

PALO ALTO COLLEGE S.H.A.R.E. CENTER FINANCIAL WELLNESS SYLLABUS

VISION

To educate and empower students with financial knowledge and resources, so they can ultimately apply this knowledge to their lives, have financial security and attain financial wellness.

MISSION

To provide a holistic financial literacy curriculum offered at multiple touchpoints throughout a student's educational journey.

STUDENT LEARNING OUTCOME:

Students will demonstrate knowledge of money management within three main areas: responsible borrowing, budgeting, and credit.

FINANCIAL LITERACY ADVISOR RESPONSIBILITIES:

1. Help students understand topics such as money management, borrowing, credit, and protecting personal identity
2. Help students understand how to apply knowledge to life
3. Case management by providing referrals and additional resources as needed
4. Offer financial education programs such as workshops and individual advising
5. Assist with the emergency aid process
6. Be available and answer any questions

STUDENT RESPONSIBILITIES:

1. Meet with the Financial Literacy Advisor or attend a workshop at least once a semester
2. Ask questions to clarify or better understand
3. Use knowledge gained and apply it to day to day life
4. Be professional and courteous
5. Bring Palo Alto College Student ID and any necessary documents
6. Understand that Palo Alto College is committed to students' success and has resources available

FINANCIAL WELLNESS ON CAMPUS

The Financial Literacy Advisor conducts proactive and intentional outreach to student loan recipients, emergency aid recipients, and the campus community via phone calls, emails, individual student sessions, and contextualized workshops.

CAREER SERVICES CURRICULUM

Each contextualized workshop is meant to teach Palo Alto College students lifelong career techniques.

- Work and Earn
- Preventing Identity Theft
- Budgeting and Money Management
- Borrow Smart
- Obtain and Interpret Credit Reports

Palo Alto College students will access the Financial Literacy curriculum before their first semester at the College during New Student Orientation. By completing two full years of curriculum, students will learn about the subjects listed below:

YEAR 1:

- How to create a budget and money management
- The importance of saving for emergencies
- Credit and credit reports
- Responsible borrowing
- How to access various online financial wellness resources to enhance well-being

YEAR 2:

- Student loans and impact of default
- How to protect against fraud/identity theft
- Future employment and expected salary
- How to access various online financial wellness resources to enhance well-being



OVERVIEW OF FINANCIAL WELLNESS ADVISING & PROGRAMMING FOR ALL STUDENTS AND STUDENT LOAN RECIPIENTS

FINANCIAL EDUCATION PROVIDED BY PALO ALTO COLLEGE (0-30 HOURS: YOUR FIRST YEAR)

TIMELINE	TOPIC	ACTIVITIES	Delivery Method
Before April 1 of each year	Scholarships	<ul style="list-style-type: none"> Students can receive assistance either in person or online to complete an application for scholarships (earlier deadlines may apply) during on-campus events such as Financial Aid Saturdays or Scholarship Preview Day 	In person
Before May 1 of each year	FAFSA/TASFA and other ways to pay for college	<ul style="list-style-type: none"> Get assistance either in person or online to complete an application for financial aid during on-campus events such as Financial Aid Saturdays or Scholarship Preview Day 	In person
Before 1st day of class	Financial Aid Award Letter in ACES	<ul style="list-style-type: none"> Receive information in acceptance packet to schedule an appointment with a Trellis Financial Coach who can help review letter and answer any questions Schedule an appointment here: aie.org/coaching/ 	Direct mail & virtual coaching
Before 1st day of class	Developing a Budget for College	<ul style="list-style-type: none"> Attend New Student Orientation and receive information about how to develop a budget Receive assistance with logging into iGrad, an interactive website with resources to help manage money S.H.A.R.E. Center Peer Advisors and Senior Advisors will also be available to help answer any questions 	In person & online resource
First Semester	Creating a Budget and Your Credit	<ul style="list-style-type: none"> S.H.A.R.E. Peer Advisors and Senior Advisors will visit EDUC 1300/SDEV courses to help students create a budget and better understand credit Schedule an appointment with a Trellis Financial Coach to review spending plan Schedule an appointment at www.aie.org/coaching 	Classroom visit & virtual coaching
September	Money Management	<ul style="list-style-type: none"> Get involved! Join a student club or organization and attend the required training to learn about budgeting and money management for the student organization 	Workshop
November	Financial Aid	<ul style="list-style-type: none"> FAFSA online application opens Oct. 1. Attend a Financial Aid Saturday event on the first Saturday of each month from October-May 	In person & online resource
December/January	Credit & Credit Reports	<ul style="list-style-type: none"> Complete iGrad Course: Understanding Your Credit Report or attend a Borrow Smart Workshop Download one to three reports at annualcreditreport.com Watch videos on "Minimum Payments on Credit Cards" or "Payday Lending" 	Online resource
February	Scholarships	<ul style="list-style-type: none"> Access iGrad: Guide to Scholarships and identify two potential scholarship opportunities Apply for Alamo Colleges District scholarships by April 1 and attend Scholarship Preview Day event for assistance 	In person & online resource
February-April 15	Taxes	<ul style="list-style-type: none"> Visit Voluntary Income Tax Assistance (VITA) site at Palo Alto College to get free assistance with completing taxes 	In person

