



# ENROLLMENT CHECKLIST



Download Checklist

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## APPLY

Submit an application for admission at [ApplyTexas.org](https://ApplyTexas.org)  
Allow 3-5 business days for processing.

[Enrollment: sac-outreach@alamo.edu](mailto:sac-outreach@alamo.edu)

## TRANSCRIPT

Official transcripts must be submitted directly from your previous school to SAC.

**Mail** San Antonio College  
Attn: Welcome Center  
1819 N. Main Ave.  
San Antonio, Texas 78212

**Electronically**  
[sac-transcripts@alamo.edu](mailto:sac-transcripts@alamo.edu)

**Note:** Foreign transcripts will need to undergo credential evaluation prior to submission.  
Please visit [naces.org/members](https://naces.org/members) for organizations offering acceptable evaluation services.

[Enrollment: sac-outreach@alamo.edu](mailto:sac-outreach@alamo.edu)

## FINANCIAL AID

Submit a Free Application for Federal Student Aid (FAFSA) online at [FAFSA.gov](https://FAFSA.gov)  
and allow at least 2 weeks for processing. Federal School Code: 009163

### Non-US Citizen Texas Residents

Submit the Texas Application for State Financial Aid (TASFA). [Click here](#) to download application.

[Financial Aid: dst-sfs@alamo.edu](mailto:dst-sfs@alamo.edu) (210) 212-5266

## ACES

Access your ACES student account at [aces.alamo.edu](https://aces.alamo.edu)

- Activate your **AlamoNAVIGATE** enrollment portal (Start Here tab)
- Complete the **AlamoENROLL** Go FAARR and Test Prep modules (Start Here tab)
- Access your **Student Email** by clicking the "Student Email" link (Top-right corner)

[IT HelpDesk: \(210\) 486-0777](tel:(210)486-0777), menu option 7

## VACCINE

Submit proof of bacterial meningitis vaccination during the five-year period prior to enrollment  
Upload documents via ACES (Start Here tab). Applies only to students under the age of 22.

[Enrollment: sac-outreach@alamo.edu](mailto:sac-outreach@alamo.edu)

### Campus Welcome Center

Monday - Friday 8am - 5pm  
Tuesday 8am - 7pm

Moody Learning Center (207) [Campus Map](#)

### Virtual Welcome Center

Monday & Wednesday 10am-2pm  
Friday 1pm-4pm

[alamo.zoom.us/my/sacenroll](https://alamo.zoom.us/my/sacenroll)

## QUESTIONS?

Contact an Enrollment Coach!  
[alamo.edu/sac/enroll](https://alamo.edu/sac/enroll)



## □ TSI EXAM

Complete the Texas Success Initiative (TSI) college-readiness placement exam. Full TSI exam fee is \$32; exam sections are \$12 each.

- The Assessment Office is currently scheduling in-person -or- remote TSI testing:
  - In-Person Testing:** • [Click Here](#) for Assessment Office hours and more information
    - Assessment Office located in Moody Learning Center - Room 533
    - Please bring a current, valid photo ID.
  - Remote Testing:** • [Click Here](#) to request an exam voucher
- Exemptions from the TSI exam may apply (SAT, ACT, etc.) [Click Here](#) for a list of exemptions.
- Accommodations for your TSI exam can be requested by contacting disABILITY Support Services at (210) 486-0020 or sac-DSSstudent@alamo.edu

📍 Assessment Office: sac-assessment@alamo.edu (210) 486-0444

## □ NEW STUDENT ORIENTATION

Attend New Student Orientation (NSO): Campus (at SAC) -or- Online (via ACES). Required only for first-time college students and transfer students with less than 7 credit hours.

- [Click here](#) to register for a New Student Orientation session

📍 New Student Orientation: sac-nso@alamo.edu

## □ ADVISING & REGISTRATION

Meet with an Academic Advisor to register for classes.

- First-time college students and transfer students with less than 7 credit hours will attend a Group Advising session after New Student Orientation. (see above)
- Transfer students with 7 credit hours or more, returning Alamo Colleges District students, and transient students can attend In-Person Advising -or- remote Open Advising sessions.

**In-Person Advising:** • [Click Here](#) for Advising Office hours and more information

- Advising Office located in Moody Learning Center - First Floor

**Remote Advising:** • [Click Here](#) for remote Open Advising sessions.

📍 Academic Advising: sac-advising@alamo.edu (210) 486-0334

## □ PAYMENT

Pay tuition and fees after registration. View account balance and make payments via your ACES account. Payment plans may be available. Make payments ahead of deadlines to avoid having classes dropped. [Click here](#) for payment schedules.

📍 Business Office: dst-vbo2@alamo.edu (210) 212-5266



### International Students

**International Student Services** sac-iso@alamo.edu 210-486-0116

All visa holders and F-1 visa applicants must complete a separate admission application. Please contact the International Student Services Office for more information.

### Victory Center

**Veterans Affairs / Military Affiliated**

sac-va@alamo.edu  
210-486-0111

### disABILITY Support Services

sac-DSSstudent@alamo.edu  
210-486-0020

### Empowerment Center

**Women & Non-Traditional Students**

sac-womenctr@alamo.edu  
210-486-0455

