

CHECKLIST

Dual Credit Application Process for Students NEW to the Program

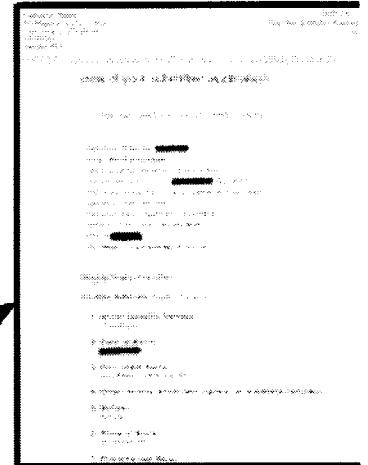
Keep this page for future reference.

Step 1: HHS Dual Credit Documentation and Signature Page

- Used to track all student information and requested courses.
- Return the form to Mrs. Pettis in B100 by **January 15, 2020**.
- Forms issued in History and/or Spanish 2 class and on website.

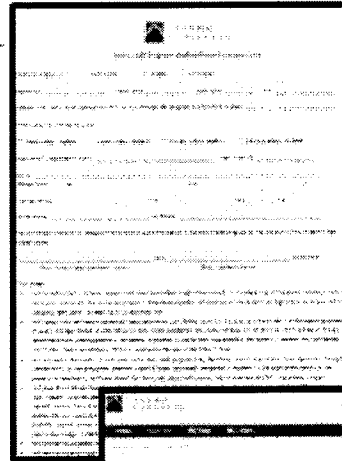
Step 2: Online Application with Northwest Vista College

- Found at applytexas.org. This must be done first in order to obtain the students Banner ID (college ID number).
- Registration Manual is supplied by Mrs. Pettis (in B100 and website).
- After the application has been submitted, students are to **PRINT** the first page of their application and **SUBMIT** it to Mrs. Pettis in B100.
- **DEADLINE: January 30, 2020**



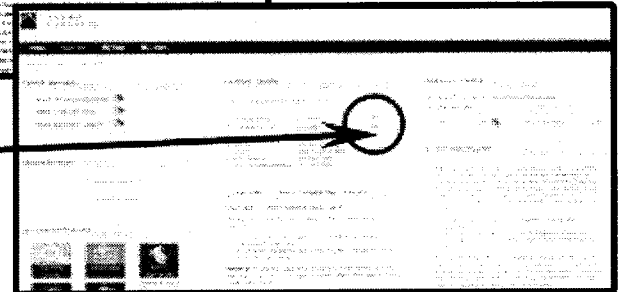
Step 3: Parent Consent Form

- A requirement of the college.
- Parent Consent Form is supplied in room B100
- Students will complete the form and **SUBMIT** it to Mrs. Pettis in B100.
- **DEADLINE: February 14, 2020**



Step 4: Go FAARR & Test Prep Modules

- Directions are included in the Apply Texas directions.
- Students will login to ACES to complete these modules.
- Once students have completed these modules, there should be GREEN CHECKS on the ACES home screen instead of the blue "Enroll" buttons.
- Students are to **PRINT** the home page that shows the GREEN CHECKS next to both modules.
- Students are to **SUBMIT** this page as verification that you have completed both modules to Mrs. Pettis in B100.
- **DEADLINE: February 14, 2020. You will not be allowed to take the TSI until we have this from you.**



Step 5: TSI testing (determines eligibility to take college level courses)

- Initial testing will be done at Harlan on dates that are **TBA** (beginning in March). Students will have the chance to re-test if their scores do not meet the minimum standard for the course(s) they are requesting.
- Students must **pay the \$14 TSI test fee by Feb. 21st** so we can schedule rooms. Payment can be made to Mrs. Pettis in B100 or during lunch on February 19th, February 20th and 21st. (Please bring exact change.)
- A student who does not pass the required areas will not be allowed to take dual credit. Each retest is also \$14.
- If the student does not retest at HHS on one of the after school retest dates, they will have to go to Northwest Vista to retest. All testing must be completed by **June 1st** and Mrs. Pettis must have score copies by **June 2nd**.

Step 6: Online Dual Credit Orientation (Through ACES/DCSO Course)

- **DEADLINE: March 31, 2020. Stop by B100 to show Mrs. Pettis that the orientation is complete.**