

Student Online Document Submission



ALAMO
COLLEGES
DISTRICT

Northeast Lakeview College



For immediate assistance,
visit our virtual
Welcome Center to speak
with a staff member!



Scan QR code for help



The Alamo Colleges District is an EOE.
For any special accommodations issues or
an alternate format, contact the Title IX
Coordinator, (210) 485-0200.

Dear student,

All Student Success services are being held virtually. If you have outstanding documents that you need to submit to complete your enrollment steps please do so online.

Helpful Document Submission Tips

1. Email document(s) to the appropriate department (see office contacts below).
2. **Make sure to list your student Banner ID and date of birth on all emails.**
3. **Include a copy of your photo ID with all submitted documentation.**
4. Response times may vary.

Use your student Alamo email for all College communication.
DocuSign submissions are auto-denied if personal email used.

Document Type

Department Information

<u>Transcripts & Residency</u>	Send documents via email to nlc-admissions@alamo.edu
<u>Veterans Center VA DocuSign Link</u>	Please review benefits checklist in DocuSign and add scanned documents using the paperclip icon. 📎 For further questions email nlc-va@alamo.edu
<u>Financial Aid FA DocuSign Link</u>	Login to ACES & click on “ Student ” then “ Web Services ” & the “ Financial Aid ” tab to turn in required documents using the DocuSign feature . If any questions email dst-sfs@alamo.edu
<u>Assessment</u>	nlc-assessment@alamo.edu
<u>Business Office</u>	dst-vbo2@alamo.edu
<u>Bacterial Meningitis</u>	Login to ACES, click on the “ Start Here ” tab & then click on the “ Submit Documents ” link under the “ Bacterial Meningitis ” header. Follow prompts to upload document.