



## Enrollment Checklist: First Time in College Students

Disability Support Services [nlc-dsscounsel@alamo.edu](mailto:nlc-dsscounsel@alamo.edu) 210-486-5487 <https://www.alamo.edu/nlc/disability>

- Explore the AlamoINSTITUTES and Your Pre-Major with NLC!** [www.alamo.edu/enroll/explore](http://www.alamo.edu/enroll/explore)  
Explore your pre-major and the AlamoINSTITUTES before you apply. Once you apply, we can help you identify your career pathway!
- Complete Your Admission Application at ApplyTexas.org** [www.applytexas.org](http://www.applytexas.org)  
On the application to two-year schools, select Northeast Lakeview College. Be certain to provide a personal email, not a high school email address. If you are planning to use FAFSA, be sure to provide social security number or residency card information in your application. Allow 5 business days for processing. Once your application has processed, you will receive two emails – a confirmation email from the ApplyTexas and an Alamo College email with instructions on accessing your student portal called ACES.
- Submit Official High School Transcript or GED Test Scores**  
**Must be sent directly from the institution or transcript vendor to Northeast Lakeview College. Email: [nlc-admissions@alamo.edu](mailto:nlc-admissions@alamo.edu)**  
**Official TREX electronic transcripts (preferred).** Paper transcripts must be submitted in their original, sealed envelope by mail to: Northeast Lakeview College, Admissions and Records - STCM Rm 114, 1201 Kitty Hawk Rd, Universal City, TX 78148.
- Submit your FAFSA application at FAFSA.gov**  
Not required but we highly encourage each student to submit a Free Application for Federal Student Aid (FAFSA) online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Allow a minimum of 6-8 weeks for financial aid processing. For more information, please visit: [www.alamo.edu/district/financial-aid](http://www.alamo.edu/district/financial-aid) for Priority Dates and Deadlines. For direct Financial Aid questions contact: [www.dst.sfs@alamo.edu](mailto:www.dst.sfs@alamo.edu) or phone: (210) 212-5266  
**Fall Priority Deadline: May 1<sup>st</sup>    Spring Priority Deadline: November 1<sup>st</sup>    NLC Federal School Code: 042636**
- Login to ACES Account (Student portal)** [aces.alamo.edu](http://aces.alamo.edu)  
Click the “Get My ACES Username” link and follow the instructions to set up your password for the first time. If you need assistance logging in, please call the NLC IT Help Desk at: (210) 486-5777 option #3
  - Activate your NAVIGATE Checklist**  
Open the Start Here tab, then click on “NAVIGATE” to access the correct checklist for enrollment. (The checklist on the ACES home page is for Early College High School students, not typical high school graduates). This personalized checklist will help you track your next steps needed in order to register for classes. <https://www.alamo.edu/nlc/admissions--aid/how-to-apply/>
  - Complete the AlamoENROLL Modules requirement**  
The Go FAARR module is required for all new students and the Test Prep module is required for all students who are required to take the TSI placement exam. After you activate your NAVIGATE checklist, click on your Go FAARR and Test Prep Modules. Click the “Enroll” and then the “incomplete” link to view and complete the modules.
  - Upload Bacterial Meningitis Documentation (Students under 22)**  
STEPS: Login to ACES, Student Tab, Web Services (in Student Self-Service box), Student, Student Records, Bacterial Meningitis. Choose one of the 3 options and submit. Please allow 24-48 hours for processing.
- Take the TSI College Readiness Test, If Applicable** <https://www.alamo.edu/nlc/admissions--aid/assessment-center/>  
If the student has exempting test scores from SAT or ACT, they must be sent to us from the College Board website officially. For more information on how to take TSI from home, please visit website above or email: [nlc-assessment@alamo.edu](mailto:nlc-assessment@alamo.edu)
  - Take a refresher course in English and/or Math, if required**  
Students who do not place college level will be required to take a refresher course before registering for classes. Refresher courses save time, money, and offer the opportunity to move into higher-level developmental or college-level courses in English or Math. Refresher courses are free when student has an application.
- Register for Classes by Completing the Online New Student Orientation**  
**Online New Student Orientation:** All students with 0-12 college credit hours must attend the New Student Orientation (NSO). You can sign up online: [www.alamo.edu/nlc/NSO](http://www.alamo.edu/nlc/NSO) Access to the NSO Canvas class and directions will be emailed, monitor your email. Once the online NSO is complete, you will select a day and time the following week to participate in Zoom Group Advising where your advisor will help you register for classes. If you have questions about Group Advising, please email: [nlc-ga@alamo.edu](mailto:nlc-ga@alamo.edu) If you have questions about Orientation email: [nlc-recruitment@alamo.edu](mailto:nlc-recruitment@alamo.edu)