



ALAMO
COLLEGES

ST. PHILIP'S COLLEGE

MY STUDENT HANDBOOK

2016-2017

MLK Campus
1801 Martin Luther King Dr.
San Antonio, Texas 78203
(210) 486-2000

SWC Campus
800 Quintana Rd.
San Antonio, Texas 78211
(210) 486-7000

St. Philip's College does not discriminate on the basis of race, religion, color, national origin, sex, age or disability with regard to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of the Department of Human Resources, 201 Sheridan, Building AA, San Antonio, TX 78204

Purpose of Student Handbook

This Student Handbook has been designed to answer the questions students ask most frequently about services, programs, expectations and procedures. It is intended to be a user-friendly resource to help students successfully transition to college life and become fully engaged in their educational experience. It is meant to complement the College Catalog, not to replace it.

President's Welcome



Welcome from President Loston

Welcome to St. Philip's College. There is a place for you in the St. Philip's Family!

Your decision to attend St. Philip's College demonstrates your commitment to enhancing your intellectual assets and transforming your life and the lives of others in your sphere of influence.

As you expand your knowledge base and pursue your educational journey, it is important to develop key strategies for accomplishing your goals. Developing short-term and long-range objectives, establishing priorities, scheduling your time wisely and making a commitment to your study habits is vital to achieving your career goals and becoming a great St. Philip's student.

This handbook is an essential instrument to assist you in attaining your goals. You will be establishing an accountability system in preparation for the most significant event during your time at St. Philip's College – Your Commencement.

The St. Philip's family is here to help. If you need any assistance pursuing your educational and career goals please contact an advisor in the Welcome Center or a faculty member; they are your life line.

I wish you well and thank you for selecting St. Philip's College – “A Point of Pride in the Community.”

Sincerely,
Adena Williams Loston, Ph.D.

College History

As a Historically Black College and as a Hispanic Serving Institution, St. Philip's College strives to be an important force in the community, responsive to the needs of a population rich in its ethnic, cultural, and socio-economic diversity. St. Philip's College seeks to create an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

The College takes pride in its individual attention to students in a flexible and sensitive environment. As a dynamic and innovative institution, St. Philip's College values the role of creative and critical thought in preparing its students, campus and community to meet the challenges of a rapidly changing world.

Date Established
1898

Accreditation

St. Philip's College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Philip's College.

To maintain accreditation with the SACSCOC, St. Philip's College must comply with the standards contained in the *Principles of Accreditation: Foundations for Quality Enhancement* and with the policies and procedures of the Commission on Colleges. The Commission on Colleges applies the requirements of its *Principles* to all applicant, candidate, and member institutions, regardless of type of institution (public, private for-profit, private not-for-profit).

Vision

St. Philip's College will be the best in the nation in Student Success and Performance Excellence.

Mission

St. Philip's College, founded in 1898, is a comprehensive public community college whose mission is to empower our diverse student population through personal educational growth, ethical decision-making, career readiness, and community leadership. As a Historically Black College and Hispanic Serving Institution, St. Philip's College is a vital facet of the community, responding to the needs of a population rich in ethnic, cultural, and socio-economic diversity. St. Philip's College creates an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

The college fulfills its mission by offering:

1. General courses in arts and sciences leading to an associate degree.
2. Transfer education for students desiring to attend senior institutions.
3. Developmental courses that improve the basic skills of students whose academic foundations require strengthening.
4. Applied Science and technical programs leading to an associate degree or certificate designed to prepare students for employment and/or to update crucial skills.
5. Workforce and Career development training programs for business, industry and government.
6. Continuing education programs for occupational and educational enrichment or certification.
7. Counseling and guidance designed to assist students in achieving their educational and professional goals.
8. Educational support services including library services, tutoring, open use computer labs and writing center.
9. Services and appropriate accommodations for special populations, to include adult literacy and distance education.
10. Quality social, cultural, and intellectual enrichment experiences for the community.
11. Opportunities for participation in community service and economic developmental projects.

Values

St. Philip's College is committed to building individual and collective character through the following set of shared values in order to fulfill our vision and mission.

Students First: Above all, act in the best interest of the student.

Respect for All: We value courtesy, responsiveness, and appreciation for diversity by treating all people with dignity and kindness.

Community Engaged: We actively work in partnership with our stakeholders by responding to the needs of the community.

Collaboration: We work together to achieve student success.

Can-Do Spirit: We inspire resilience and persistence with a willingness to go above and beyond expectations.

Data-Informed: We use quantitative and qualitative data to inform decision-making and achieve student success.

Strategic Priorities

SACSCOC Reaffirmation

Ethical Decision-Making

Graduation, Persistence, and Productive Grade Rate Improvement

Strategic Objectives

1. Student Success – St. Philip's College provides academic and student support and align market – based pathways to achieve student completion.
2. Leadership - St. Philip's College provides opportunities for students and employees to develop as leaders.
3. Performance Excellence - St. Philip's College continuously improves our employee, financial, technological, physical and other capacities to enhance efficiency and effectiveness.
4. Reaffirmation - St. Philip's College will successfully submit the SACS-COC Response Report and QEP Proposal.

For additional information contact Project Lead Dr. Maria Hinojosa, chinojosa32@alamo.edu, 210-486-2897.

Quality Enhancement Plan



The St. Philip's College Quality Enhancement Plan (QEP) serves to improve a particular aspect of student learning as part of our commitment to your success. The focus of the QEP is ethical decision-making which requires the ability to connect values and choices to actions and consequences. The goal of the QEP is for you to engage in specific measurable academic activities that will provide opportunities to enhance your ethical decision-making. During your time at St. Philip's College you will be provided curricular and extracurricular opportunities to achieve the following student learning outcomes:

1. Values: Students gain skills to assess their own values.
2. Ethical Issues: Students identify and are knowledgeable of ethical issues.
3. Perspectives: Students analyze various ethical perspectives.

Ethical Decision-Making process

1. Stop and think to determine the facts.
2. Identify options.
3. Consider consequences for yourself and others.
4. Make an ethical choice and take appropriate action.

Please visit our website often for updates and other exciting activities. www.alamo.edu/spc/qep

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MAKING THE GRADE

Academic Standing/Probation/Dismissal

GOOD STANDING

- **Good Standing** requires that you maintain a minimum overall grade point average (GPA) of 2.0 or better.

ACADEMIC PROBATION

- **Academic Probation** occurs if your semester cumulative GPA falls below 2.0.

CONTINUED ACADEMIC PROBATION

- **Continued Academic Probation** occurs if your cumulative GPA falls below 2.0 but your semester GPA is above 2.0.

ACADEMIC DISMISSAL

- **Academic Dismissal** occurs if you are on Academic Probation or Continued Academic Probation and do not earn a semester term GPA of 2.0 or a cumulative GPA of 2.0. Academic Dismissal requires that you take special action, which is outlined in the academic e-catalog.

Add/Drop/Withdraw

SCHEDULE CHANGES (ADDS & DROPS)

You may find it necessary to change your classes after you complete the registration process. You may add or drop classes through ACES during designated time periods listed in the e-catalog.

Keep in mind that changes to your schedule may result in additional charges that you are responsible for paying before the next payment deadline.

DROPS/WITHDRAWALS

The terms “drop” and “withdraw” are used interchangeably. Faculty must drop a student for non-attendance during the first day of class or for lack of academic progress during the term. A student may also initiate a drop to withdraw from a class. Dropped classes may be noted on your transcript and may count towards the six-drop rule (see the [e-catalog](#)). **There also may be a financial penalty for drops/withdrawals, including financial aid penalties.**

STUDENT WITHDRAWAL PROCESS

Before withdrawing from one course, you must meet with the instructor. Before withdrawing from all classes, you should meet with an advisor.

WHERE DO I GO TO WITHDRAW?

MLK Campus - Welcome Center – Records and Registration Office, Room 203

SWC Campus – Student Services Office, Room B-172

Attendance

IMPORTANCE OF CLASS ATTENDANCE

Attendance has a significant impact on performance, and attendance on the first day is essential to your success. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life.

EXCESSIVE ABSENCE PROCESS

Excessive absences can result in an instructor dropping you from a class. If you stop attending class for any reason you should contact the instructor and the Records and Registration office to officially withdraw from the class. Absences may be considered excessive when more than 12.5% of the total contact hours of instruction in a semester, including lecture and lab are missed (See [e-catalog](#))

If you are not dropped from the course or you have reached the Six-Drop Rule (see [e-catalog](#)) you will receive the grade earned in that class at the time you stopped attending.

Completion and Graduation

Completing the core curriculum and earning an associate's degree is an important step whether you plan to transfer or enter the workforce. You can make the hours you have earned work for you when you follow a degree/transfer plan that will enable you to get an associate degree. It really will make a difference.

WHY GRADUATE

- According to The Community College Research Center, students who complete their associate degree before transferring were 77% more likely to complete a bachelor's degree.
- Most transferring students have completed core curriculum requirements that will apply to the transferring institution. You are more likely to be accepted to a university by following a transfer plan.
- According to the U.S. Census Bureau (2000) those with an associate's degree earn an average of \$8000 more than they would with a high school diploma alone.
- To be eligible to apply for career advancement 85% of better paying jobs in San Antonio require an associate degree.

Completing an associate degree – and being a part of the commencement ceremony with formal regalia (cap and gown) – gives you a sense of accomplishment and makes you a role model to family, friends and neighbors. They will celebrate your journey and nothing could be better than that!

Not convinced? Visit an Advisor to review your records and discuss your academic progress, pending classes, petitions, equivalencies, etc. Go for it! Apply for graduation.

For Degree/Certificate requirements, refer to the e-catalog or Alamo GPS.

DEADLINES

For graduation deadlines, visit www.alamo.edu/spc/graduation

COMMENCEMENT

Commencement is a celebration of your achievement. All candidates for degrees and certificates

are encouraged to participate. You do not need to be enrolled during the semester that the "Apply to Graduate Form" is submitted or during the semester in which the degree is conferred in order to participate.

There is no cost for graduation. The diploma, cap, and gown are provided by the Alamo Colleges.

CONTACT

For further information, contact Records and Registration at 486-2700.

Core Completion

The Associate's Degree equals Core Completion/"The Basics."

CORE COMPLETION

Many Alamo Colleges students plan to transfer to a college or university and will need the appropriate courses to do so. All associate degree requirements include a General Education Core Curriculum, or "The Basics." Every public institution in the state of Texas requires a Core Curriculum designed to provide a solid foundation for college education and to make transfers between and from Texas institutions of higher education as smooth as possible. The Alamo Colleges Core Curriculum (approximately 42 credit hours) will substitute for the Core Curriculum at any other public college or university in Texas.

Course Loads

Students generally may not enroll for more semester credit hours than the number of weeks in a semester/session. If you are enrolled in terms of different lengths at the same time, you may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term. NOTE: The definition of full- and half-time status for financial aid purposes may be different. For an overview of full-time status, part-time status and course hour maximum, see the e-catalog.

PETITION FOR COURSE OVERLOADS

Students requesting to take more than the maximum semester credit hours allowed by the Alamo Colleges, need to request a "Petition for Course Overload" form from the Records Office, located in the Welcome Center, Room 203 and must complete and submit for approval to appropriate Dean for the course which will cause the overload.

Early Alert – GradesFirst

Your academic success is important to your instructors. If instructors notice that you are experiencing academic difficulties early in the term, they may send an email to your [ACES](#) account that will advise you about ways to address those difficulties. It is very important that you promptly respond to any Early Alert communication. Your success depends on it.

Final Examinations

FINAL EXAM POLICY

A comprehensive final evaluation, not to exceed three hours in length, shall be given at the end of each course at the official scheduled final exam time. Any exceptions to this requirement must be approved by the appropriate Dean. Other evaluations are given at the discretion of the instructor.

A Student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

FINAL EXAM SCHEDULE

The Final Exam Schedule changes every term. For final exam dates and times (which differ from normal class meeting dates and times) see the [e-catalog](#).

Readmission to Class

If you have been dropped from classes for excessive absences that have resulted in a lack of academic progress, you may be reinstated only at the discretion of the instructor. A reinstatement form must be signed by the instructor and submitted to the Admissions and Records Office.

Smart Start

Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class or contact the instructor will be dropped. Students should verify that the drop was completed (see the [e-catalog](#)).

Student Development (SDEV) Courses

All students must complete a student development course designed to help them successfully transition to college and better understand the Alamo Colleges' expectations. Student Development (SDEV) courses offer techniques in life-long learning, creative and critical thinking, time management, test and note taking, studying, career planning and the establishment of lasting relationships. Students who successfully complete SDEV or Learning Frameworks courses have a proven record of higher retention and persistence in college. A variety of student development courses are offered to fit specific student needs. See the e-catalog to see which one applies to you.

