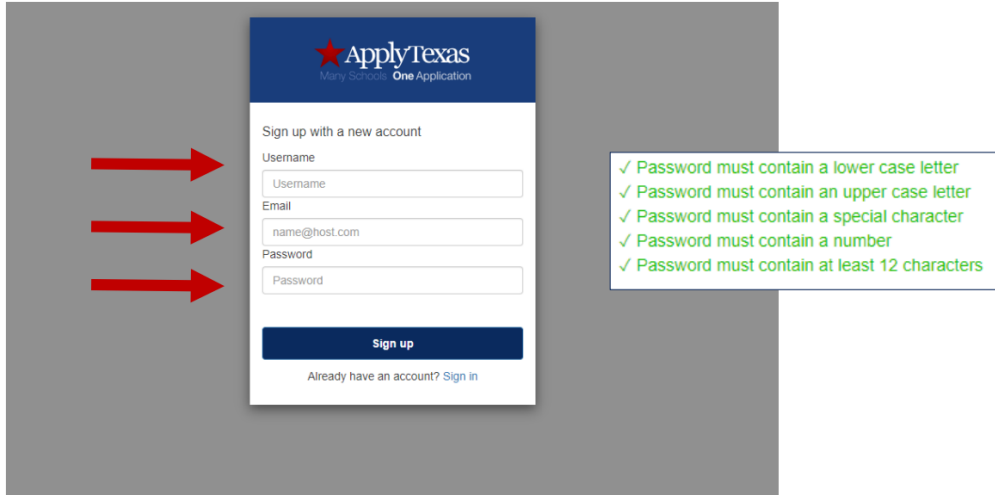


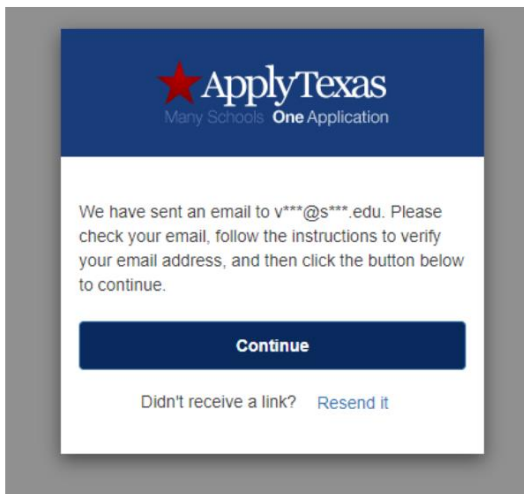
Step-by-Step Guide to Apply Texas

1. Create an account at www.applytexas.org
 - Create username and password
 - Use your **Personal Email address**. Do not use your Rockwall ISD student email.



The screenshot shows the 'Sign up with a new account' form on the Apply Texas website. The form includes fields for Username, Email (with a placeholder 'name@host.com'), and Password. A 'Sign up' button is located below the fields. To the right of the form, a box lists password requirements: 'Password must contain a lower case letter', 'Password must contain an upper case letter', 'Password must contain a special character', 'Password must contain a number', and 'Password must contain at least 12 characters'. Three red arrows point to the Username, Email, and Password fields.

After you register, check your personal email to verify your account. **Do not click continue until you have verified your account through email.** You will be prompted to sign in after you verify your email.

