



Guidebook

Academic Departments

Allied Health and Kinesiology 210-486-1502

CHAIR Cheryl Startzell NAHC 134 210-486-1538

Program	Coordinator	Room	Phone
Dental Assisting	Carmen Santiago	NAHC 134G	210-486-1669
EMS Academy	Jeff Bailey	NAHC 134L	210-486-1536
Kinesiology	Brad Dudney	CPEC 131B	210-486-1017
Medical Assisting	Luis Vega-Maldonado	NAHC 134J	210-486-1668
SUPPORT STAFF	Michelle Alejos	CPEC 131A	210-486-1020
	Jessica Breeden	NAHC 134A	210-486-1531
	Crystal Ellis	NAHC 134C	210-486-1678

Business and Entrepreneurship 210-486-1414

CHAIR Val Calvert OC 325 210-486-0190

Program	Coordinator	Room	Phone
Accounting	Elizabeth Haan	NTC 314	210-486-0532
Admin Comp Tech	Elizabeth Haan	NTC 314	210-486-0532
Business Admin	Susan Blizzard	OC 345	210-486-0189
Business Mgmt	Charles Hunt	OC 335	210-486-0197
Bank/Finance Svcs	Mahmud Yusuf	OC 333	210-486-0195
Economics	Bruce Norton	OC 339/317	210-486-0430
Paralegal Studies	Tandy Schoolcraft	NTC 203	210-486-1067
Real Estate	Johnnie Rosenauer	OC 351	210-486-1665
SUPPORT STAFF	Jackie Hernandez	OC 325A	210-486-1409
	Sarah Sparrow	NTC 313	210-486-0531

Communication Design, CIS, Music Business and RTB

210-486-1050

CHAIR Troy Touchette NTC 229 210-486-1072

Program	Coordinator	Room	Phone
Comm Design	Joel Knocke	LRTF 112	210-486-1037
CIS	Kim Muschalek	NTC 221	210-486-1059
ITSA/Cyber Security	Mike Matuszek	NTC 215A	210-486-1066
Music Business	Donnie Meals	LRTF 116	210-486-1380
Radio-TV-Broadcast	Markene Bennett	LRTF 114	210-486-1363
SUPPORT STAFF	Laura Garcia	NTC 229C	210-486-1051
	Judy Kabo	LRTF 110	210-486-1361
	Ruben Lopez	NTC 229	210-486-1054

English, Education, Humanities and Journalism

210-486-0649

CHAIR Mike Burton GH 123 210-486-0660

Program	Coordinator	Room	Phone
EDUC 1301 & 2301	Ann Weesner	MCCH 132B	210-486-1280
English	Garry Partridge	MCCH 132A	210-486-0680
Humanities	Jane Focht-Hansen	GH 202	210-486-1436
INRW	Juanita Lawhn	GH 229A	210-486-1615
Journalism-Photo	Marianne Odom	LSC 204	210-486-1786
SUPPORT STAFF	Mandy Derfler	LSC 204	210-486-1767
	Claudia Flores	GH 123	210-486-0682
	Paul Sanchez	GH 123	210-486-0688

Fine Arts 210-486-0255

CHAIR Jeff Hunt MCFA 105 210-486-0487

Program	Coordinator	Room	Phone
Art	Rebecca Dietz	VAC 222G	210-486-1046
Dance	George Ann Simpson	CPEC 131J	210-486-1021
Music	Andrew Gignac	MCFA 102D	210-486-0269
Speech	Ashley Click	MCFA 209	210-486-0481
Theater	Paula Rodriguez	MCFA 129B	210-486-0492
SUPPORT STAFF	Tara Martin	MCFA 105	210-486-0258
	Alejandra Vicencio	MCFA 105	210-486-0256

Languages at SAC 210-486-1106

CHAIR Lauri Metcalf NTC 114 210-486-1113

Program	Coordinator	Room	Phone
ASL	Tom Cox	NTC 109D	210-486-1115
Deaf-HoH Svcs	Jo Hilton	NTC 109G	210-486-1110
ESL	Anna Budzinski	OC 134	210-486-0971
World Language	Marta Montemayor	OC 133	210-486-0969
International Studies	Tom Farias	OC 240	210-486-0975
SUPPORT STAFF	Yolanda Casteneda	OC 119	210-486-1421
	Thelma Dominguez	NTC 114	210-486-1466
	Rosa Lucio	NTC 114	210-486-1112
	Maricela Ramon	OC 119	210-486-1721

