

## ESLA/ENGA - ACADEMIC Enrollment Guide (CREDIT)

Language @SAC

Oppenheimer Academic Center #119

(210)486-0965

ALL INTERNATIONAL STUDENTS (VISA HOLDERS) call (210) 486-1720 or email: [sac-iso@alamo.edu](mailto:sac-iso@alamo.edu)

**SPRING 2021**

FLEX I: January 19<sup>th</sup> through March 20<sup>th</sup>, 2021

FLEX II: March 22<sup>nd</sup> through May 15<sup>th</sup>, 2021

### 1. APPLY TEXAS

- Complete WEB Admission Form online: [www.applytexas.org](http://www.applytexas.org)  
★Web Admission process takes 4 business days.

Apply Texas  
Application Deadline  
FLEX 1: January 4<sup>th</sup>, 2021  
FLEX 2: March 1<sup>st</sup>, 2021

### 2. TRANSCRIPTS

- EVALUATE YOUR Transcripts [www.naces.org](http://www.naces.org) – Click on “Membership > Members”  
★High school diploma – Basic / General Evaluation.  
★University transcripts – Course by Course Evaluation.
- Submit Official Transcripts & Evaluation OR GED scores to Admission and Records  
Must be sent directly from your institution to SAC.
  - Electronically: [sac-transcripts@alamo.edu](mailto:sac-transcripts@alamo.edu)
  - Mail San Antonio College Attn: Welcome Center Box 704 1819 N. Main Ave. San Antonio, Texas 78212 (MLC 207).

### 3. BANNER ID

- Verify that your application has been processed and get your Banner ID Number: 90\_\_\_\_\_.

### 4. MENINGITIS VACCINATION

- ❖ If you are UNDER 22 years old, you must get the Bacterial Meningitis Vaccination.
- Submit proof of bacterial meningitis vaccination during the five-year period prior to enrollment. Submit documents to Magnus Health (including \$10.50 processing fee) under the ACES Start Here tab by clicking the “Submit Documents” link.

### 5. PLACEMENT TEST

- MICHIGAN PLACEMENT TEST**

#### TESTING DATES

FLEX I: November 2<sup>nd</sup> - December 18<sup>th</sup>, 2020 and January 4<sup>th</sup> - January 16<sup>th</sup>, 2021

FLEX II: February 5<sup>th</sup> - March 19<sup>th</sup>, 2021

**TESTING DAYS** Monday and Wednesday at 9:30 am Spanish speakers

Tuesday and Thursday at 9:30 am Arabic and/or Farsi speakers

Friday at 9:30 am other languages

Please call to 210-486-0965 to sign up for the Michigan Placement test. You will receive a ZOOM invitation link and more instructions the day before you take the test. The Michigan Placement test will be administered remotely.

- Students who place ABOVE LEVEL 4 on the Michigan Placement Test will need to take the **TSI EXAM**  
<https://www.alamo.edu/sac/about-sac/college-offices/assessment-and-testing>

### 6. FINANCIAL AID (For qualifying Legal Texas residents ONLY)

- For information and assistance e-mail: [dst-sfs@alamo.edu](mailto:dst-sfs@alamo.edu); ph #: (210) 212-5266; Zoom: (Thurs 1pm-3pm) [alamo.zoom.us/my/sacenroll](https://alamo.zoom.us/my/sacenroll) \*OPTIONAL\*

