



# Smithson Valley High School Dual Credit Packet 2019-2020

DUAL DC CREDIT

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- THIS PACKET IS FOR STUDENTS NEW TO DUAL CREDIT AT SMITHSON VALLEY HIGH SCHOOL. IF YOU ARE ALREADY ENROLLED IN A DUAL CREDIT COURSE, YOU DO NOT NEED TO COMPLETE THIS PACKET.
- The Parent Information Meeting will be December 3rd at 6:00 pm in the SVHS Auditorium.
- The Intent to Apply/Class Choice Form (Form A) must be turned in to Mrs. Morrow NO LATER THAN DECEMBER 6<sup>th</sup> at 4:30 pm.
- The Parent Consent Form (Form F) and the Student Information Card (Form G) are due in Mrs. Morrow's office NO LATER THAN JANUARY 15<sup>th</sup>. Late Forms WILL NOT be accepted. Electronic forms will not be accepted.

Dear Prospective Dual Credit Student,

You have indicated a desire to enroll in a dual credit course offered at Smithson Valley High School. Be sure to carefully read all of the information that follows regarding the Dual Credit Program and the enrollment process. Please pay close attention to the required steps and due dates in this packet. Since many of these dates are set forth by the college, late forms cannot be accepted.

If you have additional questions after reading this packet, please contact Amber Morrow at 830-885-1052 or [amber.morrow@comalisd.org](mailto:amber.morrow@comalisd.org).

## **Dual Credit Program Information**

A Dual Credit Program allows **eligible** students to earn college credit for certain high school courses in which they are enrolled. Dual credit courses are high school courses that adhere to college-level standards.

### **What are some positive outcomes of dual credit?**

There are numerous advantages for both the student and the state in regards to dual credit. A few possible advantages include:

- Studies show that dual credit increases the likelihood that a student will complete high school, and enroll in and persist in college.
- Decreases cost of tuition and fees for students by accelerating time to degree.
- Contributes to the goals of closing the Gaps through greater participation and increased academic success.

**The primary purpose** of the Dual Credit Program is to enable students who meet the requirements to earn college credits while completing their high school education. A successfully completed dual credit course earns the student college credit which may be applied toward an associate degree and/or may transfer to other colleges and universities.

### **BE VERY SELECTIVE OF THE DUAL CREDIT COURSES YOU CHOOSE:**

#### **Universities' Acceptance of Dual Credit Courses**

It must be noted that each college or university reserves the right to

- (1) accept college credits for transfer credit from another college or university and
- (2) apply them appropriately to a student's transcript.

It is the responsibility of the student to seek information from institutions in which he/she desires to transfer concerning the acceptance of dual credit course work and its application to a degree in the desired major.

**Students are responsible for checking course compatibility when comparing DC courses from St. Philip's to other colleges/universities in Texas: [www.tccns.org](http://www.tccns.org)**

#### **Excess Semester Credit Hours (Undergraduate Funding Limit Rule)**

Excess semester credit hours attempted by a resident student are not funded by the State of Texas. State law defines excess semester hours as those hours which accrue after the student "exceeds by at least 42 hours the number of semester credit hours required for the completion of the degree program in which the student is enrolled."

This includes courses attempted at other Texas public institutions. As permitted by State law, many colleges/universities will recover the lost State revenue by charging higher tuition to students exceeding the semester credit hour limit. *Dual Credit classes are exempt from this statute.*

#### **Drop/Withdrawal from a Dual Credit Course AFTER the Withdraw Deadline**

If a student withdraws from a dual credit course after the published deadline, a "W" will be placed on their college transcript. The U.S. Department of Education has requested all colleges implement a Satisfactory Academic Progress Policy in order for students to receive financial aid. St. Philip's College and many other colleges/universities policy states a student may be put on suspension from financial aid due to a low college course completion rate.

Also, an undergraduate student is permitted a total of 6 dropped courses, including any course a student has dropped at another Texas public institution of higher education. After a student has accumulated 6 dropped classes, he/she will not be permitted to drop any class unless unusual circumstances exist.

#### **6-Drop Rule**

Students are limited to a total of six (6) course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete. These are the conditions:

- \*the student was able to drop without receiving a grade or incurring an academic penalty;
- \*the student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and
- \*the student is not dropping the course in order to withdraw from the institution.

Carefully consider the number of courses to take and the time commitment required to be successful. Students with a cumulative total of six (6) drops may not drop a course and will be awarded the grade earned at the end of the semester. A waiver may be available through the Admissions/Enrollment Services office. Contact information can be found in the left hand navigation bar under "contact information and hours."

Students should carefully consider the number of courses to take and the time commitment required to be successful. Students who have reached the six (6) drop limit and opt not to petition to excuse drops will be awarded the grade earned at the end of the semester.

