



Academic Advising Syllabus Department of Academic Advising

ST. PHILIP'S COLLEGE

OFFICE: Academic Advising, Welcome Center, 100 (MLK) or Academic Advising, Bldg. 1 Room B172 (SWC)

PHONE: 486-2008 (MLK) or 486-7281 (SWC)

OFFICE HOURS: Monday, Tuesday, Thursday 8:00am-5:00pm

Wednesday 8am-7pm Friday 1:00pm-5:00pm

Saturday 9:00 am-1:00 pm (First Saturday of the month only, Except June and July)

Advising Summary

MISSION OF ST. PHILIP'S COLLEGE:

St. Philip's College, founded in 1898, is a comprehensive public community college whose mission is to empower our diverse student population through personal educational growth, ethical decision-making, career readiness, and community leadership. As a Historically Black College and Hispanic Serving Institution, St. Philip's College is a vital facet of the community, responding to the needs of a population rich in ethnic, cultural, and socio-economic diversity. St. Philip's College creates an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

The college fulfills its mission by offering:

- 1) General courses in arts and sciences leading to an associate degree.
- 2) Transfer education for students desiring to attend senior institutions.
- 3) Developmental courses that improve the basic skills of students whose academic foundations require strengthening.
- 4) Applied Science and technical programs leading to an associate degree or certificate designed to prepare students for employment and/or to update crucial skills.
- 5) Workforce and Career development training programs for business, industry and government.
- 6) Continuing education programs for occupational and educational enrichment or certification.
- 7) Counseling and guidance designed to assist students in achieving their educational and professional goals.
- 8) Educational support services including library services, tutoring, open use computer labs and writing center.
- 9) Services and appropriate accommodations for special populations, to include adult literacy and distance education.
- 10) Quality social, cultural, and intellectual enrichment experiences for the community.
- 11) Opportunities for participation in community service and economic development projects.

VISION OF ST. PHILIP'S COLLEGE:

St. Philip's College will be the best in the nation in Student Success and Performance Excellence.

ST. PHILIP'S COLLEGE VALUES:

-Students First -Respect for All -Community Engaged -Collaboration -Can Do Spirit -Data Informed

Advisee and Advisor Responsibilities

The Alamo Colleges District-St. Philip's College will provide every student with an exemplary, effective and personalized pathway to success through academic and career advising. At the Alamo Colleges District-SPC, academic and career advising builds a culture of integrated practices and shared responsibilities. Through collaborative teaching and learning, the advising process empowers our diverse student populations to explore and navigate their academic and career pathways.

Alamo Colleges District-SPC is committed to providing quality academic advising and information about available resources to support you with achieving your desired educational goal. We will guide and support your completion of a certificate and/or associate degree and transition to a four year institution or entry into the workforce.

To get the most out of your advising session, as a student, you are responsible to:

- Visit with your Certified Academic Advisor.
 - Bring your advising SPC folder with all necessary materials and paperwork for all sessions.
 - Read all of your emails in ACES. This is the official communication method from the Alamo Colleges District-SPC for students.
 - Meet critical deadlines for registration, financial aid and payment deadlines, add/drops, and application for completing your degree and/or certificate.
 - Be prepared to discuss goals and educational plans. Ask questions if something is not clear or you have a concern
 - Be open and willing to consider all options and recommendations.
 - Be an engaged and active learner in your educational journey.
 - Inform your Certified Academic Advisor of important changes that directly affect your academic performance and educational goals.
 - Schedule your advising appointment early in the semester.
 - Be courteous and respectful at all times.
- Learn about academic programs and resources.
- o Understand the importance of ethical decision-making in your academic experience.
- Commit to an academic plan that supports certificate and/or degree completion and/or successful transfer. Commit to Completion.
- Understand the importance of your degree plan as it pertains to non-accredited course work for completion.
- Be familiar with and abide by the Alamo Colleges District-SPC Student Code of Conduct
- Be proactive and monitor your academic progress in Alamo GPS via your ACES account.

As your Certified Academic Advisor, my commitment to you is to:

- Understand and effectively communicate the college's policies, core requirements, curriculum and certificate and/or degree requirements.
- Assist you with course selection based on educational and career goals.
- Encourage and guide you to define clear and realistic educational plans using your Alamo GPS.
- Ensure that you are part of the decision-making process, provide and understand your next steps.
- Provide you an advising form with a checklist
- Provide you with referrals when necessary.
- Listen carefully to your questions and concerns.
- Monitor and accurately document your academic progress.
- Maintain confidentiality following Alamo Colleges District-SPC and Federal Education Right to Privacy Act <u>FERPA</u> regulations.

As your Certified Academic Advisor, I will not:

- Provide mental health counseling, but will make referrals, when necessary.
- Register you for your classes.
- Choose your career or your classes for you.

