



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](mailto:Admissions@angelina.edu)

IT: [IThelpdesk@angelina.edu](mailto:IThelpdesk@angelina.edu)

Advising: [Oas@angelina.edu](mailto:Oas@angelina.edu)



# How To: Check Admissions Status

## 1. LOGIN TO AC PORTAL

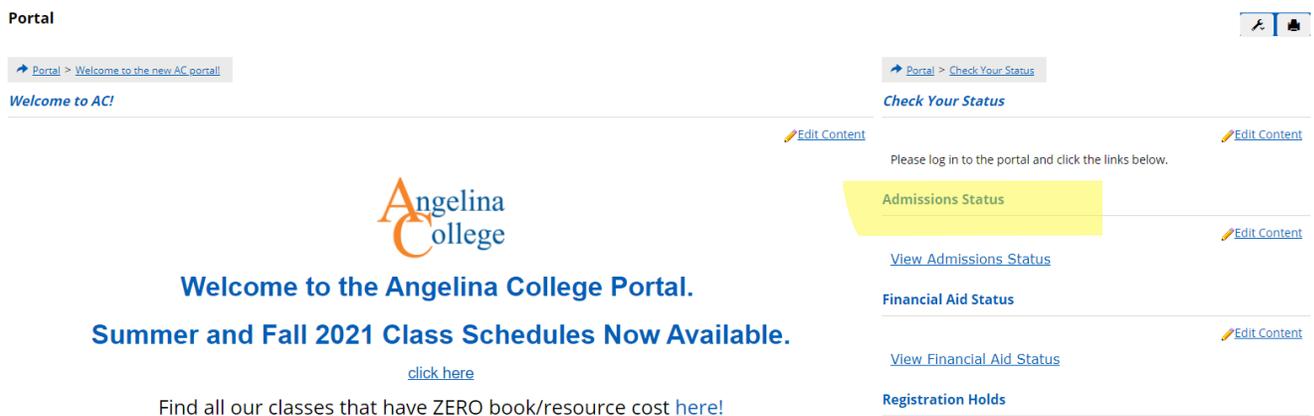
www.angelina.edu | If you experience difficulties contact [ithelpdesk@angelina.edu](mailto:ithelpdesk@angelina.edu)



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](mailto:Admissions@angelina.edu) or 936.633.5210. Please send all documents to [documents@angelina.edu](mailto: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](http://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

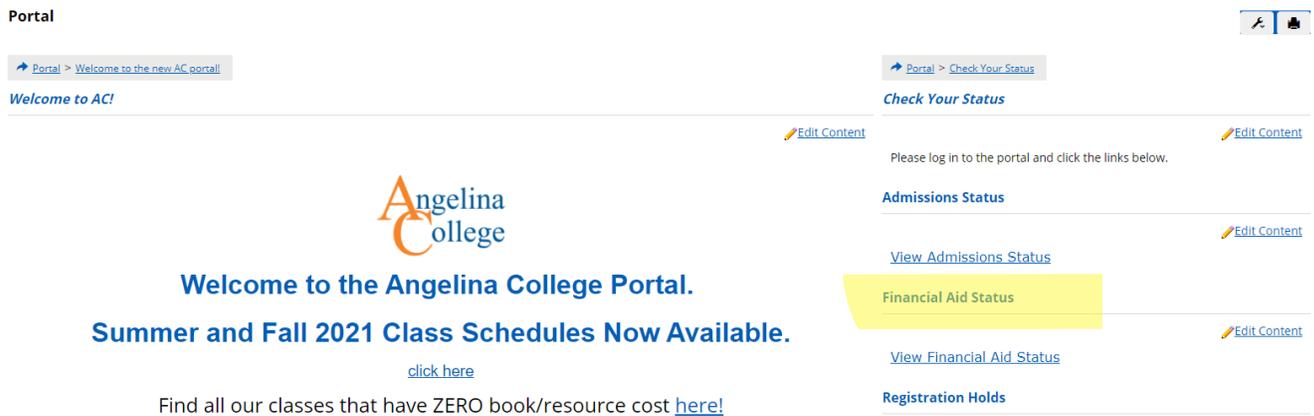
www.angelina.edu | If you experience difficulties contact ithelpdesk@angelina.edu



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



## 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](#)

**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 (mmddyyyy).

## 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 (mmddyyyy).

**NEED HELP ?** IT Help Desk: [ithelpdesk@angelina.edu](mailto: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](mailto: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 (mmdyyy).

## 2. CLICK "STUDENTS" TAB



You are here: [Home](#) > [Home](#)

## 3. CLICK "TRANSCRIPT & FORMS"

### Students

Students Home

New Student Orientation

Advising & Registration

Statement, Bill, & Payment  
Info

Financial Aid

Transcript and Forms

## 4. SCROLL DOWN TO "OFFICIAL TRANSCRIPT REQUEST"

### Official Transcript Request

Click **Order Transcript**, you will be directed to the Parchment website where you will first create an account. You will then be able to submit your transcript order and pay online. The cost of each transcript is \$5.00.

## 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.

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

Create Account

**NEED HELP ?** Please contact the Admissions Office at [admissions@angelina.edu](mailto: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



You are here: [Home](#) > [Home](#)

## 3. CLICK "TRANSCRIPTS & FORMS"

### Students

Students Home

New Student Orientation

Advising & Registration

Statement, Bill, & Payment  
Info

Financial Aid

Transcript and Forms

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

### My Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#)

[View Midterm Grade Report](#)

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

### My Unofficial Transcript

Select a Division from the dropdown for which to view the unofficial transcript.

