



Procedure Number: SS 201  
Procedure Title: College Admissions for First Time in College, Transfer and Readmit Students  
Relevant Board Policy: F.2.1. Enrollment Requirements  
F.6.1.2. (Procedure) Student Success: The Student Experience-Connection through Entry  
Relevant SACSCOC Principle: 10.5 Admissions Policy and Practices  
Originating Unit: Office of Admissions & Records  
Maintenance Unit: Dean for Student Success  
Contact for Interpretation: Dr. David Wessler, Associate Director of Student Success

- I. Purpose/Definition(s): To delineate requirements for prospective students seeking admissions to the College. Northeast Lakeview College (NLC) has an open door policy to ensure that every person has an opportunity to get a college education. NLC admit students without regard to race, color, age, gender, religion, national origin, or disability.
- II. Procedure Statement: Admissions Requirements for **First Time in College (FTIC), Transfer, and Readmit Students**
  - A. Northeast Lakeview College Admissions Website:  
<https://www.alamo.edu/nlc/admissions--aid/>
  1. **Apply for Admissions:** Submit an application online using:  
<https://www.alamo.edu/nlc/admissions--aid/how-to-apply/>
  2. **Submit Official Transcripts:** Turn in all official transcripts and documents to Admissions and Records in Student Commons Building, Welcome Center.
  3. **Activate AlamoNAVIGATE**, your personal enrollment checklist: Login to ACES <https://alamoaces.alamo.edu>. Go to your “Start Here” tab and click on AlamoNAVIGATE.
  4. **Submit Bacterial Meningitis Vaccination:** All entering students must show evidence of Bacterial Meningitis vaccination if they are under the age of 22. To submit documentation visit AlamoNAVIGATE and select “Turn in Shot Record”.
  5. **Complete Alamo Enroll Modules Requirements:** Login to ACES <https://alamoaces.alamo.edu>, select AlamoNAVIGATE, select “Complete Go PHAARR Module” and “Complete Test Prep”.

6. **Take Assessment Test (if applicable):** Please contact Northeast Lakeview College Testing Center for TSI Assessment request information 210-486-5177.
7. **Complete Refresher Course(s) (if applicable):** Students scoring below college readiness in math, reading and/or writing will be scheduled for a Refresher course(s) if applicable during Post Assessment Advising
8. **Register for NSO/Advising:** FTIC students must attend New Student Orientation (NSO) and Advising. Students transferring or returning to Northeast Lakeview College from a previous college or university and former Northeast Lakeview College students who have not attended for more than one year will need to attend a mandatory Advising session. Register online to attend the appropriate NSO/Advising Session at: <https://www.alamo.edu/nlc/experience-nlc/current-students/academic-advising/NSO/>

Attachment: None

Originator: Dr. David Wessler

Date Approved: November 27, 2018

Last Updated: November 2018

Approved: \_\_\_\_\_

Title: