

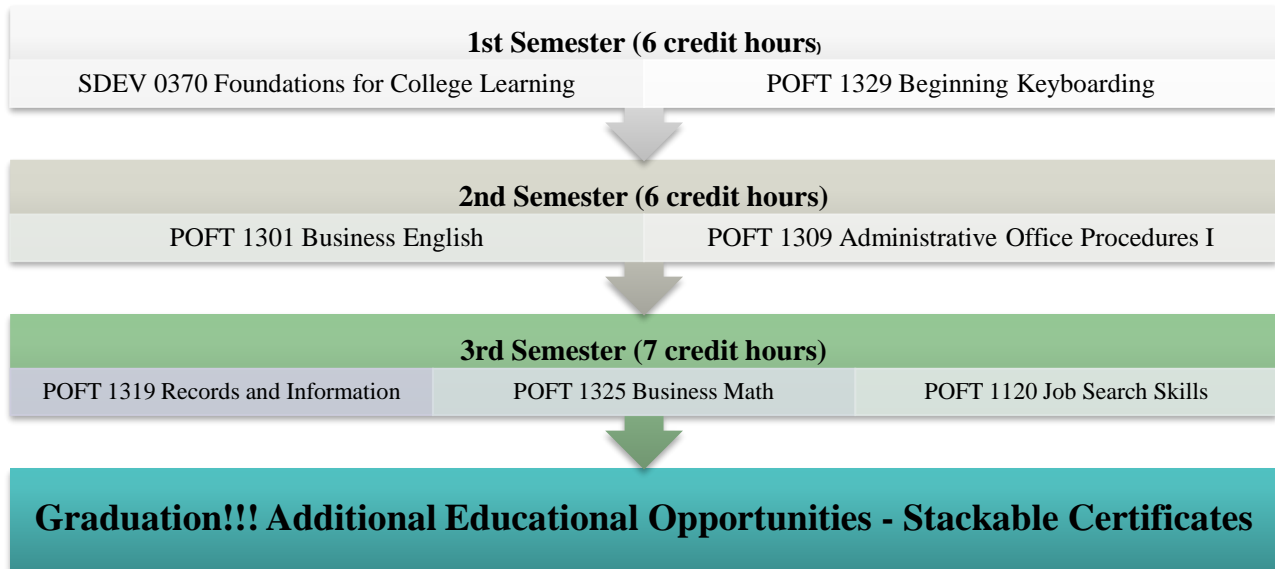


**PALO ALTO COLLEGE
PROJECT ACCESS**

Project Access is a unique program offered to individuals with documented intellectual disabilities. It is designed to support the student to access postsecondary education developing skills for gainful employment. Curriculum completion is dependent on the student's ability to complete the courses in a semester.



General Office Level 1 Certificate – 3 Semesters



The General Office Certificate is the first level of training for working in the Administrative Support field, and can lead to an Associate of Applied Science degree in Administrative Assistant. The program prepares the students to gain comprehensive skills and assume responsibilities in the workplace. Students will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities.



This is a cohort based program with a limited number of seats available per semester. All applications will be reviewed, ranked, and the selected number of qualified applicants will be accepted into the program. **Recruiting for Fall 2018 will begin in April 2018. To hear more about the program, you can attend the Open House, Tuesday, April 17, 2018, 6:00-7:30 pm, Palo Alto College Ozuna Legacy Room 101. RSVP to 210-486-3020. Light refreshments will be served.**

For further questions, call (210) 486-3020 and ask for Cindy Morgan, Sr. Coordinator of Disability Support Services.

Steps to Apply:

1. Submit application at <http://www.applytexas.org>.
2. After creating an account, select 2-year institution then **Alamo Colleges - Palo Alto College**
3. Select AlamoINSTITUTE on the application (Question #4) – select **Business & Entrepreneurship (General Office)**.
4. Complete and submit your “Application”. Once application is submitted, processing takes approximately 5-7 business days.
5. After the application processing period, activate your **ACES** account at <https://alamoaces.alamo.edu/>.
6. Once in ACES select **START HERE** and begin reviewing and completing the AlamoENROLL modules (Go FAARR Module, Test Prep Module). These modules offer students valuable strategies for entering college and being successful on the Texas Success Initiative (TSI) Assessment.

Other Requirements:

1. **TRANSCRIPTS:** Submit any high school and/or college transcripts. Official transcripts can be mailed or hand delivered to the Office of Admissions at Palo Alto College, 1400 W. Villaret, San Antonio, TX 78224.
2. **BACTERIAL MENINGITIS:** Texas law requires incoming college students under age 22 to be immunized against bacterial meningitis. If applicable, hand deliver proof of Bacterial Meningitis immunization to the Welcome Center located in the Palomino Center on the PAC Campus.
3. **TSI Assessment:** Students are required to take the TSI Assessment for diagnostic purposes. The fee is \$32.00 and covers reading, writing, and math. More information on the Assessment: <http://www.alamo.edu/pac/testing-center/accuplacer/>
4. Students must pay for the TSI Assessment before scheduling the test. Pay at https://secure.touchnet.com/C20015_ustores/web/index.jsp
 - a. Select Alamo Colleges Test Center
 - b. Select Palo Alto College
 - c. Select PAC – TSI Test “add to cart”; Quantity: 1
 - d. Select Test: Full Exam
 - e. Once TSI has been paid, call (210) 486-3444 to schedule an appointment.
5. **FINANCIAL AID:** Apply at <https://fafsa.ed.gov> (optional but highly recommended)

PAC Disability Support Services

In compliance with Section 504 of the Rehabilitation Act of 1973, PAC is committed to ensuring that all programs, services, and facilities are accessible to and provide equal opportunities for education to all students. The DSS Office coordinates accommodations for PAC students with permanent and temporary disabilities as defined by the Americans with Disabilities Act (ADA) of 1990. Students who meet the guideline criteria are encouraged to establish accommodations through the DSS Office.

ADA Accommodations

Accommodations to students may include, but not limited to: peer volunteer note-taking, extended test time, alternative test-taking location, readers, scribes, Oral or ASL interpreter services, adaptive equipment, assistive technology, tape recorders for classroom use, alternate format reading material, and/or in-class accommodations.

Disability Accommodation

Disability accommodation benefits eligible students an equal access to education in order to succeed in college by eliminating barriers that ensure students with disabilities have access to information that is provided to other similarly-situated students without disabilities, regardless of whether they need it to perform their assignments.