Student Grade Changes and Appeals

You have a maximum of one year from the end of the term in which the final grade was issued to request a review of the grade or petition for a grade change. Judging the quality of academic performance rests with the instructor assigned to the course. If you believe that the grade is incorrect, you should schedule a conference with the instructor or, if the instructor is not available, the department chair. If you still are not satisfied with the grade, you can file an Academic Grievance within five days of the instructor's decision. See Academic Grievance Procedure in the "District, State and Federal Regulations" section of the [e-catalog](#).

Syllabi

SYLLABUS

The syllabus provides an overview of the assignments and activities in a course. It is your guide for what to expect in the course and states your responsibilities as a student in that course. Become familiar with the syllabus and keep up with the assignments to ensure that you earn the highest grade possible.

E-SYLLABUS

Texas colleges and universities are required to make course syllabi available through their websites. In addition, instructors are required to provide curriculum vitae (resumes) that include their educational background and published material so that students may make informed decisions based on instructor credentials.

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons or may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of being called to active military service, the Alamo Colleges, at the student's option and with proper documentation, shall:

--Grant a student who is eligible under the Alamo Colleges' guidelines a grade in all courses by designating "Withdrawn-Military" (WM) on the transcript, OR

--As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

St. Philip's College shall provide a 100% refund with the presentation of military orders.

Evaluation and Grading System

EVALUATION

Instructors evaluate your coursework based on how well you achieve the objectives of a course. Your instructors, and their syllabi, will explain these objectives, as well as how grades will be assigned.

Permanent grades are recorded at the end of the term and are available through Alamo [ACES](#) approximately one week after all finals are completed for the term.

GRADING SYSTEM

The Alamo Colleges uses the following grading system:

A (excellent/exceptional performance beyond mastery)

B (above average/beyond basic mastery)

C (average/mastery)

D (below average/pass)

F (failure)

I (incomplete)

IP (in-progress)

NC (non-credit)

W (withdrawal)

WS (withdrawal, SB 1231)

WX (withdrawal exemption, SB 1231)

WM (military withdrawal, SB 1231)

CR (non-traditional credit only)

AU (audit)

P (pass)

NR (not recorded)

Military Service withdrawals are recorded as a “WM.” All “WS” or “W” grades have no effect on the GPA, **but do negatively impact Satisfactory Academic Progress (SAP) for financial aid eligibility.** To simply stop attending a class may result in a grade of “F.”

27 Hour Rule

27 Hour Rule Special Tuition

If you take more than 27 hours of Developmental Education (College Prep) courses, you will be charged an additional rate. However, no additional charges are assessed to non-resident/international students.

MY SUPPORT SERVICES

Academic Advising

To be adequately prepared for registration, students must seek academic advising before the registration process begins to become familiar with pre-requisites for courses, degrees and programs, and transfer institutions.

Visit the Welcome Center for Academic Advising at the MLK campus. At Southwest campus, visit the Student Support Services office located in Bldg. 1, B172.

Admissions and Records

The Admissions & Residency/Records & Registration processes admissions applications (ApplyTexas), high school and college transcripts, college transcript requests, state residency determinations, early admissions, and proof of bacterial meningitis vaccinations. Additional information about the admission and registration process can be found in the online e-catalog.

Career and Transfer Services

Career Services helps students research and identify majors, transferability of courses to various universities, career paths, search for employment, develop resumes, and improve interviewing skills. Assessment programs are available for students to explore careers, majors and joint admission agreements; to include [Career Services Online](#), [Career Coach](#) and [Focus 2](#).

Transfer services are available to assist students who are interested in transferring to a four year institution. Additionally, transfer articulation agreements for a range of educational programs are available with local and state institutions. For additional information, Transfer Services is located in the Welcome Center for Academic Advising at the MLK campus. At Southwest campus, visit the Student Services office located in Bldg. 1, B172 or [online](#).

Counseling Services

Personal counseling is available to assist students. Our counselors provide free short-term or crisis counseling. If long-term help is needed, students are referred to appropriate external resources. Students may obtain referrals or information on community resources such as childcare, financial assistance for college, medical or dental care, legal assistance, and assistance for military families, etc. All resources are free or low-cost and are available in Bexar and surrounding counties. For assistance, contact a Counselor to arrange an appointment at 210-486-2333 or visit the Sutton Learning Center, Room 102 at the MLK campus. Counselor services are also available at the SWC campus by appointment at 210-486-7175 located at the LIFEspace Center, Bldg. 1 Room A-135.

Disability Services

Disability Services assist in ensuring reasonable accommodations are provided by the College to ensure access to all courses, programs, services, activities, and facilities. Qualified students with

learning, physical, developmental, mental and emotional disabilities, who are attending or contemplating, attending an Alamo College, may be eligible for services.

In order to be eligible for disability related services, students must have a documented disability as defined by the ADAAA and Section 504 of the Rehabilitation Act of 1973. Accommodations may include testing arrangements, readers, scribes, coordination of interpreter services, and in-class academic accommodations. Contact the Disability Services at (210) 486-2199 at the MLK Campus or the LIFEspace Center at (210) 486-7175 at the SWC Campus for additional information.

Grade Availability

At the end of the term, students for whom no final grade is posted by the faculty will have a grade of NR (Not Recorded) assigned. Students should follow up with their instructor or, should the instructor not be available, the department chair regarding questions about grade.

Grade Point Average/Calculating the GPA

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including W, WM, WS, WX, IP, CR, NC, NR, AU) for which grades have been received. The average is based on all semester and term coursework.

Graduate Guarantee Policy

The graduate/completer must have earned the A.A. / A.S. /A.A.S. /A.A.T. Degree or Certificate in a technical program published in the catalogs of the college awarding the degree. **The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.**

Reverse Transfer Graduation

If you transfer from St. Philip's College to another Texas public college or university without having completed your Associate Degree, you may qualify for an Associate Degree under the Reverse Transfer Degree Program. To be eligible, students must have accumulated 25% of the Associate degree (usually 15 credit college-level credit hours) at St. Philip's College and subsequently complete the degree requirements at the transfer institution. Earned hours must include six semester hours in U.S./Texas government and six hours in U.S./Texas history.

To request a Reverse Transfer Degree you need to submit your Application Graduation Form online through [ACES](#), and submit an official transcript from a public Texas college or university indicating the award of a baccalaureate degree. See your college for full instructions.

Honor Lists

Honors are granted students who earn a cumulative GPA of 2.00 or higher in addition to a current semester GPA of 3.5 or higher in their Fall or Spring semesters at St. Philip's College. Grades earned for developmental courses beginning with the number zero (0) are not considered in Honors calculations.

International Student Services

The International Students Services is dedicated to helping our international students succeed while enrolled at the St. Philip's College. Every effort is made to ensure the students return home with memories of a pleasant American experience. International Student Services serves as the primary official liaison between St. Philip's College and the U.S. Citizenship and Immigration Services (USCIS). Students are provided assistance with applications for admission, registration, immigration issues as it pertains to the student's non-resident status. Students are offered assistance regarding the United States Citizenship Immigration Services benefits available to all F-1 students as well as guidance for maintaining their legal status from the point of college admission to the point of transfer to another institution or return to their home country. For further information contact International Student Services office at (210) 486-2876 or visit the ISS office located in the Welcome Center, Room 106H.

Job Placement Services

Academic advising offers assistance with completing and printing job applications, resumes, and other forms. Whether you are looking for a part-time job or planning your future occupation, SPC career professionals are here to assist.

MLK Campus – Welcome Center for Academic Advising, or call 210-486-2008

SWC Campus – Student Services Office, Bldg. 1, Room B-172, or call 210-486-7281

Testing Center

The Testing Center at St. Philip's College offers a variety of testing services to assist students with fulfilling state examination requirements (Texas Success Initiative) and determining academic placement. The Testing Center may also provide distance education, faculty assigned exams, and GED testing which are all subject to availability and require an appointment. Additional information including hours for the MLK and Southwest Campus locations can be found on the [Testing Center Website](#).

MLK Campus – Welcome Center, Room 207B, 486-7281

SWC Campus – Student Services Office, Room B-172, 486-2444

Transcripts

The first copy of your official transcript is still free, but you will be charged \$10 for each additional copy. Transcript requests can take 3-5 business days to be processed. St. Philip's College will not mail via overnight services or fax to other educational institutions, students, employers or other third parties or accept students' personal requests for transcripts via email or phone. Educational Releases signed by the student are required for each request and are subject to review. For detailed instructions on how to request an official transcript check the Records and Registration web page.

Unofficial transcripts are free and can be printed through self-service in [ACES](#). Note that if you have a “transcript hold” on your record you will not be able to view or print your transcript until

the hold is resolved. If this is the case, you will be notified via your St. Philip's College email of the need to clear the hold.

Transfer and Services and Articulation Agreements

Transfer articulation agreements offers students the opportunity to receive an Associates of Arts degree in Liberal Arts upon the completion of all courses listed under the 2+2 plan. This will lock in an agreement with the university of your choice so that the courses you take at St. Philip's College transfer effortlessly. Every year, many universities will change their degree plans and major requirements, requiring students to take various courses each year. By signing a Joint Admission Agreement with a university, you will be locked into the degree plan and they will honor the courses outlined in the agreement. In addition, since each university has different course requirements, a Transfer Agreement will guarantee that you have completed all of the prerequisites required at the university that you transfer to.

Transfer Curricula and Resolution of Transfer Disputes

If you are interested in transferring to St. Philip's College, all courses must come from an accredited institution. A grade of "C" or better is required for all technical courses and a grade of "D" or better is required for all other academic coursework. Transfer disputes may arise when you are transferring courses to St. Philip's College from other institutions and/or when St. Philip's College courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the Texas Higher Education Coordinating Board rules and/or guidelines. Credit may be transferred to St. Philip's College from colleges and universities that are accredited. Courses from institutions accredited by agencies recognized by the Texas Higher Education Coordinating Board may be applied by the college toward a certificate or degree only after being reviewed on a case by case basis. The Alamo Colleges Center for Student Information (CSI) is responsible for verifying an institution's accreditation status and for evaluating the official transcripts.

Open Computer Labs for All Students

Open Computer Labs are available for students. Networked computers are loaded with general and special use software and are connected to the Internet so users can access academic related resources and emails. Students are expected to follow all [Acceptable Use of Information Technology Resources](#) guidelines posted in the student computer labs and on the College web site.

Wi-Fi access via a Guest Network is available in all buildings and selected outdoor areas. Check the SPC [Technical Services website](#) for Wi-Fi__33 Hotspots Maps and connection instructions.

Tutoring

[Tutoring](#) is offered in a variety of areas for students of all levels. St. Philip's College has numerous tutoring locations at each of our campuses. Tutoring is also available online using Brainfuse, using your ACES account or via Canvas.

The Rose R. Thomas Writing Center - Norris Technical Building (NTB), Room 405W

The Rose R. Thomas Writing Center provides a low-stress, positive learning environment where you can read, study, do research or get help with your writing. The experienced Writing Center staff will readily guide you through complex writing assignments or tasks that require specific writing and/or grammar skills. The staff is singularly dedicated to improving your writing ability and enhancing your presentation skills.

Tutoring and Technology Center – Norris Technical Bldg. (NTB) 116 and SWC Library

The Tutoring and Technology (TnT) Center provides a range of student academic support services. These include tutoring in subjects such as accounting, speech and history, as well as others. The TnT Center is home to state of the art equipment, including wireless internet access and computers. The TnT also provides academic coaching workshops, group tutoring, and study spaces.

MathWorld – Science Building MLK Campus (SCI) 101 & SWC Campus Bldg. 1 C-150

MathWorld has college degreed specialists that help students to understand and complete math work. Each MathWorld instructor has been selected to provide maximum assistance to a diverse population of students.

Byrd Sanctuary – The Natural Sciences Tutoring Lab (Byrd Sanctuary) Science Bldg. (SCI) – 202A

The Byrd Sanctuary provides support for academic and personal growth in the Natural Sciences as well as to develop an appreciation for learning and lifelong success. The “Byrd” delivers essential tutoring services to students in a motivational and stimulating environment.

Veterans Affairs

The Office of [Veteran Affairs](#) offers assistance to students receiving educational assistance under one of the public and state laws for veterans and/or their dependents in the following:

We accept and process requests for enrollment certification to the Department of Veterans Affairs.

Provide eligibility information for the Hazlewood Exemption Act for qualified veterans and their dependents. The office processes Hazlewood Exemptions for tuition and fees.

Provide full support for CH31- Vocational Rehabilitation Program.

Approved work site for VA Work Study Program.

We offer transition assistance for veterans reintegrating into campus and civilian life.

