



Enrollment Checklist: College Transfer and Transient Students

- Explore the AlamoINSTITUTES and Your Pre-Major with NLC!** www.alamo.edu/enroll/explore
Explore your pre-major and the AlamoINSTITUTES before you apply. Once you apply, we can help you identify your career pathway!
- Complete Your Admission Application at ApplyTexas.org** www.applytexas.org
On the application to two-year schools, select Northeast Lakeview College. Be certain to provide a personal email, not a high school email address. If you are planning to use FAFSA, be sure to provide social security number or residency card information in your application. Allow 5 business days for processing. Once your application has processed, you will receive two emails – a confirmation email from the ApplyTexas and an Alamo College email with instructions on accessing your student portal called ACES.
- Submit Official College Transcripts** **Most recent; send immediately after term completes to begin next term at NLC. Official documents should be submitted to the Admissions and Records office of Northeast Lakeview College. Official PDF/electronic transcripts must be sent directly from the former institution or transcript vendor to Northeast Lakeview College electronically. Email: nlc-admissions@alamo.edu** Paper transcripts must be submitted in their original, sealed envelope by mail to Northeast Lakeview College, Admissions and Records - STCM Rm 114, 1201 Kitty Hawk Rd., Universal City, TX 78148.
- Submit your FAFSA application at FAFSA.gov** Not required but we highly encourage each student to submit a Free Application for Federal Student Aid (FAFSA) online at: www.fafsa.ed.gov Allow a minimum of 6-8 weeks for financial aid processing. For more information, please visit: www.alamo.edu/district/financial-aid for Priority Dates and Deadlines. For direct Financial Aid questions contact: www.dst.sfs@alamo.edu or phone: (210) 212-5266
Fall Priority Deadline: May 1st Spring Priority Deadline: November 1st NLC Federal School Code: 042636
- Login to ACES Account** aces.alamo.edu
Click the "Get My ACES Username" link and follow the instructions to set up your password for the first time. If you need assistance logging in, please call the NLC IT Help Desk at (210) 486-5777 option #3.
 - Activate your NAVIGATE Checklist**
Open the Start Here tab, then click on "NAVIGATE" to access the correct checklist for enrollment. (The checklist on the ACES home page is for Early College High School students, not typical high school graduates). This personalized checklist will help you track your next steps needed in order to register for classes. <https://www.alamo.edu/nlc/admissions--aid/how-to-apply/>
 - Complete the AlamoENROLL Modules requirement**
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 exam. After you activate your NAVIGATE checklist, click on your Go FAARR and Test Prep Modules. Click the "Enroll" and then the "incomplete" link to view and complete the modules.
 - Upload Bacterial Meningitis Documentation (Students under 22)**
STEPS: Login to ACES, Student Tab, Web Services (in Student Self-Service box), Student, Student Records, Bacterial Meningitis. Choose one of the 3 options and submit. Please allow 24-48 hours for processing.
- Take the TSI College Readiness Test, If Applicable** <https://www.alamo.edu/nlc/admissions--aid/assessment-center/>
If college transcript shows freshman English and Math have passing scores, then no testing is needed. For more information on how to take TSI from home, please visit website above or email: nlc-assessment@alamo.edu
 - Take a refresher course in English and/or Math, if required**
Students who do not place college level will be required to take a refresher course before registering for classes. Refresher courses save time, money, and offer the opportunity to move into a higher-level developmental or a college-level course in English or Math. Refresher courses are free.
- Register for Classes by Attending Transfer/Returning Student Orientation**
Transfer/Returning Student Orientation: College transfer and/or returning students with 13-45 college credit hours must sign up for the Transfer/Returning Orientation. You can sign up online: www.alamo.edu/nlc/NSO **Scroll down click on the TRSO option. If you are transferring in on Academic Probation, you will need to attend ASO (scroll down further on previous link). For questions about either Orientation, please email: nlc-ga@alamo.edu** If you are transferring in with more than 45 credit hours, you do not need an Orientation, instead email: nlc-advising@alamo.edu for registration help.
Transient students do not need Orientation: Transient students are typically students taking classes for one semester on our campus and their home campus is a different institution. Transient students are not financial aid eligible. If registration ready, contact: nlc-advising@alamo.edu