



**COLLEGE CAREER *and*  
MILITARY READINESS**  
SAN ANTONIO INDEPENDENT SCHOOL DISTRICT



**SAISD College Alumni Advising Syllabus**

# Contact Information

## College Alumni Advising Office

### SAISD District Office



**Department: Postsecondary Initiatives**  
**Location: 514 W Quincy St.**  
**San Antonio, TX 78212**

### Contact Information

**College Alumni Advising**

Phone: 210-554-2455

Email: [postsecondaryinitiatives@saisd.net](mailto:postsecondaryinitiatives@saisd.net)

### Social Media



**@SanAntonioISD**

**@SAISDthePost**

Learn More:

<https://tinyurl.com/SAISDALUMNI>



## Why Get advised



**The College Alumni Advisors advocates for student success, persistence, retention and graduation through academic relationships and community building.**



Preparing

# Alumni

For post-secondary success



## Student Responsibilities

- Attend scheduled appointments and make regular email and phone contact with an advisor if you need to cancel or reschedule an appointment
- Come prepared to each appointment with questions
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Accept responsibility for your decisions
- Be honest and open with your advisor about your strengths, interests, and goals
- Be open to opportunities for learning outside of the classroom or the advisement office
- If you receive accommodations (i.e. 504, ARD plans), in college you will be required to request accommodations on your own. It will not be provided to you. Seek the help of your CBA to request your final ARD before you graduate. Once your turn 18 your parents will not be able to request records on your behalf.
- If you are unaccompanied youth, foster, or McKinney-Vento students make sure you request a letter of support for financial aid verification from your Family Support Specialist before you graduate. You will need to provide this document to your college financial aid. Seek help from your CBA if you are unsure where to start.
- Follow up with recommended referrals

## Advisor Responsibilities

- Provide support to ensure successful progression to graduation
- Explain academic policies and procedures
- Work with you to identify your strengths and interests to help you develop realistic educational or career goals
- Discuss your academic performance and its impact on your future goals
- Be accessible to you through scheduled appointments, same-day appointments, and emails and phone calls during regular business hours
- Provide information and strategies for using college, university, or community resources and services
- Provide you with accurate information and follow up with you if any questions were left unanswered
- Maintain confidentiality pursuant to FERPA
- Follow up with recommended referrals

*\*This list is not exhaustive and we recognize that no single advising interaction is sufficient to review all the above topics. The primary purpose of an advising appointment is to assist students in the development of meaningful education plans that are compatible with their life goals.\**



# SAISD Alumni Summer Timeline

Senior Year

Senior Year

## May

- Go to your high school College Hub and talk with your College Bound Advisor (CBA) about your plans after high school. Create a plan to attend college, join the workforce, or join the military. Provide your CBA with your cell phone and email account.
- Get your bacterial meningitis vaccination and send your final high school transcript to your college of choice
- If you a student who receives accommodations (i.e. final ARD), please request them before you graduate.
- Meet the College Alumni Advisors in the College Hub to create a student support plan
- Sign up for new student orientation

## June

- Go to your high school College Hub and finish any outstanding items to finalize your college or career plans
- If attending college, activate and login into your college or university's student email account (you will need to check this daily from now on...Adulting can be SO hard.)
- Make sure you have accepted your financial aid award and check to see if you have been selected for verification. If you have been selected, get your documents into your college's financial aid office ASAP, it takes 6-8 weeks to process once submitted. Don't want to hold up disbursement for fall
- Attend your college's new student orientation at your college of choice

## July

- Schedule an appointment with your College Bound Advisor to go over your first-day ready college checklist to make sure it is complete for you to start classes in the fall
- Schedule an appointment with a College Alumni Advisor to go over your student support plan and make sure you have completed your Day 1 Ready Checklist (See below)
- Provide your CBA with your most updated contact info (i.e. student cell phone, email)
- If you still haven't applied to college, head to your College Hub and work with your CBA to assist you in the process
- Sign up for a student payment plan for tuition if applicable

# College Day 1 Ready Checklist

Summer To-Do

Summer To-Do

### College or University Student Account

College or University Student ID \_\_\_\_\_  
 Student Portal Website (i.e. Alamo Aces, UTSA ASAP, etc.) \_\_\_\_\_

Login Username \_\_\_\_\_  
 Default Password \_\_\_\_\_  
 New Password \_\_\_\_\_

### FAFSA Student Login Information

Login Username \_\_\_\_\_  
 Default Password \_\_\_\_\_  
 New Password \_\_\_\_\_