Students utilizing state or federal veterans’ benefits should contact the [Veteran Affairs](#) Office before registration to obtain information at (210) 486-2011, SPC-VetAffairs@alamo.edu or in person located in the Welcome Center, 205.

MY INFORMATION

ACES

[ACES](#) is a self-service secure portal that provides students with access to various resources using a single sign-on. As an [ACES](#) user, you will have access to register for classes, financial aid information, email, library resources, grades, transcripts, online courses, career coach, Alamo GPS, and much more. [ACES](#) also provides you with the latest information of events and important news taking place on campus.

Family Educational Rights and Privacy Act (FERPA)

[The Family Educational Rights and Privacy Act](#) (FERPA) requires any school that receives federal funds to release or withhold a student's education records in accordance with its rules. The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students' education records.

ALAMO GPS

[Alamo GPS](#) is an easy-to-read web-based degree audit program and an academic advisement tool designed to help you understand the degree requirements for your major. It helps you view how courses completed count toward degree requirements and what courses and requirements still need to be completed. The system is designed to facilitate academic advising but is not intended to replace face-to-face advising sessions

Name Change

If your name legally changes, you will need to change your legal name on your permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records office. To request a name change, submit a completed form and the signed court order, marriage license, or divorce decree showing the new, restored or adopted legal name.

To correct a name that has been misspelled in the St. Philip's College records requires that you submit the correct spelling by providing an official birth certificate or other appropriate legal document.

Residency

Residency is established based on the answers you provide to the core residency questions on the ApplyTexas application. You may be contacted by St. Philip's College for additional residency documentation if there are questions about your residency status, which is used to determine your tuition rate and should be changed prior to census date.

Student ID

You are required to have a St. Philip's College ID. To obtain a college photo ID, you must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance, and you must present a valid photo ID. All students must present a student identification card for access to services and activities such as library usage, physical education facilities, special events, academic advisement, transcript requests, etc.

ID card location & hours: Welcome Center Room, 105A. Regular Business Hours.

MY MONEY MATTERS

Business/Bursar's Office

The Virtual Business Office (VBO) is an online hub where you can pay for college related products, services, tuition and fees. No more waiting in line to pay your tuition or enroll in a Payment Plan, the VBO has made these services accessible online. It's convenient and secure!
<http://www.alamo.edu/district/virtual-business-office/>

Business Office hours

Fall and Spring Semester

Monday, Tuesday & Thursday	8:00AM-5:00PM
Wednesday	8:00AM-7:00PM
Friday	8:00AM-5:00PM
Saturday	9:00AM-1:00PM (First Saturday of the month)

Summer Semester

Monday-Thursday	8AM-7PM
Closed Friday and Saturday	

LOCATION: Welcome Center (WEC) 104

CONTACT: (210) 486-2200

Tuition and Fees

Tuition is a sum of money charged for instruction at a college or university. The cost of tuition is based on enrollment status (number of courses), and residency.

A fee is a payment made for professional advice or services.

1. Mandatory Fees- authorized by statute or by the governing board of an institution, and are charged to a student upon enrollment to provide services available to every student. Example of such fees are: library, laboratory fees, course, student activities, etc.
2. Course Fees- are mandatory fees required of all students enrolled in a particular course, such as materials for a chemistry lab, or a discretionary fee required of students in a given course, or for students participating in a special activity, such as a parking fee.

Total academic charges are the total of all tuition, mandatory, and course fee charges for a student taking a given number of Schedule Course Hours (SCHs).

Tuition Third Repeat Fee

The Alamo Colleges will charge a higher tuition rate to students registering the third (3) or

subsequent time for a course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time.

27 Hour Rule Special Tuition

Students taking in excess of 27 hours of Developmental Education (College Prep) courses will be charged an additional rate.

Tuition Installment Plan

The installment plan allows students to separate their tuition into three (3) payments, consisting of a down payment and 2 monthly payments. The down payment is due when the contract is signed. This action would need to take place before the first payment deadline of the semester. The Payment Plans are available online through ACES. The Payment Plan is available for all semesters and has preset dates that determine when the students' next payment is due.

Tuition Refund Petition

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the Alamo Colleges.

Refunds

Refunds are dependent on students having paid more than the minimum required tuition and having paid their tuition in full. For example:

1. Financial Aid credit - if tuition and fees were lower than financial aid award than a refund will be issued
2. Withdraw/drop from a course(s) - you may be eligible to receive a refund based on the college refund schedule website: <http://www.alamo.edu/main.aspx?id=22828>

Students who receive a refund are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

Refunds for students on the Payment Plan will be applied to the balance due, as stated in the Payment Plan Contract. All academic calendar days are considered for refund purposes, not only the days the student attends class. Refunds for other non-standard length courses (ie. open learning, continuing education) shall be made based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board (THECB).

Get Your Refund. Your Way

During your college enrollment, you may at some time be eligible for a Financial Aid refund or other type of disbursement.

To receive your refund, you can choose how you want to receive it through the RefundSelect program. (The Alamo CashCard has been discontinued.)

Choose your refund method:

1. Within 48 hours of registering for college, a Welcome Email from Heartland ECSI will be sent to your:
 - Alamo ACES Account, and
 - Your Personal Email Account, if one is provided to Alamo Colleges.
2. Click on the **Get Started Here** link on that email and enter your Heartland Key.
3. You choose how you want to receive your money.
4. If you have an address or telephone number change, it must be made through your Alamo Colleges' ACES account. Heartland will not accept changes by phone or email. Please allow 24 hours for the new information to update.

Choose the refund method that's best for you

What do you want to do?	Best refund method	How to sign up	When you'll receive your refund
Use my existing Bank Account.	Funds are electronically deposited into an existing account.	You provide your existing Bank Routing Number and Account Number. Please confirm that you entered your Account information correctly to avoid any delays in receiving your refund.	Once the credit appears on your ACES account, your refund will be in your account and available on the following Thursday.
Open a Discover CashBack Checking Account.	Funds are sent to your new checking account. A Debit Card will be sent to you, and funds are available for use with this new Debit Card.	Choose to open a Discover Cashback Checking Account. You will be notified of the status within 48 hours of the application.	Once the credit appears on your ACES account, your refund will be in your account and available on the following Thursday.

Visit Heartland ECSI's website for more information at <https://heartland.ecsi.net> or phone toll free at 1-844-760-605.

Alamo CashCard Refunds

Only students with a credit balance (after tuition and fees have been paid from the student's account) will receive refund. Due to new Federal regulations the Alamo Cash Card will be phased

out during the 2016-17 academic year. Students will be contacted directly with new choices regarding how they can receive his/her refund.

Employment

Whether you are looking for a part-time job or planning your future occupation, SPC career professionals are here to assist you. We can help identify your personal goals, interests, and abilities with personalized career and personality tests. We understand that many students must work for financial obligations during their education. We would like to help you with your career search and to assist you with balancing your work and school.

The constant demands on a college student's time can leave you feeling overwhelmed. Many students feel that there are simply never enough hours in the day when they work while juggling their course load. Finding the balance is hard but it can be done. Use the chart below as a guide for building your schedule:

WORK (Hours per Week)		SCHOOL (Course load should be)
40 hours (Full-time)		6 hours (1/2 time)
30 hours (Part-time)		9 hours (3/4 time)
20 hours (Part-time)		12 hours (Full-time)
10 hours (weekend, etc.)		12 + hours (Full-time)

For additional assistance with job searches both on and off campus, please visit [career services](#).

Financial Literacy

Financial literacy is the knowledge and skills necessary for you to make wise choices about your finances. This is essential for you to learn; it will help you while you are in college, as well as the rest of your life. Here are some of the vital things that you will need to understand in order to be successful with your finances:

1. **Budgeting:** learn how to manage your money and time by creating a budget and a schedule.
2. **Credit:** learn the importance of having good credit and how to get it.
3. **Scholarships:** explore different scholarship opportunities that you may be eligible for.
4. **Student loan information:** understand your rights and responsibilities as a loan borrower and understand the importance of paying your loan back. It is very important that you complete your program of study with as little as debt as possible!

There is assistance on campus with any of the above items along other financial literacy questions that you may have. For further assistance visit our website Financial Literacy Services <http://www.alamo.edu/spc/financial-literacy/> or come see us in SLC 102.

MY CAMPUS LIFE AND RESOURCES

Food Sales

Students can purchase food at each of the Alamo Colleges. Food options available include: cafeterias, vending areas, coffee shops, and more.

Political Campaigns

Alamo Colleges are committed to fostering a diverse and open discussion of ideas, opinions, and viewpoints as well as encourage members of the college community to be active and engaged citizens. However, as a charitable entity subject to federal, state, and local regulations regarding political and campaign activities, Alamo Colleges are required to remain politically neutral and cannot participate or intervene, directly or indirectly in the campaign of any candidate or political party.

For additional information consult the following board policy ([D.3.4](#)) which outlines the regulations Alamo Colleges, its faculty, staff and students, including student organizations, must follow in regard to political campaigns and candidates.

Student Organizations

The St. Philip's College recognizes the importance of organized Student Clubs and Organizations. These clubs and organizations help students develop their social, leadership, problem solving, and networking, and teambuilding skills. They are an integral component of the total educational experience of our student and promote the growth of their personal and professional development.

- Alamo Motorheadz
- Auto Body and Paint Club
- Collegiate 100
- Cyber Tigers
- Diesel Mechanics Club
- Early Childhood and Family Studies Student Club
- Eureka Science Club
- Future United Latino Leaders for Change (FULLC)
- I Am Woman
- Learned Trades Club
- Phi Theta Kappa Honor Society
- Physical Therapy Assistants Club
- Respiratory Care Practitioners
- SPC Futbol
- Special Projects Club
- Spirit and Pride Crew
- Student Government Association
- Student Leadership Society
- Student Veterans Organization

- Tiger Cheer
- Vocational Nursing Student Organization
- Volleyball Club
- Student Chapter National Association of Home Builders

Student Activities Fee

St. Philip's College has its own Student Services Activity Fee Committee responsible for making recommendations to the President of the College about the allocation of funds collected from the student services fee (\$1 per credit hour). The committee is comprised of five students and four faculty/staff. Upon approval of the budget each year by the Board of Trustees, the committee meets monthly, or as needed, to determine allocations for chartered and recognized student clubs and organizations, Intramural/Extramural Sports/Recreational Activities, to support Student Activities programming, and other leadership development programs.

Student Involvement in Decision Making

Students are key stakeholders in the St. Philip's College's operations and planning. Student participation and involvement in decision-making is valued and sought through college committees, campus forums, student surveys, and consultation with student organization leaders and their advisors.

Opportunities for getting involved include, but are not limited to: Martin Luther King March, Week of Welcome, Homecoming, Cesar Chavez March, Student Government, Student Services Fee Committee, Student Organizations, CultureFest, New Student Orientation, Women's History Month, Black Heritage Month, and Hispanic Heritage Month.

Student Leadership Opportunities

The St. Philip's College recognizes the importance of building strong leaders and of students' participation in the development of their own leadership skills. Students may choose from a variety of opportunities to get involved, including student government, student organizations, the Student Leadership Institute, and Phi Theta Kappa. To learn more about the leadership opportunities the Alamo Colleges have to offer, explore our programs and college-based leadership programs.

The Alamo Colleges [Student Leadership Institute](#) (SLI) offers all college students the opportunity to enhance their leadership mindset, skill set, and tool set. This two-semester leadership program imparts the learning tools and resources for students to become leaders on campus, in the workplace, and in diverse communities. Students involved in SLI will have the opportunity to receive scholarships, increase self-confidence, improve communication skills, build relationships/network, become an Alamo Colleges ambassador, and emerge as a proactive, productive, and engaging leader and have fun doing it all!

To join SLI, students must have a cumulative grade point average of 2.75 or higher, be enrolled in a minimum of 6 semester credit hours, and submit a complete application packet. Learn more about SLI by visiting www.alamo.edu/district/sli.

For information regarding other leadership opportunities:

- [Student Engagement Grant](#)
- [Phi Theta Kappa Honor Society](#)

Student Life/Activities

Student development is important both inside and outside the classroom. The Department of Student Life focuses on students' total educational experience, including co-curricular activities and events, student organizations, sports programs, lectures, live performances, special events, and more. Professional staff provide guidance and leadership training to assist students in achieving their academic and personal goals. Learn more about what Student Life offers:

Location: MLK Campus – Norris Technical Building, Room 305

Location: SWC Campus, Bldg.1 D-143

Student Publications

Student publications allow student writers, editors, photographers and artists to develop their talents, display their creativity, and intelligently share their opinions while providing a service to the campus community. Publications may include student newspapers, literary journals, yearbooks, or other media, and may be managed through academic or student affairs departments, student clubs or organizations.

