

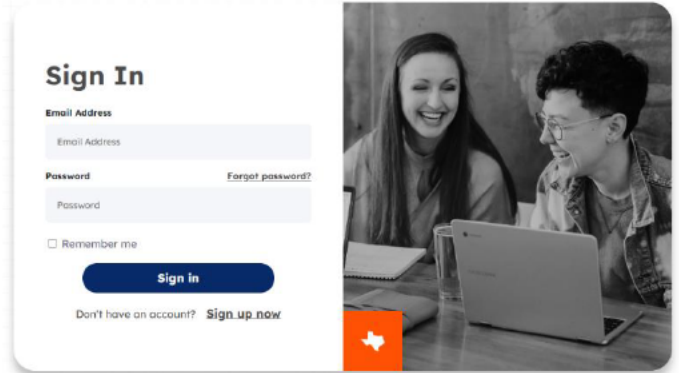


Palo Alto College Dual Credit 2024 – 2025 Apply Texas Steps

Create an Account

- <https://applytexas.org/>
- Select “*Create a free account*” then “*Sign Up Now*”
- Check your email immediately to retrieve Verification Code.


Note: You will receive an automated e-mail from Apply Texas titled “*Microsoft on behalf of THECB.*” 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.



- As soon as you verify code and click continue
- Log in with email and new password
PLEASE Write:
 - Email used to create account
 - Password: The password you just created.

STEP 1 FIND THE RIGHT APPLICATION

After you have successfully created a new account:

1. Scroll down and click on 
2. Answer the following questions:
 - a. Are you currently in high school or middle school? **YES**
 - b. Do you plan to apply to an undergraduate program, dual credit program, or both? **Both (more common for 12th grade students)**
 - c. Are you a U.S. Citizen? **YES** (If **NO**, answer follow-up questions appropriately)
 - d. Have you ever taken college courses? **NO**
 - e. Do you plan to apply to an undergraduate program, graduate program, or both? **Undergraduate program**
 - f. Are you a U.S. Citizen? **YES** (If **NO**, answer follow-up questions appropriately)

Once you've completed STEP 1, click on  and complete STEP 2.



STEP 2 CORE QUESTIONS

Core Questions

- ✓ About you
- ⊙ Your name
- ⊙ Contact
- ⊙ Background
- ⊙ Military status
- ⊙ Foster care
- ⊙ Language
- ⊙ Household
- ⊙ Education and testing
- ⊙ Activities and achievements

1. Before you start an application, you must complete your profile by clicking "Core Questions" Complete all "REQUIRED * " items.
2. Fill out the emergency contact even if it is the same as your parent/guardian's information.
3. Under "Texas Residency" answer the following "Tricky" questions accordingly

- Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? **YES**
 - If your parent or legal guardian is currently living in Texas, how many months (not including the years you entered above) have they been living here? **Type the month which you are completing this application in number form (ex: March=3, November=11)**
 - Does your parent or legal guardian hold the title to residential real property in Texas? **NO**
 - Does your parent or legal guardian have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? **NO**
 - Has your parent or legal guardian been gainfully employed in Texas for the past 12 months? **YES**
3. Under "Education and Testing" in subsection "College History" make sure to select the following options:

Future college/university plans

Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation: ⓘ

Dual credit (receiving both high school and college credit) ▾

Please indicate the primary reason for attending classes at this college: ⓘ

Earn credits for transfer ▾

1. You may **SKIP "ACTIVITIES AND ACHIEVEMENTS"**
2. Click **Next** until you reach the bottom page.

✓ **Great job!**

Step 1: You Found the Right Application.

📄 Use the application type(s) listed on your dashboard to apply to the school of your choice.

Step 2: You finished your Core Questions.

☰ You may need to come back and answer questions you skipped before submitting your application.