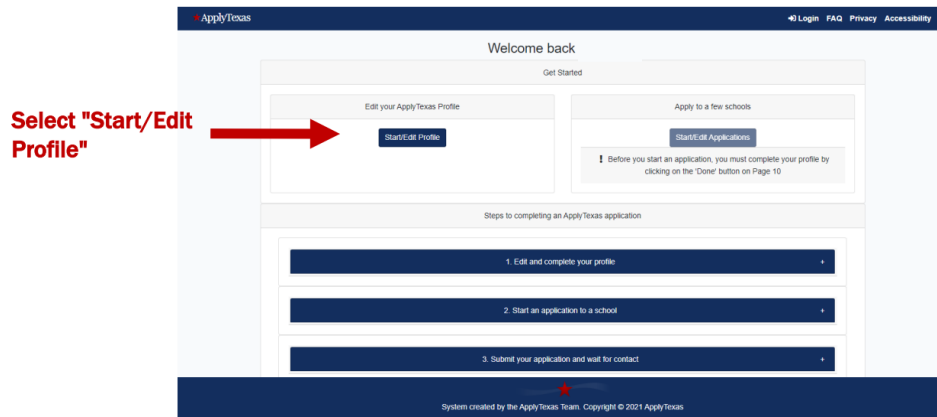


The screenshot shows an email verification screen. It features the Apply Texas logo and the text: 'We have sent an email to v***@s***.edu. Please check your email, follow the instructions to verify your email address, and then click the button below to continue.' Below the text is a blue 'Continue' button. At the bottom, there is a link: 'Didn't receive a link? Resend it'.



The screenshot shows a confirmation screen with the Apply Texas logo and the text: 'Your registration has been confirmed!'.

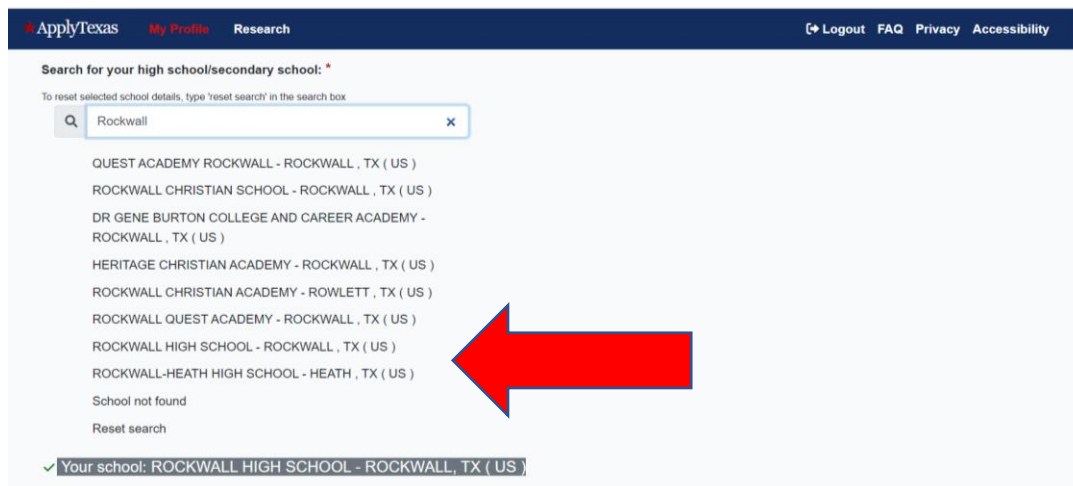
2. Start/Edit your profile



Tip: All questions with a red asterisk (*) must be filled in. Scroll through and answer all questions carefully.

- Enter your personal information
- On page 4 After you enter in your Permanent Address, click the verify address button.
- On page 5, you only need to enter a Physical Address if it's different than the Permanent Address you entered on page 5.