Mathematics, Architecture, Physics and Engineering (MAPE) 210-486-0270

CHAIR Said Fariabi MCCH 221 210-486-0289

Program	Coordinator	Room	Phone
Architecture	Dwayne Bohuslav	CAC 263	210-486-0079
Engineering	Dan Dimitriu	CAC 208	210-486-1309
Mathematics	Paula McKenna	MCCH 221D	210-486-0304
Physics	Jerry O'Connor	CAC 145B	210-486-1310
SUPPORT STAFF	Patricia Gonzalez	MCCH 221	210-486-0276
	Bly Korseau	CAC 208	210-486-1301
	Rosie Lerma	CAC 145	210-486-1098
	Cynthia Morton	MCCH 221	210-486-0314

Mexican American Studies, Early Childhood Studies, Sociology, Social Work & History (MESSH) 210-486-0500

CHAIR Ellen Marshall ECSB 205 210-486-0516

Program	Coordinator	Room	Phone
Early Childhood	Terri Sinclair	ECSB 218	210-486-0521
History	Thomas Clarkin	CAC 303	210-486-1714
Mex-Am Studies	Lisa Ramos	CAC 100	210-486-0761
Social Work	Lisa Black	CAC 323	210-486-0347
Sociology	Beatrix Perez	MLC 614	210-486-1327
SUPPORT STAFF	Beatrice Canales	ECSB 206	210-486-0526
	Denise DeLaRosa	CAC 303D	210-486-1695
	MAS Support	CAC 100	210-486-0763
	Cynthia Munoz	MLC 617	210-486-1332

Academic Departments

Advising Institutes

Natural Sciences 210-486-0840

CHAIR Teanna Staggs CAC 345A 210-486-0856

Program	Coordinator	Room	Phone
Anthropology	Dan Hansen	CAC 345	210-486-0845
Astronomy/Earth Sci	Dan Hansen	CAC 345	210-486-0845
Biology	Dan Hansen	CAC 345	210-486-0845
Chemistry	John Paparelli	CG 207	210-486-0056
SUPPORT STAFF	Corina Canizales-Boester	CAC 345	210-486-0858
	Debbie Dye	CG 207	210-486-0045

Protective Services 210-486-1692

CHAIR Martin Davila CAC 136 210-486-0082

Program	Coordinator	Room	Phone
Emergency Mgmt	Pauline Kline	CAC 136	210-486-1691
Fire Academy	Daniel Reese	FRA 012	210-486-0097
Fire Science	Martin Davila	CAC 136	210-486-0082
Law Enforcement	Frank Francis	FRA 011	210-486-1337
Mortuary Science	Jose Luis Moreno	NTC 238A	210-486-1140
SUPPORT STAFF	Marcie Castaneda	CAC 136	210-486-1692
	Michelle Contreras	CAC 136	210-486-1336
	Diamond Cuellar	CAC 136	210-486-1692
	Cynthia Escatel	NTC 238	210-486-1137
	Angie Munoz	FRA 011	210-486-0086

Psychology, Philosophy, Student Development and EDUC 1300 210-486-1253

CHAIR Thomas Billimek MLC 616 210-486-1266

Program	Coordinator	Room	Phone
Philosophy	John Visintainer	OC 232	210-486-0252
Psychology	Melissa Sutherland-Hunt	MLC 615	210-486-0397
SDev and EDUC	Julie Engel1300	CAE 101	210-486-0340
SUPPORT STAFF	Linda Bates	MLC 617	210-486-1264
	Marina Villanueva	CAE 101	210-486-0151

Public Policy and Service 210-486-1312

INTERIM CHAIR Oscar Ruis CAC 238B 210-486-0196

Program	Coordinator	Room	Phone
Court Reporting	Patricia Woodward	NTC 313A	210-486-0544
Criminal Justice	Oscar Ruiz	CAC 216	210-486-0196
Human Services	Suzanne Davis-Thomas	NTC 329	210-486-0973
Political Science	Christy Woodard-Kaupert	CAC 238	210-486-1008
Public Admin	Sylvia DeLeon	OC 325	210-486-0192
SUPPORT STAFF	Isela Argenal	CAC 223	210-486-1313
	Holly Matthews	NTC 323	210-486-1267

- ✦ Students can find their assigned advisor in ACES under the My Page tab or in Alamo GPS.
- ✦ Advisors will contact students through ACES email.
- ✦ Students will need their Banner ID.
- ✦ Students should write down the scheduled time and date to meet with their advisor
- ✦ Students should meet with their assigned advisor at least once a semester.

