



Business & Public Service
Institute



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ACADEMIC ADVISING SYLLABUS

Welcome to San Antonio College!

What is Academic Advising?

Academic advising is a series of ongoing and intentional conversations among students, faculty, and staff that establish a pathway to educational, career, and life goals. We encourage you to visit with your assigned Certified Advisor and Faculty Mentor throughout your time at San Antonio College for the most up-to-date information on career pathways, degree plans, transfer plans, academic support, co-curricular activities, and graduation.

Your Assigned Certified Advisor Will:

- Provide you with a professional, courteous, and understanding academic advising experience.
- Provide you with an overview of Student Services.
- Provide you with information on college and community resources.
- Provide you with specific career information and transfer plans for your career institute and program.
- Provide you with assistance in developing an Individual Success Plan (ISP).
- Provide you with assistance in scheduling and registering for courses.
- Ensure you are part of the decision-making process.
- Assist you with developing action plans if you are on academic or financial aid suspension.
- Monitor your academic progress.
- Provide you with assistance in completing your graduation application.

Alamo ADVISE Vision

We will provide every student with an exemplary, effective, and personalized pathway to success through academic and career advising.

Alamo ADVISE Mission

At the Alamo College District, academic and career advising build 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.

San Antonio College Mission

To empower our community for success by meeting the postsecondary learning needs of a diverse and globally-networked society. To help students achieve their full potential by preparing them to graduate, transfer, or enter the workforce with effective critical thinking skills, communication proficiency, leadership ability, personal and civic responsibility, empirical and quantitative understanding, performance proficiency, and the ability to work effectively in teams.



Student Responsibilities:

- Be proactive. Read all of your emails in ACES. This is the official communication method for the Alamo Colleges District.
- Create and commit to an academic plan that supports certificate and/or degree completion and/or successful transfer.
- Commit to Completion.
- 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.
- Schedule regular appointments with your assigned Certified Advisor and/or Faculty Mentor.
- Inform your assigned Certified Advisor of important changes that directly affect your academic performance and educational goals.
- Monitor your academic progress in Alamo GPS via your ACES account.
- Be an engaged and active learner in your educational journey.

Student Outcomes:

- Embrace personal responsibility as an integral part of personal and student success.
- Identify individual strengths and weaknesses.
- Utilize provided tools to research, plan, and monitor your academic journey.
- Know and adhere to critical policies and dates including drop and pay deadlines, academic standards, financial obligations, federal, state, and local policies for program completion.
- Engage in activities/programs outside the classroom.
- Utilize college resources.
- Know the importance of program completion, core completion, the benefits of the associate degree, transfer, and reverse transfer options.
- Utilize the TRAC Center for transfer, career, and job readiness services.
- Know how and where to access financial assistance to continue your educational goals.

Recommended Readings and Resources

San Antonio College e-Catalog.....mysaccatalog.alamo.edu
Career Coach<https://www.alamo.edu/academics/academic-resources/career-resources-services/>

Campus Resources

Admissions and Records
FAB 200
210-212-5266 (Service Help Desk)
Please visit Website for Current Hours
alamo.edu/sac/admissions/

Personal Counseling
Center for Academic Enrichment
210-486-1620
Please visit Website for Current Hours
alamo.edu/sac/pc/

Career Readiness and Experiential
Opportunities Office (CREO)
MLC 100
210-486-1500
Website for Current Hours
alamo.edu/sac/CREO/

Financial Aid Office
FAB 200
210-212-5266 (Service Help Desk)
Please visit Website for Current Hours
alamo.edu/district/financial-aid/

Student Accessibility Services
MLC 1st Floor
210-486-0020
Please visit Website for Current Hours
alamo.edu/sac/about-sac/college-offices/disability-support-services/

Advocacy Center
Student Advocacy Center
210-486-1003
Please visit Website for Current Hours Please visit
alamo.edu/sac/about-sac/college-offices/student-advocacy-center/

Email Policy

All San Antonio College email communications will be sent via your ACES student e-mail (per Alamo Colleges District policy). You will need to check your ACES e-mail for important information such as financial aid, admissions and records, campus announcements, and other Alamo Colleges communications. You must also communicate with your Advisor utilizing your ACES e-mail and should include your Banner number in any emails you send. If you need information on how to set up your ACES e-mail account, please visit aces.alamo.edu.

Assessment of Advising

Students will have the opportunity to rate their advising experience through the Alamo Colleges District Advising survey.

Good Academic Standing

Acceptable scholastic performance, also known as Good Academic Standing, is based upon your progress towards successful course and program completion. Good Standing means that you have maintained a minimum overall institutional GPA of a 2.0, including developmental courses. Good Standing is affected if your overall institutional GPA falls below 2.0 at any time, which may place you on Academic Probation, and potentially Academic Dismissal. Classes taken at your home institution are used to calculate your semester and overall institutional GPAs.