3. Page 8 – High School Information. Enter Rockwall High School or Rockwall-Heath High School in the search box.

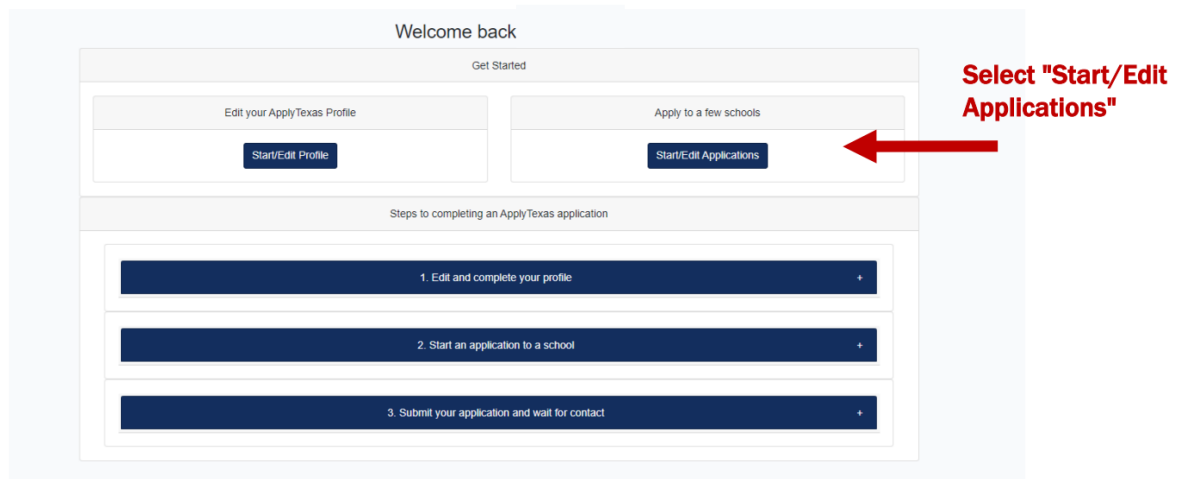


- Enter your approximate Graduate Date ex. 05/31/2025
- A GED only applies if you drop out of high school.

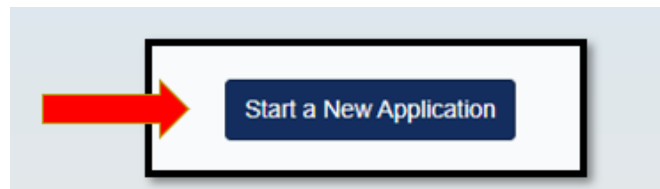
4. Page 9 – No, you've never taken college classes. Unless, you took dual credit courses at another high school outside of Collin County. AP classes are not college classes. Do NOT count OnRamps as college classes.

- Once you've answered all the questions, click Done

5. On the Apply Texas home page, you will now select “Start/Edit Applications”



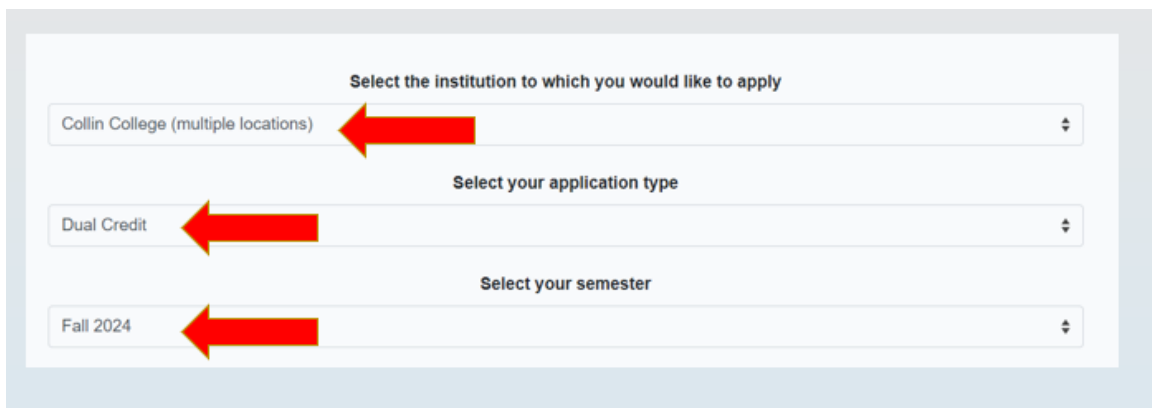
6. Then select “Start a New Application”