Creative & Communication Arts Institute 210-486-0333

MLC 1st Floor

TEAM LEAD Letty Adams ladams63@alamo.edu

Stephanie Burton	sburton23@alamo.edu
Phillip Casarez	pcasarez14@alamo.edu
Bonnie Clauss	bclauss1@alamo.edu
Jennifer Correa	lcorrea1@alamo.edu
Norma Ramirez	nramirez28@alamo.edu
Mary Segovia	msegovia@alamo.edu

Health and Biosciences Institute 210-486-1406

NAHC 109

TEAM LEAD Maria Rogers mrogers3@alamo.edu

Antonio Contreras	acontreras@alamo.edu
Bonita Deleon	bdeleon25@alamo.edu
Mia Gallegos	mlozano162@alamo.edu
Eren Martinez	ecalderon14@alamo.edu
Debbie Patton	dpatton7@alamo.edu

Science & Technology (STEM) Institute 210-486-0768

MLC 1st floor

TEAM LEAD Amy Gomez agomez201@alamo.edu

Denice Braziel	dbraziel@alamo.edu
Claudia Calvario	ccalvario@alamo.edu
Javier Vargas	jvargas@alamo.edu

Business & Public Services Institute 210-486-0328

NTC 324b

TEAM LEAD Daniel Barreto dbarretoalderr@alamo.edu

Leo Fernadez	lfernandez@alamo.edu
Sabrina Macal-Polasek	smacal@alamo.edu
Sara Pasement	spasement@alamo.edu
Sandy Pricer	spricer@alamo.edu
Valente Revelez	vrevelez@alamo.edu

disABILITY Support Services 210-486-0020

MLC 1st floor

Sheyla Gonzalez sgonzalez551@alamo.edu

Empowerment Center 210-486-0455

703 Howard St.

TEAM LEAD Melissa Flores-Valencia mflores284@alamo.edu

Bertha Castellanos	bcastellanos6@alamo.edu
Elissa Gutierrez	egutierrez118@alamo.edu
Maria Jimenez	mjimenez47@alamo.edu

Honors Academy 210-486-1100

CAC

Casey Tamez ctamez8@alamo.edu

Transfer and Career Center (TRAC) 210-486-1500

MLC 1st floor

Mary Dayton mdayton4@alamo.edu

TRIO STEM Student Support Services 210-486-1705

OC 227

Anthony Suriname asuriname@alamo.edu

TRIO Veterans Support Services 210-486-1418

OC 227

Erica Alvarez ealvarez32@alamo.edu

Student Support Offices

Admissions and Records 210-486-0200
FAC 216 www.alamo.edu/sac/admissions
DIRECTOR Martin Ortega jortega@alamo.edu

Advising Services 210-486-0334
MLC 1st floor www.alamo.edu/sac/advising
DIRECTOR Christina Horton horton17@alamo.edu

Assessment & Testing Center 210-486-0444
FAC 112 www.alamo.edu/sac/assessment-center
ASSISTANT DIRECTOR Oscar San Miguel osan@alamo.edu

Bursars Office 210-486-0201
FAC 201
ASSISTANT BURSAR Michelle Gable mgable2@alamo.edu

Counseling Services 210-486-1620
CAC 323 www.alamo.edu/sac/pc
INTERIM Lisa Black lblack13@alamo.edu

disABILITY Support Services (DSS) 210-486-0020
MLC 1st Floor www.alamo.edu/sac/disability-support-services
DIRECTOR Jennifer Alvizo jalvizo2@alamo.edu

Empowerment Center 210-486-0455
703 Howard St. www.alamo.edu/sac/swans
For women and non-traditional students. Academic advising and skills development, career counseling, emergency transportation and textbook assistance, childcare referrals, parenting support programs, workshops, educational re-entry services, community resource referrals, scholarship resources, employability skills development, GED services, outreach conferences
Helen Vera mvera@alamo.edu

