



## 2023-2024 Dual Credit – ApplyTexas Guide

Start by entering **goapplytexas.org** into your web browser

### 1. Sign up with a new account

- a. Click the navy blue 'Get Started' button
- b. Create a username, enter personal email, and password  
**NOTE: ensure you can access the personal email you entered as you will be sent an email shortly after creating your account and will need to verify your email.**
- c. Click 'Sign up'
- d. Open your email and follow instructions to verify your ApplyTexas account
- e. Return back to ApplyTexas account and click 'Continue'
- f. Enter the username and password your just used to create your ApplyTexas account
- g. Record your Apply Texas Username and Password for future reference.

### 2. Edit and Complete your Profile

- a. Click on the navy blue "Edit Profile" button under Edit your ApplyTexas Profile section
- b. Complete each of the 10 sections bulleted below. Once each section is complete you can move to the next section by clicking on the grey arrow at the bottom of the screen. Please complete the fields labeled with a red asterisk as they are required to move to next section.
  - o **Name and Social security number:** Enter last and first name.
  - o **Background:** Enter date, city, country and state of birth.
  - o **Citizenship:** Answer 1-2 citizenship questions.
  - o **Permanent Address:** Enter permanent address, city, country and state (some addresses may need verification, please use this option, if asked).
  - o **Physical Address:** Only complete this section if your physical address is different from the one used in Permanent address section above.
  - o **Phone Numbers:** Enter student cell phone number for preferred number.
  - o **Emergency Contact:** Enter emergency contact last name, first name and contact phone number
  - o **High School/Secondary School:** Use the search box to search for ONLY the high school you are currently attending. You do not need to enter previous high schools if you transferred in to your current high school during 9th-12<sup>th</sup> grades. Also, enter expected graduation date. The day isn't as important as the month and year of graduation.
  - o **College History:** For the purpose of this application please answer NO to the "Have you taken any college courses" question.
  - o **Texas Residency/Visa information:** Select your residency country and state as well as answer the next 3 mandatory residency questions
- c. Click 'Done' once you have completed all 10 sections of the profile

### 3. Start an application to a school

- a. Click on the navy blue 'Start/Edit Applications' button to start a new application
- b. Click on 'Start an Application' to select a school, application type, semester, and major
  - o Select Two-year community/junior college
  - o Select 'Northeast Lakeview College (Universal City)' as the **institution to which you would like to apply**
  - o Select "Two Year" as the **application type**
  - o Select 'Fall 2023' as the **semester**



- From the drop down menu under “**Select your major,**” find the header in bold that most closely matches your high school endorsement and under it you will select “Dual Credit”
- Make a selection from the drop down that most closely matches your high school endorsement as “**Select your major**”

**NOTE: Do not select any other major. Selecting dual credit will allow Northeast Lakeview College to search for your application. Making other selections here will place your application amongst all other first time in college and transfer applications which the college may not be able to differentiate.**

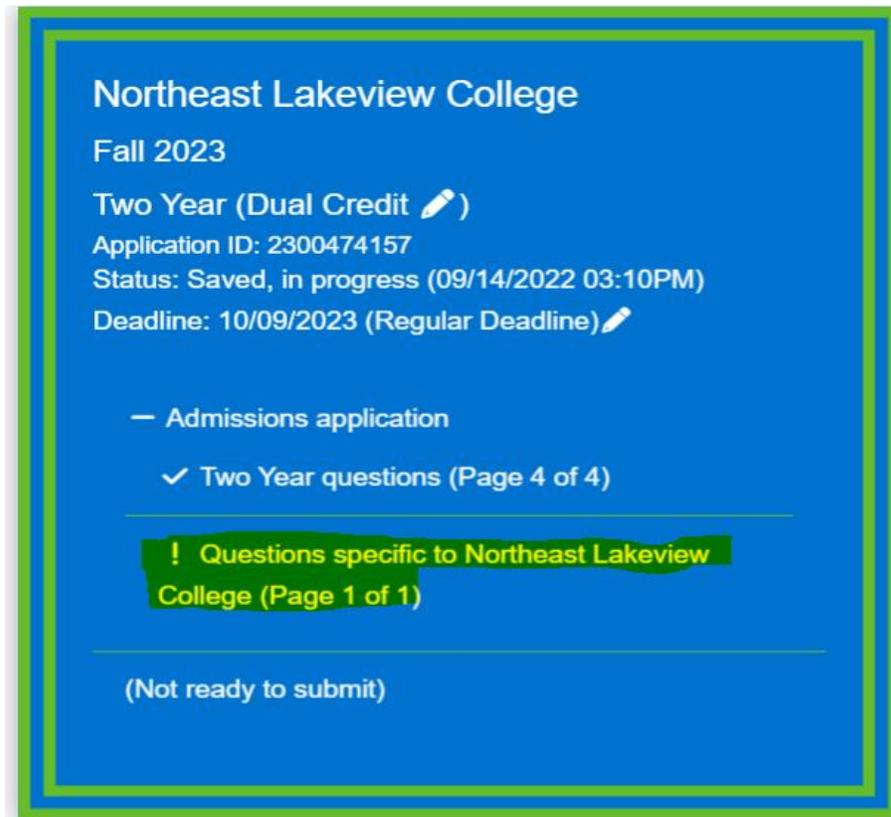
- Select “Regular deadline’ under **Deadline options**
  - Click on the navy blue “Select choices and start application’ button
- c. You will now be taken to the “My applications” landing page. Scroll down and click on “Two-year questions (Page 1 of 4) that will look like the blue and green box shown below. Complete each of the 4 pages bulleted with instructions below. Once each page is completed move forward to the next page by clicking on the grey arrow at the bottom of the screen. Please complete the fields labeled with a red asterisk as they are required to move to next page.



