



ALAMO COLLEGES DISTRICT  
St. Philip's College

# MY STUDENT HANDBOOK

2021-2022

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San Antonio, Texas 78203  
(210) 486-2000

SW Campus  
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San Antonio, Texas 78211  
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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, 2222 N. Alamo St., San Antonio, TX 78215

## **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 to St. Philip's College. For over 120 years, St. Philip's has been guiding students like you through the pathway to completion. Our commitment to performance excellence resulted in the 2020 and 2018 Governor's award, the Texas Award for Performance Excellence; the highest award in the state. St. Philip's College as a member of the Alamo Colleges District received the highest award in the nation, the Malcom Baldrige National Quality Award.

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, SW Campus Student Services Office, or a faculty member; they are your lifeline.

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 Compliance

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.

For additional information contact Project Lead Dr. Melissa Guerrero, [mguerrero269@alamo.edu](mailto:mguerrero269@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](http://www.alamo.edu/spc/qep)

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# MAKING THE GRADE

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## Academic Standing/Probation/Dismissal

### **GOOD STANDING**

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

### **ACADEMIC PROBATION**

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

### **CONTINUED ACADEMIC PROBATION**

- **Continued Academic Probation** occurs if your cumulative institution 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 institution term GPA of 2.0 or a cumulative institution 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 may process drops/withdrawals for non-attendance 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**

Students may drop/withdraw from a class only after meeting with a faculty member or other designee. Students may request a [withdrawal](#) online through the registration area of their ACES account or submit withdrawal form(s) to Admissions and Records/Enrollment Services. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

### **WHERE DO I GO TO WITHDRAW?**

MLK Campus - Welcome Center – Records and Registration Office, Room 203  
SW Campus – Student Services Office, Room B-172

## **Attendance**

### **IMPORTANCE OF CLASS ATTENDANCE**

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. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is required.

### **EXCESSIVE ABSENCE PROCESS**

Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. 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 Bureau of Labor Statistics (2018) – [“Unemployment rates and earnings by educational attainment, 2018”](#) those with an associate's degree earn an average of \$6,864 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](http://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 college.

## **CONTACT**

For further information, contact Records and Registration at 210-486-2700 or [spc-gradadv@alamo.edu](mailto:spc-gradadv@alamo.edu).

## **Core Completion**

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

### **CORE COMPLETION**

Many St. Philip's College 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 of higher education 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](#) will substitute for the Core Curriculum at any other public institution 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 Districts, 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 – Navigate**

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 are recorded from the first day the class meets. Students who do not [attend the first scheduled class meeting](#) or contact the instructor will be dropped. Students should verify the drop is completed. For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

## **Student Success Courses**

All students must complete a student development course designed to help them successfully transition to college and better understand the College's expectations. Student Development (SDEV) and Learning Framework (EDUC) 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 a student success course have a proven record of higher retention and persistence in college. A variety of student success 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. Others may request that their transcripts show no indication that they were enrolled, and course(s) will be permanently removed from their transcript. If a student withdraws as a result of being called to active military service, the College, at the student's option and with proper documentation, shall:

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

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**

Course instructors establish [grading policy](#) in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A (excellent/exceptional performance)
- B (above average)
- C (average)
- D (below average/pass)
- F (failure)
- I (incomplete)
- IP (in-progress)
- NC (non-credit)
- W (withdrawal, does not count in 6 drop limit)

WS (withdrawal, counts in 6 drop limit)  
WX (withdrawal exemption, does not count in 6 drop limit)  
WM (military withdrawal)  
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**

Students taking in excess of [27 hours](#) of Developmental Education courses will be charged an additional rate of \$118.00 per hour for In-District and \$176.00 per hour for Out-of-District. Any student currently enrolled as of the official census date who subsequently enrolls in a Flexible Entry class within the same semester will be assessed tuition as though another class is being added to the student's current load.

# MY SUPPORT SERVICES

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## **Academic Advising**

To be adequately prepared for registration, students should seek [academic advising](#) before the registration process begins to consider program options and understand the academic requirements to include prerequisites for courses, degrees and programs, and transfer institutions. Having a goal and understanding of what is required to achieve the goal can save time and money.

Visit the Welcome Center for Academic Advising at the MLK campus. At Southwest campus, visit the Student 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](#).

## **Archived College Catalogs**

Information from archived College catalogs, such as course descriptions for transfer credit or employment, can be accessed via the St. Philip's College Office of Records and Registration ([spc-records@alamo.edu](mailto:spc-records@alamo.edu); 210-486-2284; Welcome Center, Room 203) or the Center for Learning Resources Archives Department (210-486-2583; Center for Learning Resources, Room 314B). Any requests for copies of catalog pages can be sent via e-mail or postal mail.

## **Career and Transfer Services**

Certified Advisors provide resources, guidance, and assistance with [career and transfer services](#) to current students and graduates. They can provide assistance using [Career Coach](#) to choose a career and college major, assistance with finding both full and or part time employment, help in developing a resume and assistance in locating an internship or practicum site. Advisors offer group and individual sessions on interviewing techniques, dress for success and general labor market information. Job notices are posted daily on [Handshake](#) and employers are regularly seen on campus recruiting students for both full and part time positions.

The Career and Transfer Services advisors also provides a variety of services and information for students who are interested in transferring to a four-year college or university by providing them with information for admission, selectivity of specific colleges, financial aid, on and off-campus housing, college costs, and when and where one can apply. We can provide students with course equivalency sheets, Transfer core Curriculum Sheets, and Transfer Advising Guides.

## **Counseling Services**

Counseling Services supports student success and retention by providing professional counselors who are available to offer crisis interventions and to discuss personal, social, educational and psychological concerns. [Counseling Services](#) seeks to enhance the college community by offering outreach services, classroom visits, topic-specific workshops and consultation with faculty, staff and administration. It strives to foster an accepting and inclusive campus culture which will value, affirm and respect the differences among all members. Contact a Counselor to arrange an appointment at 210-486-2333 or visit the Sutton Learning Center, Room 102 at the MLK campus or at the Southwest Campus by appointment at 210-486-7175 located at Bldg. 1 Room A-135.

