



ALAMO
COLLEGES

AlamoENROLL

Ready, Set, Apply!

*Your Guide to completing the
ApplyTexas Application*





AlamoENROLL

Ready, Set, Apply!

*To be admitted to the Alamo Colleges,
you must submit an:*

- 1. ApplyTexas application*
- 2. Official transcript (see Slide 4)*



Using Ready, Set, Apply!

Option 1 - I want to:	Option 2 – I want to:
<p>Have Step by Step Assistance:</p> <p>Review each <i>Ready, Set, Apply</i> slide as you complete the ApplyTexas application.</p>	<p>Focus only on critical information impacting my Admissions processing:</p> <p>Review slides 4, 14, 18, 23, 24 and 25.</p>



Admissions Type	Official Transcript Requirement
<ul style="list-style-type: none"> • High School Graduates • Dual Credit Graduates • Early Admissions Applicants 	<p>Graduated : official transcript with high school graduation date Not Graduated at time of application: official transcript that includes at least six complete semesters</p>
GED Applicants	<p>GED test scores report issued by the state where the test was taken and passed</p>
Home Schooled Graduates	<p>Graduated: notarized transcript of the high school equivalent work completed and the date of graduation. Not graduated at the time of application: sealed and notarized non-final transcript of the high school equivalent work that includes at least six (6) complete semesters</p>
Former Alamo Colleges Students	<p>Must satisfy all applicable admissions requirements prior to Registration. Students with dismissals more than ten (10) years old enter in Good Academic Standing. Returning students whose last status was Academic Dismissal must petition for readmission as outlined under Academic Standing and Probation .</p>
College or University Transfers	<p>Last college or university attended. To ensure that all transferable credits are awarded, a student must submit all college or university transcripts with all grades posted. Official Community College of the Air Force (CCAF) transcripts fulfill the last college attended admissions requirement.</p>
College or University Transients	<p>Fall & Spring: Official in-progress transcript from the university. If students remain enrolled for the subsequent semester, they must submit an official transcript with final grades posted.. Summer only: No transcript required.</p>
International Students	<p>All foreign transcripts must be translated into English by a member of the American Translators Association. Students seeking transfer credit from foreign institutions must submit the official transcript evaluated by a member of the National Association of Credential Evaluation Services (NACES).</p>
Senior Citizens	<p>Credit courses: Last college or university attended Audit of credit courses: No transcript required</p>



Application Tips

Before you get started, make sure you know the following:

- 1) Email address**
- 2) Social Security Number**
 - a. While it is not required, if you plan to apply for Financial Aid, your SSN will be necessary to match your admissions record to the Free Application for Federal Student Aid (FAFSA).**
 - b. Some Military and Veteran programs require an SSN; please provide your SSN if you intend to access these programs**
- 3) Full legal name.**
 - a. In order to avoid delays in your financial aid, your name on ApplyTexas should be the same as the FAFSA**
- 4) If you live in Texas, know your county**
- 5) If you have Permanent Resident Alien Number or are on a Visa, make sure you know your Visa type or Permanent Resident Alien Number.**



