

**Subject : Counselor/Advisor Meeting****Date :** Mon, Feb 11, 2013 11:18 AM CST**From :** Lorena Lopez <lmlopez@swtjc.edu>**To :** [aalonzo@swtjc.cc.tx.us](mailto:aalonzo@swtjc.cc.tx.us), [amartinez@swtjc.cc.tx.us](mailto:amartinez@swtjc.cc.tx.us), [bghoffman@swtjc.edu](mailto:bghoffman@swtjc.edu), [cvrodriguez@swtjc.edu](mailto:cvrodriguez@swtjc.edu), [cvaldez17021@swtjc.edu](mailto:cvaldez17021@swtjc.edu), [csilva@swtjc.edu](mailto:csilva@swtjc.edu), [comata@swtjc.edu](mailto:comata@swtjc.edu), [dsanchez22065@swtjc.edu](mailto:dsanchez22065@swtjc.edu), [don.meritt@swtjc.cc.tx.us](mailto:don.meritt@swtjc.cc.tx.us), [edehoyos@swtjc.edu](mailto:edehoyos@swtjc.edu), [More ...](#) (26)**CC :** [Blaine Bennett <blaine.bennett@swtjc.edu>](mailto:blaine.bennett@swtjc.edu), [Lorena Lopez <lmlopez@swtjc.edu>](mailto:lmlopez@swtjc.edu), [Gilbert Bermea <gbermea@swtjc.edu>](mailto:gilbert.bermea@swtjc.edu), [Mark Underwood <meunderwood@swtjc.edu>](mailto:meunderwood@swtjc.edu)

Please plan to attend a counselor/advisor meeting scheduled for **Thursday, February 21, 2013 at 1:00 pm** at the Matthews Student Center Conference Room 1,2 and 3. We will have a training on Academic Alert and E-Advising. Also, Margot Mata will be presenting the 10 K Scholarship proposal from SR-Rio Grande College.

If you have any questions, please call my office.

Lorena M Lopez  
Ext. 7352

TSI Scoring/Placement Options Meeting  
Matthews Conference Rooms

October 2, 2013

10:00A.M.

AGENDA

- I. Welcome
- II. Brief overview of TSI scores and interpretation of scores
- III. Explanation of SWTJC TSI scoring/placement options
- IV. Practice with scenarios
- V. Open discussion/closing

**Subject : Estudios Training**

**Date :** Fri, Oct 11, 2013 01:50 PM CDT

**From :** "Lorena Lopez" <lmlopez@swtjc.edu>

**To :** [aalonzo@swtjc.cc.tx.us](mailto:aalonzo@swtjc.cc.tx.us), [analisamartinez@swtjc.edu](mailto:analisamartinez@swtjc.edu), [bghoffman@swtjc.edu](mailto:bghoffman@swtjc.edu), [cvrodriguez@swtjc.edu](mailto:cvrodriguez@swtjc.edu), [cvaldez17021@swtjc.edu](mailto:cvaldez17021@swtjc.edu), [csilva@swtjc.edu](mailto:csilva@swtjc.edu), [comata@swtjc.edu](mailto:comata@swtjc.edu), [don.merritt@swtjc.cc.tx.us](mailto:don.merritt@swtjc.cc.tx.us), [edehoyos@swtjc.edu](mailto:edehoyos@swtjc.edu), [ekdeanda@swtjc.edu](mailto:ekdeanda@swtjc.edu), [More ...](#) (23)

**CC :** [Blaine Bennett <blaine.bennett@swtjc.edu>](mailto:Blaine Bennett <blaine.bennett@swtjc.edu>)

Hello Everyone,

Dr. Bennett has scheduled an Estudios training for us on **October 17th at 1:00 pm** in the Wagner Building room 8. For those who are familiar with Estudios, please bring any ideas that you think will be beneficial to our advising/counseling department. For those who have never worked with Estudios will need a login and password before the meeting. Please contact Fernando Lombrana at ext. 7216 if you do not have an Estudios password or login.

After the meeting we will have a discussion concerning our letter cuts. We want to hear your input, suggestions and ideas to make this a productive and successful process. For any questions, please contact my office.

