

PALO ALTO COLLEGE S.H.A.R.E. CENTER

FINANCIAL WELLNESS SYLLABUS

VISION

To educate and empower students with financial knowledge and resources, so they can ultimately apply this knowledge to their lives, have financial security and attain financial wellness.

MISSION

To provide a holistic financial literacy curriculum offered at multiple touchpoints throughout a student's educational journey.

STUDENT LEARNING OUTCOME:

Students will demonstrate knowledge of money management within three main areas: responsible borrowing, budgeting, and credit.

FINANCIAL LITERACY ADVISOR RESPONSIBILITIES:

1. Help you understand topics such as money management, borrowing, investing, credit, and protecting your identity
2. Help you understand how to apply this knowledge to your life
3. Provide referrals and additional resources as needed
4. Offer financial education programs such as workshops and individual advising
5. Assist with the emergency aid process
6. Be available for you and answer any questions
7. Anticipate questions that you may not ask

STUDENT RESPONSIBILITIES:

1. Meet with the Financial Literacy Advisor or attend a workshop at least once a semester
2. Ask questions to clarify or better understand
3. Use the knowledge that you have gained and apply it to your day to day life
4. Be professional and courteous
5. Bring your Palo Alto College Student ID and any necessary documents
6. Understand that Palo Alto College is committed to your success and has resources available to support you

FINANCIAL WELLNESS ON CAMPUS

The Financial Literacy Advisor conducts proactive and intentional outreach to student loan recipients, emergency aid recipients, and the campus community via phone calls, emails, advising sessions, and events.

FINANCIAL LITERACY CURRICULUM

These topics help students better prepare financial timelines so they can focus on their coursework.

- Work and Earn
- Borrow Smart
- Plan and Build for the Future
- Recordkeeping and Best Practices
- Frauds and Scams
- Theft Warning Signs
- Obtain and Interpret Credit Reports
- Budgeting and Money Management

Palo Alto College students will access the Financial Literacy curriculum before their first semester at the College during New Student Orientation. By completing two full years of curriculum, students will learn about the subjects listed below

YEAR 1:

- How to create a budget and money management
- The importance of saving for emergencies
- Credit and credit reports
- Responsible borrowing
- How to access various online financial wellness resources to enhance well-being

YEAR 2:

- Student loans and impact of default
- How to protect against fraud/identity theft
- Saving, investing, and retirement
- Future employment and expected salary
- How to access various online financial wellness resources to enhance well-being



OVERVIEW OF FINANCIAL WELLNESS ADVISING & PROGRAMMING FOR ALL STUDENTS AND STUDENT LOAN RECIPIENTS

FINANCIAL EDUCATION PROVIDED BY PALO ALTO COLLEGE (0-30 HOURS: YOUR FIRST YEAR)

TIMELINE	TOPIC	ACTIVITIES	Delivery Method
Before April 1 of each year	Scholarships	You can receive assistance either in person or online to complete an application for scholarships (earlier deadlines may apply) during on-campus events such as Financial Aid Saturdays or Scholarship Preview Day	In person
Before May 1 of each year	FAFSA/TASFA and other ways to pay for college	You can get assistance either in person or online to complete an application for financial aid during on-campus events such as Financial Aid Saturdays or Scholarship Preview Day	In person
Before 1st day of class	Financial Aid Award Letter in ACES	- You will receive information in your acceptance packet to schedule an appointment with a Trellis Financial Coach who can help review your letter and answer any questions - Schedule an appointment here: aie.org/coaching/	Direct mail & virtual coaching
Before 1st day of class	Developing a Budget for College	- You will attend New Student Orientation and receive information about how to develop a budget - You will also receive assistance with logging into iGrad, an interactive website with resources to help you manage your money - S.H.A.R.E. Peer Advisors and Sr. Advisors will also be available to help answer any questions you have	In person & online resource
Before 1st day of class (Student Loan recipients only)	Responsible Borrowing	- You will receive information in your acceptance packet to schedule an appointment with a Trellis Financial Coach who can help you determine the best amount to borrow - Schedule an appointment here: aie.org/coaching/ - You will also sign up for an in-person workshop to help you complete entrance counseling to better understand your loans	Direct mail, workshop, & virtual coaching
First Semester	Creating a Budget and Your Credit	- S.H.A.R.E. Peer Advisors and Sr. Advisors will visit your EDUC 1300/SDEV course to help you create a budget and better understand credit - You can also schedule an appointment with a Trellis Financial Coach to review your spending plan - Schedule an appointment here: aie.org/coaching/	Classroom visit & virtual coaching
September	Money Management	Get Involved! Join a student club or organization and attend the required training to learn about budgeting and money management for the student organization	Workshop
October	Saving for Emergencies	- Attend a Save and Build for the Future Workshop or complete iGrad Course: Using Banking and Checking Accounts - Use the iGrad Emergency Fund calculator	Workshop & online resource
October	Financial Literacy	- Visit with your assigned certified advisor for academic advising; your advisor can be found in the My Page tab of ACES - Receive referrals to Financial Literacy events on campus and resources available	In person
November	Financial Aid	- Complete the FAFSA/TASFA by May 1 - Need help? Attend a Financial Aid Saturday Event, visit with your advisor or the Welcome Center, or view videos at aie.org/resources/videos/	In person & online resource