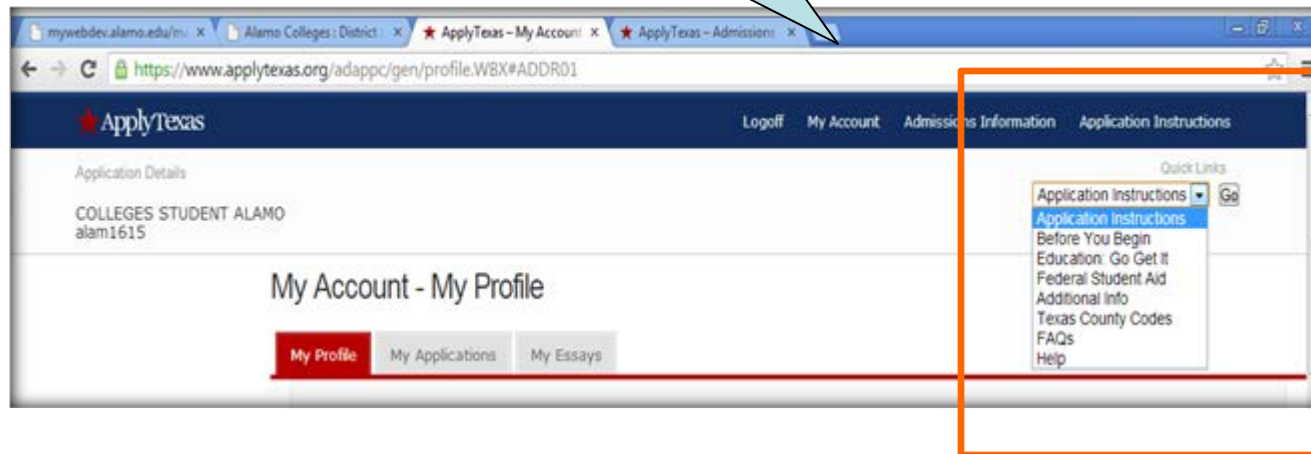
4 Easy Application Steps

- 1) **Create your ApplyTexas account or log in using an existing account.**
 - a. www.applytexas.org
- 2) **Use the *Ready, Set, Apply* slides for guidance and tips**
- 3) **Build the “Profile” section: This is needed to start your application**
- 4) **Complete and Submit your “Application” section**

Need Help? No Problem!

**Watch for these
call outs for
helpful tips!**

**Instructions are
available on each
application page!**



Explore. Apply. Repeat.

Research your options.

Admission information for every Texas Public University, plus some private and two-year schools.

[Begin your search »](#)

Apply online.

Complete and submit your admission and scholarship applications online.

[Get started now »](#)
[or preview the 2013-14 applications »](#)
[or the 2014-2015 applications »](#)

Do it again.

No need to start from scratch. Copy a completed application and use it to apply to another school.

[Learn how »](#)

Essay prompts for U.S. Freshman and International Freshman Applications will be changing for Summer 2014, Fall 2014, and Spring 2015. (Essays for Summer 2013, Fall 2013, and Spring 2014 Applications are NOT changing.) You may preview the [new essay prompts here](#).

Click here to
create an
account

Don't have an account? No problem.

Get started

It's fast. It's easy.

It's free.

[Create your account now »](#)

Already have an account?

Log in now

username

password

[Forgot your username or password?](#)

My Account - My Profile

My Profile

My Applications

My Essays

Enter information below to establish or maintain your free myApplyTexas profile. Additional information will be required when you complete online applications.

If you are creating an account, your Username will be assigned and presented to you.

Full, legal name - **REQUIRED**

Enter your full, legal last, first, and middle name. Do not use nicknames or abbreviations because they may not appear on your passport. Use your full, legal name on all documents sent to the institution to which you are applying. If you have a suffix, enter it in the field below.

Last Name, Family Name or Surname

First Name or Given Name

Middle Name

Suffix

« e.g. Jr., III, etc.

**Insert required
profile
information**

**If you live in the
U.S., leave
"Country" as is.**

Date of Birth - **REQUIRED**

Enter your date of birth (month, day, 4-digit year). Do not leave blank; this information is required.

Date of Birth

 / /

« 4 digit year

Place of Birth - **REQUIRED**

Enter the state, and country where you were born.

