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

1. 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.

2. Submit All Official High School Transcripts/GED Scores or College Transcripts
   - NVC Records and Residency Office - CCC 100
   - 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.

3. Login to ACES Account
   - alamoaces.alamo.edu
   - Click on “Get My ACES Username” and follow the instructions for the default password to log in for the first time. For technical assistance, contact the Help Desk at 210-485-0555.

4. 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.

5. 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 processing fee. Please allow 3 business days for processing. Students taking only online classes may submit a waiver form in person at the Records Office. Learn more at www.alamo.edu/meningitis.

6. Complete Math or English Refresher Courses (If Applicable)
   - Readiness Center/Post-Assessment Advising - CCC 200
   - 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.

7. Take the TSI College-Readiness Test (If Applicable)
   - Testing and Assessment Office - CCC 207
   - Take the TSI assessment exam to determine your placement into college-level English and Math courses. 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.

8. Complete Math or English Refresher Courses (If Applicable)
   - Readiness Center/Post-Assessment Advising - CCC 200
   - 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.

9. 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, visit AlamoNAVIGATE and click “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.
Vista Central: Welcome and Admissions Center  
_Cypress Campus Center (CCC) 126_  
210-486-4125 | nvc-admissions@alamo.edu  
www.alamo.edu/nvc/visit

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.

Records and Residency  
_Cypress Campus Center (CCC) 100_  
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:

- In person: Hand-deliver transcripts to the Records and Residency Office in CCC 100. **Transcripts must be in a sealed envelope.**

- 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.

- 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  
_Cypress Campus Center (CCC) 104_  
210-212-5266 | dst-sfs@alamo.edu  
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  
_Cypress Campus Center (CCC) 204_  
210-486-4466 | nvc-access@alamo.edu  
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  
_Cypress Campus Center (CCC) 207_  
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 basis Monday - Thursday, and by appointment on Fridays and select Saturdays. The test is $12 per section, or $32 for the full test. Students may also take the exam online for an additional $25 fee, and this service is available 24 hours. The Testing & Assessment Office can also assist with placing students into Refresher Courses after taking the placement test.

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.

![AlamoNAVIGATE]

**NOTES**

- **Student ID:** __________________________
- **ACES Username:** __________________________
- **Default Password:** __________________________  
  *(Password Resets: 210-485-0555)*
- **Intended Major:** __________________________
- **NVC Institute:** __________________________
- **Math Pathway:** __________________________
- **NSO/Advising Appt. Date:** __________________________

04/2019