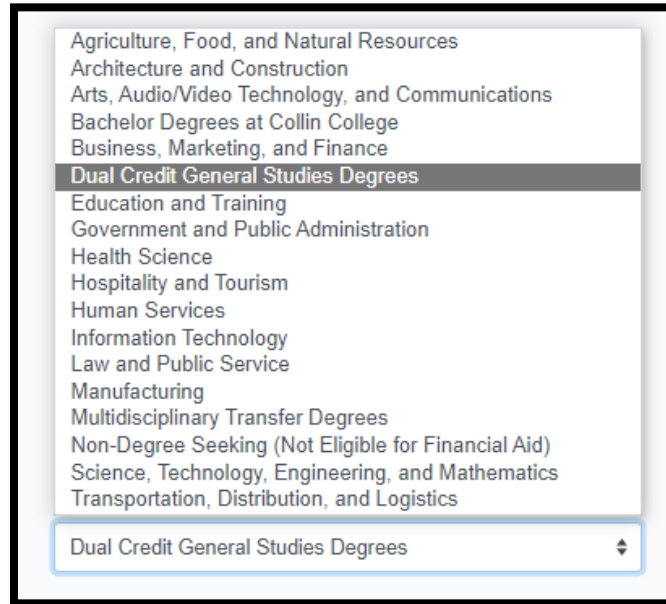
7. Make the following selections:

- **Institution:** Collin College (multiple locations)
- **Application Type:** Dual Credit
- **Semester:** Fall 2024 or Summer 2024 (if you plan to take classes in the Summer)

*If you apply for Summer 2024 and do not end up taking Summer classes, you will need to submit a new application for Fall 2024.



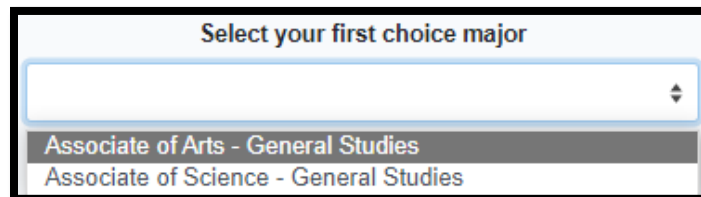
8. Select your first-choice school. There is a dual credit option; if you are unsure on major, this is always a safe option to choose.



A screenshot of a dropdown menu with a black border. The menu is open, showing a list of degree options. The option "Dual Credit General Studies Degrees" is highlighted with a grey background. Below the list, a search bar contains the text "Dual Credit General Studies Degrees" and a small downward arrow icon.

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, Audio/Video Technology, and Communications
- Bachelor Degrees at Collin College
- Business, Marketing, and Finance
- Dual Credit General Studies Degrees**
- Education and Training
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Service
- Manufacturing
- Multidisciplinary Transfer Degrees
- Non-Degree Seeking (Not Eligible for Financial Aid)
- Science, Technology, Engineering, and Mathematics
- Transportation, Distribution, and Logistics

9. Select your first choice major (You can change your major/degree anytime). If you chose dual credit as your first-choice school, either major option is fine

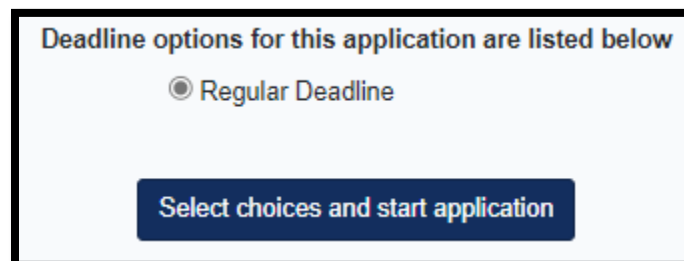


A screenshot of a dropdown menu with a black border. The menu is open, showing two major options. The option "Associate of Arts - General Studies" is highlighted with a grey background. The search bar above the list is empty.