City

State/Possession

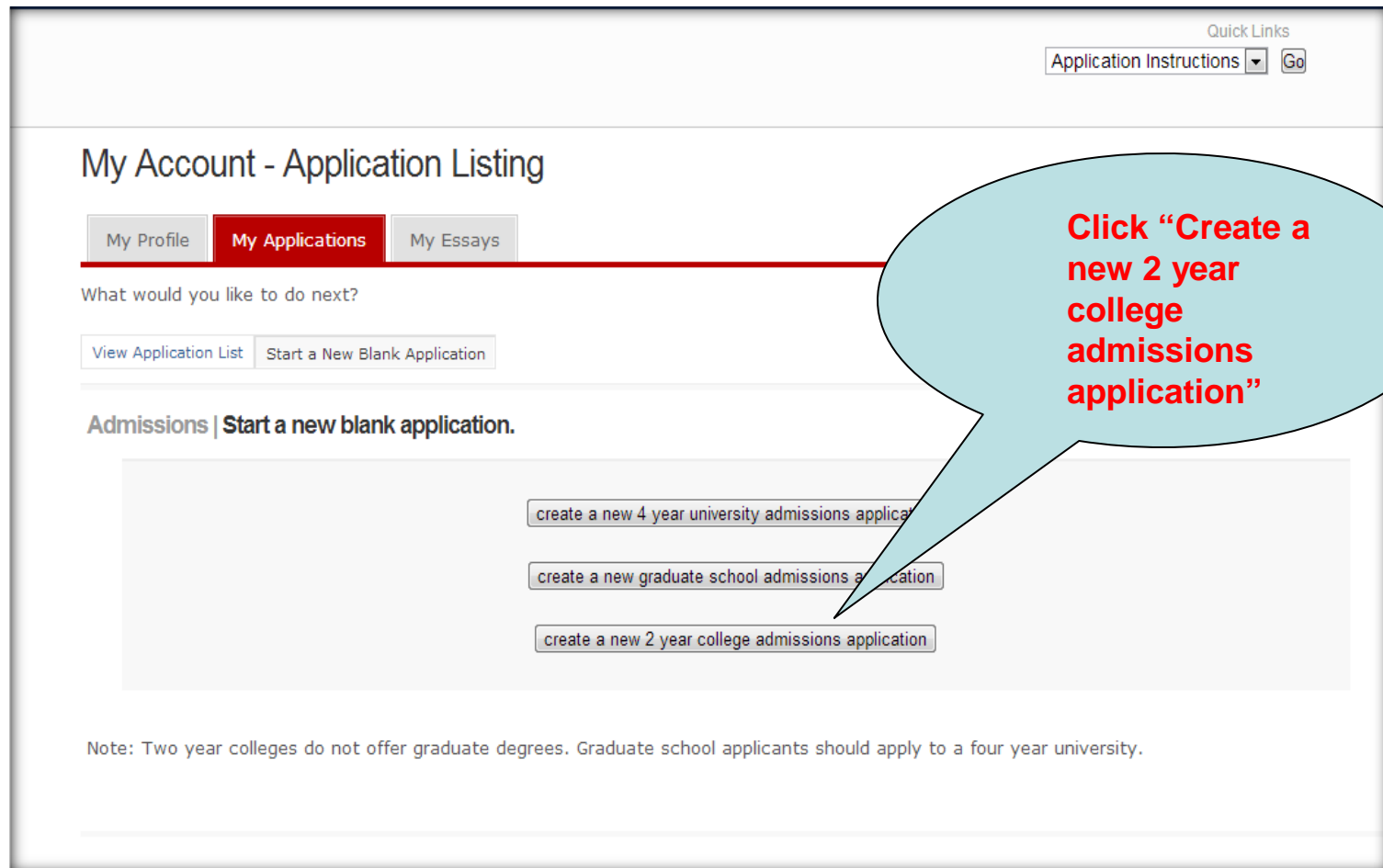
Country

“My Applications” Section

Click on “Start a New Blank Application”

The screenshot shows a web browser window with the URL https://www.applytexas.org/adappc/gen/profile_apps.WBX. The page title is "My Account - Application Listing". There are three tabs: "My Profile", "My Applications" (highlighted with a red bar), and "My Essays". Below the tabs, there is a section titled "What would you like to do next?" with two buttons: "View Application List" and "Start a New Blank Application". A speech bubble with the text "Click here to start your application" points to the "My Applications" tab. Below this, there is a section titled "application details" with the text "You don't have any admissions applications. [Create a new application now.](#)". At the bottom, it says "Last updated July 19, 2012" with links for "Privacy" and "FAQ".

Select “Create a new 2 year college admissions application”



Quick Links
Application Instructions

My Account - Application Listing

My Profile **My Applications** My Essays

What would you like to do next?

Admissions | Start a new blank application.

Note: Two year colleges do not offer graduate degrees. Graduate school applicants should apply to a four year university.

A light blue speech bubble with a black outline points to the 'create a new 2 year college admissions application' button. Inside the bubble, the text reads: **Click “Create a new 2 year college admissions application”**

Select “search for college by region”: South Region

Select one of the five Alamo Colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, St. Philip’s College.

Please note: If you apply for one Alamo College, you will be automatically considered for all Alamo Colleges

★ Appl... Logoff Admissions Information A

2 Year Institut

Application for admission

offer graduate degrees. Graduate school applicants should

ersity.

information about Texas regions, please go to the [Texas Higher Education Coordinating E](#)

College:

Target College:

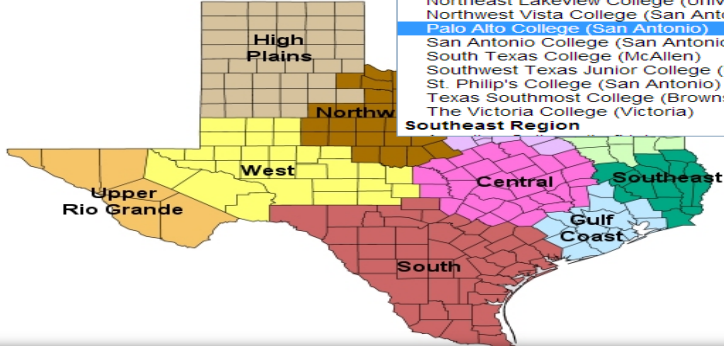
Select only one of the Alamo Colleges ...you are automatically applying to all.

