

Registration Steps for Dental Assisting or Medical Assisting

Any Questions call Jessica Breeden, Departmental Secretary for Allied Health @ 210-486-1531

		T when completed
Step 1	Report to the Information Station (FAC 200)	_____
	With copies of required test scores and official transcripts	_____
Step 2	Report to Admissions and Records Office (FAC 216)	_____
	Submit official high school transcript with graduation date or GED if a first time in college student	_____
	Submit official transcripts from each college or university previously attended.	_____
	Complete admission forms on the Internet—computers are available on campus – or paper copies may be obtained at the Information Station or Admissions and Records Office.	_____
	Request SAC transcript for course work completed prior to fall 1984.	_____
	Clear admission holds.	_____
Step 3	Report to Assessment Center (FAC 110)	_____
	Take placement test.	_____
	Submit official SAT, ACT, or THEA/TASP scores, if applicable.	_____
Step 4	Make an appointment: NAHC-134 phone: 210-486-1531	_____
	Speak with faculty advisor. (DO NOT GO TO COUNSELING).	_____
Step 5	Report to Student Development Office (MLC 242)	_____
	Register for orientation if you have less than 15 semester hours.	_____
Step 6	Register at SAC	_____
	Register early by Internet or by telephone. (See Telephone/Web Registration.)	_____
	Register for prerequisite requirements for college level courses.	_____
	Register on-campus during late registration. (See registration schedule on Counseling and Registration page.)	_____
Step 7	Report to Financial Aid Office (FAC 101)	_____
	Check financial aid status, if applicable.	_____
	Application processing generally takes three to six weeks.	_____
Step 8	Report to the Business Office (FAC 201)	_____
	Pay tuition and fees. Tuition bills will not be mailed (For quicker processing, pay by credit card or web check on the Internet.)	_____