Welcome Roadrunner!
We understand this is a new path and we are here to assist. Scan the barcode below for a helpful "How To" on some of the most popular processes.

How To:

CHECK ADMISSIONS STATUS
CHECK FINANCIAL AID STATUS
BLACKBOARD, AC EMAIL & PORTAL
ORDER AN OFFICIAL TRANSCRIPT
VIEW GRADES AND TRANSCRIPT
VIEW YOUR DEGREE PLAN
MAKE AN ONLINE PAYMENT
PRINT YOUR SCHEDULE
VIEW COURSES OFFERED

NEED HELP? Admissions: Admissions@angelina.edu
IT: IThelpdesk@angelina.edu
Advising: Oas@angelina.edu
How To: Check Admissions Status

1. LOGIN TO AC PORTAL

www.angelina.edu | If you experience difficulties contact ithelpdesk@angelina.edu

Your user name is the last three digits of your AC Student ID, your first initial and your last name ex. Julie Smith has an ID of 333001733. Her user name is: 733jsmith

Your password will be your 8 digit birthdate (mmddyyyy).

2. Once logged in, look at right side of screen

3. Click VIEW ADMISSION STATUS for further information

If you have any questions about these documents please contact Admissions at Admissions@angelina.edu or 936.633.5210. Please send all documents to documents@angelina.edu or bring them to campus. Admissions is located in the Student Center, 1st Floor.

Bacterial Meningitis: If planning to take classes on campus, you must have proof of Bacterial Meningitis Vaccination (if under the age of 22 or request an immunization waiver).

Final High School Transcript or Official College Transcript: these must be mailed, brought to campus or sent electronically directly from your highschool or college.

TSI Reading, Writing or Math: If you are not exempt for placement testing by ACT, SAT or STARR, you need to take the TSI exam. This can be scheduled at Angelina.edu under admissions

Success Coaches (academic advisors) can NOT register you for classes until your Admissions file is complete. Once fully admitted you will have access to the "Students" tab in the portal and will find information on how to contact a success coach if you select "Advising & Registration".
How To: Check Financial Aid Status

1. LOGIN TO AC PORTAL

   www.angelina.edu | If you experience difficulties contact ithelpdesk@angelina.edu

Your user name is the last three digits of your AC Student ID, your first initial and your last name ex. Julie Smith has an ID of 333001733. Her user name is : 733jsmith

Your password will be your 8 digit birthdate (mmddyyyy).

2. Once logged in, look at right side of screen

   Click VIEW FINANCIAL AID STATUS for further information

3. Click VIEW FINANCIAL AID STATUS for further information

   Financial Aid Status

   Financial Aid Status

   Financial Aid Awards

   Financial Aid Document Tracking

   View Financial Aid Document Tracking

   Welcome to the Angelina College Portal.
   Summer and Fall 2021 Class Schedules Now Available.
   click here
   Find all our classes that have ZERO book/resource cost here.

   NEED HELP? Please contact the Financial Aid Office at fareceptionist@angelina.edu
How To: Blackboard, AC Email & Portal

1. BLACKBOARD
Blackboard is the online system that accompanies every class and hosts course materials, information, and assignments. Your Blackboard courses will load on the first class day. You will not be able to access them before the first day of class.

Your user name is the last three digits of your AC Student ID, your first initial and your last name ex. Julie Smith has an ID of 333001733. Her user name is : 733jsmith

Your password will be a 0 + your entire Student ID. For Julie, that would be 333001733

**If your student ID does NOT begin with 900, do not add a “0” before your ID.

2. AC EMAIL
Angelina College uses Gmail as our email provider. If you already have a personal Gmail account, make sure you log out of it before trying to log in to your AC student account. Your AC email is the PRIMARY location where AC will communicate with you. Make sure you check your student email regularly.

Your user name is the last three digits of your AC Student ID, your first initial and your last name ex. Julie Smith has an ID of 90025258. Her email is : 258jsmith@student.angelina.edu

Your password will be your 8 digit birthdate (mmdyyyy).

3. AC PORTAL
Your AC portal is where all of your student information lives. It is where you access grades, unofficial transcript, advising, new student orientation, class schedule, financial aid, and billing information.

Your user name is the last three digits of your AC Student ID, your first initial and your last name ex. Julie Smith has an ID of 90025258. Her user name is : 258jsmith

Your password will be your 8 digit birthdate (mmdyyyy).

NEED HELP? IT Help Desk: ithelpdesk@angelina.edu or 936.633.5208
How To: Order an Official Transcript

1. LOGIN TO AC PORTAL

www.angelina.edu  |  If you experience difficulties contact ithelpdesk@angelina.edu

Your user name is the last three digits of your AC Student ID, your first initial and your last name
ex. Julie Smith has an ID of 333001733. Her user name is: 733jsmith

Your password will be your 8 digit birthdate (mmddyyyy).

2. CLICK "STUDENTS" TAB

3. CLICK "TRANSCRIPT & FORMS"

4. SCROLL DOWN TO "OFFICIAL TRANSCRIPT REQUEST"

5. CLICK "ORDER TRANSCRIPT"

You will be directed to Parchment platform. You will need to create a free account to request the transcript. Typically transcripts are sent electronically within 24-48 hours.

