

# ENROLLMENT CHECKLIST

updated:  
Sept 19, 2024



ALAMO COLLEGES DISTRICT  
Northeast Lakeview College  
1201 Kitty Hawk Rd. Universal City, TX 78148



## APPLY TO NLC

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



## ACCESS STUDENT ACES ACCOUNT

- Access your ACES Account [aces.alamo.edu](https://aces.alamo.edu)
- Complete Test Prep Module (if completing TSI)
- Access your Student Email
- Locate your Banner ID: MyPage>My Advisor



## SUBMIT TRANSCRIPT(S)

- Submit GED Documents or official transcripts\*  
**(Transcripts must come directly from previous institution)**  
Electronic: [nlc-admissions@alamo.edu](mailto:nlc-admissions@alamo.edu)  
Paper: *Northeast Lakeview College*  
*Admissions and Records*  
*1201 Kitty Hawk Rd.*  
*Universal City, TX 78148*

\* Foreign transcripts must undergo a credential evaluation prior to submission.  
Please visit [naces.org](https://naces.org) for approved vendors



## SUBMIT BACTERIAL MENINGITIS DOCUMENTATION

- Proof of Bacterial Meningitis (MCV4) vaccination administered within the last 5 years, if under 22 years of age (Meningitis B/Meningitis C, not acceptable)
- Vaccination Waiver for Reason of Conscience
- Online Only Classes Waiver Form  
(In ACES account, click Start Here tab>Submit Bacterial Meningitis Forms)



## COMPLETE COLLEGE READINESS ASSESSMENT

Ways to satisfy the College Readiness Component:

- Qualify for an Exemption:
  - Military Service
    - Submit DD214 (Honorable Discharge)
  - Previous coursework/degree
    - Submit official transcripts for review
  - SAT/ACT Scores
    - Order official scores via College Board for review
- Complete the Texas Success Initiative (TSI) college-readiness placement exam  
Exam must be scheduled through the Assessment Department  
[alamo.edu/nlc/admissions--aid/assessment-center/tsi](https://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/](https://alamo.edu/nlc/NSO/)

<i>New Student Orientation (NSO)</i>	<i>Students with 0-12 earned credit hours</i>
<i>Transfer/Returning Orientation (TRSO)</i>	<i>Students with 13-44 earned credit hours</i>
<i>Academic Success Orientation (ASO)</i>	<i>Transfer or returning students, currently on academic probation and/or have cumulative GPA below a 2.0 (Fall/Spring Full-Term admittance only - deadlines apply)</i>



## PAY FOR COLLEGE

### Complete the FAFSA

NLC School Code: 042636

- Submit a FREE application for Federal Student Aid (FAFSA) online at [studentaid.gov](https://studentaid.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](https://collegeforalltexas.com) to find the TASFA application

### Apply for Scholarships

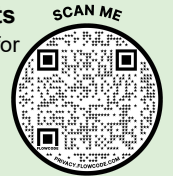
[alamo.edu/nlc/scholarships/](https://alamo.edu/nlc/scholarships/)

### Apply for Grant Money

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

### Use Veterans Benefits

View the QR code for more details



### Make Payments

(Payment Plans MAY be available)

- View Account balance and make payments via your **ACES account**
- Make payments ahead of deadlines to avoid classes being dropped
- Payment Calendar:  
[alamo.edu/registration](https://alamo.edu/registration)

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

## Questions?

Reference this list to direct your question to the correct department

### ENROLLMENT COACH / RECRUITMENT DEPARTMENT

For application, orientation and general 'how to get started' questions

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

#### ORIENTATION R.S.V.P. LINK

<https://www.alamo.edu/nlc/admissions--aid/outreach-and-recruitment/orientation/>

### ADMISSIONS AND RECORDS DEPARTMENT

For transcript\*, bacterial meningitis and residency questions

- [nlc-admissions@alamo.edu](mailto:nlc-admissions@alamo.edu)  
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.

\*Transcripts MUST come directly from previous institution or third party vendor

### ASSESSMENT DEPARTMENT

For ACT/SAT/TSI questions

- [nlc-assessment@alamo.edu](mailto:nlc-assessment@alamo.edu)  
210-486-5177

### ADVISING DEPARTMENT

For degree plans or class registration\* questions

\*Prior to class registration, all enrollment steps must be completed

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

### IT HELP DESK

For help logging into ACES account?

- 210-486-5777, option 3

### PAYING FOR COLLEGE

- **Financial Aid Office:** [dst-sfs@alamo.edu](mailto:dst-sfs@alamo.edu)  
210-212-5266, Option 3
- **Payments / Business Office:** [dst-vbo2@alamo.edu](mailto:dst-vbo2@alamo.edu)  
210-212-5266, Option 2
- **Scholarships:** [nlc-scholarships@alamo.edu](mailto:nlc-scholarships@alamo.edu)  
210-486-5008



**HSI**  
**HISPANIC**  
**SERVING**  
**INSTITUTION**

### STUDENT ACCESSIBILITY SERVICES

- [nlc-sas@alamo.edu](mailto:nlc-sas@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