

K-STATE
AT SALINA



TRiO

STUDENT SUPPORT SERVICES

Student Handbook

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www.salina.k-state.edu/studentsupportservices



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Welcome

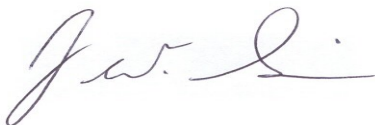
Welcome to Student Support Services and TRiO.

You've taken the first step as a new participant in our TRiO Program. Whether you are a returning student or brand new to college, Student Support Services is here to assist you in any way we can. We are so excited that you are a part of Student Support Services. As a participant you will be eligible for numerous services which include but are not limited to: tutoring services, academic advising, financial aid counseling, personal counseling and our electronic hardware check out program. I must also mention our springtime scholarship which we award to our eligible participants.

I must share with you, as a first generation college student myself, I wish I would have had access to a program like Student Support Services. This program offers not only educational support but personal support and guidance.

Our excellent staff at Student Support Services is here to serve you, the student. We hope that you take advantage of the services we have to offer as our jobs are to help you succeed in college. As you become more familiar with the program and we get to know you better, we want to cater the program to meet your specific needs as a participant. Please take the time to review this handbook. In the following pages you will see contact information for staff and a summary of services that we offer at Student Support Services. We are glad you are here! We hope to see much of you during the upcoming semesters.

Good luck!



Jess W. Simpson
Assistant Director
TRiO/Student Support Services



Contact Information

Student Support Services Program
Kansas State University at Salina
2310 Centennial Road
Salina, KS 67401

Office Hours: M-F 8a.m. — 5p.m.

(785)826-2973
(800)248-5782 (in KS only)
Fax: (785)826-2627
Website: www.salina.k-state.edu/studentsupportservices/

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Primary Services of the Project

- Counseling
 - Academic Planning
 - Personal
 - Peer Mentoring
 - Career Education
- Academic Services
 - Tutoring
 - Academic Enrichment Program
 - Individualized Instruction
 - Computerized Instruction

TRiO

STUDENT SUPPORT SERVICES



History of TRiO

The history of TRiO¹ is progressive. It began with **Upward Bound**, authorized by the *Economic Opportunity Act of 1964* in response to Lyndon Johnson's War on Poverty. In 1965, **Talent Search**, the second outreach program was created as a part of the *Higher Education Act*. In 1968, **Student Support Services**, which was originally known as Special Services for Disadvantaged Students, was authorized by the *Higher Education Amendments* and became the third in a series of educational opportunity programs. By the late 1960s, the term "TRiO" was coined to describe these federal programs.

Over the years, TRiO programs have been expanded and improved to provide a wider range of services and to reach more students who need assistance. The *Higher Education Amendment of 1972* added the fourth program to the TRiO group by authorizing the **Educational Opportunity Centers**. The *1976 Education Amendments* authorized the **Training Program for Federal TRiO Programs**, initially known as the Training Program for Special Programs Staff and Leadership Personnel. Amendments in 1986 added the sixth program, the **Ronald E. McNair Post baccalaureate Achievement Program**. Additionally, in 1990, the Department created the **Upward Bound Math-Science** program to address the need for specific instruction in the field of math and science. The Upward Bound Math-Science program is administered under the same regulations as the regular Upward Bound program, but it must be applied for separately. The *Higher Education Amendments of 1998* authorized the **TRiO Dissemination Partnership Program** to encourage the replication of successful practices of the TRiO programs. And Finally the 2001 appropriations act amended the Student Support Services (SSS) program to permit the use of program funds for direct financial assistance (grant aid) for current SSS participants who are receiving Federal Pell Grants.

The legislative requirements for all the TRiO programs can be found in the *Higher Education Act of 1965, Title IV, Part A Subpart 2*. The requirements for the SSS Grant Aid can be found in the *Omnibus Consolidated Appropriations Act of 2001 (Public Law 106-554)*.

