

ALL INTERNATIONAL STUDENTS (VISA HOLDERS) GO TO OC 220 Patrice Ballard, or call (210) 486-1720

FALL 2020

FLEX I: August 24th through October 17th, 2020

FLEX II: October 19th through December 12th, 2020

1. APPLY TEXAS

- Complete WEB Admission Form online: www.applytexas.org
★Web Admission process takes 4 business days.

Apply Texas
Application Deadline
FLEX 1: August 3rd, 2020
FLEX 2: October 5th, 2020

2. TRANSCRIPTS

- EVALUATE YOUR Transcripts www.naces.org – Click on “Membership > Members”
★High school diploma – Basic / General Evaluation.
★University transcripts – Course by Course Evaluation.
- Submit Official Transcripts & Evaluation OR GED scores to Admission and Records (MLC 207).

3. BANNER ID

- Verify that your application has been processed and get your Banner ID Number: 90 _____.

4. MENINGITIS VACCINATION

- ❖ If you are UNDER 22 years old, you must get the Bacterial Meningitis Vaccination.
- Go to the Welcome Center to upload proof of Vaccination (MLC 207).

5. PLACEMENT TEST

- MICHIGAN PLACEMENT TEST**

TESTING DATES

FLEX I: July 27th through August 19th, 2020

FLEX II: September 7th through October 14th, 2020

TESTING DAYS MONDAY AND WEDNESDAY AT 9:30 am (Please arrive @ 9:15 am)

-Bring any Picture ID

-Plan for PARKING.

- Students who place **ABOVE LEVEL 4** on the Michigan Placement Test will need to take the **TSI EXAM**
Student is responsible for paying the exam fee of \$32
★The Assessment Center will remove TSI-HOLD within 24-48 hrs.
★Return to OC 119 for assistance with registration

6. FINANCIAL AID (For qualifying Legal Texas residents ONLY)

- For information and assistance go to MLC 207 *OPTIONAL*

⇒ <i>Look up Classes</i>	⇒ <i>To Add or Drop Classes</i>
<ol style="list-style-type: none"> 1. Open your ACES 2. Click on Student 3. Click on Web Services 4. Click on Student 5. Click on Registration 6. Look up Classes 7. Search by Term (Spring, Summer, or Fall) 8. Click on Submit 9. Change Subject to ESLA OR ENGA 10. Click on Search By College 11. Change Subject to ESLA OR ENGA College to SAC 12. Click on Section Search <p><u>You Got the Schedule Detail And You Can Add or Drop Classes</u> ⇒</p>	<ol style="list-style-type: none"> 1. Open your ACES 2. Click on Student 3. Click on Web Services 4. Click on Student 5. Click on Registration 6. Click on Add or Drop Classes 7. Search by Term (Spring, Summer, or Fall) 8. Click on Submit 9. To Add Classes: Enter the <u>CRN</u> for each class that you want to add in ⇨ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 10. Click on Submit Changes. 11. To Drop classes: 12. Select Drop class from the class that you want to Drop. 13. Click on Submit.
⇒ <i>Check Your Balance</i>	⇒ <i>Make a Payment</i>
<ol style="list-style-type: none"> 1. Open your ACES 2. Click on Student 3. Click on Web Services 4. Click on Student 5. Click on Student Account 6. Click on Make a Payment 7. Click on the following icon “VIRTUAL BUSINESS OFFICE (Online Payments)” 8. Look at Current Balance <input type="text"/> \$ <input type="text"/> <p><u>Now You Know Your Balance</u></p> <p><u>So Make a payment</u> ⇒</p>	<ul style="list-style-type: none"> - CASH ONLY (IN PERSON) – <li style="padding-left: 20px;">- Go to the Business Office FAC #201 - CREDIT/DEBIT (ONLINE) : ⇨ <ol style="list-style-type: none"> 1. Open your ACES 2. Click on Student 3. Click on Web Services 4. Click on Student 5. Click on Student Account 6. Click on Make a Payment 7. Click on the following icon “VIRTUAL BUSINESS OFFICE (Online Payments)” 8. Look at Current Balance 9. Click on Make a Payment 10. Click on “Pay” (right hand side) 11. Select a Payment Method (Credit Card, Debit, Visa, Master Card, etc.) 12. Click on “Go” 13. Fill out your “Payment Options” 14. Click on “Continue” 15. Payment Confirmation. <p style="text-align: center;">You are DONE! 😊</p> <p style="text-align: center;">You will receive a payment confirmation to your ACES e-mail.</p>

Student Detail Schedule

1. **Open your ACES**
2. Click on **Student**
3. Click on **Web Services**
4. Click on **Student**
5. Click on **Registration**
6. **Student Detail Schedule**

Disclaimer: This Registration Guide has been carefully prepared to assure that all information is accurate and as complete as possible. However, San Antonio College and the Languages@SAC reserve the right to make changes, which may result in deviation from the information that is given here.

Students are responsible to verify Class Schedule and PAY TUITION.