OVERVIEW OF FINANCIAL WELLNESS ADVISING & PROGRAMMING FOR ALL STUDENTS AND STUDENT LOAN RECIPIENTS

FINANCIAL EDUCATION PROVIDED BY PALO ALTO COLLEGE (0-30 HOURS: YOUR FIRST YEAR) CONTINUED

TIMELINE	TOPIC	ACTIVITIES	Delivery Method
March	Financial Literacy	<ul style="list-style-type: none"> Visit with your assigned certified advisor for academic advising; your advisor can be found in the My Page tab in ACES Receive referrals to Financial Literacy events on campus and resources available 	In person
April	Financial Literacy Month	<ul style="list-style-type: none"> Attend a workshop and learn more about why financial literacy is important Attend a Financial Aid Saturday event on the first Saturday of each month from October-May 	Workshop
May-August	Planning for Upcoming Year	<ul style="list-style-type: none"> Schedule an appointment with a Trellis Financial Coach who can help plan a budget and review financial aid for the upcoming year Schedule an appointment at www.aie.org/coaching 	Virtual coaching
May-August	Preparing for a Career	<ul style="list-style-type: none"> Attend a Work and Earn workshop or complete iGrad Course: Understanding Your Paycheck Access Career Choices tool and Cost of living calculator 	Online resource



OVERVIEW OF FINANCIAL WELLNESS ADVISING & PROGRAMMING FOR ALL STUDENTS AND STUDENT LOAN RECIPIENTS

FINANCIAL EDUCATION PROVIDED BY PALO ALTO COLLEGE (31+ HOURS: YOUR SECOND YEAR)

August/ September	Review Financial Wellness Syllabus	<ul style="list-style-type: none"> Visit with a S.H.A.R.E. Center Senior Advisor to review resources available and what to do in year two to budget, spend wisely, and save to stay on track for graduation 	In person
October	Money Management: Saving & Investing	<ul style="list-style-type: none"> Attend a Save and Build for the Future Workshop to plan your long-term and medium-term goals Use iGrad Saving for a Goal Calculator Attend a Financial Aid Saturday event on the first Saturday of each month from October - May 	Workshop & online resource
October	Financial Literacy	<ul style="list-style-type: none"> Visit assigned certified advisor for academic advising. Advisor can be found in the My Page tab of ACES Receive referrals to Financial Literacy events on campus and resources available 	In person
November	Financial Aid	<ul style="list-style-type: none"> Complete the FAFSA/TASFA by May 1 Need help? Attend a Financial Aid Saturday Event, visit with advisor or the Welcome Center, or view videos at www.aie.org/resources/videos Schedule an appointment with a Trellis Financial Coach who can help apply for financial aid at a transfer institution Schedule an appointment at www.aie.org/coaching 	In person & virtual coaching
December	Money Management: Borrowing and Credit Cards	<ul style="list-style-type: none"> Attend a Borrow Smart workshop to understand responsible borrowing and credit cards Complete iGrad Course: Using Credit Cards Responsibly 	Workshop & online resource
February	Scholarships (Free Money!)	<ul style="list-style-type: none"> Access iGrad: Guide to Scholarships and identify two potential scholarship opportunities Apply for Alamo Colleges scholarships by April 1 and attend Scholarship Preview Day event for assistance 	In person & online resource
February-April 15	Taxes	<ul style="list-style-type: none"> Visit Voluntary Income Tax Assistance (VITA) site at Palo Alto College to get free assistance in completing taxes 	In person
March	How to Protect Against Fraud/Identity Theft	<ul style="list-style-type: none"> Attend a Monitor and Protect Workshop or complete iGrad Course: Protecting Yourself from Identity Theft and Scams Play "Beware of Spyware" or "ID Theft FaceOff" game on iGrad 	Workshop & online resource
March	Financial Literacy	<ul style="list-style-type: none"> Visit assigned certified advisor for academic advising. Advisor can be found in the My Page tab of ACES Receive referrals to Financial Literacy events on campus and resources available 	In person
May	Student Loan Exit Counseling Session	<ul style="list-style-type: none"> Student will complete their required student loan exit counseling session prior to graduating/transferring. Visit the Financial Aid office for more information. 	In person/online resource
May-August	Preparing for a Career	<ul style="list-style-type: none"> Attend a Work and Earn Workshop or complete iGrad Course: Understanding Your Paycheck Access Career Choices tool and Cost of Living calculator 	Workshop & online resource

