

ALL INTERNATIONAL STUDENTS (VISA HOLDERS) GO TO OC 220 Patrice Ballard, or call 210-486-1720

**SPRING 2019**

FLEX I: January 22<sup>nd</sup>, 2019 through March 21<sup>st</sup>, 2019

FLEX II: March 25<sup>th</sup>, 2019 through May 16<sup>th</sup>, 2019

**1. APPLY TEXAS**

- Complete WEB Admission Form online: [www.applytexas.org](http://www.applytexas.org)  
★Web Admission process takes 4 business days.

Apply Texas  
Application Deadline  
For Flex 1, December 28, 2018  
Flex 2, March 4, 2019

**2. TRANSCRIPTS**

- EVALUATE YOUR Transcripts [www.naces.org](http://www.naces.org) - Click on "How to find a member"  
★High school diploma – Basic / General Evaluation.  
★University transcripts – Course by Course Evaluation.
- Submit Official Transcripts & Evaluation OR GED scores to Admission and Records (FAC #216).

**3. BANNER ID**

- Verify that your application has been processed and get your Banner ID Number: 90 \_\_\_\_\_.

**4. MENINGITIS VACCINATION**

- ❖ If you are UNDER 22 years old, you must get the Bacterial Meningitis Vaccination.
- Go to the Welcome Center to upload proof of Vaccination.

**5. PLACEMENT TEST**

- MICHIGAN PLACEMENT TEST**

**TESTING DATES**

FLEX I: November 5<sup>th</sup>, 2018 through December 17<sup>th</sup>, 2018

FALL FLEX II: February 11<sup>th</sup>, 2019 through March 20<sup>th</sup> 2019

**TESTING DAYS MONDAY AND WEDNESDAY AT 9:30 am (Please arrive @ 9:15 am)**

Bring a #2 pencil –Plan for PARKING – Arrive 15 minutes BEFORE exam – Bring Any Picture ID.

- Students who place ABOVE LEVEL 4 on the Michigan Placement Test will need to take the **TSI EXAM**  
\*Student is responsible for paying the exam fee of \$32\*  
★The Assessment Center will remove TSI-HOLD within 24-48 hrs.  
★Return to OC 119 for assistance with registration

**6. FINANCIAL AID (For qualifying Legal Texas residents ONLY)**

- For information and assistance go to FAC #101 \*OPTIONAL\*

⇒ **Look up Classes**

11. **Open your ACES**
  2. Click on **Student**
  3. Click on **Web Services**
  4. Click on **Student & Financial Aid**
  5. Click on **Registration**
  6. **Look up Classes**
  7. Search by Term (**Spring, Summer, or Fall**)
  8. Click on **Submit**
  9. Change **Subject to ESLA OR ENGA**
  10. Click on **Search By College**
  11. Change **Subject to ESLA OR ENGA College to SAC**
  - Part of term to (**Flex 1**) or (**Flex 2**)
  12. Click on **Section Search**
- You Got the Schedule Detail And You Can Add or Drop Classes** ⇒

⇒ **To Add or Drop Classes**

1. **Open your ACES**
2. Click on **Student**
3. Click on **Web Services**
4. Click on **Student & Financial Aid**
5. Click on **Registration**
6. Click on **Add or Drop Classes**
7. Search by Term (**Spring, Summer, or Fall**)
8. Click on **Submit**
9. **To Add Classes: Enter the CRN for each class that you want to add in** ⇒
10. Click on **Submit Changes.**
11. **To Drop classes:**
12. **Select Drop class from the class that you want to Drop.**
13. Click on **Submit.**

⇒ **Check Your Balance**

1. **Open your ACES**
2. Click on **Student**
3. Click on **Web Services**
4. Click on **Student & Financial Aid**
5. Click on **Student Account**
6. Click on **Make a Payment**
7. Click on **the following icon "VIRTUAL BUSINESS OFFICE (Online Payments)"**
8. **Look at Current Balance**

\$

**Now You Know Your Balance So Make a payment** ⇒

⇒ **Make a Payment**

- **CASH ONLY (IN PERSON)** –
  - **Go to the Business Office FAC #201**
  - **CREDIT/DEBIT (ONLINE)** : ⇒
1. **Open your ACES**
  2. Click on **Student**
  3. Click on **Web Services**
  4. Click on **Student**
  5. Click on **Student Account**
  6. Click on **Make a Payment**
  7. Click on **the following icon "VIRTUAL BUSINESS OFFICE (Online Payments)"**
  8. **Look at Current Balance**
  9. Click on **Make a Payment**
  10. Click on **"Pay"** (right hand side)
  11. **Select a Payment Method**  
(Credit Card, Debit, Visa, Master Card, etc.)
  12. Click on **"Go"**
  13. Fill out your **"Payment Options"**
  14. Click on **"Continue"**
  15. **Payment Confirmation.**
- You are DONE!** 😊
- You will receive a payment confirmation to your ACES e-mail.**

**Student Detail Schedule**

1. **Open your ACES**
2. Click on **Student**
3. Click on **Web Services**
4. Click on **Student & Financial Aid**
5. Click on **Registration**
6. **Student Detail Schedule**

**Disclaimer:** This Registration Guide has been carefully prepared to assure that all information is accurate and as complete as possible. However, San Antonio College and the Languages, Philosophy and Culture Department reserve the right to make changes which may result in deviation from the information which is given here.

**Students are responsible to verify Class Schedule and PAY TUITION.**