

ACES is your connection to access your college records and receive important information and deadline reminders. Using **Internet Explorer**, go to <https://aces.alamo.edu> and enter your username and default password.

ACES Username

Your username was emailed to the personal email address you entered on the My Profile page in Apply Texas. If you did not receive an email with your ACES username, please call the NVC Helpdesk at 210-486-4777. You will need to provide the Helpdesk with your Banner ID Number or Social Security Number.

ACES Default Password

Your default password is the first two letters of your last name, in CAPS followed by your birthday in MMDDYY format. Once logged in, reset your password. Your new password must contain a special character.

We recommend you use your 4x4 followed by the hashtag symbol (#).

EXAMPLE: John Smith, Date of Birth: January 1, 2001, Last four of SS#: 6789

Default Password: SM010101

New Password: smit6789#

Click on “Save Changes”. Then click on the purple link [“Click here to proceed...”](#)

Complete the Modules

Go FAARR Module

Test Prep Module

Click on the “Start Here” tab in ACES.

In the middle of the page is the Enrollment Checklist.

Item number 2 and 3 on the list will have a blue “Enroll” button.

1. Click on “Enroll” to activate module.
2. Click on “Incomplete” link to access the module content.
3. After viewing all content in a module, click on “Submit” button and the modules will now appear as “Complete”.
4. Both modules must be completed before students can take the TSI exam. Students using ACT/SAT/PSAT scores do not have to complete the Test Prep module, but must complete the Go FAARR module.

The screenshot shows the AlamoNAVIGATE website interface. On the left, a dark navigation menu is visible with the 'Start Here' option highlighted and a red arrow pointing to it. The main content area is divided into several sections: 'Personal Information' with links for updating addresses and phones, 'Bacterial Meningitis' with links for requirements and submitting documents, and 'Department Resources' with icons for various services. On the right, the 'AlamoNAVIGATE' logo is displayed above a graduation cap icon. Below this, there is a section for 'AlamoENROLL' which contains an enrollment checklist. The checklist items are: 1. Transcript Status (Incomplete), 2. Go FAARR Module (Incomplete), 3. Test Prep Module (Incomplete), 4. TSI Exam (pending above items), 5. Advising (Not Applicable), 6. Math Refresher (Not Applicable), and 7. Reading/Writing Refresher (Not Applicable). A red arrow points to the 'Incomplete' status of item 3.

Start Here

Home

Start Here

Student

My Courses

My Page

Faculty

Employee

My Library

Personal Information

Update Addresses and Phones

Update E-mail Addresses

Update Emergency Contacts

Bacterial Meningitis

Requirements and FAQs

Submit Documents

Department Resources

Department Lock Up

Campus Maps

Student Financial Aid

Enrollment Management

Business Office

Registrar/Registrar's Office

AlamoNAVIGATE

Dual Credit Students, Alamo Academy and Early College High School – follow the Enrollment Checklist below

