

F.6.1.2 (Procedure) Student Success: The Student Experience – Connection through Entry

Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: [F.6.1 – Student Success](#)

Approved: 7-26-11

Last Amended: 12-12-17

The organizational structures, policies, and practices that support student success values and priorities include the following set of actions. The Alamo Colleges District's long, term, institution-wide procedures support and promote student engagement and commitment to learning while requiring strategies in the pathways model that are proven to increase student success.

Preparation for Entering College (Onboarding)

Applications

- Potential students complete an application for admission to one of the colleges of the Alamo Colleges District, but are admitted to all five colleges. Students indicate an initial Institute and program preference.
- Students will complete a series of activities prior to enrollment in the Alamo Colleges District. Introductory information will provide students with an overview of expectations to succeed in college, information on financial obligations of college, information on the types of programs available at the colleges of the Alamo Colleges District, and the academic skills required to be successful in each type of program.

Admissions

- The Admissions and Registration Calendar for each semester will include application, financial aid application, admission, and registration deadlines required to ensure students are ready for admission and enrollment in their preferred term. The registration calendar, will be published and available to students no later than four months prior to the beginning of the term.
- The last day for students to submit an application to enroll for classes starting at the beginning of the semester term will be three weeks prior to the first day of the term. Students seeking admission following the deadline will be advised into future parts of term such as Start Two (14-week part of term) or Flex II (8-week part of term). The last day for students to submit an application to enroll for classes starting at the beginning of all other parts of term will be two weeks prior to the first day of the part of term.
- Financial aid deadlines will be established, defining the last day to apply for aid with the expectation of receiving an award prior to the beginning of the preferred term. Students who miss the deadline should be prepared to handle required financial obligations

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through other short-term alternatives (e.g., installment plan, short-term loan, personal finances).

College Readiness Requirements

- College preparatory requirements may be satisfied through a variety of options. The options may depend on the program selected. These may include accelerated offerings such as flex term classes (8-week), 4-week and 12-week classes. Additional refresher offerings may include short-term courses, integration of skill development into entry level certificate courses, or a contextualized course that addresses multiple skill areas. The goal is to help student improve their readiness for college and complete the first college-level required math and English composition course during the first year of enrollment.
- Prospective students who require an assessment exam will participate in a preparatory session prior to taking the test. The session includes information on the importance and impact of the exam, how to improve their readiness for college prior to taking the exam, and how the exam results will be used for assisting the student in making choices to be successful in college-level courses. Students are encouraged to take all test scores to advising/orientation sessions to ensure placement at the highest level possible.
- Students assessing below college-level will complete a refresher session to maximize their demonstration of college-readiness. A holistic assessment by math and reading/writing faculty will follow the refresher session to provide the readiness placement of each student.
- A math pathway to the math course appropriate for the student's program goal includes the course sequence with the intent to have all students complete the first college-level math course in the first year of enrollment. A similar English pathway helps all students complete the first college composition course in the first year of enrollment.
- Beginning Fall 2018, students with college preparatory requirements will be in continuous, mandatory college preparatory enrollment each term until all requirements are completed. The enrollment may be in a regular course or one of the other available options. The math pathway, in alignment with the student's program goal will provide the course(s) required.
- Following the assessment, students will receive additional information about college-readiness through group or individual advising

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Selection of a Certificate/Degree Plan

- Students will be provided career information, including AlamoINSTITUTES and programs within each college at several entry points:
 - o During outreach activities to include Mobile Go Center where general AlamoINSTITUTES information is provided
 - o When potential student indicates an interest in attending the colleges of the Alamo Colleges District
 - o Following completion of the application
 - o During the college-readiness assessment activities including before and following the refresher sessions
 - o During the college's required pre-enrollment online modules
 - o Orientation to college activities
 - o During the college's pre-enrollment session (group or individual)
- Entering students will be provided, for each AlamoINSTITUTE, a list of certificates leading to workforce AAS degrees and pre-major Transfer Advising Guides that provide sequenced courses for the baccalaureate degrees at each of the area transfer institutions. Information provided will include the level of college-preparedness required for each type of program and the math pathway leading to the college-level math requirements. Best practices have proven that having a goal increases success and persistence. Each student will declare a goal with the assistance of an assigned academic advisor and will and develop an Individual Education Plan based on the sequenced Advising Guide including any college preparatory requirements. The Individual Education Plan should be started before enrollment for the first term to ensure students are on the path to progress to their goal.
- The sequenced workforce Guide or Transfer Advising Guide will be used to adjust the student's Individual Education Plan during the first semester of enrollment, preferably during the required student development course. Students will be asked to review and confirm the goal/plan with the assigned advisor at the 15-, 30- and 42-hour touch points. The assigned advisor will contact each student when appropriate for a discussion of progress toward completion.

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Student Success Course

- First time in college students and students with fewer than 15 transfer semester hours shall take a student success course during the first term of enrollment. Students with a reading level assessment of at least ninth grade will take a Learning Framework course. Other students will take a student development course. Student exempt from the TSI requirements will be advised into a student success course.
- The student success course is a requirement and may be used, where appropriate, as part of the 60-hour degree requirement.

Registration

Students must be admitted by the stated deadlines to be enrolled for the beginning of a term or part of term. A time-ticketing process provides currently enrolled students the option to register prior to new or returning students. Students may change their schedule (adds/drops) the first two days of the term. Once a class has met, students may not be added to the class. Vice Presidents and designees may make administrative changes as required during the first week of the term/part of term. Any change in a student's schedule may affect financial aid awards, and students should seek advising from the college's Student Financial Services office.