## **Disability Services**

[Disability Services](#) is committed to ensuring that all programs, services and facilities are accessible to and provide equal opportunities for education to all students.

The Disability Services coordinates accommodations for SPC students with permanent and temporary disabilities as defined by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the 1973 Rehabilitation Act. These laws prohibit the discrimination in the recruitment, admission or treatment of students. Contact our office at [spc-dss@alamo.edu](mailto:spc-dss@alamo.edu),

## **First Year Experience**

First Year Experience (FYE) strives to support students through coordinating, enhancing, and supporting a broad array of programs, services, experiences, and educational activities. Our efforts begin with [Tiger Nation Family Day](#), a student's official induction into the Tiger Nation Family and activities during the first week of classes, creating opportunities for new students to meet and interact with other students, faculty, and staff and conclude with an End of First Year Banquet.

A student's first year of college is a time to meet new people, discover more about who they are and who they are becoming. The FYE team is here to support students in their academic and personal growth.

## **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**

Students who transfer from the colleges in the Alamo Colleges District to a Texas public college or institution of higher education prior to graduation have an opportunity to complete requirements to earn an associate degree awarded by one of the colleges in the Alamo Colleges District. Students must request the [reverse transfer](#) from their designated Texas public institution.

To be [eligible](#), students must supply transfer credit from a Texas public 4-year institution, earn at least 30 credit hours for course work successfully completed at the lower-division institution of higher education, complete the degree requirements for the colleges in the Alamo Colleges District at the transfer institution, and earn a cumulative total of at least 66 credit hours for work successfully completed.

## **Safe SPACE**

The Advocacy Center, [Safe SPACE](#), is here to assist students as they navigate challenges outside of academics. The Center supports our students by providing wraparound support services. We help with issues that are outside the classroom but can negatively impact stress, focus, and student performance. We provide counseling and case management support as well as emergency aid and access to community resources. The Advocacy Center provides 6 core services: mental health counseling, case management, food pantry, clothing closet, student emergency aid, and Grab 'n' Go snacks. All St. Philip's students are welcome and services are provided with empathy and validation for each student's unique experience.

The Advocacy Center office is located on the MLK campus in the Sutton Learning Center, room 102. Students may also call 210-486-2827 for more information.

## **Honor Lists**

Honors are granted to students who earn a cumulative institution GPA of 2.0 in addition to a current semester GPA of 3.5 or higher in their Fall or Spring semesters at St. Philip's College. Students are recognized when the [qualifications](#) for honors are met.

## **International Student Services**

The [International Students Services](#) (ISS) is dedicated to helping our international students succeed while enrolled at St. Philip's College. Every effort is made to ensure the students return home with memories of a pleasant American experience. International Student Services is 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) 486-2147/210-486-2456 or visit the ISS office located in the Welcome Center, Room 106J.

## **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, 486-2444

SWC Campus – Student Services Office, Room B-172, 486-7281

## **Transcripts**

Students may access unofficial [transcripts](#) and grades through ACES Web Services at [alamo.edu](#) if there are no transcript holds on the student's record.

Students may request an official transcript online through ACES. Once processed, transcripts will be sent as requested. Students receive the first transcript free of charge; a [fee](#) will be charged for all additional official transcripts. In compliance with FERPA regulations and Alamo Colleges District's policy, transcripts may only be released to the student of record. Educational Releases signed by the student are required for each request and are subject to review. The Alamo Colleges District will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept students' personal requests for transcripts via email or phone. Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from last accredited institution attended) and satisfied all financial obligations to the Alamo Colleges District.

## **Transfer and Services and Articulation Agreements**

St. Philip's College offer a variety of services and programs to assist students in making the transfer process as smooth as possible. [Transfer Advising Guides](#) were created to guide students on the courses they can take before they transfer. Please see the [Advising Guides by University](#)

specific to your program to gain insight on course recommendations, program requirements and guidance on when we recommend you transfer. More advising guides are being built each semester, please refer to the [Transfer Degree Plan](#) for updates.

### **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 courses at St. Philip's College 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.

### **Open Computer Labs for All Students**

Networked computers with Microsoft Office Suite, special-use software and Internet access are available for student use in open labs on the MLK Campus and SW Campus. Open computer labs are available at the MLK Campus in the Center for Learning Resource 2<sup>nd</sup> floor (CLR) and at Southwest Campus Library in Building 1-C123 and Building 3, Room 105 on a first-come, first-served basis during open lab hours.

Students are expected to follow the Alamo Colleges Districts Appropriate Use of Information Technology Resources Policies and Procedures when utilizing campus Computer Labs as outlined in the [Alamo Colleges District IT Policy \(C.1.9\)](#).

St. Philip's College provides wireless access via the [Alamo Guest WiFi](#) network. WiFi is available in all buildings and selected outdoor areas. Check the WiFi Hotspot Maps for updated locations at [MLK](#) and [SWC](#).

### **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** - MLK Sutton Learning Center (SLC), 201

[The Rose R. Thomas Writing Center](#) provides an easy going, low-stress, teaching environment, so you can feel at ease. The Writing Center staff will happily help you with complex writing assignments, or tasks that require specific writing and grammar skills. The Writing staff is dedicated to improving your writing effectiveness and presentation.

**Tutoring and Technology Center** – Center for Learning Resource (CLR), 3<sup>rd</sup> Floor and SWC Library, Room C123N

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 also provides academic coaching workshops, group tutoring, and study spaces.

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

[MathWorld](#) is St. Philip's College premier math tutoring lab on the MLK campus. Our mission is assist St. Philip's college math students, dual credit students, ECH students and online students through their math journey. When students visit MathWorld, the instructors will help the students to understand math concepts while building confidence in math skills that will carry into the real world.