Academic Probation and Suspension

- If you begin any semester term in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher, you are placed on Academic Probation. You will be notified of your probationary status via your ACES email account.
- You may re-enroll for one (1) semester term after meeting with your assigned Certified Advisor.
- Your status is evaluated after each semester term. You must earn a semester term GPA of 2.0 or higher to remain enrolled while on Academic Probation.
- Upon completion of above requirements, appropriate academic holds will be cleared on your records.
- Academic Probation status is removed when you earn both a semester term GPA of 2.0 or higher and a cumulative GPA of 2.0 or higher.

Financial Aid Probation and Suspension

Federal regulations require all students applying for financial assistance to maintain satisfactory academic progress (SAP) in order to receive aid. The progress standards that you are required to meet in order to maintain financial aid eligibility are:

- A minimum 2.0 GPA, "C" or better, per semester and overall GPA;
- Successful completion of 67% of all coursework attempted
- Completion of the academic program of study within ninety-nine (99) hours of attempted coursework (including all hours attempted at other colleges). Note: Thirty (30) hours of non-repeated developmental classes may be excluded from the ninety-nine (99) hours.

You may appeal your suspension status in order to seek reinstatement for Federal Pell or Federal Loan eligibility. To appeal you must complete an ISP with your assigned Certified Advisor, clearly showing courses earned towards the program, courses still needed, and your anticipated graduation date. Additionally, you will need to submit a personal statement (with appropriate documentation) detailing the circumstances that resulted in your failure to meet the required standards, what changes you have made to address those circumstances, and what your educational goals are. If the appeal is approved, your eligibility is reinstated subject to program requirements. Progress is reviewed at the end of the semester to make sure that you are meeting the standards and following the degree plan. Failure in either of these criteria will again result in financial aid suspension.

If your appeal is denied, no financial aid of any kind may be awarded to you. You can continue to enroll but at your own expense. A re-appeal is acceptable after you have completed at least one (1) semester, preferably two (2), and believe you can make a case for getting back on track academically. The committee's decision is final and may not be appealed further.

Student Academic Advising Plan

	Hours	Advising Type	Achievements
First Year 0 – 30 Hours	0 - 15 Hours	Group Advising and Individual Advising	<ul style="list-style-type: none"> ✓ Understand how to navigate the ACES portal (to include email and Alamo GPS). ✓ Identify your intended educational and career pathway choice. ✓ Understand the degree, certificate, and transfer options available to you. ✓ Understand the transfer requirements for the transfer institution you selected. ✓ Understand the importance of Core Curriculum and degree completion. ✓ Maintain consistent contact with your Certified Academic Advisor. ✓ Create and submit a Personal Mission Statement. ✓ Develop, complete, and get approval for your Individual Success Plan (ISP). ✓ Be familiar with important policies (Smart Start, residency requirements, 6 drop, and 3 Peat). ✓ Understand campus resources. ✓ Understand and know the academic and registration calendar. ✓ Register for at least 9 to 12 semester hours to be eligible for Summer Tuition Momentum Plan.
	16 – 30 Hours	Individual Advising	<ul style="list-style-type: none"> ✓ Maintain consistent contact with your advisor. ✓ Commit to a plan of study within a pathway and a transfer institution. ✓ Review your Individual Success Plan (ISP) with your Certified Academic Advisor, and make necessary updates. ✓ Understand your academic standing, and how it can affect your transfer and degree plans. ✓ Explore scholarship and internship opportunities. ✓ Register for at least 9 to 12 semester hours to be eligible for Summer Tuition Momentum Plan.
Second Year 31+ Hours	31 – 45 Hours	Individual Advising	<ul style="list-style-type: none"> ✓ Maintain consistent contact with your Certified Academic Advisor. ✓ Monitor academic progression and plan for graduation and/or transfer. ✓ Review Individual Success Plan (ISP) in preparation for completion. ✓ Utilize college resources for career and job readiness services. ✓ Know the admission process and deadlines for your transfer institution. ✓ Register for at least 9 to 12 semester hours to be eligible for Summer Tuition Momentum Plan.
	45+ Hours	Individual Advising	<ul style="list-style-type: none"> ✓ Maintain consistent contact with your Certified Academic Advisor. ✓ Complete degree audit and submit graduation application. ✓ Meet with Career and Transfer Services to create a resume. ✓ Request transcripts to be sent to transfer institution. ✓ Be familiar with transfer information regarding financial aid assistance. ✓ Register for at least 9 to 12 semester hours to be eligible for Summer Tuition Momentum Plan.
Summer Sessions		Individual Advising	<ul style="list-style-type: none"> ✓ Take advantage of the Summer Momentum Tuition Plan. ✓ Maintain consistent contact with your Certified Academic Advisor.