Recommended Web Browser: Chrome

AlamoENROLL

1. Transcript Status Incomplete

2. Go FAARR Module Incomplete

3. Test Prep Module Incomplete

4. TSI Exam pending above items

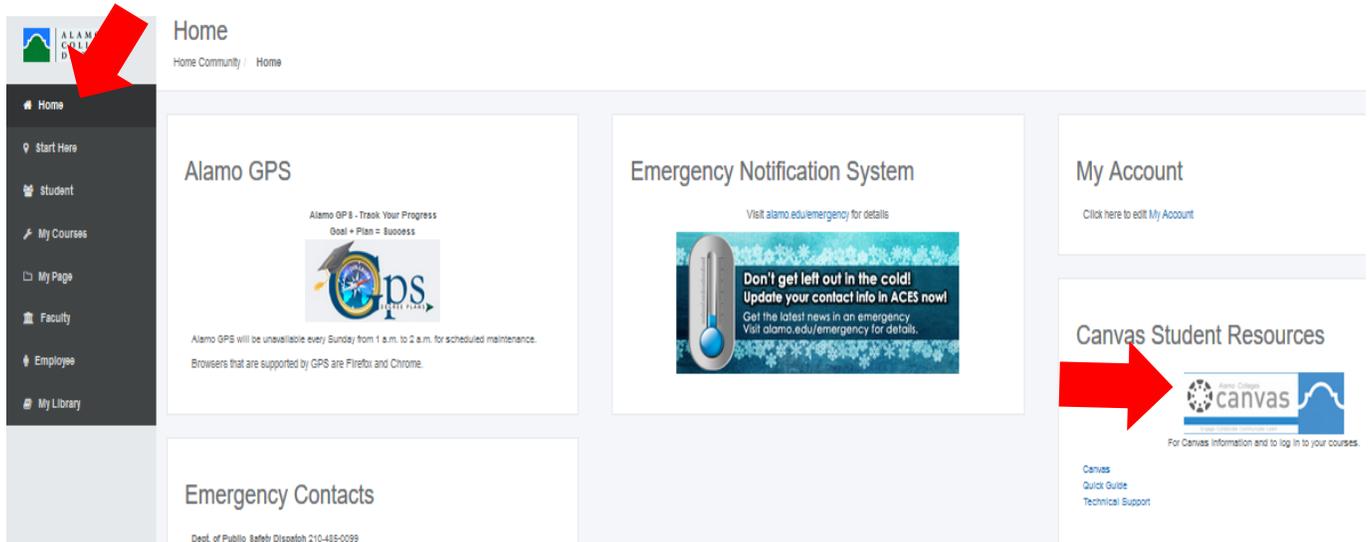
5. Advising Not Applicable

6. Math Refresher Not Applicable

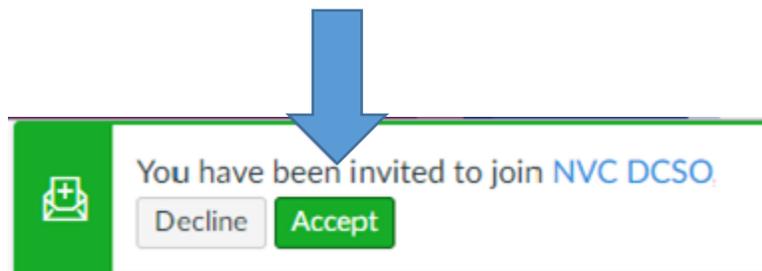
7. Reading/Writing Refresher Not Applicable

Canvas Course

To access the Dual Credit Student Orientation, click on the Canvas icon on the “Home” tab in ACES.



Accept the Canvas User Policy, then click on “Accept” (green button) found in the notification at the top of the screen: “You have been invited to join NVC DCSO”



Welcome to Dual Credit



Welcome to Northwest Vista College

This is a creative endeavor that is supported by the College's guiding spirit of our vision, values, and mission. The purpose of this guide is to assist you to understand and negotiate all aspects of your responsibilities as a member of Northwest Vista College and within the Alamo Community College District.

We hope that this guide will contribute to your healthy relationship with the College and with your instructors.

Welcome to the NVC family!

Course Objective: Upon successful completion of the **Dual Credit Student Orientation**, as a student; you will be prepared to succeed in your Dual Credit courses and future higher education goals.

To be eligible to take Dual Credit courses, you must first complete the Student Acknowledgement Form and this Orientation by viewing all Modules.

Module content includes:

- Dual Credit Program Checklist
- College grading and satisfactory academic progress
- Introduction to Advising
- Using GPS for future course and major planning
- Academic Support Services
- High School Programs Student/Parent Consent Form

Note: Many pages in this guide reference official sites, college and district pages, government offices, and Alamo Colleges Board Policies. In the event that a site, procedure, statement, or policy is amended, changed, or superseded before the handbook is updated, the official site, page, statement, or policy will always take precedence over the handbook.

Please click NEXT to complete the required Student Acknowledgement Form.



High School Programs Acknowledgment Form

Due No due date

Points 100

Questions 5

Time Limit None

Allowed Attempts Unlimited

Instructions

Please carefully read all the instructions to complete this form.

You must fill out the form correctly and certify that you have read and understood all the information provided in order to proceed in your Dual Credit Student Orientation course.