OVERVIEW OF FINANCIAL WELLNESS ADVISING & PROGRAMMING FOR ALL STUDENTS AND STUDENT LOAN RECIPIENTS

FINANCIAL EDUCATION PROVIDED BY PALO ALTO COLLEGE (0-30 HOURS: YOUR FIRST YEAR) CONTINUED

TIMELINE	TOPIC	ACTIVITIES	Delivery Method
November (Student Loan recipients only)	Overview of Student Loans & Responsible Borrowing	- Attend Being Smart About Student Loans workshop - Use "Work vs. Borrow" calculator at aie.org	Workshop & online resource
December/ January	Credit & Credit Reports	- Complete iGrad Course: Understanding Your Credit Report or attend a Borrow Smart Workshop - Download one to three reports at annualcreditreport.com - Watch videos on Minimum Payments on Credit Cards or Payday Lending	Online resource
February	Scholarships	- Access iGrad: Guide to Scholarships and identify two potential scholarship opportunities - Apply for Alamo Colleges District scholarships by April 1 and attend Scholarship Preview Day event for assistance	In person & online resource
February-April 15	Taxes	Visit Voluntary Income Tax Assistance (VITA) site at Palo Alto College to get free assistance with completing your taxes	In person
March (Student Loan Recipients Only)	Student Loans and Repayment	- Use Major Choices tool or Occupational Outlook Handbook online loan repayment calculator - Complete on iGrad: Will I Be Able to Pay Back My Student Loans? to learn about your expected income and student loan payments	Online resource
March	Financial Literacy	- Visit with your assigned certified advisor for academic advising; your advisor can be found in the My Page tab in ACES - Receive referrals to Financial Literacy events on campus and resources available	In person
April	Financial Literacy Month	Attend a workshop and learn more about why financial literacy is important	Workshop
May-August	Planning for Upcoming Year	- You can schedule an appointment with a Trellis Financial Coach who can help you plan your budget and review financial aid for the upcoming year - Schedule an appointment here: aie.org/coaching/	Virtual coaching
May-August	Preparing for a Career	- Attend a Work and Earn workshop or complete iGrad Course: Understanding Your Paycheck - Access Career Choices tool and Cost of living calculator	Online resource
May-August	Saving, Investing, & Retirement	- Attend Save and Build for the Future workshop or complete iGrad Courses: Investing to Build Wealth and Planning for Retirement during Graduation Festival (if graduating) - Play Invest Quest game on iGrad	Workshop & online resource



OVERVIEW OF FINANCIAL WELLNESS ADVISING & PROGRAMMING FOR ALL STUDENTS AND STUDENT LOAN RECIPIENTS

FINANCIAL EDUCATION PROVIDED BY PALO ALTO COLLEGE (31+ HOURS: YOUR SECOND YEAR)