OVERVIEW OF FINANCIAL WELLNESS ADVISING & PROGRAMMING FOR ALL STUDENTS AND STUDENT LOAN RECIPIENTS

FINANCIAL EDUCATION PROVIDED BY PALO ALTO COLLEGE (31+ HOURS: YOUR SECOND YEAR) CONTINUED

May-August	Financial Aid at Your Transfer Institution	<ul style="list-style-type: none">• Receive information in graduation status notification letter on how to schedule an appointment with a Trellis Financial Coach to better understand financial aid at a transfer institution• Schedule an appointment at www.aie.org/coaching	Direct mail & virtual coaching
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OVERVIEW OF THE EMERGENCY AID PROGRAM

ABOUT EMERGENCY AID

A study conducted by Scholarship America and the Wisconsin Hope Lab in December 2015 shows emergency aid can help keep students in school and on track to graduate. The average grant given by Scholarship America Dreamkeepers is \$446. With the aid, the organization finds 95 percent of students who receive aid complete their semester and 88 percent enroll in the following semester.

EMERGENCY AID AT PALO ALTO COLLEGE

Emergency aid includes a one-time Emergency Grant program (average of \$600 depending on funding availability) available for students facing unexpected financial issues. Unexpected costs may be significant enough to result in taking a temporary or permanent break from college. This program is intended to facilitate success and help students stay in school and graduate.

The Emergency Grant program does not require repayment and is provided in collaboration with Trellis Company. Emergency grant proceeds must be used for expenses such as utilities, housing/rent, food, medical/dental, personal automobile expenses, public transportation/bus passes, child care, fuel, etc. The funds cannot be used to cover school expenses, including parking, fines, tuition, books, supplies, required tools/ equipment etc.

Emergency Aid applications are available online at alamo.edu/pac/share. For more information about the Emergency Aid Program, contact the S.H.A.R.E. Center in Student Center, Room 101, or call 210-486-3121

ADVISING FOR EMERGENCY AID RECIPIENTS

Students receiving an emergency grant will receive support throughout the application process. Recipients will also have access to campus and community resources to develop a long term financial plan.

TIMELINE	ACTIVITIES
Ongoing	The Financial Literacy Advisor will assist student in completing the application, explaining the requirements, and processing payment.
One week after award processed is processed	The Financial Literacy Advisor will call you to discuss additional resources needed, and you will be registered for virtual coaching or a workshop.
30, 60, 90 days after award is processed	The Financial Literacy Advisor will follow up to discuss additional resources and support needed

FREQUENTLY ASKED QUESTIONS

What is financial literacy?

The ability to use knowledge and skills to manage financial resources effectively for a lifetime of financial well-being.¹

What is financial well-being and wellness?

