MESSAGE FROM OUR VICE-PRESIDENT:

Happy Holidays St. Philip’s College –

Fall Commencement is December 14th and on behalf of our president Dr. Adena Williams Loston I would like to congratulate our fall graduates on a job well done. There is a vast world that awaits your talents and St. Philip’s College is honored to be a part of your journey. Remain determined in the fulfillment of your goals, and know that St. Philip’s College is always here to support your endeavors. Take care.

Dr. Mordecai Ian Brownlee
Vice President of Student Success
St. Philip’s College

Important Dates

December 14        Commencement
December 15        Last Day of Fall semester
December 20 - January 2 Winter Break – College Closed

Student Success Leadership Team

Dr. Mordecai Brownlee
Vice President of Student Success

Dr. Paul Machen, II
Dean of Student Success

Christina Cortez
Dean of Student Success

Editors: Rosalinda Rivas, Eitandria Gatlin

Quality Enhancement Plan – Ethical Decision-Making

St. Philip’s College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Part of this process is the QEP (Quality Enhancement Plan) to promote student success. Our QEP topics Ethical Decision-Making.

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

QEP Goal: Students engage in specific measurable academic activities to enhance their ethical decision-making skills.

Ethical Decision Making Process:
* Stop and think to determine the facts.
* Identify the options.
* Consider consequences for yourself and others.
* Make an ethical choice and take appropriate action.

Student Success in the SLC – MLK Campus

For more information, contact Charleen Brammer at 210-486-2468 or 210-486-2275.

SLC 102 Point of Contact
Counseling Services            Rosalinda Rivas
Disability Services            Maria Botello
Service Learning/Financial Literacy     Elizabeth Castillo
Student Conduct/Title IX Programs     John Martin
Violence Prevention Grant       James Cooper

SLC 127 Point of Contact
SPC Health Center               Janet Feathers

December 2018 Hours of Operation
Monday, Tuesday, Thursday, Friday     8:00 am – 5:00 pm
Wednesday                               8:00 am – 7:00 pm
First Saturday of the Month            9:00 am – 1:00 pm
For more information, contact Dr. Mordecai Brownlee, Vice President of Student Success at 210-486-2252.

St. Philip’s College is committed to providing a supportive learning environment and to fostering, safe, healthy relationships among our students. In this effort, Alamo Colleges District initiated AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault and stalking. It is our sincere hope that AlamoCARES will empower you to make well-informed decisions about life issues that affect your college years and beyond.

Within the AlamoCARES site, you will find information on rights granted by Title IX and resources to help educate and assist you when dealing with harassment and sexual violence. Coming soon are events, training and opportunities to bring awareness when dealing with difficult issues and creating discussion opportunities with students. Visit us at http://alamo.edu/spc/alamocares/ for more information.

The Alamo Colleges District encourage individuals to bring forward information/complaints about sexual harassment and sexual violence. Retaliation against any individual who reports or participates in the investigation of alleged violations is strictly forbidden and will be enforced by the College administration.

If you believe you have experienced Sexual Misconduct you may consider the following options:
- Contact Campus Police at 210-485-0099 (non-emergency) or 210-485-0911 (emergency)
- Seek medical attention at a hospital or with a physician
- Report the incident at www.alamo.edu/TitleIXCoordinator/ (call John Martin 210-486-2746)
- Contact SPC Counseling Services at 210-486-2333 (for confidential counseling and or referrals)
- Contact parents, relatives or close friends for support

 ATTENTION STUDENTS!

All entering freshmen, former and transfer students are now required to complete “Sexual Assault Prevention for Community Colleges”. Sexual Assault Prevention for Community Colleges is an online survey and course addressing critical life skills. The training is our way of informing St. Philip’s College students about Title IX standards, reporting violations and resources available. All entering freshmen, former and transfer students are required to complete the training before the end of their first semester of classes at St. Philip’s College (to avoid a registration hold being placed on their account).

To access the Sexual Assault Prevention for Community Colleges training:
2. Look for the AlamoCARES box on the Student tab and read the important message before accessing the course. Note: an alternative training is available; see your Vice President for Student Success for assistance.
3. Click on the link provided, and complete the confidential pre-survey at the start of the course. The Alamo Colleges District does not receive a copy of your responses.
4. The quiz at the end of the course is required to document your completion, but the score is not recorded and will not impact you in any way. Completion is documented on your student record.

You Have the Right to Feel Safe.
Academic and Career Advising Services (MLK Campus)
For more information, contact Christina Cortez at 210-486-2894.

Event: New Student Orientation-MLK
Date/Time: Tuesday 9:00 am – 12:00 pm (Last one of 2018 is December 11)
        Wednesday 3:00 pm – 6:00 pm (Last one of 2018 is December 12)
Location: Center for Learning Resources (CLR), Room 108
Summary: Check your student email as you will be receiving periodic email from your assigned Certified Academic Advisor with important information. You can register for New Student Orientation at https://spcweb.alamo.edu/StudentSuccess/Registration.aspx.