Financial Aid 210-212-5266
FAC 101 www.alamo.edu/district/financial-aid
ASSOCIATE DIRECTOR Rose Carreon-Munoz dst-sfa@alamo.edu

Information Center 210-486-0645
FAC 200
Apply Texas application, AlamoENROLL process, submit transcript and Bacterial Meningitis, online registration and bill payment

International Student Services 210-486-0116
OC 225
For current and prospective F-1 visa students and other non-immigrant visa holders.
Patrice Ballard pballard4@alamo.edu

Scholarships (Alamo Colleges Foundation) 210-486-0963
MLC 207 (temp) www.alamo.edu/sac/scholarships
Irene Fuentes ifuentes2@alamo.edu

Student Development 210-486-0370
CAE 124
Emma Mendiola emendiola@alamo.edu

Student Life 210-486-0125
LSC 260 www.alamo.edu/sac/studentlife
INTERIM DIRECTOR Mark Bigelow mbigelow2@alamo.edu

Transfer and Career Center (TRAC) 210-486-1500
MLC 1st floor www.alamo.edu/sac/TRAC
Advising, fairs and workshops for career services (career exploration, resume-building, interview techniques, career workshops) and transfer services (connect with university representatives, admissions application assistance, transfer degree plans & scholarships)
Mary Dayton mdayton4@alamo.edu

Veteran's Affairs 210-486-0111
MLC 1st floor (temp) www.alamo.edu/sac/veteransaffairs
Jennifer Alvizo jalvizo2@alamo.edu

Welcome Center - Enrollment 210-486-0040
1533 N. Main www.alamo.edu/sac/duranwelcomecenter
Apply Texas application, AlamoENROLL process, submit transcript and Bacterial Meningitis, online registration and bill payment
DIRECTOR Chaye Pena apena259@alamo.edu

Student Support Resources

Bae B Safe/C-PREP Program 210-486-0140
CEA #19 D402 www.facebook.com/hftxBAEBSAFE
Lucy Gauna lgauna5@alamo.edu

Civic Engagement & Student Learning 210-486-0137
CEA #19 D403 www.alamo.edu/sac/student-life/civic-engagement
Student involvement in the community.
COORDINATOR Joseph Liedecke jliedecke@alamo.edu

Early Childhood Center 210-486-0500
ECSB 100 www.alamo.edu/sac/early-childhood-center
Ellen Marshall emarshall@alamo.edu

Hazlo 210-486-1262
Robyn Stassen rstassen@alamo.edu

Health Promotions 210-486-0127
CAC 323 www.alamo.edu/sac/student-life
Mary Dayton mdayton4@alamo.edu

Honors Academy 210-486-1100
CAC 122 www.alamo.edu/sac/honors-academy
Limited services; visit website for application process. Available to students with fewer than 15 credits, a minimum GPA of 3.25 and placement scores of 351/reading, 364/writing and 4/essay. Faculty mentors, access to Honors Academy Center, early registration, workshops, Professor-lead study sessions, tutoring from peer mentors, field trips, guest speakers
Mona Aldana-Ramirez maldana-ramirez@alamo.edu

Educational and informational resources and events Library (Reference Desk) 210-486-0554
MLC 2nd floor www.alamo.edu/sac/library
DIRECTOR Johnathan Wilson jwilson315@alamo.edu

Office of Technology Services Help Desk 210-486-0777
MLC 709
DIRECTOR Usha Venkat uvenkat@alamo.edu

TRIO STEM Student Support Services 210-486-1705
OC 227 www.alamo.edu/sac/trio-vss
Limited services; visit website for application process. 120 STEM and health science majors. Individualized, career and academic guidance; tutoring; academic and financial coaching; workshops; scholarships and grants, cultural events, peer mentoring and campus connections

TRIO Veterans Student Support Services 210-486-1418
OC 227 www.alamo.edu/sac/trio-vss
Limited services to a specific population; must be a member. Visit website for application process. 120 veteran students. Tutoring, peer mentor program, fall summer bridge, advising and counseling, academic workshops and access to computer lab
DeWanda Greer dgreer13@alamo.edu

SAC Cares 210-486-0926
NAHC 101 www.alamo.edu/sac/SACCARES
Academic and non-academic grievances, Haven training, non-academic misconduct, SOBI, student petitions, Title IX
Jacob Aiden Martinez jmartinez932@alamo.edu