Please ignore your grade for this assignment - a minimum of 80 points is required to continue to the next page in the orientation.



Click on "Take the Quiz" to complete the High School Programs Acknowledgment Form.

High School Programs Acknowledgment Form

Started: Nov 7 at 5:05pm

Quiz Instructions

Please carefully read all the instructions to complete this form.

You must fill out the form correctly and certify that you have read and understood all the information provided in order to proceed in your Dual Credit Student Orientation course.

Please ignore your grade for this assignment - a minimum of 80 points is required to continue to the next page in the orientation.

Question 1

5 pts

I am entering the program as a:

- 9th grader
- 10th grader
- 11th grader
- 12th grader

Question 2

5 pts

BannerID:

Question 3

5 pts

Name:

Provide your **Last, First** and **Middle Initial**.

For example: Smith, John R.

Question 4

5 pts

High School:

Read the following and then certify that you understand the policies below.

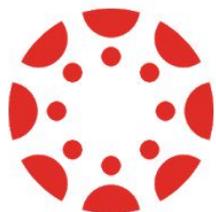
I understand that:

1. This form is valid for the duration of the student's participation in the School Program.
2. Submitting this Acknowledgment 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 Northwest Vista College and my high school.
3. Courses will be more academically challenging than traditional School courses, will include different requirements and a separate grade for each course.
4. Courses held on the College campus (all instructional methods apply) may contain a mix of both High 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 my behavior and performance will be equivalent to that of a college student.
5. I may be enrolled in dual credit courses approved by my High 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 my progress, the College grade may be different than High School grade, will become part of my permanent academic record, and will be reflected on my College transcript.
8. I have 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 a grade or petition for a change of grade.
9. If I fail to verify my enrollment in ACES, per each term's Census Date for the College, I cannot contest enrollment thereafter. The submission of a High School transcript will not be considered.
10. I must attend my dual credit class regularly and turn in all required assignments. I 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 the High School or College campus. I will be withdrawn from a dual credit class if I am sent to alternative school or become homebound.
11. Students underperforming are encouraged to withdraw from dual credit courses before the Last Date to Withdraw deadline, after conferring with a counselor. If I remain in a dual credit course after the Last Date to Withdraw, I will be awarded the grade earned.
12. It is my responsibility to know and adhere to the Last Date to Withdraw deadline for withdrawal on the Alamo Colleges District Academic Calendar, accessible at <http://alamo.edu/calendars/>
13. I am expected to meet academic standing as defined in the College catalog to continue in any of the High School Programs offered through the Alamo Colleges District.
14. Students 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 from a dual credit course in order to minimize future problems related to admissions, financial aid, and scholarships.
15. If I plagiarize a paper, or collude or cheat in any dual credit class, I 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 High School Program. Any disciplinary action will become part of the student's education record with the College district.
16. Courses are generally transferable; however, it is not the College's responsibility to ensure that the dual credit course(s) for which I enroll are transferable.
17. If I earn thirty or more college credits, I 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 my school.
19. If I choose to take regular college courses outside the School Program requirements, I 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 not part of any School Program agreement.
20. I may not exceed a total of 14 courses throughout my time in the School Program.
21. I may participate in one or more School Program (Dual Credit and Alamo Academies or Early College School and Alamo Academies), provided that I do not exceed a total of 14 courses throughout my 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 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).

- Yes, I certify that I have read and understand the Dual Credit Program information, rules, and requirements stated above.
- No, I do NOT certify that I have read and understand the Dual Credit Program information, rules, and requirements stated above

PLEASE NOTE: Students that select "No" for this questions will not be able to complete this required orientation and will therefore be ineligible to take dual credit courses.

Canvas App



Canvas Student

Instructure Education

Everyone

This app is compatible with all of your devices.

Access your DCSO on the go with the Canvas Student mobile app!