#### **Failure of Students in a Dual Credit Course**

All students who are performing poorly in the dual credit course may be dropped from the college-level course within the first week or two of the semester by the published deadline to avoid future problems related to admissions, financial aid, and scholarships at institutions. ***Students who complete the college-level course but earn a D or an F will not be allowed to enroll in another dual credit course while in high school.***

#### **Tuition Rebates**

The State of Texas offers tuition rebates to qualified resident students who complete their baccalaureate studies in a timely manner. Students must complete their program in four years and within 3 attempted credit hours of their degree plan. This includes hours taken at other institutions and dual credit courses taken during high school. If you qualify, you may be eligible for a \$1,000 tuition rebate when you graduate.

#### **Special Note:**

Comal Independent School District is authorized to provide dual credit courses for eligible high school students on the basis of an articulated agreement between CISD and Alamo Colleges/St. Philip's College. This agreement requires that participating dual credit students abide by a set of policies, procedures, and timelines put in place by Alamo Colleges/St. Philip's College. Because Comal ISD has no jurisdiction or control over SPC policies, procedures, and timelines, when an issue arises, our ability to advocate on a student's behalf is often limited. In addition, SPC prefers to resolve issues by working directly with the student involved. Therefore, while CISD is eager to assist students whenever possible, we have found that the most effective student advocate is often the student, himself.

## REQUIRED DUAL CREDIT ENROLLMENT PROCESS FOR STUDENTS NEW TO DUAL CREDIT:

1. All students are encouraged to attend the Advanced Academics Information session/meeting on December 3rd at 6:00 pm in the SVHS Auditorium.
2. Complete the following IN THIS ORDER and check off as each item is completed:
  - ☐ SVHS New Dual Credit Student Intent to Apply/Class Choice
    - *Form A* (Attached) and is DUE BY December 6th to Mrs. Morrow in the Library
  - ☐ Apply Texas online college application for St. Philip's College
    - Instructions are attached (*Form B*)
    - You must include your social security number in the application in order to be issued a Banner ID from St. Philip's College. All colleges require this information, and if it is not included you will not be able to log in to your ACES account.
    - The Apply Texas application should be completed by December 19th
  - ☐ ALAMO Enroll ***\*Please note: The college must process the Apply Texas application (usually 24-48 hours, can take up to 6 days) before a student can log in to ACES.***
    1. Go to <https://alamoaces.alamo.edu/>
    2. Get your Alamo Colleges ACES ID and Password (*Form C* – Attached)
    3. Login to ACES (*Form D* – Attached)
    4. Complete the **Test Prep and Go FAARR Modules (*Form E*)**:
    5. Login to ACES at <https://alamoaces.alamo.edu/>
      - Click on the START HERE tab
      - Click on each Incomplete button to access the **Go FAARR** and **Test Prep** modules. You may take either module first, but **BOTH modules must be completed to enroll in DC courses.**
      - After each module is completed, a green check mark will appear. If you do not see the green check mark next to the module name, you have not completed the modules.
      - Review the important information on the START HERE tab.
  - ☐ Complete Dual Credit online registration by going to <https://goo.gl/forms/Q7IxiOKt3CzuJ6mt2>
  - ☐ Alamo Colleges –Dual Credit Program Student/Parent Consent Form
    - *Form F* is a two page document (Attached)
    - High school ID is your SVHS Student ID number
  - ☐ Complete the Dual Credit Student Information Card (*Form G* – Attached)
  - ☐ **STAPLE AND TURN IN the Dual Credit Checklist with FORMS F and G TO THE LIBRARY NO LATER THAN 4:30 PM ON JANUARY 15th.**
  - ☐ TSI TEST
    1. Students will be assigned a testing session. Sessions will be held during the school day January 22<sup>nd</sup> – February 14<sup>th</sup>.
    2. If your TSI test scores do not qualify you for the Dual Credit course you are interested in, you may retest once more at no cost. After the second attempt, you will be required to TSI test at St. Philip's College with St. Philip's exam charge (or another testing site of your choice).
    3. Students can study for the TSI test using the following:
      - Download the Study App: <https://accuplacerpractice.collegeboard.org/login> or Download the practice booklet: Go to <https://accuplacer.collegeboard.org/student/practice> and select *Texas Success Initiative Sample Questions*
    4. **PLEASE NOTE:** Students may be exempt from taking the TSI based on SAT/ACT/PSAT or EOC scores. Submit a copy of scores no later than 1/15/19. Exemptions are as follows:
      - SAT: Verbal 480+, Math 530+
      - ACT: 19+ on all sub scores with a composite of 23+
      - PSAT: Verbal 460+, Math 510+
      - EOCs: English III – 4000+, Algebra II 4000+

**Dual Credit Courses offered at Smithson Valley High School (NOTE: Courses can only be offered if SVHS has a qualified instructor and 15 or more students sign up for the course.)**

