: 16 weeks OR DC 20 weeks

<table>
<thead>
<tr>
<th>Course</th>
<th>Part of TERM</th>
<th>Instructor</th>
<th>Campus</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1304</td>
<td>DC 20 week</td>
<td>Ramirez, Robert</td>
<td>Memorial ECHS*</td>
<td>2nd</td>
</tr>
<tr>
<td>ARTS 1304</td>
<td>DC 20 week</td>
<td>Ramirez, Robert</td>
<td>Memorial ECHS*</td>
<td>5th</td>
</tr>
<tr>
<td>ARTS 1304</td>
<td>DC 20 week</td>
<td>Ramirez, Robert</td>
<td>Memorial ECHS*</td>
<td>6th</td>
</tr>
<tr>
<td>EDUC 1300</td>
<td>DC 20 week</td>
<td>Young, Dannette</td>
<td>Memorial ECHS*</td>
<td>3rd</td>
</tr>
<tr>
<td>EDUC 1300</td>
<td>DC 20 week</td>
<td>Young, Dannette</td>
<td>Memorial ECHS*</td>
<td>4th</td>
</tr>
<tr>
<td>EDUC 1300</td>
<td>DC 20 week</td>
<td>Young, Dannette</td>
<td>Memorial ECHS*</td>
<td>7th</td>
</tr>
<tr>
<td>EDUC 1300</td>
<td>DC 20 week</td>
<td>Young, Dannette</td>
<td>Memorial ECHS*</td>
<td>8th</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>DC 20 week</td>
<td>Furness, Rachelle</td>
<td>Memorial ECHS*</td>
<td>1st</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>DC 20 week</td>
<td>Furness, Rachelle</td>
<td>Memorial ECHS*</td>
<td>2nd</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>DC 20 week</td>
<td>Furness, Rachelle</td>
<td>Memorial ECHS*</td>
<td>5th</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>DC 20 week</td>
<td>Furness, Rachelle</td>
<td>Memorial ECHS*</td>
<td>6th</td>
</tr>
<tr>
<td>ENGL 2323</td>
<td>DC 19 week</td>
<td>Miller-Sallese,  Genevieve</td>
<td>Memorial ECHS*</td>
<td>2nd</td>
</tr>
<tr>
<td>ENGL 2323</td>
<td>DC 19 week</td>
<td>Miller-Sallese,  Genevieve</td>
<td>Memorial ECHS*</td>
<td>3rd</td>
</tr>
</tbody>
</table>
Consent Form

Some Highlights (example):

- NEW Students ONLY
- Valid for the duration of the student’s participation in high school programs
- Filling out the form does not guarantee eligibility
- 1 year to contest final grade
- Cost Sharing Charge
- Student may not exceed a total of 14 courses
- Students are expected to meet Academic Standing as defined in the College Catalog to continue in any High School Program.

Fall 2019 Due 4/15/2019
Drop Before Census

Fall 2019 Census Date
Wednesday, September 11, 2019

Spring 2020 Census Date
Wednesday, February 5, 2020

- Submit the excel spreadsheet to your college representative before the deadline date.
- College courses removed before census date **will not affect student’s college record.**
Drop **After Census**

- **Fall 2019 Withdraw “W” Date**
  - Friday, November 15, 2019

- **Spring 2020 Withdraw “W” Date**
  - Friday, April 17, 2020

- Submit the DROP/ADD FORM to your college representative before the **deadline date**.

- Student will receive a grade of “W” on their College Record.
Dual Credit College Course(s) Opportunities for 9th - 12th

- 14 courses (42 college hours)
- Recommended order for Fall/Spring, but may be adjusted throughout their grade levels to meet the 14 courses allowed.
Dual Credit and Academy Students Can Be Mixed, but

- If the student is applying 9th or 10th grade they should apply as a Dual Credit student.
- In order to apply to any Alamo Academies Program student needs to be an 11th grader and meet their admissions (paperwork) requirements to the specific Academy Program.
- Please inform students wanting to be in both programs they cannot exceed 14 college courses.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>0</td>
<td>1 Dual Credit</td>
</tr>
<tr>
<td>10th</td>
<td>2 Dual Credit</td>
<td>2 Dual Credit</td>
</tr>
<tr>
<td>11th</td>
<td>2 Dual Credit and 2 Academy</td>
<td>2 Dual Credit and 2 Academy</td>
</tr>
<tr>
<td>12th</td>
<td>1 Dual Credit or Academy</td>
<td>No Longer Eligible</td>
</tr>
</tbody>
</table>

Total # 14
Alamo Transfer Advising Guides (TAG)

What is TAG?