STEP 3

SEARCH FOR SCHOOLS – INSTITUTIONAL QUESTIONS

Continue with submitting your application by scrolling down on the website and click

Search for schools

1. In the search bar, type *"Palo Alto College"*
2. Make sure you **SWITCH** the *"Show only relevant applications"* **TOGGLE OFF** or else nothing will show.
3. Click *"View Details →"*
4. Click *"Start your application"*
5. Select one of the following *"First Choice Major"* that is listed under a school closest related to your high school endorsement.

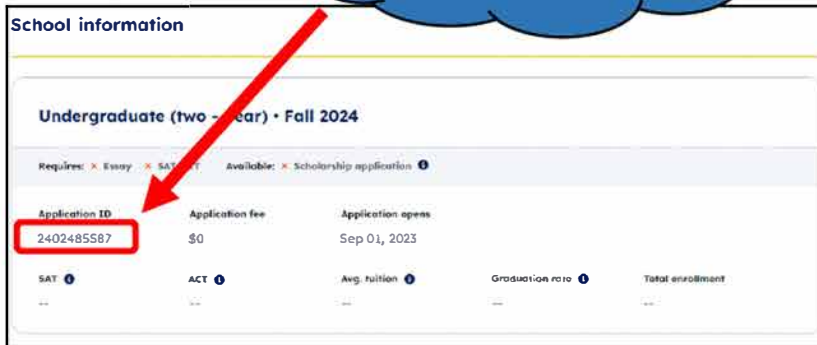
SELECT ONE OF THE FOLLOWING	UNDER ONE OF THE FOLLOWING
First Choice Major (SELECT ONE OF THE FOLLOWING)	High School Endorsement
<ul style="list-style-type: none"> • Dual Credit - If student attends a public school • Dual Credit Home-School – If student is a homeschooled student • Dual Credit Private School - If student attends a private/charter high school 	<ul style="list-style-type: none"> • Advanced Manufacturing and Logistics • Business and Entrepreneurship • Creative and Communication Arts • Health and Biosciences • Public Service • Science and Technology

6. Online Courses Only? **YES**
7. College Connection – Senior Are you currently a High School Senior? **YES (Select NO if Applicable)**
8. CC-App at another Institution: **NO**
9. CC-Alamo College First Choice: **YES**
10. Click **"NEXT" THREE** times
11. Select both statements
12. Consent to be contacted: **YES**
13. Application Fee: **Credit or Debit Card**

Payment information will not be requested

14. Select both statements then click **"SUBMIT"**

Make sure to write down the 10-digit application ID number and provide it to your Dual Credit Counselor



Palo Alto College Dual Credit Office
Phone Number: (210) 486 – 3170
Website: pac-hsprogramms@alamo.edu

YOU'RE DONE!!

