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

**STEP 1 – APPLY FOR ADMISSIONS**
Complete and submit the online admission application at 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, please provide your Social Security number on the ApplyTexas application. After 3-4 business days, you will receive three (3) e-mails with instructions and directions on how to complete the next steps of the enrollment process. Go to http://legacy.alamo.edu/district/it/aces/aces_intro.html for tutorial guide on how to log into Alamo Colleges Educational Services (ACES); please log in to your ACES account to view the “Start Here” Tab for next steps and required modules: https://aces.alamo.edu/

*NOTE: STEPS 2 – 4 can be completed while waiting for admissions application to be processed.*

**STEP 2 – SUBMIT OFFICIAL TRANSCRIPTS TO ADMISSIONS AND RECORDS**
Contact your high school to request official high school transcript; Contact the Texas Education Agency (TEA) at http://www.tea.state.tx.us/ to request official GED certificate/scores. Submit official documents in the original sealed envelope to the Admissions and Records Office at the college.

**STEP 3 – SUBMIT PROOF OF BACTERIAL MENINGITIS VACCINATION (if under age of 30 years)**
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. Please submit documents to the Admissions and Records Office at the college. You may obtain additional information at: http://www.alamo.edu/meningitis/

**STEP 4 – APPLY FOR FINANCIAL AID**
You are strongly encouraged to submit the Free Application for Federal Student Aid (FAFSA) at http://www.fafsa.ed.gov/ Please consult Alamo.edu/district/financial-aid for Priority and Processing Guarantee Dates.
Northwest Vista College School Code: 033723
Palo Alto College Federal School Code: 016615
San Antonio College Federal School Code: 009163
St. Philip’s College Federal School Code: 003608

IMPORTANT: During the accreditation period, NLC cannot participate in federal or state financial aid programs. However, financial aid is available for students who register as San Antonio College (SAC) students & attend SAC courses taught at the Northeast Lakeview campus. **Financial aid does not pay for NLC courses.**

**STEP 5 – COMPLETE MODULE: PAYING FOR COLLEGE** (Access through “Start Here” tab in ACES)
Financial Aid, Scholarship and Student Loan information.

**STEP 6 – COMPLETE MODULE: I-CARE** (Access through “Start Here” tab in ACES)
Learn how to be successful in college and about your responsibilities as an Alamo Colleges student.

**STEP 7 – COMPLETE MODULE: ASSESSMENT INFORMATION** (Access through “Start Here” tab in ACES) Review the tests such as SAT, ACT or TAKS and exemptions

**STEP 8 – COMPLETE TEST PREP** (Access through “Start Here” tab in ACES)
Complete this module to be prepared for the Assessment test. This Test Prep is a free practice session before paying and taking the actual Assessment test.
STEP 9 – TAKE THE ASSESSMENT TEST (IF APPLICABLE)  Students sign up through the Testing Center website at any one of the colleges.
Northwest Vista College Testing Center, http://alamo.edu/nvc/admissions/testing/
Palo Alto College Testing Center, http://alamo.edu/pac/testing-center/
San Antonio College Testing Center, http://alamo.edu/sac/testing-center/
St. Philip’s College Testing Center, http://alamo.edu/spc/testing-center/

The following is required to be eligible to test:

- Completion of the required MyMap modules online via ACES.
- Student ID (Banner ID) number - You will need your Banner ID to make an appointment to take the assessment test.
- Current and valid Photo ID, (State issued Driver’s License or ID card)
- Payment of testing fee, $29.00*

*CONGRATULATIONS! You completed the first steps to be ADMITTED to one of the Alamo Colleges.

STEP 10 – COMPLETE MODULE: HANDS ONLINE ADVISING (HOLA)  (Access through “Start Here” tab in ACES)
Academic advising will help you investigate degree programs, understand your course placement, and prepare you for course registration. You are required to complete Hands On-Line Advising in order to register for Group Advising session. Visit ACES to complete HOLA  https://aces.alamo.edu/cp/home/displaylogin

STEP 11 – SIGN UP FOR A GROUP ADVISING SESSION
In this session you will learn how to use ACES to look up and register for classes, check financial aid status, check for holds, check your student email account and how to view your academic record.  Directions on how to sign up for the next Group Advising session will be available once you complete the HOLA Module.  * All requirements and modules listed above must be completed before signing up for a session.

*CONGRATULATIONS! You are now eligible to register for classes.

STEP 12 – REGISTER FOR CLASSES (Online via your ACES)
Registration will be available to you at the end of your assigned Group Advising Session.

STEP 13 – PAY TUITION AND FEES (See Payment Deadlines Calendar)
Tuition bills will not be mailed, You may view your Account summary through ACES (Student Tab>Web Services>Student Account)
Tuition payments via credit card or online check must be made online thru your ACES account. Cash payments can be made in person with the Bursar Office located in the Welcome Center. Payment in full or by installments must be made by the payment deadlines or you will be dropped from your classes. Please view the Registration/Payment Calendar at http://alamo.edu/calendars/