Student Advocacy Center 210-486-1003
CAC 323 www.alamo.edu/sac/advocacy
Book voucher program, case management services, food and clothing pantry. Monday-Thursday 8 a.m.-7 p.m., Friday 8 a.m.-5 p.m. and the first Saturday of the month 9 a.m.-1 p.m.
COORDINATOR Lisa Black lblack13@alamo.edu

Student ID Center 210-486-0015
FAC 202
First ID free after paying tuition. Replacement \$10.
DIRECTOR Martin Ortega jortega@alamo.edu

Accessing ACES

- ✦ Go to www.alamoaces.alamo.edu
- ✦ Enter Alamo colleges ID (user name) and password. Click the "How do I get a user name and password?" if necessary.
- ✦ Click login
- ✦ Select student tab

How to register

- ✦ Log in to ACES
- ✦ Select student tab
- ✦ Select web services
- ✦ Select student and financial aid
- ✦ Select registration
- ✦ Select add or drop classes
- ✦ Select term and press submit
- ✦ Select class search
- ✦ Search by college. Select subject, location, course number, time and/or day. Press class search
- ✦ Select course by checking the box next to the course
- ✦ Scroll down and register
- ✦ Repeat steps 7-11 to add more classes

To drop classes prior to the start of the term: Click the drop-down menu beside the course and select web dropper prior to term. Select submit changes and the course will be removed.

View and pay

- ✦ Log in to ACES
- ✦ Select student tab
- ✦ Select web services
- ✦ Select student and financial aid
- ✦ Select student account
- ✦ To view account balance, select account summary
- ✦ To pay, select make a payment
- ✦ Select virtual business office (online payments), redirect to secure Touchnet payment website
- ✦ On the Touchnet payment website, select make a payment
- ✦ To sign up for an installment plan, select the payment plan tab

View financial aid status

- ✦ Log into ACES
- ✦ Select student tab
- ✦ Select web services
- ✦ Select student and financial aid
- ✦ Select financial aid

This will provide the following information:

- ✦ General financial information
- ✦ Financial Aid status
- ✦ Eligibility: Student requirements, messages, holds, and academic progress
- ✦ Award: Account summary by term, award for aid year, award payment schedule, award history, withdrawal information.

If awarded aid prior to the payment due date, tuition will be paid 10 days before the first day of class.

Campus Safety

Emergency 210-485-0911
Non-Emergency 210-485-0099

Alamo Colleges District Police Department (ACPD) officers operate under the Texas Education Code Title 51 and are certified police officers.

Personal Safety

- ✦ Travel in a group when possible. ✦ Use the call boxes.
- ✦ Carry a cell phone, but do not be preoccupied with it.
- ✦ Stay aware of surroundings. ✦ Report suspicious activity.
- ✦ Park in a well-lit lot and have keys ready.
- ✦ Keep belongings with you. ✦ Secure vehicle windows and doors.
- ✦ Hide property left in vehicle. ✦ Mark books for identification.

Parking and Transportation

- ✦ No student parking decals issued or required. Parking is open in any student lot.
- ✦ Campus Access Fee includes parking and VIA bus pass.
- ✦ Semester bus pass stickers are at the business office, FAC 201

SAC is a smoke-free campus

- ✦ No smoking anywhere on campus property, including e-cigarettes and vaping.
- ✦ There is a \$15 fine for smoking on campus.

Carry identification on campus

- ✦ Student ID, Texas DL/ID card, or military ID Card

Resource Centers

BioSpot	CAC 350	210-486-0860
Gym Lab/Lounge	CPEC 148	210-486-1010
INRW Word Play	GH 118, 122	210-486-1616
Math Lab	MCCH 121	210-486-0240
Mega Lab	MLC 502	210-486-0160
MESA Center	CAC 204	210-486-0085
SLAC Lab	MLC 707	210-486-0165
Writing Center	GH 203	210-486-1433

Enrollment Checklist

www.alamo.edu/AlamoENROLL 210-21-ALAMO

A comprehensive, step-by-step list of necessary enrollment procedures for incoming college students.

Find a printable version at www.alamo.edu/sac/enrollment.

