New Student Orientation and Advising

Welcome to Northwest Vista College!

We are excited that you have chosen to start your higher education journey with Northwest Vista College! The outcomes of today's New Student Orientation are:

1. Locate and receive college resources and services.

2. Learn about student organizations and how to become involved.

3. Interact with other students, faculty, and staff.

4. Receive information about the educational pathways and programs offered at the Alamo Colleges District.

5. Become acquainted with online resources such as ACES, My Page, Alamo GPS, and Career Coach.

6. Be advised on first semester courses.

Go Wildcats!

Why Do Our Students Love The NVC Culture?

At Northwest Vista College, you aren't just a number.

You're surrounded by faculty and staff that care about your success and your education.

NVC is a school that offers a small community feel with big opportunities.

Welcome home, Wildcats!

Schedule and Course Options

Fall and Spring Semesters

Fall: August Spring: January	Fall: September Spring: February	Fall: October Spring: March	Fall: November Spring: April	Fall: December Spring: May

Traditional Term: 16 Weeks
Fall: August – December
Spring: January - May

Flex I: 8 Weeks Fall: August – October Spring: January – March	Flex II: 8 Weeks Fall: October – December Spring: March - May

Class Times:
Mornings
Afternoons
Evenings

Summer Semesters

May	June	July	August

Maymester
3 weeks

Summer I
5 weeks

Summer II
5 weeks

Summer 8
8 weeks

Course Formats:
Face-to-Face
Online
Hybrid (half online)

Full-Time and Part-Time Enrollment Status

Students will be considered either part-time or full-time based on the number of credit hours they enroll in each semester. This includes courses taken during the full 16- week term and flex terms.

Full-Time Students:	**Part-Time Students:**
12+ credit hours	11 credit hours or fewer

The number of credit hours for each class is determined by the second digit in the course number.

> **Example**: ENGL 1**3**01 is worth 3 credit hours.

Part-Time students can still qualify for financial aid; however, they may not receive the maximum amount that they are eligible for. Speak with Financial Aid for any questions.

Math Pathways and NVC Institutes

All programs of study are organized into five NVC Institutes. At NVC, the courses you take will be determined by your Institute based on whether your program is classified as STEM (Science, Technology, Engineering, and Math) or Non-STEM focused.

A math faculty member will assist you with selecting the right math courses for your pre-major and intended transfer institution to ensure that you follow the correct Math Pathway for your future plans. The five NVC institutes are:

Creative & Communication Arts	Health & Biosciences	Public Service	Science & Technology	Business & Entrepreneurship

Student Development Courses

All First Time In College (FTiC) students are required to take a Student Development course during their first semester. This course will teach you valuable skills to help you transition into being a college student. A Certified Advisor will help you find the course that is right for you based on your major and schedule. Students will be able to choose from:

- SDEV 0370 - Student Development
- EDUC 1300 - Learning Framework

Before Your First Day

☐ **Review Academic and Payment Deadlines**
www.alamo.edu/calendars
View important dates and deadlines about registration, payment deadlines, and school holidays.

☐ **Pay for Classes Before Payment Deadline**
ACES or Business Office—Cypress Campus Center (CCC) 105
Before the payment deadline, be sure to:
- Pay tuition out of pocket or set up a payment plan
- Complete your Financial Aid checklist and verify status
- Certify Veterans Benefits (if applicable)

☐ **Submit FERPA Form (Optional)**
Records Office—Cypress Campus Center (CCC) 100
This form grants another person (parent, spouse, etc.) access to a student's academic record. The designated person(s) can receive information but not make changes on student's behalf.

☐ **Get Your Student ID**
Student Life—Huisache Hall (HH) 109
Get your Student ID after you have paid for your classes or set up a payment plan. Your Student ID also gives you access to the VIA U-Pass, which provides students with unlimited VIA rides during the semester.

☐ **Purchase or Rent Textbooks**
NVC Bookstore—Cypress Campus Center (CCC) Lower Level
Purchase or rent your textbook from the NVC bookstore. Use the bookstore's website to find out which textbooks you need.

☐ **Check ACES Email**
ACES—Top right corner after logging in
Check your email for important reminders and notifications. All communication from NVC will be sent to your student account. No communication will be sent to your personal email.

☐ **Locate Class and Parking Locations**
www.alamo.edu/nvc/maps
Locate your classes and parking locations before the first day of class.

☐ **Attend The First Day Of Classes**
Check your student schedule in ACES
Students MUST attend the first meeting of **each** class they register for or they will be dropped from that course.