- [Tiger P.A.W.S](#) Literary Journal

Student Travel

St. Philip's College seeks to promote safe travel to events and activities occurring beyond the boundaries of the College/District property by students and recognized student organizations. As such, we have student travel policies that apply to individual students and recognized student organization travel. The travel policy is applicable when the individual student or recognized student organization travels on behalf of College/District with or without the financial support from the College/District.

Examples of activities and events that fall under this Policy include, but are not limited to: club sports trips, the activities of recognized student organizations, SSFAC-funded community service travel, and in situations where a student or recognized student organization officially represents the College, e.g., leadership academies, conferences, and other programs.

Use of College Buildings and Facilities

St. Philip's College buildings and facilities are used to support the educational goals of the Colleges as outlined by the Board of Trustees. Regulations regarding the safety and use of campus facilities are outlined in the Board Policy on the Student Code of Conduct [F.4.2.1](#).

To learn more about reserving a room or space at the campus for a specific event, contact Student Life at (210) 486-2135. All requestors are required to complete the on-line Request for Use of Facilities Form - <http://spcdev1.alamo.edu/vpcs/FacilityRequestForm.aspx>.

Student ID Card

The St. Philip's College ID card is your ticket to many activities. You may use your ID card to check out books and materials in the college library, to use recreational facilities, to gain access to our gymnasium complex, and you may also get a bus card for discount fares.

Location: MLK Campus - Welcome Center, Room 105 A

Location: SWC Campus – Student Services Office, Room B-172

- Replacement cost: Your first card is free. If your card is lost, stolen, or damaged a subsequent photo identification card will be provided only after a replacement fee of \$10.00 is paid.

Bookstore

- | | |
|---|--------------------------------------|
| * New and Used Textbooks | * Reference Books and Study Aids |
| * School and office supplies | * Calculators/electronic accessories |
| * Backpacks and Totes | * Special Order and Event Books |
| * Campus specific clothing and gifts | * Snacks and Convenience Items |
| * Uniforms, Scrubs and Course Required Supplies for campus specific needs | |

ORDER ONLINE

Skip the lines and avoid the wait! Place online orders for textbooks and course materials at (www.stphilipsshop.com). We offer many options from in store pickup of your order to next day shipping. We also offer free shipping to St. Philip's College so you can ship books to your closest campus bookstore for no additional charge! When you are done with the books, you can return them to us in person for buyback and rental check-in. Or if you are out of town, mail the rental check-ins back to us.

RENT-A-TEXTBOOK

We are proud to announce that students have the option of renting instead of purchasing the textbook for many of our classes. The prices for renting a textbook will depend on whether the textbook is new or used. Renting with us will save you an average of 50% or more off the price of a new textbook. Not all textbooks may be available for rent based on consumable materials and package options.

GOING DIGITAL

St. Philip's College Bookstores carry more than just printed textbooks. We offer a variety of digital title options that range from rental for a semester to purchase for your digital bookshelf. We sell access codes for digital class requirements from MyMathLab to ALEKS and everything in between. If you want to know more about our digital textbooks sign up at www.cafescribe.com and try out

some of our free trial offers. For academically priced software and hardware simply click the links on the (www.stphilipsshop.com) site.

INTERCAMPUS TRANSFERS

We know that you have the option to take classes at any of the Alamo Colleges. In order to provide exceptional customer service, we can order textbooks in store from the other campuses and have them delivered to the campus of your choice for your one stop shopping needs. Simply ask a sales associate for details or place your order online and have your order shipped at no charge to the campus bookstore of your choice.

TEXTBOOK “BUYBACK”

While there is no guarantee that your textbooks will be bought back at the end of each semester, we try our hardest to make sure they are. We may buyback textbooks that are needed for future semesters or for our national resale list, for up to 50% of the current purchase price. While, we buyback textbooks year round, the best time to sell books back is during the last two weeks of each semester.

RETURN INFORMATION

Final return dates for each semester are printed at the bottom of your original receipt. The original receipt is required for returns, refunds and exchanges. The textbooks must be in original purchased condition to receive a refund. Please contact us if you have any questions about returns.

Location: Campus Center

Posting on Campus

Bulletin board space is available at each campus at no cost as a service to students and the community. If you need to advertise for a roommate or a ride, if you have something for sale or a job opening or you want to announce an event—stop by or contact the office of Student Life/Activities for more information on the policy/procedure.

Location: MLK Campus - Student Life – Norris Technical Building, Room 305

Location: SWC Campus – Student Life – Bldg. 1, D-143

Recreational Sports

The sports and recreational program is an integral part in the Department of Student Life.

The club sports/extramural program offers to provide any student with competitive athletic opportunities that coincide with a higher education. Students will learn new skills, improve skill levels and enjoy the recreational and social fellowship derived from sports involvement. A club sport is defined as a Registered Student Organization (RSO) structured for the purpose of furthering the common interests in an activity through participation and competition.

Recreational activities encompass a wide variety of intramural and extramural events, which can include both individual and team competition.

Location: MLK Campus – Student Life – Norris Technical Building, Room 305 or call 210-486-2135
Location: SWC Campus – Student Life – Bldg., D-143 or call 210-486-2241

Service Learning and Volunteer Opportunities

Service Learning:

Some instructors on campus include a service-learning component as part of their course's curriculum. These courses use the knowledge you learn in the given course and extend it with hands-on experience in the community setting. This means that what students learn in the classroom and through homework/research will be used in actual real-world situations to help with fully understanding the topics discussed in your course. Depending on the instructor, service-learning can be an optional or required part of the course.

Volunteerism:

Civic engagement is an important feature of the college experience. Opportunities to volunteer on and off campus are offered to help students understand how each person can make a difference in their community. Non-profit organizations actively provide students with volunteer opportunities to ensure that students have an outlet if they choose to use their free time volunteering for worthwhile causes. For more information visit website, <http://www.alamo.edu/spc/service-learning/>.

Events/Calendar

St. Philip's College hosts a variety of events to engage students and support our communities throughout each academic year. Many events such as week of welcome, homecoming, graduation, and Fiesta occur on an annual basis. To find out more information on what events are offered on campus, read below:

Events Calendar: <http://www.alamo.edu/spc/events/>

Housing

The Tobin Lofts at San Antonio College provide fully furnished one-, two- and four-bedroom units for students who attend any institution of higher education in San Antonio. All bills are included in the price (electricity, cable, internet & water.)

For more information or to apply online, visit www.livetobinlofts.com or call 888-696-3145.

Health Center/Education

The Health Centers are staffed with professionally trained and licensed nurses. Nurses provide basic medical care and preventative wellness programming. In addition, the Health Centers collaborate with community organizations to bring blood drives, health screenings, and other wellbeing services on campus. The Centers seek to inform and educate the campus community in the art of "staying well."

For more information, visit the Health Center: MLK Campus – Sutton Learning Center, Room – 127 or SW Campus – ITC Bldg., Section C, Room C-100 or call 486-7161.

MY RIGHTS AND RESPONSIBILITIES

Academic Fresh Start

Your old grades don't have to count against you. If you're a Texas resident and apply for admission (or readmission) to Texas public colleges or universities and enroll as an undergraduate, you may be able to begin a new course of study with a clear academic record.

If you have credits for college courses taken ten or more years prior to the planned enrollment date, those credits (and grades) can be ignored for enrollment purposes under the Texas "Academic Fresh Start" Law. This is an all or nothing option. You cannot pick and choose which courses to ignore and which courses to count. This means that courses taken previously cannot be used to fulfill prerequisite or degree requirements and are not used in your new G.P.A. Academic Fresh Start must be declared upon admission to St. Philip's College. Fresh Start Declaration must be requested at the student's home college and will be applied for all Alamo Colleges and not one institution.

Academic Grievance Policy

Faculty is responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that requires academic intervention using the Academic Grievance process. When student complaints cannot be resolved through informal interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance procedure (see below form and associated flowchart or visit SPC website) by filing a Student Academic Grievance form, available from any division chair. Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean.

ST. PHILIP'S COLLEGE

STUDENT ACADEMIC GRIEVANCE

Date Grievance Initiated: _____

Name: _____

Major: _____

Addr: _____

SS#: _____

Tel: _____

Step 1 – Description of Grievance:

Date of Incident

Course Number & Section

Instructor

Grievance: _____

Remedy: _____

Student- Instructor Conference Date: _____

_____ Resolved

_____ Unresolved (Proceed to Step 2)

Signature of Student

Date

Signature of Instructor

Date

(Supporting Documentation must be forwarded at each step)

Step 2 – Conferences:

Student-Chair Conference Date: Chair- _____

Instructor Conference Date: _____

_____ Resolved

_____ Unresolved (Proceed to Step 3)

Signature of Student

Date

Signature of Instructor

Date

(Supporting Documentation must be forwarded at each step)

Step 3 – Conference:

Student-Instructor-Chair Conference Date: _____

_____ Resolved

_____ Unresolved (Proceed to Step 4)

Signature of Student / Date

Signature of Instructor / Date

Signature of Chair / Date

(Continues with Step 4 on Reverse)

Step 4 – Action of Chair:

Upon consideration of the circumstances presented, I hereby
_____ * Affirm _____ Deny the grievance in question.

Signature of Chair

Date

* A written explanation must be forwarded to the instructor.

Action of Parties:

Student:

I _____ accept _____ reject the decision of the Chair.

Signature of Student

Date

Instructor:

I _____ accept _____ reject the decision of the Chair.

Signature of Instructor

Date

(Supporting Documentation must be forwarded at each step)

Step 5 – Appeal to Dean:

Date: _____

Student-Instructor-Chair-Dean Conference date: _____

Action by Dean:

Upon consideration of the circumstances presented, I hereby _____ affirm * _____ deny
the grievance in question.

Signature of Dean

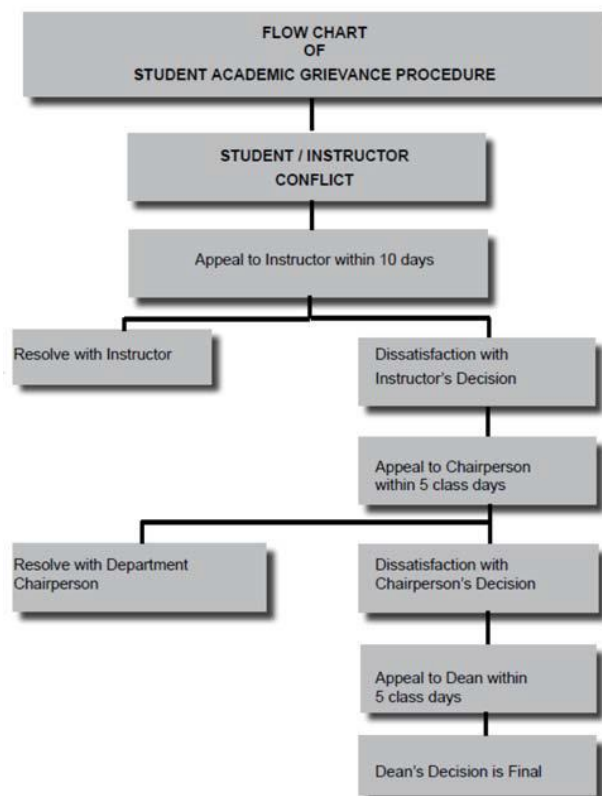
Date

* A Conference with the Instructor and Chair must be held and a written explanation of the decision must be provided.

Remarks: _____

Student Academic Grievance Policy, Policy Ref: FLD Local, pg. 3 of 3
“..The decision of the Dean is final.”

The chart below outlines the specific academic grievance process.



Academic Integrity Appeal Process

If a faculty member finds that a student is in possible violation of the academic standards of the Student Code of Conduct (see [F.4.2.2](#), “Academic Integrity Violations”), the faculty member shall document the act, completing the Academic Integrity Report Form and attach relevant evidence. The faculty member shall notify the student and explain the procedures and possible penalties.

The faculty member shall then meet with the student, at a time arranged between the student and faculty member, to allow the student to explain the incident. The faculty member subsequently may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

Each of the consequences 2 – 4 shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member’s decision, the form shall be submitted electronically to the Chief Student Academic Officer and the paper copy shall be filed in the department office.

Children on Campus Policy

Students cannot bring children to classes, labs, or other facilities such as libraries. Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their particular classrooms or labs, which will be included in the course syllabus.

Electronic Devices in the Classroom

Students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, PDAs, etc. when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

Family Education Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires any school that receives federal funds to release or withhold a student's education records in accordance with its rules. For more information please refer to the academic catalog.

Non-Academic Grievance Policy

The Non-Academic Grievance Policy provides a remedy for students who believe they have been the object of unjust treatment by a St. Philip's College employee. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or academic matters. Non-Academic Grievance Policies and Procedures are outlined in the Alamo Colleges Board Policy [F.4.7](#) (Policy) Non-Academic Grievances and [F.4.7.1](#) (Procedure) Non-Academic Grievances. Additionally, please see below form and associated flowchart or visit SPC website.

