



ALAMO  
COLLEGES  
DISTRICT

St. Philip's College

Military Support Services

# COURSE REGISTRATION REQUEST

This form is for requesting registration in **JBSA Lackland, JBSA Randolph** or, **Reserved- Mil/Vet/Dependents**, courses.

<b>Name:</b>	<b>Student ID #:</b>
<b>ACES Student Email Address*:</b>	<b>Phone Number:</b>

\*Only Military email address can be used as an alternate, no exceptions

- This form is **not for Ft. Sam Houston** courses
- Students are registered for installation courses in the order listed below. Registration is contingent upon course availability on the registration date that applies. To view installation registration dates go to the course listing in the online schedule, <http://myspccatalog.alamo.edu/>
- Students will be contacted prior to registration by **phone** and/or **ACES student email**. Please monitor your ACES student email account.
- Email registration request and consent form (if applicable), to [DST-MILITARY@alamo.edu](mailto:DST-MILITARY@alamo.edu)

Select the Group below which best describes you:

- Group 1  **Active Duty, National Guard or Reserve Member**
- Group 2  **Federally Funded DoD Civilian Employee** (receiving DoD tuition assistance)
- Group 3  **Eligible Dependent Family Member of a Service Member/DoD Civilian Employee** (non-funded)
- Group 4  **Military Retiree** (Dependent Family Member of Retiree, see below)
- Group 5  **Veteran\***,  **Dependent Family Member of Military Retiree**, or  **None of the above (Civilian\*)**

\*The attached Consent Form is required if you do not have access to the JBSA installation where your course is offered.

Registration for installation courses conforms to the priority registration order set by the Department of Defense

## Course 1

**All Sections Must be Filled In**

<b>Select Term:</b> (Check one)	<b>Select Location:</b> (Check one)
<input type="checkbox"/> Fall Flex I <input type="checkbox"/> Spring Flex I <input type="checkbox"/> Summer I <input type="checkbox"/> Fall Flex II <input type="checkbox"/> Spring Flex II <input type="checkbox"/> Summer II <input type="checkbox"/> Fall 16 wk <input type="checkbox"/> Spring 16 wk <input type="checkbox"/> Fall/Spring 12 wk	<input type="checkbox"/> JBSA Lackland <input type="checkbox"/> JBSA Randolph <input type="checkbox"/> Reserved Mil/Vet/Dependents- <b>SPC Main Campus</b> <input type="checkbox"/> Reserved Mil/Vet/Dependents- <b>Online</b>
<b>Course Name &amp; Number</b> (Example: BIOL2401)	<b>Enter Course CRN</b> (5 digit course identifier found in class schedule)

## Course 2

**All Sections Must be Filled In**

<b>Select Term:</b> (Check one)	<b>Select Location:</b> (Check one)
<input type="checkbox"/> Fall Flex I <input type="checkbox"/> Spring Flex I <input type="checkbox"/> Summer I <input type="checkbox"/> Fall Flex II <input type="checkbox"/> Spring Flex II <input type="checkbox"/> Summer II <input type="checkbox"/> Fall 16 wk <input type="checkbox"/> Spring 16 wk <input type="checkbox"/> Fall/Spring 12 wk	<input type="checkbox"/> JBSA Lackland <input type="checkbox"/> JBSA Randolph <input type="checkbox"/> Reserved Mil/Vet/Dependents- <b>SPC Main Campus</b> <input type="checkbox"/> Reserved Mil/Vet/Dependents- <b>Online</b>
<b>Course Name &amp; Number</b> (Example: BIOL2401)	<b>Enter Course CRN</b> (5 digit course identifier found in class schedule)

For MSS Office Use Only

Date/Time Received \_\_\_\_\_  
Date Registered & Notified student \_\_\_\_\_

Emailed student request received \_\_\_\_\_  
Notes \_\_\_\_\_



# ALAMO COLLEGES DISTRICT

## Consent for Release of Personal Information (JBSA Lackland & Randolph)

I understand, to comply with Federal Military Installation requirements, Alamo Community College District requires my written consent to release to the military my otherwise confidential personal identifying information before I can enter Federal Military Installation property. I also understand I have the right not to allow the release of my personal identifying information, but if I withhold permission I cannot attend classes scheduled to meet on a Federal installation.

I understand military security intends to use my full legal name, birth date, driver license number and state of issue to conduct a wants and warrants (criminal) background check on me. I therefore give my permission to Alamo Community College District to release my full legal name, date of birth, driver license number and state of issue to conduct a criminal background check on me for the purpose of clearing me to enter Federal Military Installation property. Students attempting to enter the installation who are found to have outstanding warrants may be detained by authorities.

I understand military security has sole discretion to allow access to the installation and if access is denied, I will be withdrawn from any course(s) held at the installation. I understand this authorization is **only for the semester indicated** below. If I decide to revoke this authorization, I must contact the Alamo Colleges Representative at the installation(s) where I have been attending courses (contact information below).

Only students **currently registered for installation courses** will be sponsored onto military installations.

A confirmation email with further instructions will be sent to your Alamo Colleges email account upon receipt of your form.

*All fields are REQUIRED. Forms with missing information will not be processed. Please print clearly.*

Legal Name (Last, First, Middle)		Alamo Colleges STUDENT ID Number
Telephone Number	Alamo Colleges Student Email Address <u>@student.alamo.edu</u>	
Driver License/State ID Number	State of Issue	Date of Birth (MM/DD/YYYY)
Student Signature (Hand signed or digitally encrypted only)		Today's Date (MM/DD/YYYY)
Installation (RAFB or LAFB)	Semester (Ex: Spring Flex I)	Registered Installation Courses (Examples: ENGL1301, BIOL2402)

### INSTRUCTIONS:

1. SCAN the document and attach to an email addressed to [DST-Military@alamo.edu](mailto:DST-Military@alamo.edu). In the email subject line, enter either, "JBSA LACKLAND" or "JBSA RANDOLPH" (this form is not for Ft. Sam Houston)
2. You will receive a receipt confirmation email. Monitor your ACES student email account. An important email will arrive approximately 1-2 weeks before the start of the term. The email will contain information about obtaining your base pass.

For questions regarding this form or obtaining access, contact:  
JBSA LACKLAND: (210) 486-7224      JBSA RANDOLPH: (210) 486-2901