To view your student schedule, log into ACES, click on "**My Page,**" and click on "**My Course Schedule.**"

Helpful Reminders

BEFORE CLASSES BEGIN:
If you need further assistance after you have attended New Student Orientation, please refer to the resources you were given today or visit our website at www.alamo.edu/nvc/nso-support.

If you need assistance BEFORE the first day of classes, contact Vista Central for questions regarding the following:

- Registering for additional courses that require pre-requisite overrides or if you are receiving error messages

- Scheduling a guided campus tour

- Using a computer to submit your FAFSA, pay your tuition, or set up a payment plan

AFTER CLASSES BEGIN:
You will receive an assigned Certified Advisor after classes begin, who will assist you with future degree planning. See your advisor's contact info in ACES under your "**My Page**" tab.

Important Deadlines

Last day to self-register through ACES:

Deadline to pay for classes:

Campus Police Phone Numbers
Program these numbers into your phone!

Emergency:
210-485-0911 | MLH 133

Non-Emergency/Lost and Found:
210-485-0099 | MLH 133

Weather Line:
210-485-0189

Set up emergency notifications in ACES by updating your contact information.

Paying For Classes

Locate and Pay Your Bill in ACES

To locate and pay your tuition bill, log into ACES and click on the following:

- Click on "**My Page**"
- Select "**Web Services**"
- Click on "**Student**"
- Select "**Student Account**"
- Click on "**Account Summary**" to review balances
- Click "**Make a Payment**" to pay your tuition

Check Your Residency Status

Your tuition at the Alamo Colleges District is determined by your residency status, so it is important to verify that you are being assessed tuition at the correct rate. If your residency status is incorrect, contact the Records department to update your information.

There are three different residency classifications:

- **In-District:** Located in Bexar County
- **Out-of-District:** Located outside of Bexar County
- **Out-of-State/Non-Resident:** Non-Texas Resident

Apply for Financial Aid and Scholarships

Visit our Financial Aid Office's website for helpful information about submitting the FAFSA and applying for scholarships. Visit: www.alamo.edu/district/financial-aid/

Check Your Financial Aid Status

Check your Financial Aid status through your ACES account under the "**My Page**" tab and complete any missing items not checked off. Use the drop-down menu to select the correct aid year.

Financial Aid Refunds

Check your ACES email for an email from "**Heartland - Refund Select Program**" for instructions on receiving your refund, or visit: www.alamo.edu/district/business-office

Veterans Benefits

Students utilizing veterans benefits will need to meet with the NVC Veterans Center after registering for classes in order to process their benefits.

The process of applying for veteran benefits can take up to six weeks, so students should request their necessary documents in advance to ensure timely processing of benefits.

Learn more about the types of benefits available and the process of applying for benefits on our website at:

www.alamo.edu/nvc/veterans

Payment Deadline Reminders

Payment deadlines are always on a Sunday at 12:59 p.m.

Students who do not pay for classes prior to the deadline will be dropped from courses and will have to re-register starting the following Monday. Students should ensure they have either paid for their classes, set up a payment plan, or verified the status of their financial aid or veterans benefits.

View registration and payment deadlines at:

www.alamo.edu/calendars

Payment Options - Out of Pocket

Students who are paying for their courses out of pocket can choose to pay their tuition all in one payment or set up a payment plan and divide their balance into installments.

- **Cash Payments**: In person - Business Office (CCC 105)
- **Card or Check Payments**: Online - through ACES

Set Up A Payment Plan

Set up a payment plan in ACES. Under the "**Student**" tab, click "**Web Services**," and then click "**Student**" again. Click on "**Student Account,**" and then click "**Make a Payment**."

Making a partial payment is *not* considered a payment plan. Click "**Enroll in Payment Plan**" to set up the plan and sign the payment contract.

Payment plans are available for Fall, Spring, and Summer:

- Balances do not accrue interest
- There is a $25 setup fee per semester
- There are different payment plan options each semester
- View exact payment plan options in ACES

Registering For Courses

How To Register For Classes In ACES

1. Login to ACES.

2. Click on the "**My Page**" tab.

3. Under "**My Registration**," click on "**Look Up Classes.**"

4. Select your term on the drop-down menu.

    Do not select any options that begin with "**CE**."

5. Click on "**Search By College.**"

6. Select a subject in the "**Subject**" box. (Ex: ENGL)

7. Enter a course number in the "**Course Number**" box (Ex: 1301).

    Leave blank to search for all courses in that subject.

8. Under "**College**," select your desired campus location.

    The default option is "**All.**" Change to "**NVC**" to filter.

