



<p><b>APPLY ONLINE</b></p>	<p>Go to <a href="http://www.applytexas.org">www.applytexas.org</a>. Detailed instructions on how to complete the online ApplyTexas application is available at <a href="http://www.alamo.edu/spc/apply">www.alamo.edu/spc/apply</a>. Once the application is submitted you will receive 2 emails – One from ApplyTexas and one from Alamo Colleges. <b>The Alamo Colleges email will include instructions and information for the ACES student portal and the START HERE tab to activate your “Navigate” check list.</b></p> <p><i>Please allow 4-5 business days for the application to be received.</i></p> <p>For assistance with the ApplyTexas application OR AlamoENROLL, please visit: MLK Campus: Welcome Center Building (WEC), room #202 or SW Campus: Building 1 #B172 (Career and Transfer)</p> <p><b>*Students needing assistance with Disability Support Services please contact (210)486-2199 or by email at <a href="mailto:spc-dss@alamo.edu">spc-dss@alamo.edu</a></b></p>
<p><b>FINANCING YOUR FUTURE Financial Aid</b></p>	<p><b>FAFSA:</b></p> <ul style="list-style-type: none"> <li>Complete a Free Online Financial Aid Application at: <a href="http://www.studentaid.gov">www.studentaid.gov</a></li> <li>Please visit the Financial Aid web site at <a href="http://www.alamo.edu/spc/financial-aid">www.alamo.edu/spc/financial-aid</a> for priority and processing guarantee dates.</li> </ul> <p style="text-align: center;"><b>SPC Federal School Code: 003608</b> <i>Process time for financial aid application is 4-6 weeks</i></p> <p><b>TAFSA:</b></p> <ul style="list-style-type: none"> <li>Students that are classified as a Texas Residency who cannot apply for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) need to complete and submit the <b>free</b> Texas Application for State Financial Aid (TASFA)</li> <li>TASFA Application: <a href="http://www.collegeforalltexas.com/index.cfm?objectid=A3119543-CBF8-C202-F1B0EEFD5F4B9805">http://www.collegeforalltexas.com/index.cfm?objectid=A3119543-CBF8-C202-F1B0EEFD5F4B9805</a></li> </ul> <p><b>Scholarships:</b></p> <ul style="list-style-type: none"> <li>Apply for scholarships at <a href="http://www.alamo.edu/spc/scholarships">www.alamo.edu/spc/scholarships</a></li> </ul> <p>Need assistance contact our Scholarship Coordinator, Gloria Hernandez at <a href="mailto:ghernandez@alamo.edu">ghernandez@alamo.edu</a></p>
<p><b>LOGIN TO YOUR ACES ACCOUNT</b></p>	<ul style="list-style-type: none"> <li>Within four days after submitting your application, you will receive an email with your next steps. At that time, you will log in to Alamo Colleges Educational Services (ACES) at <a href="http://www.alamo.edu/aces">www.alamo.edu/aces</a></li> <li>You will need to contact the Help Desk at (210) 486-2777 or (210) 485-0555 to get your ACES Username OR if you are having any issues logging in.</li> </ul> <p><b>First-time users only: You default password will be the first two letters of your last name, IN CAPS, followed by your birthdate in MMDDYY format</b></p>
<p><b>ACTIVATE YOUR NAVIGATE CHECKLIST</b></p>	<ul style="list-style-type: none"> <li>Login to <b>ACES</b></li> <li>Click on <b>START HERE</b> tab</li> <li>Click on <b>“NAVIGATE”</b>, then click on <b>“Login”</b></li> <li><b>“Agree to the terms and conditions”</b></li> </ul> <p><b>Navigate is a personalized checklist to help you track your next steps.</b></p>
<p><b>SUBMIT OFFICIAL TRANSCRIPTS</b></p>	<p><b>First Time In College:</b></p> <p><b>Electronic:</b> Official high school transcripts (with graduation date) by TREX; or an encryption service <a href="mailto:SPC-RECORDS@ALAMO.EDU">SPC-RECORDS@ALAMO.EDU</a></p> <p><b>Mail:</b> Home school official transcripts must be notarized or official GED scores printed from Texas Education Agency (TEA) website at <a href="http://www.tea.texas.gov">www.tea.texas.gov</a>, must be submitted to the college by mail.</p> <p><b>Transfer/Transient:</b> Submit an official college or university transcript from the last institution you attended.</p> <p><b>Electronic:</b> College/University Official “official” transcript may be emailed to St. Philip’s College using an encryption service (email: <a href="mailto:SPC-RECORDS@ALAMO.EDU">SPC-RECORDS@ALAMO.EDU</a>)</p> <p><b>Mail to:</b> St. Philip's College, Office of Records and Registration, 1801 Martin Luther King Dr., San Antonio, TX 78203</p> <p><b>Returning Students:</b> Submit official transcripts (high school or official college/university) from the last institution you attended.</p> <p><b>To submit “official” transcripts In person</b> visit the Welcome Center Building, Room # 203</p> <p>Students must submit an official transcript from the last institution of higher education attended. Students submitting an <b>in-progress</b> transcript need to submit a completed transcript at the end of the semester. To ensure that all transferable credits are awarded, a student must submit all institution of higher education transcripts with all grades posted.</p> <p><b>**Important Note: <u>ALL</u> college/university transcripts regardless of transferability will be required**</b></p>

SUBMIT OFFICIAL TRANSCRIPTS	<p><b>Foreign credentials must be received in their original sealed envelope from the institution.</b></p> <p>Students who have graduated from a high school or college outside of the United States must have their transcripts evaluated by an organization approved by the National Association of Credential Services (NACES) on the colleges web page  <a href="https://www.alamo.edu/spc/experience-spc/current-students/records-and-transcripts/">https://www.alamo.edu/spc/experience-spc/current-students/records-and-transcripts/</a>  Submit both original foreign transcript and evaluation transcript by mail or in person.</p>
