Welcome to the Milby High School Dual Credit Program. You may already qualify to take Dual Credit classes. Or, you may have not yet qualified. Either way, you need to complete the Houston Community College (HCC) application to be eligible to take the classes next year. The information below is from HCC. Milby has added the screen shots to help you through the process. **The deadline to apply is April 1, 2021.** Please, read everything carefully.

New students’ **Fall 2021** Dual Credit Applications are due **April 1st**. Students must create a [www.ApplyTexas.org](http://www.ApplyTexas.org) account prior to applying to HCC. They will need the following information to get started with their ApplyTexas Account:

- Full legal name
- Date of birth
- Place of birth (City, State, Country)
- Know if they are US Citizen (just “yes” or “no”)
- Permanent/ Home Address
- Phone number
- Emergency Contact information (Full Name and phone number)
- Student’s personal email address (must have access to email account; ApplyTexas will send student a link for email confirmation)

Once they have completed their ApplyTexas account, they can create an HCC Application. The HCC ID/ W# will be emailed to provided email on applytexas.org account, within 24 hours of application submittal, during off peak registration. Students will need the following information for the HCC Application:

- Social Security Number (if applicable)
- If not a US Citizen, they will need to know their country of citizenship and VISA information, or other immigration status/ information (if applicable)
- If student is undocumented, additional immigration information may not be required.

Here is some important information.

1. **This is the most important:** Do not think of this as an application. Everyone is accepted. You will just have to qualify. The classes are free. Most of these questions are meant to determine how much you pay for college.
2. Use the email account that you most often use.
3. For your application to be complete, you will receive an email from Apply Texas asking you to confirm your account.
4. Answer those questions with a red asterisk (*).
5. When you are done, you will receive an email from HCC that will include your HCC ID number.
The following instructions are to complete the application process after you have signed up for an Apply Texas account.

Step 1 – Log in
You can go straight to this after setting up your account.

Step 2 – Create New Application
Step 3 – “create a new 2 year...”

Which of these should I choose?

ApplyTexas application type descriptions

To apply to a Bachelor's Degree program at a 2 year college (including community and junior colleges) select the "create a new 2 year college admissions application" below:

create a new 2 year college admissions application

create a new 4 year university undergraduate admissions application

For those applicants who already have a bachelor's degree or the equivalent:

create a new graduate school admissions application

Step 4 – Use drag down menu to select Houston Community College

2 Year Institution

Cisco Junior College (Cisco)
Clarendon College (Clarendon)
Coastal Bend College (Beeville)
College of the Mainland (Texas City)
Collin County Community College District (Collin College)
Dallas College (Dallas)
Del Mar College (Corpus Christi)
El Paso Community College District (El Paso)
Frank Phillips College (Borger)
Galveston College (Galveston)
Grayson College (Denison)
Hill College (Huntsboro)
Houston Community College (Houston)
Howard County Community College District (Big Spring)
Kilgore College (Kilgore)
Lamar Institute of Technology (Beaumont)

Select target two year college - listed alphabetically

continue
Step 5 – Continue

Are you applying to take college courses to be completed while you are still a high school student (Dual Credit or Concurrent Enrollment)?

- Yes
- No

Continue

Step 6 – Select semester of entry Fall 2021

Semester of Entry: Fall (Aug - Dec) 2021

Continue

Check the special application information page prepared by Houston Community College.
Step 7 – Select your major (Construction, Industry and Manufacturing)

Step 8 – Continue
Step 9 – Select “Yes” for “completing as...dual credit.”

Step 10 – If you have a Social Security number, enter it here. It is the one super-secret way for colleges to share your information with you, or each other. If you do not have a social security number, you can still apply. They will just issue you a different super-secret number that you will have to keep up with.
Step 11.1 – Answer these questions about citizenship. If you are a US citizen, just answer “Yes” and keep going. If you are not a citizen, but are a legal resident, answer the questions about Visas. If you are undocumented, you will be able to answer, “No.” Since you are not documented, they won’t ask anymore questions about it. EVERYONE IS ACCEPTED.

