

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 1**<sup>st</sup>. Students must create a <u>www.ApplyTexas.org</u> 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. <u>This is the most important</u>: 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 2 – Create New Application /

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



### Step 5 – Continue

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	apply to a four year university.
	(For a clickable map with more information about Texas regions, please go to the <u>Texas Higher Education Coordinating Board's Texas</u> <u>Regions web page</u> .) Search for a college by region
	Target College: Select target two year college - listed by region
	Search for a college from an alphabetical list
	Target College:         Houston Community College (Houston)         V
	Are you applying to take college courses to be completed while you are still a high school student (Dual Credit or Concurrent Enrollment)?
	continue
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### Step 6 – Select semester of entry Fall 2021

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	Getting Ready to Start Your Application select a semester					
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		continue				
	Check the <u>special application information page</u>	prepared by Houston Communit	ty College.			
	Address:	Houston Community Col Office of Admissions PO Box 667517 Houston, TX 77266-751	llege 7			
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#### 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.

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	Yes O No	
	Fields marked with an asterisk ( $st$ ) are required.	
	1. Enter your U.S. Social Security Number Please enter your Social Security Number, if you have one. It is u financial aid.	used to match your application to your transcript and test scores, and for
	Social Security Number(SSN)	« No spaces, dashes, or letters.
	Confirm SSN	« No spaces, dashes, or letters.
	2. When were you born? * Enter your date of birth (month, day, year). Do not leave blank; Date of Birth Jun v 17 v 200.	this information is required.
	3. Full legal name: *	
	List your full legal name as stated on one of the following: driver do not include diacritical marks such as accents (') or tildes ( $\sim$ ). information will be used for your official record if you enroll.	's license, passport, birth certificate, or other state identification. Please Do not use nicknames or abbreviations or commas because this
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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.

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	Select V
6. Place of Birth: * Enter the city, state, and country wher City State/Possession/Province Country	HOUSTON
7. Are you a U.S. Citizen? *	● Yes ○ No
8. Status as a current U.S. militar A U.S. military servicemember the National Guard or Reserve	ry servicemember, veteran, or dependent: · is a person who is serving in any branch of the U.S. Armed Forces, including s. Please select any of the following that apply to you. I am a:
	veteran (former U.S. military servicemember)
	Current U.S. military servicemember
	spouse or dependent of a veteran or of a current U.S. military servicemember
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#### Step 11.2 – Not a citizen? They ask about your residence status.

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Select V	<b>^</b>
6. Place of Birth: * Enter the city, state, and country where you were born.	
City HOUSTON	- 1
State/Possession/Province Select one	
Country ARUBA ~	
7. Are you a U.S. Citizen? * O Yes   No	
Non-U.S. Citizens complete the following	
a. If no, of what country are you a citizen? Citizenship country MEXICO	
b. Do you hold Permanent Residence status (valid I-551) for the U.S.? If Yes, please submit a copy of both sides of the card.	
○ Yes	
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## 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.

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	<ul> <li>c. If you are not a U.S. citizen or permanent resident, do you have an application for permanent residence (form I-485) pending with the U.S. Citizenship and Immigration Services (USC: (If "Yes," submit a copy of your Notice of Action from the USCIS, form I-797C.)</li> <li>Yes          <ul> <li>Yes</li> <li>No</li> <li>No Applicable</li> </ul> </li> </ul>	nent S)?			
	d. If you have an Individual Taxpayer Identification Number (ITIN) and do NOT have a Socia above, please enter it below. Otherwise, please leave blank. No spaces, dashes or letters.	Security Numbe	er filled	in	
	ITIN: Confirm ITIN:				
	e. If you are not a U.S. citizen or U.S. permanent resident, are you a foreign national here w you eligible to domicile for Texas residency purposes (see list of eligible visas) or are y Parolee or here under Temporary Protective Status? (If you select an option below, please submit a copy of your Notice of Action from the USCIS, form I-797C, or a If so, indicate which Select	ith a <b>visa that r</b> /ou a Refugee, A copy of your current	makes asylee, avisa.)		
8.	Status as a current U.S. military servicemember, veteran, or dependent: A U.S. military servicemember is a person who is serving in any branch of the U.S. / the National Guard or Reserves. Please select any of the following that apply to you	Armed Forces, i Tama:	includir	ng	Þ