<b>St. Phillip's Course</b>	<b>Smithson Valley High Course Name</b>	<b>College Hours</b>	<b>Grade Levels that Can take the course</b>
ENGL1301 (Fall) ENG 1302 (Spring)	English III Dual	3 Fall/3 Spring – 6 hours total	11 <sup>th</sup>
ENG 2322 (Fall) ENGL 2323 (Spring)	English IV Dual – <b><u>This course is for students who took the dual credit English III course previously.</u></b>	3 Fall/3 Spring – 6 hours total	12 <sup>th</sup>
MATH 1414 (Fall) MATH 2412 (Spring)	College Algebra/Pre-Cal Track - Must have completed Alg. II. Math 1414 is a pre-req for Math 2412. Must earn a C or better on Math 1414	4 Fall/4 Spring total of 6 hours	11 <sup>th</sup> , 12 <sup>th</sup>
BIOL 2401 (Fall) BIOL 2402 (Spring)	Anatomy and Physiology of Human Systems Dual - <b><u>This course is for students who have completed the science graduation sequence.</u></b>	4 Fall/4 Spring – 8 hours total	11 <sup>th</sup> and 12 <sup>th</sup>
SPAN 1411 (Fall) SPAN 1412 (Spring)	Spanish III Dual – <b><u>This course is for students who took either PreAP or Regular Spanish II previously</u></b>	3 Fall/3 Spring – 6 hours total	10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup>
SPAN 2311 (Fall) SPAN 2312 (Spring)	Spanish IV Dual – <b><u>This course is for students who took the Dual Credit Spanish III course previously</u></b>	3 Fall/3 Spring – 6 hours total	11 <sup>th</sup> and 12 <sup>th</sup>
MATH 1314 (Spring)	Independent Study/College Algebra Dual – <b><u>Students must complete Algebra II prior to this course.</u></b>	3 Spring – 3 hours total	11 <sup>th</sup> , 12 <sup>th</sup>
HIST 1301 (Fall) HIST 1302 (Spring)	U.S. History Dual – <b><u>Students must complete World History prior to this course</u></b>	3 Fall/3 Spring – 6 hours total	11 <sup>th</sup>
CHEM 1411 (Fall) CHEM 1412 (Spring)	Chemistry Dual – <b><u>Students must complete the science graduation sequence.</u></b>	4 Fall/4 Spring – 8 hours total	12 <sup>th</sup>

## Dual Credit Timeline

*All documents should be turned in to Mrs. Morrow in the Library.*

✓	Required Steps for Students	Must be completed by:
	Attend Advanced Academics Parent Meeting in SVHS Auditorium (Optional - recommended for both parents and students)	December 3 <sup>th</sup> - 6:00 pm
	Turn in Intent to Apply/Class Choice Form (available November 26 <sup>th</sup> )	December 6 <sup>th</sup> 2018
	Attend DC Checkpoint Meeting in the Library (Students only – passes will be sent as a reminder)	December 10 <sup>th</sup> or 11 <sup>th</sup>
	Complete Apply Texas Application (Instructions in this packet – Form B)	December 19 <sup>th</sup>
	Login to ACES for the 1 <sup>st</sup> time (Instructions in this packet – Forms C and D) *Please note: The college must process the Apply Texas application (usually 24-48 hours, can take up to 6 days) before a student can log in to ACES).	January 11 <sup>th</sup>
	Complete GO FAARR and Test Prep Modules (Instructions in this packet – Form E)	January 11 <sup>th</sup>
	Complete Online Registration at: <a href="https://goo.gl/forms/Q7IxiOKt3CzuJ6mt2">https://goo.gl/forms/Q7IxiOKt3CzuJ6mt2</a> *Must be completed even if student plans to exempt the TSI exam	January 11 <sup>th</sup>
	Turn in Checklist, Parent Consent Form (Form F) and Student Information Card (Form G)	January 15 <sup>th</sup>
	Study for TSI Exam	As needed
	TSI Exam Window (Students will receive a pass the day before their scheduled exam)	January 22 <sup>nd</sup> - February 14 <sup>th</sup> )