Banner ID and Photo ID Required!

AlamoINSTITUTES
An organization of six career pathways designed for students who have key interests, such as, but not limited to the following areas:

<table>
<thead>
<tr>
<th>Creative &amp; Communication Arts Institute</th>
<th>The Arts, Audio/Video Technology and Communications*.</th>
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</thead>
<tbody>
<tr>
<td>Business &amp; Entrepreneurship Institute</td>
<td>Business Management &amp; Administration, Finance, Hospitality &amp; Tourism, and Marketing*.</td>
</tr>
<tr>
<td>Health &amp; Biosciences Institute</td>
<td>Health Sciences*.</td>
</tr>
<tr>
<td>Advanced Manufacturing &amp; Logistics Institute</td>
<td>Architecture, Construction, Manufacturing, Transportation, Distribution &amp; Logistics*.</td>
</tr>
<tr>
<td>Public Service Institute</td>
<td>Education, Training, Government, Public Administration, Human Services, Law, Public Safety, Correction and Security*.</td>
</tr>
</tbody>
</table>

Hours of Operation for Appointment Based Academic Advising:
Monday - Thursday: 8:00 am – 5:00 pm

Hours of Operation for Walk-In Academic Advising:
Wednesday: 8:00 am – 5:00 pm
Friday: 1:00 pm – 5:00 pm
First Saturday of the month:
9:00 am – 1:00 pm

Be Wise, Get Advised: Have you met with your Certified Academic Advisor? Contact your Advisor today. Below are the steps to identify who your advisor is:

1. Log into ACES
2. Click on the My Page tab (4th tab from the left)
3. Under Academic Profile (on the left) select the current term and press Go
4. Your advisor’s name will appear under the "Advisors" title
5. Visit your advisor

https://www.alamo.edu/spc/academics/academic-resources/academic-advising/
Academic and Career Advising Services (continued)
For more information contact Gina Jasso at 210-486-7185.

Institute 1: Creative & Communication Arts
Larry Medina lmedina46@alamo.edu
Victor Natera vnatera@alamo.edu

Institute 2: Business & Entrepreneurship
Yolanda Ward yward@alamo.edu
James Satchell jsatchell@alamo.edu
Joseph Hernandez jherandez31@alamo.edu

Institute 3: Health & Biosciences
Janet Hart jhart26@alamo.edu
Frances Calderon fcalderon4@alamo.edu
Irma Lopez isanchez17@alamo.edu
Teresa Hopwood thopwood2@alamo.edu
Tricia McElligott tmcelligott@alamo.edu
Nathaniel Martinez nmartinez324@alamo.edu
Doug Gable dgable@alamo.edu
Carly Cobb

Institute 4: Advanced Manufacturing & Logistics
Automotive Technology (MLK Campus)
Yvonne Benton ybenton@alamo.edu
Christine Sauceda csauceda1@alamo.edu
Konnie Harper-Thompson kharper-thompson@alamo.edu

Institute 4: Advanced Manufacturing & Logistics
(Southwest Campus)
Sarah Ramirez sramirez260@alamo.edu
Carlos Solis csolis@alamo.edu
Jennifer Salmeron jleal@alamo.edu
Marisa Zertuche mzertuche34@alamo.edu

Institute 5: Public Service
Yvonne Benton ybenton@alamo.edu
Christine Sauceda csauceda1@alamo.edu
Konnie Harper-Thompson kharper-thompson@alamo.edu

Institute 6: Science & Technology
Meredith Bess mbess@alamo.edu
Deborah Woods dwoods54@alamo.edu
Monica Guerrero mguerrero151@alamo.edu

Join St. Philip's College for the Martin Luther King Jr. National Day of Service March on Monday, January 21, 2019, from 8:00 am-1:00 pm. The March begins at the MLK Academy (3500 MLK Dr.), and ends at Pittman-Sullivan Park (1101 Iowa St.). Volunteers and March participants are asked to sign-up online. Go to www.alamo.edu/spc/, and enter keyword — MLK March. For more information contact John Martin at 210-486-2746.

#RISETOTHEOCCASION
Alumni Affairs (MLK Campus)
For more information, contact Dr. Sharon Crockett-Ray at 210-486-2887.

The Alumni and Friends Association is committed to bringing together alumni and friends from all walks of life. We are a rapidly expanding organization and are proud to carry forward the St. Philip’s College legacy. If you are looking for a great way to stay in touch with SPC and the community, there is no better way than with a membership into the Alumni and Friends Association. For more information on membership visit https://www.alamo.edu/spc/alumni-affairs/ or click here.

Child Development Center (MLK Campus)
For more information, contact Monica Guzman at 210-486-2501.

The Child Development Center (CDC), located at 2207 Wyoming Dr., provides excellent learning opportunities for every child. Payment assistance and subsidized rates are available for SPC students who qualify. For more information call us or visit https://www.alamo.edu/spc/child-dev-center/.