NEED HELP? Please contact the Admissions Office at admissions@angelina.edu
How To:
View Grades & Transcripts

1. LOGIN TO AC PORTAL

www.angelina.edu  |  If you experience difficulties contact ithelpdesk@angelina.edu

Your user name is the last three digits of your AC Student ID, your first initial and your last name
ex. Julie Smith has an ID of 333001733. Her user name is: 733jsmith

Your password will be your 8 digit birthdate (mmddyyyy).

2. CLICK "STUDENTS" TAB

3. CLICK "TRANSCRIPTS & FORMS"

For Grades: Make sure you select the correct year and term and click "View Final Grade Report"

For Transcript: Select "View Unofficial Transcript". You will have the option to download it as a PDF by clicking "Custom Transcript".

NEED HELP?  Please contact the Admissions Office at admissions@angelina.edu
How To: View your Degree Plan

1. LOGIN TO AC PORTAL
   www.angelina.edu  |  If you experience difficulties contact ithelpdesk@angelina.edu

2. CLICK "STUDENTS" TAB

3. CLICK "ADVISING AND REGISTRATION"

4. Under "my degree progress" CLICK "VIEW ALL DETAILS"
5. You will now be able to view your degree progress as well as your GPA, demographic information and TSI status.

6. CLICK "DEGREE AUDIT" to view & print PDF version of your degree plan.

NEED HELP? Please contact the Office of Academic Success at oas@angelina.edu
How To:
Make an Online Payment

1. LOGIN TO AC PORTAL
   www.angelina.edu | If you experience difficulties contact ithelpdesk@angelina.edu

2. CLICK "STUDENTS" TAB

3. CLICK "STATEMENT, BILL & PAYMENT INFO"

4. CLICK "MY ACCOUNT BALANCE"

5. CLICK "MAKE A PAYMENT"
   Make sure to select the Year and Term in the drop-down

   AC is contracted through Herring Bank for payment plans & online payment. You do NOT need a personal account at Herring Bank to pay online.

If you experience any issues with online payment, please contact our Business office at businessoffice@angelina.edu
How To:  
Print your schedule

1. LOGIN TO AC PORTAL

www.angelina.edu  |  If you experience difficulties contact ithelpdesk@angelina.edu

Your user name is the last three digits of your AC Student ID, your first initial and your last name
ex. Julie Smith has an ID of 333001733. Her user name is : 733jsmith

Your password will be your 8 digit birthdate (mmddyyyy).

2. CLICK "STUDENTS" TAB

3. CLICK "MY COURSE SCHEDULE"

4. SELECT THE CORRECT TERM

For Summer, this will be "2019-2020 Academic Year Summer". For the Fall, it will be "2020-2021
Academic Year Fall". Your schedule will then pop up:

**NEED HELP?** Please contact the Office of Academic Success at oas@angelina.edu
How To:
View Courses Offered

1. LOGIN TO AC PORTAL

www.angelina.edu | If you experience difficulties contact ithelpdesk@angelina.edu

Your user name is the last three digits of your AC Student ID, your first initial and your last name
ex. Julie Smith has an ID of 333001733. Her user name is: 733jsmith

Your password will be your 8 digit birthdate (mmddyyyy).

2. CLICK "CLICK HERE" LOCATED IN THE CENTER OF THE HOMEPAGE

Portals

Welcome to the Angelina College Portal.
Summer and Fall 2021 Class Schedules Now Available.

Find all our classes that have ZERO book/resource cost here!

3. SELECT THE CORRECT TERM, THEN CLICK SEARCH

Courses offered for that term will be displayed alphabetically.

NEED HELP? Please contact the Office of Academic Success Oas@angelina.edu
Contact Information

ADMISSIONS
General Questions: admissions@angelina.edu, 936.633.5210
Turn in documents: documents@angelina.edu

REGISTRATION AND ADVISING:
General Questions: oas@angelina.edu, 936.633.5212

Success Coaches:
Remona Boodoo-Frye: rboodoo@angelina.edu
   Pathways: Arts, Communication and Humanities; Education
   General Studies (Last name begins with A - D)
   Advisor: Softball

Jorge Valdes: jorge.valdes@angelina.edu
   Pathways: Public Safety; Technology; Business; Manufacturing, Logistics and Transportation
   General Studies (Last name begins with E - J)
   Advisor: Soccer

Karen Ward keward@angelina.edu
   Pathways: Arts, Communication and Humanities; Science and Mathematics
   General Studies (Last name begins with K - S)
   Advisor: Baseball

Conssandra Williams: cwilliams@angelina.edu
   Pathways: Health Professions
   General Studies (Last name begins with T - Z)
   Advisor: Basketball

FINANCIAL AID:
General Questions: fareceptionist@angelina.edu, 936.633.5470

Scholarships: Irma Montoya: imontoya@angelina.edu
Financial Aid Advisors:
   Crystal Carter (Last name A-I): ccarter@angelina.edu
   Rosa Heredia (Last name J-R): rheredia@angelina.edu
   Celia Ranniger (Last name S-Z): cranniger@angelina.edu
   Veterans Benefits: Contessa James: cjjames@angelina.edu

BUSINESS OFFICE:
General Questions: businessoffice@angelina.edu, 936.633.5318

IT HELP:
General Questions: ithelpdesk@angelina.edu, 936.633.5208