# SVHS NEW Dual Credit Student Intent to Apply/Class Choice Form

Form A

2019 -2020

Name: \_\_\_\_\_

SVHS Student ID: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

DOB: \_\_\_\_\_

SVHS NEW Dual Credit Student Intent to Apply/Class Choice Form				TSI Qualified Dual Credit Readiness Scores			TSI Exempt Current Juniors		
St. Philips Course Name				MUST HAVE COMPLETED =Prerequisite	M Math	R Reading	W/E Writing /Essay	SAT	ACT
1	ENG 1301/1302 (JUNIORS)	English Composition I, II	Dual Credit English III	English II	na	351	340w 4 Essay or 5 Essay Alone	RW = 480+/ 530+	ACT COMP= 23 NO SUBSCORE <19
2	HIST 1301/1302 (JUNIORS)		Dual Credit College U.S. History	World History	350	351	340w 4 Essay or 5 Essay Alone	RW = 480+/ 530+	ACT COMP= 23 NO SUBSCORE <19
3	BIOL2401/2402 (JUNIOR/SENIOR)	Human Anatomy and Physiology I, II	Dual Credit Anatomy and Physiology	Biology, Chemistry, and Physics	343	351	340w 4 Essay or 5 Essay Alone	RW = 480+/ 530+	ACT COMP= 23 NO SUBSCORE <19
4	SPAN1411/1412 (SOPHOMORE, JUNIOR)	Elementary Spanish I, II	Dual Credit Spanish III	Spanish II	350	351	340w 4 Essay or 5 Essay Alone	RW = 480+/ 530+	ACT COMP= 23 NO SUBSCORE <19
5	MATH 1414/Math 2412 (JUNIOR OR SENIOR)		Dual Credit College Algebra w/ Precal Track	ALG II	350	351	340w 4 Essay or 5 Essay Alone	RW = 480+/ 530+	ACT COMP= 23 NO SUBSCORE <19
6	MATH 1314 (JUNIOR OR SENIOR)		Dual Credit College Algebra	ALG II	350	351	340w 4 Essay or 5 Essay Alone	RW = 480+/ 530+	ACT COMP= 23 NO SUBSCORE <19
7	CHEM 1411/1412 (JUNIOR OR SENIOR)		Dual Credit Chemistry	Biology, Chemistry, and Physics	343	351	340w 4 Essay or 5 Essay Alone	RW = 480+/ 530+	ACT COMP= 23 NO SUBSCORE <19

By signing below, I acknowledge that applying for Dual Credit is a process and I will review the Dual Credit packet in detail and complete all requirements by the deadlines.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_





# ALAMO COLLEGES DISTRICT St. Philip's College

Dual Credit

## Dual Credit – ApplyTexas Guide

### Create an Account

1. Complete all items in the My Profile tab
2. Ensure to select SAVE PROFILE when done
3. Record Apply Texas Username (email) and Password for future reference
4. You will receive an email that you put in your Apply Texas profile.
5. You must login into your email and click email Verification.
6. Apply Texas email Verification and type your email and click continue.
7. It will take you to the Apply Texas login page.

**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. 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 one of the bolded options for Target College:
  - a. **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.**

**Please choose correctly.**

1. Select one of the bolded options for Semester of Entry:
  - a. **Fall 2019** - for classes beginning August or October 2019
  - a. **Spring 2020** - for classes beginning January or March 2020. The regular deadline for Two Year Institution applications (12/26/2019)

### Select a School

**Note: Choosing the wrong school may impact your student record and result in creating a financial balance.**

**Please choose correctly.**

1. Select one of the bolded options for First Choice School (**Alamo Institutes**):
  - **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. Please choose correctly.**

1. Select the First Choice Major that goes with your selected First Choice School:
  - ***If First Choice School is Business and Entrepreneurship or Creative and Communication Arts or Public Service – select one of the following options:***
    - **Dual Credit Student** - If student attends a public/charter high school
    - **Dual Credit Student-Home-School** - If student is a home-schooled student
    - **Dual Credit Student-Private** - If student attends a private high school
  - ***If First Choice School is Health and Biosciences or Science and Technology – select one of the following options:***
    - **Dual Credit Student** - If student attends a public/charter high school
    - **Dual Credit Student-Home-School** - If student is a home-schooled student
    - **Dual Credit Student-Private** - If student attends a private high school

**Biographical Information**

**Note: Your application ID is provided on this page. Write it down for future reference. Knowing your application ID number can assist the college locate your application, if necessary.**

**The information on this page will auto-populate the information provided in your profile. Please scroll through and ensure all information listed is correct.**

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

1. Although the SSN is optional, it can serve as another resource for the college to locate your file if necessary.
9. If you are a dependent of a U.S. military service member, please answer accordingly. Additionally, please be aware that the College's Admission Office will require a Military Verification Form be submitted along with the Dual Credit's Admission packet.

**Educational Background**

Answer all questions on this page, unless, otherwise notified within the guidance provided in this column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

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.
  - a. Ensure to enter the month and year of your high school graduation.
  - b. Only answer **YES** to the question **Are you home-schooled?**, if you are a home-schooled student.
  - c. Skip all of question 3, unless, you have earned dual credit college courses from another college/university outside of Alamo Colleges.

**Educational Information**

Answer all questions on this page, unless, otherwise notified within the guidance provided in this column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

1. Tech Prep means, 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 a certificate (less than 2 years)**
  - **Earn Associate Degree (2 years)**
  - **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. Incorrect information will require additional residency documentation to be submitted as part of the Admission packet.**

- 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.
1. **Question 3a** - If your parents/legal guardian have always lived in Texas, estimate their age and enter as answer.
  2. **Question 3b** - If your parents/legal guardian have always lived in Texas, select **Establish/Maintain a home** as answer.
  3. Skip **Questions 4a and b**, unless, you are a dependent of a U.S. military service member. **Note: If you are a dependent, please answer the questions correctly to reflect the true Home of Record.**
  4. **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.
  5. **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.
  6. **Question 7** incorrectly references questions (8) or (9). The true reference questions are (5) or (6).

