



# Enrollment Checklist

## First Time In College/Transfer/Returning Students

Telephone #: 210-212-5266 (210-21ALAMO)

Toll Free: 1-844-202-5266 (1-844-20ALAMO)

<http://www.alamo.edu/alamoENROLL/>

<p><b>APPLY ONLINE</b></p>	<p>Go to <a href="https://www.applytexas.org">https://www.applytexas.org</a>. Detailed instructions on how to complete the online ApplyTexas application is available at <a href="https://www.alamo.edu/admission--aid/how-to-apply/">https://www.alamo.edu/admission--aid/how-to-apply/</a>. Once the application is submitted you will receive 2 emails – One from ApplyTexas and one from Alamo Colleges. <b>The Alamo Colleges email will include instructions and information for the ACES student portal and the START HERE tab to activate your “Navigate” check list.</b></p> <p><i>Please allow 4-5 business days for the application to be received.</i> <i>Applications will <b>NOT</b> be processed until <b>official transcripts are received.</b></i></p>
<p><b>FINANCING YOUR FUTURE</b></p>	<p><b>Financial Aid:</b></p> <ul style="list-style-type: none"> <li>• Complete a Free Online Financial Aid Application at: <a href="https://fafsa.ed.gov/">fafsa.ed.gov/</a></li> <li>• Please visit the Financial Aid web site at <a href="https://www.alamo.edu/spc/admissions/pay-for-college/financial-aid/">https://www.alamo.edu/spc/admissions/pay-for-college/financial-aid/</a> for priority and processing guarantee dates.</li> </ul> <p><b>SPC Federal School Code: 003608</b> <b>Process time for financial aid application is 4-6 weeks</b></p> <p>For further information you may contact the Financial Aid Office at <a href="mailto:dst-financialaid@alamo.edu">dst-financialaid@alamo.edu</a></p> <p><b>Scholarships:</b></p> <ul style="list-style-type: none"> <li>• Apply for scholarships at <a href="https://www.alamo.edu/spc/admissions/pay-for-college/scholarships/">https://www.alamo.edu/spc/admissions/pay-for-college/scholarships/</a></li> <li>• Need assistance contact our Scholarship Coordinator, Gloria Hernandez at <a href="mailto:gghernandez@alamo.edu">gghernandez@alamo.edu</a></li> </ul>
<p><b>SUBMIT OFFICIAL TRANSCRIPTS</b></p>	<ul style="list-style-type: none"> <li>• <b>First Time In College:</b> Submit an official high school transcript with graduation date. Home school official transcripts needs to be notarized, OR official GED scores printed from Texas Education Agency (TEA) website at <a href="http://www.tea.texas.gov">www.tea.texas.gov</a></li> <li>• <b>Transfer/Transient:</b> Submit an official college or university transcript from the last institution you attended.</li> <li>• <b>Returning Students:</b> Submit any missing official transcripts and/or official college/university transcript from the last institution you attended.</li> </ul> <p><b>**Important Note: For Admissions purposes the last college/university official transcript is required. However, <u>ALL</u> college/university transcripts regardless of transferability will be required.**</b></p> <ul style="list-style-type: none"> <li>• <b>Official transcripts must be received in their original sealed envelope from the institution.</b></li> <li>• Students who have graduated from a high school or college outside of the United States must have their transcripts evaluated by an organization approved by the National Association of Credential Services (NACES) at <a href="http://naces.org/members.html">http://naces.org/members.html</a>. Submit both original foreign transcript and evaluation transcript.</li> <li>• <u>Submit “official” transcripts :</u> <b>Electronic:</b> College/University/High School Official will email “official” transcript to St. Philip’s College using an encryption service (email: <a href="mailto:SPC-GRADADV@ALAMO.EDU">SPC-GRADADV@ALAMO.EDU</a>) <b>Mail to:</b> St. Philip's College, Office of Records and Registration, 1801 Martin Luther King Dr., San Antonio, TX 78203</li> </ul>
<p><b>LOGIN TO YOUR ACES ACCOUNT</b></p>	<ul style="list-style-type: none"> <li>• Four days after submitting your application, you will receive an email with your next steps. At that time, you will log in to Alamo Colleges Educational Services (ACES) at <a href="http://www.alamo.edu/aces">www.alamo.edu/aces</a></li> <li>• You will need to contact the Help Desk at (210) 486-2777 or (210) 485-0555 to get your ACES Username OR if you are having any issues logging in. <b>First-time users only: Your default password will be the first two letters of your last name, IN CAPS, followed by your birthdate in MMDDYY format</b></li> </ul>