What is a first-time in college (FTIC) visiting student? A recent high school graduate or other student with less than 15 hours who takes summer courses at SAC, then transfers to a four-year university. A copy of the university admission letter is required to complete the enrollment process.

What is a transient student? Someone who attends a four-year university and comes to San Antonio College only for the summer. After the summer, the student returns to the four-year university.

Glossary

3-Peat: Due to state legislation passed Spring 2005 (HB994, Sec3), the Alamo Colleges District will no longer be reimbursed by the state for courses taken by students who have attempted the same course three or more times, including courses resulting in a grade of "W". The tuition for a 3-peat course is the current out-of-state tuition.

6-drop rule: State law restricting the number of course withdrawals following the census date to six classes during a student's college career.

Academic dishonesty: An allegation that includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Academic dismissal: Status of students who are not allowed to attend class for at least one regular semester. This is a result of students on academic probation failing to meet minimum academic standards prescribed by the Alamo Colleges District.

Academic probation: Applied to students whose grades are below minimum performance standards at the end of a semester. Students will remain on probation until meeting performance standards. Failure to meet standards while on probation for two successive regular semesters results in academic dismissal.

ACES: Alamo Colleges Educations Services is a secure web-based portal providing students, staff and faculty with access to various applications using a single sign-on. Features include access to registration, financial aid information, email, announcements and access to online course materials.

Advising PINs: An automatic hold generated when students reach 15, 30 and 45 credit hours. Once students meet with a Certified Adviser, the hold is lifted.

Appeal: Students request reconsideration or review of a decision affecting financial aid suspension, dismissal, grade change, prerequisite change, disciplinary action, etc.

Associate degree: Granted by two-year colleges and some universities; requires completion of 60 or more semester credit hours.

Bursar: The bursar is the senior financial administrator in a college or school. The bursar's office is the administrative body responsible for billing student tuition accounts.

Certified Advisor: Helps students on their educational path by creating an Individual Success Plan (ISP), exploring degree plans and career pathways, and helping with academic progress, transfer steps to a 4-year institution and financial aid appeals. Student are automatically assigned an advisor, found in ACES or GPS.

Collusion: Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else or allowing someone to do these things for one's own benefit.

Contact hours: The number of hours required to meet each week during a semester for lecture and/or lab. Standard contact hours are three per week, but vary in certain circumstances.

Core curriculum: All courses that satisfy general education core curriculum for a degree. Caution: Courses may differ based upon major, field-of-study, transfer institution or catalog year.

Course rubric and number: All courses are identified by a set of four letters, the rubric, and a four-digit number. The letters indicate which program the course falls under. The first digit indicates freshman (1), sophomore (2) or developmental level (0) courses. The second digit indicates the number of semester credit hours. The last two digits identify the specific course. For example: BUSI 2302 is a business sophomore level, three-credit-hour course. ENGL 0301 is an English

developmental, three-credit-hour course. Developmental classes do not count as credit hours toward a degree, but do factor in to maximum credit hours allowed per semester.

Course Reference Number (CRN): A five-digit number used for registration. Every available course each semester is assigned a different CRN even if it has the same course rubric and number.

Developmental education: Classes in reading, writing and mathematics, designed to help students prepare for successful completion of college-level course work. Developmental classes do not count as credit hours toward a degree.

Disbursement: Amount of financial aid posted to students' accounts as a payment for educational costs. Amount disbursed is contingent upon eligibility requirements and enrollment status.

Faculty Student Mentor: A faculty member who supports, encourages and guides students in a specific academic program with career exploration, goal setting and transfer to a university or preparation for employment. Faculty Mentors work in conjunction with Certified Advisors to support students.

FAFSA: The Free Application for Federal Student Aid is the application students must fill out to apply for any federal student aid program. The FAFSA must be filled out annually at www.fafsa.gov.

Federal Stafford loan: The federal Stafford loan program provides low-interest loans for undergraduate and graduate students. The maximum annual loan amount depends on students' grade level. Fixed interest rates will not exceed 6.8%. Repayment does not begin until six months after borrowers drop to less than haltime enrollment status. Several repayment options are available.

Federal work-study program (FSW): A federal financed program combining employment and college study for students. Employment may be an integral part of the academic program (as in cooperative education or internship) or a means of paying for college.

Final exam: Special course examination given at the end of each term. May contain any or all of the subject material of a course and usually accounts for a large portion of the final grade.