**Note: After you complete this section and the next, you will be given the opportunity to review your residency questions. Please take some time to ensure the information provided is as accurate as possible.**

**Custom Questions**

Answer all questions on this page, unless, otherwise notified within the guidance provided in this column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

**Note: Selecting incorrect answers to these questions will affect your student codes in the College's Banner system.**

- **Online Courses Only?**  
The answer is **No**
- **Early College High School App**  
The answer is **No**
- **College Connection**  
The answer is **No**
- **CC-App at another Institution**  
The answer is **No**
- **CC-Alamo College First Choice**  
The answer is **YES**

#### **Certification of Information and Submission of Application**

Read/check off each section prior to submitting the application. Here is guidance for this page.

- **2nd check box:** 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.
- Select **Submit Application Now**, to submit the application and transmit to Alamo Colleges.  
**Note:** Your application ID is provided on this page. Write it down for future reference. Knowing your application ID number can assist the college locate your application, if necessary.
  - Students will have the ability to view the application status by logging into their ApplyTexas account and viewing the My Application tab.
  - The application will load into Alamo College's Banner system 2-4 days after it has been transmitted. Log into ACES to confirm receipt of your application.
  - If you are unable to log into ACES, inform the people immediately:  
**Public/Private/Charter and Home School students:** Seek guidance from your high school counselor/dual credit liaison to ensure you follow the correct process.

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

# Get your Alamo Colleges ACES ID and Password

1. Go to <https://alamoaces.alamo.edu>
2. Select **Get my ACES username**

**ALAMO COLLEGES DISTRICT**

**ACES Central Authentication Service (CAS)**

**Enter your Username and Password**

Username:

Password:

☐ Remember me before logging into other sites

**Welcome to ACES**

ACES is a secure portal that provides identity, authentication and access to various applications using a single sign-on. As an ACES user, you will have access to various applications, financial aid information, email, library resources, and online courses. ACES will also provide you with the latest information of events and important dates taking place within your college.

**ACES Login Information**

[Forgot your user name?](#)  
Your default password will be the first two letters of your last name, followed by your birthdate in MMDDYY format.

[Get my ACES User Name](#)  
[Get my Renewal ID Number](#)  
[Getting started with ACES](#)

**Important Numbers**

**Helpdesk**  
MID: 210-486-2777  
NAC: 210-486-2777  
PAC: 210-486-2777  
SAC: 210-486-2777  
SPC: 210-486-2777  
District: 210-486-0555

**Admissions and Records / Enrollment Services**  
MID: 210-486-5401  
NAC: 210-486-6700  
PAC: 210-486-2700  
SAC: 210-486-0200  
SPC: 210-486-2700

**Useful Information**

[Registration](#)  
[Registration and Payment Calendar](#)  
[Banner Self Service Training Material](#)  
[Current Information](#)  
[Quick Guide](#)  
[College Resources](#)  
[Technical Support](#)  
[Weather Live](#)  
210-486-0199

**Former Students and Employees Log-in To ACES to Enroll**

1. If you remember your user ID and password, log-in to ACES in the space indicated in the Secure Access box.
2. If you still cannot log-in to ACES, call the Help Desk at 210-486-0555.
3. Once you have signed in to ACES, click the link for Web Services located on the bottom left-hand side of the Home-Top page.

3. Enter Last Name and Last 4 Digits of SSN

**ALAMO COLLEGES DISTRICT**

**HELP EXIT**

So that we can look up your ACES Portal ID please enter in your complete last name plus the last four digits of your social security number in the boxes provided and click on the SUBMIT button

Last Name


Last 4 Digits of SSN

RELEASE: 1.0

4. Your User ID will be displayed. Remember, you must wait at least 24 hours after submitting an Apply Texas application before your ACES information will be available. If you receive an error message, contact St. Philip's College at (210) 486 - 2777

## Logging into ACES

1. Return to <https://alamoaces.alamo.edu> and enter your ACES User ID.



# ALAMO COLLEGES DISTRICT

## ACES Central Authentication Service (CAS)

**ENTER YOUR USERNAME AND PASSWORD**

Username:

Password:

☐ Remember my login information for 30 days

**LOG IN** [Forgot Password](#)

**Quickstart**

ACES is a central authentication service that provides a secure and convenient way to access the various systems of Alamo Colleges District. It allows you to log in to various systems using a single set of credentials. To get started, please visit the [ACES Central Authentication Service \(CAS\) Quickstart](#) page.

**ACES Login Information**

For more information, please visit the [ACES Central Authentication Service \(CAS\) Quickstart](#) page. If you are having trouble logging in, please contact the [ACES Central Authentication Service \(CAS\) Support](#) team.