⇒ <i>Look up Classes</i>	⇒ <i>To Add or Drop Classes</i>
<ol style="list-style-type: none"> <li>1. <b>Open your ACES</b></li> <li>2. Click on <b>Student</b></li> <li>3. Click on <b>Web Services</b></li> <li>4. Click on <b>Student</b></li> <li>5. Click on <b>Registration</b></li> <li>6. <b>Look up Classes</b></li> <li>7. Search by Term (<b>Spring, Summer, or Fall</b>)</li> <li>8. Click on <b>Submit</b></li> <li>9. Change <b>Subject to ESLA OR ENGA</b></li> <li>10. Click on <b>Search By College</b></li> <li>11. Change <b>Subject to ESLA OR ENGA College to SAC</b></li> <li>12. Click on <b>Section Search</b></li> </ol> <p><b><u>You Got the Schedule Detail And You Can Add or Drop Classes</u></b> ⇒</p>	<ol style="list-style-type: none"> <li>1. <b>Open your ACES</b></li> <li>2. Click on <b>Student</b></li> <li>3. Click on <b>Web Services</b></li> <li>4. Click on <b>Student</b></li> <li>5. Click on <b>Registration</b></li> <li>6. Click on <b>Add or Drop Classes</b></li> <li>7. Search by Term (<b>Spring, Summer, or Fall</b>)</li> <li>8. Click on <b>Submit</b></li> <li>9. <b>To Add Classes: Enter the <u>CRN</u> for each class that you want to add in</b> ⇨  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></li> <li>10. Click on <b>Submit Changes.</b></li> <li>11. <b>To Drop classes:</b></li> <li>12. <b>Select Drop class from the class that you want to Drop.</b></li> <li>13. Click on <b>Submit.</b></li> </ol>
⇒ <i>Check Your Balance</i>	⇒ <i>Make a Payment</i>
<ol style="list-style-type: none"> <li>1. <b>Open your ACES</b></li> <li>2. Click on <b>Student</b></li> <li>3. Click on <b>Web Services</b></li> <li>4. Click on <b>Student</b></li> <li>5. Click on <b>Student Account</b></li> <li>6. Click on <b>Make a Payment</b></li> <li>7. Click on the following icon “<b>VIRTUAL BUSINESS OFFICE (Online Payments)</b>”</li> <li>8. <b>Look at Current Balance</b> <input type="text" value="\$"/></li> </ol> <p><b><u>Now You Know Your Balance</u></b></p> <p><b><u>So Make a payment</u></b> ⇒</p>	<ul style="list-style-type: none"> <li>- <b>CASH ONLY (IN PERSON) –</b></li> <li style="padding-left: 20px;">- <b>Go to the Business Office FAC #201</b></li> <li>- <b>CREDIT/DEBIT (ONLINE) :</b> ⇨ <ol style="list-style-type: none"> <li>1. <b>Open your ACES</b></li> <li>2. Click on <b>Student</b></li> <li>3. Click on <b>Web Services</b></li> <li>4. Click on <b>Student</b></li> <li>5. Click on <b>Student Account</b></li> <li>6. Click on <b>Make a Payment</b></li> <li>7. Click on the following icon “<b>VIRTUAL BUSINESS OFFICE (Online Payments)</b>”</li> <li>8. <b>Look at Current Balance</b></li> <li>9. Click on <b>Make a Payment</b></li> <li>10. Click on “<b>Pay</b>” (right hand side)</li> <li>11. <b>Select a Payment Method</b> (Credit Card, Debit, Visa, Master Card, etc.)</li> <li>12. Click on “<b>Go</b>”</li> <li>13. Fill out your “<b>Payment Options</b>”</li> <li>14. Click on “<b>Continue</b>”</li> <li>15. <b>Payment Confirmation.</b></li> </ol> </li> </ul> <p style="text-align: center;"><b>You are DONE!</b> 😊</p> <p style="text-align: center;"><b>You will receive a payment confirmation to your ACES e-mail.</b></p>

***Student Detail Schedule***

1. **Open your ACES**
2. Click on **Student**
3. Click on **Web Services**
4. Click on **Student**
5. Click on **Registration**
6. **Student Detail Schedule**

**Disclaimer:** This Registration Guide has been carefully prepared to assure that all information is accurate and as complete as possible. However, San Antonio College and the Languages@SAC reserve the right to make changes, which may result in deviation from the information that is given here.

**Students are responsible to verify Class Schedule and PAY TUITION.**