Financial well-being and financial wellness are defined as a state of being where a person can fully meet current and ongoing financial obligations, can feel secure in their financial future, and is able to make choices that allow enjoyment of life.²

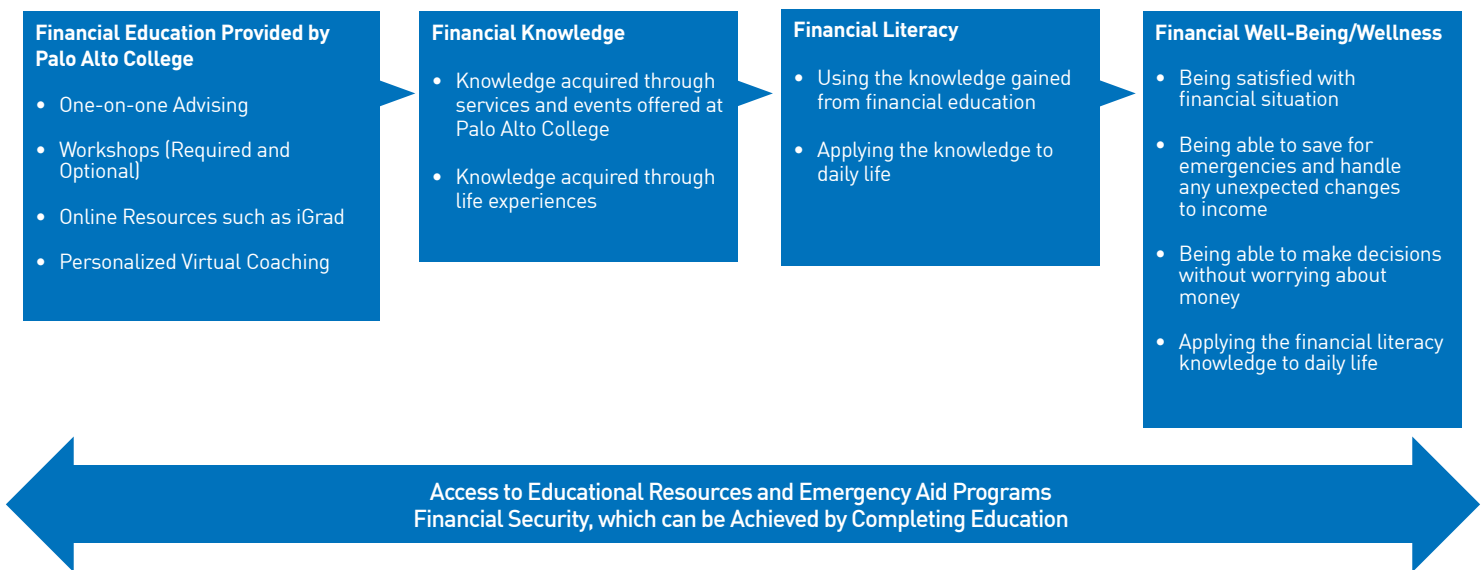
What does financial security mean?

Financial security refers to the peace of mind you feel when you aren't worried about your income being enough to cover your expenses. It also means that you have enough money saved to cover emergencies and your future financial goals.³

Why is financial literacy important?

Financial literacy is important for better understanding financial options. Being financially literate will help individuals feel more confident when making financial decisions. Having this type of knowledge and knowing about the resources available to help improve a financial situation or prevent it from getting worse.

How are all these terms connected and what do they look like at Palo Alto College for me as a student?⁴



What is a budget?

A budget helps develop a basic understanding of how much money someone is making versus how much money they are spending. Creating a budget helps track spending and establish needs versus wants.

What does it mean to manage my money?

Managing money is understanding where money is coming from, where it's going, and how to make sure that the way money is managed aligns with the values that matter most.

FREQUENTLY ASKED QUESTIONS

What is a credit score, and why is it important?

A credit score is a number that ranges from 300 – 850 and is used to indicate a person's credit worthiness. Credit reports include all credit accounts, credit cards, loans, credit limits, account balances, and payment history. Good credit is important throughout life and can determine ability to qualify for items like a mortgage or car loan.

If I am taking out a loan to help pay for school, what do I need to know?

It is important to understand that a loan is a legal obligation the signer is responsible for repaying. Students may not have to begin repaying federal student loans right away, but it will require repayment with interest. Throughout a student's time at Palo Alto College, they will be required to attend workshops to learn more about student loans and have the opportunity to ask questions.

How do I open up a bank account?