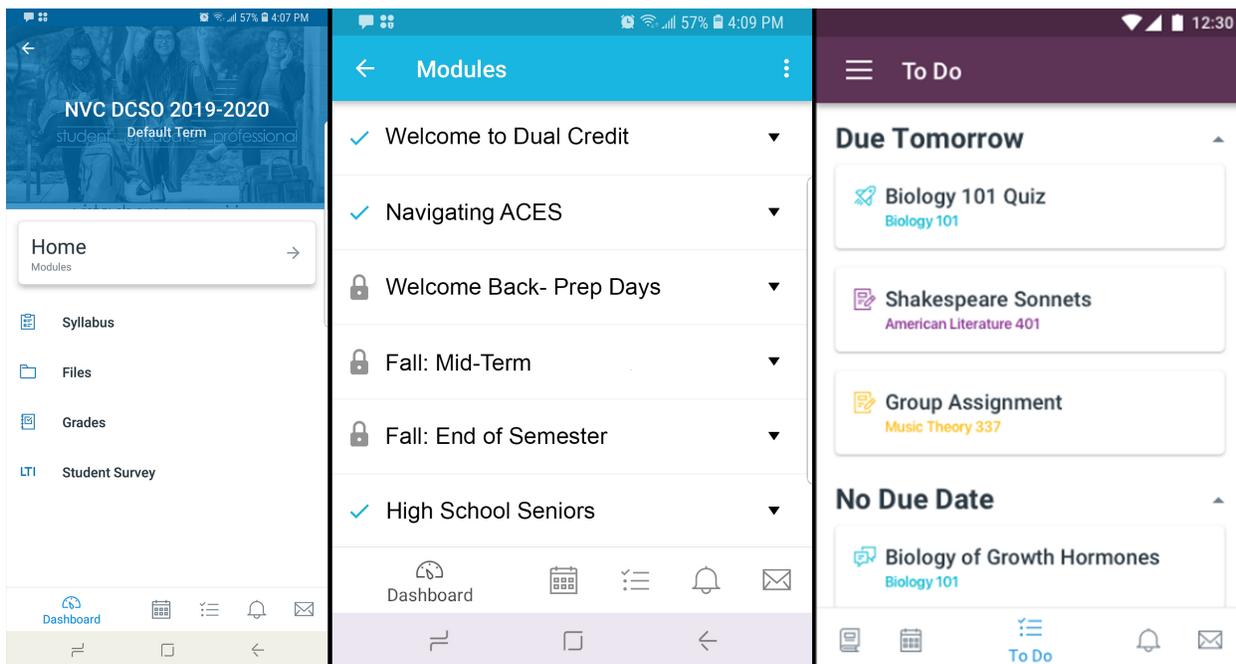
Download App: [Apple](#) or [Android](#)

Just follow these quick steps:

1. Download the **Canvas Student** app
2. Find my school: **Alamo Colleges**
3. Log in with your ACES username and password

From any device, you can now:

- Submit the required High School Programs Student/Parent Consent Form
- Review Modules
- Keep track of course work with to do list and calendar
- Send and receive messages, ask the DC staff questions
- Watch helpful videos
- Receive push notifications for new grades, course updates, and much more!



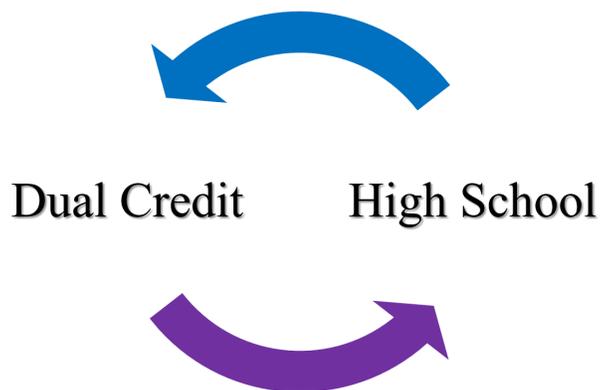
Characteristics of a Successful Dual Credit Student



A successful Dual Credit student

- is self-motivated and self-disciplined
- is able to commit 6-8 hours per week, per course
- is able to communicate through writing
- is able to work independently
- is comfortable using a computer
- will keep up with assignments
- can deal with technology and its unexpected problems
- contacts the instructor promptly with questions about the course
- knows that flexibility does NOT mean the course will be easy
- is ready to start on DAY 1 of the course
- focuses on his/her goals
- keeps an open mind - steps back and relaxes when frustrated with a course

High School Programs



What is the Dual Credit program?

