



## **ACADEMIC ADVISING SYLLABUS: Dual Credit Program and Early College High School Models**

As students begin their dual credit journey, constant and consistent **academic advising** is key to ensure student success.

### **What is Student Success?**

Student success is how well students are prepared to accomplish their current and future academic, personal, and professional goals through the development of knowledge, a sense of responsibility and self-reliance, and a connection to the college and wider community. Success in college is often based on a combination of key factors, including family support, academic preparedness, life skills and decision-making abilities of the student.

### **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. For up to date information and per the Memorandum of Understanding (MOU) established with each Institute of Higher Education (IHE) partner, advisors, SAISD counselors, Institute of Higher Education (IHE) High School Program (HSP) staff and faculty liaisons/mentors, throughout students' time in dual credit programming, will be continually engaged to ensure the most up-to-date information on career pathways, degree plans, transfer plans, academic support, co-curricular activities, and graduation.

Academic advising builds a culture of integrated practices and shared responsibilities. Through collaborative teaching and learning, the advising process empowers SAISD's diverse student populations to explore and navigate their academic and career pathways.

This syllabus will provide guidance on:

- Academic advising expectations (IHE and SAISD designee(s))
- Student Outcomes and DegreeWorks (GPS-Alamo Colleges)
- College credit hours: Touchpoints
- Steps to a successful semester AND Glossary of terms
- High School/Dual Credit Programs Contact Information (IHE and SAISD)
- Individual Success Plan Activity

**IHE advising staff and or HSP office designee will advise students on:**

1. General courses in arts and sciences leading to an associate degree
2. Transfer education for students desiring to attend a university after high school graduation and attainment of an associate degree.
3. Describe and coordinate use of college resources for students; educational support services including but not limited to library services, tutoring, open use computer labs, writing centers and other services connected to student success.
4. Provide you with assistance in developing an Individual Success Plan (ISP), as early as ninth grade; build plan in DegreeWorks
5. Monitor students academic progress; Assist with developing action plans when students in jeopardy of failing
6. Provide assistance in completing graduation application (when applicable)
7. Identify quality social, cultural, and intellectual enrichment experiences and opportunities for participation in community service and economic development projects.

## SAISD will:

- ★ Provide student with information on college and community resources
- ★ Provide counseling and guidance designed to assist students in achieving their educational and professional goals.
- ★ Provide specific career information and identify transfer plans
- ★ Provide assistance in scheduling and registering for courses (HS and college)
- ★ Ensure students and families are part of the decision-making process for dual credit enrollment
- ★ Monitor academic progress; assist with developing action plan if academic suspension occurs from being on probation

## Students will:

- Commit to completion
- Create a **mission statement**:  
<https://www.alamo.edu/siteassets/spc/academics/academic-resources/academic-advising/documents/personal-mission-statement.pdf>
- Be proactive. **Read all of your emails in ACES and or other higher education platforms.** This is the official communication method for the students in college.
- Be prepared to discuss goals and educational plans. *Ask questions if something is not clear or if there is a concern.* Be open and willing to consider all options and recommendations.
- Monitor academic progress in Alamo **GPS (DegreeWorks)** via ACES account and or other IHE portal
- Be an engaged, active learner and advocate for self on this 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 (DegreeWorks)
- 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.
- Know how and where to access financial assistance to continue your educational goals.
- Be aware of the importance of your **GPA** and how it affects your overall goal.
- Understand the importance of **ethical decision-making** as it relates to your choices, actions and consequences in an educational environment
- Be a **fearless learner!**

COLLEGE CREDIT HOUR: TOUCHPOINTS

CREDIT HOURS	Advising Types	Achievements
0 - 15 Hours	Group Advising and Individual Advising	<ul style="list-style-type: none"> <li>✓ Understand how to navigate <b>ACES</b> or IHE portal used for classwork, degree planning and email (to include email and Alamo GPS)</li> <li>✓ Identify your intended educational and career pathway choice</li> <li>✓ Understand the <b>degree, certificate of completion, and transfer options</b> available to you</li> <li>✓ Understand the transfer requirements for possible transfer institution selected</li> <li>✓ Understand the importance of <b>Core Curriculum</b> and degree completion</li> <li>✓ Create and submit a <b>Personal Mission Statement</b></li> <li>✓ Develop, complete, and get approval for your <b>Individual Success Plan (ISP)</b> in DegreeWorks</li> <li>✓ Understand how to access and utilize <b>college campus resources</b></li> <li>✓ Understand and know the <b>academic calendar</b></li> </ul>
16 – 30 Hours	Individual Advising	<ul style="list-style-type: none"> <li>✓ Commit to a plan of study within a pathway and a transfer institution</li> <li>✓ Review your <b>Individual Success Plan (ISP)</b> with your IHE <b>Academic Advisor</b> (or designated staff), and make necessary update</li> <li>✓ Understand your degree/certificate pathway</li> </ul>

		<ul style="list-style-type: none"> <li>✓ Monitor academic progress, know your <b>GPA</b></li> </ul>
31 – 45 Hours	Individual Advising	<ul style="list-style-type: none"> <li>✓ Monitor academic progression and plan for graduation and/or transfer; know your GPA</li> <li>✓ Review Individual Success Plan (ISP) in preparation for completion</li> <li>✓ Utilize college resources for career and job readiness services</li> <li>✓ Meet with <b>Career and Transfer Services</b> to create a resume/portfolio</li> <li>✓ Know the admission process and deadlines for your transfer institution.</li> </ul>
45+ Hours	Individual Advising & Group Advising	<ul style="list-style-type: none"> <li>✓ Complete <b>degree audit</b> and submit graduation application</li> <li>✓ Meet with Career and Transfer Services to review resume/portfolio</li> <li>✓ Request HS transcripts be sent to <b>transfer institutions</b></li> <li>✓ Monitor academic progression and plan for graduation</li> <li>✓ Be familiar with transfer information regarding financial aid assistance (<b>FAFSA</b>)</li> </ul>
Summer Semester	Individual Advising	<ul style="list-style-type: none"> <li>✓ Monitor academic progression and plan for graduation and/or transfer</li> <li>✓ Internship and or Practicum opportunities</li> </ul>