Step-by-Step Plan for a Successful Semester:

STEPS	PART OF TERM: (16-WEEK)	ACTIVITIES
Step 1	One to two weeks before the 1st day of class.	<ul style="list-style-type: none"> Confirm your course schedule on ACES and verify that you do not have a balance. Students who have not paid their tuition and fees by the published due date will be dropped from their courses. Check the admissions and records website for the most up-to-date information in the Academic Calendar you will find: census dates, refund schedules, last day to withdraw, and final exam schedule.
Step 2	Beginning the first day of class	<ul style="list-style-type: none"> First day counts! Show up for class for the first day or be dropped! If you are graduating this semester, apply for graduation via ACES.
Step 3	Second week of classes	<ul style="list-style-type: none"> Make an appointment to visit with your assigned Certified Advisor and Faculty Mentor.
Step 4	Fourth week of class	<ul style="list-style-type: none"> If you are graduating this semester and planning to transfer, start applying now! Many universities have application deadlines in October for the Spring semester.
Step 5	Sixth week of class	<ul style="list-style-type: none"> Set up an appointment to meet with your assigned Certified Advisor or Faculty Mentor to prepare for next semester registration! Transfer Fair - Be sure to attend the Transfer Fair and visit with prospective colleges and universities. This is a great time to find out about university admissions requirements, financial aid, scholarships, campus location, etc. (Check for dates)
Step 6	Eighth week of class	<ul style="list-style-type: none"> Check on your ACES account for any registration holds, financial aid awards and review your Individual Success Plan for course registration. Check in with your assigned Advisor to see if you have a PIN hold. If you are graduating this semester, fill out a graduation application with your assigned Certified Advisor, if you have not already done so. The application deadline is fast approaching!
Step 7	Tenth week of class	<ul style="list-style-type: none"> Review course withdrawal dates for the semester. Keep in mind that withdrawing from courses can impact your financial aid, three-peat rule and six-drop rule. If you are considering withdrawing from a course, meet with your instructor for advice. There may be help or suggestions your instructor can offer; perhaps there is a way to stay in the class. If you are graduating this semester, be sure that you request that an official transcript with final grades be sent to your home address or transfer institution.
Step 8	Fourteenth week of class	<ul style="list-style-type: none"> Prepare for your final exams and set up a plan to complete your coursework.
Step 9	Fifteenth week of class	<ul style="list-style-type: none"> Review next semester's schedule, check for registration/transcript holds and verify that you do not have tuition and fee balances in ACES. Review final exam schedule.
Step 10	Sixteenth week of Class	<ul style="list-style-type: none"> Final exams will be conducted during the 16th week of class, and final Grades will be posted on Wednesday of the following week.

How to Register for Classes

- Log in to ACES
- Select the “Student” tab
- Select “Web Services”
- Select the “Student” tab
- Select “Registration”
- Select “Look Up Classes”
- Select the appropriate term from the drop-down list and hit “Submit”
- Select “Search by College”; this will allow for advance search options
- Select the course “Subject” and enter the “Course Number”; scroll down and narrow your results by selecting which Campus, Part of term, and Session type and select “Section Search”
- Review the available options for the course and click the box next to the course section you would like to enroll in and select “Register” at the bottom of the page

How to Withdrawal for a Course

- Log in to ACES
- Select the “Student” tab
- Select “Web Services”
- Select the “Student” tab
- Select “Registration”
- Select “Course Withdrawal”
- Select the appropriate term from the drop-down list and hit “Submit”
- Please review your Student Information
- Under the “Action” column select “Withdraw No Grade” next to the course you are wanting to withdraw from
- Complete the form, select Acknowledgment check box, and select “Submit”

How to Check Your Financial Aid

- Log in to ACES
- Select the “Student” tab
- Select “Web Services”
- Select “Financial Aid”
- Select “Financial Aid Status”
- Select the applicable Aid Year from the list
- Review your status, award messages and aid package information

How to Make A Payment

- Log in to ACES
- Select the “Student” tab
- Select “Web Services”
- Select the “Student” tab
- Select “Student Account”
- Select “Make A Payment”
- Select “Virtual Business Office” and follow the prompts

Business & Public Service Advising Team
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How to Schedule an Appointment

- Log in to ACES
- Select the “Start Here” tab
- Select “Alamo Navigate” icon
- Select “Login”
- Select the “Appointments” tab on the left-hand side
- Select “Schedule an Appointment”
- Select the Reason for your appointment and select Next
- Select the Location and select Next
- Select the Day and Time that works for you and select Next
- Review the selection and confirm your appointment