



# PALO ALTO COLLEGE ENROLLMENT CHECKLIST

for First Time In College (FTIC), Transfer, and Returning Students

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## Complete and submit your admission application at [ApplyTexas.org](https://www.applytexas.org)

Visit [ApplyTexas.org](https://www.applytexas.org) to complete your application for enrollment. Please allow five business days for processing. Once your application is processed, you will receive two emails - one from ApplyTexas and one from Alamo Colleges. The Alamo Colleges email will include instructions and information for accessing the ACES student portal at [alamoaces.alamo.edu](https://alamoaces.alamo.edu).

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## Complete and submit your FAFSA application at [FAFSA.gov](https://fafsa.gov)

We strongly encourage each student to submit a **Free Application for Federal Student Aid (FAFSA)** online at [fafsa.gov](https://fafsa.gov). Please allow a minimum of four months to complete the financial aid process. For Palo Alto College scholarship opportunities, visit [alamo.edu/pac/scholarships](https://alamo.edu/pac/scholarships). Please consult [alamo.edu/district/financial-aid](https://alamo.edu/district/financial-aid) for Priority and Processing Guarantee Dates.

Fall Deadline: May 1

Spring Deadline: November 1

PAC Federal School Code: 016615

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## Submit all official high school and other college transcripts/GED scores

Official documents should be hand-delivered in a sealed envelope to Palo Alto College's Admissions & Records in the Palomino Center, Room 117, or can be mailed to Palo Alto College (ATTN: Enrollment Services) at 1400 W. Villaret Blvd, San Antonio, TX 78224. Transcripts can be submitted electronically or via TRES.

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## Get your Bacterial Meningitis vaccine, if applicable

Texas state law requires all entering students under the age of 22 to show evidence of receiving a bacterial meningitis vaccination or booster dose during the five-year period prior to enrollment; the law allows for a few exemptions. All necessary documents must be submitted to Magnus Health, including a \$10 processing fee, prior to enrolling in classes. Additional information about Magnus and a link to upload documents can be found in ACES under the "Start Here" tab. Please allow 10 business days for processing. For more information, visit [alamo.edu/meningitis](https://alamo.edu/meningitis).

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## Complete all of the necessary modules on [alamo.edu/AlamoENROLL](https://alamo.edu/AlamoENROLL)

Log in to ACES at [alamoaces.alamo.edu](https://alamoaces.alamo.edu). Open the "Start Here" tab, click on each ENROLL button and complete the GO FAARR and TEST PREP modules before testing at Alamo Colleges. For technical problems or assistance with the modules, call **Alamo Colleges District IT** at (210) 485-0555.

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## Take the TSI college-readiness test, if applicable

Take your TSI assessment test and complete Post-Assessment Advising at the Testing Center, located in Brazos Hall, Room 100. A list of TSI exemptions can be found online at [alamo.edu/pac/testing-center](https://alamo.edu/pac/testing-center) or by calling (210) 486-3444. Please allow one day for updates to your student record.

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## Take a refresher course in English and/or Math, if required

Some students may be required to take a refresher course before proceeding with the enrollment process. If required to take a course, you will be notified and scheduled during Post-Assessment Advising. Refresher courses save time, money, and offer the opportunity to move into a higher-level developmental course or a college-level course in English or Math. Refresher courses are FREE.

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## Sign Up for a New Student Orientation

All First Time In College (FTIC) students, returning students who have been out of the Alamo Colleges for more than one year, and transfer students must attend a mandatory New Student Orientation (NSO) session. NSO includes information about campus resources, a campus tour, and Academic Advising sessions. During NSO, you will receive an individualized advising plan for your first semester, meet your advisor, and register for your first semester of classes. Register for NSO online at [alamo.edu/pac/nso](https://alamo.edu/pac/nso).

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## Pay your bill on time or your classes will be dropped

Tuition payments can be made in person at the Business Office located in the Palomino Center, Room 115, or online via ACES. Full payment or payment plans must be made by the payment deadlines to avoid being dropped. To view payment deadlines, visit [alamo.edu/calendars](https://alamo.edu/calendars).

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## Palo Alto College Welcome Center

The Welcome Center, located at the entrance of the Palomino Center facing Villaret Blvd, serves new, returning, and transfer students with the enrollment process.

Visit the Welcome Center for help with:

- Completing the ApplyTexas application for admission and the Free Application for Federal Student Aid (FAFSA)
- Completing the AlamoENROLL process to be admitted and enrolled at Palo Alto College
- Submitting official transcripts and Bacterial Meningitis documents

## Disability Support Services (DSS)

Palomino Center, Room 116  
(210) 486-3020  
[alamo.edu/pac/dss](http://alamo.edu/pac/dss)

## Veterans Affairs (VA)

Palomino Center, Room 111  
(210) 486-3111  
[alamo.edu/pac/veterans-affairs](http://alamo.edu/pac/veterans-affairs)

## Parking Information

When visiting Palo Alto College, guests may park in any parking lot without a permit, except in spots marked as reserved.