TIMELINE	TOPIC	ACTIVITIES	Delivery Method
August/ September	Review Financial Wellness Syllabus	Visit with a S.H.A.R.E. Sr. Advisor to review resources available to you and what you can do within your second year to budget, spend wisely, and save so that you can graduate	In person
October	Money Management: Saving & Investing	- Attend a Save and Build for the Future Workshop to plan your long-term and medium-term goals - Use iGrad Saving for a Goal Calculator	Workshop & online resource
October	Financial Literacy	- Visit with your assigned certified advisor for academic advising; advisor can be found in the My Page tab of ACES - Receive referrals to Financial Literacy events on campus and resources available	In person
November	Financial Aid	- Complete the FAFSA/TASFA by May 1 - Need help? Attend a Financial Aid Saturday Event, Visit with your advisor or the Welcome Center, or view videos at aie.org/resources/videos/ - You can schedule an appointment with a Trellis Financial Coach who can help apply for financial aid at your transfer institution - Schedule an appointment here: aie.org/coaching/	In person & virtual coaching
November (Student Loan recipients only)	NSLDS and Loan Services Websites	- Understand websites used by Department of Education for your loans and receive assistance creating an account on servicer website by attending a workshop and accessing the iGrad tutorial - Download financial aid record at nslds.ed.gov	Online resource
December	Money Management: Borrowing and Credit Cards	- Attend a Borrow Smart workshop to understand responsible borrowing and credit cards - Complete iGrad Course: Using Credit Cards Responsibly	Workshop & online resource
February	Scholarships (Free Money!)	- Access iGrad: Guide to Scholarships and identify two potential scholarship opportunities - Apply for Alamo Colleges scholarships by April 1 and attend Scholarship Preview Day event for assistance	In person & online resource
February-April 15	Taxes	Visit Voluntary Income Tax Assistance (VITA) site at Palo Alto College to get free assistance in completing your taxes	In person
March (Student Loan recipients only)	Student Loans and Impact on Default	- Use Federal Student Aid's Repayment Estimator - Review loan amounts and Pell eligibility remaining on NSLDS and update contact information with student loan servicer - You can schedule an appointment with a Trellis Financial Coach who can help you understand your loans and default - Schedule an appointment here: aie.org/coaching/	Online resource & virtual coaching

OVERVIEW OF FINANCIAL WELLNESS ADVISING & PROGRAMMING FOR ALL STUDENTS AND STUDENT LOAN RECIPIENTS

FINANCIAL EDUCATION PROVIDED BY PALO ALTO COLLEGE (31+ HOURS: YOUR SECOND YEAR) CONTINUED

TIMELINE	TOPIC	ACTIVITIES	Delivery Method
March	How to Protect Against Fraud/Identity Theft	- Attend a Monitor and Protect Workshop or complete or iGrad Course: Protecting Yourself from Identity Theft and Scams - Play Beware of Spyware or ID Theft FaceOff game on iGrad	Workshop & online resource
March	Financial Literacy	- Visit with your assigned certified advisor for academic advising; advisor can be found in the My Page tab of ACES - Receive referrals to Financial Literacy events on campus and resources available	In person
April/May (Student Loan recipients only)	Student Loans and Repayment Options/Default	- Complete exit counseling in ACES - You will attend Graduation Festival to pick up your cap and gown. During Festival, you will attend a workshop and complete iGrad Course: Mastering Student Loans - You will also schedule an appointment with a Trellis Financial Coach who can help you understand your repayment options - Schedule an appointment here: aie.org/coaching/	Workshop & online resource
May-August	Preparing for a Career	- Attend a Work and Earn Workshop or complete iGrad Course: Understanding Your Paycheck - Access Career Choices tool and Cost of Living calculator	Workshop & online resource
May-August	Saving, Investing, and Retirement	- Attend Save and Build for the Future Workshop or complete iGrad Courses: Investing to Build Wealth and Planning for Retirement during Graduation Festival - Play Invest Quest game on iGrad	Workshop & online resource
May-August	Financial Aid at Your Transfer Institution	- You will also receive information in your graduation status notification letter on how to schedule an appointment with a Trellis Financial Coach to better understand financial aid at your next institution - Schedule an appointment here: aie.org/coaching/	Direct mail & virtual coaching



OVERVIEW OF THE EMERGENCY AID PROGRAM

ABOUT EMERGENCY AID

A study conducted by Scholarship America and the Wisconsin Hope Lab in December 2015 shows emergency aid can help keep you in school and keep you on track to graduate. The average grant given by Scholarship America Dreamkeepers is \$446. With the aid, the organization finds 95 percent of students who receive aid complete their semester and 88 percent enroll in the following semester.