- **Education/Background Plans (Page 1):** *Answer all sections with a red asterisk*
  - There are a handful of required questions you must answer relating to parent/guardian name, living status, foster/adoption placement, homeschool
  - For required question asking “on what basis you are seeking admission,” select ‘Dual Credit (receiving both high school and college credit)’ as your answer from the drop down box.  
**NOTE: Selecting another option will affect your College's ability to consider your application for the program.**
  - For required question asking “primary reason for attending classes,” select ‘Earn credits for transfer’
  - Next you will select from the drop down boxes a response for “parent/guardian education level and relationship to you”
  - Then there are required questions asking about “residency” status and dependency. Please answer the questions marked with a red asterisk to the best of your knowledge.



- Once all the questions noted with red asterisk have been answered, you may click the “Next” button to move on to Page 2.
  - **Extracurriculars (Page 2):** This page is not required. You may click the “Next” button at the bottom of the page to move on to the next page.
  - **Community Volunteer Service (Page 3):** This page is not required. You may click the “Next” button at the bottom of the page to move on to the next page.
  - **Awards/Honors (Page 4):** This page is not required. You may click the “Next” button at the bottom of the page to move on to the next page.
- d. Click ‘Done’ once you have completed all 4 pages of the Two-year questions. Once again you will be taken to the “My applications” landing page. Notice a checkmark on the section of the “Two Year questions” you just completed.
- e. Scroll down and click on ‘Questions specific to Northeast Lakeview College (Page 1 of 1)’ that will look like the blue and green box shown below. Complete each of the 4 required questions bolded as instructed below



- **Online Courses Only:** Answer “No”
  - **College Connection Senior:** Answer “No”
  - **CC-App at another institution:** Answer “No”
  - **CC-Alamo College First Choice:** Answer “Yes”. NLC is your only choice for dual credit at your designated high school.
- f. Click ‘Done’ once you have completed all 4 required questions on Page 1 of 1



- g. Click 'Submit this application' at the bottom of the blue box as shown below.

Northeast Lakeview College

Fall 2023

Two Year (Dual Credit )

Application ID: 2300474157

Status: Saved, in progress (09/14/2022 03:20PM)

Deadline: 10/09/2023 (Regular Deadline) 

+ Admissions application

 Submit this application

- h. Read the terms on the last page and certify and agree that you understand and agree that the college will keep your information on file, you will abide by Bacterial Meningitis vaccination requirements of the college and that you will abide by the policies, rules and regulations of the college. Once reviewed, click on each of three respective check boxes.
- i. Provide consent or deny consent for the Texas Higher Education Coordinating Board to contact you regarding your application you just submitted, by clicking 'Yes' to provide consent or 'No' to deny consent.
- j. Click the navy blue 'Submit' button
- k. You will know that your application has been submitted when the screen shows confetti falling and you see a submission confirmation along with an application number.**
- l. Write down your application number as you will need it to complete your dual credit paperwork to be turned in to your high school dual credit coordinator.**