New Student Orientation
Pre Survey Questionnaire

Please go to the following web address:

- [http://spcweb.alamo.edu/Survey/NSOPreSurvey.aspx](http://spcweb.alamo.edu/Survey/NSOPreSurvey.aspx)
- Identify your presenter
- Answer the 6 questions
New Student Convocation Registration

Please click on the following link to RSVP for New Student Convocation taking place at SPC-Turbon Student Center, Rm 216
January 17, 2020
9:00am-1:00pm
Registration begins at 8:00am
www.alamo.edu/spc/convocation
President’s Message

Welcome to an exciting school year!

Thank you for selecting St. Philip’s College to pursue your education and achieve your career goals. There is a place for you in the St. Philip’s College family. It is my heartfelt desire to do all that I can to help you walk in your passion. The College values and welcoming environment create a spirit of belief and hope that together, we can all be successful. As an institution nationally recognized for effectively engaging students, St. Philip’s truly is “A Point of Pride in the Community.” (CCSSE 2009 and 2011)

As you begin your studies at St. Philip’s College, I encourage you to take advantage of the many opportunities and support systems available as you journey to successful completion and graduation. I invite you to continue your engagement with this wonderful institution after completing your studies and become a “friend of St. Philip’s College” through our alumni association.

Your experience at St. Philip’s will not only help you be successful in life, it will also afford you the opportunity to build lifelong friendships and memories and most importantly, it will help you realize your dreams and walk in your passion. My wish for you this year is that you take to heart the words of our first president, Artemisia Bowden, It takes faith, hope and persistence to make a dream a reality.

Have a wonderfully engaging school year.
Sincerely,
Adena Williams Loston, Ph.D.
President
Overview

- AlamoINSTITUTES
- Review important information to know
- Importance of a degree or advising guide
  - *How to find degree or advising guide*
  - *The significance of the right catalog year*
- How to locate your Advisor
- Steps to Registration
- Tuition Overview
- Campus Resources
- Questions & Answers
- AlamoCARES-Title IX –Haven
What are the Alamo INSTITUTES?

- There are six (6) Alamo Institutes – these represent career pathways with groups of related academic programs that also include academic support and learning outside of the classroom.
- Every program is included in the Institutes; however, not all programs are available at each college. Explore your options and discover your path: [https://www.alamo.edu/enroll/explore/](https://www.alamo.edu/enroll/explore/)
- The Alamo Institutes are:
  - Creative & Communication Arts
  - Business & Entrepreneurship
  - Health & Biosciences
  - Advanced Manufacturing & Logistics
  - Public Service
  - Science & Technology
Important Information to Know

• St. Philip’s College main webpage www.alamo.edu/spc
• Your Academic Resources include: Advising, Academic Calendar, Course Catalog, Course Syllabi, Tutoring Centers, and AlamoINSTITUTES https://www.alamo.edu/spc/academics/academic-resources/
• Student Handbook Degree and Advising Guides: https://www.alamo.edu/spc/student-handbook/
• Make sure you write all the dates from the Academic Calendar into your time management system.
• It is important to know your catalog year. http://myspccatalog.alamo.edu/index.php
Academics- Degree Plan

• Catalog:  [http://myspccatalog.alamo.edu/index.php](http://myspccatalog.alamo.edu/index.php)

• Decide on a Degree Plan
  • Associate of Arts (AA)
  • Associate of Science Degree (AS)
  • Associate of Arts Teaching (AAT) Degree
  • Associate of Applied Science (AAS)
  • Certificate Program

• CORE Curriculum
  • Commonly referred to as “the BASICS”
  • Allows students to have a well-rounded education
  • Texas Core Curriculum Transfer Law

• Course Descriptions
  • Provides pre-requisites and co-requisite and describes what the course entails

• Transfer Options
  • Transfer Advising Guides to Universities

It is highly recommended that you register early and follow an educational goal plan: Degree Plan, Certificate Program or Transfer Plan
Alamo College Education Services (ACES) Portal

• **All** college correspondence, while a student of SPC or any other Alamo College, will be made via your **ACES e-mail only**.

• Always include your name, phone number and Alamo Student ID in all correspondence with your Advisor and/or Instructors.

• ACES e-mail account was created when your admissions application was processed.

