

Spring 2017 Lunch and Learn Program

In Collaboration with San Antonio College



Take public administration courses on your lunch hour through the City's Lunch and Learn Program! Courses can lead to an associate's degree in public administration.

Attend the information session on November 10th from 11 a.m. to 1 p.m. – Café College 131 El Paso Street

Registration

1. **Register in person at San Antonio College or online.** Current and new students can complete the Online Admissions Application at www.applytexas.org. Computers are available on campus in the Office of Admissions and Records (FAC 216).

Register online at www.alamo.edu/sac. Follow the directions in the class schedule available online. **The deadline to register for this class is January 6.**

For registration assistance, contact Sylvia DeLeon with the Public Administration Program at 486-0192 or by email at sdeleon@alamo.edu or Jackie Hernandez at 486-1409 or by email at jhernandez2@alamo.edu.

2. **Submit official transcripts** from all colleges you have attended or an official high school or G.E.D. transcript if you are a first-time college student. Official transcripts should be submitted from the issuing institution in a sealed envelope or electronically to a counselor at San Antonio College.
3. **If you are a first-time college student, you must take the required assessment: TSI Exam & THEA.** A picture I.D. is required for testing. The approximate cost is \$35 and must be paid by check or cash at the time of assessment. Call 486-0444 for a testing schedule or visit www.alamo.edu/sac/testing-center/.
4. **Meet with a college counselor.** For more information, call 486-0334.
5. **Pay tuition and fees online or at the San Antonio College campus at the Business Office (the FAC building room 201).** For payment deadlines, refer to the class schedule available online or on campus.

Tuition Assistance

Full-time employees are eligible for the City's Tuition Assistance Program. Refer to the Administrative Directive 4.77, Tuition Assistance, for information and visit the FormsNet section of the *COSAWeb* for the Tuition Assistance Application.

The Tuition Assistance Program reimburses tuition in accordance with grades and current public institution rates for junior college courses. **Estimated In-District tuition and fees for the class are \$550.00.**

The Alamo Community College District is an Equal Opportunity Employer. For any special accommodation issues or

Spring 2017 Class Information

Management
and Labor
Relations

This course explores the management and labor relations system in the Public Sector.

**Class meets every
Tuesday and Thursday
from 12 noon to 1 p.m. at
the Bazan Library
2200 W. Commerce**

**Register at
San Antonio College
1300 San Pedro Ave.
or online at
www.alamo.edu/sac**

**Call 486-0192 or
486-1409 for
questions and
for more information**