Division:

[View Unofficial Transcript](#)

**NEED HELP ?** Please contact the Admissions Office at [admissions@angelina.edu](mailto: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



You are here: [Home](#) > [Home](#)

## 3. CLICK "ADVISING AND REGISTRATION"

### Students

Students Home ▾

New Student Orientation

Advising & Registration

## 4. Under "my degree progress" CLICK "VIEW ALL DETAILS"

### My Degree Progress

Julie Nicole Student

Requirements Summary	
Name	Status
Business A.S.	✗ Not Met
Drafting & Design Cert	✗ Not Met
Gen Studies - Nursing	✗ Not Met
14 Hrs Free Electives	✗ Not Met
CORE Curriculum	✗ Not Met
Non-Applied Coursework	✓ Met
60 Credit Hrs/2.00 GPA	✗ Not Met
Texas Success Initiative	✓ Met

[View All Details](#)



# How To: **View your Degree Plan** continued

5. You will now be able to view your degree progress as well as your GPA, demographic information and TSI status.

### My Degree Progress - Degree Audit Summary

#### Julie Nicole Student

1000 MAIN STREET  
LUFKIN, TX 75901  
936-633-3232  
[333jstudent@student.angelina.edu](mailto:333jstudent@student.angelina.edu)

Credits Earned: 4.00  
Overall GPA: **0.0000**  
Last Term GPA: 0.0000  
Probation Status: **Suspension**

Major 1: **Leading to BBA**

**Advisors**  
Jennifer H Baldauf Undergraduate  
Andrea Barrett Undergraduate  
Sandra K Johnson Undergraduate

Requirements Summary								
Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
<a href="#">Business A.S.</a>	2019	MAJOR	60.00	0.00	4.00	0.00	0.0000	Not Met
<a href="#">Drafting &amp; Design Cert</a>	2019	MAJOR	32.00	0.00	0.00	0.00	0.0000	Not Met
<a href="#">Gen Studies - Nursing</a>	2019	MAJOR	46.00	0.00	0.00	0.00	0.0000	Not Met
<a href="#">14 Hrs Free Electives</a>	2019	ELECT	14.00	0.00	0.00	0.00	0.0000	Not Met
<a href="#">CORE Curriculum</a>	2019	CORE	0.00	0.00	4.00	0.00	0.0000	Not Met
Non-Applied Coursework	2019	NACW	0.00	4.00	0.00	0.00	0.0000	Met
60 Credit Hrs/2.00 GPA	2019	TOTAL	60.00	4.00	4.00	0.00	0.0000	Not Met
Texas Success Initiative	2019	TSI	0.00	0.00	0.00	0.00	0.0000	Met

[Degree Audit](#)

Recalculate Student Progress

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](mailto: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



You are here: [Home](#) > [Home](#)

## 3. CLICK "STATEMENT, BILL & PAYMENT INFO"

### Students

[Students Home](#) ▼

[New Student Orientation](#)

[Advising & Registration](#)

[Statement, Bill, & Payment Info](#)

## 4. CLICK "MY ACCOUNT BALANCE"

### Payment Information

[My Account Balances](#)

[Course and Fee Statement](#)

## 5. CLICK "MAKE A PAYMENT"

Make sure to select the Year and Term in the drop-down

### My Account Balances

Student Receivables \$969.00 Credit  
**Grand Total** \$969.00 Credit

[View account details & history](#)

[Make a Payment](#)

[Course and Fee Statement](#)

### Pay Using Herring Bank

Use the Year / Term drop down to select a different year and term to view.

Fall 2020 - Tuition ▼

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](mailto: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

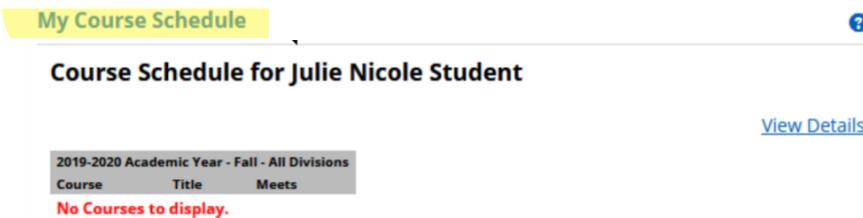
Your password will be your 8 digit birthdate (mmddyyyy).

## 2. CLICK "STUDENTS" TAB



You are here: [Home](#) > [Home](#)

## 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:

2020-2021 Academic Year - Fall - December Mini - All Divisions									
Textbooks	Course	Title	Credits	Status	Grading Type	Course Instructors	Meets	Dates	Room
<input type="checkbox"/>	<a href="#">EDUC 1300 101</a>	Lrng Frameworks	3.00	History	CR	Carey, Carl Edward	Online	8/26/2019 - 12/12/2019	//
<input type="checkbox"/>	<a href="#">ENGL 2322 101</a>	British Lit I	3.00	History	CR	Cox, Howard A	Online	8/26/2019 - 12/12/2019	//

**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

Portal

Portal > Welcome to the new AC portal!

Welcome to AC!



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!](#)

Portal > Check Your Status

Check Your Status

Please log in to the portal and click the links below.

Admissions Status

[View Admissions Status](#)

Financial Aid Status

[View Financial Aid Status](#)

Registration Holds

## 3. SELECT THE CORRECT TERM, THEN CLICK SEARCH

Class Schedule - Course Search

Course Search

Term:

2020-2021 Academic Year - Spring

Department:

All

Course Number Range:

to

Title:

Begins With

Course Code:

Begins With

Division:

Undergraduate

\*MISSING[TEXT\_SR\_MEETING\_TYPE]\*

All

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: cjames@angelina.edu

## BUSINESS OFFICE:

General Questions: **businessoffice@angelina.edu , 936.633.5318**

## IT HELP:

General Questions: **ithelpdesk@angelina.edu, 936.633.5208**