• ACESUSERID@student.alamo.edu
  • Example: jdoe@student.alamo.edu

• **To reset your password contact: 210-486-2777**
TSI (Texas Success Initiative) Placement Exam

• If you placed at development level, you have 2 options:

1. **Re-test on the failed section(s) of the TSI**
   Students are allowed to retest after twenty-four 24 hours if space is available. This includes retesting all parts, one or multiple parts.
   • $12 retesting fee per section
   • Practice Exam Questions
   • Research states retesting in 24 hrs. does not improve scores without additional studying or practice).
   • Study Resources:
     - [www.testprepreview.com](http://www.testprepreview.com)
     - [www.collegeboard.com/student/testing/accuplacer/](http://www.collegeboard.com/student/testing/accuplacer/)
     - [www.studyguidezone.com/accuplacertest.htm](http://www.studyguidezone.com/accuplacertest.htm)

2. **Take Mandatory Refresher Course(s): MATH 0055/INRW 0055**
   * Your refresher score can place you higher than your initial TSI exam score
Who is your Advisor?

Here is how you can find your advisor
Certified Advisor

• You are assigned an advisor for your **AlamoINSTITUTE** by the 16 week census date (usually two weeks after the start of the semester)

• Advisors provide holistic advising and will assist you with:
  • Academic Advising
  • Refreshers, Holds, Course Selection/Sequence
  • GPS and Individual Success Plan development
  • Career Exploration and Transfer Options
  • Graduation Evaluation
  • Referral to Campus Resources
Look Up Your Advisor

1. Log in to ACES
2. Select MY PAGE tab
3. Under My Advisor
4. Email link provides direct access once you are assigned

An advisor will be assigned to you by the end of the first week of class(es).
GPS... Navigation tool towards your degree completion!

- **Degree Plan:** Find your required courses, can also look up other majors
- **Degree Audit:** Tracking classes you have finished or need
- **GPA Information:** Want to know where you stand with your grades
- **Mock Schedule:** Arrange the classes by semester so you have a plan
Career & Transfer Services

• Undecided on a program of study-major?
  • Students are more likely to be academically successful if a degree or advising guide is selected before attaining their 15th credit hour.

• Career Services
  • FOCUS 2 is a web-based, interactive, self-paced career and education planning system designed to help you make decisions about your future goals and education plans.
  • Career Coach is a user friendly web-based tool, which provides most current Bexar County data on employment demand, wages, job postings, and the associated education and training that can lead to your intended career.
  • Purple Briefcase is an online platform that can help prepare you for your next internship or employment opportunity. Post your resume online, and have a Career Services professional review it and allow employers to seek you out.

• Transfer Services - Identify universities that offer programs in your field of interest.
Registration

Enrollment Process
Understanding Semester Enrollment

- **Fall/Spring Semesters**
  - 16 Week Sessions - Maximum Hours: Eighteen (18) semester credit hours

- **Flex I and Flex II**
  - 8 Week Sessions - Maximum Hours Per 8-Week Session: Eight (8) semester credit hours

- **Fall/Spring Start Two**
  - 14 Week Sessions - Maximum Hours: Fourteen (14) semester credit hours
  - *Fall and Spring, Flex I and II, and Start Two semester credit hours count toward the Fall and Spring totals.*

- **Summer Semester**
  - Maymester 3 Week Session - Maximum Hours: Three (3) semester credit hours
  - Summer I 5 Week Session - Maximum Hours: Six (6) semester credit hours
  - Summer II 5 Week Session - Maximum Hours: Six (6) semester credit hours
  - Summer 8-Week Session - Maximum Hours: Eight (8) semester credit hours
  - *Not to exceed 17 semester credit hours for the entire Maymester and Summer session combined.*
Student Success Courses:
EDUC 1300, SDEV 0370, or SDEV 0171

• All students seeking the AA, AS, AAS, AAT or Level II Certificate with less than 15 college credit hours will be required to complete a student success course designed to help them successfully transition to college and better understand the Alamo Colleges District’s expectations. *

  *Academic probation/dismissal students pursuing a level I certificate will need to take SDEV0171.

• Student Success Course is determined by your placement results and/or academic standing.

