Please read all of the information carefully before you apply for admission. www.alamo.edu/AlamoENROLL

**READY - SET - APPLY!**

(Click here to complete and submit your online admissions application, valid email is required)

Once application is processed you will receive 2 emails – 1 from ApplyTexas and 1 from Alamo Colleges. The Alamo Colleges email will include instructions and information for ACES and AlamoENROLL START HERE tab.

Process time for admissions process is 4-5 business days.

---

**APPLY FOR ADMISSIONS**

Have you earned dual credit through a college or university outside of the Alamo Colleges? If yes, submit the official college transcript to the Alamo College Dual Credit Office of your choice.

The credit you earned will be considered for pre-requisite completion.

<table>
<thead>
<tr>
<th>College</th>
<th>Dual Credit Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast Lakeview</td>
<td>College Dual Credit Office 1201 Kitty Hawk Rd. Universal City, TX 78148</td>
</tr>
<tr>
<td>Northwest Vista College</td>
<td>Dual Credit Office 3535 N. Ellison Dr. San Antonio, TX 78251</td>
</tr>
<tr>
<td>Palo Alto College</td>
<td>Dual Credit Office 1400 W. Villaret San Antonio, TX 78224</td>
</tr>
<tr>
<td>St. Philip’s College</td>
<td>Dual Credit Office 1801 M. L. King Dr. San Antonio, TX 78203</td>
</tr>
<tr>
<td>San Antonio College</td>
<td>Dual Credit Office 1300 San Pedro Ave San Antonio, TX 78212</td>
</tr>
</tbody>
</table>

Traditional Dual Credit, Early College High School, Alamo Academies, and Phoenix students are not required to submit an official high school transcript. (Only the St. Philip’s College, Traditional Dual Credit students will be required to submit an official high school transcript.)

Home School students are required to provide an official, notarized high school transcript. Contact your College’s Dual Credit Office for more information.

---

**SUBMIT OFFICIAL TRANSCRIPTS**

Texas state law requires entering students less than 22 years of age show evidence of receiving a bacterial meningitis vaccination or booster dose during the five year period prior to enrollment.

- The law allows for few exceptions. You may obtain additional information at: http://www.alamo.edu/meningitis/
- Submit documents to the Admissions/Enrollment office you will be attending.

---

**BACTERIAL MENINGITIS VACCINATION**

(Required for students taking courses on the college site for any dual credit program)

- Once you have received your letter from Alamo Colleges with your ACES information go to https://aces.alamo.edu/ and click on How do I get my user name and password? Click HERE for tutorial.
- If you experience difficulty with your login, please request your username and default password from your high school counselor or high school dual credit liaison. Otherwise contact the HelpDesk line provided on the website.
- Login to ACES and find the START HERE tab on top.

---

**LOGIN TO YOUR ACES ACCOUNT**

- **St. Philip’s College** DUAL CREDIT ENROLLMENT CHECKLIST

(Traditional Dual Credit – Alamo Academies – Early College High Schools – Phoenix)
All dual credit students are required to complete the Go FAARR module in AlamoENROLL and go through test prep prior to taking the TSI Assessment for the first time.

- Confirm with your high school counselor or high school dual credit liaison to know if they plan to provide their own test prep for the TSI Assessment
- Any student who plans to take their initial TSI Assessment through any of the Alamo Colleges test sites, will be required to complete both the Go FAARR and Test Prep modules in AlamoENROLL
- Home School students must complete test prep through the AlamoENROLL Go FAARR and Test Prep modules

To begin the AlamoENROLL modules:
- Login to ACES
- Click on the START HERE tab
- Click on the ENROLL button to access the Go FAARR module
- If testing on the college site or required by your high school: Click on the ENROLL button to access the Test Prep module

All dual credit students are required to complete test prep prior to taking the TSI Assessment for the first time. To ensure you take the correct test prep, follow the guide indicated in the Complete AlamoENROLL Checklist section of this checklist.

TO SEE IF YOU ARE EXEMPT FROM TESTING, CLICK ON THE COLLEGE OF YOUR CHOICE

Northeast Lakeview College
http://alamo.edu/main.aspx?id=19493

Northwest Vista College
http://alamo.edu/nvc/admissions/testing/

Palo Alto College
http://alamo.edu/pa/testing-center/

San Antonio College
http://alamo.edu/sac/testing-center/

St. Philip’s College
http://alamo.edu/spc/testing-center/

ADDITIONAL EXEMPTIONS NOT CURRENTLY LISTED WITHIN THE ABOVE WEBSITES
Students may be exempt from taking a TSI-eligible exam, unless it is needed as a prerequisite for a specific course, if they plan to take dual credit CTE courses.

NOTE: To know when testing will be provided through your ISD/high school test site, please ask your high school counselor or high school dual credit liaison. Home School students use the above links for the days and times the TSI Assessment will be provided at the college you plan to attend.

All first time, dual credit students are required to have a signed consent form on file in order to participate in any of the dual credit programs.
- St. Philip’s College will require an additional consent form, from their first time Traditional Dual Credit students.
- The form will be provided and submitted to your high school counselor or high school dual credit liaison.
- Home School students can access the form at http://www.alamo.edu/district/admin/vcas/dual-credit/ or visit your College’s Dual Credit Office.

All dual credit registration is processed by the College’s Dual Credit Office.

Dual credit students are responsible for verifying registration prior to the first day of class each term.
- Login to ACES
- Click on **WEB SERVICES** tab
- Click on **STUDENT & FINANCIAL AID**
- Click on **REGISTRATION**
- Click on **SELECT TERM** (Select the appropriate and return to the Registration Menu)
- Click on **STUDENT DETAILED SCHEDULE**

If you see the following statement, **You are not currently registered for the term**, inform your high school counselor or high school dual credit liaison IMMEDIATELY.

Home School students contact your College’s Dual Credit Office.

### PAY FOR CLASSES

Tuition and fees are waived through the College’s Dual Credit Office. Please contact us immediately if you see a balance or refund on your ACES account. (Please DO NOT make payment and/or accept a refund.)

### SMART START FIRST DAY COUNTS!

Any dual credit student taking courses on the College site or through distance learning/internet courses, where college students are also present, will be held to the Smart Start policy:

- 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.

- The Alamo Colleges requires regular and punctual attendance in all classes. Your absences are recorded immediately. If you **DO NOT** attend on the first day you will be DROPPED from class.

- Any dual credit student taking courses on your high school site, need to be aware that your high school/dual credit instructor also have the ability to perform the Smart Start policy if you do not show up the first week of school.