



**ST. AUGUSTINE COLLEGE**



**NEW STUDENT ORIENTATION**

# Welcome

## **Agenda**

9:15 am – 11:15 am: Workshops

11:15 am – 1:30 pm: General Information and Lunch

# THE U.S. HIGHER EDUCATION SYSTEM



- **Associate's Degree**
- **Bachelors' Degree**
- **Masters' Degree**
- **Ph.D. or professional degrees (M.D., J.D., and D.D.S., among others)**



- A private, not-for-profit institution
- The most affordable private college in Illinois
- Founded in 1980
- Only bilingual college in Illinois
- Accredited by the Higher Learning Commission
- Named by NYT as # 1 in impacting the socioeconomic status of its students

# SAC Degrees- Bachelor Degrees

- **Social Work**
- **Psychology**
- **Hospitality Management**
- **Business Administration**
- **Computer Information Systems**



# ASSOCIATE DEGREES

## **ASSOCIATE OF ARTS (Prepares the student to enter a Bachelor Program)**

- **Liberal Arts and Science**
- **Business Administration**

## **ASSOCIATE OF APPLIED SCIENCE (Designed for students who plan to enter the workforce upon graduation)**

- **Accounting**
- **Administrative Assistant**
- **Business Management**
- **Computer Information Systems**
- **Culinary Arts**
- **Early Childhood Education**
- **Respiratory Therapy**

## **ASSOCIATE OF GENERAL STUDIES**

# **ACADEMIC ADVISING**

**ALL SITES**

**9 AM – 7 PM WEEKDAYS; 9 AM – 1 PM SATURDAYS**

**BILINGUAL ADVISORS**

- **Assigned to an advisor at the beginning of the semester, but you can meet with any advisor as needed.**
- **You should meet your advisor on a regular basis to discuss**
  - **Needs**
  - **Academic progress**
  - **Future academic and career goals**
  - **Student resources**

# GETTING TO KNOW THE CATALOG

- **THE ONLINE CATALOG CONTAINS...**
  - **A BRIEF HISTORY OF ST. AUGUSTINE COLLEGE**
  - **ADMISSION REQUIREMENTS**
  - **REGISTRATION PROCEDURES**
  - **FINANCIAL REQUIREMENTS**
  - **FINANCIAL AID ISSUES**
  - **ACADEMIC REQUIREMENTS**
  - **DEGREES OFFERED BY SAC**
  - **COURSE DESCRIPTIONS**
  - **STUDENT CODE OF CONDUCT**





# IMPORTANT DEADLINES

**Always refer to the Catalog's for updated information**

- **Last day to change courses: *2<sup>nd</sup> Saturday***
- **Last day to drop courses without a grade and receive 100% refund: *3<sup>rd</sup> Saturday***
- **Last day to drop (partially or completely) under SW: *Monday of Week 14<sup>th</sup>***

# OTHER DATES TO CONSIDER

- **EARLY REGISTRATION**
- **BOOK RETURNS**
- **MIDTERM AND FINAL EXAMS**
- **FINANCIAL AID APPLICATION (FALL)**
- **FINANCIAL AID PENDING DOCS DEADLINE**



# PREREQUISITES

**Prerequisites are courses that need to be taken before**

- **Taking a required course**
- **Other courses you want to take**

# **SERVICES FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS**

**If you receive special education services or have an IEP,  
please bring the documents to your academic advisor**

# ATTENDANCE

- **Attend ALL classes, on-time**
- **Absent? Email your instructor = professional respect  
(still be marked absent)**
- **Missing 40% may affect financial assistance**

**EVERY  
SCHOOL DAY  
COUNTS**

# GRADES

**Learning the course content is more important than an A grade**

- **Your GPA is important for Bachelor programs, scholarships, and transferring**  
**(C grade required for transferring)**
- **Passing Grade: D grade (for most degrees)**
- **Appealing a grade: Check the Catalog for process**



# INCOMPLETES



- **Not a “solution” for a failing course**
- **Only assigned if a student is passing a course with a C grade**
- **Request from instructor: Instructor’s decision is final**
- **Must complete requirements before next semester ends; avoid IF**

# SAC DEPARTMENTS AND MAIN OFFICES

**773-878- (    )**



- **ADMISSIONS (3656)**
- **ACADEMIC AFFAIRS (3654)**
- **ACADEMIC ADVISING (3216)**
- **TRANSFER CENTER (3960)**
- **FINANCIAL AID (3806 & 3683)**
- **BURSAR (4251)**
- **LIBRARY (3710)**
- **INSTRUCTIONAL SUPPORT (TUTORING-3654)**
- **FOR OTHER SITES, SEE SITE STAFF**





- **Missing documents**
- ***Bring a Friend* Campaign**

**ADMISSIONS: 773-878-3656**

- **Academic Departments**
  - **Social Work and Psychology**
  - **Early Childhood Education and Social Sciences**
  - **Languages, Literature, and Humanities**
  - **Sciences and Health**
  - **Computer Information Systems, Business, and Culinary Arts**
- **Office Hours: All resident faculty and chairs post office hours outside their door. Go visit them!**

**ACADEMIC AFFAIRS: 773-878-3654**

- **Administers**
  - **Federal, state, and institutional grants**
  - **Loans**
  - **Work study program**
- **ALL students must fill out the FAFSA application yearly**
- **Missing FA deadlines = losing eligibility**
- **Counselors available at all sites**

