

Palo Alto College  
College Procedure

Procedure Number: S 4.0  
Procedure Title: College Admissions  
Relevant Board Policy: F.1.1 Equal Educational Opportunities  
[F.2.1 Student Enrollment Requirements](#)  
Originating Unit: Office of Admissions & Records  
Maintenance Unit: Vice President Student Affairs

- Purpose: To delineate requirements for prospective students seeking admissions to the College. It is the policy of Palo Alto College to admit students without regard to race, color, age, gender, religion, national origin, or disability.
- Procedure Statement: Admissions Requirements for:  
**FTIC, Transfer and Returning Students**
  - A. Palo Alto College Admissions Website: <http://www.alamo.edu/pac/start/>
  1. **Apply for Admissions:** Submit admissions application online using:  
[www.applytexas.org](http://www.applytexas.org)
  2. **Submit Official Transcripts:** Turn in all official transcripts and documents to Admissions and Records in the Palomino Center (PC) Room 117
  3. **Bacterial Meningitis Vaccination:** All entering students must show evidence of Bacterial Meningitis vaccination if they are under the age of 22
  4. **Complete Alamo Enroll Requirements:** Login to ACES <https://alamoaces.alamo.edu>
  5. **Take Assessment Test (if applicable):** Please contact Palo Alto College Testing Center for TSI Assessment request information. 210-486-3444
  6. **Complete Refresher Course(s) (if applicable):** Students scoring below college readiness in math, reading and/or writing will be scheduled for a Refresher course(s) if applicable during Post Assessment Advising
  7. **NSO/Advising:** FTIC/Dual Credit students must attend New Student Orientation (NSO) and Advising. Students transferring or returning to Palo Alto College from a previous college or university and former Palo Alto College students who have not attended for more than one year will need to attend an Advising sessions. Please go to the Welcome Center in the Palomino Center (PC) Room 103 for an appointment or call 210-486-3100. Registration is complete at the time of NSO and Advising.

Issued: July 5, 2000

Approved: (signed: Enrique Solis)  
President

Revised: November 12, 2010

Office of Enrollment Services  
Admissions and Records

Revised: April 19, 2016

Approved (signed: Dr. Mike Flores)  
President