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

["The Byrd"](#) is a free-tutoring lab available exclusively to students enrolled in SPC Natural Science. The Byrd delivers essential tutoring services to students in a motivational and stimulating environment in an effort to inspire the academic interest and success of the individual student in the Natural Sciences courses. The Byrd is maintained by a dedicated staff of knowledgeable professionals with degrees in the various subject areas, is supported by the Faculty in the Natural Science department and offers peer tutoring services from current St. Philip's students. Additionally, The Byrd is well equipped with the materials and study resources that are essential for student success.

### **Veterans Affairs**

The Office of [Veteran Affairs](#) offers assistance to students receiving educational assistance under one of the public laws for veterans and/or their dependents. Students utilizing Veteran Affairs benefits and/or the Hazelwood exemption should contact the Veteran Affairs Office to obtain information regarding enrollment and specific requirements. 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) 486-2111, [SPC-VetAffairs@alamo.edu](mailto:SPC-VetAffairs@alamo.edu).

# MY INFORMATION

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## **ACES**

[ACES](#) is a self-service, secure portal that provides you with access to various resources using a single sign-on. As an ACES user, you have access to registration, financial information, email, library resources, grades, transcripts, online courses, online tutoring, Career Coach, Alamo GPS, and much more. ACES also provides you with the latest information on events and important news taking place at St. Philip's College.

## **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 program of study. 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 Admissions and Records/Enrollment Services. To request a name change, submit a completed [Biographical/Residency Data Update 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, it 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 admission application via ApplyTexas. 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.

# MY MONEY MATTERS

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## **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. Payment Plans and any tuition/fees paid by check or credit card can only be made through the VBO.. It's convenient and secure! Now, the VBO has made the installment plan and electronic refunds available to access [online](#).

### 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 the sum of money charged for instruction at St. Philip's College. The cost of tuition is based on enrollment status (number of hours/types of courses) and residency status. A [Tuition and Fees Schedule](#) outlines cost. There are also fees associated with enrollment. Some fees are authorized by statute or by the governing board of an institution, and are charged to a student upon enrollment to provide services such as library, laboratory, course, student activity, etc. fees. Others are course-based fees required of all students enrolled in a particular course, such as fees for chemistry labs, or discretionary fees required of students in a given course. There are also fees for privileges, such as the campus access fee.

## **Tuition Third Repeat Fee**

A 3-peat is a course that has been attempted three or more times at any Texas public institution of higher education. The Alamo Colleges District charges a [higher tuition rate](#) to students registering the third or subsequent time for a course. Meet with an advisor to determine if you are repeating a course for the third time.

## **Tuition Installment Plan**

A [Payment Plan](#) allows you breakdown tuition into three payments. The first payment is due when the contract is signed before the first payment deadline of the semester. Payment Plans are available online through ACES, and are available for all semesters with preset dates that determine when each payment is due.

## **Tuition Refund Petition**

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by St. Philip's College.

## **Refunds**

[Refunds](#) are due to students who have paid more than the balance of their tuition. If your tuition and fees were lower than your financial aid award, you will receive a Financial Aid credit. If you withdraw from (drop/withdraw) a course, you may be eligible to receive a refund based on the college refund schedule.

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

Refunds to students on the Payment Plan will be applied to the balance due, as outlined in the Payment Plan Contract. All academic calendar days are considered for refund purposes, not only the days you attended class.

Refunds for other non-standard length courses (e.g., open learning, continuing education) are based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board.

## **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 after tuition and fees have been paid.

To receive your refund, you can choose how you want to receive it through the [RefundSelect](#) program.

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 District.

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.
Request a Check.	Funds are sent to your current home address on file.	No action needed if your home address on file is correct. Update your home address through your ACES account.	Once the credit appears on your ACES account, your check will be mailed. Allow 5-7 business days to arrive.

Visit [Heartland ECSI's website](#) for more information or phone toll free at 1-844-760-605.

### **Employment**

Whether you are looking for a [part-time job](#) or planning your future occupation, SPC Academic Advisors 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 nationwide 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 102C.

# MY CAMPUS LIFE AND RESOURCES

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## **Food Sales**

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

## **Political Campaigns**

The colleges in the Alamo Colleges District are committed to fostering a diverse and open discussion of ideas, opinions, and viewpoints as well as encouraging members of the college community to be active and engaged citizens. Federal, state, and local regulations regarding political and campaign activities, however, require the Alamo Colleges District and its colleges remain politically neutral.

## **Student Organizations**

The Department of [Student Life](#) serves as the liaison between student organizations and the college. Our mission is to promote student engagement, offer experiential learning activities, experience transcript opportunities, and build strong student leaders. The Department of Student Life is committed to fostering the educational experience of students by providing experiential programs and activities (co-curricular, extra-curricular, service learning, and field experiences) that will contribute to their intellectual, moral, social, physical, and cultural development. Having a holistic experience that enhances the student's experience and promotes engagement in and outside of the classroom is critical to our students achieving success within their respective pathways.

- 20/20 Vision Club
- Basketball (Men/Women)
- Cardiovascular Club
- Collegiate 100 (C100)\*\*
- Culinary, Hospitality, and Tourism (C.H.A.T.)
- Cyber Tigers
- Diesel Club
- Engineering World Health (EWH)
- Eureka Science Club
- Future Latino Leaders for Change (FULLC)\*\*
- Garden Club
- Histology Technician Club
- I Am Woman
- Lambda Nu Honor Society- Sigma Phi Chi Chapter (for Radiologic and Imaging Science programs)
- LVN to AND Mobility Program Student Nursing Organization (LAMPSNO)
- Math and Engineering Club
- Med Lab Tech Club
- Music and Art Club (MAC)