**Get the ACES Login App**

Download the ACES Login App from the [App Store](#) or [Google Play](#).

**Get the ACES Login App**

Download the ACES Login App from the [App Store](#) or [Google Play](#).

**Quickstart**

For more information, please visit the [ACES Central Authentication Service \(CAS\) Quickstart](#) page.

**System Information**

For more information, please visit the [ACES Central Authentication Service \(CAS\) System Information](#) page.

**Help**

For more information, please visit the [ACES Central Authentication Service \(CAS\) Help](#) page.

2. The initial default password will be the first 2 characters of your last name, in upper case followed by month (2 digits), day (2 digits), and year of your birthday (2 digits). For example, my name is Joe Smith and my birthday is January 2, 1966. My initial password would be SM010266.
3. After the default password information is submitted, the system will ask you to change your password. When you change your default password, you will be asked to provide Secret Questions and Answers.

**Note:** For security purposes, a list of Password Rules and constraints for the Secret Questions and answers is displayed.

**Note:** If you forget your password, the secret challenge questions will be asked in order to identify you. The answer must be an exact match to the answer you initially provided for the system to identify you.

## Students must complete these instructions from home in order to prepare for TSI testing for Dual Credit.

1. Do a search for Alamo Colleges District or go directly to the site:

<https://alamoaces.alamo.edu/>

2. Click on the link ACES

### Alamo Colleges : District

[www.alamo.edu/](http://www.alamo.edu/) ▼

AlamoCONFIDENCE. Gets You There! Find your passion and develop skills to create the future you want in a high-demand, high-wage career field. The colleges of the Alamo Colleges District provide the path - AlamoCONFIDENCE gets you there. Apply now. 1234. Prev Next. 010318-MLKDay-web ...

Results from alamo.edu



#### ACES

As an ACES user, you will have access to register for classes ...

#### Alamo Colleges Online

Welcome to online learning at the Alamo Colleges. We ...

#### About The Colleges

The Colleges. The Alamo Colleges District serves the Bexar County ...

#### San Antonio College

San Antonio College is one of the Alamo Colleges. Admission ...

#### Contact Us

Alamo Colleges : Northeast Lakeview College : Contact Us.

#### Admissions

Admissions. The Alamo Colleges encourages students to pursue ...

3. Type in your user name and password

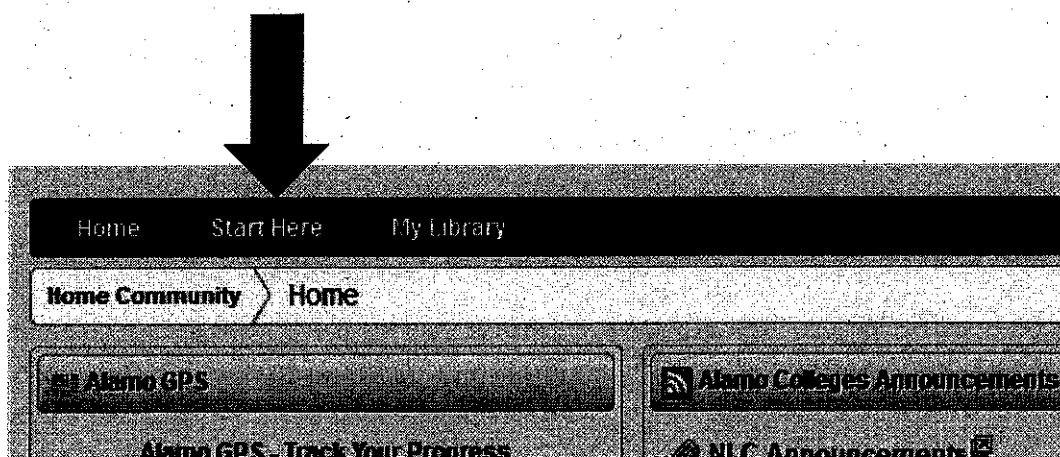
Enter your Username and Password

Username:


Password:

☐ Warn me before logging into other sites.

4. Click on the start here tab

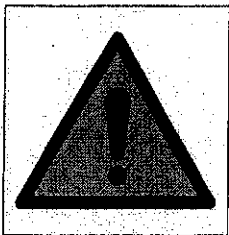


5. Click on Go FAARR Module twice to start the Power Point. Read and complete the Power Point and complete quiz at the end.
6. Now do the same with the Test prep module. Click on it twice, go through the slides, and complete the quiz.
7. Test prep will prepare you for the TSI test.

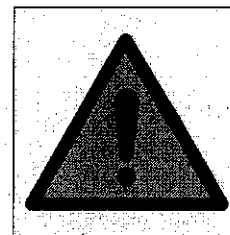


Enrollment Checklist		
1. Transcript Status	complete	✓
2. Go FAARR Module	complete	✓
3. Test Prep Module	complete	✓
4. TSI Exam	<u>schedule exam</u>	
5. Advising	pending above items	
6. Math Refresher	Not Applicable	
7. Reading/Writing Refresher	Not Applicable	

8. Testing will begin the last week in January.



## Dual Credit Student Checklist



This page and the subsequent documents are due  
in the Library to Mrs. Morrow **NO LATER THAN**  
**JANUARY 15<sup>th</sup>** at 4:30 pm.

