



## Enrollment Checklist for First Time In College (FTiC), Transfer, and Returning Students

### Explore Your Pre-Major and NVC's Institutes

[www.alamo.edu/enroll/explore](http://www.alamo.edu/enroll/explore)

It is best to explore your pre-major and NVC's Institutes before you apply. Once you apply, we can help you identify your math pathway. See back for more information.

### Complete and Submit Application for Admission

[www.applytexas.org](http://www.applytexas.org)

Please allow five business days for processing. Once your application is processed, you will receive two emails - a confirmation from ApplyTexas and an email from NVC with instructions on accessing your student portal called ACES.

### Submit All Official High School Transcripts/GED Scores or College Transcripts

*NVC Records and Residency Office - See Additional Resources*

Official high school or college transcripts are required for your admissions. Visit AlamoNAVIGATE and click on "Submit Transcripts and Documents" for more information on transcript requirements for First Time In College, Transfer, and Returning Students.

### Login to ACES Account

[alamoaces.alamo.edu](http://alamoaces.alamo.edu)

Follow the instructions under "ACES Login Information" for the default password to log in for the first time. For technical assistance, contact the Help Desk at 210-485-0555.

### Activate your AlamoNAVIGATE Checklist

Click on the "Start Here" tab and then "AlamoNAVIGATE" to access your personalized enrollment checklist will help you track your next steps and show all the items needed for your enrollment with NVC.

#### Upload Bacterial Meningitis Documentation (Students Under 22)

In AlamoNAVIGATE, click "Turn In Shot Records" and then "Secure Site" link to upload your documents. There is a \$10.50 processing fee. Please allow 3 business days for processing. Students attending Summer 2020 classes may submit a waiver. Learn more at [www.alamo.edu/meningitis](http://www.alamo.edu/meningitis).

#### Complete Go FAARR and Test Prep Modules

The Go FAARR module is required for all new students, and the Test Prep module is required for all students who are required to take the TSI placement test. Students exempt from the TSI may skip the Test Prep Module. After you activate your AlamoNAVIGATE checklist, click "complete Go FAARR and Test Prep Modules" on your MyPath. Click on "Enroll" and then "Incomplete" to complete the modules.

#### Take the TSI College-Readiness Test (If Applicable)

*Testing and Assessment Office: [www.alamo.edu/nvc/testing](http://www.alamo.edu/nvc/testing)*

Take the TSI assessment exam via Examity online. The TSI assessment determines your placement into college-level English and Math courses. The Alamo Colleges is offering the Texas Success Initiative (TSI) test, which usually costs \$32, at no cost between May 1 and June 2, 2020.

#### Complete Math or English Refresher Courses (If Applicable)

*Readiness Center/Post-Assessment Advising: [nvc-readiness@alamo.edu](mailto:nvc-readiness@alamo.edu)*

Students who do not place at college level will be required to take a refresher course before registering for classes. AlamoNAVIGATE will display your scores and more information on scheduling a refresher course.

#### Sign Up For Orientation and Advising

**First Time In College (FTiC) Students:** FTiC students will register for classes at New Student Orientation (NSO). Once all enrollment steps have been completed, sign up for [NSO](#)

**Transfer Students:** View registration instructions and sign up for Transfer and Former Student Orientation by clicking "Sign Up For NSO" in AlamoNAVIGATE.

# Additional Resources

## Vista Central: Welcome and Admissions Center

[nvc-admissions@alamo.edu](mailto:nvc-admissions@alamo.edu)

[www.alamo.edu/nvc/visit](http://www.alamo.edu/nvc/visit)

Vista Central is assisting new, returning, and transfer students with the enrollment process. Students can use the Admissions Online Walk-in - [ZOOM CHAT](#) to get assistance on submitting an application, apply for FAFSA, or complete enrollment steps.

## Records and Residency

[nvc-records@alamo.edu](mailto:nvc-records@alamo.edu)

[www.alamo.edu/nvc/records](http://www.alamo.edu/nvc/records)

Submit official transcripts, update residency, or make any changes to your student record.

Official transcripts may be submitted:

- Electronically: Schools can send electronic PDF transcripts to NVC through a secure server such as Parchment, eSCRIPT-SAFE, or National Student Clearinghouse and Transcripts at [nvc-records@alamo.edu](mailto:nvc-records@alamo.edu)
- By mail: Send transcripts to 3535 N. Ellison Dr. San Antonio, TX 78251. Please mark transcripts "ATTN: Records."

Foreign transcripts must be evaluated and translated from any company listed at [www.naces.org](http://www.naces.org). The original, foreign transcript must accompany the evaluated document.

Home school transcripts must be notarized.

GED graduates must submit their test scores report issued by the state where the test was taken and passed.

## Financial Aid

[dst-sfs@alamo.edu](mailto:dst-sfs@alamo.edu)

[www.alamo.edu/district/financial-aid](http://www.alamo.edu/district/financial-aid)

Learn about different types of financial aid or ask questions about your financial aid award. Students can also submit their FAFSA in the Vista Central computer lab. NVC's Federal School Code is: 033723.

## Disability Support Services / Access Office

[nvc-access@alamo.edu](mailto:nvc-access@alamo.edu)

[www.alamo.edu/nvc/disability-services](http://www.alamo.edu/nvc/disability-services)

The Disability Support Services Office provides classroom accommodations for eligible students, such as additional time for testing, priority seating, and more. Students can also receive assistance throughout the admissions and enrollment process. Contact the Access Office to set up accommodations.

## Testing & Assessment Office

[nvc-assessment@alamo.edu](mailto:nvc-assessment@alamo.edu)

[www.alamo.edu/nvc/testing](http://www.alamo.edu/nvc/testing)

Students may be exempted from the TSI with qualifying scores or documents. Visit AlamoNAVIGATE and click on "Take Your Placement Test" for information on hours, exemptions, and frequently asked questions.

## Download the Navigate App!

Download the Navigate app to access your AlamoNAVIGATE checklist on the go! AlamoNAVIGATE offers personalized resources for career planning and financial aid in addition to your enrollment steps.

Look for "Navigate - College Simplified" in the Google Play or App Store.



### NOTES

Student ID: \_\_\_\_\_

ACES Username: \_\_\_\_\_

Default Password: \_\_\_\_\_

*(Password Resets: 210-485-0555)*

Intended Major: \_\_\_\_\_

NVC Institute: \_\_\_\_\_

Math Pathway: \_\_\_\_\_

NSO/Advising Appt. Date: \_\_\_\_\_