Before engaging in voluntary education, please consult your Education Service Officer or Advisor for guidance. Please visit our webpage at [www.alamo.edu/spc/mss](http://www.alamo.edu/spc/mss) for other important information.

### APPLY ONLINE
- Due to enrollment in the Community College of the Air Force, Air Force students applying for admission should apply as, “Transfer” students in, [ApplyTexas.org](http://ApplyTexas.org).

### SUBMIT OFFICIAL TRANSCRIPTS
- For evaluation of all college credit, degree-seeking students with the Alamo Colleges should submit transcripts from ALL colleges attended, including Community College of the Air Force or Joint Service Transcripts.

### RESIDENCY
- Active Duty students stationed in Texas and their Dependents can complete a, Military Verification for Resident Tuition form to pay the In-State/In-District rate of, $99.00 per semester hour.

  To complete the form go to this link: [https://www.alamo.edu/academics/academic-resources/student-forms/](https://www.alamo.edu/academics/academic-resources/student-forms/)
  - Select your Home campus
  - Under, “Enrollment Services” select, “Military Verification for Resident Tuition”.
  - Must use ACES student email account
  - Required documents must be attached

### TSI ASSESSMENT and Exemptions
- Students Not Required to take the TSI Exam: A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. Submission of a waiver request is required.

  - Students who qualify for this exemption are encouraged to take the Math portion of the TSI Assessment for diagnostic purposes to aid in program and course selection during advising.

  - St. Philip’s College students can use this link to request a TSI waiver. [https://www.alamo.edu/spc/admissions/testing-center/ksi-exemption-request-form/](https://www.alamo.edu/spc/admissions/testing-center/ksi-exemption-request-form/).

  Requests cannot be processed without proper documentation. For all other Alamo Colleges, please visit your home campuses, Testing/Assessment Center webpage for instructions.

- TSI waivers are good for one year. Students not obtaining permanent TSI exemption must reapply at the end of that year.

### PAYING FOR CLASSES
- Know your payment deadline. Payment deadlines are listed in the [Academic Calendar](http://Academic Calendar).

- If you’re using military tuition assistance (TA), and you are unable to have TA approved in time for your payment deadline, inquire about a payment deferment at, DST-Military@alamo.edu

- TA does not pay for fees; check for any unpaid balance in ACES, MyPage.

- Payment plans are also available for a fee. [Payment Plans](http://Payment Plans)

### Military Support Services Team
- For fastest service, email dst-military@alamo.edu

<table>
<thead>
<tr>
<th>Representative</th>
<th>Phone</th>
<th>Webpage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Sam Students</td>
<td>Ms. Allison Joubert (210) 486-2004</td>
<td>Alamo.edu/fortsam</td>
</tr>
<tr>
<td>Lackland Students</td>
<td>Mr. Javier Barron (210) 486-7224</td>
<td>Alamo.edu/lackland</td>
</tr>
<tr>
<td>Randolph Students</td>
<td>Ms. Cynthia Jaime (210) 486-2901</td>
<td>Alamo.edu/randolph</td>
</tr>
<tr>
<td>General Information</td>
<td>Ms. Sarai Duran  (210) 486-2001</td>
<td>Alamo.edu/military</td>
</tr>
</tbody>
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**Hours:** Monday – Friday; 0800 – 1700

**Closed for Spring Break:** March 6-14, 2021