Bae-B-Safe (MLK Campus)
For more information, contact Tracy Watts at 210-486-2538.

BAE-B-SAFE works to support educational success and increase graduation rates by preventing unplanned pregnancies and preparing young people with life skills to protect their future. Empower and educate yourself about healthy sexual behaviors. Participate in one of our programs to earn gift cards! Visit us in the Center for Health Professionals (CHP) Building, Room 202A. (Must be 14-19 years of age to participate.)

Business Office (MLK Campus)
For more information, contact Sofia Zavala at 210-486-2247.

Fall Hours:
Monday, Tuesday, Thursday, Friday 8:00 am – 5:00 pm
Wednesday 8:00 am – 7:00 pm
First Saturday of the month 9:00 am – 1:00 pm

The Business Office staff can answer questions about billing, or tuition discounts and waivers. Students may also send email to dst-vbo2@alamo.edu.

St. Philip's College's earns the Texas Award for Performance Excellence (TAPE) award.
Disability Services (MLK Campus)
*For more information, contact Maria Botello at 210-486-2199.*

**Event:** Schedule your appointment. To be eligible for disability-related services, students must have a disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

**Date/Time:**
- Monday, Tuesday, Thursday, Friday 8:00 am – 5:00 pm
- Wednesday 8:00 am – 7:00 pm
- First Saturday of the month 9:00 am – 1:00 pm

**Location:** Sutton Learning Center (SLC), Suite 102

**Summary:** Disability Services ensures reasonable academic support to qualifying students with disabilities. We follow national best practices to ensure that our students have access to the latest information and technologies. Disability Services is a hub of activities, support, referrals and encouragement for our students with disabilities. For more information and access to the online registration system, visit [https://www.alamo.edu/spc/experience-spc/current-students/support-centers/disability-services/](https://www.alamo.edu/spc/experience-spc/current-students/support-centers/disability-services/).

Counseling Services (MLK Campus)
*For more information, contact Rosalinda Rivas at 210-486-2333.*

**Event:** Personal Counseling – A Safe Space

**Date/Time:**
- Monday, Tuesday, Thursday, Friday 8:00 am – 5:00 pm
- Wednesday 8:00 am – 7:00 pm
- First Saturday of the month 9:00 am – 1:00 pm

**Location:** Sutton Learning Center (SLC), Suite 102

**Summary:** Students talk to Counselors about many different types of issues like career concerns, anxiety, academic stress, relationships, stress associated with deportation/family legal status, trauma, coping with illness, procrastination, and more. Counselors also provide referrals and community resource information. Make an appointment with a Counselor at 210-486-2333 if you want to talk about strategies that can help you manage your stress, school and life activities. See important links on our website [https://www.alamo.edu/spc/experience-spc/current-students/support-centers/counseling-services/](https://www.alamo.edu/spc/experience-spc/current-students/support-centers/counseling-services/).

**DACA Allies**
Find more resources (such as access to scholarships and legal assistance) for Deferred Action for Childhood Arrivals (DACA) at [https://www.alamo.edu/spc/admissions/specific-populations/daca/](https://www.alamo.edu/spc/admissions/specific-populations/daca/) or speak confidentially to District Coordinator Carmen de Luna Jones (210-485-2080), SPC Director Elizabeth Castillo (210-486-2473), or SPC Counselor Rosalinda Rivas (210-486-2117).
Good Samaritan Veteran’s Outreach and Transition Center (MLK Campus)
For more information, contact William Moseley at 210-486-2506.

The GSVOTC, located at 202 Connelly St. (near the St. Philip’s College campus), provides free personalized services to active duty service members, veterans, their families and the community. This includes a variety of referral services, job training, financial counseling, health and wellness, business start-up, and academic advisement. We now provide no cost legal services by a licensed attorney. We are available Monday - Friday from 8:00 am - 5:00 pm.

International Student Services (MLK Campus)
For more information, contact Meredith Bess at 210-486-2147.

Event: International Student Services provides many resources for all visa holders.

Date/Time: Monday, Tuesday, Thursday, Friday 8:00 am – 5:00 pm
Wednesday 8:00 am – 7:00 pm
First Saturday of the month 9:00 am – 1:00 pm

Location: Welcome Enrollment Center (WEC)
Summary: St. Philip’s College supports a variety of cultures and languages at our college. For more information visit https://www.alamo.edu/spc/admissions/specific-populations/international-student-services/.

Library Resources and Services (MLK Campus)
For more information, contact Rita Castro at 210-486-2337.

Event: Fall Hours:

Date/Time: Monday – Thursday 7:00 am – 8:00 pm
Friday 7:00 am – 5:00 pm
Saturday 9:00 am – 3:00 pm

Location: Center for Learning Resources (CLR)
Summary: The College has two physical libraries: one is located in the Center for Learning Resources (CLR) at the MLK campus, and the other is located at SWC in the Industrial Technology Center (ITC), Bldg. 1, Room C-123. Students can use the Ask-A-Librarian button on our website to call, email, text or chat with a librarian. If you would like in-depth research help, use the Individual Research Assistance Form under Library Services on our website to schedule an appointment. The online resources, including e-books, video, and credible, authoritative information sources, are always available through our online databases. For more information visit https://www.alamo.edu/spc/experience-spc/current-students/student-resources/library/.
Records and Registration (MLK Campus)
For more information, contact Tracy Shelton at 210-486-2292.