Flex class: Eight-week courses meeting double the amount of contact hours for a standard 16-week semester, but still count for standard credit hours. Flex 1 is the first eight weeks of the semester; Flex II is the second.

Freshman: Students with less than 30 semester hours of college level credit.

Full-time status: Students enrolled in 12 or more credit hours per semester.

Grade-point average (GPA): Students' overall scholastic performance computed by assigning a point value to each grade.

Grievance Policy: A process students may use to resolve conflicts by providing clear and convincing evidence they have been treated unfairly or abusively by faculty or college personnel. Academic Grievance Policy F.4.6 (Policy) Non-academic Grievance Policy and Procedure F.4.7. (Policy) and F.4.7.1 (Procedure)

Haven Hold: An automatic hold generated when students have not completed the online course Haven: Understanding Sexual Assault. Once the course is completed, the hold is automatically lifted in 24 hours. The course is in ACES under the Student Tab under AlamoCARES.

Hold: Result from failure to comply with administrative policies, such as failing to maintain a 2.0 GPA or failing to register for orientation. Registration is delayed until corrected.

Glossary

Intramurals: Opportunity for students to participate in recreational activities and sports encouraging friendly competition, socialization and promoting wellness.

Internet course: Students participate by using the internet for all or part of the coursework. Instructor post a web page containing course information and assignments. Communication between students and instructors occurs by e-mail.

Loan: A loan is a sum of borrowed money that must be repaid with interest to the lender.

Major: An area of concentration in a particular field-of-study. Students usually focus on majors during junior and senior years at a university.

Maymester: Three-week, full-credit-hour courses between spring and first summer session meeting more frequently for longer periods to meet contact hour requirements. Full-time is three to four credit hours.

Plagiarism: The unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Pre-requisite: Specific conditions, requirements, or classes that must be completed before enrolling in a specific course. Prerequisites appear in course description.

Section number: A three-digit decimal number, beginning at .001, placed after the course rubric and number to differentiate each available course when the rubric and number are the same.

Semester: A standard academic term with approximately 16 weeks of instruction in fall and spring, 11 weeks in summer. The college also offers short terms ranging from one to 12 weeks.

Smart start: A success initiative designed to support students and ensure they are ready for class and actively engaged in learning on the first day and throughout the semester.

SOBI: A behavioral awareness and intervention program identifying and providing support and assistance for students who display concerning, disruptive or threatening behaviors. The Strategies of Behavioral Intervention (SOBI) team offers consultation, education and support to faculty, staff and administration in assisting students. The team recommends appropriate intervention strategies and connects students with needed campus and community resources. Submit a Behavior Incident Report anonymously at www.publicdocs.maxient.com/incidentreport.php?AlamoColleges. Call the ethics hotline at 1-866-294-3696 or visit www.ethicspoint.com.

Student Code of Conduct: A disciplinary process fostering a learning environment of thoughtful study and discourse to protect interests of the college's community and challenge those whose behavior is not in accordance with the code. Not intended to discipline.

Syllabus: An overview of assignments and activities in a course; constitutes a contract between students and instructors.

Transcript: A permanent record of courses attempted and grades received. An official transcript includes the college's seal and registrar's signature.

Transfer credits: Number of college credits taken that may be used to meet graduation or degree requirements at a different college.

Transfer plan: An education road map indicating courses needed for successful transfer to a four-year institution. A transfer plan alone may not lead to a degree from one of the Alamo Community Colleges.

Transfer students: Students who transfers from one college or university to another. Credits applied towards the transfer will be

evaluated by the receiving school to determine the number it will accept. Each school sets different policies for transfers. Students should meet with their assigned advisor regularly to plan transfer steps and seek guidance.

Undergraduate: College students earning a bachelor's degree.

Withdrawal: Students may withdraw, or drop, from a course or from the college. Complete the official process to withdraw in ACES. Check the catalog for information on withdrawal instructions, deadlines, refund policies and the possible impact on financial aid and academic standing.

Web advising: Available online or via e-mail for students who have questions or concerns about registration, academic needs and available student support services.

Work-study: Students employed on campus. Students must complete a FAFSA, see Federal Work Study as an award in ACES and enroll in a minimum of six credit hours. Visit www.alamo.edu/district/financial-aid/work-study.

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