AlamoADVISE  THE ADVISING LIFE OF AN ALAMO COLLEGES STUDENT

ACADEMIC & CAREER ADVISING SHARED VISION—BUILDING MOMENTUM TO COMPLETION

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

MISSION
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.

DEFINITION
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
- AlamoENROLL—Provides enrollment guidance to prospective students through cross-college website including:
  - Steps to Enrollment Checklist
  - Open Modules
  - Ready, Set, Apply
  - Intro to College and AlamoINSTITUTES
  - Financing Your Future
  - Test 101
  - Resources/Computer labs
- AlamoINSTITUTES—Provides advising information regarding career pathways
  - Health & Biosciences
  - Advanced Manufacturing & Logistics
  - Science & Technology
  - Public Service
  - Creative & Communication Arts
  - Business & Entrepreneurship
- Early Colleges/Academies—Course enrollment in Fr/Sr through assigned advisor.
- Dual Credit—Course enrollment in Jr/Sr year through assigned Advisor.
- College Connection—Guide through enrollment process, including completion of ApplyTexas, FAFSA Application, TSI and AlamoENROLL modules.
- Grad Guru downloaded

INITIAL ENROLLMENT—1ST SEMESTER
- New Student Orientation/Convocation—Orient students to the Alamo Colleges.
  - Provide Academic Advising Syllabus (0–30 hours) & introduce assigned Advisor
  - Assist with scheduling & registering for classes (including SDEV)
  - Orient students to Degree Plans via Alamo GPS—ACES account
  - Online Web Registration assistance available
  - AlamoINSTITUTES / major course of study chosen
  - Identify ACOL/PLA
- Post Assessment Advising—TSI score interpretation and placement (ie I-Best)
- Academic Refreshers—INRW and math
- Post Refresher Advising

1ST SEMESTER
- Instruction on College Success [SDEV Course]. Begin E-portfolio
- Advisor utilizes Canvas to connect with assigned students. Use E-portfolio
- Assist students in choosing their major using appropriate career assessment tools.
- MyAlamoCareer.org and Career Coach—virtual career and placement center links workforce centers, Alamo Colleges and local job market
- AlamoINSTITUTES utilized
  - Provide students with a plan to earn a certificate or degree.
    - Complete ISP via Alamo GPS
  - Advise and register students into appropriate courses for following semester
  - Early Alert & Smart Start utilized
  - Advisor determines Faculty integration (12–30 Hr.s range)

2ND SEMESTER
- Confirm students’ plan to earn a certificate or degree and review ISP via Alamo GPS.
- Advise and register students into appropriate courses for following semester.
- Early Alert & Smart Start utilized

2ND YEAR—GRADUATION
- Faculty teamed with an advisor through Degree or Certificate completion via GPS.
- Provide Academic Advising Syllabus (31+ hours)
- Advising regarding course selection is offered through Group or Individual Sessions to understand the requirements of chosen major at transfer university.
- Major Mixers/Major Mania Events
- Provide positive feedback at primary success points.
- Graduation and Transfer Initiative—Experiential/Career Centers & Faculty Mentors work in tandem to advise, graduate students and proclaim their transfer university (review their degree plan/ISP, and consider transferring to a university)

ADVISING CENTERS [19 Teams]
- Advising regarding course selection is offered through Group or Individual Sessions to understand major requirements.

METRICS:
- Number of Apply Texas Submitted
- 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

BADGES:
- Welcome
- College Ready, 15 Hours, 30 Hours
- Core Complete
- Cert., Degree, Alum

RESOURCES:
- AlamoENROLL
- Academic Advising Syllabi
- alamo.edu
- Alamo GPS [Degree Plans]
- College E-Catalog/Schedule
- MyAlamoCareer.org
- Career Coach
- Canvas
- Grad Guru

The Alamo Community College District is an EOE. For any special accommodations issues or an alternate format, contact Disability Support Services at (210) 485–0200.

June 2014