• Transfer Advising Guides show the University’s degree plan and which courses the Alamo Colleges District offers.

• They also provide valuable information about special requirements or considerations for transfer (e.g., grade requirements specific courses, when is the optimal time to transfer, etc.).

http://myalamocatalog.alamo.edu/content.php?catoid=157&navoid=9481
• **Good Standing** - 2.0 and above; continue in the high school programs

• **Academic Probation:**
  • Academic Probation status is waived when students earn both term and a cumulative institution GPA of 2.0; otherwise, enrollment status will be Continued Academic Probation.
  • Students who fail to earn a minimum term institution GPA of a 2.0 while on Academic Probation may be placed on Academic Dismissal.

• **Continue Academic Probation**
  • After the first (1) semester term of Academic Probation Status, students may re-enroll at one of the colleges in the Alamo Colleges District on a Continued Academic Probation status after meeting with a college representative.
  • Students are limited to courses (must reduce load) and must meet a semester GPA of 2.0.
  • If a student does not meet the minimum academic standards for the semester enrolled, the student is placed on Academic Dismissal at all of the colleges in the Alamo Colleges District.

• **Academic Dismissal**
  • No longer eligible for any high school programs.

http://myspccatalog.alamo.edu/content.php?catoid=142&navoid=7701#Academic_Standing_and_Probation
How to request College Transcript?

**Step 1 - High School Counselor/Liaison**

- Student(s) have a Hold to prevent them from obtaining their Official College Transcript. In order to resolve, the Counselor/Liaison and/or student must submit the [Official Final High School Transcript](#) to SPC Records and Registration Office.
  - Drop off/mailed in person in a sealed envelope OR
  - TREX (electronic) High School

**Step 2 - Student**

- Once the [Official Final High School Transcript](#) has been submitted the student will login into ACES and request the College Transcript.
  - 1st time request of the Official College Transcript is **FREE**
  - After the 1st time request, student will be billed **$10.00** for each request after.

[How to Request for Transcript](http://www.alamo.edu/main.aspx?id=1173#transcripts)

Current Student – ACES

1. Log on to ACES
2. Select the "My Page" Tab
3. Select "Request Official Transcript" under "My Transcript & Records"

Official Transcript Requests
Cost Sharing - Instructor Charge

Course taught at High School

- College courses at the high school campus with ISD Adjunct Instructor
- **NO Instructor Charge**

Course taught SPC Online or Face 2 Face on the College Campus

- $100 per college course/per student for online or on college campus for DC/ECHS/Phoenix/Academy programs OR
- 80% or more of students form the same school enrolled per class section taught by an SPC Instructor: $2,800 per college course

Billing - based on Census Date enrollments
Cost Sharing - Stipends

How is Stipend calculated?
The Cost Sharing - Stipend is $600 for a minimum of 15 or more students per section taught by ISD - DC/ECHS Adjunct.

<table>
<thead>
<tr>
<th>HS Period &amp; College Class</th>
<th># of Students</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1302 - 1st</td>
<td>14</td>
<td>Not eligible for stipend</td>
</tr>
<tr>
<td>HIST 1302 - 2nd</td>
<td>27</td>
<td>eligible for $600</td>
</tr>
<tr>
<td>HIST 1302 - 3rd</td>
<td>32</td>
<td>eligible for $600</td>
</tr>
<tr>
<td>HIST 1302 - 4th</td>
<td>14</td>
<td>Not eligible for stipend</td>
</tr>
<tr>
<td>HIST 1302 - 5th</td>
<td>15</td>
<td>eligible for $600</td>
</tr>
</tbody>
</table>

How does the ISD receive the Stipend?
- The stipend is paid from Alamo Colleges District Accounts Receivable to the ISD/Charter/Private.
- ISD/Charter/Private can distribute out the funds in full/partial or non to ISD - DC/ECHS Adjunct.
- Stipends are based on Census Date enrollments

Please send all inquiries related to High School Programs Billing and Stipends to dst-hspcs@alamo.edu
Cost Sharing - Billing

• Billing is based on Census Date - Alamo Colleges District Accounts Receivable sends Invoice to ISD/Charter/Private

Important for Online or Face to Face College Courses ONLY:

• **Before Census Date:** If a student is enrolled in SPC Online and/or Face to Face college course, and leaves to a NEW High School before census date, the high school Liaison must notify their college representative to make changes in the college system to bill the correct ISD/Charter/Private.