#### TAFSA Complete?

- I completed TAFSA and have a copy and have already sent a copy

### Action Items Must Complete for Admissions

- Submit final high school transcript to college or university  
 Visit <https://www.saisd.net/page/postsecondary-home> to request your transcript to be sent
- Submit proof of bacterial meningitis vaccination  
 If you need a Bacterial Meningitis Vaccination please visit your doctor's office or you can schedule an appointment with Tafolla School Based Clinic located at 1303 Cesar E. Chavez Blvd. San Antonio, TX 78229 phone: 210-644-2000 or Davis School-Based Clinic located at 4702 E. Houston, San Antonio, TX 78220, phone: 210-644-2050
- Submitted Financial aid to college or university  
 If you have completed FAFSA and have not already submitted FAFSA to your college or university : To add colleges after you have already submitted your FAFSA® form, [log in to the FAFSA® form](#). Select "Make FAFSA® Corrections," and then navigate to the "School Selection" page. Type in your college or university name  
 If you have not completed FAFSA : Go to <https://studentaid.gov/h/apply-for-aid/fafsa> and create an account for you and your parents follow the instructions or schedule an appointment with one of the SAISD College Alumni Advisors to get assistance with applying for financial aid. At <https://tinyurl.com/SAISDALUMNI>

### Action Items Must Complete Prior to New Student Orientation

- Submit proof of the TSI test taken in high school to your college or university  
 Each college will have a website for their Testing Center which provides instructions on how to submit or you can do so if you student portal has a link to submit there. You will need to navigate your portal to find it. Each college or university it different. If you have not taken the TSI test in high school please contact the college or university's testing center to schedule a time and date to take the test. This is a requirement to place you in the correct level of courses in college
- Complete any modules in your student portal that are required for you to have completed prior to getting enrolled in New Student Orientation
- Login to your student portal and check your student email and holds section for any outstanding holds you may need to complete.
- Register for new student orientation at your college or university.  
 The college or university will send you an email letting you know about when you can sign up for new student orientation. Typically you will attend sessions with your college or university and register for classes that day.
- Schedule an appointment with an academic advisor to follow up with any additional holds or outstanding action items you may need to complete.  
 Check your college or university's academic advising website for contact information to schedule an appointment with an academic advisor. Each college or university has their own way of scheduling.
- If you need accommodations, contact Disability Student Services to initiate the process. Make sure you are registered for classes before you reach out.



# First-Year in College Timeline

Fall Semester

Fall Semester

## August

- Activate your college email account
- Verify the start date, end date, and add drop deadline for each class
- Familiarize yourself with your college's Blackboard or CANVAS
- Check your class schedule prior to school starting
- Visit your campus and locate where your classes will be
- Attend the on-campus job or student club fair
- Visit your academic advisor, if needed, during the first week of school for schedule changes

## September

- Make an appointment with your academic advisor to discuss academic and career goals and to plan for spring semester
- Connect with tutoring AND student success on your campus
- Learn about community resources and workshops provided through the student life or student advocacy office on your campus
- Visit Career Services and research career opportunities in your field of study, internships, or work-study job postings available
- Make sure to make a payment if you are on a payment plan for tuition.

## October

- Identify your registration date for Spring on your college or university's registration page
- Check your student portal, email, CANVAS or Blackboard shell to check progress in your courses
- Visit tutoring services or student success services to learn how to prepare for finals
- Fill out your FAFSA/TAFSA for next year. Contact Financial Aid if you have questions



## November

- Register for spring after meeting with your college academic advisor
- Begin preparing for finals
- Contact the SAISD College Alumni Advisor if you need help with renewing FAFSA/TAFSA

## December

- Determine where and when your final exams will take place on your college or university's website or check with your professor  
(final exams don't always occur in the same place, time and day as your scheduled class)

## Winter Break

- Congrats! You made it through your first semester of college!
- Check your grades on your college's student portal. Grades will not be mailed to you.
- Make an appointment with your college academic advisor if needed

## January

- Verify the start date, end date, and add drop deadline for each class
- Schedule an appointment with academic advisor if needed in first week of school
- Visit Career Services or a Pre-Health Advisor (if applicable) to discuss summer plans

## February

- Make an appointment with your college academic advisor to discuss academic and career goals for summer and fall
- Identify your registration date on your college's registration page
- Visit tutoring to prepare for Midterms

## March

- Enroll in classes you selected during your February advising appointment
- Contact your academic advisor if needed
- Take Midterms

## Spring Break

## April

- Determine where and when your final exams will take place on your college or university's website or check with your professor
- Ensure your schedule for fall is aligned with your major map
- Make an appointment with your academic advisor if needed

## May

- Congrats! You officially completed your first year!
- Check your grades on your college student portal. Grades will not be mailed to you.
- Double check your fall schedule for accuracy

Spring Semester

Spring Semester