9. Filter for any desired options or attributes:

    Select "**Part of Term**," "**Session**," or "**Location/Attribute**."

    Select "**Start Time/Days**" options.

10. Click "**Section Search**."

11. You will be shown a list of all courses offered for that criteria.

    □ = Course available

    C = Course Closed (full)

    SR = Student Restriction (student has holds)

    NR = Non-Registration period (registration unavailable)

12. To register for a class, click the check box, scroll down to the bottom of the page, and click "**Register.**"

13. If registration was successful, the course will show on the next page with the message "**Web Registered.**"

    If there were any errors (pre-requisite, co-requisite, etc.), the error and hold will display and the course will not be added.

Repeat the above steps to add additional classes.

How To View Your Schedule

1. Log into ACES.

2. Click on "**My Page**."

3. Under "**My Registration**," click on "**My Course Schedule**."

4. Select your term on the drop-down menu and click "**Submit**."

The schedule will display the start and end dates for the course, the course name and number, the campus and room number, the instructor's name, and any special notes or items you'll need to know about the class. You'll also be able to see the total number of hours you are registered for.

How To Drop A Class Prior To Census

If you need to make changes to your schedule after you have already registered for classes, you can do so by dropping the courses and registering for new classes.

1. Log into ACES.

2. Click on the "My Page" tab.

3. Under "**My Registration**," click on "**Add/Drop Classes**."

4. Select your term on the drop-down menu.

5. Locate the course you wish to drop.

6. Click on the drop-down menu and select "**Web Dropped Prior To Term**."

7. Click "**Submit**" at the bottom of the page to process.

8. Drop or register for additional classes, if needed.

It is possible to drop classes after the census date prior to the final drop date. However, you will not receive a full refund and dropping the course results in a "W" on your transcript. You are limited to six withdrawals over the course of your entire undergraduate career. Use the "Course Withdrawal" option at the bottom of the "Registration" menu to drop classes after census.

How To Drop an SDEV/EDUC Class

If you have already registered for an SDEV or EDUC course and need to make a change, you must contact the SDEV office.

Visit: Mountain Laurel Hall (MLH) Room 131
Email: nvc-sdev@alamo.edu
Call: 210-486-4289

How To Register for Linked Courses

Any classes that are required to be taken together are called "linked courses" and must be registered for at the same time by entering the CRNs together in the same transaction. For example, an ENGL 1301+ class includes ENGL 1301 and INRW 0100. These courses must be registered for at the same time.

1. On the screen with all of the available classes, locate the CRN (5 digit number in blue on the left) of the first course you wish to register for. Write this number down, but do not click the check box.

2. Locate the CRN for the second course you wish to register for (some linked courses will list both CRNs in the green description under the listing). Click the check box and scroll down. Instead of clicking "**Register,**" click "**Add To Worksheet**."

3. Type the CRN you wrote down into a blank box and click "**Submit**." If there were no errors, you will see the course added to the top of the screen.

Plan Your Schedule

CRN:	Subject:	Course #:	Course Title:	Credit Hours:
35784	*ENGL*	*1301*	*Freshman Comp.*	*3*

Days:	Time:	Campus:	Dates:	Room Number:
MW	*3:30 - 4:45 p.m.*	*NVC*	*Jan. 22 - May 18*	*JH 312*

CRN:	Subject:	Course #:	Course Title:	Credit Hours:

Days:	Time:	Campus:	Dates:	Room Number:

CRN:	Subject:	Course #:	Course Title:	Credit Hours:

Days:	Time:	Campus:	Dates:	Room Number:

CRN:	Subject:	Course #:	Course Title:	Credit Hours:

Days:	Time:	Campus:	Dates:	Room Number:

CRN:	Subject:	Course #:	Course Title:	Credit Hours:

Days:	Time:	Campus:	Dates:	Room Number:

CRN:	Subject:	Course #:	Course Title:	Credit Hours:

Days:	Time:	Campus:	Dates:	Room Number:

Test Your NVC Knowledge

Follow along with the Kahoot activity and fill in the answers below for future reference!

1. What portal will you use to check your student email? _____

2. How do I find out what textbooks I need for my classes? _____

3. If a class is on "TR," when does this class meet? _____

4. What course are first year students required to take? _____

5. Is it against policy to miss on the first day of class? _____

6. What determines your "Math Pathway"? _____

7. What happens if you do not pay for your classes on time? _____

8. Which department(s) assist with student accommodations and mental health counseling? _____

9. Where can you find out who your assigned Certified Advisor is? _____

10. Where do you get your student ID card? _____