The Dual Credit Program allows eligible high schools students to earn college credit by high school teachers meeting adjunct faculty requirements for certain high school courses in which they are currently enrolled while completing their high school requirements. In order for students to participate in the program, the high schools must be approved to offer dual credit courses. These courses are offered at the local and area high school campuses, as well as selected online courses.

Benefits of Dual Credit:

- Dual Credit increases the likelihood that a student will complete high school, enroll in and persist in college
- Decreases the cost of tuition and fees for students in completing their academic degrees
- New graduates enter the workforce at an accelerated rate and begin to earn wages, benefiting themselves and making positive contributions to our economy
- Students can complete up to 14 college courses before graduating from high school.
- Increases student's self-confidence!

Will the Credit(s) earned at Northwest Vista transfer to other institutions?

All core curriculum courses have been converted to ensure that if you decide to leave for another institution, your credits may transfer. To see if a course will transfer to a college or university in Texas, visit [Texas Common Course Numbering System](#)

For information regarding transferability of courses to institutions outside of Texas, students should check with the institution receiving the credit.

For more information on transfer guides contact [Advising](#).

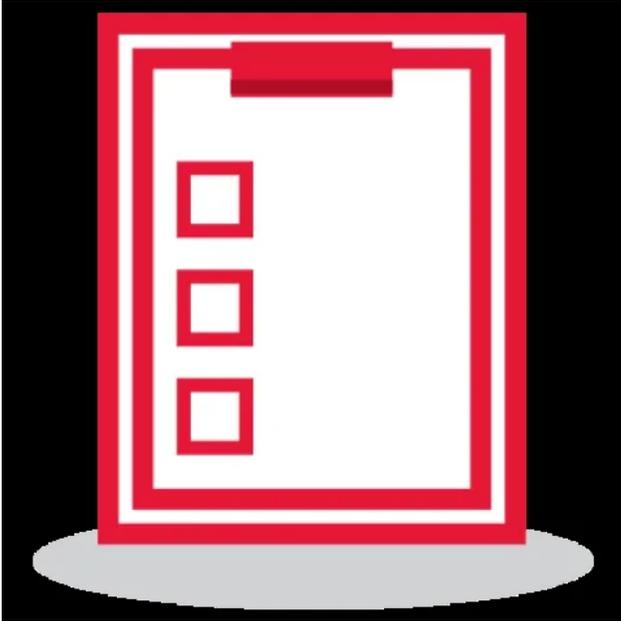
Want more?

[Dual Credit Contacts](#)

[Student Resources](#)

[Testing Center](#)

Dual Credit Checklist



Below is the general list of items that dual credit students are required to complete and review:

1. Apply Texas
2. ACES Modules
 - GoFAARR
 - Test Prep
3. Dual Credit Student Orientation
4. [Testing](#)
 - Take the TSI exam **OR** submit SAT/ACT scores **by April 24, 2020**
5. [Residency](#) (submit paperwork if inaccurate)
6. Verify schedule under **ACES Student Tab, My Courses Tab** or **GPS**
 - During Prep Days
 - First Week of School
 - By College Census Date
7. [Get your NVC Student ID](#) (Cannot get ID until registered for courses)
8. Know your deadline dates to drop a course (ask your instructor)
 - Before Census (no transcript record)
 - After Census (Withdrawal = **W** on transcript)
9. Review your course syllabus
 - Instructor should have it online or hand out a hard copy
10. Find out about college advising dates at your campus

Students that have earned college credits outside of the Alamo Colleges/through OnRamps are also required to complete the following:

[Submit your Official College Transcript to NVC](#)

Testing



ROCK THE TEST



All sections of the TSI exam must be completed to be eligible to take any courses for dual credit.

Your exam scores will dictate what course you qualify for.

TSI Assessment with College Ready Scores:

- TSI Writing Placer: 340 w/Essay score of 4 or Essay score of 5
- TSI Reading Placer: 351-390
- TSI Math Placer: 350-390

TSI Exemptions

Students with college level SAT/ACT scores are exempt from the TSI exam.