Palo Alto College (San Antonio)
Weatherford College (Weatherford)

Northwest Region
Cisco Junior College (Cisco)
Ranger College (Ranger)
Vernon College (Vernon)
Western Texas College (Snyder)

South Region
Coastal Bend College (Beeville)
Del Mar College (Corpus Christi)
Laredo Community College (Laredo)
Northeast Lakeview College (Universal City)
Northwest Vista College (San Antonio)
Palo Alto College (San Antonio)
San Antonio College (San Antonio)
South Texas College (McAllen)
Southwest Texas Junior College (Uvalde) (coming soon)
St. Philip's College (San Antonio)
Texas Southmost College (Brownsville)
The Victoria College (Victoria)

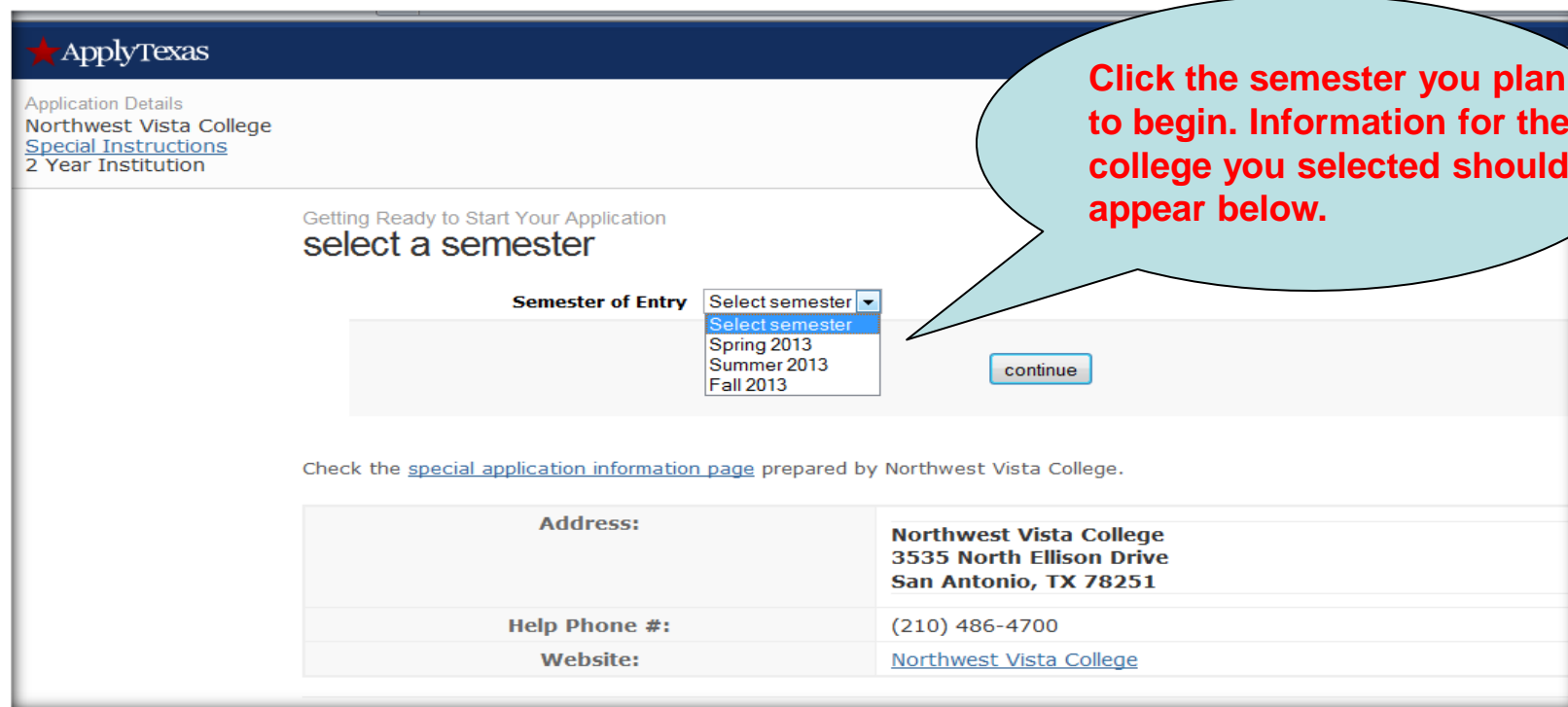
Southeast Region



4. “Getting ready to start your application” section:

4a. Select your Semester of Entry

Note: if you apply for one semester and do not enroll, then you will need to submit a NEW application for the semester when you will enroll.



★ ApplyTexas

Application Details
Northwest Vista College
[Special Instructions](#)
2 Year Institution

Getting Ready to Start Your Application
select a semester

Semester of Entry
Spring 2013
Summer 2013
Fall 2013

Click the semester you plan to begin. Information for the college you selected should appear below.

Check the [special application information page](#) prepared by Northwest Vista College.