Lorena M Lopez

830-591-7352

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Original E-mail

**From :** "Lorena Lopez" [llopez@swtjc.edu]

**Date :** 10/15/2013 05:31 PM

**To :** aalonzo@swtjc.cc.tx.us, analisamartinez@swtjc.edu, csilva@swtjc.edu, comata@swtjc.edu, don.merritt@swtjc.cc.tx.us, edehoyos@swtjc.edu, lalydelacruz@swtjc.cc.tx.us, jnunez@swtjc.cc.tx.us, luis.fernandez@swtjc.cc.tx.us, lfrui@swtjc.edu, mhmata@swtjc.edu, michelle.torres@swtjc.cc.tx.us, patricia.perez@swtjc.cc.tx.us, rschell@swtjc.edu, ymsilva@swtjc.edu, dsanchez22065@swtjc.edu

**CC :** Blaine Bennett [blaine.bennett@swtjc.edu], yvetteh@swtjc.edu

**Subject :** Advisor Training

Hello Everyone,

An advisors/counselors training has been scheduled for **October 22, 2013 at 1:30 pm** in the MSC rooms 1,2,&3. We will be discussing the new TSI, advising, and financial aid updates. The Estudios training that will be held this Thursday will be part of the advising training, so please try your best to attend.

For additional information, please contact my office.

Lorena M Lopez  
Ext 7352

## Advising Agenda

February 6, 2014

10:00 A.M.

- I. Estudios Updates
  - A. Letter Cuts
  - B. How to create your letter cut batch
  - C. First Time student Letter
  - D. Core Completers
  - E. MATH 0303 & ENGL 0302 initiative letters
  - F. Graduation Letter
  - G. Retention Letter
  
- II. Student Planning
  - A. My progress
  - B. Plan and Schedule (available when summer and Fall Schedule are in the system)
  - C. Demo video will be available on the web hopefully before April 1<sup>st</sup>
  
- III. TSI Scores/Ranges
  
- IV. Approved Core Courses
  - A. 3 hrs of Kine can be used as electives
  - B. 1 hr. labs can be used as electives (cosc, biol, chem)
  - C. Graduation requirements are 42 hrs. of core and 18 elective hrs.
  
- V. Advising Updates
  - A. No more "B" better rule for developmental students
  - B. Registration will start April 1<sup>st</sup>

Advisor's Agenda

September 11, 2014

9:00 AM

Wagner 8

- I. Appreciate Advising: The 6 phrases that Lead to Student Success (Video)
- II. Career Pathways
- III. Student Advising Check List
- IV. Student Planning
  - a. Student Instructional brochure
- V. Fall 2014 Initiative Time line
  - a. Retention card
  - b. 15 hrs. per semester
- VI. New core and changing to a new catalog year
- VII. Waitlist (4 day permission period)
- VIII. FA SAP Policy (re-evaluation after each semester)
- IX. Allied Health Updates
- X. Adjourn

## Lorena Lopez

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**From:** Lorena Lopez  
**Sent:** Monday, November 17, 2014 12:21 PM  
**To:** Elsa DeHoyos; Ysenia M. Silva (ymsilva@swtjc.edu); Ana Lisa Conde; Donald W. Merritt; Albert Alonzo; Luis F. Ruiz; Damacio Sanchez; Brenda Hoffman; Sonia Flores; Claudia Valdez; Claudia De la Garza; Rita Lopez; Marilyn Casson; Eva De Anda; Stephanie Cerna; Cruz Mata; Concepcion Silva; Idalia DeLaCruz; Krystal Ballesteros  
**Cc:** Randa Faseler Schell; Michelle Torres; Margot H. Mata; Gilbert S. Bermea; Derek Sandoval  
**Subject:** Advisors Meeting  
**Attachments:** better copy of brochure; Memorandum on INRW Placement (3).docx; TSIOperationalPlanApproved.docx; TSIOperationalPlanBoardPPTPresentationApril242014.pdf

November 17, 2014

Good Afternoon,

There will be an advisors meeting on **Wednesday, November 19, 2014** at 1:30 pm in the Flores Conference Room. The advisors off campus can join us through a conference call. There are two important discussions we need to address. Dr. Burchfield will be there to cover the INRW and NCBO course placements. Attached you will find placement information Dr. Burchfield wanted me to share with you all. Luis Fernandez will also be there to update us on course substitutions.

Make plans to attend or send a representative from your department that can take back the information. I will be contacting the off campus advisors to make phone conference arrangements.

Thank you for your cooperation,

Lorena M. Lopez