Regardless of the number of hours completed, you should see your advisor when:

- Your cumulative grade point average (GPA) is in danger of falling below a 2.0.
- You are thinking about changing your career and educational goals.
- You are having trouble in any of your courses.
- You are thinking about dropping out of college.

Academic Standards

Academic probation and academic dismissal could have serious consequences. If your cumulative grade point average (GPA) falls below a 2.0, you will be placed on Academic Probation. You will be limited to 12 semester hours for the next semester and cannot take Maymester or summer classes? If the next semester your GPA is still below a 2.0, you will be placed on Academic Dismissal. Your GPA and your Satisfactory Academic Progress (SAP) can have negative consequences on your financial aid, choices of universities, future programs, and certificate and/or degree completion.

For information on academic dismissal visit: Academic Standards in the SPC Catalog.

I here	by state that I have been given a	nd understand the Advising Syllabus for St.	Philip's College.			
l am p	ursuing the following educational	and career goal:				
SPC F	Program of Study/Concentration/D	egree:				
Catalo	og Year:					
Caree	r Goal:					
Possik	ole Transfer Universities : Degree:					
	Print Student Name	Student Signature	Date			
Print C	ertified Academic Advisor Name	Certified Academic Advisor Signature	Date			
	nt Learning Outcomes for the Act 5 credit hours earned you will:	cademic Advising Experience: (
	□ Declare and confirm your academic program with your advisor.					
	Understand and know your prog	ram, catalog year, and core curriculum.				
	Understand how to navigate ACI	ES portal; to include email and Alamo GPS.				
	Understand how to develop and follow your Planner via Alamo GPS to support you with certificate and/or degree plan.					
	Be aware of college academic, student and community support resources.					
	Identify strengths and weaknesses as they relate to your skill levels and your educational pathway (AlamoPrep, AlamoReady and College Level).					
	☐ Be aware of the importance of your GPA and how it affects your overall goal.					
	Understand the importance of m	eeting and communicating with your Certified	d Academic Advisor.			
	Understand the importance of completing the OLRN course when taking an online course.					
	Understand the importance of your Advising Folder and bring folder to each advising session. This will help with consistency with your plan/s.					

	Understand the importance of ethical decision-making as it relates to your choices, actions and consequences in an educational environment.
	Understand the importance of the required SDEV course in your first semester.
	Explore co-curricular opportunities (SGA, SLI, internships, rec sports, etc related to your educational or career program.
	Seek scholarship opportunities.

Advisor Initial/Date Student Initial/Date Verify your program and commit to the course of study for completion purposes. Review your Alamo GPS certificate or Associate degree plan to monitor your progress towards Completion and/or transfer. Understand how your SPC earned coursework will transfer. Research admission requirements for transferring to a university. You should make an appointment with your Certified Academic Advisor if: You have not decided on a career and/or an academic goal. Complete career assessment; utilize career resources. You have not decided on a transfer university. Attend Transfer Fair You are exploring scholarship opportunities. You need help with your resume or interviewing skills. Attend Resume and Interview Workshops/Seminars. You are looking for employment or internship opportunities. Attend Career Expo and Job Fair. Understand the importance of reading your student ACES email daily. Understand the importance of ethical decision-making as it relates to their choices, actions and consequences in an educational environment. Explore co-curricular opportunities (SGA, SLI, internships, rec sports, etc related to your educational or career program of choice.	
Advisor Initial/Date Verify your program and commit to the course of study for completion purposes. Review your Alamo GPS certificate or Associate degree plan to monitor your progress towards Completion and/or transfer. Understand how your SPC earned coursework will transfer. Research admission requirements for transferring to a university. You should make an appointment with your Certified Academic Advisor if: You have not decided on a career and/or an academic goal. Complete career assessment; utilize career resources. You have not decided on a transfer university. Attend Transfer Fair You are exploring scholarship opportunities. You need help with your resume or interviewing skills. Attend Resume and Interview Workshops/Seminars. You are looking for employment or internship opportunities. Attend Career Expo and Job Fair. Understand the importance of reading your student ACES email daily. Understand the importance of ethical decision-making as it relates to their choices, actions and consequences in an educational environment. Explore co-curricular opportunities (SGA, SLI, internships, rec sports, etc related to your educational or career program of choice.	Student Learning Outcomes for the Academic Advising Experience:
Review your Alamo GPS certificate or Associate degree plan to monitor your progress towards Completion and/or transfer. Understand how your SPC earned coursework will transfer. Research admission requirements for transferring to a university. You should make an appointment with your Certified Academic Advisor if: You have not decided on a career and/or an academic goal. Complete career assessment; utilize career resources. You have not decided on a transfer university. Attend Transfer Fair You are exploring scholarship opportunities. You need help with your resume or interviewing skills. Attend Resume and Interview Workshops/Seminars. You are looking for employment or internship opportunities. Attend Career Expo and Job Fair. Understand the importance of reading your student ACES email daily. Understand the importance of ethical decision-making as it relates to their choices, actions and consequences in an educational environment. Explore co-curricular opportunities (SGA, SLI, internships, rec sports, etc related to your educational or career program of choice.	At 16 to 30 credit hours earned you will: (/) (/) Advisor Initial/Date Student Initial/Date
Completion and/or transfer. Understand how your SPC earned coursework will transfer. Research admission requirements for transferring to a university. You should make an appointment with your Certified Academic Advisor if: You have not decided on a career and/or an academic goal. Complete career assessment; utilize career resources. You have not decided on a transfer university. Attend Transfer Fair You are exploring scholarship opportunities. You need help with your resume or interviewing skills. Attend Resume and Interview Workshops/Seminars. You are looking for employment or internship opportunities. Attend Career Expo and Job Fair. Understand the importance of reading your student ACES email daily. Understand the importance of ethical decision-making as it relates to their choices, actions and consequences in an educational environment. Explore co-curricular opportunities (SGA, SLI, internships, rec sports, etc related to your educational or career program of choice.	□ Verify your program and commit to the course of study for completion purposes.
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or career program of choice.	
□ Seek scholarship opportunities	
	□ Seek scholarship opportunities