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

	Action	Initial Below
Have you...	Turned in the Intent to Apply/Class Choice Form (available November 26 <sup>th</sup> )	
Did you...	Attend the DC Checkpoint Meeting in the Library (Students only – passes were sent as a reminder)	
Have you...	Completed the Apply Texas Application (Instructions in this packet – Form B)	
Have you...	Logged in to ACES for the 1 <sup>st</sup> time (Instructions in this packet – Forms C and D)	
Have you...	Complete the GO FAARR and Test Prep Modules (Instructions in this packet – Form E)	
Have you...	Completed Online Registration at <a href="https://goo.gl/forms/Q7lxiOKt3CzuJ6mt2">https://goo.gl/forms/Q7lxiOKt3CzuJ6mt2</a> *Must be completed even if student plans to exempt the exam	
Have you...	Completed the Parent Consent Form (Form F) and Student Information Card (Form G) and attached them to this checklist?	
Have you...	Reviewed the TSI exemption opportunities? If you met certain score requirements on the SAT, ACT, or EOC exam you do not have to take the TSI exam. Please attach proof of these scores to Forms F and G and to Mrs. Morrow by Jan. 15 <sup>th</sup> . <b>SAT: Verbal 480+, Math 530+</b> <b>ACT: 19+ on all sub scores with a composite of 23+</b> <b>EOCs: English III – 4000+, Algebra II 4000+</b>	
REMEMBER to...	Study for TSI Exam. Exams will be administered between Jan. 22 <sup>nd</sup> and Feb. 14 <sup>th</sup> . Passes will be sent the day before your scheduled exam.	





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### High School Programs Student/Parent Consent Form

Entering program as a: ☐ 9<sup>th</sup> Grader ☐ 10<sup>th</sup> Grader ☐ 11<sup>th</sup> Grader ☐ 12<sup>th</sup> Grader

Banner ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Entry Term: Fall 2019 SSN: \_\_\_\_\_

If available, indicate your Apply Texas Application ID# if you are entering this program as a first time student: \_\_\_\_\_

Please select one of the following student types:

☒ Public School ☐ Home School<sup>†</sup> ☐ Charter/Private School ☐ Alamo Academies ☐ SAISD Phoenix

School/Organization Name: Smithson Valley High School School ID: 445056

Name: \_\_\_\_\_  
(Please Print) Last First MI

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student Personal Email: \_\_\_\_\_ Parent/Guardian Personal Email: \_\_\_\_\_

**Parent/Student Consent for Release of Information and Participation in the School Program for the duration of the student's School career.**

I, \_\_\_\_\_ and \_\_\_\_\_, understand  
(Print: Parent/Legal Guardian's Name) (Print: Student's Name)

The College:

1. Will be authorized to retrieve, request, and share the student's High School (herein called School) records (to include a copy of the parent residency cards if necessary), transcripts, test scores and grades to determine eligibility. Information will be shared from School to College and/or College to School via email, fax or an electronic file.
2. Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to Alamo Colleges District relating to educational records will be confidential and Alamo Colleges District will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.
3. Will not permit the student to participate in the School Program if he/she fails to: submit an accurate online application through AlamoENROLL by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.
4. Will provide a disabled student accommodation of his/her disability to participate in the program and activities of the Alamo Colleges District upon request. Accommodations are considered for approval when students are testing and/or taking courses on the College site. Support services may include special testing arrangements, readers, scribes, and note-taking services. However, Alamo Colleges District is neither able nor required to provide the level of disability support services offered through the School. For a student to receive disability support services at the College, the School student must provide a copy of the student's current IEP plan to the College's Disability Support Services ("DSS") office.
5. Will provide final eligibility status to the School dual credit liaison to complete the student's file.
6. Instructor will inform the student of academic progress/grade status at the third week and at mid-semester.
7. Will send all communication to the student's provided @student.alamo.edu email address accessible in ACES.

I understand that:

1. **This form is valid for the duration of the student's participation in the School Program.**
2. Submitting this consent form and/or School course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the School Programs and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by the servicing College and School.
3. Courses will be more academically challenging than traditional School courses, will include different requirements and a separate grade for each course.