Contact staff in Records and Registration or Admissions, to get answers about FERPA, grades, cumulative hours, GPA, etc. You can find resources to help continue your journey here at SPC. The staff is dedicated to your success as a student. Let us know how we can help by calling 210-486-2700, or visiting https://www.alamo.edu/spc/experience-spc/current-students/records-and-transcripts/. The last day for Incomplete “I” Grades to be completed are as follows:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>For all parts of the term</th>
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<tbody>
<tr>
<td>December 7, 2018</td>
<td>Maymester and Summer 2018</td>
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<tr>
<td>April 15, 2019</td>
<td>Fall 2018</td>
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</tbody>
</table>

Military Support Services (Off-Campus Military Sites)
For more information, contact Betsy Hamilton at 210-486-2610.

The St. Philip's College, Military Support Services team is honored to serve our Active Duty Military, National Guard and Reserve students and their dependents. Our offices are located on the military installations listed below and at the Good Samaritan Veterans Outreach and Transition Center. We assist students with academic guidance, admission, ACES navigation, registration, military residency classification (Military Verification Forms) and initial advising. Additionally, we help students with questions and issues related to Military Tuition Assistance (TA) and the Military Spouse Career Advancement Account (MyCAA) scholarship program. Email questions to our Military Support Team at dst-military@alamo.edu.

Military, Veterans and Dependents

St. Philip's College offers a variety of terms and reserved online and on-campus courses specifically for military members, veterans and their dependents in addition to courses offered on JBSA Ft. Sam Houston, Lackland and Randolph.

- **Reserved courses for our Military and Veteran Families**, face to face at SPC, and Online – see Reserved Mil/Vet/Dependents in the online schedule.

- **Reserved Face to Face biology courses held at SPC main campus** (Look for these classes in the online class schedule marked, "Reserved Mil/Vet/Dependents.")

- **8-week evening courses held on Joint Base San Antonio (JBSA) Ft. Sam Houston, Lackland and Randolph** JBSA Fall 2018 Course Listing (priority registration is given to all active service members). All other students wishing to attend Joint Base San Antonio courses may submit a Request for Registration and Release of Personal Information to our Site Coordinators: Fort Sam Houston Request Form, or Lackland & Randolph Request Form.

- View District Military Webpage: https://www.alamo.edu/admission--aid/special-populations/military/enrollment/. Contact information below:

  **JBSA- Ft. Sam Houston**
  2408 N. New Braunfels
  Bldg. 2248, Room 207
  Office (210) 486-2004
  Fax (210) 486-9907
  Classroom Location
  Trailer #4011A
  2427 Hood St.

  **JBSA –Lackland**
  1550 Wurthsmith St.
  Bldg. 5725, Room 144
  Office (210) 486-7224
  Fax (210) 486-9878
  Classroom Location
  Bldg. 5725
  1550 Wurthsmith St.

  **JBSA- Randolph**
  301 B Street West,
  Bldg. 208, Room 1
  Office (210) 486-2
  Fax (210) 486-987
  Classroom Location
  Bldg. 208
  301 B Street West
Phi Theta Kappa Honor Society (MLK Campus)

For more information, contact Maria Botello at 210-486-2199.

Students who have a cumulative (overall) GPA of 3.5 or higher and have completed at least 12 college hours are qualified! Graduate with honors by accepting membership! For more information, contact a Chapter advisor at https://www.alamo.edu/spc/experience-spc/campus-life/get-involved/honor-society/ and visit the organization’s website http://www.ptk.org/Join.aspx.

Student Conduct/Title IX (MLK Campus)

For more information, contact John Martin at 210-486-2746.

All entering freshmen, former and transfer students are now required to complete “Sexual Assault Prevention for Community Colleges”. Registration holds have been placed on student accounts who still need this training. The exam at the end of the training is required to document your completion.

To complete the training:
1. Login to ACES
2. Select the Student Tab
3. Click the link located in the AlamoCARES box to begin the training course

Student Financial Services (MLK Campus)

For more information, contact Grace Zapata 210-486-2269.

Federal Work Study positions: Stop by to learn more about positions and the application process. There may be an opening for you! For more Financial Aid news (priority dates, deadlines, resources and more), call our staff at 210-21ALAMO (210-212-5266), or visit: https://www.alamo.edu/spc/admissions/pay-for-college/financial-aid/.

College Connection Financial Aid Saturdays

Attend a Session! Complete the FAFSA/TAFSA!