Student Learning Outcomes for the Academic Advising Experience:				
4t 31	31 or more college level hours earned you will: ()(/
		Advisor Initial/Date		Student Initial/Date
	 Review your certificate or associate degree plan thr for completion and/or transfer. 	ough Alamo GPS	to monito	r progression and plan
	 Understand how your SPC earned coursework will to live admission programmer. 		nd require	ments to be admitted.
	 □ Identify your transfer institution. ■ Visit selected transfer school(s) and/ ■ Attend Transfer Fair. ■ Visit your Certified Academic Advisor ■ Contact your transfer institution to be determine admission deadlines and general complete a Joint Admissions Agreer ■ Seek scholarship opportunities. ■ Approach faculty for letters of recommendations. 	r or meet visiting uegin reviewing unit guidelines. ment (JAA), if app	university a versity app	advisors.
	 Understand the importance of ethical decision-maki consequences in an educational environment. 	ng as it relates to	their choic	ces, actions and
	 Explore co-curricular opportunities (SGA, SLI, interror career program of choice. 	nships, rec sports,	etc relat	ed to your educational
	□ Seek scholarship opportunities.			
	☐ If applicable, join Phi Theta Kappa (PTK). Great for	your resume!		
	☐ Explore different clubs and organizations to join. G	reat for networking	g and resu	ıme!

Student Learning Outcomes for the Academic Advising Experience:					
Durin	g Your Final Semester you will: (/ Advisor Initial/Date	_)(_/)
	Meet with your Certified Academic Acoo Your mandatory graduation acoo Your on-line Graduation Appli	dvising and degree r	eview by	the posted deadli	
	Learn the outgoing SPC transcript red	quest process.			
	Pay all charges and debts owed to Al	lamo Colleges Distri	ct-SPC.		
	Verify academic record to clear any h	olds.			
	Be invited to Fall/Spring Commencer certificate or degree with SPC – Your venue.				
	Understand the importance of ethical consequences in an educational envi	•	it relates	s to their choices, a	actions and
	Be encouraged to continue to enhance	ce your skills and ed	ucation.		
	Be invited to join the SPC Alumni Ass	sociation.			
	Resume and portfolio review and mo-	ck interview.			

Helpful Links:

SPC CATALOG:

The official source of information regarding academic programs, policies and services.

http://myspccatalog.alamo.edu/

EMAIL YOUR ADVISOR:

Email an advisor during advising hours if you have any questions or concerns about your education plan. http://alamo.edu/spc/academic-advising/

CAREER GUIDANCE:

Career exploration and advising. Complete assessments and get helpful information on careers and job readiness.

http://alamo.edu/spc/career-services/

TRANSFER CENTER:

Important information about Transfer services to include course requirements specific to individual universities and their programs, course articulations.

http://alamo.edu/spc/transfer-center/

CALENDAR:

Application, Financial Aid, Installment Plan, Bacterial Meningitis, Registration/Payment Calendar deadline and refund dates.

http://alamo.edu/calendars/

TUITION AND FEES:

http://alamo.edu/district/business-office/tuition-and-fees/

ALAMO GPS:

Alamo GPS is a web-based tool to help students and advisors monitor a student's progress toward degree completion. Found on your ACES Home Page.

STUDENT RESOURCES:

A variety of services and resources available to all students.

http://alamo.edu/spc/student-resources/