



**Palo Alto College
Dual Credit Advising
Syllabus 2024 - 2025**

Dual Credit Advising Student Learning Outcomes:

1. Students will know and understand how to complete the 42 Hour Core Curriculum requirement.
2. Students will identify and utilize campus support services.
3. Students will know and understand how to maintain Good Academic Standing.

YEAR	SEMESTER	TYPE	TOPICS
New to program 0 credit hours earned	Fall	DC NSO (September)	<ul style="list-style-type: none"> • Academic Integrity • Student Code of Conduct • College/Classroom expectations • Campus resources • ACES Navigation • Core Complete
	Spring	Group Information Sessions	DC Program Overview Student Responsibilities <ul style="list-style-type: none"> • Academic Standing • Attendance polices (Canvas & ACES log in) • Student Code of Conduct/Student Handbook • Self-Advocacy ACES Navigation <ul style="list-style-type: none"> • What is ACES and why is it important? • Student email • Available resources in ACES
Intermediate 3 credit hours+ earned	Fall	Group Advising	Ensuring College Success: Supporting Progress and Intervention Strategies <ul style="list-style-type: none"> • Review ACES • Academic Standing Advising (Productive Grade Rate & Transfer Implications to 4-year institutes) • Balancing high school and college priorities Benchmark Review and Credit Update <ul style="list-style-type: none"> • GPS (transcript overview) • 15 credit hours advising
	Spring	Group Advising	Transfer Planning <ul style="list-style-type: none"> • Impact of GPA on transfer Transfer Advising Guides Senior Year Planning <ul style="list-style-type: none"> • GPS (transcript review) • Final course scheduling Tips for applying to universities
Senior Year <i>Regardless of credit hour- all students classified as HS Seniors</i>	Fall	Exit Group Advising	Preparing for Graduation Transcript request process <ul style="list-style-type: none"> • Final HS to submit to PAC for official transcript release. • PAC transcript request for 4 yr colleges/universities. College Connections & Alamo Promise
	Spring	Individual Advising	DC Transcript Review <ul style="list-style-type: none"> • 1-on-1 10-minute session with PAC DC Advisor focused on: <ul style="list-style-type: none"> ○ Four-year transfer guide reviews • Final HS to submit to PAC for official transcript release. • PAC transcript request for 4 yr colleges/universities. College Connections & Alamo Promise