- National Association of Home Builders (NAHB)\*\*
- National Society of Minorities in Hospitality
- Occupational Therapy Assistant Student Organization (OTA)
- Phi Sigma Tau
- Phi Theta Kappa Honor Society\*\*
- Philosophy Club
- Respiratory Care Club
- Sojourners Club
- SPC Music and Art Club (MAC)
- Spirit and Pride Crew
- Student Alliance for Military and Veteran Advocacy
- Student Government Association \*\*
- Surgical Technology Club
- T.I.G.E.R. Club
- The Rad Club
- Tiger 1 Electric Car Club
- Tiger Lanes Bowling League
- Tiger Paws
- Tiger Spirit Squad
- Tiger Techs Automotive Club
- Vocational Nursing Student Association – New Braunfels (VNSA-NB)
- Vocational Nursing Student Association (VNSA)
- Welding Club

### **Student Activities Fee**

St. Philip's College has a [Student Services Activity Fee](#) Committee responsible for making recommendations to the President of the College regarding the allocation of funds collected from the student services fee (\$3 per credit hour). The committee is comprised of five students and four faculty/staff. Upon approval of the budget each year by the College President, the committee meets monthly, or as needed, to determine allocations for chartered and recognized student clubs and organizations. Other allocations include funding for our six Alamo Institutes, Intramural/Extramural Sports/Recreational Activities, support for 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, Tiger Nation Family Day, Women's History Month, Black Heritage Month, and Hispanic Heritage Month.

## **Student Leadership Opportunities**

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 Honor Society. To learn more about the leadership opportunities the Alamo Colleges Districts have to offer, explore our programs and college-based leadership programs.

The Alamo Colleges District [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 Districts 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](http://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 – Turbon Student Center, Room 110

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 represent 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.

To learn more about reserving a room or space at the campus for a specific event, contact the [SPC College Events Coordinator](#).

## **Student ID Card**

The St. Philip's College [ID card](#) is your ticket to many activities. To obtain a college photo ID, you must be registered with tuition paid, be enrolled in a Payment Plan, or have no tuition balance, and you must present a valid photo ID. You may use your ID card to check out books and materials in the college library, use recreational facilities, gain access to our gymnasium complex, and you may also get a bus card for discount fares.

Location: MLK Campus - Welcome Center, Room 105

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

- Replacement cost: Your first ID 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 (<https://www.bkstr.com/stphillipsstore/home>). 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](http://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.bkstr.com/stphillipsstore/home](http://www.bkstr.com/stphillipsstore/home) site.

## **INTERCAMPUS TRANSFERS**

We know that you have the option to take classes at any of the Alamo Colleges Districts. 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 buy back textbooks that are needed for future semesters or for our national resale list, for up to 50% of the current purchase price. While, we buy back 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: Turbon Student Center

## **Post Office**

As a contracted [United States Postal Services](#) location, the St. Philip's College Post Office provides many of the services you need.

Products and services provided include stamps, stamped envelopes, calculate postage, send packages and boxes, fax local and long distance, copy machine, ship first class, priority, or express, ship international and military and much more.

Location: Turbon Student 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](#) for more information on the policy/procedure.

Location: MLK Campus - Student Life – Turbon Student Center, Room 110

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 students 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 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 – Turbon Student Center, Room 110 or call 210-486-2135

Location: SWC Campus – Student Life – Bldg., D-143 or call 210-486-7008

## **Service Learning and Volunteer Opportunities**

### **Service Learning:**

Some instructors 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. What students learn in the classroom and through homework/research is put to use in real-world situations to bring a fuller understanding of the topics discussed in the course. Depending on the course, service-learning may be optional or a required part of the course.

**Volunteerism:**

[Civic engagement](#) is an important aspect of the college experience. Opportunities to volunteer on and off campus help students understand how each person can make a difference in his or her community. Non-profit organizations actively provide students with volunteer opportunities to ensure they have an outlet if they choose to use their free time volunteering for worthwhile causes.

**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.

**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.)

The Alamo Colleges District does not recommend or endorse any housing websites, companies, or organizations and has not inspected off-campus housing accommodations or verified off-campus housing information and does not assume any liability in connection with any listings.

For more information or to apply online, visit [www.livetobinlofts.com](http://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 486-2222 or 486-7161.

MLK Campus Nurse Emergency Cell: 210-868-3229

SW Campus Nurse Emergency Cell: 210-868-3240

In case of extreme emergencies, individuals should call Campus Police at 210-485-0911.

# MY RIGHTS AND RESPONSIBILITIES

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## **Academic Fresh Start**

Any Texas state resident may elect not to use college credits earned on courses that are ten (10) years or older under the provisions of Senate Bill 1321 (Texas Education Code, Chapter 51, Subchapter U, Section 51.931). Academic Fresh Start must be declared upon admission and must be requested at the student's home college.

Students who declare an [Academic Fresh Start](#) may not single out specific credits to omit. Rather ALL coursework ten (10) years or older will be eliminated from evaluation for credit and from the current GPA calculation, and NONE can be applied toward a degree or certificate for credit at St. Philip's College and any other Texas state institution of higher education. Such work, however, will NOT be removed from students' academic records and transcripts.

Academic Fresh Start does not eliminate credits for purposes of determining financial aid eligibility or eligibility in programs that require a separate admissions policy. Academic Fresh Start courses are NOT excluded from Three-Peat, Six Drop Limit or 18 Hour Rule processing. Previous academic standing will remain for semester processed in an Academic Fresh Start.

This provision does not exempt students from notifying a college in the Alamo Colleges District of attendance at previous institutions nor of the need to submit official transcripts with all previous college-level coursework attempted prior to meeting with a designated official to review eligibility.

