



# PALO ALTO COLLEGE ENROLLMENT CHECKLIST

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

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### Complete and submit your admission application at [ApplyTexas.org](https://ApplyTexas.org)

Visit [ApplyTexas.org](https://ApplyTexas.org) to complete your application for enrollment. Please allow five (5) business days for processing. Once your 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 accessing the ACES student portal at [aces.alamo.edu](https://aces.alamo.edu)

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### Complete and submit your FAFSA application at [FAFSA.gov](https://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. You can log into your ACES (My Page) tab and check for additional requirements.

**Fall Deadline:** May 1

**Spring Deadline:** November 1

**PAC Federal School Code:** 016615

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### Submit all official high school and other college transcripts/GED scores

Official documents should be hand-delivered in a sealed envelope to Palo Alto College's Admissions & Records in the Palomino Center, Room 117 or can 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 TRES.

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### Log into ACES account

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

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### 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 your enrollment at Palo Alto College.

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### Get your Bacterial Meningitis vaccine, if applicable

In ACES, select AlamoNAVIGATE. Select "Turn In Shot Records" and click on the "Secure Site" link to upload required documents. A \$10.50 processing fee is required. Please allow three (3) business days for processing. For more information, visit [alamo.edu/meningitis](https://alamo.edu/meningitis).

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### 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.

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### Take the TSI college-readiness test, if applicable



### 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. Refresher courses are FREE and will be online. Please contact the Welcome Center at (210) 486-3100 to help you register for a refresher course.

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### Sign up for a New Student Orientation

All First Time In College (FTIC) students, returning students who have been out of the Alamo Colleges for more than one year, and transfer students must attend a mandatory Online New Student Orientation (ONSO) session. ONSO includes information about campus resources, and Academic Advising sessions. During NSO, you will receive an individualized advising plan for your first semester, meet your advisor, and register for your first semester of classes. Visit AlamoNAVIGATE and click "Sign Up For ONSO" or register online at [alamo.edu/pac/nso](https://alamo.edu/pac/nso).

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### Pay your bill on time or your classes will be dropped

Tuition payments can be made online with credit card and check via ACES. Full payment or payment plans must be made by the payment deadlines to avoid being dropped. To view payment deadlines, visit [alamo.edu/calendars](https://alamo.edu/calendars).

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