



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

It is best to explore your pre-major and NVC's Institutes before you apply.

Complete and Submit Application for Admission

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.

Login to ACES Account

aces.alamo.edu

After your application has been processed, follow the instructions for the default password to log in for the first time. For technical assistance, contact the Help Desk at 210-486-4777..

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.

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

NVC Records and Residency Office - DWWC 102

Official high school or college transcripts are required in order to register. Visit AlamoNAVIGATE and click on "Submit Transcripts and Documents" for more information on transcript requirements for First Time In College, Transfer, and Returning Students. *For students interested in the Bachelor of Applied Technology-Cloud Computing notify your Enrollment Coach. *(More Information on Back)*

Submit Bacterial Meningitis Documentation (Students under the age of 22)

Students must submit acceptable documentation in ACES student portal on the "Start Here" tab under the Bacterial Meningitis (BM) section. Please allow up to 2 business days to process. You can check your BM hold on the "My Page" tab and click "Holds".

Complete Test Prep Modules

The Test Prep module is required for all students who will take the Texas Success Initiative (TSI) Assessment. Students exempt from the TSI may skip the Test Prep Module. After you activate your AlamoNAVIGATE checklist, click "complete Test Prep Modules" on your MyPath. Click on "Enroll" and then "Incomplete" to complete the modules.

Course Placement

Testing and Assessment Office - DWWC 221

Satisfy math and writing course placement by submitting your final high school transcript for review, scores from the TSI Assessment, SAT or ACT, or proof of successful completion of a college prep course or Texas College Bridge. For additional information, contact your enrollment coach. *(More Information on Back)*

Sign Up For Wildcat Orientation

New Applicant Students: Once all enrollment steps have been completed, students will select a Wildcat Orientation date. At Wildcat Orientation students will become familiar with the college campus and learn about campus resources.

Additional Resources

Vista Central: Admissions Office

Desert Willow Welcome Center (DWWC) 102R
210-212-5266 | www.alamo.edu/request-information
www.alamo.edu/nvc/apply

Vista Central assists new, returning, and transfer students with the enrollment process. Students can use the Vista Central computer lab to submit an application, apply for FAFSA, or complete enrollment steps.

Vista Central: Records and Residency

Desert Willow Welcome Center (DWWC) 102R
210-212-5266 | nvc-records@alamo.edu
www.alamo.edu/nvc/records

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

Official transcripts may be submitted:

- i In person: Hand-deliver transcripts to the Records and Residency Office in DWWC 102R. Transcripts must be in a sealed envelope.
- ii Electronically: Schools can send electronic PDF transcripts to NVC through a secure server such as Parchment, eSCRIPT-SAFE, or National Student Clearinghouse to nvc-records@alamo.edu. High schools can send via TREX or other secure server.
- iii By mail: Send transcripts to 3535 N. Ellison Dr. San Antonio, TX 78251. Please mark transcripts “ATTN: Records & Residency.”

Foreign transcripts must be evaluated and translated from any company listed at 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

Desert Willow Welcome Center (DWWC) 112
210-212-5266 | dst-sfs@alamo.edu
www.alamo.edu/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.

Admissions Policy

Northwest Vista College has an open door admissions policy to ensure that every person has the opportunity to access a college education. This means there are no entrance exam scores, minimum GPA, or class rankings required.

Student Accessibility Services

Desert Willow Welcome Center (DWWC) 102
210-486-4466 | nvc-sas@alamo.edu

The Student Accessibility 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

Desert Willow Welcome Center (DWWC) 221
210-486-4346 | nvc-assessment@alamo.edu
www.alamo.edu/nvc/testing

The Testing & Assessment Office offers the TSI Placement exam on a walk-in and select Saturdays by appointment only. Please see website for hours of operation.

NOTES

Student ID: _____

ACES Username: _____

Default Password: _____

Password Resets: 210-486-4777

Wildcat Orientation Date: _____

Payment Deadline: _____

Enrollment Coach Name: _____

Enrollment Coach Contact: _____