EMERGENCY AID AT PALO ALTO COLLEGE

Emergency aid includes a one-time Emergency Grant program (average of \$600) or one-time Emergency Loan program (\$300 maximum) available to you if you are facing unexpected financial issues. Unexpected costs may be significant enough to result in you taking a temporary or permanent break from college. This program is intended to facilitate your success as a student and help you stay in school and graduate.

Palo Alto College has two programs available:

- The Emergency Grant program does not require repayment and is provided in collaboration with Trellis Company. Emergency grant proceeds must be used for expenses such as: utilities, housing/rent, food, medical/dental, personal automobile expenses, public transportation/bus passes, child care, fuel, etc. The funds cannot be used to cover school expenses, such as parking, fines, tuition, books, supplies, required tools/ equipment etc.
- The Emergency Loan program is funded through a donation from The San Antonio Area Foundation and requires repayment. These funds may be used for certain educational expenses, such as books and supplies, or utilities, housing/rent, food, medical/dental, personal automobile expenses, public transportation/bus passes, child care, fuel, etc.

For more information about the Emergency Aid Program you can apply online at alamo.edu/pac/share. You can also contact the S.H.A.R.E. Center in Student Center, Room 101 or call 210-486-3121.

ADVISING FOR EMERGENCY AID RECIPIENTS

If you are receiving an emergency grant or loan, then you will receive support throughout the application process. You will also have access to campus and community resources to develop a long term plan to help you.

TIMELINE	ACTIVITIES
Ongoing	The Financial Literacy Advisor will assist you in completing the application, explaining the requirements, and processing payment.
One week after award processed and 30 days after award processed	The Financial Literacy Advisor will call you to discuss additional resources needed, and you will be registered for virtual coaching or a workshop.
30-60 days after award processed (loan only)	You will receive a call to remind you of repayment and to answer any questions.

FREQUENTLY ASKED QUESTIONS

What is financial literacy?

The ability to use knowledge and skills to manage financial resources effectively for a lifetime of financial well-being.¹

What is financial well-being and wellness?

Financial well-being and financial wellness are defined as a state of being where a person can fully meet current and ongoing financial obligations, can feel secure in their financial future, and is able to make choices that allow enjoyment of life.²

What does financial security mean?

Financial security refers to the peace of mind you feel when you aren't worried about your income being enough to cover your expenses. It also means that you have enough money saved to cover emergencies and your future financial goals.³

Why is financial literacy important?

Financial literacy is important for better understanding your financial options. Being financially literate will help you feel more confident when making financial decisions. Even if you do not have enough money to cover your monthly expenses, having this type of knowledge and knowing about the resources available to you can help improve your financial situation or prevent it from getting worse.

How are all these terms connected and what do they look like at Palo Alto College for me as a student?⁴



What is a budget?

A budget helps you have a basic understanding of how much money you are making versus how much money you are spending. Creating a budget helps you track what you're spending and establish what you need versus what you want.

What does it mean to manage my money?

Managing your money is understanding where your money is coming from, where it's going, and how to make sure that the way you manage your money aligns with the values that matter most to you.

FREQUENTLY ASKED QUESTIONS

What is a credit score, and why is it important?

Your credit score is a number that ranges from 300 – 850 and is used to indicate your credit worthiness. Your credit report includes all of your credit accounts, credit cards, loans, credit limits, account balances, and payment history. Good credit is important throughout your life and can determine whether you can get items like a mortgage or car loan.

If I am taking out a loan to help pay for school, what do I need to know?

It is important for you to understand that your loan is a legal obligation that you will be responsible for repaying. You may not have to begin repaying your federal student loans right away, but it will require repayment with interest. Throughout your time at Palo Alto College, you will be required to attend workshops to learn more about your student loans and have the opportunity to ask questions.

How do I open up a bank account?

You can apply to open a bank account either in person or online. However, we recommend going in person to discuss your options with a banker. You will need documents that verify your personal information. If you have any questions, then please contact the S.H.A.R.E. Center.

How do I start saving money?

Set up a savings account. It is important to put your saved money into a separate account from the account you use for daily, weekly, and monthly bills.

Where do I go for help?