Bank accounts can be opened either in person or online. However, it is always recommended to go in person to discuss options with a banker. Most banks require documentation to verify personal information. For questions, please contact the S.H.A.R.E. Center.

How do I start saving money?

Set up a savings account. It is important to put saved money into a separate account from the account used for daily, weekly, and monthly bills.

Where do I go for help?

A Financial Literacy Advisor can work individually or connect students to online workshops and individual coaching services. Schedule an appointment by visiting the S.H.A.R.E. Center located in Student Center 101 or by calling 210-486-3121. Monthly workshops will be held on campus featuring various financial literacy topics.



References:

1. President's Advisory Council on Financial Literacy (2008). Washington, D.C.: Annual Report to the President.
2. Financial Well-Being: The Goal of Financial Education (2015). Consumer Financial Protection Bureau.
3. Quicken. (2018, July 9). What is Financial Security? Retrieved from Quicken Overview : <https://www.quicken.com/what-financial-security>
4. Huston, S. J. (2010). Measuring Financial Literacy . The Journal of Consumer Affairs, 296-316.

STUDENT RESOURCES

USEFUL NUMBERS

Academic Learning Studio
Ozuna 150 | 210-486-3416 and
alamo.edu/pac/its

Admissions and Records
PC 117 | 210-486-3700
alamo.edu/pac/transcripts

Adult Learning Academy
Ozuna 136 | 210-486-3410

Advising Centers
alamo.edu/pac/advising

BOLD
PC Annex 200 | 210-486-3366
SEED
PC Annex 200 | 210-486-3131
STEM
PC 114 | 210-486-3660

Alamo Colleges Non-Emergency
210-485-0099

Alamo Colleges Weather Line
210-485-0189

Aquatic and Athletic Center
PE 110 | 210-486-3800
alamo.edu/pac/aquatic-center

Assessment and Testing Center
OZU 143 | 210-486-3444
alamo.edu/pac/testing-center

Bookstore
SC 121 | 210-486-9572
paloalto.collegeshop.com

Business Office
PC 115 | 210-486-3200
alamo.edu/district/business-office

Counseling Services
SC 100 | 210-486-3750
alamo.edu/pac/counseling-services

Disability Support Services
PC 116 | 210-486-3020
alamo.edu/pac/DSS

High School Programs
OZU 116 | 210-486-3170
alamo.edu/pac/hsp

Ozuna Library
Ozuna 2nd Floor
210-486-3557
alamo.edu/pac/library

Ray Ellison Family Center
REFC | 210-486-3500
alamo.edu/pac/refc

S.H.A.R.E. Center
SC 101 | 210-486-3121
alamo.edu/pac/share

STEM Center
Brazos Hall, Room 101
210-486-3946

Student Life
SC 124 | 210-486-3125
alamo.edu/pac/student-life

Student Financial Aid
PC 102 | 210-486-3600
alamo.edu/district/financial-aid

Student Conduct Officer
SC 101 | 210-486-3755
alamo.edu/pac/cares

Veterans Affairs
PC 111 | 210-486-3111
alamo.edu/pac/veteransaffairs

RECOMMENDED READINGS AND RESOURCES

AIE - Financial Aid Resources
aie.org

360 Degrees of Financial Wellness - Free financial Wellness program with advice based on stage of life
360financialwellness.org

Credit Karma - free credit scores
creditkarma.com

Edvisors - Financial aid, student loans, and scholarships
edvisors.com

FAFSA - The Free Application for Federal Student Aid
fafsa.ed.gov

Federal Student Aid - Get additional information about paying for school and financial aid requirements
studentaid.ed.gov

FinAid! - The smart student guide to financial aid
finaid.org

iGrad - free tool for students to learn about money management
alamo.edu/pac/share

Institute for Financial Wellness - financial education and counseling
financiallit.org

IRS2Go - the official mobile app of the IRS
irs.gov/newsroom/irs2goapp

Mint - free personal budgeting tool
mint.com

Money Smart - Financial education curriculum
fidc.gov/moneysmart

NerdWallet - all things money in one place
nerdwallet.com

Prism - billing and personal finance app
prismmoney.com

SupportPay - app to help plan child support payment and other shared expenses
supportpay.com

Virtual Coaching - Free and personalized assistance with topics such as budgeting, student loans, your financial aid package, and credit
aie.org/coaching

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