Address:	Northwest Vista College 3535 North Ellison Drive San Antonio, TX 78251
Help Phone #:	(210) 486-4700
Website:	Northwest Vista College

Getting Ready to Start Your Application
select school

Application deadlines: 16 Week & Flex I - January 1, 2013

Deadline:	01/01/2013
Application Fee:	No Application Fee

**If you are unsure
what to select, more
information is on the
next slides**

Choice School

- Select your first choice school
- Associate in Arts
- Associate in Applied Science
- Associate in Science
- Advanced Technical Certificate
- Advanced Skills Certificate
- Certificate of Completion
- Certificate of Completion 1
- Certificate
- Marketable Skills

Last updated July 12, 2011

[Privacy](#) [FAQ](#)

**Did you notice the
application
deadline? Be sure
to let your friends
know!**

4b. Select First Choice School: This is where you will select your degree, you will select your major on the next page.

i. Choose one of the following degrees:

1. Associate of Arts: specifically designed for transfer to most public colleges and universities. Here are some examples of the majors you will find offered with this degree:

a. Dance, Fine Arts, Psychology, Sociology, Music

2. Associate of Science: specifically designed for transfer to most public colleges and universities. Here are some examples of the majors you will find offered with this degree:

a. Biology, Chemistry, Nursing, Pre-Medicine, Engineering, Computer Science

**These are only samples;
for a complete list, jump
to slide 16 to access
your college's list.**

3. **Associate of Arts in Teaching:** specifically designed for transfer to most public colleges and universities. Here are some examples of the majors you will find offered with this degree:
 - a. 8-12 Specialization, Teaching (EC-6 Generalist)
4. **Associate of Applied Sciences:** designed for learning specific professional/technical skills and to assist students to enter the workforce. Examples of the majors you will find offered with this degree:
 - a. Aviation, Digital Media, Culinary Arts, Nursing
5. **Certificates:** part of the career and technical offerings and require fewer semester hours. Most can be applied toward an AAS degree
 - a. Cisco Certified Network Associate, Basic Nursery and Landscape Operations, Welding, Child Development Associate

Alamo Colleges Degree Plans & Certificates

- **Northeast Lakeview College**

<http://mynlccatalog.alamo.edu/content.php?catoid=89&navoid=3287>

- **Northwest Vista College**

<http://mynvccatalog.alamo.edu/content.php?catoid=90&navoid=3430>

- **Palo Alto College**

<http://mypaccatalog.alamo.edu/content.php?catoid=88&navoid=3220>

- **St. Philip's College**

<http://myspccatalog.alamo.edu/content.php?catoid=92&navoid=3649>

- **San Antonio College**

<http://mysaccatalog.alamo.edu/content.php?catoid=91&navoid=3568>

Select Major

If you are still deciding on a major, select “General Studies” (or Liberal Arts)

If you do not find your major, go back and change your degree in the “Select First Choice School”

The screenshot shows the ApplyTexas application portal. At the top, there's a navigation bar with 'Logoff', 'Admissions Information', and 'Apply'. Below this, the 'Application Details' section lists 'St. Philip's College', 'Special Instructions', '2 Year Institution', and 'Spring 2013'. The main heading is 'Getting Ready to Start Your Application' with a sub-heading 'select major'. Below this, it says 'Please select your major(s)'. The 'First Choice School' is set to 'Associate in Science'. A dropdown menu for 'First choice major:' is open, showing a list of majors: 'Select your First Choice Major', 'Biology', 'Bio-Technology', 'Chemical Research', 'Chemistry', 'Earth Sciences & Natural Energy Resources', 'Environmental Science', 'Health Professions Degree', 'Physics', 'Pre-Dentistry', 'Pre-Medicine', 'Pre-Nursing', 'Pre-Optometry', and 'Pre-Pharmacy'. At the bottom, it says 'Last updated July 25 , 2012' with links for 'Privacy' and 'FAQ'.

You can access the college lists on slide 16 to learn what majors are offered at each Alamo College

Button looks like this.

Click on the “Continue to my application” button

continue to my application

“Biographical Information” section:

Enter your Social Security Number. The Social Security Number (SSN) is not required for the application and is optional, but it is recommended. The SSN is REQUIRED if applying for Financial Aid.

Many fields will already be completed based upon information from your profile.