F.4.7.1 (Procedure) Non-Academic Grievances

Responsible Department: Vice Chancellor for Academic Success,
Vice Chancellor for Student Success

Based on Board Policy: **F.4.7** – Non-Academic Grievance

Approved: 1-22-13

Last Amended: 1-22-13

ALAMO COLLEGES

NON-ACADEMIC STUDENT GRIEVANCE FORM

Student Name:

Date:

Date of Birth:

Banner ID:

Email Address:

Phone:

Address:

College Official Name:

Department:

Date of Incident:

Brief description of incident being grieved:

Use additional sheet, if needed.

Date of Direct Supervisor Meeting with Student and College Official: _____

Result of meeting of Supervisor with College Official and Student.

Grievance: _____ Resolved _____ Unresolved

Student Signature: _____ Date: _____

College Official Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

NON-ACADEMIC STUDENT GRIEVANCE APPEAL

If the student or college official is not satisfied with the supervisor's decision, he or she may appeal to the second level supervisor of the college official. A complete record of the grievance will be forwarded to the second level supervisor. The second level supervisor will meet with the student and the college official and review the record. The second level supervisor will affirm or deny the grievance. Any further dispositions beyond this level will follow the same protocol.

Date of Supervisor Conference with Student and College Official: _____

ACTION BY THE SECOND LEVEL SUPERVISOR

Grievance: _____ Resolved _____ Unresolved

Second Level Supervisor Signature: _____ Date: _____

STUDENT: I ☐ Accept ☐ Reject the decision of the Supervisor.

Student Signature: _____ Date: _____

COLLEGE OFFICIAL I ☐ Accept ☐ Reject the decision of the Supervisor.

College Official Signature: _____ Date: _____

ACTION BY VICE PRESIDENT FOR STUDENT SUCCESS

Vice President Signature: _____ Date: _____

The chart below outlines the specific the non-academic grievance process:

F.4.7.1 (Procedure) Non-Academic Grievances

Responsible Department: Vice Chancellor for Academic Success,

Vice Chancellor for Student Success

Based on Board Policy: [F.4.7 – Non-Academic Grievance](#)

Approved: 1-22-13

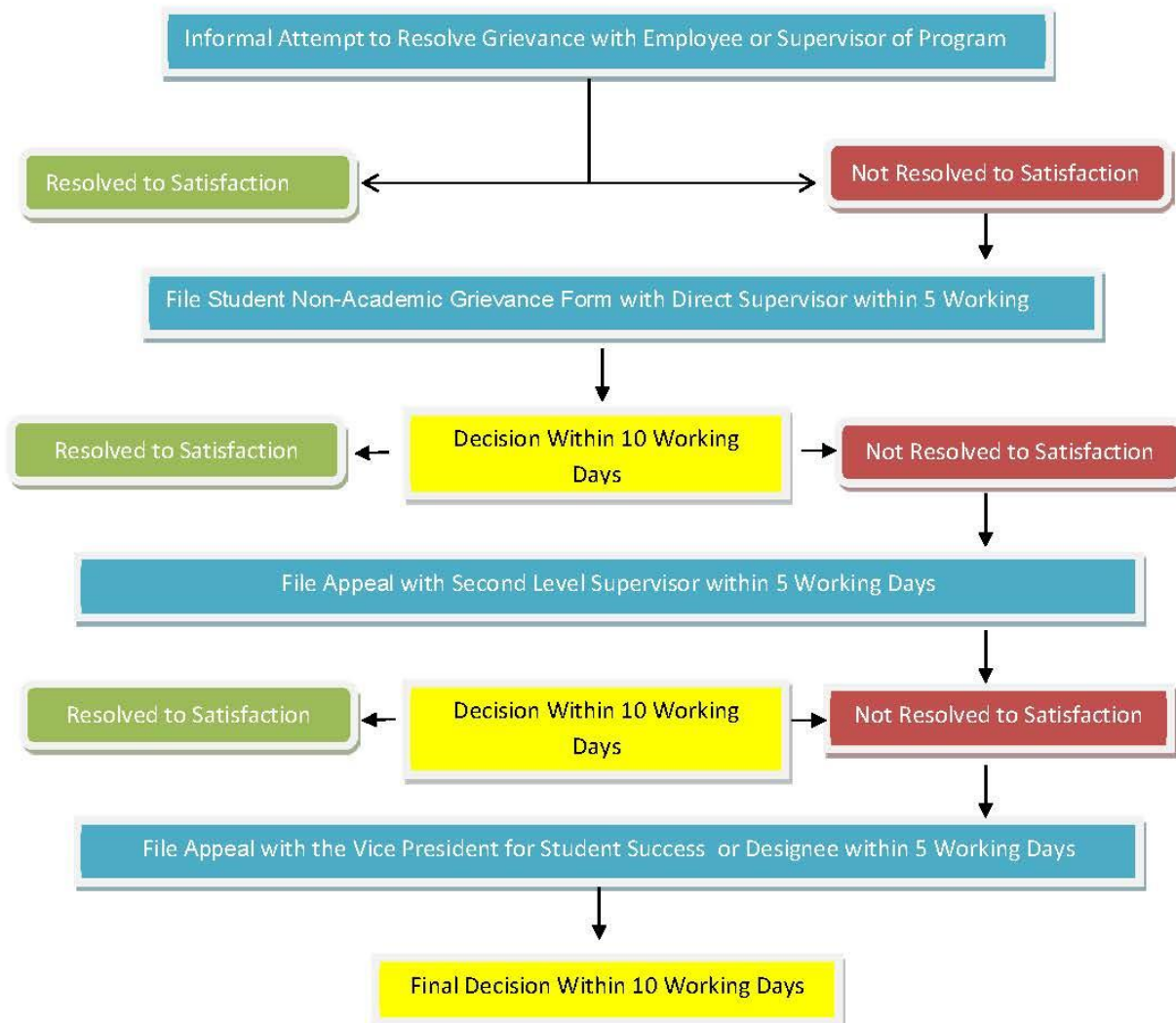
Last Amended: 1-22-13



ALAMO
COLLEGES



NON-ACADEMIC STUDENT GRIEVANCE PROCEDURE



Parking

The operation of a motor vehicle or bicycle on the property of St. Philip's College is a privilege granted by the College and is not an inherent right of any employee or student. All employees and students who operate vehicles or who park on the property of the College shall purchase a vehicle registration permit. Purchase of a vehicle registration permit does not guarantee a place to park on campus. The cost for the pass is automatically billed during registration for classes.

State laws and St. Philip's College rules and regulations pertaining to the operation and parking of vehicles on College property shall be followed at all times by all parties who operate or park vehicles on College property.

Parking/Traffic Appeal Procedures

St. Philip's College shall be responsible for implementing and maintaining a Campus Citation Appeals Committee to afford Due Process for any person receiving a citation. Procedure shall be made available to all employees and students in printed form or posted on the college website.

St. Philip's College citations may be appealed within ten (10) working/school days from date of the citation by filing a "Citation Appeal Form" with the Campus Citation Appeals Committee. The appeal must be submitted on a Citation Appeal form and sent as an email attachment to the Citation Appeals Committee.

Allow ten (10) business days for appeal processing. If notification of appeal disposition is not received on or before the 10th business day, it is the appealing party's responsibility for contacting the Citation Appeals Committee by email to inquire on status of appealed citation AFTER the 10th business day.

Religious Holy Days

A "religious holy day" is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. A student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. **Students must notify the faculty member in writing within the first twelve days of the semester which day(s) will be observed.** A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time as established by the faculty member. The faculty member may respond appropriately if the student fails to satisfactorily complete the assignment or examination by the deadline.

Smoking/Tobacco Policy

St. Philip's College is designated smoke-free. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of the college and on all property that is owned, leased, rented, or otherwise under the control of the college, including parking lots and any other property owned by the college.

Department of Public Safety officers will issue to those in violation of the policy a penalty citation. Repeated violations will result in further disciplinary action.

Solicitation

Any solicitation on campus must have the approval of the Vice President of College Services, whether such solicitation is by an officially recognized student organization, college organization, governmental agency or other. The term “solicit” is defined as advertising, taking of orders, sales, donations, campaigning (political or other), collection and distribution of literature.

Contact Mr. Lacy Hampton, Vice President of College Services, for additional information: (210) 486-2178.

Student Code of Conduct

It is the expectation of all students who attend the Alamo Colleges to follow the Student Code of Conduct in the [e-catalog](#).

Violations

Non-academic misconduct constitutes any violation not associated with academic performance. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

Unless otherwise indicated, the Code of Conduct applies to offenses on Alamo Colleges Premises and at Alamo Colleges Sponsored Activities; however, note that the definition of “Alamo Colleges Premises” contemplates that the use of Alamo Colleges resources such as internet access (including Wi-Fi, ACES, Blackboard Vista) and telecommunications devices (including telephones) in the commission of any offense require the offense to be considered to have occurred while physically on Alamo Colleges Premises regardless of where the offense occurs. Throughout the Code of Conduct, capitalized terms indicate those terms are specifically defined in the **Definitions** section.

In addition to any and all activities prohibited by law and Alamo Colleges policies, procedures, and college rules, the following is a nonexclusive list of expressly prohibited behavior:

1. Engaging in Inappropriate Behavior or Communications. Violation of this provision shall include posting or transmitting of inappropriate messages electronically (such as via Blackboard Vista or other distance learning platform or via e-mail).
2. Engaging in Disruptive Behavior. Violation of this provision shall include “heckling” or making inappropriate noises during class, which interrupts the flow of instruction or student concentration. Violation shall also include inaudible behavior such as passing notes, sending/receiving text messages, checking e-mail or otherwise violating rules of behavior described in the class syllabus.
3. Belonging to or soliciting membership in a Criminal Street Gang. Violation of this provision shall be presumed when “colors”, signs (such as hand gestures) or any symbols reasonably associated with gang membership are displayed, exhibited or communicated.
4. Participating in or promoting Gambling activities unless they are sponsored by the ACCD Foundation or otherwise permitted by law for charitable purposes.
5. Engaging in Public Indecency.

6. Displaying or distributing obscene photographs, drawings or similar visual representations or other obscene material.
7. Possessing or Promoting Child Pornography.
8. Possessing a Weapon, except that Firearm License Holders shall only possess Firearms in strict accordance with the terms of the license and shall in no event possess a Firearm in a building on any Alamo Colleges Premises and Peace Officers shall only possess Firearms in strict accordance with TCLEOSE requirements and those of the commissioning agency.
9. Possessing or deploying a Hoax Bomb or any container that may reasonably be perceived to contain a Hoax Bomb or an Explosive Weapon.
10. Engaging in Disorderly Conduct.
11. Participating in or organizing a Riot, unless the assembly was at first lawful and peaceful and when the Student tried to leave when one of those assembled manifested an intent to start a Riot.
12. Communicating or circulating a False Alarm or Report.
13. Stalking.
14. Photographing or otherwise visually recording (by any means) another without the other person's consent, under circumstances which would tend to cause arousal or sexual gratification to any person.
15. Assaulting any person.
16. Sexually assaulting any person.
17. Starting any fire, regardless of whether the fire continues after ignition or causes an explosion unless doing so is appropriate as part of an Alamo Colleges Sponsored Activity (such as a lab or classroom activity) under appropriate faculty supervision.
18. Engaging or participating in Criminal Mischief.
19. Committing or attempting an act of Theft.
20. Attempting to negotiate a stolen check.
21. Engaging in Forgery or possessing, issuing, transferring, registering the transfer of, passing, publishing, or otherwise uttering a writing that is a result of Forgery.
22. Presenting or using a credit or debit card which should be known to have not been issued to that person and is not used with the effective consent of the cardholder; or the card has expired or has been revoked or cancelled.
23. Making a materially false or misleading written statement to obtain property or Credit for that person or another (including student loans or grants).
24. Issuing a Bad Check.
25. Preparing, selling, offering or advertising for sale, or delivering to another person an Academic Product, in exchange for anything of value, except where the conduct consists solely of offering or providing tutoring or editing assistance to another person in connection with the other person's preparation of an Academic Product to satisfy the other person's academic requirement, and the particular Student does not offer or provide substantial preparation, writing, or research in the production of the Academic Product.
26. Influencing or attempting to influence an employee, faculty member or administrator in a specific exercise of official duties (such as course grades, extensions of deadlines or waivers of academic requirements) by offering any benefit to the employee, faculty member or administrator.
27. Hazing, soliciting, encouraging, directing, aiding, permitting or attempting to aid another in Hazing or failing to report known Hazing incidents to the Administration.
28. Failing to leave a classroom, office or building when requested to do so by a faculty member, employee, police officer or Administrator.
29. Alcohol and Drug Use:
 - a. The use of intoxicating beverages shall be prohibited on Alamo Colleges Premises or at Alamo Colleges Sponsored Activities; provided, however, that with the prior consent of the

Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the Alamo Colleges. State law shall be strictly enforced at all times on all property controlled by the Alamo Colleges in regard to the possession and consumption of alcoholic beverages.

