

Registering for Courses Outside Your Home College?

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When you register for a course at another Alamo Colleges District college outside your Home College, it is considered a “Guest School” enrollment.

Example: My home college is St. Philip’s College (SPC –where I’m degree seeking)

I registered for Fall courses at the Alamo Colleges District at:

1. St. Philip’s College (SPC –Home College)
2. San Antonio College (SAC –Guest School)
3. Northwest Vista College (NVC –Guest School)

Therefore:

1. I must create a **manual TAR in ArmyIgnitED for both SAC courses & NVC courses** (Guest Schools)
2. I must ensure a letter is uploaded by my Home College (SPC) proving SAC and NVC courses will count toward my degree

Army Guidance -Soldiers Taking Courses at a Guest School

When a Soldier enrolls at a guest school, the Soldier needs to create a Manual Tuition Assistance Request (TAR) form. The guidance for creating a Manual TAR can be found in the How to Guide titled, "**TA Student - Create Education Paths and Tuition Assistance Requests.pdf**," which Soldiers can find in ArmyIgnitED through **Support > Training Materials > “Students/Soldiers-Credential Assistance & Tuition Assistance” category > How to Guides**.

Once the Soldier creates the Manual TAR, it will then go to an Army Education Counselor for review. Neither the Home School nor the guest school will upload a course enrollment for a Soldier creating a Manual TAR. The TAR will serve as the enrollment file, but this only applies to courses with a **future start date**. For ETP courses that have a past start date, the guest school would need to upload the course the Soldier enrolled at the guest school thru a .csv Course Enrollment upload file.

The Home School must upload a letter to the Soldier's ArmyIgnitED record **verifying that the class the Soldier is taking at the guest school will fulfill a degree requirement**. This will help the Army Education Counselor expedite the approval of the Manual TAR.