# Step 12 – Question about receiving text messages. You can say no. Select Felix Fraga as your HCC home campus.

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	17.			
	18. ADVi text messaging consent * Do you consent and agree that ApplyTexas and its partner (the T communicate with you by email or text message (including SMS a provide information relevant to the college admissions process, so information and resources to help with finding a job. vessage and Vess No.	Texas Higher Education Corra and MMS messages)? Tipese r cholarships and finangal aid, d data rates may apply. You c	inating Board and AdmitHub) may nessages may be about your account; and the college experience; or provide an unsubscribe at any time. <u>Privacy po</u>	e <u>licy</u>
	19. Home Campus *			
	Please select the home campus where you intend to and career counseling.	receive the majority of	student services such as advis	sing
	O Alief-Hayes - 2811 Hayes Rd. Houston 77082			
	🔿 Central - 1300 Holman Houston, 77904			
	🔿 Coleman - 1900 Pressler St. Houston, 77030			
	C Eastside - 6815 Rustic St. Houston, 77087			
	Felix Fraga - 301 N. Drennan St. Houston, 770	)03		
	O HCC Online			

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.



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	mation Application Instructions
ApplyTexas School Search	Quick Links Page Instructions
Search tips:	
To search for all the schools in a particular sity or country, leave the school name field blank.	
School Name: milby	
School Country: United States of America V	
School State: Heuston	via the school search option. Have an
School Type: High School/Secondary School V	
Submit	high school. If you are unable to find a page.
Web page last undated: 2010-07-10-br5340a	
FAQ	
	<b>v</b>

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.

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	Search for Your High School High School Name High School City or Country: High School State/Possession/Province Expected Graduation Date: Are you home-schooled? *	Find Your High So CHARLES H MILBY HIC HOUSTON Texas Jun 2023 ~ Please check her school Yes No	chool	or Canada tion to enter for more th	an one hig	h	
2. 3.	Do you have a GED or have Please list <b>all</b> current or pre	you completed anothe Yes No evious colleges or univ	er high school equiva Not Applicable	alency program? ttended or are attendin	a, includin	g dual	_
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### Step 15 – Select "Freshman" because you are a College Freshman. Then select your goal as "obtain a workforce certificate and skills."

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	Select your academic level.
	Freshman (0-29 credit hours)
	○ Sophomore (30-72 credit hours)
	<ul> <li>Unclassified (73 credit hours or more, no degree)</li> </ul>
	O Associate Degree
	O Earned Bachelor Degree
	○ Earned Master Degree
	○ Earned Doctorate Degree
	Select the statement that best completes this sentence: "My primary goal is to". start at ACC and transfer to a university each HCC credits and transfer back to my school obtain a workforce certificate and skills
	save changes
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#### Step 16 – Answer these like this.

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application sections and pages	educational information	*
admissions biographical information ✓ educational background ✓	Fields marked with an asterisk (*) are required.	i
educational information ✓ residency information custom questions for this institution	1. Did you take a Tech Prep course or courses for college credit? O Yes O No	l
<u>submit</u>	<ol> <li>Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation: *         Admission Basis         Dual Credit (receiving both high school and college credit)      </li> </ol>	l
	3. Please indicate the primary reason for attending classes at this college: * Reason Attending Earn credits for transfer	
	<ul> <li>4. Online Learning *</li> <li>Will you be taking ALL of your classes on-line?</li> <li>Yes</li> <li>No</li> </ul>	v
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#### Step 17 – Select "Houston."



#### Step 18 – Answer these. There is no right or wrong.



#### Step 19 – Again, answer these.



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.

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	<ul> <li>5. Do any of the following apply to your parent or legal guardian:</li> <li>a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas? <ul> <li>Yes</li> <li>No</li> <li>If yes, date acquired:</li> <li>Yes</li> <li>No</li> </ul> </li> <li>b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? <ul> <li>Yes</li> <li>No</li> <li>If yes, date acquired:</li> <li>Yes</li> <li>No</li> <li>If yes, date acquired:</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>A</li> </ul> </li> </ul>
	<ul> <li>6. For the past 12 months:</li> <li>a. Has your parent or legal guardian been <u>gainfully employed</u> in Texas? *</li> <li></li></ul>
	<ul> <li>b. Has your parent or legal guardian received primary support from a social service agency? *</li> <li>Yes          <ul> <li>Ves</li> <li>No</li> </ul> </li> </ul>
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#### Step 21 – More stuff about your parents.

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.

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	agency:	
	Answer: No	
	Question: Is your parent or legal guardian married to a person who could claim "yes" to any part of question (8) or (9)?	
	Answer: No	
	Question: If yes, indicate which question could be answered 'yes" by your parent or legal guardian's spouse:	
	Answer: None	
	Question: How long has your parent or legal guardian been married to the Texas Resident?	
	Answer: 15 years and 0 months	
	1	
	save page and continue with application	

#### Step 24 – You do have to answer this one. Answer "High School Counselor."



#### Step 25 – Check these boxes.



#### Step 26 – Keep going.

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#### 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

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#### 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.