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### High School Programs Student/Parent Consent Form

4. Courses held on the College campus (all instructional methods apply) may contain a mix of both School and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student's behavior and performance will be equivalent to that of a college student.
5. My child may be enrolled in dual credit courses approved by the School.
6. Grades are awarded on a 4.0 scale at the College, and the School will convert them to the School letter grades according to its procedures.
7. Grades earned in dual credit courses are based off the instructor's evaluation of the student's progress, the College grade may be different than School grade, will become part of the student's permanent academic record, and will be reflected on the College transcript.
8. A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade.
9. Students who fail to verify enrollment in ACES, per each term's Census Date for the College, cannot contest enrollment thereafter. The submission of a School transcript will not be considered.
10. Students must attend their dual credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus. If for any reason my child is not attending the dual credit class at the School regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students).
11. Students underperforming are encouraged to withdraw the course before the Last Date to Withdraw deadline, after conferring with a counselor. If student remains in course after the Last Date to Withdraw, they will be awarded the grade earned.
12. Students are responsible for knowing and adhering to the Last Date to Withdraw deadlines for withdrawal on the Alamo Colleges District Academic Calendar, accessible at <http://alamo.edu/calendars/>.
13. Students are expected to meet academic standing as defined in the College catalog to continue in any of the School Programs offered through the Alamo Colleges District.
14. Student struggling to maintain a passing grade will be provided with options for the student's successful completion or be advised by the instructor, School counselor, assigned School staff, or the College academic representative on consequences of withdrawing the dual credit course in order to minimize future problems related to admissions, financial aid, and scholarships.
15. If a student plagiarizes a paper, or colludes or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the College. In some instances, severe cases may result in failure of the course and suspension from the School Program. Any disciplinary action will become part of the student's education record with the College district.
16. Courses are generally transferrable; however, it is not the College's responsibility to ensure that the dual credit course(s) for which the student enrolls are transferable to the College/university the student plans to attend.
17. If my child earns thirty or more college credits, he/she may be considered a sophomore at some universities and this could affect scholarships and other financial opportunities. It is my responsibility to check with the receiving institution to determine how dual credit hours are handled.
18. The School Program is now available for students in grades 9-12, as dual credit courses are available at your School.
19. Students who choose to take regular college courses outside the School Program requirements will be admitted as Early Admit and responsible to meet all admission requirements for the program as well as pay full tuition and fees based off residency status for all courses. Any college credit earned is strictly college credit and is part of any School Program agreement. Please work with the College's Admission Office for the admission process and deadlines.
20. Excluding Early College School, all students enrolled in School Programs may not exceed a total of 14 courses throughout their time in School.
21. Students may participate in one or more School Program (Dual Credit and Alamo Academies or Early College School and Alamo Academies) provided that they do not exceed a total of 14 courses throughout their time in School. Students pursuing this option will require special Academic Advising in order to ensure completion in at least one School Program.
22. Alamo Colleges District and the Colleges are not charging students tuition and fees, special program charges, textbook or instructional materials charges during their participation in any School Program. All associated cost will be waived and/or billed to the ISD/school per the adopted cost sharing model indicated in each ISD/Private/Charter school Memorandum of Understanding (MOU). *Home School students please review the information provided within the Home School Students section.*
23. For additional information on School Programs, please visit <http://www.alamo.edu/hsprograms>.

#### Home School Students:

I understand that:

1. All of the statements above and below apply to all Home School students.



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### High School Programs Student/Parent Consent Form

2. The course must have an equivalent (articulated) School course and must be approved by the parent and the College.
3. All updates will be communicated through the email address provided on the Apply Texas application until a Banner ID is assigned; thereafter, all communication will be sent to the student's provided @student.alamo.edu email address accessible in ACES.
4. As stated in the 2017-2020 Home School MOU, parents of students participating in any School Program will be billed \$100 per course and responsible for any special program charges, textbook or instructional materials charges applied to the student record per enrollment status. For payment deadlines and payment plan options, please visit <http://alamo.edu/district/business-office/>.
5. Instructional Materials charges are applicable on selected courses. Please confer with your College High School Programs contact for additional details.

#### Alamo Academies Students:

I understand that:

1. All of the above and below statements are apply to all Alamo Academies students.
2. Will follow the curriculum of the Academy Program of Study.

Student's Signature

Date

Parent or Legal Guardian Signature

Date

School Dual Credit Liaison/Dual Credit Counselor

Date

**Amber Morrow**

/ /2019

All listed policies are subject to change to accommodate State mandated rules and regulations.

State law gives you the right to request, receive, and correct information about yourself collected on this form. Alamo Colleges District do not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment programs or services.



**Dual Credit Student Information Card**  
**SVHS Student ID: \_\_\_\_\_ Graduation Year: \_\_\_\_\_**

Form G

**High School:**

Last Name:	
First Name:	
Birth Date:	
SSN:	
Student Email:	
Student Cell Phone:	
Parent Name:	
Parent Number:	

**Apply Texas Information:**

Username:	
Password:	
Application #:	

**ACES Account Information\*:**

Banner ID:	
Username:	
Password**:	

\* You must wait a minimum of 24 hours after completing your Apply Texas application before trying to access your ACES account. Students often must wait between 48-72 hours.

\*\*Your default password will be the first two letters of your last name, IN CAPS, followed by your birthdate in MMDDYY format

