

# SPRING 2016 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). 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. Immediately after testing, students receive Post-Assessment Advising in FAC 105. 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.

6

## 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 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).

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. Full payment or installments must be made by the payment deadlines to avoid being dropped.

Questions? Call 210-486-0200 or visit [alamo.edu/AlamoENROLL](http://alamo.edu/AlamoENROLL)

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## 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 with:

- Filling out the Apply Texas application for admission and the Free Application for Federal Student Aid (FAFSA).
- Completing the AlamoENROLL process to be admitted and enrolled at San Antonio College.
- Submitting official transcripts and Bacterial Meningitis documents
- Registering for classes and paying your bill online via the ACES student portal.

## 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.