February 2, 2018     April 6, 2018
March 2, 2018       May 4, 2018
9:00 am to 1:00 pm

Strategies of Behavioral Intervention (MLK Campus)

For more information, contact Maria Botello at 210-486-2199.

The Strategies of Behavioral Intervention (SOBI) mission is to promote student, faculty and staff success and campus safety. The SOBI protocol guides our college community to recognize, prevent and respond to incidents.
Tips to prevent holiday stress and depression
When stress is at its peak, it’s hard to stop and regroup. Try to prevent stress and depression in the first place, especially if the holidays have taken an emotional toll on you in the past. Consider these strategies:

1. Acknowledge your feelings.
2. Reach out.
3. Be realistic.
4. Set aside differences.
5. Stick to a budget.
7. Learn to say no.
8. Don’t abandon healthy habits.
9. Take a breather.
10. Seek professional help if you need it.
11. Take control of the holidays.

Next, learn to recognize your holiday triggers, such as financial pressures or personal demands, so you can combat them before they lead to a meltdown. With a little planning and some positive thinking, you can find peace and joy during the holidays.


Student Life (MLK Campus)
For more information, contact Dr. Angela McPherson Williams at 210-486-2090.

Event: Spirit Day
Date/Time: December 5 11:00 am – 1:00 pm
Location: Turbon Student Center (TSC), Lobby
Summary: Wear your favorite St. Philip’s shirt or wear school colors (royal blue and white)!

Event: Power Up for Finals – Stress Relief Week
Date/Time: December 10 and 11 8:00 am – 5:00 pm
Location: Turbon Student Center (TSC), Lobby
Summary: Come relieve the stress of Finals Week with helpful tips and snacks to keep you going!

Tutoring Services and Service Learning (MLK Campus)
For more information, contact Elizabeth Castillo at 210-486-2473.

DACA Allies
Find more resources (such as scholarships and legal assistance) for Deferred Action for Childhood Arrivals (DACA) visit [https://www.alamo.edu/spc/admissions/specific-populations/daca/](https://www.alamo.edu/spc/admissions/specific-populations/daca/), or speak confidentially to District Coordinator Carmen de Luna Jones (210-485-2080), SPC Director Liz Castillo (210-486-2473), or to SPC Counselor Rosalinda Rivas (210-486-2117).

Financial Literacy
Event: Free Online Financial Coaching
Date/Time: By appointment
Location: [https://www.aie.org/coaching/](https://www.aie.org/coaching/)
Summary: This free service in partnership with Trellis is designed to help you make smart financial decisions. For more information contact Enida Rehome at 210-486-2140.
Tutoring Services and Service Learning (continued)
For more information, contact Elizabeth Castillo at 210-486-2473.

Tutoring Services and Perpetual Book Loan Program

Event: General tutoring, a great place to study, and free Book Loan Program!
Date/Time: Monday – Thursday 8:00 am – 7:00 pm
Friday 8:00 am – 5:00 pm
Saturday 10:00 am – 3:00 pm

Location: Center for Learning Resources (CLR), 3rd floor Lobby (new location)

Summary: Tutoring in speech, history, business, accounting (I and II) and Spanish. The Perpetual Book Loan Program is offered year-round and is available via online reservations at https://www.alamo.edu/spc/experience-spc/current-students/student-resources/book-loan-program/. For more information contact Liz Castillo at 210-486-2473.

Veterans Affairs (MLK Campus)
For more information, contact Veronica Griego at 210-486-2540.

Veterans Affairs
Tony Gable lgable@alamo.edu 210-486-2521
Certified Academic Advisors: Gloria (Maria) De Luna mdeluna@alamo.edu 210-486-2522
Alicia Stolte astolte2@alamo.edu 210-486-2539

Event: VA Work Study Opportunity
Location: Welcome Enrollment Center (WEC), Room 205

Summary: If you receive GI Bill Educational Benefits and are certified at least ¾ time, you could be eligible to work for the Veterans Affairs office. The federal work study positions have flexible work schedules. To apply, call 210-486-2111, or visit https://www.alamo.edu/spc/admissions/specific-populations/military-dependents/veteran-affairs/.

Event: SPC Veterans Graduation Luncheon
Date/Time: December 6 2:00 pm
Location: Turbon Student Center (TSC), Room 216
Summary: Student veterans that are graduating this fall are invited to the SPC Veterans Graduation Luncheon. We will be handing out to our students veterans the Red, White and Blue honor cord.
Academic and Career Advising Services (SW Campus)
For more information, contact Gina Jasso at 210-486-7185.

Event: New Student Orientation
Date/Time: Mondays 9:30 am – 12:30 pm *(Last one of 2018 is December 10)*
Location: Industrial Technology Center (ITC), Bldg. 1, Student Services, Conference Room B-172A
Summary: Check your student email as you will be receiving periodic email from your assigned Certified Academic Advisor with important information. You can register for New Student Orientation at https://spcweb.alamo.edu/StudentSuccess/Registration.aspx.

