

# ENROLLMENT CHECKLIST

1

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

Go to [applytexas.org](http://applytexas.org) to apply. Allow five business days for processing. Once the 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 the ACES student portal and the "Start Here" tab to complete the next steps.

2

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

Official documents should be submitted to the Tino & Mille Duran Welcome Center, or can be mailed to San Antonio College, Admissions and Records - FAC 216, 1819 N. Main Ave., San Antonio, Texas 78212.

3

## Get the Bacterial Meningitis vaccine, if applicable

Texas state law requires that all entering students, under the age of 22, 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 their website, can be found on ACES under the "Start Here" tab. Please allow 10 business days for processing. For more information, go to [alamo.edu/sac/meningitis](http://alamo.edu/sac/meningitis).

4

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

Log into ACES at [alamoaces.alamo.edu](http://alamoaces.alamo.edu). For login assistance contact the OTS help desk at 210-486-0777. 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 210-485-0411.

5

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

The Assessment Center, located in the Fletcher Administration Center (FAC) Room 112, determines if transcripts contain appropriate college credits to meet the TSI requirement. A list of TSI exemptions can be found online at [alamo.edu/sac/testing-center](http://alamo.edu/sac/testing-center). Please allow one day for updates to student record. Complete exam fee is \$32. Individual exam fee is \$12.

6

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

Immediately after testing, students receive Post-Assessment Advising in FAC 105. 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 during Post-Assessment Advising. Refresher courses save time and money, and offer the opportunity to move into a higher-level developmental course or a college-level course in English or Math. More information is available online at [alamo.edu/sac/refresher-courses](http://alamo.edu/sac/refresher-courses). Contact information for Post-Assessment Advising 210-486-0450-main.

7

### First-Time-In-College (FTIC)

#### Sign Up for a New Student Orientation

After the above enrollment steps are completed and have been processed, FTICS must attend a mandatory New Student Orientation (NSO) session. NSO includes: info about campus resources, lunch, a campus tour and a small Group Advising session. During NSO, you will receive an individualized advising plan for your first semester, and you will register for your first semester of classes. Sign-up for NSO online at [alamo.edu/sac/orientation](http://alamo.edu/sac/orientation).

FTIC refers to students who are enrolling at SAC with fewer than 15 college-level credit hours. Dual credit, early admissions, and credit earned through non-traditional methods such as military service, CLEP and AP do not qualify toward the 15 credit hour minimum for this purpose.

or

### Transfer & Former Students

#### Advising and Registration

All transfer & former students are encouraged to meet with an advisor before registering for classes. Students with a GPA below 2.0, however, are required to meet with an advisor. Check with your department or visit [alamo.edu/sac/advising](http://alamo.edu/sac/advising) for additional info. Once advised, you may register for classes at [alamoaces.alamo.edu](http://alamoaces.alamo.edu).

Transfer & Former Students must have successfully earned at least 15 college-level hours prior to coming to SAC. Dual Credit, early admissions, and credit earned through non-traditional methods such as military service, CLEP and AP do not qualify towards the 15 credit hour minimum requirement for this purpose.

8

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

Tuition payments can be made in person at the Business Office or online via ACES on the student tab under web services. Full payment or installments must be made by the payment deadlines to avoid being dropped.

Questions? Call 210-21-ALAMO or visit [alamo.edu/AlamoENROLL](http://alamo.edu/AlamoENROLL)

# ENROLLMENT CHECKLIST

## Duran Welcome Center

The Tino & Millie Duran Welcome Center at San Antonio College serves new and returning students with the enrollment process.

Please visit the Welcome Center on the corner of N. Main and Park Ave for help.

**For help with enrollment, call (210) 486-0040**

## Services for Special Populations

- disABILITY Support Services (MLC, 1st floor)  
210-486-0020  
[alamo.edu/sac/disability-support-services](http://alamo.edu/sac/disability-support-services)
- Veterans Affairs (MLC, 1st floor)  
210-486-0111  
[alamo.edu/sac/VeteransAffairs](http://alamo.edu/sac/VeteransAffairs)
- Services for Women and Non-Traditional Students (EC)  
210-486-0455  
[alamo.edu/sac/SWANS](http://alamo.edu/sac/SWANS)

## Parking Information

When visiting SAC, guests may park in any "Student" parking garage or lot, without a parking permit.



## Connect with San Antonio College



To view the full campus map, go to [alamo.edu/sac/map](http://alamo.edu/sac/map)

**Questions? Call 210-21-ALAMO or visit [alamo.edu/AlamoENROLL](http://alamo.edu/AlamoENROLL)**