



# REGISTRATION OPTIONS

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Some Division of Workforce Development and Continuing Education programs require prior approval before being allowed to register. Please speak with a Continuing Education Representative for specific application and/or registration instructions. After doing so, you can register in one of four ways:

## 1.) In Person

You may register in person Monday-Friday 8:00am-5:00pm at St. Philip's College Continuing Education Building located at:

St. Philip's College  
1801 Martin Luther King Dr  
San Antonio, TX 78203

Provide the CE representative with your Student Registration Form so that your registration may be processed.

## 2.) By Fax

Complete a Student Registration Form and fax the completed signed form to the Division of Workforce Development and Continuing Education at (210) 486-2774. Students seeking confirmation of their registration should call (210) 486-2400.

## 3.) By Mail

Complete a Student Registration Form and mail to:

St. Philip's College  
Continuing Education Registration Desk  
1801 Martin Luther King Dr  
San Antonio, TX 78203

Students seeking confirmation of their registration should call (210) 486-2400

## 4.) Online

- ☞ Go to [www.alamo.edu/spc/admin/ce](http://www.alamo.edu/spc/admin/ce) and click on the blue *'Register and Pay Online'* button located on the left hand side of the screen.
- ☞ Select *'Login to Student Services'*.
- ☞ Enter your Student ID (Social Security Number without dashes).
- ☞ Enter your PIN (2 digit month and 2 digit year of your birth) ex. 0182.
- ☞ Choose *'Registration and Schedule'*, and then select *'Drop/Add Classes'*.
- ☞ Select the course term from the drop down box as it appears in the CE Schedule of Classes. (Don't know the term? Call (210) 486-2400 and we will provide it to you over the phone.)
- ☞ Enter the call number as it appears in the CE Schedule of Classes. (Don't know the call number? Call (210) 486-2400 and we will provide it to you over the phone.)
- ☞ After the call number has been submitted, you can proceed to make payment online by selecting *'Account Summary, Credit Card, WebCheck Payment'* from the bottom of the screen.

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In all cases, you must obtain a copy of your bill before proceeding to make payment. If you register via mail or fax, your bill will be held at the Continuing Education Building. If you register in person, your bill will be issued to you upon the completion of the registration process. Online registration will automatically issue your bill electronically.

**For assistance with the registration process, please call (210) 486-2400.**



# PAYMENT OPTIONS

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Once you have completed the registration process, you may make payment in one of three ways:

## 1.) In Person

Payment can be made at the Bursar's Office during the following hours: Monday-Thursday 8:00am-7:00pm, and Friday from 8:00am-5:00pm. Cash, check, money order are all accepted. Credit card payments must be made online. The Bursar's Office is located in the Welcome Center at:

St. Philip's College  
1801 Martin Luther King Dr.  
San Antonio, TX 78203

Payment will not be accepted at the Continuing Education Building.

## 2.) By Mail

You can submit payment by mail and send to:

St. Philip's College  
Continuing Education Building  
'Class/Program' (enter your class title here)  
1801 Martin Luther King Dr.  
San Antonio, TX 78203

The only forms of payment that will be accepted by mail are personal check or money order. Cash will not be accepted.

## 3.) Online

- ☞ Go to [www.alamo.edu/spc/admin/ce](http://www.alamo.edu/spc/admin/ce) and click on the blue *'Register and Pay Online'* button located on the left hand side of the screen.
- ☞ Select *'Login to Student Services'*.
- ☞ Enter your Student ID (Social Security Number without dashes).
- ☞ Enter your PIN (2 digit month and 2 digit year of your birth) ex. 0182.
- ☞ Choose *'Account Summary, Credit Card, WebCheck Payment'*.
- ☞ In the drop-down box, select the term of the class you wish to pay for. This information can be found in the CE Schedule of Classes. (Don't know the term? Call (210) 486-2400 and we will provide it you over the phone.).
- ☞ In the drop-down box on the next screen, select the specific course that you wish to pay for.
- ☞ Proceed to checkout by following the on-screen payment instructions.
- ☞ Print a copy of your receipt for your personal records.

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In all cases, you should keep a copy of your payment receipt for your personal records. Full payment must be received at least five days before the first day of class in order to reserve your seat in the class. Failure to make payment by this deadline may result in class cancellation.

**For assistance with the payment process, please call (210) 486-2400.**