Official SAT/ACT score report must be provided by College Board/ACT, or other approved source and sent electronically to Northwest Vista College's Testing Center by **April 24, 2020**.

- SAT: 480+ on the Evidence-Based Reading and Writing section and 530+ on the Math section
- ACT: Composite score of 23+ **and** 19+ on English and Math sections

Testing can be taken at your local high school or at Northwest Vista College. Fees vary by location. Please ask your High School Dual Credit representative or counselor about the current testing fee at your high school.

Want more?

[Testing Center](#)

[CLEP/AP Credit Policy](#)

[Campus Map](#)

Grades



A B C D F

The high school grading scale may differ from the college grading scale. *(Please check with your high school)*

Course instructors establish grading policy in their respective syllabi. Permanent grades are recorded only at the end of each semester/session.

The grades used are:

- A (90-100%)
- B (80-89%)
- C (70-79%)
- D (60-69%)
- F (<60%)
- I (incomplete)
- W (withdrawal, prior to and exempt from SB 1231)

Withdrawing from a Dual Credit Course

It is the student's responsibility to withdraw officially from a class if that becomes necessary. Students need to withdraw themselves from the course via their ACES account under the Student Tab, Web Services, and "Course Withdrawal" link.

Viewing Grades

Check your grades regularly throughout the semester.

- [Mid-Term Grades](#)
- [Final Grades](#)

Want more?

[Syllabus](#)

Academic & Student Resources



Northwest Vista [Student ID](#) is required for the services below.

Tutoring Labs

- [Writing Across the Curriculum \(WAC\) Lab](#) (RLC 205):
 - Meet with a writing tutor to get help brainstorming a topic, organizing your ideas, or polishing a draft
 - Work on a writing assignment on the computer and get feedback; Use print resources (dictionary, MLA Handbook, APA handbook, etc.). Phone tutoring also available.
- [Math Advocacy Center](#) (JH 308):
 - The Math Advocates work with help students understand the basic concepts needed to finish their work.
 - Students are allowed 5- 30-minute sessions.
 - For students enrolled in Pre-College Math, College Algebra (MATH 1314 or 1414) Math for Business & Social Science I (MATH 1324) Math for Liberal Arts (MATH 1332)
- [Math Lab for Cooperative Learning](#) (JH 316):
 - Offers a place for math students who need a space to work on math individually/in groups; need quick help to solve homework problems; need help with a test review; need help with test/quiz corrections
 - Labs are available for help if you need support within all areas.

Open Labs

- [Student Open Computer Lab](#) (JH 106):
 - Lab Resources:
 - Mac and PC Computers
 - Printers and Scanners
 - Projectors
 - Laptop (HP, MacBook Pro, and Microsoft Surface Pro 4)
 - Smart T.V. Board
 - ADA Room
 - and more!
- **Specialty Software (JH 106G)**
 - Adobe Master Suites: Photoshop, InDesign, Illustrator, Lightroom, Audition, After Effects...
 - Statdisk
 - AutoCAD
 - Lockdown Browser
 - Visual Studio
- **ADA Room (JH 106D)**
 - Kurzweil
 - JAWS
 - Zoom Text
 - Dragon Naturally Speaking

[Click here for a complete list of Academic Resources](#)

Want more? Click below to view virtual campus map.

[Campus Map](#)
[Resources](#)

Withdrawing From A Dual Credit Course

Federal Regulations require the establishment and application of reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of maintaining eligibility for Title IV of the Higher Education Act financial aid programs. The SAP requirements explained below apply to all Title IV financial aid as well as to state and institutional financial aid programs, need-based and non-need-based aid, unless otherwise noted by an individual scholarship program. The Student Financial Aid department evaluates student compliance with SAP annually at the end of spring semester. Students on probation or following an academic plan will have their SAP reviewed at the end of each payment period enrolled to determine if the student is making progress in accordance with their academic plan.