★ ApplyTexas

Logoff My Account Admissions Information

Application Details
San Antonio College
[Special Instructions](#)
Two Year School Admission
Spring 2013

application sections and pages

[admissions](#)
[biographical information](#)
[educational background](#)
educational information
residency information
custom questions for this institution

[submit](#)

Page 1 of 5
biographical information

First choice school	Associate in Arts
First choice major	Architecture

Want to change your school(s)/major(s)? [Go back to the "select major" page.](#)

1. Enter your U.S. Social Security Number * (See note below):
Social Security Number « No spaces or dashes.

2. When were you born?
Enter your date of birth (month, day, year). Do not leave blank; this information is required.

“Educational background” section:

Utilize the “Find your High School” button to select your high school

ApplyTexas

Logoff My Account Admissions Information Application Instructions

Application Details
Northeast Lakeview College
[Special Instructions](#)
Two Year Admissions
Spring 2013

Quick Links
Page Instructions Go

application sections and pages

- [admissions](#)
- [biographical information](#)
- [educational background](#)
- [educational information](#)
- [residency information](#)
- [custom questions for this institution](#)
- [submit](#)

Page 2 of 5
educational background

1. High School You Graduated From or Expect to Graduate From:
You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

To begin the school search process, click the school search button and enter the name of the high school from which you graduated or expect to graduate. If you are unable to find a match, please be sure to supply the City and State. If you are unable to find a match and your high school is not in the USA, please leave the state field blank and enter the country in the city field.

Search for Your High School [Find Your High School](#)

High School Name:

High School Code:

High School City or Country:

High School State:

Expected Graduation Date: /

Are you home-schooled? ☐ Yes ☐ No

< state, if in U.S.
< 4-digit year

Home Schooled? Respond here.

If your high school does not appear, select “School Not Found.”
Be sure to include your graduation date.

Add all colleges previously or currently attending (including Dual Credit)

3. Please list **all** previous colleges or universities you have attended or are attending, including college-level correspondence study and dual credit. - **REQUIRED**
Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal.

Have an official transcript sent to each university to which you apply. Please send an official transcript from all schools listed.

Previous College 1 Information

Search for College 1

Find College or University 1

Name of Institution:

College Code:

College Location

College 1 City or Country:

College State:

Select U.S. state ▼

« state, if in U.S.

Dates of Attendance

Attended starting from:

Month ▼ /

« 4 digit year

Attended to:

Month ▼ /

« 4 digit year

Hours earned:

.

« number credit hours, if applicable

Enter whole numbers in the first (left) box and fractions in the second (right) box. Do NOT enter a decimal point.

Degree Earned or Expected (if applicable)

Please indicate if you have earned or will earn a degree by the time you plan to enroll.

Major/Area of Study:

« for example, BA in History

Degree Date:

Month ▼ /

« 4 digit year degree earned or expected

Type of Degree:

Select degree type ▼

Include all colleges attended. If the last college attended is other than one of the Alamo Colleges, be sure to submit an official transcript in order to be admitted. (addresses on next slide)

Submit Official Transcripts To:

High School or GED transcripts are required for those without prior college (includes those with only Dual Credit coursework). Current high school students may submit an official 6 semester transcript pending graduation.

College transcripts are required if you have prior college coursework.

Have your previous institution(s) send official transcripts and test scores to the following:

Northeast Lakeview College

Records/Transcripts
1201 Kitty Hawk Rd.
Universal City, TX 78148

St. Philip's College

Records/Transcripts
1801 Martin Luther King Dr.
San Antonio, TX 78203

Northwest Vista College

Records/Transcripts
3535 N. Ellison Dr.
San Antonio, TX 78251

San Antonio College

Records/Transcripts
1300 San Pedro Dr.
San Antonio, TX 78212

Palo Alto College

Records/Transcripts
1400 W. Villaret
San Antonio, TX 78224



EDUCATIONAL INFORMATION Select your Admission Basis.

It is very important to select the correct type. If you are not certain, use the chart on the next slide to assist you.

★ ApplyTexas

Logoff My Account Admissions Information Application Instructions

Application Details
Northeast Lakeview College
[Special Instructions](#)
Two Year Admissions
Spring 2013

Quick Links
Page Instructions Go

application sections and pages

- [admissions](#)
 - [biographical information](#)
 - [educational background](#)
 - [educational information](#)
 - residency information
 - custom questions for this institution
- [submit](#)

Page 3 of 5
educational information

1. Did you take a Tech Prep course or courses for college credit?
☐ Yes ☒ No

2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation:

Admission Basis
Select
Select
College Transfer, Degree-seeking
College Transfer, Not Degree-seeking
Transient- Seeking a degree elsewhere
Readmission from prior semester
High School Graduate
GED
Home Schooled/High School Graduate
Dual Credit (receiving both high school and college credit)
High School Early Admission (college credit only)
Individual Approval (no high school diploma or GED)

3. Please indicate the primary reason for attending:

Reason Attending

IMPORTANT! Before you complete the application, see the following slide for definition of "Admission Basis"

If you are/were a dual credit student and have, or will have graduated from high school by the time you start college, please select High School Graduate.



