



ALAMO COLLEGES DISTRICT

St. Philip's College

Enrollment Checklist



Complete Application

- Submit an application at [ApplyTexas.org](https://www.applytexas.org)
(Allow 3-5 business days for application to import to ACD)

Submit Official Transcript(s)

(Transcripts must be sent directly from previous institution or transcript service vendor to spc-transcripts@alamo.edu)

- Contact previous institution(s) for ordering instructions
- Submit **ALL** previous institution transcripts*
 - Allow 3-5 business days for processing - enrollment purposes only; transfer credits are evaluated with a separate process
 - High School students submitting transcript prior to graduation will need to submit final high school transcript upon high school completion

*Foreign transcripts must undergo an evaluation. Visit nces.org for approved vendors

Access Student ACES account

aces.alamo.edu

(Auto-generated emails with credentials received 2-3 business days after application completion - Check SPAM folder)
First time log-in default password: first 2 letters of student's last name, capitalized, followed by date of birth in MMDDYY format. example: AB010298

- Complete the following:
 - Complete Test Prep Module (if completing TSI)
 - Access Student Email
(all college correspondence will be through this email ONLY)
 - Locate Banner (Student) ID Number:
Email card>View Your Profile>top right-hand side

Complete Bacterial Meningitis (MCV4) Requirement (if under 22 years of age)

- Log into ACES and complete **one** of the following:
 - Submit valid proof of MCV4 vaccination administered within the last 5 years and at least 10 days prior to start of class
 - Submit Vaccination Waiver by reason of religion or conscience
 - Complete Online Only Courses Waiver form

Complete College Readiness Requirement

- Satisfy requirement by completing one of the following:
 - Schedule/complete TSI assessment
registerblast.com/stphilip/Exam/List
 - Submit TSI Exemption Documents
 - Previously Completed TSI? bit.ly/tsitestscores
 - Exempt TSI? bit.ly/TSIexemptionform

Complete New Student Orientation

(Requirement for all First Time in College - including previous Dual Credit - Students, Returning Students out of Alamo Colleges for 12+ months and Transfer Students with less than 30 completed credit hours)

- Email spc-ar@alamo.edu to verify status and register, if needed

Meet with Advisor/Register for Classes

- (Must be admitted for requested semester with **NO HOLDS** on account to complete)
- Link to Schedule will be provided after NSO completion/verification

Pay for College

- See next column for information on this step

Pay for College

[alamo.edu/spc/admissions/
pay-for-college/](https://alamo.edu/spc/admissions/pay-for-college/)

- **Complete the FAFSA**

for Federal Financial Aid - Code: 003608

studentaid.gov

alamo.edu/spc/financial-aid

- **Apply Alamo Promise**

(must complete FAFSA or TAFSA for eligibility)
Ask Enrollment Coach to determine eligibility

- **Apply for Scholarships**

alamo.edu/spc/scholarships/

- **Apply Veteran/Dependent Benefits**

alamo.edu/spc/va

- **Set up Payment Plan**

Complete in ACES account

- **Pay Account Balance**

Pay with Card: Complete in ACES account

Pay with Cash: Welcome Center, Room 104

Partial Payments DO NOT secure classes or satisfy account unless enrolled in payment plan

Virtual Business Office

alamo.edu/admission--aid/

[paying-for-college/business-office/
virtual-business-office/](https://paying-for-college/business-office/virtual-business-office/)

Schedule a Tour

We invite you to schedule a tour of our campuses to see what we have to offer.

Request Tour Here:

cal.com/tigernationtours



ALAMO COLLEGES DISTRICT St. Philip's College



Contact Information

Alamo Colleges Hotline: 210-212-5266

Choose Correct Option:

Admissions and Records: 2
Business Office: 4

Bookstore: 3
Financial Aid: 5

Enrollment Management Offices

Onboarding Department

Assistance with:

- Apply Texas Application
- Bacterial Meningitis requirements
- Ordering Incoming Transcripts
- New Student Orientation

spc-ar@alamo.edu 210-486-2150

Welcome Enrollment Center, Office 202

Records Department

Assistance with:

- Incoming/Outgoing Transcripts
- Change of Primary Institution
- Change Field of Study
- FERPA Consent Form/Non-Disclosure

General Questions: spc-records@alamo.edu

Transcript Submissions: spc-transcripts@alamo.edu

Welcome Enrollment Center, Office 203

Testing Center

Assistance with:

- Scheduling TSI
- Submitting TSI Waivers or Exemption

spc-testcenter@alamo.edu 210-486-2444

MLK Campus:

Welcome Enrollment Center, Office 207-B

Advising Department

Assistance with:

- Class Registration
- Prerequisite Overrides
- Academic Probation/Suspension
- Degree/Certificate Planning

spc-advising@alamo.edu

MLK Campus: 210-486-2008

Welcome Enrollment Center, 1st Floor

Southwest Campus: 210-486-7281

Industrial Technology Center, B172

Residency Department

Assistance with:

- Updating residency for tuition purposes
- Updating student type
- Updating Biographical Information

spc-residency@alamo.edu

Welcome Enrollment Center, Office 203

Student Support Services

IT Help Desk

Assistance with:

- ACES account issues
- Laptop Check-out

spc-helpdesk@alamo.edu 210-486-2777

Clarence Windzell Norris Building, Office 113

Student Accessibility Services

Assistance with:

- Accommodation Services
- Interpreting Services

spc-sas@alamo.edu 210-486-1111

Center for Advocacy & Student Empowerment
(CASE) Building

Campus Addresses

MLK Campus: 1801 Martin Luther King Dr
San Antonio, TX 78203
Welcome Center: Building 8

Southwest Campus: 800 Quintana Rd
San Antonio, TX 78211
Welcome Center: Building 1, RM A165

Sending Mail? Be sure to specify department on envelope to ensure correct delivery!