Event: Academic Advising by Appointment
Location: Industrial Technology Center (ITC), Bldg. 1, Student Services, Room B-172
Summary: The SWC Advising hotline is 210-486-7281. Please monitor your student ACES email account for important appointment links from your advisor.

Business Office (SW Campus)
For more information, contact Claudia Hernandez at 210-486-7002.

Event: Fall Hours
Date/Time: Monday, Tuesday, Thursday 9:00 am – 1:00 pm
             Wednesday 8:30 am – 3:30 pm (closed 12:30 pm – 1:00 pm)
             Closed Fridays and weekends
Location: Industrial Technology Center (ITC), Bldg. 1, Student Services, Room B-172
Summary: The Business Office staff can answer questions about billing, or tuition discounts and waivers. Students may also send email to dst-vbo2@alamo.edu. For additional services visit https://www.alamo.edu/district/business-office/.

Centers of Excellence for Math and Science (SW Campus)
For more information contact Dr. Jo Dee Duncan at 210-486-7121.

Our programs focus on expanding college and career awareness of science, technology, engineering and mathematics (STEM). Students that engage with us can receive a stipend for their time and effort. Call us, or refer to our website for more information at https://www.alamo.edu/spc/academics/academic-centers/centers-of-excellence/centers-of-excellence-science/.

Inclement Weather Closure
Dear Students and Employees,

Please be safe and take precaution. For the most up-to-date information on college closures, go to alamo.edu/spc or check social media channels.
Counseling Services (SW Campus)
For more information, contact Rosalinda Rivas at 210-486-2333.

Event: Personal Counseling – A Safe Space
Date/Time: Monday and Wednesday 8:00 am – 5:00 pm, or 10:00 am – 7:00 pm
Location: Industrial Technology Center (ITC), Bldg. 1, Room A-135
Summary: Students talk to Counselors about many different types of issues like career and academic concerns, anxiety, relationships, stress associated with deportation/family legal status, trauma, coping with illness, procrastination, and more. Counselors also provide referrals and community resource information. Let’s talk about strategies that can help you manage your stress, school and life activities. See important resources at https://www.alamo.edu/spc/experience-spc/current-students/support-centers/counseling-services/.

DACA Allies - Find scholarships and legal assistance for Deferred Action for Childhood Arrivals (DACA) at https://www.alamo.edu/spc/admissions/specific-populations/daca/ or speak confidentially to District Coordinator Carmen de Luna Jones (210-485-2080), SPC Director Elizabeth Castillo (210-486-2473), or SPC Counselor Rosalinda Rivas (210-486-2117).

Disability Services (SW Campus)
For more information, contact Maria Botello at 210-486-2199.

Event: Schedule your appointment. To be eligible for disability-related services, students must have a disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.
Date/Time: Tuesday and Thursday 8:00 am – 5:00 pm
Location: Industrial Technology Center (ITC), Bldg. 1, Room A-135
Summary: Disability Services ensures reasonable academic support to qualifying students with disabilities. We follow national best practices to ensure that our students have access to the latest information and technologies. DS provides support, referrals and encouragement for our students with disabilities. See https://www.alamo.edu/spc/experience-spc/current-students/support-centers/disability-services/.
Library Resources and Services (SW Campus)

For more information, contact Rita Castro at 210-486-2337.

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<td>Date/Time:</td>
<td>Monday – Thursday  8:00 am – 7:00 pm</td>
</tr>
<tr>
<td>Location:</td>
<td>Industrial Technology Center (ITC), Bldg. 1, Room C-123</td>
</tr>
<tr>
<td>Summary:</td>
<td>Students can use the Ask-A-Librarian button on our website to call, email, text or chat with a Librarian. If you would like in-depth research help, use the Individual Research Assistance Form under Library Services to schedule an appointment with a Librarian! The online resources, including e-books, video, and credible, authoritative information sources, are available through our online databases. For more information visit <a href="https://www.alamo.edu/spc/experience-spc/current-students/student-resources/library/">https://www.alamo.edu/spc/experience-spc/current-students/student-resources/library/</a>.</td>
</tr>
</tbody>
</table>

SPC Health Center (SW Campus)

For more information, contact Brenda Major at 210-486-7166.

Tips to prevent holiday stress and depression

When stress is at its peak, it’s hard to stop and regroup. Try to prevent stress and depression in the first place, especially if the holidays have taken an emotional toll on you in the past. Consider the following strategies:

1. Acknowledge your feelings.
2. Reach out.
3. Be realistic.
4. Set aside differences.
5. Stick to a budget.
7. Learn to say no.
8. Don't abandon healthy habits.
9. Take a breather.
10. Seek professional help if you need it.
11. Take control of the holidays.

Next, learn to recognize your holiday triggers, such as financial pressures or personal demands, so you can combat them before they lead to a meltdown. With a little planning and some positive thinking, you can find peace and joy during the holidays.

Source: https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/stress/art-20047544

Student Life (SW Campus)

For more information, contact Paul Lede at 210-486-2581.