A Financial Literacy Advisor can work with you individually or connect you to online workshops and individual coaching services. You can schedule an appointment by visiting the S.H.A.R.E. Center located in Student Center 101 or by calling 210-486-3121. Monthly workshops will be held on campus featuring various financial literacy topics.



References:

1. *President's Advisory Council on Financial Literacy* (2008). Washington, D.C.: Annual Report to the President.
2. *Financial Well-Being: The Goal of Financial Education* (2015). Consumer Financial Protection Bureau.
3. Quicken. (2018, July 9). *What is Financial Security?* Retrieved from Quicken Overview : <https://www.quicken.com/what-financial-security>
4. Huston, S. J. (2010). Measuring Financial Literacy . *The Journal of Consumer Affairs*, 296-316.

STUDENT RESOURCES

USEFUL NUMBERS

Academic Learning Studio

Ozuna 150 | 210-486-3790
alamo.edu/pac/computer-labs

Admissions and Records

PC 117 | 210-486-3700
alamo.edu/pac/records-andtranscripts

Adult Learning Academy

Ozuna 136 | 210-486-3410
alamo.edu/pac/communityprograms

Advising Centers

BOLD

PC Annex 200 | 210-486-3366
alamo.edu/pac/BOLD-Advisors

SEED

PC Annex 200 | 210-486-3131
alamo.edu/pac/SEED-Advisors

STEM

PC 114 | 210-486-3660
alamo.edu/pac/STEAM-Advisors

Alamo Colleges Emergency

210-485-0911

Alamo Colleges Non-Emergency

210-485-0099

Alamo Colleges Weather Line

210-485-0189

Aquatic and Athletic Center

PE 110 | 210-486-3800
alamo.edu/pac/aquatic-center

Assessment and Testing Center

OZU 143 | 210-486-3444
alamo.edu/pac/testing-center

Bookstore

SC 121 | 210-486-9572
palaltocollegeshop.com

Business Office

PC 115 | 210-486-3200
alamo.edu/district/business-office

Counseling Services

SC 100 | 210-486-3750
alamo.edu/pac/counselingservices

Disability Support Services

SC 100 | 210-486-3020
alamo.edu/pac/DSS

High School Programs

OZU 116 | 210-486-3170

Library Services

Ozuna 2nd Floor
210-486-3557 alamo.edu/pac/library

Ray Ellison Family Center

REFC | 210-486-3500
alamo.edu/pac/refc

S.H.A.R.E. Center

SC 101 | 210-486-3121
alamo.edu/pac/share

STEM Center

Brazos Hall, Room 101
210-486-3946

Student Life

SC 124 | 210-486-3125
alamo.edu/pac/student-life

Student Financial Aid

PC 102 | 210-486-3600
alamo.edu/district/financial-aid

Student Conduct Officer

SC 101 | 210-486-3755
alamo.edu/pac/cares

Veterans Affairs

PC 111 | 210-486-3111
alamo.edu/pac/veteransaffairs

RECOMMENDED READINGS AND RESOURCES

AIE - Financial Aid Resources
aie.org

360 Degrees of Financial Wellness - Free financial Wellness program with advice based on stage of life
360financialWellness.org

Credit Karma - free credit scores
creditkarma.com

Edvisors - Financial aid, student loans, and scholarships
edvisors.com

FAFSA- The Free Application for Federal Student Aid
fafsa.ed.gov

Federal Student Aid- Get additional information about paying for school and financial aid requirements
studentaid.ed.gov

FinAid! - The smart student guide to financial aid
finaid.org

iGrad - free tool for students to learn about money management
alamo.edu/pac/share

Institute for Financial Wellness - financial education and counseling
financiallit.org

IRS2Go - the official mobile app of the IRS
irs.gov/newsroom/irs2goapp

Mint - free personal budgeting tool
mint.com

Money Smart - Financial education curriculum
fidc.gov/moneysmart

NerdWallet - all things money in one place
nerdwallet.com

Paying the Price: College Costs, Financial Aid, and the Betrayal of the American Dream - Book by Sara Goldrick-Rab (2016)

Prism - billing and personal finance app
prismmoney.com

SupportPay - app to help plan child support payment and other shared expenses
supportpay.com

Virtual Coaching - Free and personalized assistance with topics such as budgeting, student loans, your financial aid package, and credit
aie.org/coaching

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