## **Academic Grievance Policy**

Faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that require academic intervention using the [Academic Grievance](#) process. If the grievance process is to function smoothly, a serious effort must be made to resolve such conflicts expeditiously. 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 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

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## STUDENT ACADEMIC GRIEVANCE

Date Grievance Initiated: \_\_\_\_\_

Name: \_\_\_\_\_

Major: \_\_\_\_\_

Address: \_\_\_\_\_

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

(Supporting Documentation must be forwarded at each step)

---

**(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

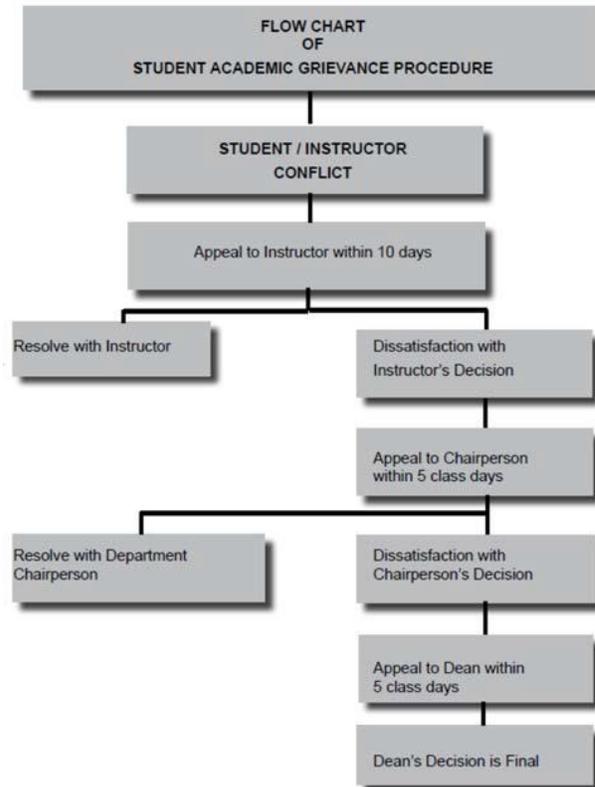
\_\_\_\_\_  
Date

\* 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**

In order to prevent children from potential safety risks, from damaging expensive equipment, from being allowed in areas which might pose safety risks, and from interfering with the learning opportunities for all students, the following Alamo Colleges' policy is currently in effect:

Students are urged not to 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 procedure [F.4.1.1](#).

## **Feed the Tiger**

The "[Feed the Tiger](#)" form is available to all that would like to express their experience at St. Philip's College and rate how we are doing. Please feel free to share your thoughts with us. We want to make sure you are heard and that we address any concerns you might encounter. Please allow up to five (5) business days for responses to your inquiry.

## **Firearms**

### **Licensed Concealed Campus Carry**

Licensed concealed [campus carry](#) of handguns at the Alamo Colleges District is permitted effective August 1, 2017. Locked-vehicle storage of firearms not prohibited by Texas Penal Code §46.05 is permitted.

Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas. License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

### **Open Carry of Firearms**

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District or at any off-campus premises at a District-or College sponsored activity, function or event.

Additional Alamo Colleges District information on firearms is available in the [eCatalog/Health and](#)

[Safety](#) and the Student Code of Conduct and on the [Licensed Concealed Campus Carry of Handguns website](#).

## **Non-Academic Grievance Policy**

The Alamo Colleges Districts acknowledge the possibility that incidents may occur outside the academic setting that might result in a student feeling he/she is the object of unjust treatment by a college official. This concern could include misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to the student's educational progress. 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 those pertaining to academic matters. [Non-Academic Grievance Policies and Procedures](#) are outlined in the Alamo Colleges District Board Policy [F.4.7 \(Policy\)](#) Non-Academic Grievances and [F.4.7.1 \(Procedure\)](#) Non-Academic Grievances.

Students are encouraged to use the [Non-Academic Grievance Procedure](#) only where there is clear and convincing evidence that a college official has treated the student unfairly through forms of discrimination, abuse and/or harassment. Prior to initiating a formal grievance, the student should make a reasonable effort to resolve the problem with the person, or supervisor of the program, against whom the complaint is being made. This should occur as soon as possible following the protested circumstance.

All grievances beyond the level of deans and directors will be channeled to the next higher-level administrator. A complete record of the grievance will be forwarded to the next higher-level administrator. After hearing both sides and the record is reviewed, a decision will be rendered affirming or denying the grievance. To affirm a student grievance there must be adequate cause.

In grievances alleging sexual harassment, students are to follow the procedure outlined under Sexual Harassment in this Handbook.

If the complaint is not resolved to the student's satisfaction, the following Student Non-Academic Grievance procedure can be initiated using the Non-Academic Grievance Form.

**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

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**ALAMO COLLEGES DISTRICTS**

**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:

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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 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