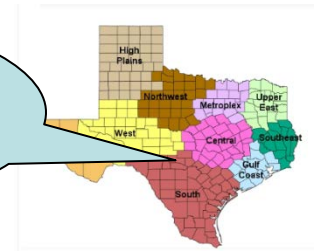
What type of student am I? Find the description that best fits you and select your Admission Basis on the ApplyTexas application!

If you have NEVER attended college (excluding Dual Credit), select one of the following:	If you have attended college, select one of the following:
High School Graduate: You have, or will have, graduated from high school by the time you start college. If you earned dual credit in high school and have now or will have graduated, you should select High School Graduate.	College Transfer, Degree-seeking: You have previously attended another college and you plan to complete a degree.
GED: You have, or will have, your GED before you start college.	College Transfer, Not Degree-seeking: You have previously attended another college and you do not plan to complete a degree.
Home Schooled/High School Graduate: You have, or will have, completed the curriculum outlined for your home schooled diploma.	Transient: You are enrolled at another college or university and plan to take courses with the Alamo Colleges for only one semester.
Individual Approval: You are 18 years or older and do not have a high school diploma or GED. This admission type requires approval from Admissions and Records.	Readmission from prior semester: You have previously attended one or more of the Alamo Colleges. Select this even if you attended another college or university since you left the Alamo Colleges.
Dual Credit: You are seeking to earn college credit for certain high school courses in which you are currently enrolled while completing high school requirements. Must comply with Dual Credit, Early College and Alamo Academy deadlines.	<p>2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation:</p> <p>Admission Basis <input type="text" value="Select"/></p>

Select your Admission Basis here.

“Residency” section

Click on Texas map
for locations of the
Alamo Colleges’ on
and off-campus sites.



The information provided in this section will determine your tuition rate. Read each question **carefully**. If you have questions about your residency status after you have been admitted, please contact your college’s Residency team.

application sections and pages Page 4 of 5
residency information

admissions
biographical information
educational background
educational information
residency information
custom questions for this institution
submit

delete residency answers & start over

Residency Information

About this section:
The college or university to which you are applying will continue to reload with the any additional information that you would everything you entered was correct. It is

During the 12 months prior to the term for summer)? - **REQUIRED**

application sections and pages Page 4 of 5
residency information

admissions
biographical information
educational background
educational information
residency information
custom questions for this institution
submit

Residency Information

Of what state or country are you a resident? - **REQUIRED**

State or country: TX

Did you live or will you have lived in Texas for 36 consecutive months leading up to high school graduation or completion of the GED? - **REQUIRED**

☐ Yes ☐ No

When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months? - **REQUIRED**

☐ Yes ☐ No

save and continue to next question

Residency is used to
determine the amount
of tuition you will
owe. **Carefully**
complete this section.

“Custom Question” section

College Connection question: If you are a CURRENT high school senior attending one of the following Independent School District's, answer “yes” to this question.

Alamo Heights
East Central
Edgewood
Ft. Sam Houston
Harlandale
Judson

Lackland
Marion
Navarro
North East
Northside
San Antonio

Schertz-Cibolo
Seguin
Somerset
South San Antonio
Southside
Southwest

College Connection Application – **REQUIRED**

Are you a College Connection participant (applies to most San Antonio High School seniors)?