- b. No Student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required) any of the following substances on Alamo Colleges Premises or at a Alamo Colleges Sponsored Activity, function or event at all times:
 - 1. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
 - 2. Alcohol or any alcoholic beverage.
 - 3. Any abuse of glue, aerosol paint, or any other chemical substance for inhalation.
 - 4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
 - c. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this procedure.
 - d. A Student who uses a drug authorized by a licensed physician through a prescription specifically for that Student's use shall not be considered to have violated this rule.
- 30. Engaging in Sexual Harassment toward any member of the Alamo Colleges Community.
 - 31. Engaging in other Harassment motivated by race, color, religion, gender, national origin, age, veteran status, disability or any other reason and directed toward any member of the Alamo Colleges Community.
 - 32. Tampering with fire extinguishers, fire alarm boxes, or smoke or heat detectors anywhere on Alamo Colleges Premises or at an Alamo Colleges Sponsored Activity.
 - 33. Ejecting objects from buildings or vehicles on Alamo Colleges Premises or at an Alamo Colleges Sponsored Activity.
 - 34. Failing to comply with lawful directions of Alamo Colleges officials (including Administrators, faculty members and Police Officers) acting in performance of their duties.
 - 35. Failing to comply with Alamo Colleges' policies, procedures, regulations, and administrative rules, including but not limited to those pertaining to traffic, parking and the use of Alamo Colleges' facilities.
 - 36. Inappropriate use of information technology resources.
 - 37. Unauthorized possession, duplication, distribution, or use of keys to any Alamo Colleges Premises.
 - 38. Unauthorized entry into or use of Alamo Colleges Premises, or allowing such entry or use by others.
 - 39. Obtaining, possessing, transferring, or using Identifying Information of another person without the other person's consent, to harm or defraud another.
 - 40. Obstruction or attempted obstruction of the disciplinary process (investigations, hearings or proceeding), including failure to comply with the instructions of the Student Conduct Administrator or the guidelines of the sanction(s). Violations include but are not limited to:
 - a. Failure to obey the summons or notice by the Student Conduct Administrator, a disciplinary body, or other Alamo Colleges official.
 - b. Falsification, distortion or misrepresentation of information before a hearing officer or committee.
 - c. Disruption or interference of the orderly conduct of a disciplinary proceeding.
 - d. Attempting to discourage participation in or use of the disciplinary process.
 - e. Attempting to influence the impartiality of a member of the Hearing Committee prior to and/or during the course of the disciplinary proceeding.

- f. Harassment (verbal, non-verbal or physical) or intimidation of a member of the Hearing Committee, or harassment or intimidation of an individual for filing a complaint, testifying, assisting, cooperating with, or participating in any manner in the disciplinary process.
- g. Failure to comply with the sanction(s) imposed.
- h. Influencing, or attempting to influence, another person to commit an abuse of the disciplinary process.

MY WELLNESS AND SAFETY

AIDS/HIV Policy

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, methicillin-resistant Staphylococcus aureus (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic, shall be subject to the following provisions, shall be subject to additional provisions based on policy [F.3.1.1](#)

Americans with Disabilities Act / ADA Coordinator

Some students have disabilities that challenge their capacity to succeed in the classroom. Disability support services at the Alamo Colleges will assist students with acquiring the tools they need to be successful in college. Students who are eligible for disability-related services must have a temporary or permanent disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities such as walking, standing, seeing, speaking, hearing, or breathing. For specific information regarding disability services, contact the Disability Services office at <http://www.alamo.edu/spc/disabilityservices/>.

Americans with Disabilities Act Student Grievance Procedure

Students who feel that they have been discriminated against or who feel that the College District has not adequately fulfilled its obligations under the provisions of Title IX, Section 504, or the ADA may address their concerns to the coordinator or file a complaint pursuant to the College District's student grievance procedures.

Campus Sex Crimes Prevention Act

What is a sex offender? Sex offenses are crimes of a sexual nature. They vary in type and can be misdemeanors or felonies. Felony offenses are more serious crimes than misdemeanors.

The Texas Department of Safety (DPS) has established a website as the official internet source for [Sex Offender Registration Information](#). The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains file based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register.

Cleary Act

The Cleary Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

Alamo College Police Department

The Alamo Colleges Police Department provides law enforcement and security services to all components of the Alamo Colleges including academic campuses and a variety of satellite facilities in its service region including Bexar and Guadalupe Counties.

The Alamo Colleges Police Department is the primary police authority for the colleges of the Alamo Colleges. Our Police Officers are certified Texas Peace Officers as defined in Article 2.12 of the Texas Code of Criminal Procedure.

Police protection is provided 24 hours a day, 365 days a year. The primary objective of the patrol officer is to provide a safe environment for employees, students, and the community.

The department is responsible for:

- Emergency services
- Criminal investigations
- Traffic enforcements/investigations
- Providing escorts
- Crime prevention
- Responding to call(s) for service
- Non-emergency request (s)
- Parking management
- Lost and Found
- Compliance with the Campus Security Act of 1990

The Department of Public Safety (DPS) office keeps a “Lost and Found” for the campus. If you’ve lost something, contact the DPS office at 210-485-0099. Unclaimed items are disposed of at the end of each semester. Found items should be turned in to the police as soon as possible.

Complaint Against Peace Officer

The Government Code of the State of Texas requires that in order for a complaint, against a law enforcement officer in the State of Texas, to be considered by a Chief or the head of a Police Department, the complaint must be placed in writing and signed by the person making the complaint. A copy of the signed complaint must be presented to the affected officer or employee within a reasonable amount of time after the complaint is filled and before any disciplinary action may be taken against the affected employee (Sec. 614.022-023).

For additional information regarding the complaint process consult the Alamo Colleges Police Department [website](#).

Concealed Weapons

In accordance with Texas Penal Code Chapter 46, it is a felony to intentionally, knowingly or recklessly possesses a firearm, illegal knife or prohibited weapon (with or without a concealed

handgun permit) on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the education institution.

Entering District premises or any off-campus premises at a District-sponsored activity, function or event, with a prohibited weapon, unless pursuant to written regulations or written authorization of the College. This prohibition shall not normally apply to instructional supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner. Weapons shall include, but not be limited to, the following:

- Explosive weapons
- Firearms
- Firearm ammunition
- Switchblades or other illegal knives
- Martial arts weapons
- Chemical-dispensing devices
- Fireworks
- Straight razors
- Clubs and other weapons as more specifically defined in the Penal Code of the State of Texas and the City of San Antonio, Texas.
- Laser pens
- Lockers and cars parked on College campus or on premises leased or used for official District or College functions may be inspected by College personnel if there is reasonable cause to believe they contain weapons.

Contacting Students in Case of an Emergency

St. Philip's College has implemented a mass emergency communication system. In the event of a College or emergency closure, students will be notified through email, voicemail, and text message. Participation is on an "opt in basis," you are encouraged to participate by logging in to your [ACES](#) account and clicking on "My Page" link. In order to ensure successful delivery of emergency notifications, all students are encouraged to review the accuracy of his/her contact information on file.

Additionally, a family member who is trying to reach a St. Philip's College student can contact the Alamo Colleges Police Department at (210) 485-0099.

Drug-Free Schools and Communities Act Amendments of 1989

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, St. Philip's College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by a student on its property or as part of any of its activities. Students who violate federal, states statues, the Student Code of Conduct, College District policy, or other applicable requirements related to alcohol and drug use shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling, or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Emergency Plan

The Alamo Colleges Emergency Notification system alerts employees and students of severe weather and other emergencies using phone calls, emails, and/or text messages. The information is provided by individuals through the Personal Information link on their ACES page. It is imperative for this information to be up to date. A Safety Plan has been created to help facilitate emergencies, should they occur. Please take time to become familiar with the Safety Plan and Evacuation Maps.

ALAMO COLLEGES EMERGENCY NOTIFICATION SYSTEM

The Emergency Notification System enables us to send personalized voice messages and text messages four different ways:

- Voice messages to home phones, work phones, cell phones and email address
- Text messages to cell phones and other text-based devices
- Text messages to email accounts
- Messages to TTY/TDD receiving devices for the hearing impaired

Text messaging will be sent to the text enabled cell phone number you provided in your personal information in ACES. By entering your cell phone, you “Opt In” to receive text messaging from the emergency notification system.

Contact Information will only be used for Alamo Colleges’ notifications and will not be made available to any other service.

STAY CONNECTED

Program the following numbers into your cell phone:

- Emergency ACPD: 210-485-0911
- Non-Emergency ACPD: 210-485-0099
- Weather-Related Closures: 210-485-0189
- Texas Road Conditions: 1-800-452-9292
- General Information – MLK Campus: 210-486-2000
- General Information – SW Campus: 210-486-7000

SAFETY PLAN

EMERGENCIES: 485-0911 or 9-1-1

NON-EMERGENCY DISPATCH: 485-0099

EVACUATION PROCEDURES

Move to the nearest exit away from danger. Use the stairs (do not use the elevator) and proceed to 1st floor exits.

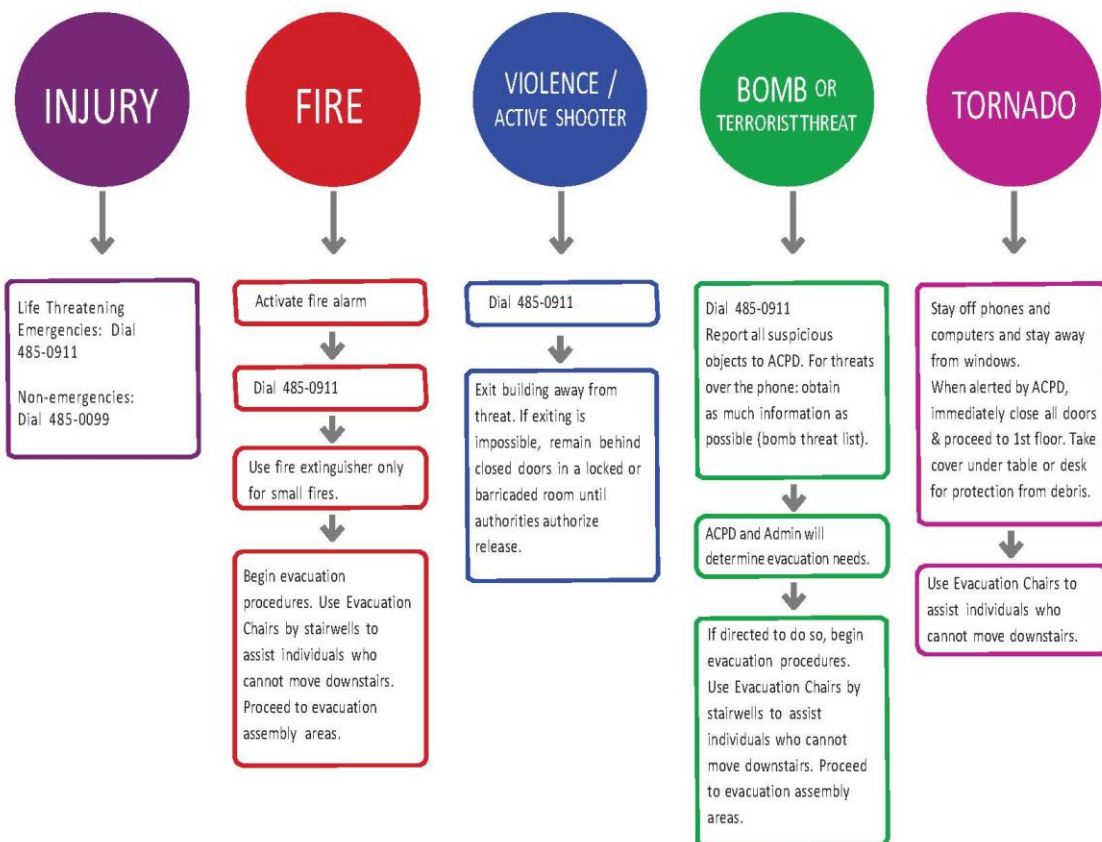
Use the Evacuation Chairs near stairwells to assist individuals who cannot move downstairs. Find a safe location at the bottom of stairs and call for assistance.

Proceed to Assembly Areas. Consult green 'Evacuation Group Locations' map posted in your classroom or office area.