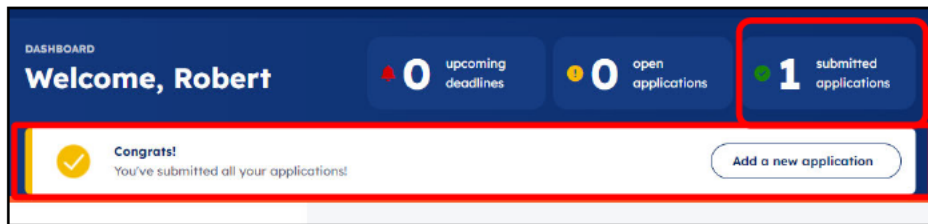
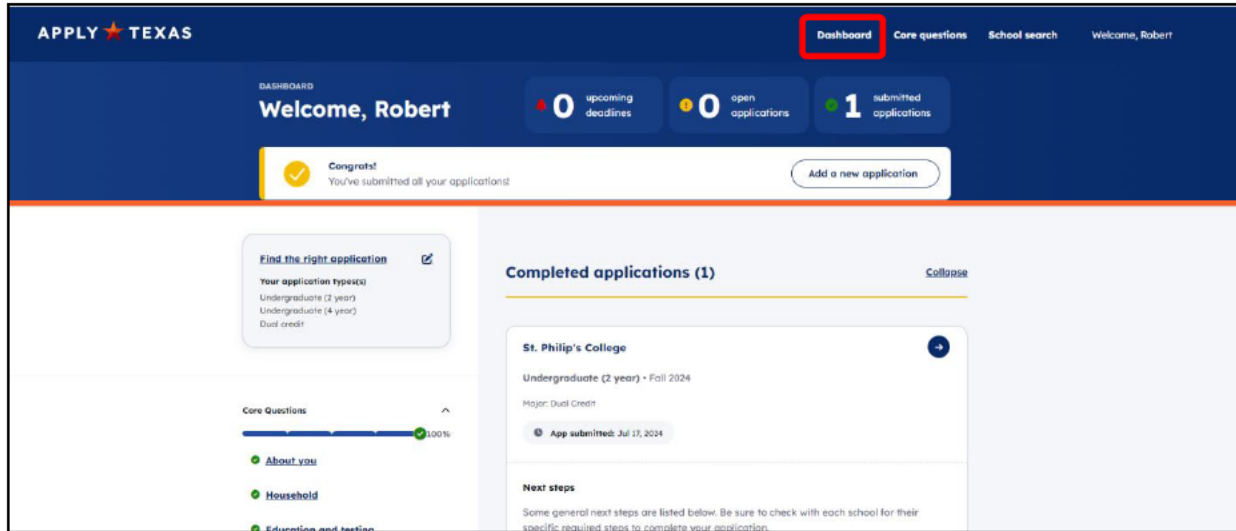
Your next steps:

- Wait 3-5 days for your application to process
- Get Banner ID and Username ID
 - ✓ Student - PAC Dual Credit Office (210) 486 -3170
 - ✓ Counselor - email PAC 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



HOW TO CONFIRM APPLICATION SUBMISSION

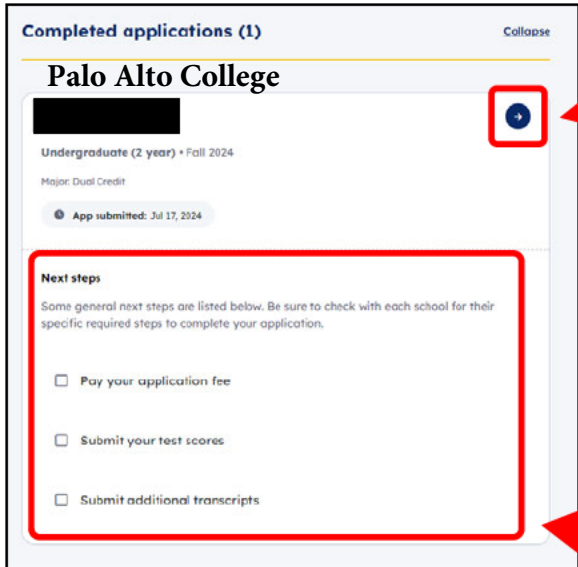
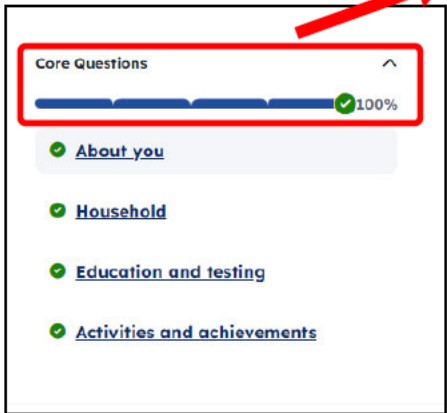
Once you have completed your application, you should be automatically be directed to the **Dashboard** or "Home Page" as shown below.



Must receive this success notification.

Must show "1 submitted applications"

Progress bar and items must state 100%. If not, you may click through items to complete. (Some screens may simply require for you to click through the pages. Ex: Essay, scholarships, extra curriculars, etc.)



Click here to find 10-digit Application ID number at the bottom of the page under "School Information" section.

This is simply a general checklist. Does not imply for you to complete these items. The statement says to "check with each school for their specific required steps."