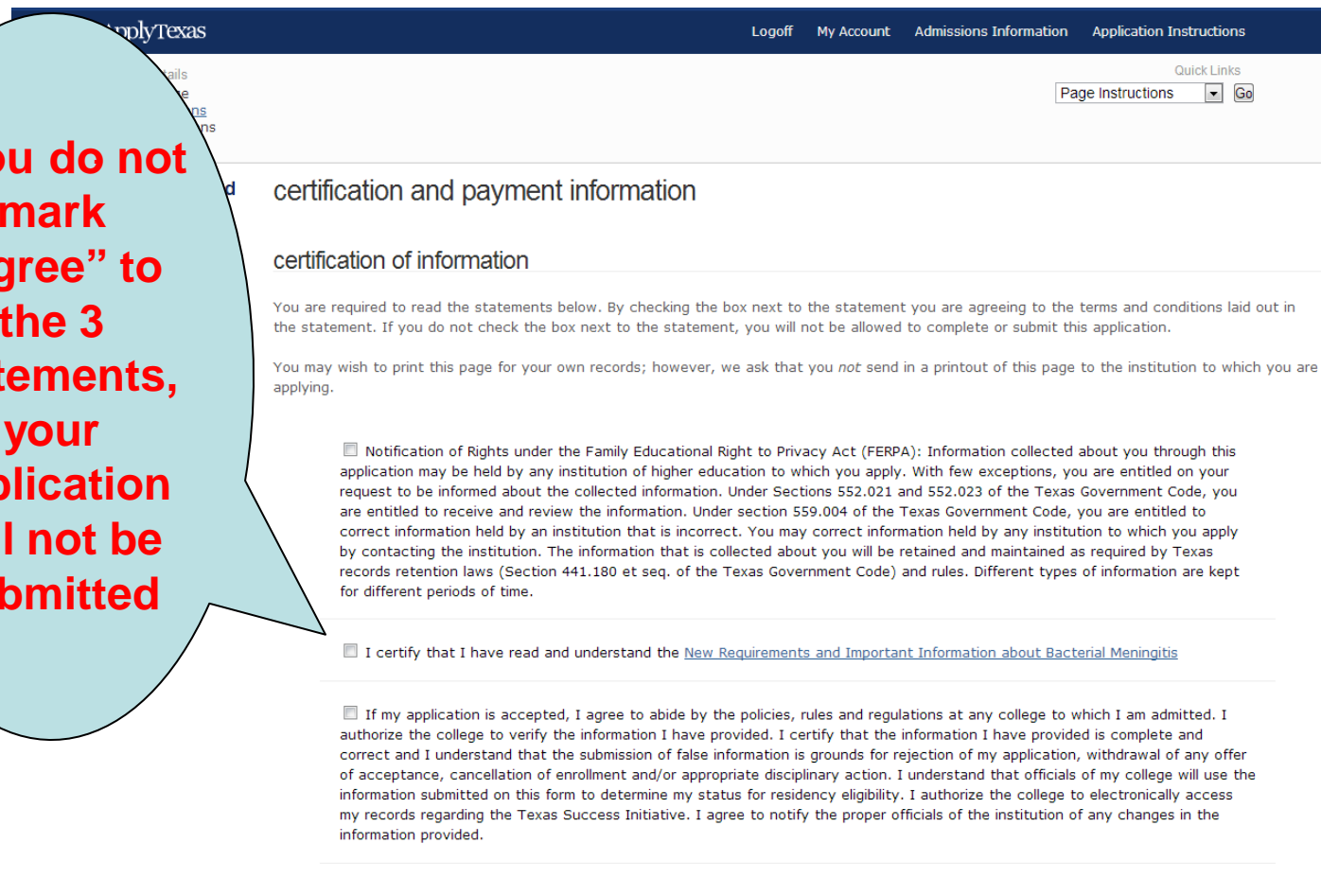
☐ Yes
☐ No

**Almost
done!**

Certification of Information

Read each statement and check box to acknowledge

If you do not mark "agree" to the 3 statements, your application will not be submitted



The screenshot shows the 'ApplyTexas' website interface. At the top, there is a navigation bar with links for 'Logoff', 'My Account', 'Admissions Information', and 'Application Instructions'. Below this, a 'Quick Links' section includes a dropdown menu for 'Page Instructions' and a 'Go' button. The main content area is titled 'certification and payment information' and 'certification of information'. It contains three statements, each with an unchecked checkbox and a 'Go' button. The first statement is about FERPA rights. The second is a certification of understanding regarding bacterial meningitis. The third is a general agreement to abide by college policies and regulations.

ApplyTexas

Logoff My Account Admissions Information Application Instructions

Quick Links

Page Instructions Go

certification and payment information

certification of information

You are required to read the statements below. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application.

You may wish to print this page for your own records; however, we ask that you *not* send in a printout of this page to the institution to which you are applying.

☐ Notification of Rights under the Family Educational Right to Privacy Act (FERPA): Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

☐ I certify that I have read and understand the [New Requirements and Important Information about Bacterial Meningitis](#)

☐ If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

Submit Application and write down your Application ID number

You are about to submit your application for Two Year Admissions to San Antonio College for Fall 2013 with application ID

5555555

Once you submit your application, you will not be allowed to modify it. You may choose not to submit this application at this time, but you must submit your application before San Antonio College will receive it.

Submit Application Now

What's Next?

- Receive letter from ApplyTexas
- Receive letter from Alamo Colleges with admissions status and directions toward completing AlamoENROLL checklist requirements.

My Account - Application Listing

My Profile My Applications My Essays

What would you like to do next?

View Application List Start a New Blank Application Copy an Existing Application

application details

App ID	Institution	Semester	Type	Deadline	Status	Action
1084979	San Antonio College	Fall 2013	Two Year	October 7, 2013	Submitted	View Copy

You can confirm your application was submitted, view and copy.

We look
forward to
seeing you
soon!



Thank You.



The Achieving the Dream Leader College designation recognizes an institution's impact in the effort to improve student success and eliminate achievement gaps nationwide.