

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

Languages & Philosophy@SAC

Oppenheimer Academic Center #119

(210) 486-0965

ALL INTERNATIONAL STUDENTS (VISA HOLDERS) GO TO OC 220 Patrice Ballard, or call (210) 486-1720

**SPRING 2024**

FLEX I: January 16 through March 9, 2024

FLEX II: March 18 through May 11, 2024

**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 1, 2024  
FLEX 2: March 4, 2024

**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 submitted sealed or directly from your previous institution to SAC.

- Electronically: [sac-transcripts@alamo.edu](mailto:sac-transcripts@alamo.edu)
- Mail to San Antonio College Attn: Welcome Center 1819 N. Main Ave. San Antonio, Texas 78212
- In person: Welcome Center located in Fletcher Administration Center (FAC) 2nd Floor

Per district, transcripts are no longer required for admission. Transcripts are now required prior to registration.

**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.

- Go to the Welcome Center to upload proof of Vaccination (FAB 2<sup>nd</sup> Floor).

**5. PLACEMENT TEST**

- TESTING DATES:  
FLEX I: November 6<sup>th</sup> through December 7<sup>th</sup>, 2023  
January 8<sup>th</sup> through January 11<sup>th</sup>, 2024

FLEX II: February 5<sup>th</sup> through March 7<sup>th</sup>, 2024

TESTING DAYS: Monday to Thursday at 9:30am (Please arrive @ 9:15 am)

-Bring any Picture ID

- Students who place ABOVE LEVEL 4 on the Michigan Placement Test will need to take the **TSI EXAM**

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

For information and assistance go to FAB # 101 \*OPTIONAL\*

## Student Detail Schedule

### ⇒ Check Your Balance

**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 and Philosophy @ 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.**

1. **Open your ACES**
2. Click on **Student**
3. Click on **Web Services**
4. Click on **Student**
5. Click on **Student Account**
6. Click on **Make a Payment**
7. Click on the following icon “**VIRTUAL BUSINESS OFFICE (Online Payments)**”
8. **Look at Current Balance**

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Now You Know Your Balance

So Make a payment ⇒

1. **Open your ACES**
2. Click on **Student**
3. Click on **Student Self Service Web Services**
4. Click on **Student**
5. Click on **Student Account**
6. Click on **Make a Payment**
7. Click on the following icon “**VIRTUAL BUSINESS OFFICE (Online Payments)**”
8. **Look at Current Balance**
9. Click on **Make a Payment**
10. Click on “**Pay**” (right hand side)
11. **Select a Payment Method**  
(Credit Card, Debit, Visa, Master Card, etc.)
12. Click on “**Go**”
13. Fill out your “**Payment Options**”
14. Click on “**Continue**”
15. **Payment Confirmation.**

**You are DONE!**



**You will receive a payment confirmation to your ACES e-mail.**

1. **Open your ACES**
2. Click on **Student**
3. Click on **Alamo Schedule**
4. Choose term
5. Choose College

**ESL Placement Test Location: Oppenheimer Academic Center Building #119**

**The Oppenheimer Academic Center building is located right behind the Bill Miller Bar-B-Q restaurant**

**The restaurant address is 1004 San Pedro Ave. San Antonio, TX 78212**

**You may park In the Parking Garage right next to our building on Maverick St.**

