

# AlamoADVISE

THE ADVISING LIFE OF AN ALAMO COLLEGES STUDENT

## ACADEMIC & CAREER ADVISING SHARED VISION—BUILDING MOMENTUM TO COMPLETION

<b>VISION</b>	Alamo Colleges will provide every student with an exemplary, effective and personalized pathway to success through academic and career advising.
<b>MISSION</b>	At the Alamo Colleges, 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.
<b>DEFINITION</b>	Academic and Career advising is a series of ongoing and intentional conversations among students, faculty, and staff that establish a pathway to the realization of educational, career, and life goals.



PRE-COLLEGE — 0 HOURS	0 – 30 HOURS	31+ HOURS	31+ HOURS	
<ul style="list-style-type: none"> <li>• <b>AlamoENROLL</b>—Provides enrollment guidance to prospective students through cross-college website including:               <ul style="list-style-type: none"> <li>– Steps to Enrollment Checklist</li> <li>– Open Modules</li> <li>– Ready, Set, Apply</li> <li>– Intro to College and <b>AlamoINSTITUTES</b></li> <li>– Financing Your Future</li> <li>– Test 101</li> <li>– Resources/Computer labs</li> </ul> </li> <li>• <b>AlamoINSTITUTES</b>—Provide advising information regarding career pathways               <ul style="list-style-type: none"> <li>– Health &amp; Biosciences</li> <li>– Advanced Manufacturing &amp; Logistics</li> <li>– Science &amp; Technology</li> <li>– Public Service</li> <li>– Creative &amp; Communication Arts</li> <li>– Business &amp; Entrepreneurship</li> </ul> </li> <li>• <b>Early Colleges/Academies</b>—Course enrollment in Fr/Sr through assigned advisor.</li> <li>• <b>Dual Credit</b>—Course enrollment in Jr/Sr year through assigned Advisor.</li> <li>• <b>College Connection</b>—Guide through enrollment process, including completion of ApplyTexas, FAFSA Application, TSI and <b>AlamoENROLL</b> modules.</li> <li>• <b>Grad Guru</b> downloaded</li> </ul>	<p><b>INITIAL ENROLLMENT—1ST SEMESTER</b></p> <ul style="list-style-type: none"> <li>• <b>New Student Orientation/Convocation</b>—Orient students to the Alamo Colleges.               <ul style="list-style-type: none"> <li>– Provide Academic Advising Syllabus (0–30 hours) &amp; introduce assigned Advisor</li> <li>– Assist with scheduling &amp; registering for classes (including SDEV)</li> <li>– Orient students to Degree Plans via Alamo GPS—ACES account</li> <li>– Online Web Registration assistance available</li> <li>– <b>AlamoINSTITUTES</b> / major course of study chosen</li> <li>– Identify <b>ACOL/PLA</b></li> </ul> </li> <li>• <b>Post Assessment Advising</b>—TSI score interpretation and placement (ie I-Best)</li> <li>• <b>Academic Refreshers</b>—INRW and math</li> <li>• <b>Post Refresher Advising</b></li> </ul> <p><b>1ST SEMESTER</b></p> <ul style="list-style-type: none"> <li>• Instruction on College Success (<b>SDEV Course</b>). Begin E-portfolio</li> <li>• Advisor utilizes <b>Canvas</b> to connect with assigned students. Use E-portfolio</li> <li>• Assist students in choosing their major using appropriate career assessment tools.</li> <li>• <b>MyAlamoCareer.org and Career Coach</b>—virtual career and placement center links workforce centers, Alamo Colleges and local job market</li> <li>• <b>AlamoINSTITUTES</b> utilized</li> <li>• Provide students with a plan to earn a certificate or degree.               <ul style="list-style-type: none"> <li>– Complete ISP via Alamo GPS.</li> </ul> </li> <li>• Advise and register students into appropriate courses for following semester</li> <li>• Early Alert &amp; Smart Start utilized</li> <li>• Advisor determines Faculty integration (12–30 Hr.s range)</li> </ul> <p><b>2ND SEMESTER</b></p> <ul style="list-style-type: none"> <li>• Confirm students’ plan to earn a certificate or degree and review ISP via Alamo GPS.</li> <li>• Advise and register students into appropriate courses for following semester.</li> <li>• Early Alert &amp; Smart Start utilized</li> </ul>	<p><b>2ND YEAR—GRADUATION</b></p> <ul style="list-style-type: none"> <li>• Faculty teamed with an advisor through Degree or Certificate completion via GPS.</li> <li>• Provide Academic Advising Syllabus (31+ hours)</li> <li>• Advising regarding course selection is offered through Group or Individual Sessions to understand the requirements of chosen major at transfer university.</li> <li>• Major Mixers/Major Mania Events</li> </ul> <p><b>ADVISING CENTERS (19 Teams)</b></p> <ul style="list-style-type: none"> <li>• Advising regarding course selection is offered through Group or Individual Sessions to understand major requirements.</li> </ul>	<p><b>2ND YEAR—GRADUATION</b></p> <ul style="list-style-type: none"> <li>• Assist students (42+ Hours/ Core Complete) in Degree Audits via Alamo GPS</li> <li>• Faculty advise students during semester on how to be successful in classes.</li> <li>• Coordinate the Academic Achievement Events, Career/ Scholarship Fairs, Transfer Fairs, and Graduation Event/ Festival.</li> <li>• Graduation Survey</li> <li>• Reverse Transfer</li> </ul>	
<b>ACTIONS:</b> Assign Connection Advisor	Certified Advisor Assigned/PIN Given, Institute Chosen		Faculty Mentor Assigned	
<b>METRICS:</b> Number of Apply Texas Submitted <b>[Analyst]</b> Number of DC/EC Enrolled DC/EC Term Retention	FTICS Enrolled Productive Grade Rate (PGR)	Fall to Spring Retention Fall to Fall Retention	# of Certificate & Core Completers Number of Art. Agreements	Number of Degrees Number of Certificates

<b>BADGES:</b> <b>Welcome</b>	<b>College Ready, 15 Hours, 30 Hours</b>	<b>Core Complete</b>	<b>Cert., Degree, Alum</b>
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**RESOURCES:** AlamoENROLL | Academic Advising Syllabi | alamo.edu | Alamo GPS (Degree Plans) | College E-Catalog/Schedule | MyAlamoCareer.org | Career Coach | Canvas | Grad Guru