Step 11.2 – Not a citizen? They ask about your residence status.
Step 11.3 – If your answer to these questions is “No,” just answer no. You just move on to the next questions. If you have problems, contact Mr. Ellis for help.

Step 12 – Question about receiving text messages. You can say no. Select Felix Fraga as your HCC home campus.
Step 13 – Say No to all the Military and Veteran questions. Save changes. If there is a mistake or you miss something, you will get a notice telling you what you need to do.

Step 14.1 – Complete your information for your educational background. It is only your high school. Don’t even bother with the college stuff.
Step 14.2 – Use the menu to find Milby.

Step 14.3 – Select your Expected Graduation Date. Use the drag down menu to select June in the year you should graduate. Also, select “No” for Home Schooling.
Step 15 – Select “Freshman” because you are a College Freshman. Then select your goal as “obtain a workforce certificate and skills.”

Step 16 – Answer these like this.
Step 17 – Select “Houston.”

Step 18 – Answer these. There is no right or wrong.
Step 19 – Again, answer these.

1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? *
   - Yes  ○ No

2. Does this parent or legal guardian currently live in Texas? *
   If he or she is out of state due to a temporary assignment by your employer or other temporary purpose, please explain in the "General Comments" box at the end of the residency section of this application.
   - Yes  ○ No

3. If your parent or legal guardian is currently living in Texas:
   a. How long has he or she been living here?
      - Lived in Texas for: Years: 15  Months: 
   b. What is your parent’s or legal guardian’s main purpose for being in the state?
      If for reasons other than those listed here, give an explanation in the "General Comments" box at

Step 20 – HCC recommends that you answer “No,” on whether you or your parents own a home. These questions are meant to determine how much you pay for college. You are not paying for these classes. If you answer yes, they may ask for additional documentation that is not necessary for you to be admitted into the Dual Credit Program.

5. Do any of the following apply to your parent or legal guardian:
   a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is affective to hold title) to residential real property in Texas?
      - Yes  ○ No
      If yes, date acquired: Month: /  Year: 4-digit year
   b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future?
      - Yes  ○ No
      If you, date acquired: Month: /  Year: 4-digit year

6. For the past 12 months:
   a. Has your parent or legal guardian been gainfully employed in Texas? *
      - Yes  ○ No
   b. Has your parent or legal guardian received primary support from a social service agency? *
      - Yes  ○ No
Step 21 – More stuff about your parents.

7. Is your parent or legal guardian married to a person who could claim "yes" to any part of question (5) or (6)?
   - Yes
   - No

   a. If yes, indicate which question could be answered "yes" by your parent or legal guardian's spouse:

   b. How long has your parent or legal guardian been married to the Texas Resident?
   Married to TX resident for:
   - Years
   - Months

Step 22 – You may now see several pages with questions that you can skip. Just click “save and continue to next question.”
Step 23 – Keep going.

Step 24 – You do have to answer this one. Answer “High School Counselor.”
Step 25 – Check these boxes.

Application sections and pages

Admissions submit

Certify, pay and submit your application

Certification and payment information

Fields marked with an asterisk (*) are required.

Certification of information *

You are required to read the statements below. By checking the box next to the statement, you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application.

You may wish to print this page for your own records; however, we ask that you not send in a printout of this page to the institution to which you are applying.

Notification of Rights under Texas Law. Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. Certified on: 02/26/2021

Step 26 – Keep going.

Non-discrimination clause

Admission to any of the Texas institutions of higher education and any of their sponsored programs is open to qualified individuals regardless of race, color, gender, sexual orientation, creed, age, national origin or disability.

Application fee information

This institution does not charge an application fee through ApplyTexas for this application type and semester.

Save and proceed to application submission

Last updated October 07, 2020
Privacy Web Accessibility FAQ Help/Contact for app ID: 293761
Step 27 – Submit your application.

You should receive your HCC ID number in an email from HCC. It should come within about 24 hours. If you do not receive it after two days, check your junk or spam email. It may have gone there. It will go to whichever email address you used when you set up your Apply Texas account.

If you need help, contact Mr. Ellis by email or in Teams.

His email address is wellis@houstonisd.org.

In Teams, he is William Ellis, Graduation Coach.

On campus, he is in the Library.