



ENROLLMENT CHECKLIST



Download Checklist

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☐ **APPLY**

Submit an application for admission at ApplyTexas.org
Allow 3-5 business days for processing.

[Enrollment: sac-outreach@alamo.edu](mailto:sac-outreach@alamo.edu)

☐ **TRANSCRIPT**

Official transcripts must be submitted directly from your previous school to SAC.

Mail San Antonio College
Attn: Welcome Center
1819 N. Main Ave.
San Antonio, Texas 78212

Electronically
sac-transcripts@alamo.edu

Note: Foreign transcripts will need to undergo credential evaluation prior to submission.
Please visit naces.org/members for organizations offering acceptable evaluation services.

[Enrollment: sac-outreach@alamo.edu](mailto:sac-outreach@alamo.edu)

☐ **FINANCIAL AID**

Submit a Free Application for Federal Student Aid (FAFSA) online at FAFSA.gov
and allow at least 2 weeks for processing. Federal School Code: 009163

Non-US Citizen Texas Residents

Submit the Texas Application for State Financial Aid (TASFA). [Click here](#) to download application.

[Financial Aid: dst-sfs@alamo.edu](mailto:dst-sfs@alamo.edu) (210) 212-5266

☐ **ACES**

Access your ACES student account at aces.alamo.edu

- Activate your **AlamoNAVIGATE** enrollment portal (Start Here tab)
- Complete the **AlamoENROLL** Go FAARR and Test Prep modules (Start Here tab)
- Access your **Student Email** by clicking the "Student Email" link (Top-right corner)

[IT HelpDesk: \(210\) 486-0777, menu option 7](#)

☐ **VACCINE**

Submit proof of bacterial meningitis vaccination during the five-year period prior to enrollment
Upload documents via ACES (Start Here tab). Applies only to students under the age of 22.

[Enrollment: sac-outreach@alamo.edu](mailto:sac-outreach@alamo.edu)

Campus Welcome Center

Monday - Friday 8am - 5pm
Tuesday 8am - 7pm

Moody Learning Center (207) [Campus Map](#)

Virtual Welcome Center

Monday & Wednesday 10am-2pm
Friday 1pm-4pm

alamo.zoom.us/my/sacenroll

QUESTIONS?

Contact an Enrollment Coach!
alamo.edu/sac/enroll



ALAMO COLLEGES DISTRICT
San Antonio College

alamo.edu/sac/enroll



❑ TSI EXAM

Complete the Texas Success Initiative (TSI) college-readiness placement exam.
Full TSI exam fee is \$32; exam sections are \$12 each.

- The Assessment Office is currently scheduling in-person -or- remote TSI testing:

In-Person Testing: • [Click Here](#) for Assessment Office hours and more information

- Assessment Office located in Moody Learning Center - Room 533
- Please bring a current, valid photo ID.

Remote Testing: • [Click Here](#) to request an exam voucher

- Exemptions from the TSI exam may apply (SAT, ACT, etc.) [Click Here](#) for a list of exemptions.
- Accommodations for your TSI exam can be requested by contacting disABILITY Support Services at (210) 486-0020 or sac-DSSstudent@alamo.edu

📍 Assessment Office: sac-assessment@alamo.edu (210) 486-0444

❑ NEW STUDENT ORIENTATION

Attend New Student Orientation (NSO): Campus (at SAC) -or- Online (via ACES).
Required only for first-time college students and transfer students with less than 7 credit hours.

- [Click here](#) to register for a New Student Orientation session

📍 New Student Orientation: sac-nso@alamo.edu

❑ ADVISING & REGISTRATION

Meet with an Academic Advisor to register for classes.

- First-time college students and transfer students with less than 7 credit hours will attend a Group Advising session after New Student Orientation. (see above)
- Transfer students with 7 credit hours or more, returning Alamo Colleges District students, and transient students can attend In-Person Advising -or- remote Open Advising sessions.

In-Person Advising: • [Click Here](#) for Advising Office hours and more information

- Advising Office located in Moody Learning Center - First Floor

Remote Advising: • [Click Here](#) for remote Open Advising sessions.

📍 Academic Advising: sac-advising@alamo.edu (210) 486-0334

❑ PAYMENT

Pay tuition and fees after registration. View account balance and make payments via your ACES account.
Payment plans may be available. Make payments ahead of deadlines to avoid having classes dropped.
[Click here](#) for payment schedules.

📍 Business Office: dst-vbo2@alamo.edu (210) 212-5266



International Students

International Student Services sac-iso@alamo.edu 210-486-0116

All visa holders and F-1 visa applicants must complete a separate admission application.
Please contact the International Student Services Office for more information.

Victory Center

Veterans Affairs / Military Affiliated
sac-va@alamo.edu
210-486-0111

disABILITY Support Services

sac-DSSstudent@alamo.edu
210-486-0020

Empowerment Center

Women & Non-Traditional Students
sac-womenctr@alamo.edu
210-486-0455

