DUAL CREDIT INSTRUCTIONS

2018-2019

## APPLY TEXAS

If you are a current Dual Credit student **you do not** have to complete another application. If you are new to Dual Credit you will need to go to [www.applytexas.org](http://www.applytexas.org) and create an account. The step by step instructions are located on the back of the page (or scroll down to next page if viewing online). If possible print out the screen that says you have successfully submitted a Del Mar College Application and put it in your packet. IF you cannot print it out it is okay.

## TSI/SAT/ACT TESTING

You must have test scores that show that you meet the college readiness levels of the course you are requesting. The college readiness levels for TSI can be found in the Dual Credit Addendum on the GPHS website. Each course has a course description and at the bottom shows the levels a student must meet for TSI. YOU CAN BE EXEMPT FROM TSI IF YOU HAVE SAT scores (March 2016 or later): Reading 480 and Math 530 or ACT scores; Composite 23 and English 19+ and Math 19+. A chart is on page 2 of the Dual Credit Addendum online.

## MENINGITIS VACCINE

You must have an up-to-date Meningitis Vaccine. IF you received the vaccine BEFORE SEPTEMBER 1, 2012 you will need to get a new vaccine. Please go to the nurse and ask for your shot record. Ask her to highlight the meningitis vaccine for you. If you need to update your vaccine there are several options available. If you are not able to get the vaccine until the summer time you will have to provide a note stating why you are having to wait and when you plan to have the vaccine completed. You MUST HAVE THE VACCINE UPDATED BY THE FIRST DAY OF CLASS OR YOU WILL BE REMOVED FROM THE CLASS.

The new system must include the following:

* YOUR PHYSICIAN
* AREA HEALTH CLINICS
* SEVERAL LOCAL STORES HAVE IT AS WELL HEB, WALGREENS, CVS, ETC

## DEL MAR DUAL CREDIT APPLICATION PER SEMESTER

You must fill out a Del Mar Dual Credit Application for each semester you are requesting courses. Please refer to the Dual Credit Class quick reference page for each class and the semester it is offered. Fill in the course on each application. Make sure that you fill out your DOB, SSN, and both you and your parent sign it. IF you do not know your SSN we have it on file here at GPHS and can assist you. If you are currently in the US on a VISA you will need to provide a copy of your VISA and/or ITN number. Please make sure you fill in contact information as well because if there are any problems Del Mar College can contact you.

## Dual Credit Contract

The Dual Credit Contract refers to the *Dual Credit and Continuing Education Parent Night Attendance Verification form. You and your parent must initial 1) if you attended a Dual Credit Parent meeting or 2) if you watched the online video about Dual Credit Instructions on the GPHS website. You must also sign and print your name after the bottom after you read the Dual Credit Addendum. We included a PAYBACK paragraph that states:*

*I understand that if my student drops, is removed from, or fails a dual credit course paid for by G-PISD, he/she will be required to reimburse the school district the full cost of the course. If reimbursement is not received, my student will be placed on a fine list prohibiting him/her from receiving final grades and/or a copy of the diploma.*

*You will have to sign off on the form to be allowed to take a GPHS Dual Credit class for the 2018-2019 school year.*

**I have included this page in your packet for your convenience but please do not sign it until you have completed the instructions above.**

## TURN IN YOUR PACKET TO MRS. TEEL BY MAY 15, 2018!!!!!!!!!!!!!!!!!!!!!!

Del Mar College will not enroll you into any classes until you have successfully completed all steps. However, once you have completed the Del Mar Fall/Spring forms you can turn in your packet to Mrs. Teel. My office is located near the cafeteria next to the stairs. IF the door is shut you can just slide the packet under the door. The last GPHS deadline is MAY 15, 2018. If you do not turn in your packet by May 15, 2018 you will be responsible for taking it to the Dual Credit office in the Harvin Center at Del Mar College East Campus by July 31, 2018!!!!! Please feel free to contact me at cteel@g-pisd.org or come by to see me if you have any questions.

**APPLY TEXAS STEP BY STEP INSTRUCTIONS**

**IF YOU HAVE NOT CREATED** AN ACCOUNT THEN GO TO [WWW.APPLYTEXAS.ORG](http://WWW.APPLYTEXAS.ORG) AND CLICK ON **SIGN UP** OR **CREATE ACCOUNT**. ONCE YOU CREATE THE ACCOUNT YOU CAN FOLLOW THE STEPS BELOW:

1. Log onto **APPLYTEXAS.org**
2. Click the ***MY APPLICATIONS*** tab
3. Click on **CREATE A NEW APPLICATION NOW**.
4. Click on the **CREATE A NEW 2 YEAR COLLEGE APPLICATION**.
5. Click on **SELECT TARGET TWO YEAR COLLEGE** dropdown box.
6. Scroll down to the **SOUTH REGION** and select *Del Mar College.*
7. Click **CONTINUE**
8. Click on **SELECT SEMESTER**, select either *FALL, SPRING, or SUMEMER semester to begin.*
9. Click **CONTINUE** and then Click **CONTINUE** again.
10. Click on **SELECT YOUR FIRST CHOICE SCHOOL**, select “***ARTS & SCIENCE***” fore Core classes. **Select “Business and Technical” if choosing a Level 1 certificate program (i.e. Cosmetology, Culinary Arts, Welding, etc.), then CONTINUE. IF you are taking WELDING YOU HAVE TO CHOOSE WELDING INDUSTRY CERTIFICATE LEVEL 1. IF YOU ARE TAKING ARTV (VIDEO TECH CLASS) YOU HAVE TO CHOOSE ARCHITECTUAL DRAFTING AND DESIGN.**
11. Click on **SELECT YOUR MAJOR** and select “**MULTIDISCIPLINARY STUDIES**”, or select the Level 1 certificate program you want. Then click **CONTINUE**.
12. Click on **CONTINUE TO MY APPLICATION**
13. Enter your Social Security number without dashes, then scroll to the bottom, Click on **SAVE CHANGES.**
14. Verify your date of birth and your address by clicking the boxes shown. Select **SAVE PAGE** below the boxes.
15. Click on the grey “**FIND YOUR HIGH SCHOOL**” box, type in your school name, city then submit.
16. Choose your high school and save. Enter the month and year of your high school graduation.
17. Answer question regarding **ARE YOU HOMESCHOOLED** then skip to #4 and select “NO” then **SAVE CHANGES**

***EDUCATIONAL INFORMATION***

1. Answer “**NO**” to question #1
2. Under **ADMISSION BASIS** select ***“DUAL CREDIT”.***
3. **REASON ATTENDING** select “***EARN CREDITS FOR TRANSFER***”, then **SAVE CHANGES**.

***RESIDENCY INFORMATION***

1. Select “**NO**” for the question asking “***Do you file your own taxes as an independent.”***
2. Select “**YES**” for the question asking “***Are you claimed as a dependent***….”

Question about Parents.

1. Answer questions 1-3.
2. Skip Questions 4-5.
3. Answer Questions 6-7.
4. Click save and continue to next question.
5. Under **GENERAL COMMENTS**, select SAVE.
6. Under **RESIDENCY SECTION COMPLETE** scroll down and **SAVE**.
7. Continue to answer the next 7 questions which pertain to you, the student.
8. Click Save and Complete This Page
9. Check all 3 boxes on the left
10. Save and Proceed to Submission
11. Click on “**SUBMIT APPLICATION NOW**”