STEPS FOR ENROLLMENT – FIRST TIME IN COLLEGE

ALAMO COLLEGES
NORTHWEST VISTA COLLEGE

Before you apply, you are encouraged to complete the Alamo Colleges **Introduction to College & Pathways and Admissions Process Modules** available at **alamo.edu/district/MyMAP**

☐	APPLY	Complete and submit your admission application: **www.applytexas.org** An active application is required to move forward with the enrollment process. In four business days, log-in to your Alamo Colleges Education Services (ACES) account to view the "Start Here" Tab for next steps and your required modules. **aces.alamo.edu**
☐	SUBMIT TRANSCRIPT(S)	Submit official high school transcript or GED certificate/scores. *See inside for details.*
☐	COMPLETE MODULE: Paying for College (Access through "Start Here" tab in ACES) APPLY FOR FINANCIAL AID	You are strongly encouraged to submit the Free Application for Federal Student Aid (FAFSA) at **fafsa.ed.gov** Please consult **alamo.edu/district/financial-aid** for Priority and Processing Guarantee Dates. NVC Federal School Code: 033723
☐	COMPLETE MODULE: I-Care (Access through "Start Here" tab in ACES)	Learn about ways to be successful in college and about your responsibilities as an Alamo Colleges' student.
☐	COMPLETE MODULE: Assessment Information (Access through "Start Here" tab in ACES)	Reminder: Be sure to submit your official transcript, SAT, ACT or TAKS scores for evaluation. If you are exempt from testing based on submitted scores, you will not have to take an assessment test.
☐	COMPLETE MODULE: Test Prep (Access through "Start Here" tab in ACES)	Complete this module in preparation for your assessment test.
☐	TAKE THE ASSESSMENT TEST (IF APPLICABLE)	Information on the placement exam is available at **alamo.edu/nvc/testing**
☐	BACTERIAL MENINGITIS VACCINATION (does not prevent you from completing next steps, but required for registration)	Texas state law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five year period prior to enrollment. The law allows for few exceptions. You may obtain additional information at **alamo.edu/meningitis**
☐	ACADEMIC ADVISING/HANDS ONLINE ADVISING (HOLA)	Fulfill your Academic Advising requirement. See information at **alamo.edu/nvc/advising**
☐	REGISTER FOR CLASSES (ONLINE)	Once an advising session has been completed and you have provided the required documentation for the bacterial meningitis vaccination, please register online. SDEV 0170 registration is required.
☐	PAY TUITION & FEES	Tuition payment must be made via credit card or check online via your ACES account. Payment in full or by installments must be made by the payment deadlines or you will be dropped from your classes.

APPLY FOR ADMISSION www.applytexas.org

In order to complete the ApplyTexas application, you will need a valid email address. If you are considering applying for Financial Aid, your Social Security Number will be required.

It will take 4 - 5 business days for your application to be processed once submitted. Please check your Alamo Colleges Education Services (ACES) account for your status: aces.alamo.edu. All who apply and meet admission requirements are automatically admitted.

SUBMIT TRANSCRIPTS

First time in college (FTIC) students: A FTIC student who has not graduated from high school at the time of application must submit an official* high school transcript or official GED test scores. Official high school transcripts must include at least six complete semesters and must be sealed or sent electronically by the school. By the end of the first semester of enrollment, a FTIC student must submit a final official transcript that includes the high school graduation date.

Transfer students: Submit official* transcripts from last college attended. To ensure all previous coursework is posted, submit all transcripts to Admissions and Records. If courses are in progress at another college, submit updated official transcripts once final grades are posted.

PROVIDE PROOF OF BACTERIAL MENINGITIS VACCINATION

Texas state law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five year period prior to enrollment. The law allows for few exceptions. You may obtain additional information at alamo.edu/meningitis

APPLY FOR FINANCIAL AID

You can apply for financial aid at any point during the academic year. However, we encourage you to allow a minimum of 3 to 4 months to complete the financial aid process. To look for Alamo Colleges Scholarships, visit: alamo.edu/foundation/scholarships and alamo.edu/nvc/scholarships

Your Alamo Colleges email is the official account for communication – make sure you check it regularly!

Submit your FAFSA plus all required documents by the Priority Guarantee Dates and your financial aid application will be processed by the first day of class.

TAKE THE ASSESSMENT TEST, IF APPLICABLE
alamo.edu/nvc/admissions/testing

SAT/ACT/TAKS scores may be submitted for further evaluation. Scores will be used to determine which classes you are eligible to take but are not related to admission requirements.

ACADEMIC ADVISING

Academic advising will help you investigate degree programs, understand your course placement, and prepare you for course registration.

First time in college students: You are required to complete Academic Advising in order to register for classes. Sign up at: alamo.edu/nvc/current-students/advising

Transfer students: You must submit an official transcript from the most recent college attended prior to meeting with an advisor. If you plan to utilize any transfer credit from a previous college(s), you must also submit an official transcript from that college(s).

If you are on Academic Dismissal/Suspension, you must petition for admission through an Academic Advisor at least two weeks prior to the start of the semester. alamo.edu/nvc/current-students/academic-standards

REGISTER FOR CLASSES (ONLINE)

It is highly recommended to register early and to follow an educational goal plan (NVC degree, certificate, and/or transfer plan)

NVC degree plans: mynvccatalog.alamo.edu
Transfer Plans: alamo.edu/nvc/transfer-students

PAY TUITION & FEES

Tuition bills will not be mailed. You can view your account summary through ACES, our self-service online account. Deadlines, refunds, and drop dates can be found at: mynvccatalog.alamo.edu

An Installment Plan is available to students online to set up and pay with a credit card or check through the Virtual Business Office. Installment Plans paid with cash can be set up in the Business Office. Payments in full or by installments must be made by the payment deadlines or you will be dropped from your classes.

STUDENT ID

Location: CCC 126

Once you have paid for your classes, you may obtain your student ID from the Student Life Center.

Photo ID required to discuss your personal record.

If you need accommodations due to a disability to complete these steps, contact the ACCESS Office:
210.486.4466
alamo.edu/nvc/current-students/access-office

alamo.edu/nvc
3535 North Ellison Drive
nvc-wildcats@alamo.edu

Student Success
Cypress Campus Center
(CCC)
210.486.4000

*Official transcripts must be received in a sealed envelope or sent directly from the host institution to: Northwest Vista College, 3535 North Ellison Drive, San Antonio, Texas 78251, ATTN: Transcripts Helpful tip: Request a copy for yourself.