



St. Philip's College Dual Credit 2020 – 2021 Apply Texas Steps

Create an Account

1. <https://www.applytexas.org>
2. Complete all items in the My Profile tab
3. Ensure to select SAVE PROFILE when done
4. Your email is your Username – Check your email immediately as you MUST verify email.
5. PLEASE Write or Photograph Apply Texas:
 - Application ID: Located in the middle of the screen.
 - User Name: Located on the upper left side of the screen.
 - Password: The password you just created.



Note: You will receive an automated e-mail from Apply Texas titled “Your Apply Texas Profile.”

This e-mail will be sent to the email address you enter on your profile. This email is **NOT** verification that the application has been completed or submitted.

Create an Application under MY APPLICATIONS

1. Start a New Blank Application
2. Create a new 2 year college admissions application
3. Select Search for a college from Alphabetical list:
 - **ST. PHILIP'S COLLEGE (San Antonio)**

Select a Semester

Note: Choosing the wrong semester will impact the college's evaluation of your participation in the program.

1. **Fall 2020** – for classes beginning August 2020
 - **The regular deadline for Two Year Institution**
2. **Spring 2021** – for classes beginning January 2021
 - **The regular deadline for Two Year Institution**

Select a School

Select one of the bolded options for First Choice School: Select a major that aligns with your high school endorsement.

- Business and Entrepreneurship
- Creative and Communication Arts
- Health and Biosciences
- Public Service
- Science and Technology

Select a Major

Note: Choosing the wrong major may impact registration into your program's specific courses.

Select the First Choice Major: **DUAL CREDIT STUDENT**



- **Dual Credit** - If student attends a public school
- **Dual Credit Home-School** – If student is a homeschooled student
- **Dual Credit Private School** - If student attends a private/charter high school

Application Checklist

- Verify that you have selected the accurate application term (Fall 2020 OR Spring 2021), then continue.
- If the application term listed is incorrect, select “go back” to update the term.

Biographical Information

Note: **Your application ID is provided on this page. Write it down for future reference.**
The information on this page will auto-populate from the information you provided in your profile. Please scroll through and ensure all information listed is correct.

1. Although the SSN is optional, it is important for purposes of the identity your application and college record. Errors will affect your ability to retrieve your ACES and Banner ID.
2. Check for accuracy. Make sure the major listed is Dual Credit and confirm that your name and date of birth are correct. Select “Yes, my name and birthdate have been saved correctly” and save page.

Educational Background

1. To ensure the correct high school is loaded into the College's system for your high school, please utilize the **Find Your High School** search button.
 - Search Results will display high schools that match the school name you entered. From the list of results, select the high school with the correct name, address, and city.
 - Ensure to enter the month (**June**) and **YEAR** of your high school graduation.
 - **ISD/CHARTER/PRIVATE:** Are you a home school student? Answer **NO**
 - **Homeschooled:** Are you a home school student? Answer **YES**
2. Do you have a GED or have you completed another high school equivalency program?
Answer **NOT APPLICABLE**

Educational Information

1. Did you take a Tech Prep course or courses for college credit? Answer **NO**
2. Select **Dual Credit (receiving both high school and college credit)** as your answer.
Note: Selecting another option will affect your College's ability to consider your application for the program.
3. Select one of the following as your answer:
 - Earn credits for transfer



Residency Information

Answer all questions, unless, otherwise notified within the guidance provided in this section.

Note: If possible, have your parents or legal guardian guide you with the correct answers. The following questions will be about Taxes, Employment, and State of Residency.

- Answer **No** to the question seeking whether or not you file your own federal income tax.
- Answer **Yes** to the question seeking whether or not you are eligible to be claimed as a dependent by a parent or legal guardian.

Question 3a - If your parents/legal guardian have always lived in Texas,
Years/ Months: estimate their age and enter as answer

Question 3b - If your parents/legal guardian have always lived in Texas, select **ESTABLISH/MAINTAIN A HOME** as answer.

- **Go to College** - Your parent is only temporarily living in Texas to attend college and will be moving back out of state.
- **Establish/Maintain a home - Your parent lives in Texas and has established a permanent residence.**
- **Work Assignment** - Your parent is only temporarily living in Texas for a work assignment and will be moving back out of state.

Questions 4a and b, If your parent or legal guardian is a member of the U.S. military:

- NOT a dependent Answer Reset answer – Not Applicable
- If you are a dependent, please answer the questions correctly to reflect the true Home of Record.

Questions 5a and b are seeking whether or not your parent/legal guardian own their home/property and/or a business in Texas. Answer to the best of your knowledge if your parents/legal guardian are not with you.

Question 6a reference of "**gainfully employed**" is seeking whether or not your parents/legal guardian has worked or is currently working in Texas.

- Answer to the best of your knowledge if your parents/legal guardian are not with you.

Question 6b for example: Does your parent receive government assistance such as disability checks or food stamps?

- Answer to the best of your knowledge if your parents/legal guardian are not with you.

Question 7 Are your parents married? **Yes** or **No**?

- Answer **NO**: If you answered No, skip a. and b.
- Answer **YES**: a. select Gainfully Employed from the drop down menu if one of your parents has a job in Texas. and b. How many years have your parents been married? This is just an estimate. If your parents have been married all of your life, enter your age for the answer to this question.



Custom Questions

- Online Courses Only? - The answer is **No**
- Early College High School App - The answer is **No**
- College Connection - Senior - The answer is **No**, **DO NOT select Yes.**
- C-App at another Institution - The answer is **No**
- CC-Alamo College First Choice - The answer is **YES**

Certification of Information

Read/check off each section prior to submitting the application.



Notification of Rights under Texas Law: Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.



I certify that I have read and understand the [New Requirements and Important Information about Bacterial Meningitis](#)



If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

Information regarding **Bacterial Meningitis**.

Note: The Bacterial Meningitis process for Alamo Colleges is different for all dual credit students. **Please DO NOT submit Bacterial Meningitis information through Magnus.**
Public/Private/Charter schooled students: Seek guidance from your high school counselor/dual credit liaison to ensure you follow the correct process.

Financial Aid Information section:

Note: Dual Credit students do not qualify. Per Federal Student Aid, Basic Criteria for Eligibility, students must have obtained a high school diploma or General Educational Development (GED) certificate.

Submit Application

Click on the box and Select Submit Application Now.

Note: Status must be "Submitted". A status of "Saved" means that your application has not been sent to St. Philip's College.

Your next steps:

- Wait 3-5 days for your application to process
- Get Banner ID and Username ID
 - ✓ Student - SPC Dual Credit Office (210) 486 -2761
 - ✓ Counselor - email SPC Dual Credit Representative for Argos Report
- Complete Go FAARR and Test Prep Modules in ACES
- Take the TSI exam -OR- request your official SAT/ACT scores

<p>St. Philip's College Dual Credit Office Phone Number: (210) 486 – 2761 Website: http://www.alamo.edu/spc/dual-credit/</p>
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