• EDUC 1300: Learning Frameworks - For students at college level

• SDEV 0370: Foundations for College Learning – For students who test into INRW and/or MATH developmental courses

• SDEV 0171: Strategies for Success – For Academically At Risk Students with less than a 2.0 (GPA) grade point average

• Failure to enroll in the course during your first semester and/or failure to successfully complete the course with a “C” or better, will result in holds that will prohibit future registration.
Building a College Schedule

Enrollment Status

- **Fall/Spring Semesters**
  - Full-Time - Twelve (12) or more semester credit hours
  - Three-Quarter Time – Nine to eleven (9-11) semester credit hours
  - Half-Time - Six to eight (6-8) semester credit hours

- **Summer Semester**
  - Full-Time Student - Six (6) semester credit hours
  - Half-Time Student - Three to five (3-5) semester credit hours

Every hour spent in class...

- Requires you to spend 2-3 hrs. of studying outside of class
- Therefore, 12-18 credit hrs. = 24-36 hours of studying which is equivalent to a full-time job.
- So, 36-54 hours = time spent in class plus suggested study hours outside of class to be successful; **This is equivalent to a full-time job.**

<table>
<thead>
<tr>
<th>Work hours</th>
<th>School (credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 per week</td>
<td>6 credit hours (1/2 time)</td>
</tr>
<tr>
<td>30 per week</td>
<td>9 credit hours (3/4 time)</td>
</tr>
<tr>
<td>20 per week</td>
<td>12 credit hours (full-time)</td>
</tr>
<tr>
<td>10 or less per week</td>
<td>12+ credit hours (full-time)</td>
</tr>
</tbody>
</table>
Attendance is Mandatory

- **Attendance is mandatory the first day of class!**
- If you fail to attend the first day of class you will be SMART **dropped** from the course(s) by your instructor and you will not be allowed to re-enroll in the class.
- If you are dropped and add another class, an additional fee will be assessed.
- For online courses, an attendance verification activity is assigned and must be completed by the 3rd class day; however, you are still responsible for accessing the course on the **first day** of the semester.
Rules to Adding, Dropping & Withdrawing Courses

• Once the semester has begun, a student CANNOT...
  • Add a class that has already met.
  • Drop a class to receive 100% refund of tuition paid; you must drop before the 1st day of the semester.
    • (http://myspccatalog.alamo.edu/content.php?catoid=142&navoid=7682)
  • Change class sections must be done within the time period indicated in the schedule; usually the 1st two days of classes.

• **Census Date** No grade is recorded or maintained for courses dropped through to the Official Census Date.

• 6 Drop Rule (You can only have six (6) withdrawals (W) on your transcripts for the life of your degree).

• Student withdraw requests after the census date are made through ACES. All faculty must respond within 48 hours of request.

• 3-Peat (impacts tuition for college level courses on the 3rd attempt)

• 18 hour rules for Development Education Courses

• 67% Completion Rate for Financial Aid
• Login into ACES
• Select My Page

Under <My Registration> Click on Look up classes

Select appropriate term from drop down menu: Fall, Spring, or Summer <Submit>

Select the subject you are looking for (i.e. ABDR-Autobody, MATH-Math, ENGL-English) You can choose to enter a college, location/attribute type, course number, time and/or day. NOTE: The location/attribute type option allows you to pick alternate locations like a SPC course being held at Ft. Sam.

Select course search

Select the course that you need. Courses that you are eligible to register for will have a checkbox on the left side of the course number. Check the box and you have successfully registered for your course.

Repeat steps 3-5 to add additional classes
After You Enroll in Classes

• Print a copy of your class schedule

• Check your ACES Account to see if any changes to your schedule have been made: Course Cancelled, Change of Location, etc.

• Look for your book information

• Know that:
  • MWF is Monday (M), Wednesday (W) & Friday (F)
  • TR is (T) Tuesday & (R) Thursday
  • S is for (S) Saturday
  • TBA (courses with no date and time will be online)

• Make Payment arrangements:
  • Failure to make payment by the deadline dates will result in forfeit of all registered courses. You can re-enroll only if space is available.
How to Read Your Schedule

