Alamo Academies – ApplyTexas Guide

Create an Account

1. Complete all items in the My Profile tab
2. Ensure to select SAVE PROFILE when done
3. Record Apply Texas Username and Password for future reference

Note: You will receive an automated e-mail from Apply Texas titled "Your Apply Texas Profile." This e-mail will be sent to the email address you enter on your profile. The message will contain your Apply Texas username for future access to your application.

This email is NOT verification that the application has been completed or submitted. Students will have 90 days after completing the profile to submit the application online.

Create an Application

1. Create a new 2 year college admissions application
2. Select one of the bolded options for Target College:
    a. **San Antonio College (San Antonio)** for:
        - Health Professions Academy
        - Information Technology and Security Academy
    b. **St. Philip's College (San Antonio)** for:
        - Advanced Technology and Manufacturing Academy
        - Aerospace Academy
        - Heavy Equipment Academy

Select a Semester

Note: Choosing the wrong semester will impact the college's evaluation of your participation in the program.

Please choose correctly.

1. Select one of the bolded options for Semester of Entry:
    a. **Fall 2020** - for classes beginning August 2020

Select a School

Note: Choosing the wrong school may impact your student record and result in creating a financial balance.

Please choose correctly.

1. Select one of the bolded options for First Choice School:
    a. For San Antonio College's:
        - Health Professions Academy:
            - **Health and Biosciences**
        - Information Technology and Security Academy:
            - **Science and Technology**
    b. For St. Philip's College's:
        - Advanced Technology and Manufacturing Academy
          OR
          Aerospace Academy
          OR
          Heavy Equipment Academy:
            - **Advanced Manufacturing and Logistics**

Select a Major

Note: Choosing the wrong major may impact registration into your program's specific courses.

Please choose correctly.

1. Select one of the bolded options for First Choice Major:
    a. For San Antonio College's:
        - Health Professions Academy:
            - **Health Professions-Academy, AAS**
        - Information Technology and Security Academy:
            - **Academy-Information Technology and Security, CERT1**
    b. For St. Philip's College's:
        - Advanced Technology and Manufacturing Academy:
            - **Manufacturing Ops Maintenance Mech-Academy, CERT1**
        - Aerospace Academy:
            - **Aircraft Turbines Mechanic-Academy, CERT1**
        - Heavy Equipment Academy:
            - **Heavy Equipment-Academy, CERT1**

Biographical Information

Note: Your application ID is provided on this page. Write it down for future reference. Knowing your application ID number can assist the college locate your application, if necessary.

The information on this page will auto-populate the information provided in your profile.

Please scroll through and ensure all information listed is correct.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

1. Although the SSN is optional, it can serve as another resource for the college to locate your file if necessary.
9. If you are a dependent of a U.S. military service member, please answer accordingly. Additionally, please be aware that the College's Admission Office will require a Military Verification Form be submitted along with the Alamo Academies' Admission packet.

Educational Background

Answer all questions on this page, unless, otherwise notified within the guidance provided in this column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

1. To ensure the correct high school is loaded into the College's system for your high school, please utilize the Find Your High School search button.
    a. Ensure to enter the month and year of your high school graduation.
    b. Only answer **YES** to the question **Are you home-schooled?**, ifyou are a home- schooled student.
3. Skip all of question 3, unless, you have earned dual credit college courses from another college/university outside of Alamo Colleges.

Educational Information

Answer all questions on this page, unless, otherwise notified within the guidance provided "in this column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of the question on the application.

1. If you don't know what Tech Prep means, answer **No**.
2. Select Dual Credit (receiving both high school and college credit) as your answer.
   Note: Selecting another option will affect your College's ability to consider your application for the program.
3. Select **Earn a certificate (less than 2 years)** as your answer if you chose any of the:
   CERT 1 programs

   OR

   Select Earn credit for transfer as your answer if you chose:
   Health Professions-Academy, AAS

Residency Information

Answer all questions, unless, otherwise notified within the guidance provided in this column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order of "the question on the application.

Note: If possible have your parents or legal guardian guide you with the correct answers. **Incorrect information will require additional residency documentation to be submitted with the Alamo Academies' Admission packet.**

- Answer **No** to the question seeking whether or not you file your own federal income tax.
- Answer **Yes** to the question seeking whether or not you are eligible to be claimed asa dependent by a parent or legal guardian.

1. **Question 3a** - If your parents/legal guardian have always lived in Texas, estimate their age and enter as answer.
2. **Question 3b** – If your parents/legal guardian have always lived in Texas, select **Establish/Maintain a home** as answer.
3. Skip **Questions 4a and b**, unless, you are a dependent of a U.S. military service member.
   Note: If you are a dependent, please answer the questions correctly to reflect the true Home of Record.
4. **Questions 5a and b** are seeking whether or not your parent/legal guardian own their home/property and/or a business in Texas. Answer to the best of your knowledge if your parents/legal guardian are not with you.
5. **Question 6a** reference of "gainfully employed" is seeking whether or not your parents/legal guardian has worked or is currently working in Texas. Answer to the best of your knowledge if your parents/legal guardian are not with you.
6. **Question 7** incorrectly references questions (8) or (9). The true reference questions are (5) or (6).

   Note: After you complete this section and the next, you will be given the opportunity to review your residency questions. Please take some time to ensure the information provided is as accurate as possible.

Custom Questions

Answer all questions on this page, unless, otherwise notified within the guidance provided inthis column.

Here is guidance with specific questions on this page. Guidance will be numbered in the order ofthe question on the application.

Note: Selecting incorrect answers to these questions will affect your student codes in the College's Banner system.

- **Online Courses Only?**
  The answer is **No**, DO NOT select Yes.
- **Early College High School App -**
  The answer is **No**, DO NOT select Yes.
- **College Connection - Senior -**
  The answer is **No**, DO NOT select Yes.
  NOTE: If you are a senior who plans to attend the Alamo Colleges after high school graduation, you will be required to complete another Apply Texas application as a high school graduate. At that time, you will be able to answer Yes to this question.
- CC-App at another Institution -
  The answer is **No**, DO NOT select Yes.
- CC-Alamo College First Choice -
  The answer is **No**, DO NOT select Yes.

Certification of Information and Submission of Application

Read/check off each section prior to submitting the application. Here is guidance for thispage.

- **2nd check box:** Information regarding Bacterial Meningitis.
  Note: The Bacterial Meningitis process for Alamo Colleges is different for all dualcredit students. Please do not submit Bacterial Meningitis information through Magnus. **Public/Private/Charter schooled students:** Seek guidance from your high school counselor/dual credit liaison to ensure you follow the correct process. **Home School students:** Seek guidance from your Alamo Academies Office to ensure you follow the correct process.
- **Financial Aid Information section:**
  Note: Dual Credit students do not qualify. Per Federal Student Aid, Basic Criteria for Eligibility, students must have obtained a high school diploma or GeneralEducational Development (GED) certificate.
- Select **Submit Application Now**, to submit the application and transmit to Alamo Colleges.
  Note: Your application ID is provided on this page. Write it down for future reference. Knowing your application ID number can assist the college locate your application, if necessary.
  - Students will have the ability to view the application status by logging intotheir ApplyTexas account and viewing the My Application tab.
  - The application will load into Alamo College's Banner system 2-4 days after ithas been transmitted. Log into ACES to confirm receipt of your application.
  - If you are unable to log into ACES, inform the people immediately:
    Public/Private/Charter schooled students: Seek guidance from your high school counselor/dual credit liaison to ensure you follow the correct process. **Home School students:** Seek guidance from your Alamo Academies Office to ensure you follow the correct process.