1. Register online for classes and pay the appropriate fees. You will receive an email from Admissions & Records approximately two weeks prior to the start of the class listing steps to receive your pass.

2. **On the first day of class**, go to the VAFB Visitor Center to have your VAFB ID processed. Visitor Center hours are 6 a.m. - 6 p.m. Allow at least 30 minutes for the pass to be processed. Identify yourself as an Allan Hancock College student. You will be asked to present your:
   a. driver’s license
   b. vehicle registration
   c. proof of automobile insurance

3. You will be issued a pass that is valid on the days of your classes. If you drop the class, you must surrender your pass to VAFB Center personnel.

**Failure to complete these steps may result in being denied entrance to VAFB, thus missing one or more classes.**