# **ST. AUGUSTINE COLLEGE**







**NEW STUDENT ORIENTATION** 



#### 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

#### **ASSOCIATE OF GENERAL STUDIES**

- Culinary Arts
- Early Childhood Education
- Respiratory Therapy

#### 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: **2nd 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

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- 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

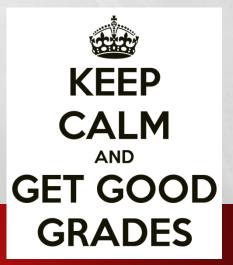


#### **GRADES** Learning the course content is more important than an A grade

 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



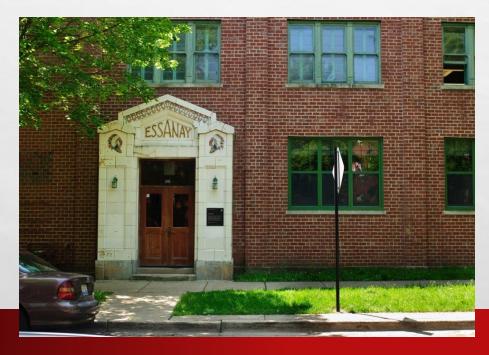
### **INCOMPLETES**



- 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



## **ID CARDS AND SAC EMAIL**

#### • College ID card

- Used to access resources
- Take advantage of student discounts

#### • SAC E-mail

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- 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?

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- 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

Help-ful Tips

- Not all classes will be available at the location, day, and time of your convenience
- Be aware of your financial responsibility





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



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