• **After Census Date:** If a student is enrolled in SPC Online and/or Face to Face college course, and leaves to a NEW High School after census date the High School that was listed on Census Date will be billed.
Cost Sharing - Instructional Materials

- Instructional Materials (IM) is an online textbook imbedded into the SPC Online and/or Face to Face College Course.
- Alamo College District Accounts Receivable will bill ISD/Charter/Private after census date.
- Please send all inquiries related to High School Programs Billing and Stipends to dst-hspcs@alamo.edu

<table>
<thead>
<tr>
<th>Course</th>
<th>IM Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1301</td>
<td>$53.00</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>$93.00</td>
</tr>
<tr>
<td>BIOL 1406</td>
<td>$72.00</td>
</tr>
<tr>
<td>BIOL 1407</td>
<td>$72.00</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>$72.00</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>$72.00</td>
</tr>
<tr>
<td>CHEF 1205</td>
<td>$83.00</td>
</tr>
<tr>
<td>CHEF 1301</td>
<td>$72.00</td>
</tr>
<tr>
<td>CHEF 1345</td>
<td>$25.00</td>
</tr>
<tr>
<td>CHEM 1405</td>
<td>$72.00</td>
</tr>
<tr>
<td>CHEM 1407</td>
<td>$72.00</td>
</tr>
<tr>
<td>CRJ 1301</td>
<td>$61.00</td>
</tr>
<tr>
<td>MATH 1314</td>
<td>$83.00</td>
</tr>
<tr>
<td>MATH 1442</td>
<td>$66.00</td>
</tr>
<tr>
<td>MATH 1414</td>
<td>$72.00</td>
</tr>
<tr>
<td>MATH 2412</td>
<td>$66.00</td>
</tr>
<tr>
<td>SPCH 1311</td>
<td>$31.00</td>
</tr>
<tr>
<td>SPCH 1315</td>
<td>$31.00</td>
</tr>
</tbody>
</table>

Chart subject to change for Fall 2019 & Spring 2020
Course Agreements

What is a course agreement?

- It is an articulation agreement between the ISD and the College.
- The course agreement will be filled out by the college and sent to the ISD. It is signed by college personnel and the ISD Chair/Dean/Curriculum Specialist, and an ISD Finance Representative identified.

- The course agreement will lay out:
  - the syllabus for the college
  - will specify what textbook/Instructional Materials is to be used
  - will be good for 3 years from the date signed
  - Dual Credit and/or Early College HS
  - Taught at High School Campus, Online and/or Face to Face College Campus, etc.

Course Agreement Inquiries Contact:
Laura Flores (210) 486-2767
lflores274@alamo.edu
## Textbook Information

### Taught at HS Campus

- The College will maintain the same textbooks and editions for dual credit courses taught at the high school campus for a minimum of 3 years.
- Recommend:
  - Keep an updated spreadsheet with subject, textbook, edition, etc.

### SPC online or F2F college campus

- For courses in which dual credit students are placed into traditional College classes (online/face to face on college campus), the College selects the textbooks, instructional materials required, and no maintenance period is committed.
We have had a high volume of students contacting SPC DC Office that their current university is threatening to drop them from their college courses or not allowing them to enroll until they submit an SPC College Transcript.

After SPC DC Office researches the student’s record, we are finding that the student may have submitted Apply Texas but **NEVER enrolled in an SPC College Course as a Dual Credit student.**

The reason the university is asking for SPC College Transcript is due to the fact that their High School Transcript indicates the course as a Dual Credit course.

Students need to be informed what institution is granting them college credit (example SPC, UT OnRamps, etc.)
Graduating students exiting out of Dual Credit/Early College HS

• Students planning on attending Alamo Colleges after High School Graduation MUST RE-APPLY in Apply Texas as a High School Graduate (First Time in College application).

• If a student does not reapply as a High School Graduate (First Time in College) it can affect:
  • Number of Courses
  • Financial Aid
  • Unpaid balances that must be resolved to attend classes
  • Student will be dropped from their classes
Hiring Process

• If you have a candidate that you want to find out if he/she is eligible to become a Dual Credit Adjunct, we recommend emailing the **Department Chair** with the candidate’s full legal name and unofficial transcripts to review prior to submitting an application.

• All Dual Credit Adjunct applicants must be reviewed by the **Department Chair** for Academic (Core) and Career Technology Education (CTE).
Hiring Process for Qualified Applicants

• A hiring packet will be created by personnel in the college department. Candidate will need to submit official transcripts for the packet to move forward. Have the prospective candidate send their official transcripts to the department chair.

• The hiring packet must be approved by: Dean for Academic Success, Vice President for Academic Success, and the President of St. Philip’s College (this process can take 1 - 4 weeks).

• Candidate’s hiring packet will be forwarded to Human Resources.

• Candidate will receive an offer letter from Human Resources
  • Human Resources will contact applicants by phone and/or email.
QUESTIONS?