In the event of Shelter-in-Place:
Proceed to the safest inner hallway, closing all classroom and office doors to protect from broken glass.

Remain calm and await further instruction.

EMERGENCY CALL STATIONS WITH BLUE LIGHTS ARE LOCATED THROUGHOUT PARKING LOTS AND WALKWAYS.












ALAMO
COLLEGES
ST. PHILIP'S COLLEGE

MLK EMERGENCY EVACUATION MAP

1801 Martin Luther King Drive,
San Antonio, Texas 78203
(210) 486-2000

- Building 1** – Watson Fine Arts Center (WFAC)
- Building 2** – Applied Science Building (ASB)
- Building 3** – Grounds Building (GB)
- Building 4** – Continuing Education (CEB)
- Building 5** – Maintenance (M)
- Building 6** – Central Plant (CP)
- Building 7** – Health and Fitness Center (HFC)
- Building 8** – Welcome Center (WEC)
 - Center for Health Professions (CHP)
 - Center for Learning Resources (CLR)
- Building 9** – William C. Davis Science Building (SCI)
- Building 10** – Sutton Learning Center (SLC)
- Building 11** – Norris Technical Building (NTB)
- Building 12** – Campus Center (CC)
- Building 13** – Turbon Student Center (TSC)
- Building 14** – Bowden (BOWD)
- Building 15** – Electrical Plant (EP)
- Building 16** – Campus Police
- Building 17** – Learning and Leadership Development Center (LLDC)
- Building 18** – Child Development Center (CDC)
- Building 19** – Tennis Courts
- Building 20** – Future Veterans Outreach & Transition Center – 1602 Dakota St.
- Building 21, 22, 23** – Portable Buildings

PLACES OF INTEREST

-  EMERGENCY PHONE
-  EMERGENCY ASSEMBLY AREA
-  PARKING LOT
-  Quadrant 1 - Building 2, 4, 5, 6, 7
-  Quadrant 2 - Building 8
-  Quadrant 3 - Building 9, 10, 11
-  Quadrant 4 - Building 1, 12, 13, 14



* Campus police can issue a temporary parking permit for visitors. For more information call campus police at (210) 485-0099.

Updated by SPC-PR, 4/10/15



ALAMO
COLLEGES








ST. PHILIP'S COLLEGE

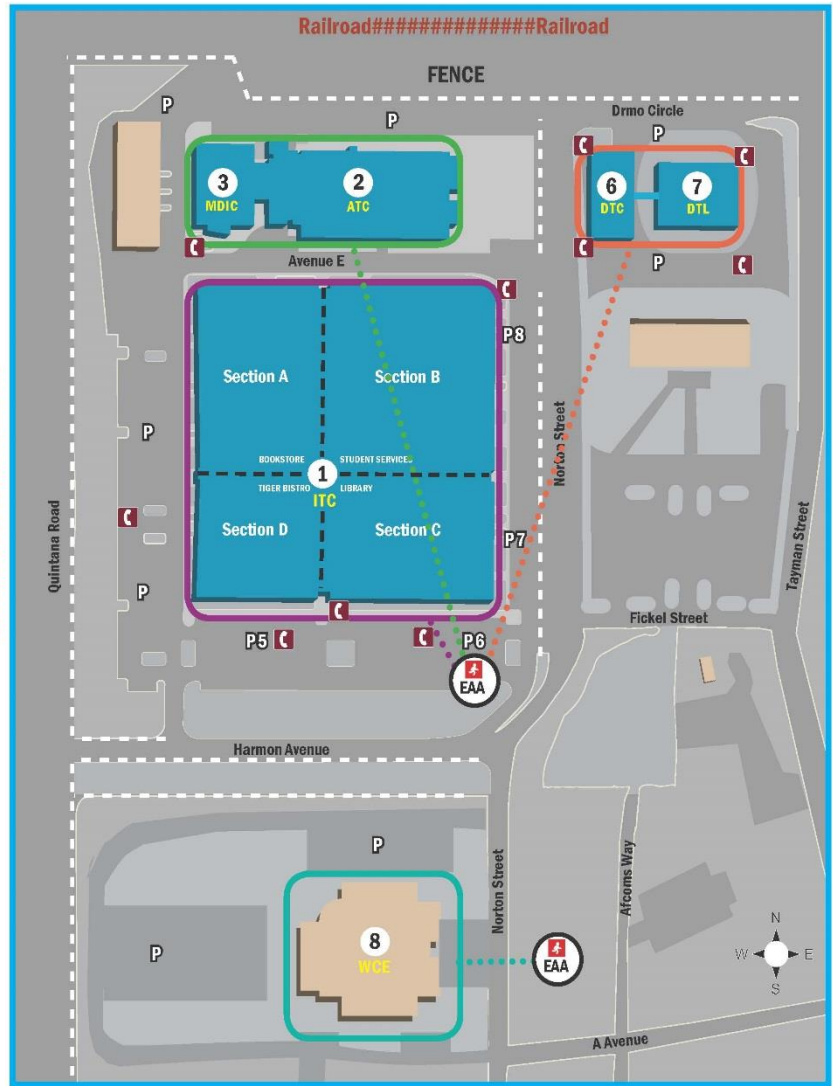
SWC EMERGENCY EVACUATION MAP

800 Quintana Road
San Antonio, Texas 78211
(210) 486-7000

- Building 1** – Industrial Technology Center (ITC)
- Building 2** – Aircraft Technology Center (ATC)
- Building 3** – Multi-Disciplinary Instructional Center (MDIC)
- Building 6** – Diesel Technology Center (DTC)
- Building 7** – Diesel Technology Lab (DTL)
- Building 8** – Workforce Center for Excellence (WCE)

PLACES OF INTEREST

-  EMERGENCY PHONE
-  EMERGENCY ASSEMBLY AREA
-  PARKING LOT
-  Q1 Quadrant 1 - Building 2, 4, 5, 6, 7
-  Q2 Quadrant 2 - Building 8
-  Q3 Quadrant 3 - Building 9, 10, 11
-  Q4 Quadrant 4 - Building 1, 12, 13, 14



*Campus police can issue a temporary parking permit for visitors. For more information call campus police at (210) 486-0099.

Updated by SPC-PR, 8/25/15

Hazing

Any kind of hazing is forbidden. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the College. The term includes, but is not limited to:

- (a) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (b) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (c) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm of which adversely affects the mental or physical health or safety of the student;
- (d) Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the College, or that may reasonably be expected to cause a student to leave the organization or the College rather than submit to acts described in this subsection;
- (e) Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Bacterial Meningitis Vaccination

Texas State Law (SB 1107) requires students who meet the criteria below, to provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.

- All new, transfer or transient students under age 22.
- All returning students under the age of 22, who have experienced a break in enrollment of at least one fall or spring term.
- Students enrolled in online or dual credit courses who physically attend classes at any of the Alamo Colleges.
- New or returning continuing education students enrolled in a course or program that is at least 360 contact hours.

Interrogations and Searches

St. Philip's College respects the right of students to privacy and security and against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of overall welfare of other students or when necessary to preserve good order and discipline of the school. If no search warrant is obtained, any prohibited item within "plain view" is subject to seizure.

Areas such as lockers and desks, which are owned and controlled by St. Philip's College, may be searched by school officials when they have reason to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of 'fishing expeditions' shall be prohibited.

Stolen items and items which are forbidden by St. Philip's College policy or law may be confiscated and may be used as evidence in internal school disciplinary proceedings against the student. The preceding policies shall not apply in the event that law enforcement authorities are involved in the search. School searches conducted with assistance from law enforcement authorities are governed by the Fourth Amendment of the U.S. Constitution.

Protecting Personal Property

Personal Property:

Anticipate potential risk and take steps to remove or reduce it. Ninety percent of prevention is the public's awareness.

- Mark all books, backpacks, cell phones, etc. with name and driver's license number
- Program emergency numbers in cell phone
- Report all stolen books to local bookstore, and campus police
- Guard your personal belongings at all times (computers, electronic devices, jewelry, purses, wallets, etc.)

Vehicle Safety:

A vehicle in a parking lot is an inviting target for theft, vandalism or burglary. To minimize the risk of these crimes:

- Remove ignition key
- Lock all doors
- Secure all windows
- Avoid leaving valuables in the vehicle, if you must, lock them in the trunk before departing your home
- Use anti-theft locks
- Consider installing an alarm system
- Record serial numbers of all radio, stereo or the other equipment
- Report suspicious activity in parking lots

Rehabilitation Act

No person shall, on the basis of race, color, religion, gender, national origin, age, veteran status, genetic information, sexual orientation or disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity sponsored or conducted by the College District.

Student Complaints

Students who feel that they have been discriminated against or who feel that the College has not adequately fulfilled its obligations under the provisions of Title IX, Section 504, or the ADA may address their concerns to the coordinator or file a complaint pursuant to the College's student non-academic grievance procedures (see [F.4.7.1](#)).

Sexual Harassment

Students shall not engage in sexual harassment toward another student or an Alamo Colleges employee. When a charge of sexual harassment against a student is substantiated, the college shall take disciplinary action pursuant to the Student Code of Conduct.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual harassment includes, but is not limited to:

1. Unwelcome physical contact of a sexual nature such as inappropriate touching.
2. Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
3. Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual or his/her appearance.
4. Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.
5. Displaying or posting offensive sexually suggestive pictures or materials on College District property.

The chief student affairs officer or designee shall promptly investigate and address all complaints of sexual harassment filed against a student whether the complaint is brought forward by another student or an Alamo Colleges employee pursuant to the Student Code of Conduct.

Neither the Alamo Colleges, nor any College employee, agent, nor student shall retaliate against a student who in good faith reports perceived sexual harassment.

Title IX Policy

Title IX is a federal law that prohibits discrimination based on sex (gender) of employees and students of educational institutions receiving federal financial assistance. Title IX's prohibition of discrimination includes acts of sexual harassment and relationship violence.

St. Philip's College does not tolerate sex discrimination, sexual harassment, or sexual violence of any kind. To ensure compliance with Title IX, the Alamo Colleges has designated a District Title IX Coordinator and SPC Deputy Title IX Coordinator Vice President of Student Success (see [H.1.1](#)).

Filing a Report

Any student or employee who believes he or she has been a victim of sex discrimination, sexual harassment, or sexual violence is encouraged to contact the following individuals.

District Title IX Coordinator
Ms. Linda Boyer-Owens
210-485-0200
201 W. Sheridan St., Bldg. A
San Antonio, Texas 78204

SPC Deputy Title IX Coordinator
Dr. Mordecai Brownlee
Vice President of Student Success
210-486-2898
1801 Martin Luther King Drive
San Antonio, Texas 78203

Use the link below to complete a report

https://publicdocs.maxient.com/reportingform.php?AlamoColleges&layout_id=72

Students can learn more on the St. Philip's College AlamoCares website,
www.alamo.edu/spc/alamocares.

Filing an External Complaint

The United States Department of Education's Office for Civil Rights enforces Title IX. Any student, employee, or visitors to campus may direct a complaint directly to that office.

Office of Civil Rights

US Department of Health and Human Services

1301 Young St. Ste. 1169

Dallas, TX 75202

Voice phone (800) 368-1019

*All reports made to the Office of Civil Rights must be filed within 180 days of the alleged incident.

Personal Attendant Care

St. Philip's College is committed to providing all students equal access to its programs, facilities, and services. In keeping with this commitment, the Alamo Colleges recognize that a Personal Care Attendant (PCA) may be necessary to address the personal needs of a student with a disability in order for that student to fully participate in the college's offerings.

Students who require personal care attendant services are encouraged to provide a PCA to assist the student with personal needs as well as to facilitate as full integration into the college experience as reasonably possible. It is not the responsibility of St. Philip's College to provide personal care attendant services to meet the personal needs of the students. It is the sole responsibility of the student to provide a PCA to assist the student should an attendant need to be hired.

COLLEGE LINGO (GLOSSARY)

2 + 2

A plan that lists the courses students should take their freshman and sophomore level years, and the courses to take at a four-year institution the junior and senior years.

3-PEAT

Third attempt tuition charge. Due to state legislation, the Alamo Colleges is no longer reimbursed by the state for courses taken by students who have attempted the same course three or more times previously (which includes courses taken that results in a grade of "W"). Therefore, the tuition for such a "three-peat" course will be the current cost for out of state tuition.

ACADEMIC DISHONESTY

Allegations that include, but are not limited to, cheating on a test, plagiarism, and collusion. Punitive actions and sanctions may be imposed.

ACADEMIC DISMISSAL

Status of a student not allowed to enter classes for at least one regular semester. Academic Dismissal results when a student on Academic Probation during a semester fails to meet minimum academic standards prescribed by the Alamo Colleges.

