


First Time In College Enrollment Checklist

Please read all of the information carefully before you apply for admission.

<http://www.alamo.edu/alamoENROLL/>



ALAMO COLLEGES DISTRICT
St. Philip's College

<input type="checkbox"/>	<p>IF YOU ARE:</p>  <p>COMPLETE CHECKLIST BELOW</p>	<ul style="list-style-type: none"> • High School/Home School Graduate • GED Recipient • Dual Credit High School Graduate • Early Admissions Applicant • Tech Prep Graduate • Alamo Area Academy Graduate
<input type="checkbox"/>	<p>APPLY ONLINE</p>	<p style="text-align: center;"><u>READY-SET APPLY!</u></p> <ol style="list-style-type: none"> 1. Go to http://www.alamo.edu/AlamoENROLL/ 2. Click on 'Future Student' 3. Click on 'Ready, Set, Apply' to complete and submit your online admissions application, valid email is required. <p>Once application is processed you will receive 2 emails – One from ApplyTexas and one from Alamo Colleges. The first Alamo Colleges email will include instructions and information for ACES and AlamoENROLL START HERE tab.</p> <p style="text-align: center;"><i>Please allow 4-5 business days for application processing. Applications will NOT be processed until official transcripts are received</i></p> <p style="text-align: center;">For assistance with AlamoENROLL, please visit: MLK Campus: Welcome Center Building (WEC), #202 SW Campus: Building 1 #B172 (Career and Transfer)</p>
<input type="checkbox"/>	<p>APPLY FOR FINANCIAL AID ONLINE</p>	<p style="text-align: center;"><u>FINANCING YOUR FUTURE</u></p> <ul style="list-style-type: none"> • Financial Aid requires a Social Security number on the ApplyTexas application • Complete your Free Online Financial Aid Application at: fafsa.ed.gov/ • Please consult alamo.edu/district/financial-aid for Priority and Processing Guarantee Dates • Apply for an Alamo Colleges Foundation Scholarship at: alamo.edu/foundation/scholarships <p style="text-align: center;">SPC Federal School Code: 003608</p> <p style="text-align: center;">Process time for financial aid application is 4-6 weeks</p> <p style="text-align: center;"><i>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. You may complete a Change of Primary Institution Form through your Admissions/Enrollment Office.</i></p>
<input type="checkbox"/>	<p>SUBMIT OFFICIAL TRANSCRIPTS</p>	<ul style="list-style-type: none"> • Submit an official transcript from your high school or Texas Education Agency (TEA) for official GED certificate/scores to the Alamo Colleges Admissions/Enrollment office of your choice • Official transcripts must be received with graduation dates posted in their original sealed envelope from your high school or TEA center • Students who have graduated from a high school outside of the United States must have their transcripts evaluated by an organization approved by the National Association of Credential Services (NACES) at http://naces.org/members.html <p style="text-align: center;">St. Philip's College Records and Registration –Room 203 1801 Martin Luther King Dr. San Antonio, TX 78203</p>
<input type="checkbox"/>	<p>LOGIN TO YOUR ACES ACCOUNT</p>	<ul style="list-style-type: none"> • Once you have received your letter from Alamo Colleges with your ACES information go to https://aces.alamo.edu/ and click on how do I get my user name and password? • Login to ACES

<input type="checkbox"/>	<p align="center">SUBMIT BACTERIAL MENINGITIS DOCUMENT ONLINE</p>	<p align="center">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. Allow 2-5 business days for processing.</p> <ul style="list-style-type: none"> • Texas state law requires entering students less than 22 yrs. 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. • For information and instructions on submitting your documentation via ACES visit the Bacterial Meningitis Requirements at alamo.edu/meningitis/
<input type="checkbox"/>	<p align="center">COMPLETE ALAMO ENROLL REQUIREMENTS ONLINE</p>	<ul style="list-style-type: none"> • Login to ACES • Click on START HERE tab • Click on each ENROLL button to access the Go FAAAR and Test Prep modules to begin the AlamoENROLL Checklist <p align="center">In order to test with Alamo Colleges you must complete the GO FAARR and TEST PREP Module</p>
<input type="checkbox"/>	<p align="center">COMPLETE TSI ASSESSMENT IF APPLICABLE</p>	<p align="center">For Testing information or to see if you are exempt from testing, Click on the link below: St. Philip's College Welcome Center, 207B 210-486-2444 http://alamo.edu/spc/testing-center/</p>
<input type="checkbox"/>	<p align="center">COMPLETE REFRESHER COURSE(S) IF APPLICABLE</p>	<ul style="list-style-type: none"> • 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 a second opportunity to improve their course placement • Students will be scheduled for a Refresher course(s) during post-assessment advising • You may obtain additional information about the Refreshers at: http://www.alamo.edu/refresher-courses/
<input type="checkbox"/>	<p align="center">SCHEDULE FRESHMAN EXPERIENCE</p>	<ul style="list-style-type: none"> • After completing the AlamoENROLL requirements students must attend a Freshman Experience session. To schedule a session go to: http://www.alamo.edu/spc/academic-advising/ • Dual credit graduates with college level semester hours must also schedule an advising session.
<input type="checkbox"/>	<p align="center">ADVISING</p>	<ul style="list-style-type: none"> • Meet with your Advisor for Degree Planning and Registration. • Students must be admitted for the requested semester and have no holds on their record in order to register for classes
<input type="checkbox"/>	<p align="center">REGISTER FOR CLASSES ONLINE</p>	<p align="center">REGISTER FOR CLASSES using ACES</p> <ul style="list-style-type: none"> ▪ This is done online through your ACES account. ▪ ACES LINK: https://aces.alamo.edu/cp/home/displaylogin
<input type="checkbox"/>	<p align="center">PAY FOR CLASSES ONLINE</p>	<ul style="list-style-type: none"> • View your Account Summary through ACES /My Page Tab / My Account • Tuition bills will not be mailed • Payment Options: <ul style="list-style-type: none"> ○ Follow up on Financial Aid Award Status ○ Make Installment payment ○ Tuition payments via credit card or online check must be made online through your ACES account ○ Cash payments can be made in person with the Bursar (Business) Office at the college <p align="center">Payment in full or by installments must be made by the payment deadlines or you will be dropped from your classes. Please view the Registration/Payment Calendar at http://alamo.edu/calendars/</p>
<input type="checkbox"/>	<p align="center">SMART START: FIRST DAY COUNTS</p>	<ul style="list-style-type: none"> • There is a connection between attendance, classroom participation and good grades. Your first week of class, especially the 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 you will be DROPPED from class