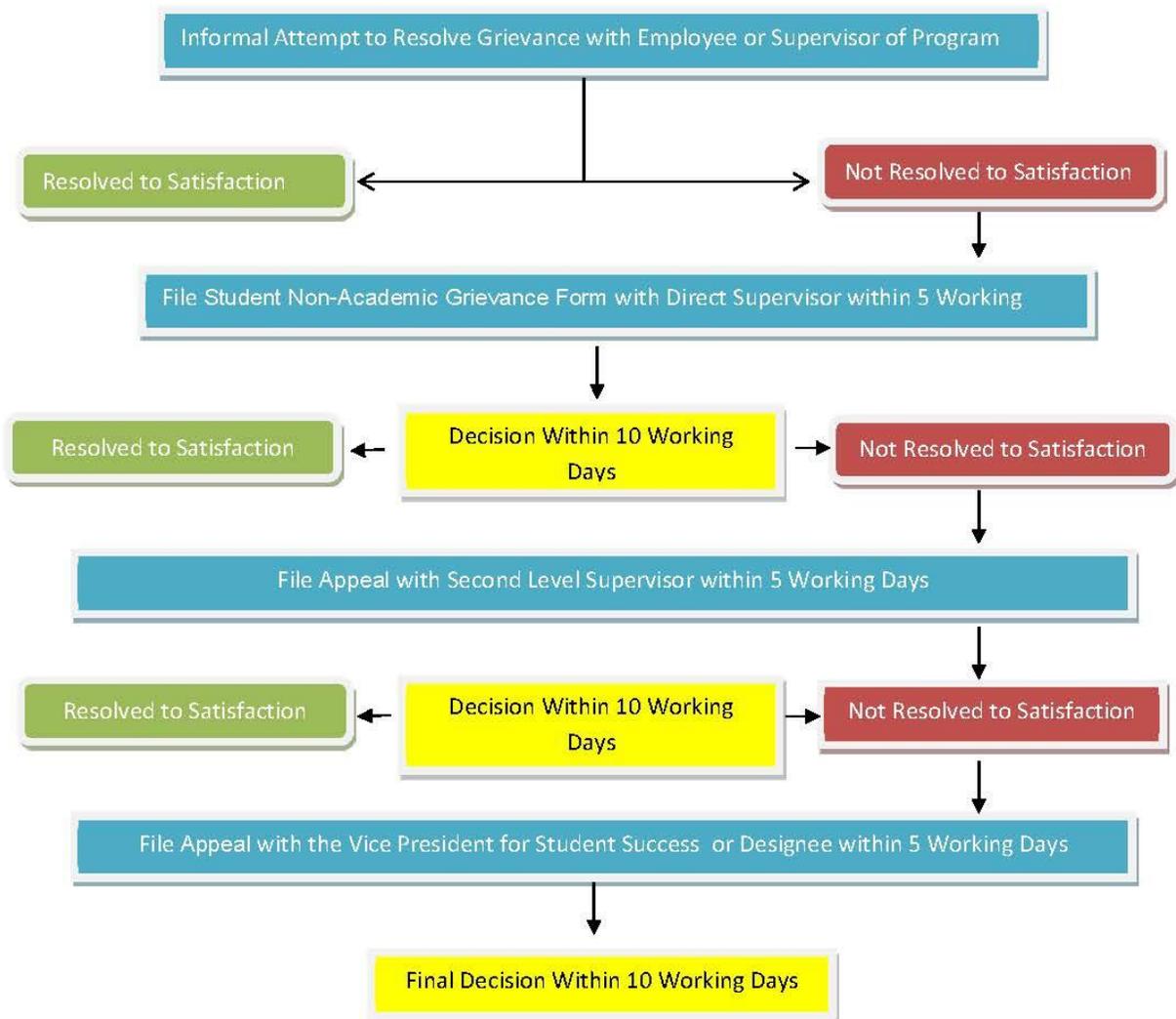
Last Amended: 1-22-13



ALAMO  
COLLEGES



**NON-ACADEMIC STUDENT GRIEVANCE PROCEDURE**



## **Parking**

All of the Alamo Colleges District's students pay a [Campus Access Fee](#) which covers parking at any of the Alamo Colleges District's campuses, off-site locations or district offices.

The fee is included when you pay the tuition and fees each semester, with the maximum fee paid not to exceed \$50 per year. Once you pay your tuition and fees for the semester, you are eligible to park in any of the Alamo Colleges District's surface parking lots designated as "Student Parking" or you may request a [VIA bus pass](#) at no extra charge. The fee does not guarantee a place to park on campus.

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 at [www.alamo.edu/spc/parking-appeals-procedure](http://www.alamo.edu/spc/parking-appeals-procedure).

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 SPC/SW Campus Parking and Traffic Appeals Committee. The appeal must be submitted on a Campus Citation Appeal form and sent as an email attachment to the Citation Appeals Committee, [spc-citationappeal@alamo.edu](mailto:spc-citationappeal@alamo.edu).

Allow ten (10) business days for appeal processing. If notification of appeal disposition is not received by the 10th business day, it is the appellant's responsibility to contact the St. Philip's College Parking and Traffic Appeals Committee (210-486-2178) to inquire on the status of the appealed citation.

## **Pregnant Scholar and Title IX**

[Title IX](#) is a federal law which requires schools that receive federal funds to provide reasonable accommodations to students who are pregnant or have pregnancy related conditions. This includes pregnancy, pre-natal doctor appointments, childbirth, false pregnancy, miscarriage, termination of pregnancy, or recovery from any of these conditions.

[Under Title IX of the Education Amendments of 1972](#) you are entitled to reasonable accommodations for as long as your doctor deems medically necessary. It will be important to review each student's situation individually, as reasonable accommodations will be highly dependent on the requirements of individual courses.

If you would like to review possible reasonable accommodations contact the [Disability Services Office](#) or the [Student Conduct/Title IX Office](#) for more information.

## **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 and vapor or e-cigarettes are 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.

Information concerning the Alamo Colleges District Smoke-Free Environment policies is available in the college catalog and [C.2.13 \(Policy\) Smoking Education Program](#).

## **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 the [Vice President of College Services](#), for additional information: (210) 486-2178.

## **Student Code of Conduct**

The [Student Code of Conduct](#) disciplinary process is not intended to punish students, but rather to foster a learning environment of thoughtful study and discourse, to protect interests of the college’s community, and to challenge those whose behavior is not in accordance with the code. The act of applying to be a college student is an explicit acceptance of the [Alamo Colleges District’s policies](#), procedures, regulations, and administrative rules. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct. All students are expected to obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and College District policies ([F.4.2](#)), procedures ([F.4.2.1](#)), regulations, and administrative rules.

