Before you apply, please view the Alamo Colleges MyMAP Tutorial. MyMAP is My Monitoring Academic Progress. You are encouraged to complete the Introduction to College & Pathways and Admissions Process Modules available at www.alamo.edu/district/MyMAP.

- **APPLY FOR ADMISSIONS**
  Complete and submit the online admission application at [www.applytexas.org](http://www.applytexas.org). In order to complete the ApplyTexas application, you will need a valid email address. If you are considering applying for Financial Aid, please provide your Social Security number on the ApplyTexas application. Once your application is processed you will receive four (4) emails - one from ApplyTexas and three from Alamo Colleges. The first Alamo Colleges email will include instructions and directions on how to access the Alamo Colleges Educational Services (ACES) online portal. NOTE: Processing time for the admissions application is four (4) business days.

- **APPLY FOR FINANCIAL AID**
  Northwest Vista College School Code: 033723
  Palo Alto College Federal School Code: 016615
  San Antonio College Federal School Code: 009163
  St. Philip’s College Federal School Code: 003608

  IMPORTANT: Financial aid does not pay for NLC courses. During the accreditation period, NLC cannot participate in federal or state financial aid programs. However, financial aid is available for students who register as San Antonio College (SAC) students & attend SAC courses taught at the Northeast Lakeview campus.

- **SUBMIT OFFICIAL TRANSCRIPTS TO ADMISSIONS AND RECORDS**
  Contact your high school to request official high school transcript; Contact the Texas Education Agency (TEA) at [http://www.tea.state.tx.us/](http://www.tea.state.tx.us/) to request official GED certificate/scores. Submit official documents in the original sealed envelope to the Admissions and Records Office at the college.

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

- **SUBMIT PROOF OF BACTERIAL MENINGITIS VACCINATION (if under the age of 30)**
  Texas state law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five year period prior to enrollment. Please submit documents to the Admissions and Records Office at the college. The law allows for few exceptions. You may obtain additional information at: [http://www.alamo.edu/meningitis/](http://www.alamo.edu/meningitis/)

- **GET YOUR ACES USER NAME AND PASSWORD**
  Go to Alamo Colleges Educational Services (ACES) [https://aces.alamo.edu/](https://aces.alamo.edu/) and click on “How do I get my user name and password? Click here” link for log in information. Log in to ACES to find the “START HERE” Tab

- **COMPLETE My MAP – My CHECKLIST**
  LOG IN TO ACES TO FIND THE “START HERE” TAB. Click on the “incomplete” link next to each module to begin.
  NOTE: Once the steps on the “MyMAP – My Checklist” have been completed, the word “Complete” and a checkmark will appear next to the checklist item. Steps 1-4 can be completed on the same day, but allow 24 hours for the system to update the status to “Complete.”

  **My MAP Step 1 – COMPLETE PAYING FOR COLLEGE MODULE** - View information on Federal and State Grants, College Scholarships, and/or Student Loans and other options to pay for college.
My MAP Step 2 – COMPLETE I-CARE MODULE - Learn how to be successful in college and about your responsibilities as an Alamo Colleges' student.

My MAP Step 3 – COMPLETE ASSESSMENT INFORMATION MODULE - View Assessment information and the Texas Success Initiative (TSI); Tests that can be used to determine college level placement – SAT, ACT, TAKS, Accuplacer, ASSET, THEA/TASP.

My MAP Step 4 – COMPLETE TEST PREPARATION MODULE - Complete this module to be prepared for the Assessment test. This Test Prep is a free practice session before paying and taking the actual Assessment test.

My MAP Step 5 – COMPLETE ASSESSMENT TEST
Sign up through the Testing Center website at any one of the colleges.
Northwest Vista College Testing Center, http://alamo.edu/nvc/admissions/testing/
Palo Alto College Testing Center, http://alamo.edu/pac/testing-center/
San Antonio College Testing Center, http://alamo.edu/sac/testing-center/
St. Philip’s College Testing Center, http://alamo.edu/scr/testing-center/

The following is required to be eligible to test:

- Student ID (Banner ID) number - You will need your Banner ID to take the assessment test.
- Current and valid Photo ID, (State issued Driver’s License or ID card)
- Payment of testing fee, $29.00

WELCOME! - You will receive an email with your ADMITTED status to Alamo Colleges.

My MAP Step 6 – COMPLETE ADVISING – FIRST TIME in COLLEGE
Academic advising will help you investigate degree programs, understand your course placement, and prepare you for course registration. The “Advising First Time in College” link will become active 24 hours after all items are “complete”. Once “pending above items” changes to “click here”, you are ready to be advised. Click on the link to learn how you can sign up for your Advising session. You will also need to resolve any registration holds on your record; go to ACES MyPage tab to view holds.
NOTE: If link does not become active after 24 hours, please contact (210) 485-0411.

CONGRATULATIONS! You are now eligible to register for classes.

☐ REGISTER FOR CLASSES
Register online via ACES; click on “My Page” tab to find “Registration Tools” links. When searching for classes be sure to verify location of the course and the type of session, (internet, Telecourse, hybrid or on campus); students are able to register for all of the Alamo Colleges.

☐ PAY TUITION AND FEES
You may view your Account summary through ACES (My Page Tab>My Account) Tuition bills will not be mailed. Follow up on Financial Aid Award Status; Make Installment payment; Tuition payments via credit card or online check must be made online thru your ACES account. Cash payments can be made in person with the Bursar (Business) Office at the college. Payment in full or by installments must be made by the payment deadlines or you will be dropped from your classes. Please view the Registration/Payment Calendar at http://alamo.edu/calendars/

☐ SMART START: FIRST DAY COUNTS
Attendance has a significant impact on performance, and attendance during the first week is integral to your success. Regular and punctual attendance in all classes is required. Your absences are recorded from the first day, and if you do not attend class at least once during the first week of class, you will be dropped from the class.