

REGISTRATION STEPS

All students must take the Texas Success Initiative (TSI) test (Accuplacer/ASSET and essay) prior to enrolling in college-level courses or be TSI exempt. See page 8.

Step 1 Admissions (WEC First Floor, Cubicles 1-12)

-complete an application at www.applytexas.org

All first time in college and transfer students:

1. You will need an email address to complete an application. (free email sites include Yahoo.com or Hotmail.com).
2. Apply online at www.applytexas.org and begin by creating your student profile; make note of your User ID and password so you may access the ApplyTexas website. Select the Two-Year Undergraduate Application.
3. Have available your Social Security Number and County in which you reside.
4. After submission of your application, any changes must be made in the Admissions Office (WEC First Floor).

-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

-clear admission holds

- students on Enforced Scholastic Withdrawal who have remained out of school for the required time must see a counselor (a petition form from the Counseling Department must accompany the student).
- students on Permanent Scholastic Withdrawal must seek re-admission by appealing to their respective dean (a petition form from the Counseling Department must accompany the student).

Step 2 Assessment (if applicable) (WEC 207C)

-submit official THEA scores or ACCUPLACER/ASSET test scores

-submit official SAT or ACT scores, if available

-take ACCUPLACER or ASSET test

Step 3 Counseling Center (WEC 106)

-see a counselor to create a personal education plan if you are a first-time-in-college student, transfer student or former student

-see a counselor for admission if you are on enforced scholastic probation or if on ESW from a previous school

-seek readmission if on permanent scholastic withdrawal by appealing to the dean of your major field

Step 4 Register

-register early by WEB

1. Go to www.alamo.edu and click on "Student Information Access & Online Registration."
2. Next, click on the link "Login to WEB for Students"
3. Next, click on the name of your College. ex. (St. Philip's College) Then, click on "Login to Student Services."
4. Enter your Student ID (Social Security Number without dashes) ex. 999999999
5. Enter your Pin (2 digit month and 2 digit year of your birth) ex. 0772
6. Re-Enter your Pin, if necessary.
7. Choose options such as Registration & Schedule, Grades, Email, Financial Aid or other services by clicking on the links.

-for Texas Success Initiative (TSI), placement levels must be set prior to registering in all college-level courses

-enroll during on-campus registration (see page 4 for registration dates)

Step 5 Student Financial Services (WEC 106)

-check financial aid status if applicable

Step 6 Pay Tuition

-pay your tuition bill by WEB (www.alamo.edu/spc. See page 18 for instructions)

-pay your tuition bill in the Business Office (WEC 104)

WEB REGISTRANTS WILL NOT RECEIVE A BILL IN THE MAIL

webCHECK PAYMENT

Three Easy Steps!

1 Enter Account Information
Enter the required information on the check and click "Continue". Enter the information as it appears on your personal checks.

Full Name 100 Check Number
 Street Address Date
 City, State, Zip Code
 Pay To \$
 _____ Dollars
 Memo Continue
 ■ 212087609 ■ 3456789012 ■ 100
Routing Number Account Number

2 Review Payment Agreement
Read and agree to the terms and conditions. From this page, you also have the option to edit the payment information or cancel the transaction.

3 Print Payment Confirmation
Review the Transaction Summary and click the Printer-Friendly button to open a copy for printing. Print and save this copy for your records.

e-Check Confirmation

Authorization Agreement for Electronic Payment (ACH DEBIT)

I hereby authorize _____ to initiate debit entries to my Depository, according to the terms below, and for my Depository to debit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds," I understand that a \$35.00 return fee will be electronically debited from my account.

Name: Joe Smith
 Address: 6401 Seco Blvd.
 Dallas, TX 75217
 Depository: COMMERCE BANK, N.A.
 P O BOX 248
 KANSAS CITY, MO 641416248
 Routing Number: _____
 Account Number: _____
 Debit Amount: \$987.00

This agreement is dated Thursday May 31, 2001.

For fraud detection purposes, your Internet address has been logged.
 _____ at 2001/05/31 at 10:12:01 CDT

Please enter the last four digits of your student ID in the following field _____ for confirmation, and click on **I Agree** to continue payment.

Edit - Click here to correct e-Check values
Cancel - Click here to cancel and return to the application

ANY FALSE INFORMATION ENTERED HERE ON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Thank you for using e-Check

Please click the Printable Receipt button below to generate a printer-friendly version of this receipt.

When you are finished, press the Return button to return to the previous application.

Printable Receipt
Return

This indicates that you have authorized _____ to initiate debit entries to your Depository, according to the terms below, and for your Depository to debit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds," you understand that a \$35.00 return fee will be electronically debited from your account.

Name of the Bank: COMMERCE BANK, N.A.
 Transaction ID: 276
 Name of the Payer: Joe Smith
 Name of the Payee: _____
 Amount Paid: 987.00
 Date and Time: 2001/05/31 at 10:12:01 CDT
 Browser Internet Address: _____

For fraud detection purposes, your Internet address has been logged.

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The webCheck session ends when the user cancels the payment operation from the agreement page, returns to the web application from the payment confirmation page, or the session times out due to inactivity. For webCheck questions or assistance, please call the Business Office at 210-486-2200.