Select your first choice major

- Associate of Arts - General Studies**
- Associate of Science - General Studies

10. Choose the regular option deadline. Click on “select choices and start application”.



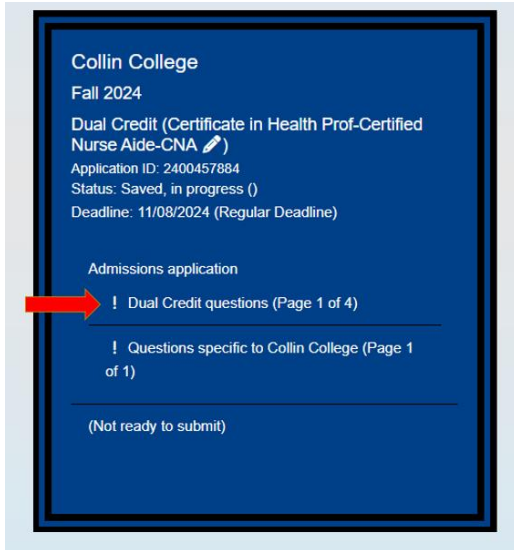
A screenshot of a form with a black border. The form contains the text "Deadline options for this application are listed below" followed by a radio button next to "Regular Deadline". Below this is a blue button with the text "Select choices and start application".

Deadline options for this application are listed below

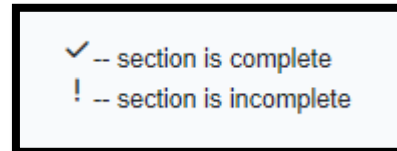
Regular Deadline

Select choices and start application

11. You will be taken back to the Apply Texas home page, scroll down to find the blue box for your Collin College application. Select “Dual Credit Questions”

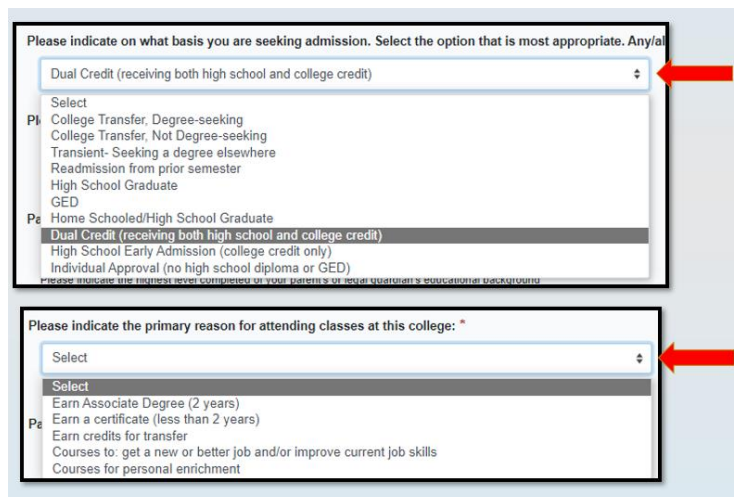


Please be sure to note the below indicators for if a section is complete or incomplete



12. Answer the questions on page 1

- Parent/Guardian information (you only have to list 1 parent/guardian at the top, but will need to list both for the education levels)
- If you are adopted/in foster care
- If you are homeschooled
- Reason for seeking admission
 - i. Choosing “dual credit” and then either “Earn Associate Degree” or “Earn credits for transfer” are always safe options.



Residency Questions

- Select the country that you are a resident of
 - If you are not a resident of the US, select the country and click Next.
- Dual credit students are still typically dependents of their parents/guardians.
- Select parental citizenship
 - If parents are not citizens, select No and you will have more questions on their residency

If not, is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident of the U.S.? *

- Yes
 No

Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed?

- Yes
 No
 Not Applicable

Your parent or legal guardian should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected.

Is this parent or legal guardian a foreign national here with a visa eligible to domicile in the United States or is he/she a Refugee, Asylee, Parolee or here under Temporary Protective Status?

[List of eligible visas](#)

More Residency Questions:

Does your parent or legal guardian hold the title to residential real property in Texas? *

- Yes
 No

this can be a Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title

Do your parents/guardians own your house or rent? If your parents own the house but are still paying a mortgage, click Yes and the approximate date they signed papers for you to move in. If your parents rent your home, answer No.

Does your parent or legal guardian have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? *

- Yes
 No

Do your parents/guardians own a business? If yes, you will need the approximate date they purchased the business. If no, answer no.

Has your parent or legal guardian received primary support from a social services agency for the past 12 months?