SUBMIT BACTERIAL MENINGITIS DOCUMENT ONLINE	<p>Texas State Law (SB 1107) requires students <b>less than 22 yrs. of age</b> to show evidence of receiving a bacterial meningitis vaccination or booster does during the five-year period prior to enrollment. The law allows for a few exemptions which are listed at <a href="http://www.alamo.edu/spc/bacterial-meningitis">www.alamo.edu/spc/bacterial-meningitis</a>.</p> <p>To submit your Bacterial Meningitis Documents follow the steps below</p> <ul style="list-style-type: none"> <li>• Login to <b>ACES</b></li> <li>• Click on Student, next Web Services, next Student, next Student Records, and next Bacterial Meningitis</li> <li>• Select appropriate option (either 1, 2, or 3)</li> <li>• Select St. Philip's College</li> <li>• Click on Choose File and attach your document (file name cannot have any paces)</li> <li>• Click on Submit</li> </ul> <p><b>Allow 2-5 business days for processing.</b></p>
COMPLETE THE ALAMO ENROLL MODULES	<ul style="list-style-type: none"> <li>• Look in your <b>"Navigate"</b> checklist for "Complete Test Prep"</li> <li>• Then click again on another link that says "Complete Test Prep"</li> <li>• Click on the <b>ENROLL</b> button to access the Test Prep module to begin the AlamoENROLL module</li> </ul> <p><b>The TEST PREP module must be completed before you take the TSI placement exam</b></p>
SCHEDULE THE TSI ASSESSMENT, IF APPLICABLE	<p>To schedule your TSI placement exam, testing information OR to see if you are exempt from testing you may either visit the Testing Office in-person at the Welcome Center Building in Room 207B, call 210-486-2444 or visit the web site at <a href="http://www.alamo.edu/spc/testing-center">www.alamo.edu/spc/testing-center</a>.</p>
COMPLETE REFRESHER COURSE(S), IF APPLICABLE	<p>Students who score below college readiness in math, reading and/or writing will be required to enroll in a Refresher course(s). Refresher courses provide a student with a second opportunity to improve their course placement. Students will be <b>scheduled for a Refresher course(s) during post-assessment advising</b>. You may obtain additional information about the Refreshers at: <a href="https://www.alamo.edu/academics/academic-resources/refresher-courses/">https://www.alamo.edu/academics/academic-resources/refresher-courses/</a>.</p>
SCHEDULE NEW STUDENT ORIENTATION (MANDATORY)	<p>All First Time In College (FTIC) student, Previous Dual Credit students who have now graduated from high school, returning students who have been out of the Alamo College for more than a year, and transfer students (with less than 30 credit hours) must attend a mandatory <b>New Student Orientation</b> (NSO) session.  Contact your Certified Enrollment Coach to verify your status and to sign up for NSO at:  <a href="https://www.alamo.edu/spc/about-spc/college-offices/student-onboarding/#recruit">https://www.alamo.edu/spc/about-spc/college-offices/student-onboarding/#recruit</a></p>
ADVISING	<ul style="list-style-type: none"> <li>• Meet with a Certified Advisor for degree planning and registration.</li> <li>• Students must be admitted for the requested semester and have <b>no holds</b> on their account in order to register for classes.</li> </ul> <p><b>Visit the Academic Advising web page for more information</b>  <a href="http://www.alamo.edu/spc/academic-advising">www.alamo.edu/spc/academic-advising</a>  <b>MLK Campus – Welcome Center, 1<sup>st</sup> floor/SW Campus – Bldg. 1, Room B172</b></p>
REGISTER FOR CLASSES ONLINE	<ul style="list-style-type: none"> <li>• Log into your ACES account at ACES LINK: <a href="http://www.alamo.edu/aces">www.alamo.edu/aces</a>.</li> <li>• Step by step instructions on how to register for classes online are available at: <a href="https://www.alamo.edu/spc/register">https://www.alamo.edu/spc/register</a></li> </ul>
PAY FOR CLASSES ONLINE	<ul style="list-style-type: none"> <li>• View your Account Summary through ACES /My Page Tab / My Account</li> <li>• Tuition bills <b>will not</b> be mailed</li> <li>• Payment Options: <ul style="list-style-type: none"> <li>○ Follow up on Financial Aid Award Status</li> <li>○ Sign-up for the Installment plan</li> <li>○ Tuition payments via credit card or online check must be made online through your ACES account</li> <li>○ Cash payments can be made in person with the Bursar (Business) Office at the Welcome Center Building, 1<sup>st</sup> floor, Room 104</li> </ul> </li> </ul> <p><b>To avoid being dropped from your classes tuition must be paid in full or you must be on an installment plan.</b>  Please view the Registration/Payment Calendar at <a href="http://alamo.edu/calendars">alamo.edu/calendars</a>  Paying for College: <a href="http://www.alamo.edu/spc/pay-for-college">www.alamo.edu/spc/pay-for-college</a></p>
SMART START: FIRST DAY COUNTS	<ul style="list-style-type: none"> <li>• There is a connection between attendance, classroom participation and good grades. Your first week of class, especially the first day provides you with important information for the rest of the semester</li> <li>• The Alamo Colleges requires regular and punctual attendance in all classes. Your absences are recorded immediately. <b>If you DO NOT attend on the first day you will be DROPPED from class.</b></li> </ul>