# FINANCIAL AID



# **BURSAR'S OFFICE: 773-878-4251**

- **Determines your balance, if any; cooperate with Bursar's to find a satisfactory solution for your case**
- **Financial advising available**
- **Be financially savvy from day 1**
- **Payment plans**
- **An outstanding balance affects**
  - **transcripts and diplomas**
  - **registration**



# **TRANSFER AND CAREER CENTER**

## **773-878-3960**

### **Can help you:**

- **Find a job**
- **If receiving services for Veterans**
- **Create a resume**
- **Prepare for interviews**
- **Transfer to a four-year institution**



# **CANVAS: OUR LEARNING MANAGEMENT SYSTEM**

- **CANVAS PROVIDES RESOURCES TO EDUCATE STUDENTS IN A COLLABORATIVE AND TECHNOLOGICALLY ADVANCED ENVIRONMENT**
- **MOST FACULTY USE IT AS A SUPPLEMENTAL RESOURCE; OTHERS WILL TAKE ADVANTAGE OF ITS MOST ADVANCED FEATURES**
- **CANVAS IS SMARTPHONE/TABLET FRIENDLY**
- **GRADES, CALENDAR, HOMEWORK, QUIZZES, COURSE MATERIALS, ACCESS FROM ANYWHERE.... POSSIBILITIES ARE LIMITLESS**

# TUTORING



- **Math and English; maybe others**
- **Begins the 3<sup>rd</sup> week of classes**
- **Hours posted at each location**
- **Bring your course materials and assignment description**

**Struggling in a class? Talk to your instructor & advisor**

# INFORMATION COMMONS

Access Library resources **ONLINE** anywhere!

- Thousands of E-books and journals in English & Spanish
- Research Companion & Tutorials
- Free Grammar Check: PaperRater
- Connected to the world of academia

The screenshot shows the homepage of the St. Augustine College Information Commons. At the top left is the SAC logo with the text "ST. AUGUSTINE COLLEGE" and the motto "The bridge to a better future / El puente hacia un futuro mejor". Below the logo is a navigation menu with buttons for HOME, BOOKS & E-BOOKS, ARTICLES & DATABASES, REFERENCE SOURCES, FILMS, VIDEOS & MEDIA, USEFUL WEBSITES, MISSION, OTHER LIBRARIES, CURRENT PERIODICALS, RESEARCH COMPANION, HELP & TUTORIALS, LANGUAGE TRANSLATOR, COPYRIGHT INFORMATION, TECH/LIB ASST TRAINING, and LIBRARY GUIDES. A search bar is located on the right side of the menu. Below the menu are three main content areas: "Featured Resources" with a list of links including Library Catalog "Destiny", EBSCO Journal Databases, E-Books - Ebrary (ProQuest), E-Books - eibro (ProQuest), Credo Reference, Britannica Spanish Reference, Encyclopedia Britannica, E-Books - Springer Medical, Chronicle of Higher Education, and Research Companion (ProQuest); "Library Quick Guide" with a link to the Library Quick Guide; and "Need Help?" with contact information for the Information Commons Library, including the name Elizabeth Murphy, Director, and the Library Help Desk with phone number 773-878-7599 and email library@staugustine.edu. There is also an IT Help Desk with phone number 773-878-3855 and email helpdesk@staugustine.edu. The bottom of the page features a red banner.



# **ID CARDS AND SAC EMAIL**

- **College ID card**
  - **Used to access resources**
  - **Take advantage of student discounts**
  
- **SAC E-mail**
  - **College communications sent to your SAC email**
  - **Submit assignments**
  - **Contact IT staff for help and access instructions**

# COMPUTER AND INTERNET ACCESS

- **Computer labs are available at all sites**
- **Log-in to SAC WiFi with personal laptops, tablets and cell phones**
- **Check out laptops from IT for class if needed**
- **Especially important if you're taking hybrid or Canvas-supported classes**

# UPDATE CONTACT INFORMATION

## Why?

- **Financial Aid: Important Documents and Scholarships**
- **Registrar's Office: Transcripts**
- **Important Deadlines: Adding/Dropping courses, Refunds, Transfer Options**
- **Upcoming Events: Workshops, Job Fairs**
- **Notifications: Emergencies**



# STUDENT COMPLAINTS



- **Right to a fair hearing**
- **Practice your conflict resolution skills 1<sup>st</sup>**
- **Process**
  - **Written student complaint**
  - **Office of Academic Advising and SAC website**

**Grade appeals are not considered a student complaint**

# **CLASS AND INSTRUCTOR EVALUATION**

- **GIVING HONEST FEEDBACK ABOUT COURSES AND INSTRUCTORS**
- **ANONYMOUS**
- **COMPLETED AROUND WEEK 11 OF EACH SEMESTER; MAY VARY FOR CLASSES WITH DIFFERENT SCHEDULES**
- **ANOTHER CHANCE FOR YOUR VOICE TO BE HEARD**

- **Class schedule**
- **Study time : 2-3 hrs/week  
per class**
- **Family involvement**
- **Attend workshops**
- **You're responsible for your books**
- **Ask questions**
- **Not all classes will be available at the location, day, and time of your  
convenience**
- **Be aware of your financial responsibility**



# Q&A



**GOOD LUCK! SEE YOU GRAD DAY!**

