



Creative & Communication
Arts 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](https://mysaccatalog.alamo.edu).....mysaccatalog.alamo.edu

[Transfer Plans](https://tinyurl.com/y9toq5bj)..... https://tinyurl.com/y9toq5bj

[Career Coach](https://alamo.emsicc.com/).....alamo.emsicc.com/

[Alamo Colleges Career Resources](https://tinyurl.com/y37h9dnx) https://tinyurl.com/y37h9dnx

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.

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 Withdraw from 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

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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 your and select Next
- Review the selection and confirm your appointment