The three standards of Satisfactory Academic Progress are:

1. Grade Point Average (GPA) Requirement
2. 67% Completion Rate of Enrollment Requirement
3. Maximum Time Frame to Complete a Program

Grade Point Average (GPA) Requirement

Students must maintain a cumulative Alamo College District GPA of 2.00 on all coursework taken at the Alamo Colleges District. Grades for repeated courses are counted towards cumulative GPA unless the student successfully petitions Admissions and Records.

67% Completion Rate of Enrollment Requirement

Students must maintain a cumulative 67% completion rate on all coursework attempted at the Alamo Colleges District. The chart below shows how the completion rate is calculated:

Sample table for compliance and completion rate

Total Earned Hours	Total Attempted Hours	(Earned Hours+ Attempted Hours) X 100	Completion Rate	
9	12	$(9+12) \times 100$	15%	In compliance
18	52	$(18+52) \times 100$	34%	Not In compliance
44	64	$(44+64) \times 100$	68%	In compliance

Maximum Time Frame to Complete a Program

The maximum time frame for students to complete a certificate or associate's degree may not exceed 150% of the published length of the program. Students have up to 99 attempted hours of coursework, including transferred credits, to complete an associate's degree.

- Attempted credit hours include all courses for which a student is enrolled in after census day.
- Grades of "W", "WP", "WF", "F", "I", "IP", "IF" and any other non-letter grade (besides grades of A, B, C, or D) is counted as attempted but not completed when calculating the completion rate.
- Transferred hours count towards maximum attempted hours.

Want more?

[SAP](#)

Introduction to Advising



Academic advising at Northwest Vista College is one of the greatest tools available to dual credit students.

Certified Advisors from our college visit each high school at various times during the spring semester to provide group advising.

Individual student advising (one-on-one) is available at the college campus. Check your ACES email for details on Saturday advising sessions dedicated to dual credit students - this information can typically be found in the monthly Dual Credit Student Newsletter.

Your academic advisor is here to assist you with:

- Career Exploration
- Degree Planning
- Individual Success Plans (GPS)
- Transfer Planning

It is never too early for you to begin exploring your ideal career paths.

[Click here to get started today with Career Coach now!](#)

Want more?

[Academic Advising](#)

Goal + Plan = Success



Alamo GPS is readily accessible through your [Home Tab](#), [Student tab](#) and [My Page](#)

Alamo GPS looks at the degree requirements of the Alamo Colleges catalog and the completed coursework to produce an easy-to-read audit. The audit is divided into block requirements of how courses taken or proposed count toward degree requirements.

What are the Benefits of GPS?

- Learn the degree requirements for your major - it lists the courses in your major that fulfill the general education requirements, and which courses you need to graduate
- Identify the courses needed to complete your degree
- See which courses you have completed in your major
- See what courses you have taken that do-not count towards your major
- View the grades, transfer credits, or waivers applied to your transcript
- Find out, before you officially change your major, how the courses completed meet the new major requirements
- View waivers, petitions, and exemptions applied toward degree
- Estimate how many semesters it will take you to graduate
- Select the right courses for the next semester or session
- Confirm your grade-point average (**GPA**).
- **View entrance exam scores: TSI, SAT, ACT...**

At the bottom of the GPS, you can find your scores that are on file with Alamo Colleges.

6 DROP RULE: Students may drop a maximum of 6 courses; a grade is assigned to all classes after accumulating 6 drops. Courses dropped before census do not count and other exemptions that apply.

Less Than 2 Course Repeats Found

THREE-PEAT RULE: A higher tuition is charged for courses attempted three or more times at any Texas public institution of higher education.