ACADEMIC PROBATION

Applied to a student whose grades are below minimum performance standards at the end of a semester. Removal from probation is accomplished by meeting the standards while on probation. Failure to meet the standards while on probation for two successive regular semesters results in Academic Dismissal.

ACADEMIC YEAR

From August 1 to July 31, including fall and spring semesters and summer sessions.

ACES

Alamo Colleges Educational Services is a web-based portal that can be modified by each user to meet his or her online needs and preferences. Features include email, announcements, and access to course materials.

ADD

Enrollment in a course after initial registration.

ADVISOR

Assists students in following their academic, career, and transfer plan to include a degree audit, selection of courses, and registration. All students are assigned an advisor to assist with their Individual Success Plan.

APPEAL

A Student request for reconsideration or review of a decision made affecting financial aid suspension, dismissal, grade change, prerequisite challenge, disciplinary action, etc.

ASSOCIATE DEGREE

Granted by two-year College and offered at the Alamo Colleges; usually 60 semester hours of credit.

Associate of Art

Associate of Science

Associate of Applied Science

Associate of Arts in Teaching

AUDIT

Registration in a course for non-credit status. A grade of "NC" is assigned to auditing students. An additional audit fee is required.

"BASICS"

Courses that satisfy general education requirements for a degree. *Caution:* Courses may differ based upon major, field of study, transfer institution, or catalog year.

BASIC SKILL LEVELS

Students must test out or complete a certain course or courses to prove they demonstrate the appropriate skill level to enter the next higher- level course. Prerequisites for classes are listed with the course descriptions in the online college catalogs.

BURSAR

The business office where students may pay bills. Parking permits may only be purchased through ACES.

CATALOG/BULLETIN

Publication that give college information, degrees/programs, admissions and graduation requirements, etc.

CENSUS DATE

The date on which the college certifies enrollment to the state. Courses dropped by students on or prior to the Census Date will not appear on permanent records and will not affect three attempt rule.

CENTER FOR LEARNING RESOURCES CENTER

Campus library offering on-site library materials, information technologies, and instructional services necessary to support and supplement the teaching-learning programs.

CERTIFICATE OF COMPLETION

Awarded to students who complete designated courses within an Associate of Applied Science program.

CERTIFIED ADVISOR

Your very own "guide" to help you plan your educational career; review your degree plan; academic progress; transfer planning; and general information.

COLLEGE INSTRUCTOR

College and university faculty are ranked (lowest to highest) as adjunct, lecturer, instructor, assistant professor, associate professor or full professor.

COLLEGE LEVEL

Courses that require college level skills particularly in the areas of reading, mathematics, and writing, usually based upon the results of college entry tests and/or previous academic records.

COLLUSION

The unauthorized collaboration with another person in preparing any coursework/assignment.

CO-LISTED CLASSES

Courses that may be taken either for credit or non-credit (continuing education).

CONCENTRATION

A Field of study chosen as an academic specialty.

CONCENTRATION/FIELD OF STUDY

Refers to primary area of study or concentration required for a degree.

CORE CURRICULUM

All degrees require a “general education core” and are required at all Texas public institutions. All Alamo Colleges require the same core curriculum and upon completion it will be transferable to any Texas public institution of higher education.

CO-REQUISITE

A course that has to be taken at the same time as another course.

CORPORATE AND COMMUNITY EDUCATION

Provides a variety of quality, relevant and essential traditional and non-traditional educational programs to individuals, businesses, and the community to help fulfill employer training needs, as well as the career and/ or personal training aspirations. Also referred to as Continuing Education.

COUNSELOR

Counseling services may include academic, transfer, career, personal and crisis counseling. Crisis Counselors are available to assist students with various personal and mental health concerns.

COURSE NUMBER

All credit courses offered are identified by a four-digit number.

- The first number identifies the level of the course:
 - 0 – Developmental
 - 1 – Freshman
 - 2 – Sophomore
- The second number indicates the semester credit hour (SCH) value of the course.

The third and fourth numbers distinguish the courses within a program area.

CURRICULUM

Set of courses or program of study outlined in a degree plan, or lessons taught in a course.

DEAN

An administrator in charge of a group of departments of the college.

DEAN'S LIST

Earning a 3.5 or higher grade point average. Student may be enrolled part-time (6-11) semester hours or full time (12 or more) semester hours.

DEGREES

ASSOCIATE – Granted by two-year college; usually 66 or more semester hours of credit.

BACHELOR – Granted by four-year college or university; usually 124 or more semester hours of credit.

MASTER – Granted by some colleges and most universities; usually 36+ semester hours of graduate-level courses beyond the bachelor's degree, plus a major research paper (thesis).

DOCTORATE (Ph.D., Ed. D, etc.) – Granted by a few colleges and some universities; usually 45+ semester hours of graduate-level courses beyond the Master's degree, plus extensive research and intensive written report (dissertation).

DEGREE PLAN

An education road map for successful completion of a degree or transfer from St. Philip's College to the four-year university.

DEPARTMENT CHAIR

The head person of an academic department.

DEVELOPMENTAL COURSES

Courses designed for students whose records indicate that they need preparation for entering college level courses.

DISCIPLINE

May refer to a course or related courses in a given subject area, such as history.

DISTANCE EDUCATION

Courses offered through a variety of instructional modes. Delivery systems include: Internet courses, telecourses, and hybrid courses.

DROP

Voluntary or involuntary official withdrawal from a course.

DROP-SLIP

In order to officially withdraw from a course the form, "Notice of Change" must be submitted to the Admissions and Records office. Ask your instructor for "drop" procedures applicable at various times of each semester.

ELECTIVE

A course you choose to take that is not a required part of your regular curriculum.

EXTRACURRICULAR ACTIVITIES

Activities that occur outside the classroom during the student's personal time.

EXTRAMURALS

Extramural Sports offers the opportunity to participate in competitive activities through tournaments and leagues. In order to be eligible to participate in Extramural Sports, participants

are required to be enrolled in at least 6 college credit hours and maintain a minimum 2.0 GPA. These requirements will be verified and monitored during the semester.

FACULTY ADVISOR/MENTOR

Assists students with particular requirements for each department's concentration or field of study, assess what courses are needed to complete the degree plan.

FLEX CLASS

Courses that are only 8 weeks in length Flex I — 1st 8 weeks and Flex II — 2nd 8 weeks of the semester.

FINALS

Final examinations. End-of-semester course examinations in each subject, of about 2-1/2 hours duration. Refer to the Schedule of Classes for the exam schedule.

FINANCIAL AID

Various forms of financial assistance for students including grants, scholarships, student loans, and work-study. Pell grants are the most common form of financial aid.

FRESHMAN

A student with less than 30 semester hours of college level credit.

FULL-TIME STUDENT

Student taking 12 or more credit hours in a semester/term; some grants, loans, or scholarships may require this status.

GPA (GRADE POINT AVERAGE):

Numerical grade average calculated on completed courses. The minimum GPA for Good Standing is 2.0.

GRADE/QUALITY POINTS

Quality points are number values assigned to the letter grades, e.g. A=4 points, B=3, C=2, D=1, F=0.

GRADUATE

A student who has satisfied the minimum requirements for their degree program with a minimum cumulative grade point average of a 2.0.

GRANTS

Federal and state financial aid funds that do not have to be paid back. Students required to apply once per year.

GRIEVANCE POLICY

A process in which students may elect to resolve conflicts where there is clear and convincing evidence that the student has been treated unfairly or abusively by faculty or college personnel. A copy of this policy is available in the college website and in the Student Handbook.

HYBRID COURSE

Combines traditional lecture, discussion or lab sections with online or other computer-based learning. Hybrid courses move a significant part of the course work to the computer or Internet,

which reduces the amount of time you will spend in a classroom setting.

HOLD

Prevents registration and indicates the action that the student needs to take before he/she can register for classes. Examples include parking tickets, library fines, missing transcripts and academic progress issues.

INSTALLMENT PLAN

Students may elect to utilize the installment plan to pay for their tuition. Half of their tuition is due by the payment deadline and the remaining half is divided into two installments. This plan is available only during the fall and spring semesters. An additional fee is required for this service.

INTERNET COURSE

Students participate in the class by using the internet for all or part of the coursework. The instructor posts a webpage which contains course information and assignments. Communication between students and instructors occurs by e-mail.

INTRAMURALS

The purpose of Intramural Sports activities is to provide students, staff, and faculty the opportunity to participate in activities that are fun, promote wellness, and encourage socialization. In order to be eligible to participate, you must be an enrolled student or currently employed staff or faculty.

JOINT ADMISSIONS

Agreements between the community college and universities which allows a smooth transfer process for students by identifying courses for transfer. This program gives you access to the university resources such as library before you even begin taking classes there.

MAYMESTER (3 weeks)

Session offered between the Spring and first Summer session. A Full-Time Student is enrolled in 3-4 semester hours.

ORIENTATION

An informational meeting or activity required for most courses taught over the Internet or television.

PAYMENT PLAN

Students may elect to utilize the payment plan to pay for their tuition. 34% (down payment) of their tuition is due by the payment deadline based on their registration date and the remaining 66% is divided into 2 equal preset monthly payments. An additional \$25 fee is required for this service and paid at the time of setup with the down payment.

PERMANENT RECORD

A student's permanent record, part of the official archives of the College, containing personal data, test scores, summary of transfer and admissions information, Palo Alto College courses attempted, grades, grade points, and scholastic status.

PLAGIARISM

In college, plagiarism generally means copying and submitting for course credit a sentence,

paragraph, or article, without identifying or crediting the source. Plagiarism usually results in a failing grade.

PRE-REQUISITE

A course which must be completed prior to taking another course.

PRESIDENT'S LIST

Earning a 4.0 grade point average. Student may be enrolled part-time (6-11) semester hours or full time (12 or more) semester hours.

PRIORITY REGISTRATION (Time Ticket)

A time of registration where current students get to register earlier than newly admitted students.

RECRUITER

A person who provides outreach and support for area high schools, businesses, and community organizations. Support may include: testing, admissions and financial aid information.

REPEATED COURSES/GRADE RECALCULATION

If a student repeats a course, the higher grade earned is considered in assigning grade points. It is the student's responsibility to fill out a recalculation form at Admissions and Records for this consideration. Other colleges and universities may not follow this practice.

SB1231 (6 DROP RULE)

Students are limited to a total of six course drops their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances.

SCHEDULE OF CLASSES

A publication giving instructions for enrollment, course numbers, information about the times, locations, and instructors of the classes offered and registration facts; issued before each semester. Available in print and online.

SCHOLARSHIPS

Eligibility criteria varies, financial aid awards made on competitive basis, funds not required to be repaid.

SECTION NUMBER

Identifies the class day, time, location, and instructor of each class, e.g., on the schedule there may be several classes of the English 1301 course. Each class, called a "section", is denoted by digits appearing after the decimal: Eng.1301.001, Eng.1301.002, etc.

SEMESTERS & COURSE LOAD

St. Philip's College offers courses in a variety of formats ranging from 3 to 16 weeks in duration. Students may take a maximum number of courses as designated for the respective semester. No student may enroll for more than 18 semester hours during Fall and Spring semesters or full time during Maymester, Flex and Summer Sessions except by written authorization of the Vice-President of Student Affairs or a designee.

SOPHOMORE

A student who has 30 to 59 semester hours of college level credit.

STUDENT CODE OF CONDUCT

Includes acceptable and unacceptable conduct on campus and consequences for student's actions.

STUDENT LOANS

Long-term loans – amount borrowed determined by student financial need, repayment begins 6 months after graduation or withdrawal from school.

SUMMER SESSION (6, 8 & 10 weeks):

Sessions are offered June – August, the length varying by class. A Full-Time Student is enrolled 6 or more credit hours. A Part-Time Student is enrolled in fewer than 6 semester credit hours.

SYLLABUS

An overview of the assignments and activities to be included in a course; a contract between the student and instructor.

TELECOURSE

Prerecorded video programs that are broadcast through Time Warner Cable and Grande Cable. Telecourse tapes and DVDs can also be purchased at the bookstore.

TRANSCRIPT

A permanent record of the courses you have attempted and the grades you received. It also includes the courses you withdrew from after the Census Date. An official transcript includes the college's seal and the registrar's signature. An official transcript is requested by your transfer institution.

TRANSFER CREDIT

Courses that another college or university will accept to meet its requirements.

TRANSFER PLAN

The transfer plan is an education road map for successful transfer from St. Philip's College to the four-year university. A Transfer Plan may not lead to a degree at St. Philip's College.

UNDERGRADUATE

Classification applied to any student with less than a bachelor's degree.

WEB ADVISING

Available online or via e-mail for students who have questions or concerns about registration, their academic needs or available student support services.

WORK-STUDY

Student employment on campus or selected off campus locations only available to students receiving Pell grant.

APPENDICES

Academic Calendar