## Ten Steps to a Successful **Semester**

<b>STEPS</b>	<b>PART OF TERM (16-WEEKS)</b>	<b>ACTIVITIES</b>
Step 1	One to two weeks before college classes begin	<ul style="list-style-type: none"> <li>● Confirm <b>college course schedule</b> with counseling and or HSP office designee</li> <li>● Become familiar with college <b>academic calendar</b></li> </ul>
Step 2	First day of college class	<ul style="list-style-type: none"> <li>● Login to <b>ACES</b> or portal identified by IHE ensure you are counted on the first day</li> </ul>
Step 3	Second week of class	<ul style="list-style-type: none"> <li>● One on one with HSP office designee and or HS counselor to check in, review courses (HS and or college), and <b>audit progress</b> for possible graduation (if applicable)</li> </ul>
Step 4	Fourth week of class	<ul style="list-style-type: none"> <li>● 12th grade-Solidify transfer plan, begin/continue scholarship search</li> <li>● 11th grade -Identify transfer plan and research scholarships</li> <li>● 10th grade-Research transfer and or career opportunities based on pathway</li> <li>● 9th grade-Explore transfer and career pathways</li> <li>● Progress monitoring</li> </ul>
Step 5	Sixth week of class	<ul style="list-style-type: none"> <li>● IHE <b>Transfer and Career Fair</b> season; be sure to register for one of these events</li> <li>● Progress monitoring; GPA check</li> <li>● Review ISP with counselor and or IHE HSP designee in preparation for upcoming <b>registration</b></li> </ul>

Step 6	Eighth week of class	<ul style="list-style-type: none"> <li>● Review ISP with counselor and or IHE HSP designee</li> <li>● If graduating, ensure your graduation application is complete with IHE</li> </ul>
Step 7	Tenth week of class	<ul style="list-style-type: none"> <li>● Progress monitoring</li> <li>● Discuss options to continue with college courses, if not successfully progressing</li> <li>● If you are graduating this <b>semester</b>, be sure that you request that an <b>official transcript</b> with final college grades be sent to your home address or transfer institution</li> </ul>
Step 8	Fourteenth week of class	<ul style="list-style-type: none"> <li>● Prepare for your <b>final exams</b> and set up a plan to complete coursework</li> <li>● Progress monitoring</li> </ul>
Step 9	Fifteenth week of class	<ul style="list-style-type: none"> <li>● Review upcoming term registration with IHE HSP office</li> </ul>
Step 10	Sixteenth week of class	<ul style="list-style-type: none"> <li>● Final exams conducted during the 16th week of class</li> </ul>

[GLOSSARY OF TERMS](#)



## High School Programs Contact information

### SAISD Dual Credit Resources::

Counseling: <https://www.saisd.net/page/counseling-home>

Advanced Academics: <https://www.saisd.net/page/advancedacad-home>

AVID: <https://www.saisd.net/page/avid-home>

### IHE High School Program Office Information

San Antonio College:

<https://www.alamo.edu/sac/admissions-aid/specific-populations/high-school-programs/>

St. Philip's College:

<https://www.alamo.edu/spc/academics/high-school-programs/>

UTSA: <https://future.utsa.edu/pre/>

## INDIVIDUAL SUCCESS PLAN WORKSHEET

Name: \_\_\_\_\_ IHE ID: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Transfer School: \_\_\_\_\_ Projected HS Graduation Date: \_\_\_\_\_

DC: Yes No

P-TECH: Yes No

ECHS: Yes No

TSIa2 Test Scores: \_\_\_\_\_ ELAR; \_\_\_\_\_ Math

SAT Complete: Yes No

ACT Complete: Yes No

Final GRADE FALL	<b>FALL 2021</b>	College CREDIT	Final GRADE SPRING	<b>SPRING</b> _____	College CREDIT	Final GRADE SUMMER	<b>SUMMER</b> _____	College CREDIT
A	ENGL 1301	3						
	<b>TOTAL</b>	3		<b>TOTAL</b>			<b>TOTAL</b>	

GPA: 4.0

TOTAL COLLEGE CREDITS: 3

Final GRADE FALL	<b>FALL</b> _____	College CREDIT	Final GRADE SPRING	<b>SPRING</b> _____	College CREDIT	Final GRADE SUMMER	<b>SUMMER</b> _____	College CREDIT
	<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>	

GPA: \_\_\_\_\_

Final GRADE FALL	FALL _____	College CREDIT	Final GRADE SPRING	SPRING _____	College CREDIT	Final GRADE SUMMER	SUMMER _____	College CREDIT
	<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>	

GPA: \_\_\_\_\_

Final GRADE FALL	FALL _____	College CREDIT	Final GRADE SPRING	SPRING _____	College CREDIT	Final GRADE SUMMER	SUMMER _____	College CREDIT
	<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>	

Final GPA: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature & Date

\_\_\_\_\_  
Advisor/Counselor Signature & Date

\_\_\_\_\_  
DC/P-TECH/ECHS Signature & Date

\_\_\_\_\_  
Parent Signature & Date

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Student's Signature & Date

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Advisor/Counselor Signature & Date

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DC/P-TECH/ECHS Signature & Date

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Parent Signature & Date

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Student's Signature & Date

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Advisor/Counselor Signature & Date

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