**DO NOT BUY THE BOOK.** The electronic textbook and the student access code for this class has already been paid for as part of your Instructional Materials Charge.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Dates</th>
<th>Location</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>21882</td>
<td>BIOL 2401 022 SPC</td>
<td>Human Anatomy and Physiology I</td>
<td>MW</td>
<td>11:15 am - 02:15 pm</td>
<td>Ronald V Viola (P)</td>
<td>01/17-03/11 SCI 207</td>
<td>Accelerated</td>
<td></td>
</tr>
<tr>
<td>28913</td>
<td>BIOL 2401 023 SPC</td>
<td>Human Anatomy and Physiology I</td>
<td>MW</td>
<td>12:15 pm - 01:30 pm</td>
<td>Lori Jean Sparkman (P)</td>
<td>01/17-05/13 SCI 304</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>01:45 pm - 04:30 pm</td>
<td>Alfred Leon Williams</td>
<td>01/17-05/13 SCI 209</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19648</td>
<td>BIOL 2401 032 SPC</td>
<td>Human Anatomy and Physiology I</td>
<td>M</td>
<td>09:00 am - 11:45 am</td>
<td>Rachel M Lawson (P)</td>
<td>01/17-05/13 CTTC 130</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>W</td>
<td>09:00 am - 11:45 am</td>
<td>Rachel M Lawson</td>
<td>01/17-05/13 CTTC 130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16321</td>
<td>BIOL 2401 033 SPC</td>
<td>Human Anatomy and Physiology I</td>
<td>M</td>
<td>04:45 pm - 10:30 pm</td>
<td>Lori Jean Sparkman (P)</td>
<td>01/17-03/11 LAFB 5725 239</td>
<td>Accelerated and Off-Site Location and Lackland Air Force Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>W</td>
<td>04:45 pm - 10:30 pm</td>
<td>Lori Jean Sparkman</td>
<td>01/17-03/11 LAFB 5725 239</td>
<td>Accelerated and Off-Site Location and Lackland Air Force Base</td>
<td></td>
</tr>
</tbody>
</table>

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1801 Martin Luther King Drive San Antonio Texas 78203
800 Quintana Road San Antonio Texas 78211
Textbook Purchase Options

- **Textbooks & Supplies**
  - L&M Bookstore – Located near San Antonio College
  - University Bookstore
  - Amazon.com, Chegg.com, etc.
  - Most departments put textbooks on reserve in the Library for students to use for a few hours at a time.
  - TNT Center Has Textbook Loans (CLR, 3rd floor)
    - On a First Come, First serve Basis
    - Must meet program guidelines

- To find your book information please see the Course Syllabus for each class: [https://www.alamo.edu/spc/academics/academic-resources/](https://www.alamo.edu/spc/academics/academic-resources/)
Tuition

Payment Plan & Deadlines
Review Your Bill for errors

• Make sure your bill is correct.
• If your tuition is significantly more than you expected, you may have indicated your residency incorrectly.
• Students who live outside of Bexar County or outside of the state of Texas pay out of district tuition, which is significantly higher.
• Special program fees apply
• If you feel your bill is incorrect, please check with the Admissions Help Desk in the Welcome Center-MLK.
Options to Pay Tuition????

• Federal Pell Grant  (Financial Aid)
• Scholarships/ Addt’l Grants
• Optional Payment Plans
• Student Loans
• Veteran Affairs Benefits
• Third Party funding sources*
• Payment Deadlines :

http://myspccatalog.alamo.edu/content.php?catoid=156&navoid=8891
Financial Aid

• Which Do You Have?
  • Grants (Federal/State)
    • Do not have to pay if successfully complete courses you enroll in.
      • If you drop before census date, your grant will be recalculated and will have financial consequences.
  • Loans
    • You have to pay back
    • Subsidized & Unsubsidized Loans
    • Cannot be in default
    • Payments usually begin 6 months after you graduate or quit attending school.
      • Understand that repayment is determined by the lending institution.

• Questions? See Financial Aid in the Welcome Center RM 106-MLK
Campus Resources

Know where to go
Campus Parking & ID

- **Parking**: Students may park in STUDENT PARKING LOTS without the decal. An access fee is included in your tuition.

- **VIA Bus Pass**: Your Alamo ID is your VIA U-Pass. The U-Pass gives you access to unlimited bus rides on VIA throughout the semester; however, it cannot be used during special city events.

- **DO NOT PARK IN FACULTY/STAFF LOTS**! You will be fined. Failure to pay your ticket will result in a hold on your record.