*

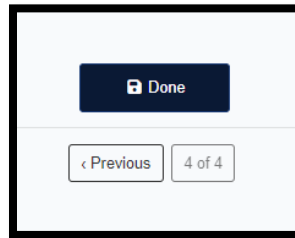
Yes

No

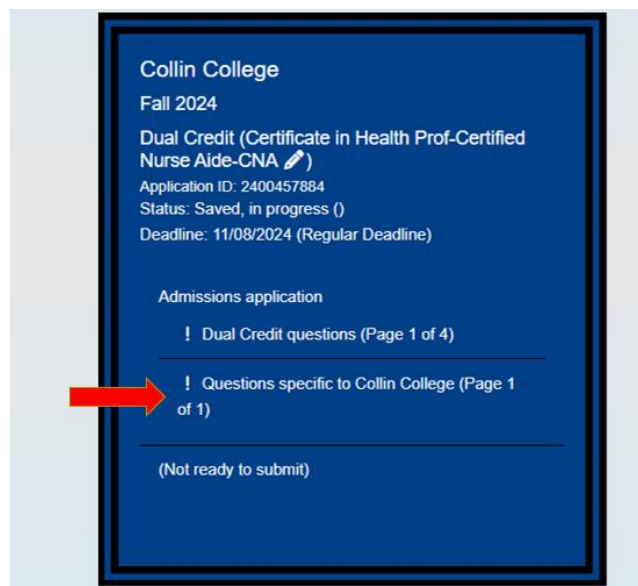
This can include things such as food stamps, child support, welfare or etcetera.

13. Collin College does not require you to answer pages 2-4. Click through and then click “Done”

This school does not ask applicants to fill out this section. In order to complete this section, please click the 'Save' and 'Done' buttons.



14. You will be taken back to the home screen. Scroll down and click on the “Questions specific to Collin College” to complete the second part of the application



15. There are only three questions for this portion.

- Campus of Interest: where will you take your classes? Select **“Dual Credit in a High School Campus (Other)”**
- Perkins Eligibility
- Reverse Transfer: this gives Collin College and other schools you attend permission to share information about credits earned, and potentially award you an Associate Degree at Collin College. You can change this answer at any time through the Registrar’s Office

16. Make sure to hit “Done”!

17. You’ll be directed back to the home page. Scroll down and select Submit This Application. There are a few more questions to answer before you can officially submit.

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. ApplyTexas complies with the Family Educational Rights and Privacy Act (“FERPA”) administered by the U.S. Department of Education. FERPA protects students’ personal identifiable information (PII) and prohibits the release of education records without students’ permission or consent, except for explicit circumstances in which disclosure is permitted by law. 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. *

I certify that I have read and understand

I certify that I have read and understand the [New Requirements and Important Information about Bacterial Meningitis](#)’ *

I certify that I have read and understand the New Requirements and Important Information about Bacterial Meningitis

If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided. *

I certify that I have read and understand

The Texas Higher Education Coordinating Board (THECB), or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, mobile, text message, social media, or automated telephone dialing equipment). Your information will not be sold for commercial purposes. Do you consent? *

Yes
 No

Financial Aid Information

You must apply for financial aid separately. You can [apply for financial aid online](#). Contact the institution’s financial aid office directly for more information.

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.

* Required Field

Dual Credit students do not qualify for financial aid. You do not need to submit a financial aid application for dual credit. You will need to submit one in your senior year to meet high school graduation requirements.

Click submit! You are officially done when see confetti on your screen.

Next Steps:

Within 3-5 business days you will receive:

- An email from admissions@collin.edu with your next steps
- An email from helpdesk@collin.edu with your Campus Wide ID (CWID) and Workday Username – This email contains instructions to set up your OneLogin account
- An additional email from helpdesk@collin.edu with a temporary password.

These emails will be sent to the personal email you used when you applied via Apply Texas.

**OneLogin is a single sign on tool. Once you are logged in, you will have access to Canvas and Workday. You will need to download the OneLogin Protect app in order to access Collin College's online resources. Please do not delete this app from your phone or we will have to contact Collins helpdesk to reset it. Workday is Collins student portal website, think of it as Collins version of Skyward.