

# ENROLLMENT CHECKLIST

updated:  
2/2020



ALAMO COLLEGES DISTRICT  
Northeast Lakeview College



## APPLY TO NLC

- Submit an application at [GoApplyTexas.org](http://GoApplyTexas.org)
- Allow 3-5 business days for processing



## ACCESS STUDENT ACES ACCOUNT

- Access your ACES Account [aces.alamo.edu](http://aces.alamo.edu)
- Activate your AlamoNAVIGATE Enrollment Portal
- Complete AlamoENROLL
- Access your Student Email



## SUBMIT TRANSCRIPT(S)

- Submit GED Documents or official transcripts\*  
Transcripts must come directly from previous institution to be considered official

Electronic: [nlc-admissions@alamo.edu](mailto:nlc-admissions@alamo.edu)  
3DSHU Northeast Lakeview College

Admissions and Records  
1201 Kitty Hawk Rd.  
Universal City, TX 78148

\* Foreign transcripts must undergo a credentialing process



## UPLOAD BACTERIAL MENINGITIS VACCINE DOCUMENTATION

- Upload proof of Bacterial Meningitis (MCV4) vaccination via ACESLIXQGHHUHDUVRIDH 0HQLQUWLVDQRWDFHSHWDEO
- Vaccine must have been administered within the last 5 years



## COMPLETE COLLEGE READINESS ASSESSMENT

Ways to satisfy the College Readiness Component:

- Submit SAT/ACT scores could satisfy this requirement  
Order your scores to be sent to NLC directly from College Board for review
- Qualify for an Exemption  
Military Service, Previous college coursework/degree could VDWLVIWKLVDUHTXLUHPHQW
- Complete the Texas Success Initiative (TSI) college-readiness VVSODFHPHQWHDP

Exam must be scheduled through the Assessment Department  
[alamo.edu/nlc/admissions--aid/assessment-center/tsi](http://alamo.edu/nlc/admissions--aid/assessment-center/tsi)



## ATTEND ORIENTATION & GROUP ADVISING

Determine which orientation is right for you. Schedule here: [alamo.edu/nlc/NSO/](http://alamo.edu/nlc/NSO/)

New Student Orientation (NSO)	Students with 0-12 earned hours
Transfer/Returning Orientation (TRSO)	Students with 13-44 earned hours
Academic Success Orientation (ASO)	Students with below 2.0 GPA any number of earned hours



## PAY FOR COLLEGE

**FAFSA**

- Submit a FREE application for Federal Student Aid (FAFSA) online at [FAFSA.gov](http://FAFSA.gov)

- Allow a minimum of 6 weeks for processing

- Priority Deadlines:

May 1st - Fall Semester

November 1st - Spring Semester

### Non-US Citizen Texas Residents:

Submit the Texas Application for State Financial Aid (TASFA)

- Visit [collegeforalltexas.com](http://collegeforalltexas.com) to find the TASFA

### Apply for Scholarships

[alamo.edu/scholarships](http://alamo.edu/scholarships)

### Apply for Grant Money

[alamo.edu/studentemergencyaid/](http://alamo.edu/studentemergencyaid/)

### Make Payments

**Payment Plans**

### Make Payments

(Payment Plans MAY be available)

- View Account balance and make payments via your [alamo.edu/billpay](http://alamo.edu/billpay)

- Make payments ahead of deadlines to avoid classes being dropped

- Payment Calendar:

[alamo.edu/registration](http://alamo.edu/registration)



Northeast Lakeview College  
1201 KITTY HAWK RD.  
UNIVERSAL CITY, TEXAS 78148

## Questions?

Need help or have questions along the way? Use the list below to direct your question to the correct department

### CONTACT ENROLLMENT COACH

- [nlc-recruitment@alamo.edu](mailto:nlc-recruitment@alamo.edu)
- 210-486-5193

### APPLY TO NLC

- Admissions and Records: [nlc-admissions@alamo.edu](mailto:nlc-admissions@alamo.edu)
- 210-486-5401

### FINANCIAL AID/PAYMENTS

- Financial Aid Office: [dst-sfs@alamo.edu](mailto:dst-sfs@alamo.edu) or 210-212-5266, Option 3
- Payments: Business Office: [dst-vbo2@alamo.edu](mailto:dst-vbo2@alamo.edu) or 210-212-5266, Option 2

### TRANSCRIPT SUBMISSION

- Need help with Admissions and Records? [nlc-admissions@alamo.edu](mailto:nlc-admissions@alamo.edu) or 210-486-5401
- Foreign transcripts must undergo a credential evaluation prior to submission. Please visit [www.naces.org/members](http://www.naces.org/members) for organizations offering acceptable evaluation services.

### ACCESS STUDENT ACES ACCOUNT

- Need help with ACES account?  
IT Help Desk: 210-486-5777, Option 3

### BACTERIAL MENINGITIS VACCINE DOCUMENTATION QUESTIONS

- Admissions and Records: [nlc-admissions@alamo.edu](mailto:nlc-admissions@alamo.edu)
- 210-486-5401

### ORIENTATION

- Recruitment Department: [nlc-nso@alamo.edu](mailto:nlc-nso@alamo.edu)
- 210-486-5193

### ADVISING

- Advising Department: [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu)
- 210-486-5406



**HSI**  
HISPANIC  
SERVING  
INSTITUTION

### DISABILITY SUPPORT SERVICES

- [nlc-dsscounsel@alamo.edu](mailto:nlc-dsscounsel@alamo.edu)
- 210-486-5179

### VETERANS CENTER

- [nlc-va@alamo.edu](mailto:nlc-va@alamo.edu)
- 210-486-5827

### ADVOCACY CENTER

- [nlc-nest@alamo.edu](mailto:nlc-nest@alamo.edu)
- 210-486-5179



Visit [alamo.edu/nlc/contact](http://alamo.edu/nlc/contact) for campus hours and services.