# First Time In College Enrollment Checklist

Please read all of the information carefully before you apply for admission.  
[http://www.alamo.edu/alamoENROLL/](http://www.alamo.edu/alamoENROLL/)

## IF YOU ARE:  
- High School/Home School Graduate  
- GED Recipient  
- Dual Credit High School Graduate  
- Early Admissions Applicant  
- Tech Prep Graduate  
- Alamo Area Academy Graduate  

## COMPLETE CHECKLIST BELOW

### READY-SET APPLY!

1. Go to [http://www.alamo.edu/AlamoENROLL/](http://www.alamo.edu/AlamoENROLL/)
2. Click on ‘Future Student’  
3. Click on ‘Ready, Set, Apply’ to complete and submit your online admissions application, valid email is required.  

Once application is processed you will receive 2 emails – One from ApplyTexas and one from Alamo Colleges. The first Alamo Colleges email will include instructions and information for ACES and AlamoENROLL START HERE tab.  

**Please allow 4-5 business days for application processing, Applications will NOT be processed until official transcripts are received**

For assistance with AlamoENROLL, please visit:  
MLK Campus: Welcome Center Building (WEC), #202  
SW Campus: Building 1 #B172 (Career and Transfer)

## APPLY ONLINE

### FINANCING YOUR FUTURE  

- Financial Aid requires a Social Security number on the ApplyTexas application  
- Complete your Free Online Financial Aid Application at: [fafs.ed.gov/](http://fafs.ed.gov/)  
- Please consult Alamo.edu/district/financial-aid for Priority and Processing Guarantee Dates  
- Apply for an [Alamo Colleges Foundation Scholarship](https://alamo.edu/foundation/scholarships) at: alamo.edu/foundation/scholarships  

SPC Federal School Code: 003608  

**Process time for financial aid application is 4-6 weeks**

**IMPORTANT:** Students enrolled at Northeast Lakeview College are able to participate in financial aid programs during the accreditation period if one of the following: San Antonio College, Palo Alto College, St. Philip’s College or Northwest Vista College is indicated as your primary institution. You may complete a Change of Primary Institution Form through your Admissions/Enrollment Office.

## APPLY FOR FINANCIAL AID ONLINE

### SUBMIT OFFICIAL TRANSCRIPTS  

- Submit an official transcript from your high school or Texas Education Agency (TEA) for official GED certificate/scores to the Alamo Colleges Admissions/Enrollment office of your choice  
- **Official transcripts must be received with graduation dates posted in their original sealed envelope from your high school or TEA center**  
- Students who have graduated from a high school outside of the United States must have their transcripts evaluated by an organization approved by the National Association of Credential Services (NACES) at [http://naces.org/members.html](http://naces.org/members.html)

St. Philip’s College  
Records and Registration –Room 203  
1801 Martin Luther King Dr.  
San Antonio, TX 78203

## LOGIN TO YOUR ACES ACCOUNT

- Once you have received your letter from Alamo Colleges with your ACES information go to [https://aces.alamo.edu/](https://aces.alamo.edu/) and click on how do I get my user name and password?  
- Login to ACES
### SUBMIT BACTERIAL MENINGITIS DOCUMENT ONLINE

Beginning September 15, 2014, Alamo Colleges will be using Magnus Health to collect and process student bacterial meningitis information. Magnus Health is a secure and easy-to-use website for submitting bacterial meningitis documentation. Allow 2-5 business days for processing.

- Texas state law requires entering students less than 22 yrs. of age 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.
- For information and instructions on submitting your documentation via ACES visit the Bacterial Meningitis Requirements at [alamo.edu/meningitis](http://alamo.edu/meningitis/)

### COMPLETE ALAMO ENROLL REQUIREMENTS ONLINE

- Login to ACES
- Click on START HERE tab
- Click on each ENROLL button to access the Go FAAAR and Test Prep modules to begin the AlamoENROLL Checklist

In order to test with Alamo Colleges you **must** complete the **GO FAAAR** and **TEST PREP** Module

### COMPLETE TSI ASSESSMENT IF APPLICABLE

For Testing information or to see if you are exempt from testing, Click on the link below:

St. Philip’s College
Welcome Center, 207B
210-486-2444

[http://alamo.edu/spc/testing-center/](http://alamo.edu/spc/testing-center/)

### COMPLETE REFRESHER COURSE(S) IF APPLICABLE

- Students who score below college readiness in math, reading and/or writing will be required to enroll in a Refresher course(s). Refresher courses provide a student with a second opportunity to improve their course placement.
- Students will be **scheduled for a Refresher course(s)** during post-assessment advising
- You may obtain additional information about the Refresher at: [http://www.alamo.edu/refresher-courses/](http://www.alamo.edu/refresher-courses/)

### SCHEDULE FRESHMAN EXPERIENCE

- After completing the AlamoENROLL requirements students must attend a **Freshman Experience session**. To schedule a session go to: [http://www.alamo.edu/spc/academic-advising/](http://www.alamo.edu/spc/academic-advising/)
- Dual credit graduates with college level semester hours must also schedule an advising session.

### ADVISING

- Meet with your Advisor for Degree Planning and Registration.
- Students must be admitted for the requested semester and have **no holds** on their record in order to register for classes

### REGISTER FOR CLASSES ONLINE

- This is done online through your ACES account.
- ACES LINK: [https://aces.alamo.edu/cp/home/displaylogin](https://aces.alamo.edu/cp/home/displaylogin)

### PAY FOR CLASSES ONLINE

- View your Account Summary through ACES /My Page Tab / My Account
- Tuition bills **will not** be mailed
- Payment Options:
  - Follow up on Financial Aid Award Status
  - Make Installment payment
  - Tuition payments via credit card or online check must be made online through your ACES account
  - Cash payments can be made in person with the Bursar (Business) Office at the college

**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/](http://alamo.edu/calendars/)

### SMART START: FIRST DAY COUNTS

- There is a connection between attendance, classroom participation and good grades. Your first week of class, especially the first day provides you with important information for the rest of the semester.
- The Alamo Colleges requires regular and punctual attendance in all classes. Your absences are recorded immediately. **If you DO NOT attend on the first day you will be DROPPED from class**