



Academic Advising Syllabus Department
of Academic Advising

ST. PHILIP'S COLLEGE

OFFICE: PHONE: Academic Advising, Welcome Center, 100 (MLK) or Academic Advising, Bldg. 1 Room B172 (SWC)
OFFICE HOURS: 210-486-2008 (MLK) or 210-486-7281 (SWC)
Monday, Tuesday, Thursday 8:00am-6:00pm
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 include library services, tutoring, open-use computer labs and a 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:

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

Advisee and Advisor Responsibilities

St. Philip's College (SPC) will provide every student with an exemplary, effective and personalized pathway to success through academic and career advising. At St. Philip's College, 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.

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 for:

- Visiting with your Certified Academic Advisor.
 - Reading all your emails in ACES. This is the official communication method from SPC for students.
 - Meeting critical deadlines for registration, financial aid and payment deadlines, add/drops, and graduation application for completing your degree and/or certificate.
 - Being prepared to discuss goals and educational plans. Ask questions if something is not clear or you have a concern.
 - Being open and willing to consider all options and recommendations.
 - Being 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.
 - Scheduling your advising appointment early in the semester.
 - Being courteous and respectful at all times.
- Learning about academic programs and resources.
- Understanding the importance of ethical decision-making in your academic experience.
- Committing to an academic plan that supports certificate and/or degree completion and/or successful transfer. Commit to Completion.
- Understanding the importance of your degree plan as it pertains to non-accredited course work for completion.
- Being familiar with and abide by the SPC [Student Code of Conduct](#)
- Being 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 with 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 SPC and Federal Education Right to Privacy Act [FERPA](#) 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.
- Initiate a course withdrawal 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.

- 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 or EDUC 1300 course in your first semester.
- Complete your **My Mission Statement** in your ACES portal, this helps provide you with a sense of direction as you continue your path to personal and academic development.
- Explore co-curricular opportunities (SGA-Student Government Association, SLI-Student Leadership Institute, internships, Recreational sports, etc.) related to your educational or career program.
- Seek scholarship opportunities.

NOTES:

At 16 to 30 credit hours earned you will: (_____/_____) (_____/_____)

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.
- 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.
- Seek scholarship opportunities

NOTES:

At 31 or more college level hours earned you will: (____/____) (____/____)
Advisor Initial/Date Student Initial/Date

- Review your certificate or associate degree plan through Alamo GPS to monitor progression and plan for completion and/or transfer.
- Understand how your SPC earned coursework will transfer.
 - Identify competitive admission programs and understand requirements to be admitted.
- Identify your transfer institution.
 - Visit selected transfer school(s) and/or meet with a transfer counselor/advisor.
 - Attend Transfer Fair.
 - Visit your Certified Academic Advisor or meet visiting university advisors.
 - Contact your transfer institution to begin reviewing university applications and to determine admission deadlines and guidelines.
 - Seek transfer scholarship opportunities.
 - Approach faculty for letters of recommendation.
- Seek scholarship opportunities.
- If applicable, join Phi Theta Kappa (PTK). Great for your résumé!
- Explore different clubs and organizations to join. Great for networking and your résumé!

NOTES:

During Your Final Semester you will: (____/____) (____/____)
Advisor Initial/Date Student Initial/Date

- Meet with your Certified Academic Advisor. You will complete the following:
 - Your mandatory graduation advising and degree review by the posted deadline
 - Your on-line Graduation Application to be considered for your certificate or degree awarded.

- Learn the outgoing SPC Transcript Request process.
- Pay all charges and debts owed to Alamo Colleges District-SPC.
- Verify academic records to clear any holds.
- Be invited to Fall/Spring Commencement to celebrate your accomplishment of completing your certificate or degree with SPC – Your cap & gown are FREE, but you are responsible for parking fee at venue.
- Understand the importance of ethical decision-making as it relates to your choices, actions and consequences in an educational environment.
- Be encouraged to continue to enhance your skills and education.
- Be invited to join the SPC Alumni Association.

NOTES:

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/>

CALENDAR:

Application, Financial Aid, Installment Plan, Bacterial Meningitis, Registration/Payment Calendar deadline and refund dates. <http://alamo.edu/calendars/>

TUITION AND FEES:

<https://www.alamo.edu/admission--aid/paying-for-college/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. Click here for more detailed information:

<https://www.alamo.edu/academics/academic-resources/alamo-gps/>

STUDENT RESOURCES:

A variety of services and resources are available to all students. <http://alamo.edu/spc/student-resources/>