- **Get your Student ID Card** – Welcome Center (MLK) or Bldg. 1, B172 (SWC)

  *Tuition must be paid in full or 1st installment of payment plan
St. Philip’s College-MLK Resources

- Admissions – Welcome Enrollment Center 202
- Advising Services – Welcome Enrollment Center 1st Floor
- Assessment Center – Welcome Enrollment Center 207-B
- Bursar (Business Office) – Welcome Enrollment Center 1st Floor
- Counseling Services – Sutton Learning Center 102
- Disability Services – Sutton Learning Center 102
- Records & Registration – Welcome Enrollment Center 203
- Safe Space Advocacy Center – Sutton Learning Center 102
- Student Financial Aid – Welcome Enrollment Center 1st Floor
- Student Life – Turbon Student Center
- Tutoring N Technology – Center for Learning Resources, 3rd floor
- Veteran Administration – Welcome Enrollment Center 205

Good Samaritan Veterans Outreach & Transition Center - Located at 202 Connelly, San Antonio, TX 78203

https://www.alamo.edu/spc/maps
Southwest Campus Resources

- **Student Services-Advising (B172)**
  Monday, Tuesday, Thursday 8:00am – 5:00pm, Friday 1:00pm-5:00pm
  *Wednesday 8:00am – 7:00pm
  *(Summer Hours: Mon-Thurs 8:00am-7:00pm)

Business Office
Financial Aid
Grab N Go

- **Life Space Center (A135)**
  Counseling Services
  Disability Services

- **Safe Space Advocacy Center (D145)**

https://www.alamo.edu/spc/maps/#swc
Disability Services

EASY as 123!

1) Complete an Initial Request for Services Online form - Find form at https://www.alamo.edu/spc/disability-services

Bring Current Disability Documentation

3) Copy of current semester course schedule

Have Questions? - Visit Disability Services (DS) - Located in the Sutton Learning Center, Suite 102 at MLK campus call 210-486-2199 or 210-486-2295.

SWC Campus Bldg. 1, A135 campus call 210-486-7175
ACTIVE MILITARY FAMILIES

Offices & Classes on:

- Lackland AFB
- Randolph AFB
- Fort Sam Houston

Assistance for:

- Active duty
- National Guard
- Reserves
- Dependent family members
- DoD employees (GS)

Webpage: alamo.edu/military  Email: dst-military@alamo.edu
Veterans Affairs

- Veterans Benefit Programs
  - GI Bill
- Hazelwood Act Exemption
- Review Military Transcripts
- Early Registration Services
- Location: MLK Campus
  Welcome Enrollment Center (WEC) 205
- Contact: 210-486-2111
Quality Enhancement Plan

Ethical Decision-Making

• **Goal:** Students engage in specific measurable activities that will provide opportunities to enhance their ethical decision-making skills.

• **Focus:** Ethical decision-making is the ability to connect values and choices to actions and consequences.

• **Process of Ethical Decision-Making:**
  1. Stop and think to determine the facts – Avoid an emotional reaction. Consider the viewpoint of others.
  2. Identify options. – What are the values? What choices do I have?
  3. Consider consequences for yourself and others. – Evaluate choices and possible short and long-term effects.
  4. Make an ethical choice and take appropriate action. - Accept responsibility.
Why My Mission Statement and How Do I Access It

• Will assist you in identifying your Skills, Abilities, and Interests and how they relate to your values and principles
• Is critical to the success of a student at SPC
• Can change with time to ensure the alignment to the program of study

How Do I Access My Mission Statement?
• Student tab
• Web Services
• Student
• My Mission Statement
How to create your My Mission Statement

Your “My Mission Statement” should be 3-5 sentences and have:

Your values, principles toward the career you wish to pursue.
Example: My value for helping others makes me want to become a nurse.

Your skills, abilities, and interest toward the career you wish to pursue.
Example: My organization and knowledge with Microsoft office will ensure that I am successful as a nurse.

How do you want to impact those around you and in the world?
Example: Getting my nursing degree will ensure that I am able to care for those I love and help heal those in my community.

Be sure to schedule your appointment with your assigned advisor to confirm your My Mission Statement and Individual Success Plan.
QUESTIONS  ANSWERS
Post Survey Questionnaire

Please go to the following web address:
• [http://spcweb.alamo.edu/Survey/NSOPostSurvey.aspx](http://spcweb.alamo.edu/Survey/NSOPostSurvey.aspx)
• Identify your presenter
• Answer the 6 questions
AlamoCARES-Title IX Training-Haven

- The Department of Education requires all students to participate in Title IX training.
- Consent
- Stalking
- Domestic Violence
- Sexual Misconduct
- Date Violence
- Sexual Assault/Harassment
- Alcohol/Drug Usage
- Bullying
- Verbal Coercion
- Sex Discrimination

http://www.alamo.edu/spc/AlamoCARES/

Completion of part 1 of Title IX is mandatory. A hold will be assessed to your account if you do not complete part 1.