

ENROLLMENT CHECKLIST

updated:
Sept. 18, 2025



ALAMO COLLEGES DISTRICT
Northeast Lakeview College
1201 Kitty Hawk Rd. Universal City, TX 78148



APPLY TO NLC

- Submit an application at ApplyTexas.org
- Allow 3-5 business days for processing



ACCESS STUDENT ACES ACCOUNT

- Access your ACES Account aces.alamo.edu
- Complete Test Prep Module (if completing TSI)
- Access your Student Email
- Locate your Banner ID: MyPage>My Advisor



SUBMIT TRANSCRIPT(S)

- Submit GED or official high school/college transcripts*
(Transcripts must come directly from previous institution or 3rd party vendor)

Electronic: nlc-admissions@alamo.edu

Paper: *Northeast Lakeview College*

Admissions and Records

1201 Kitty Hawk Rd.

Universal City, TX 78148

* Foreign transcripts must undergo a credential evaluation prior to submission.
Please visit naces.org for approved vendors



SUBMIT BACTERIAL MENINGITIS DOCUMENTATION

In ACES account:enrollment tab>bacterial meningitis card>submit forms

- Proof of Bacterial Meningitis (**MCV4**) vaccination administered within the last 5 years, if under 22 years of age (Meningitis B/ Meningitis C, not acceptable)
- Vaccination Waiver for Reason of Conscience/Religion
- Online Only Classes Waiver Form



COMPLETE COLLEGE READINESS ASSESSMENT

How to satisfy the College Readiness Component:

- Schedule Texas Success Initiative (TSI) college-readiness placement exam OR determine if you are exempt by:
 - Visiting Assessment Center in Brazos Building, room 27
 - Calling 210-486-5177
 - Visiting alamo.edu/nlc/admissions--aid/assessment-center/tsi



ATTEND ORIENTATION & GROUP ADVISING

Determine which orientation is right for you. Schedule here:

<https://www.alamo.edu/nlc/admissions--aid/outreach-and-recruitment/orientation/>

*Visiting students (formerly known as Transient Students) are not required to attend orientation

<i>New Student Orientation (NSO)</i>	<i>Students with 0-12 earned credit hours</i>
<i>Transfer/Returning Orientation (TRSO)</i>	<i>Students with 13-44 earned credit hours</i>
<i>Academic Success Orientation (ASO)</i>	<i>Transfer or returning students, currently on academic probation and/or have cumulative GPA below a 2.0 (Fall/Spring Full-Term admittance only - deadlines apply)</i>



PAY FOR COLLEGE

Complete the FAFSA

NLC School Code: 042636

- Submit a FREE application for Federal Student Aid (FAFSA) online at studentaid.gov
- Allow a minimum of 6 weeks for processing

- Priority Deadlines:

May 1st - Fall Semester

November 1st -Spring Semester

Non-US Citizen Texas Residents: To determine if you qualify for Financial Aid, please contact dst-fa@alamo.edu

Apply for Scholarships

alamo.edu/nlc/scholarships/

Apply for Grant Money

alamo.edu/studentemergencyaid/

Use Veterans Benefits

View the QR code for more details



Make Payments

(Payment Plans MAY be available)

- View Account balance and make payments via your **ACES account**
- Make payments ahead of deadlines to avoid classes being dropped
- Payment Calendar: alamo.edu/registration

Questions?

Reference this list to direct your question to the correct department

ENROLLMENT COACH / RECRUITMENT DEPARTMENT

For application, orientation and general 'how to get started' questions

- nlc-recruitment@alamo.edu
210-486-5193

ORIENTATION R.S.V.P. LINK

<https://www.alamo.edu/nlc/admissions--aid/outreach-and-recruitment/orientation/>

ADMISSIONS AND RECORDS DEPARTMENT

For transcript*, bacterial meningitis and residency questions

- nlc-admissions@alamo.edu
210-486-5401

*Foreign transcripts must undergo a credential evaluation prior to submission. Please visit www.naces.org/members for organizations offering acceptable evaluation services.

*Transcripts MUST come directly from previous institution or third party vendor

ASSESSMENT DEPARTMENT

For ACT/SAT/TSI questions

- nlc-assessment@alamo.edu
210-486-5177

ADVISING DEPARTMENT

For degree plans or class registration* questions

*Prior to class registration, all enrollment steps must be completed

- nlc-advising@alamo.edu
210-486-5406

IT HELP DESK

For help logging into ACES account?

- 210-486-5777, option 3

PAYING FOR COLLEGE

- **Financial Aid Office:** dst-sfs@alamo.edu
210-212-5266, Option 3
- **Payments / Business Office:** dst-vbo2@alamo.edu
210-212-5266, Option 2
- **Scholarships:** nlc-scholarships@alamo.edu
210-486-5008



HSI
HISPANIC
SERVING
INSTITUTION

STUDENT ACCESSIBILITY SERVICES

- nlc-sas@alamo.edu
210-486-5179

VETERANS CENTER

- nlc-va@alamo.edu
210-486-5827

ADVOCACY CENTER

- nlc-nest@alamo.edu
210-486-5179



Visit alamo.edu/nlc/contact for campus hours and services