

First Time in College (FTIC) Enrollment Check List

1	APPLY FOR ADMISSIONS (Opens October 15th)	<p>READY - SET - APPLY! Create your ApplyTexas account or log in using an existing account. www.applytexas.org</p> <p>Once application is processed you will receive 2 emails:</p> <ol style="list-style-type: none"> 1. One from ApplyTexas, Please allow 5 business days for application processing. 2. One from Alamo Colleges. <ol style="list-style-type: none"> a. The Alamo Colleges email will include instructions and information for your student portal, Alamo Colleges Education Services (ACES) and how to access AlamoENROLL. The "Start Here" tab at the top will get your started on your checklist. 																						
2	SUBMIT OFFICIAL TRANSCRIPTS (Senior year not required)	<p>Prior to Graduation: High school seniors must submit an official 6 semester transcript, with TEST SCORES (ex.TAKS, SAT,ACT,STAAR). After Graduation: High School graduates must submit an official transcript with TEST SCORES and GRADUATION DATE.</p> <p>Transcript Rules: Official high school transcript must be sealed or sent electronically by the high school. Open transcripts are not an acceptable format.</p> <p>GED graduates must submit an official GED Certificate with scores from Texas Education Agency (TEA).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Northeast Lakeview College</td> <td style="width: 30%;">Admissions and Records-Welcome Center</td> <td style="width: 20%;">Hours of Operation:</td> <td style="width: 20%;"></td> </tr> <tr> <td>1201 Kitty Hawk Rd.</td> <td>Student Commons Bldg #300</td> <td>Mon-Wed: 8am - 5pm</td> <td></td> </tr> <tr> <td>STCM Bldg - Room 101</td> <td>First Floor</td> <td>Thurs: 8am-7pm</td> <td></td> </tr> <tr> <td>Universal City, TX 78148</td> <td></td> <td>Fri: 8am-5pm</td> <td></td> </tr> <tr> <td></td> <td></td> <td>1st Sat of the month: 9am-1pm</td> <td></td> </tr> </table>			Northeast Lakeview College	Admissions and Records-Welcome Center	Hours of Operation:		1201 Kitty Hawk Rd.	Student Commons Bldg #300	Mon-Wed: 8am - 5pm		STCM Bldg - Room 101	First Floor	Thurs: 8am-7pm		Universal City, TX 78148		Fri: 8am-5pm				1st Sat of the month: 9am-1pm	
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3	BACTERIAL MENINGITIS VACCINATION	<p>Texas state law requires entering students under 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. IMPORTANT: Beginning September 15, 2014, Alamo Colleges will be using Magnus Health to collect and process student bacterial meningitis information. Magnus Health is a secure and easy-to-use website for submitting bacterial meningitis documentation.</p> <ol style="list-style-type: none"> 1. Log into ACES (aces.alamo.edu) 2. Click on "Start Here" Tab 3. Click on "BACTERIAL MENINGITIS REQUIREMENT" 4. A popup window appears, review and fill in missing information 5. Click the box, to agree "I have read and agree to Magnus Health's Terms and Conditions & Privacy Policy" 6. Click Continue 7. Fill in Payment Information, Click Confirm when done 8. Upload Scan or photo of Bacterial Meningitis shot record 9. Receipt for payment is sent to your ACES Email. <p>More Resources:</p> <ol style="list-style-type: none"> 1. For information and instructions on submitting your documentation visit the Bacterial Meningitis Requirements at www.alamo.edu/meningitis 																						
4	LOGIN TO ACES ACCOUNT	<p>Alamo Colleges Education Services (ACES) is a secure portal connecting Faculty, Staff & Students to Academic Resources, Email, and other Online Resources. Here are the steps to accessing ACES:</p> <ol style="list-style-type: none"> 1. Check your email for an email from the Alamo Colleges. Follow the information in the email. 2. Then go to www.aces.alamo.edu 3. Click on the blue link: "How do I get a username and password?" 4. Enter your last name 5. Enter the last 4 digits of your SSN 6. Click Submit 7. Information on your username and default password appear 8. If we were unable to find a match or there were multiple matches, please contact one of the Alamo Colleges IT Help Desks below. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Campus</th> <th style="width: 25%;">Phone number</th> <th style="width: 25%;">Campus</th> <th style="width: 25%;">Phone number</th> </tr> </thead> <tbody> <tr> <td>Northeast Lakeview College</td> <td>210-486-5777</td> <td>San Antonio College</td> <td>210-486-0777</td> </tr> <tr> <td>Northwest Vista College</td> <td>210-486-4777</td> <td>St. Philips College</td> <td>210-486-2777</td> </tr> <tr> <td>Palo Alto College</td> <td>210-486-3777</td> <td>District</td> <td>210-485-0555</td> </tr> </tbody> </table>			Campus	Phone number	Campus	Phone number	Northeast Lakeview College	210-486-5777	San Antonio College	210-486-0777	Northwest Vista College	210-486-4777	St. Philips College	210-486-2777	Palo Alto College	210-486-3777	District	210-485-0555				
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5	COMPLETE ACES ALAMOENROLL CHECKLIST	<p>Access your Enrollment Checklist</p> <ol style="list-style-type: none"> 1. Login to ACES: www.aces.alamo.edu 2. Click on the grey "START HERE" tab 3. Click on the "Incomplete", to access the GO FAARR courses to begin the AlamoENROLL requirements. 4. Once the GOFAARR course is completed a checkmark will indicate a completed step. Please allow 24 hours for a step to show completion. 5. Click on the "Incomplete" to access the TEST PREP Course 6. Once the TEST PREP course is completed a checkmark will indicate a completed step. Please allow 24 hours for a step to show completion. <p>IMPORTANT: In order to test with Alamo Colleges you must complete the GO FAARR and TEST PREP Courses</p>																						