## 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 Districts Premises and at Alamo Colleges Districts Sponsored Activities; however, note that the definition of “Alamo Colleges Districts Premises” contemplates that the use of Alamo Colleges Districts 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 Districts 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 District policies, procedures (including, without limitation, the Student Code of Conduct at Procedures F.4.2.1 and [F.4.2.2](#)), 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 Alamo Colleges Districts 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 may possess concealed handguns only in compliance with the terms of the license and shall not possess a Firearm in a building on any Alamo Colleges Districts Premises where prohibited by lawful signage. No Firearms may be openly carried. Peace Officers may possess and openly carry Firearms in compliance with TCLEOSE and Alamo Colleges Districts Police Department requirements.
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 Districts 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 Districts Premises or at Alamo Colleges Districts 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 Districts. State law shall be strictly enforced at all times on all property controlled by the Alamo Colleges Districts 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 Districts Premises or at a Alamo Colleges Districts 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 Districts 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 Districts Community.
  32. Tampering with fire extinguishers, fire alarm boxes, or smoke or heat detectors anywhere on Alamo Colleges Districts Premises or at an Alamo Colleges Districts Sponsored Activity.
  33. Ejecting objects from buildings or vehicles on Alamo Colleges Districts Premises or at an Alamo Colleges Districts Sponsored Activity.
  34. Failing to comply with lawful directions of Alamo Colleges Districts officials (including Administrators, faculty members and Police Officers) acting in performance of their duties.
  35. Failing to comply with Alamo Colleges Districts' policies, procedures, regulations, and administrative rules, including but not limited to those pertaining to traffic, parking and the use of Alamo Colleges Districts' facilities.
  36. Inappropriate use of information technology resources.
  37. Unauthorized possession, duplication, distribution, or use of keys to any Alamo Colleges Districts Premises.
  38. Unauthorized entry into or use of Alamo Colleges Districts 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 Districts 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

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## **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, are subject to provisions outlined in 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 Districts 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 student's home campus.

## **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**

Sex offenses are crimes of a sexual nature that may be misdemeanors or felonies. The Texas Department of Safety (DPS) has established the [Sex Offender Registry](#), a computerized central database drawn on registration information submitted by criminal justice agencies.

## **Clery Act**

The Jeanne Clery 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. The Alamo Colleges District's Annual Clery Act Report is available online through the [Alamo Colleges Police Department](#).

## **Alamo Colleges Districts Police Department**

The [Alamo Colleges Districts Police Department](#) provides law enforcement and security services to all components of the Alamo Colleges Districts 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 Districts. Our Police Officers are commissioned 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 filed 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 Districts Police Department [website](#).

## **Prohibited Weapons**

In accordance with [Texas Penal Code Chapter 46](#), it is a felony or a class A misdemeanor to intentionally, knowingly or recklessly possess a firearm, illegal knife or prohibited weapon (with or without a license to carry a handgun) and to openly carry on any property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges Districts.

The Student Code of Conduct prohibits the possession of a prohibited weapon on District premises or any off-campus premises at a District-sponsored activity, function or event. Prohibited weapons include, but are not limited to, the following:

- Explosive weapons and components thereof
- Firearms carried openly other than by licensed peace officers
- Switchblades or other illegal knives
- Martial arts and knuckle weapons
- Chemical-dispensing devices
- Tire-deflation devices
- Clubs and other weapons as more specifically defined in the Texas Penal Code and the City of San Antonio, Texas

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 prohibited weapons.

### **Firearms: Licensed Concealed Campus Carry**

Licensed concealed [campus carry](#) of handguns at the Alamo Colleges District is permitted effective August 1, 2017. Locked-vehicle storage of firearms not prohibited by Texas Penal Code §46.05 is permitted.

Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas. License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

Texas law does not allow employees or students to tell license holders to refrain from exercising their legal right to carry concealed in class, to ask whether carrying, to demand to pat down, etc. By law, only police are permitted to ask whether a person is a license holder or carrying.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911
- Do not confront the person or ask if the person has a permit

### **Open Carry of Firearms**

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District or at any off-campus premises at a District-or College sponsored activity, function or event.

### **Disciplinary Sanctions**

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

Additional Alamo Colleges District information is available in the [eCatalog](#) and Student Code of Conduct and on the [Licensed Concealed Campus Carry of Handguns website](#).

### **Contacting Students in Case of an Emergency**

The Alamo Colleges District maintains 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,” but students are encouraged to participate by logging in to their [ACES](#) accounts and clicking on “My Page” link. In order to ensure successful delivery of emergency notifications, all students are encouraged to review the accuracy of their contact information on file.

A family member who is trying to reach a St. Philip’s College student can contact the Alamo Colleges District Police Department at (210) 485-0099. Take time to become familiar with St. Philip’s College [Emergency Plan](#).

### **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. The College recognizes the importance of awareness about alcohol and other drug abuse. The standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse are outlined in the academic catalog.

Information concerning the Alamo Community College District’s drug-free campus policies is available at the websites below.

Alamo Colleges Board Policy [F.4.2 \(Policy\)](#) Code of Conduct – Non-Academic Misconduct, Academic Integrity

Alamo Colleges Board Policy [F.4.5 \(Policy\)](#) Alcohol and Drug Use

Alamo Colleges Board Policy [F.4.5.Ex \(Exhibit\)](#) Notice and Information on Illegal Drugs and Steroids

### **Face Coverings/Social Distancing**

Students are required to wear masks on campus and upon entry to any campus building, and as required or encouraged in public settings. Students are required to wear masks during their entire presence on campus, in all buildings, at indoor and outdoor common areas, going to and from buildings, and at congregate outdoor events. This requirement may be stated by faculty in a class syllabus. Students at clinical sites must wear masks or respirators approved by CDC as required by the clinical site. Students who do not wear masks will not be allowed to remain in any classroom, laboratory, or campus, unless they accept available masks furnished by the College District. A faculty member may enforce the mask requirement in the classroom and may report a non-complying student to the Student Conduct officer for determination of any violation of the Student Code of Conduct, unless a legitimate reason exists for non-compliance with this procedure as determined by the College District. As an alternative to complying with the mask requirement, a

student may register before the beginning of a semester for online classes or be transferred to online learning when feasible with the student's agreement. [C.2.1.9](#) Procedure. Responsible Department: Enterprise Risk Management Based on Board Policy: [C.2.1](#) Environmental Health and Safety

## **Emergency Plan**

The [Alamo Colleges Districts 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 DISTRICTS 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 Districts 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

