

# ENROLLMENT CHECKLIST

for First Time in College (FTIC), Transfer, and Returning Students

## COMPLETE AND SUBMIT YOUR ADMISSION APPLICATION AT APPLYTEXAS.ORG

Visit [ApplyTexas.org](https://www.applytexas.org) to complete your application. Once your application is processed, you will receive two emails - one from ApplyTexas and one from the Alamo Colleges District. The Alamo Colleges District email will include instructions and information for accessing the ACES student portal at [alamoaces.alamo.edu](https://alamoaces.alamo.edu). Please allow five (5) business days for processing.

## COMPLETE AND SUBMIT YOUR FAFSA APPLICATION AT FAFSA.GOV

Complete and submit the online Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](https://fafsa.gov). Please allow a minimum of 2-3 weeks for the Alamo Colleges District to receive your FAFSA. After we receive the information from the Department of Education, login into your ACES- My Page tab and check for any additional requirements, including verification.

**Fall Priority Application Deadline Date: May 1 · Spring Priority Application Deadline Date: November 1 · PAC Federal School Code: 016615**

## SUBMIT ALL OFFICIAL HIGH SCHOOL AND OTHER COLLEGE TRANSCRIPTS/GED SCORES

Official high school or college transcripts are required for your admission. Visits "AlamoNAVIGATE" and click on "Submit Transcripts and Documents" for more information on transcripts requirements for First Time In College, Transfer, and Returning Students. Official documents should be mailed to Palo Alto College (ATTN: Enrollment Services) at 1400 W. Villaret Blvd, San Antonio, TX 78224. Transcripts can be submitted electronically or via TREX.

## LOG INTO ACES ACCOUNT

Visit [aces.alamo.edu](https://aces.alamo.edu) and click on "Get My ACES Username." Follow the instructions to set up your password.

## ACTIVATE YOUR ALAMONAVIGATE CHECKLIST

Click on the "Start Here" tab, and then click on "AlamoNAVIGATE" to access your checklist for enrollment. This personalized checklist will help you track your next steps and show all items needed for enrollment at Palo Alto College.

## GET YOUR BACTERIAL MENINGITIS VACCINE, IF APPLICABLE

Students will submit documentation in ACES student portal on the "Start Here" tab under the Bacterial Meningitis (BM) section. Please allow up to 2 business days to process. You can check your BM hold on the "My Page" tab and click "Holds". Contact [pac-admin@alamo.edu](mailto:pac-admin@alamo.edu) for more information.

## COMPLETE GO FAARR AND TEST PREP MODULES

After activating your "AlamoNAVIGATE" checklist, click "Complete GO FAARR and Test Prep Modules" on your My Path. Click on "Enroll" and then "Incomplete" to complete modules. The GO FAARR module is required for all new students, and the Test Prep module is required before taking the TSI placement test. For technical problems or assistance with the modules, call Alamo Colleges District IT at 210-485-0555.

## TAKE THE TSI COLLEGE-READINESS TEST, IF APPLICABLE

Take your TSI assessment at home through College Board's Examity remote testing services or test on campus. Contact the Testing Center at [PAC-TestCenter@alamo.edu](mailto:PAC-TestCenter@alamo.edu) or 210-486-3444 to begin the process. Once completed the Testing Center will setup a post assessment advising session to inform you of your next steps.

## 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 and scheduled during Post-Assessment Advising. Refresher courses save time, money, and offer the opportunity to move into a higher-level developmental course or a college-level course in English or Math. Refresher courses are FREE and will be held online. Please contact the Welcome Center at 210-486-3100 to register for a refresher course.

## SIGN UP FOR A NEW STUDENT ORIENTATION

New Student Orientation (NSO) is a mandatory requirement for First Time in College students, Transfer students, and any students who have been out of college for more than one year. NSO will be offered online via Canvas, which is accessible through your ACES account. Completing NSO will help you learn about resources available to you, such as tutoring, advising, career exploration, financial literacy, getting involved, and much more! NSO will also make you aware of important policies and deadlines that can contribute to your academic success! Visit AlamoNAVIGATE and click "Sign Up For NSO" or register online at [alamo.edu/pac/nso](https://alamo.edu/pac/nso).

## PAY YOUR BILL ON TIME OR YOUR CLASSES WILL BE DROPPED

Tuition payments and payment plans can be made online via ACES. Visit [alamo.edu/district/business-office](https://alamo.edu/district/business-office) for more information. Full payment or payment plans must be made before the payment deadlines to avoid being dropped. To view payment deadlines, visit [alamo.edu/calendars](https://alamo.edu/calendars).