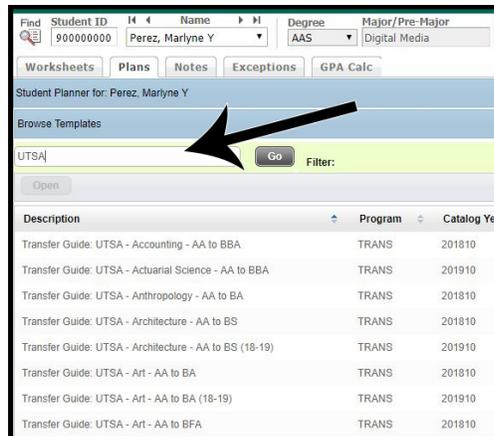
Work Not Applicable to This Program				Credits Applied: 6	Classes Applied: 2
ENGL 1301	Composition I	6	3	Fall 2016	
ENGL 1302	Composition II	REG	3	Spring 2017	

Insufficient				Credits Applied: 3	Classes Applied: 1
GOVT 2305	Federal Government	W	3	Spring 2017	

In-progress				Credits Applied: 3	Classes Applied: 1
ENGL 1302	Composition II	REG	3	Spring 2017	

Test	Description	Date Taken	Score
TS1M	TSI Assessment Math	10-MAR-16	374
TS1W	TSI Assessment Writing	10-MAR-16	367
TS1S	TSI Assessment Essay	10-MAR-16	6
TS1R	TSI Assessment Reading	10-MAR-16	380
S12	MATH-SECTION SCORE	05-MAR-16	580
S11	EVIDENCE-BASED READ/WRITE SCORE	05-MAR-16	630
A050	ACT Composite	01-DEC-15	25
A010	ACT English	01-DEC-15	25
A020	ACT Math	01-DEC-15	23
S02	SAT Math	07-NOV-15	490
S10T	SAT M and CR Total	07-NOV-15	1070
S01	SAT Critical Reading	07-NOV-15	580

Plan for future coursework for your degree.



Want more?

[GPS](#)

Submit Consent Form

Submit Assignment

Due No Due Date **Points** 100 **Submitting** a file upload **File Types** pdf, jpeg, and jpg

Please click here to access the required form:

[High School Programs Student/Parent Consent Form](#) 

The consent form requires both a parent and student's signature.

Instructions on how to upload the consent form with the Canvas Student App are below.

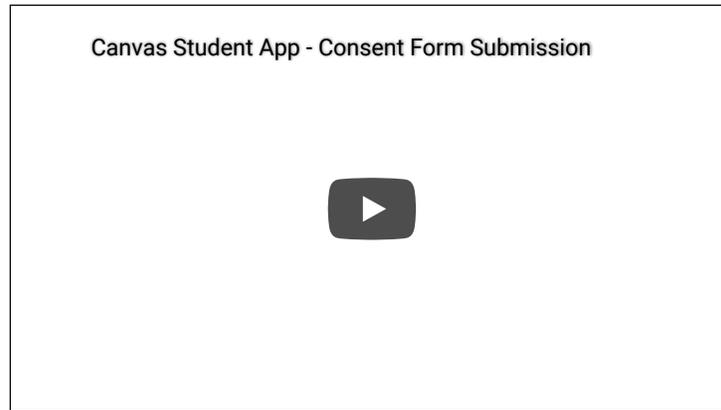


Photo or PDF with **Canvas App**
[Google](#) or [Apple](#)

1. Save your document after editing, print and collect all required signatures.
2. Consent form needs both parent and student physical signature. Please do not submit a typed signature.
3. Click **Submit Assignment** on the right side of this page once all parties have signed.
4. With the Canvas App, photograph all pages of the consent form.
5. Enter Comment: Signed Consent form
6. Click **Submit Assignment**.

I understand that:

- Submitting this consent form and/or high school course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the High School Programs and courses are 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 high school.

PLEASE NOTE: The High School Programs Student/Parent Consent Form can be submitted on this page by clicking on the "Submit Assignment" button at the top of the page -OR- a signed paper copy of the form can be submitted to the Dual Credit Representative at your high school. Signed paper forms must be submitted before your high school's deadline. Please view our website: <https://www.alamo.edu/nvc/academics/high-school/contacts/> to find the Dual Credit Representative at your high school. Your high school Dual Credit Representative can provide you with more information on the deadline and where to submit your signed paper form.

Congratulations

Begin With The End in Mind

Congratulations on becoming a college student!



Now that you have completed your Dual Credit New Student Orientation, please review your [ACES guide](#) to learn more about:

1. Home Page
2. Start Here Tab
3. Student Tab
4. My Courses
5. My Page
6. My Library
7. Web Services