# SAFETY PLAN

EMERGENCIES: 485-0911~or 9-1-1

NON-EMERGENCY DISPATCH: 485-0099

### EVACUATION PROCEDURES

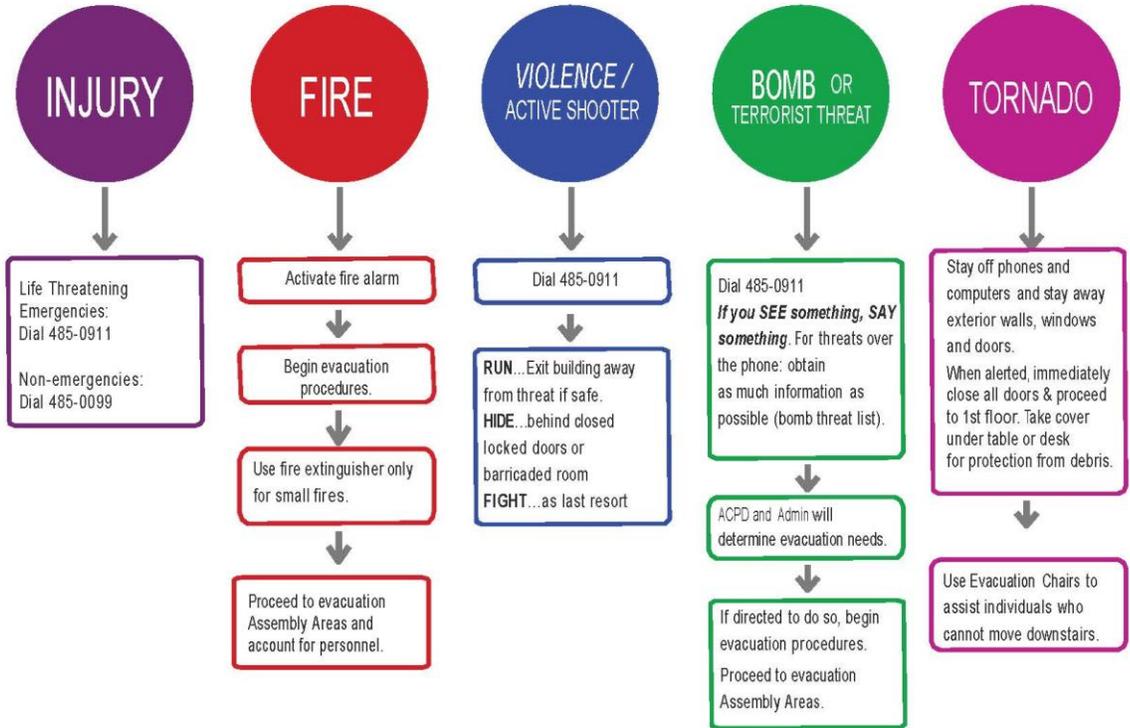
Move to the nearest exit away from danger. Use the stairs (do not use the elevator) and proceed to 1st floor exits.

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.

### Evacuation Procedures

St. Philip's College has emergency procedures that provide focus and direction for faculty, staff, students, and visitors. In the event of an [emergency](#), the best way to prevent injury to yourself and others is to be prepared. For a quick reference of emergency procedures, download our [Emergency Procedures Guide](#). Evacuation Maps have been posted in all classrooms and common areas of the campus. Know what to do in the event of:

- Active Shooter Response
- Bomb Threat Data Form
- City of San Antonio Safety Manual
- Disaster Supplies Kit
- Emergency Procedures Quick Reference Guide
- Employee Guide "What to do if you are involved in an accident?"
- Evacuation
- Safety Protocol - Armed and Disruptive Individuals

## **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 must 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 Districts.
- 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 District 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 District employee pursuant to the Student Code of Conduct.

Neither the Alamo Colleges Districts, 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 Districts has designated a District Title IX Coordinator, SPC Deputy Title IX Coordinator Vice President of Student Success, and SPC Director of Student Conduct/Title IX (see [H.1.1](#)) and [H.2.1](#) Civil Rights Under Texas Law: Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Complaints, Resolution, and Appeals ([alamo.edu](http://alamo.edu))

### **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  
210-486-2252  
1801 Martin Luther King Drive  
San Antonio, Texas 78203

## [SPC Student Conduct Officer/Title IX](#)

Mr. John Martin  
Director of Student Conduct/Title IX  
210-486-2746  
1801 Martin Luther King Drive  
San Antonio, Texas 78203  
[Title IX/VII/ADA/504 Complaint Form](#)

Students can learn more on the St. Philip's College AlamoCARES website,  
[www.alamo.edu/spc/alamocares](http://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 Care Attendant**

St. Philip's College makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act. In keeping with this commitment, Personal Care Attendants (PCAs) may be necessary to address the personal needs of a student so that he/she can participate in the college's activities, services, and programs. In order for the student who requires PCA services to have the same independent experience as all other college students, it is in the student's best interest to hire an impartial PCA, not a family member or close friend.

An otherwise qualified student who requires personal attendant services must arrange to provide for his/her own personal attendant service. St. Philip's College does not assume coordination or financial responsibilities for personal attendant services. It is the student's responsibility to secure a PCA prior to attending any college-related activity i.e. placement testing enrollment and class attendance. The college will not be responsible for providing a PCA on an interim basis.

#### **A PCA IS EXPECTED TO:**

- Follow all applicable college policies, rules, regulations, and procedures.
- Assist the student before and after class but wait outside the classroom.
- Allow the student to take responsibility for his/her own progress or behavior.
- Refrain asking questions of faculty, staff, or others on behalf of the student.
- Refrain from intervening in conversations between the student and faculty, staff or other students.
- Refrain from discussing any confidential information about the student with faculty, staff, or students.

# COLLEGE LINGO (GLOSSARY)

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## **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 Districts 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 Districts.

## **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 Districts 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 Districts; 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 Districts 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 60 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.

### **ONLINE 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

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[Academic Calendar](#)