<table>
<thead>
<tr>
<th>Event</th>
<th>Spirit Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time:</td>
<td>December 5 11:00 am – 1:00 pm</td>
</tr>
<tr>
<td>Location:</td>
<td>Industrial Technology Center (ITC), Building 1, Crossroads</td>
</tr>
<tr>
<td>Summary:</td>
<td>Wear your favorite St. Philip’s shirt or wear school colors (royal blue and white)!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Power Up for Finals – Stress Relief Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time:</td>
<td>December 10 and 11  8:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Location:</td>
<td>Industrial Technology Center (ITC), Building 1, Crossroads</td>
</tr>
<tr>
<td>Summary:</td>
<td>Come relieve the stress of Finals Week with helpful tips and snacks to keep you going!</td>
</tr>
</tbody>
</table>
St. Philip's College’s 

Do you want to give feedback to SPC? Did you have a great experience with a service offered at the college or something you want to address? You can now do that with our "Feed the Tiger" form. This form is available to all that would like to express their experience at SPC and rate how we are doing. Please feel free to share your thoughts with us. We want to make sure you are heard and that we address any concerns you might encounter. Click on the orange "Feed the Tiger" button at http://spcweb.alamo.edu/feedback/index.html.

Tutoring Services & Service Learning (SW Campus)

For more information, contact Elizabeth Castillo at 210-486-2473.

DACA Allies

Find more resources (such as access to scholarships and legal assistance) for Deferred Action for Childhood Arrivals (DACA) at https://www.alamo.edu/spc/admissions/specific-populations/daca/, or speak confidentially to District Coordinator Carmen de Luna Jones (210-485-2080), SPC Director Liz Castillo (210-486-2473), or SPC Counselor Rosalinda Rivas (210-486-2117).

Financial Literacy Program

Event: Free Online Financial Coaching
Date/Time: By appointment
Location: https://www.aie.org/coaching/
Summary: This free service in partnership with Trellis is designed to help you make smart financial decisions. For more information contact Enida Rehome at 210-486-2140.

Tutoring Services and Perpetual Book Loan Program

Event: General tutoring, a great place to study, and free Book Loan Program!
Date/Time: Tuesday and Thursday 10:00 am – 12:00 pm, and 1:00 pm – 4:00 pm
Location: Industrial Technology Center (ITC), Bldg. 1, Library, Room C-123N
Summary: Tutoring in speech, history, business, accounting (I and II) and Spanish. The Perpetual Book Loan Program is offered year-round and is available via online reservations at https://www.alamo.edu/spc/experience-spccurrent-students/student-resources/book-loan-program/. For more information contact Liz Castillo at 210-486-2473.

Holiday E-Card Contest

Theme: Hope for the Holidays
Deadline: December 7, 2018 (12:00 noon)
Learn more at: www.alamo.edu/holiday-ecard
Winners: First Place – $500 scholarship
Second Place – $100 scholarship
Third Place – $75 scholarship
Deferred Action for Childhood Arrivals (DACA)

For more information, contact Carmen de Luna Jones at 210-485-0280.

To locate resources on immigrant rights to advocate for yourself and protect your community, visit https://www.alamo.edu/spc/admissions/specific-populations/daca/. View an important immigrant's training video, "Know Your Rights & Family Preparedness". The video can also be viewed in Spanish.

What should I do if I believe an enforcement action has taken place that is inconsistent with this guidance?

DHS has explained that there are a number of locations where an individual may lodge a complaint with DHS about a particular immigration enforcement action that may have taken place in violation of these or other policies. You may find information about these locations, and information about how to file a complaint, on the DHS website at https://www.dhs.gov/, the CBP website at https://www.cbp.gov/, or ICE website at https://www.ice.gov/.

You may contact ICE Enforcement and Removal Operations (ERO) through the Detention Reporting and Information Line at 888-351-4024 or through the ERO information email address at ERO.INFO@ice.dhs.gov, also available at https://www.ice.gov/webform/ero-contact-form. The Civil Liberties Division of the ICE Office of Diversity and Civil Rights may be contacted at 202-732-0092 or ICE.Civil.Liberties@ice.dhs.gov.

You may contact the CBP Information Center to file a complaint or compliment via phone at 877-227-5511, or submit an email through the website at https://help.cbp.gov.

Where should I report discrimination if I believe it is taking place in my school?

Anyone with information about discrimination occurring in schools, including discrimination on the basis of race, color, or national origin (which may include citizenship or immigration status), may file a complaint by contacting the U.S. Department of Education, Office for Civil Rights via https://www.state.gov/s/ocr/, 800-421-3481 or TDD: 800-877-8339 (for language assistance contact 800-USA-LEARN (800-872-5327)) or by contacting the U.S. Department of Justice, Civil Rights Division, Educational Opportunities Section via https://www.justice.gov/crt/educational-opportunities-section, 877-292-3804, or TTY: 800-514-0383.

Will enforcement actions ever occur at sensitive locations?