6	APPLY FOR FINANCIAL AID (Beginning January 1st)	FINANCING YOUR FUTURE: Complete your Free Online Financial Aid Application at: www.fafsa.ed.gov				
		Financial Aid requires a Social Security number that matches the one on the ApplyTexas application. Effective Fall 2013, students whose primary institution (with the Admissions office) is San Antonio College, Palo Alto College, St. Philip's College or Northwest Vista College can use federal financial aid to help pay for Northeast Lakeview courses. Alamo Colleges School Codes:				
		SAC	NVC	PAC	SPC	NLC
		009163	033723	016615	003608	PENDING
More Resources: 1. Alamo Colleges financial aid information on how to apply, school codes, deadline dates and processing info go to: www.alamo.edu/district/financial-aid 2. Application processing time is dependent on volume of applications received. Check the financial aid website for details. 3. Go to Financing Your Future for more information on how to pay for your college education, http://www.alamo.edu/uploadedFiles/District/Employees/Departments/CAMS/files/Financing-Your-Future.pdf IMPORTANT: Students enrolled at Northeast Lakeview College are able to participate in financial aid programs during the accreditation period if one of the following; San Antonio College, Palo Alto College, St. Philip's College or Northwest Vista College is indicated as your primary institution on your application and the FAFSA.						
7	TAKE ASSESSMENT TEST (IF APPLICABLE)	SELECT YOUR COLLEGE or CENTER FOR ASSESSMENT DATES, TIME, AND MORE INFORMATION				
		Testing fees: Full TSI Exam, 3 parts (Reading, Writing and Math) = \$32.00 Individual subject exam = \$12.00				
		www.alamo.edu/nlc/Assessment www.alamo.edu/nvc/admissions/testing www.alamo.edu/pac/testing-center www.alamo.edu/sac/testing-center www.alamo.edu/spc/testing-center www.alamo.edu/cttc/assessment www.alamo.edu/kerrville/assessment	www.alamo.edu/district/virtual-business-office www.alamo.edu/district/business-office www.alamo.edu/district/testing-center www.alamo.edu/nlc 5. Select type of test to take 6. Leave quantity at 1, click "Add to Cart" 7. Fill in the Information			
Steps to Pay Testing Fees Online (TSI Exam)		8. Verify the information that you entered 9. Click checkout 10. Type in your e-mail address. A receipt will be sent to your e-mail. 11. Fill in the required information 12. Click "Use this Payment Method" 13. Submit your order 14. PRINT receipt and bring to the Assessment Center at the time of testing.				
8	COMPLETE REFRESHER COURSE(S) (IF APPLICABLE)	Students who score below college readiness in math, reading and/or writing will be required to enroll in a Refresher course(s). Refresher courses provide a student with with a second opportunity to improve their course placement. 1. Students will be scheduled for a Refresher course(s) during post-assessment advising, if needed. 2. You may obtain additional information about the Refreshers at: www.alamo.edu/refresher-courses .				
9	ADVISING and REGISTERING FOR CLASSES	SELECT YOUR COLLEGE or CENTER FOR AN APPOINTMENT or FORE MORE INFORMATION				
		After completing the AlamoENROLL requirements, schedule an advising session if attending college for the first time.				
		www.alamo.edu/nlc/nso www.alamo.edu/nvc/future-students/first-time-in-college www.alamo.edu/pac/first-time-students	www.alamo.edu/sac/enrollment/ www.alamo.edu/spc/first-time-students/			
10	SCHOLARSHIPS (Beginning January 2015)	Apply for an Alamo Colleges Foundation Scholarships at: www.alamo.edu/foundation/scholarships . 1. Apply beginning JANUARY 2015 to be considered for scholarships for the Fall 2015 and Spring 2016 semesters. 2. Complete and answer all questions to allow us to consider you for every scholarship for which you may be eligible. 3. An Alamo Colleges Banner ID is needed to process your application. 4. Click on the "?" icons throughout the application for additional instructions and application tips				
11	PAY FOR CLASSES	Payment in full or by installments must be made by the payment deadlines or you will be dropped from your classes. More Resources: www.alamo.edu/district/financial-aid www.alamo.edu/district/business-office/tuition-and-fees www.alamo.edu/calendars				
12	SMART START: FIRST DAY COUNTS	There is a connection between attendance, classroom participation and good grades. Your 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 of each class in which you are enrolled, you will be DROPPED from the class. Online learners: Check your course(s) for Smart Start attendance verification instructions.				