<p><b>SUBMIT BACTERIAL MENINGITIS DOCUMENT ONLINE</b></p>	<ul style="list-style-type: none"> <li>• Texas State Law (SB 1107) requires students <b>less than 22 yrs. of age</b> to show evidence of receiving a bacterial meningitis vaccination or booster does during the five-year period prior to enrollment. The law allows for a few exemptions which are listed at <a href="https://www.alamo.edu/spc/about-spc/compliance/bacterial-meningitis/">https://www.alamo.edu/spc/about-spc/compliance/bacterial-meningitis/</a>.</li> <li>• The Alamo Colleges District uses Magnus Health to collect and process student bacterial meningitis information. Magnus Health is a secure and easy-to-use website for submitting bacterial meningitis documentation. <b><u>A \$10.50 non-refundable fee is required to Magnus Health at the time of your submission of documents. (debit/credit card only)</u></b></li> <li>• Submit Bacterial Meningitis documents to Magnus Health through your ACES account. <b>Allow 2-5 business days for processing.</b></li> </ul>
<p><b>ACTIVATE YOUR NAVIGATE CHECKLIST</b></p>	<ul style="list-style-type: none"> <li>• Login to <b>ACES</b></li> <li>• Click on <b>START HERE</b> tab</li> <li>• Click on <b>“NAVIGATE”</b>, then click on <b>“Login”</b></li> <li>• <b>“Agree to the terms and conditions”</b></li> </ul> <p><b>Navigate is a personalized checklist to help you track your next steps.</b></p>
<p><b>COMPLETE THE ALAMO ENROLL MODULES</b></p>	<ul style="list-style-type: none"> <li>• Look in your <b>“Navigate”</b> checklist for <b>“Complete GO FAARR”</b> and <b>“Complete Test Prep”</b>.</li> <li>• Then click again on another link that says <b>“Complete GO FAARR”</b> or <b>“Complete Test Prep”</b>.</li> <li>• Click on each <b>ENROLL</b> button to access the Go FAARR and Test Prep modules to begin the AlamoENROLL modules.</li> <li>• <b>Both the GO FAARR and TEST PREP modules must be completed before you take the TSI placement exam.</b></li> </ul>
<p><b>SCHEDULE THE TSI ASSESSMENT, IF APPLICABLE</b></p>	<p>To schedule your TSI placement exam, testing information OR to see if you are exempt from testing you may call 210-486-2444, email at <a href="mailto:spc-testing@alamo.edu">spc-testing@alamo.edu</a>, or visit the web site at <a href="https://www.alamo.edu/spc/admissions/testing-center/">https://www.alamo.edu/spc/admissions/testing-center/</a></p>
<p><b>COMPLETE REFRESHER COURSE(S), IF APPLICABLE</b></p>	<p>Students who score below college readiness in math, reading and/or writing will be required to enroll in a Refresher course(s). Refresher courses provide a student with a second opportunity to improve their course placement. Students will be <b>scheduled for a Refresher course(s) during post-assessment advising</b>. You may obtain additional information about the Refreshers at: <a href="https://www.alamo.edu/academics/academic-resources/refresher-courses/">https://www.alamo.edu/academics/academic-resources/refresher-courses/</a></p>
<p><b>SCHEDULE NEW STUDENT ORIENTATION (MANDATORY)</b></p>	<p>All First Time In College (FTIC) student, Previous Dual Credit students who have now graduated from high school, returning students who have been out of the Alamo College for more than a year, and transfer/transient students must attend a mandatory <b>New Student Orientation (NSO)</b> session. Request your NSO session at <a href="https://www.alamo.edu/spc/academics/academic-resources/academic-advising/">https://www.alamo.edu/spc/academics/academic-resources/academic-advising/</a>. All sessions are provided in an online format.</p>
<p><b>GROUP ADVISING</b></p>	<ul style="list-style-type: none"> <li>• Attend an online session with a Certified Advisor for degree planning and registration.</li> <li>• Students must be admitted for the requested semester and have <b>no holds</b> on their account in order to register for classes.</li> </ul> <p><b>Visit the Academic Advising web page for more information</b> <a href="https://www.alamo.edu/spc/academics/academic-resources/academic-advising/">https://www.alamo.edu/spc/academics/academic-resources/academic-advising/</a></p>
<p><b>REGISTER FOR CLASSES ONLINE</b></p>	<ul style="list-style-type: none"> <li>• Log into your ACES account at ACES LINK: <a href="http://www.alamo.edu/aces">www.alamo.edu/aces</a>.</li> <li>• Step by step instructions on how to register for classes online are available at <a href="https://www.alamo.edu/spc/experience-spc/current-students/register-for-classes/">https://www.alamo.edu/spc/experience-spc/current-students/register-for-classes/</a></li> </ul>
<p><b>PAY FOR CLASSES ONLINE</b></p>	<ul style="list-style-type: none"> <li>• View your Account Summary through ACES /My Page Tab / My Account</li> <li>• Tuition bills <b>will not</b> be mailed</li> <li>• Payment Options: <ul style="list-style-type: none"> <li>○ Follow up on Financial Aid Award Status</li> <li>○ Sign-up for the Installment plan</li> <li>○ Tuition payments via credit card or online check must be made online through your ACES account</li> </ul> </li> </ul> <p><b>To avoid being dropped from your classes tuition must be paid in full or you must be on an installment plan.</b> Please view the Registration/Payment Calendar at <a href="http://alamo.edu/calendars">alamo.edu/calendars</a> <b>Paying for College:</b> <a href="https://www.alamo.edu/spc/admissions/pay-for-college/">https://www.alamo.edu/spc/admissions/pay-for-college/</a></p>
<p><b>SMART START: FIRST DAY COUNTS</b></p>	<ul style="list-style-type: none"> <li>• There is a connection between attendance, classroom participation and good grades. Your first week of class, especially the first day provides you with important information for the rest of the semester</li> <li>• The Alamo Colleges requires regular and punctual attendance in all classes. Your absences are recorded immediately. <b>If you DO NOT attend on the first day you will be DROPPED from class.</b></li> </ul>