DHS has explained that immigration enforcement actions may occur at sensitive locations in limited circumstances, but should generally be avoided. DHS officers and agents from U.S. Immigration and Customs Enforcement (ICE) or U.S. Customs and Border Protection (CBP) may conduct an enforcement action at a sensitive location only with prior approval from an appropriate supervisory DHS official, or if the enforcement action involves exigent circumstances related to national security, terrorism, or public safety, or where there is imminent risk of destruction of evidence material to an ongoing criminal case.

For more information about these civil rights protections, please see the U.S. Department of Education (ED) and U.S. Department of Justice joint Dear Colleague letter https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201309.html
FACT SHEET FOR FAMILIES AND SCHOOL STAFF: LIMITATIONS ON DHS IMMIGRATION ENFORCEMENT ACTIONS AT SENSITIVE LOCATIONS

All children have a right to a free public education, regardless of their actual or perceived immigration or citizenship status or that of their parents. Education leaders, teachers, students, and families, have asked questions about guidance that was released by the U.S. Department of Homeland Security (DHS) that limits immigration enforcement actions from occurring at schools and other “sensitive locations.” This DHS guidance is at: https://www.cbp.gov/border-security/sensitive-locations-faq. To respond to these questions, the U.S. Department of Education has worked with DHS to prepare this fact sheet, intended to help parents, families, educators, and other school staff understand the DHS guidance.

In general, DHS has explained that immigration enforcement actions may not occur at or in “sensitive locations.” These locations include:

- **Schools**, such as known and licensed day cares, pre-schools and other early learning programs; primary schools; secondary schools; post-secondary schools up to and including colleges and universities; as well as scholastic or education-related activities or events.

- **School bus stops** that are marked and/or known to the officer, during periods when children are present at the stop.

- **Places of worship**, such as churches, synagogues, mosques, and temples.

- **Religious or civil ceremonies or observances**, such as funerals and weddings.

- **Medical treatment and health care facilities**, such as hospitals, doctors' offices, accredited health clinics, and emergent or urgent care facilities.

- **During public demonstrations**, such as a march, rally, or parade.
The Ocean Exploration Trust is now accepting applications for students and educators to participate in the 2019 Nautilus Exploration Program. Participants will gain exposure to and experience in the applications of science, technology, engineering, and mathematics (STEM) in the field of ocean exploration. The Nautilus Exploration Program, founded in 2008 by Dr. Robert Ballard is conducted by the Ocean Exploration Trust and centers of scientific exploration of the ocean launched from Exploration Vessel Nautilus, a 64-meter research ship equipped with remotely

SCIENCE COMMUNICATION FELLOWSHIP
Formal classroom educators, informal educators, and artists are eligible to apply.
Application Deadline: December 14, 2018

SCIENCE & ENGINEERING INTERNSHIP PROGRAM
ROV Engineering, Video Engineering
Ocean Science & Seafloor Mapping
Community college, undergraduate, graduate students, and recent graduates are eligible to apply.
Application Deadline: January 4, 2019

“"I’ve always thought the best teachers were those who experience things and then bring it back to help their students have their own experiences. I also can’t underestimate the energizing effect of having OET invest in me this way; it just feels empowering.”
- 2018 Science Communication Fellow

"An all-around amazing experience. I was given a large amount of responsibility right away, but felt the experts around me were invested in my success, which in turn helped inspire me to be the best intern ROV engineer I could be.”
- 2018 Science & Engineering Internship Program Participant

FOR MORE INFORMATION & TO APPLY VISIT: www.oet.org/education
Scholarship Opportunities

**HBCUs in LA**  
Deadline for the program is 11:59 pm PST / January 6, 2019.

The Entertainment Industry College Outreach Program (ELCOP) is proud to announce the **HBCU in LA Internship Program** application is now open! This highly competitive program will be open to both undergraduate and graduate students with an interest to pursue a career in the entertainment, media and communication industry. Selected Scholars will participate in an 8-10 week paid internship in Los Angeles, Summer 2019!

To apply and for more information click [https://www.eicop.org/wordpress/how-to-apply/](https://www.eicop.org/wordpress/how-to-apply/).

**Educational Aid Exemption (EAE) Application**

The EAE is available to eligible students taking courses toward teacher certification and pays for the tuition and required fees for said coursework in the semester for which it was applied. For more information and the link to the application [http://www.collegeforalltexans.com/apps/financialaid/tofa2.cfm?ID=572](http://www.collegeforalltexans.com/apps/financialaid/tofa2.cfm?ID=572).

1. Both the student and authorized school official (at the place of their employment verifying employment) must complete and sign off on the application.
2. The completed application, it is brought to the Alamo academic advisor.
3. The academic advisor completes the Advisor-Cert-Form.
4. Forms and information are forwarded to the Student Financial Services office on your campus.
5. Awarding and applying the funds will be processed by the office of Student Financial Services on your campus.
6. Application must be completed and process **each semester** that student is seeking funds.