¹Prior to 1992, the Federal TRiO Programs were officially known as Special Programs for Students from Disadvantaged Backgrounds. The three original federal programs from which the "trio" programs derived their name were Upward Bound (1964), Talent Search (1965), and Student Support Services (1968). Though the term TRiO is not an acronym or initialism, it has been retained to avoid confusion. Educators began using the word TRiO to describe these student programs in 1968 with the passage of the Student Support Services legislation. Currently, the TRiO programs are eight in number since the 1998 amendments to the Higher Education Act of 1965 added an eighth program, the TRiO Dissemination Partnership Program, which was authorized in October 1998. In addition to these four already named programs, the other four TRiO programs are: Educational Opportunity Centers, Ronald E. McNair Post baccalaureate Achievement, Training Program for Federal TRiO Programs, and Upward Bound Math-Science.

General Information

In order to be accepted into TRiO, students must meet at least one of the following criteria:

- 1) Be a first-generation college student (neither parent has a bachelor's degree or another four year degree)
- 2) Meet an income guideline (determined each year by the U.S. Department of Education)
- 3) Have a disability

A total of 160 students will be accepted into the TRiO program. Only a certain number of students will be accepted in each category. (See table below)

Criteria	# of Students
Must be First Generation and meet Income Guideline	107
Must meet Income Guideline	5
Must be First Generation	41
Must have a disability and meet Income Guideline	2
Must have a disability	5
Total	160

All students in the program must be United States citizens or permanent residents.

To document financial eligibility, students must provide a copy of their federal taxes, or we will obtain the necessary information from the Financial Aid office. Financial eligibility is determined by the taxable income on the student's and parents' tax forms.

To document first-generation status, students will be asked to indicate their parents' educational attainment on their application.

Students are asked to document their disability status on their application. To confirm this, students will be asked to provide a copy of their IEP documentation or other official documentation for review by TRiO staff.

General Information



Denial to TRiO

The TRiO Staff reserve the right to deny admission to the program even if the student meets the criteria for admission. Possible reasons for denial to the program may include:

- ▶ The student has a history of very poor academic performance
- ▶ The student has erratic enrollment patterns
- ▶ The student shows consistent part-time enrollment
- ▶ The student has no desire to seek a degree
- ▶ The student has already achieved a bachelor's degree
- ▶ The student has a poor disciplinary record on campus



Assessment

Once a student enters the program, they will be asked to complete a Needs Assessment. The results of this assessment will be used to create an Educational Development Plan, which will remain in the student's file and be updated each year. Within thirty days of being admitted into TRiO, the student will be asked to complete additional assessments including:

- ▶ **COMPASS**
Measures achievement levels in reading, language and mathematics.
- ▶ **Discover Computerized Career Guidance Analysis (Discover)**
Measures career aspirations, interests, occupational skills, and abilities.

The Educational Development Plan will include the student's academic and career aspirations, academic calendar of classes for the year, strengths and weaknesses, and objectives and activities to help correct the weaknesses, and to build on the strengths. After the EDP is developed, an intensive academic support system using both one-on-one and group methods will be initiated.

General Information



TRiO Waiting List

Acceptance into the program is very competitive. Students who meet the criteria for acceptance will be placed on a waiting list if the program is full, and invited into the program as other participants graduate and leave the program for other reasons. *Because TRiO must maintain specific numbers of students who meet the first-generation, income, and disability criteria, students may not enter into the program in the same order in which they are placed on the waiting list.*

Full-time students may receive priority over part-time students.



Mid-Term Grade Checks

TRiO staff conduct mid-term grade checks on all students in the fall, spring, and summer semesters. These are not official grades and do not appear on the students' final transcripts. Mid-term grade checks are used to monitor progress in classes and help identify students who are struggling academically so that tutoring or other assistance can be provided.



Academic Warning

Students who earn less than 2.00 in one semester or have a cumulative GPA of less than 2.00 will be placed on Academic Warning. The College of Technology and Aviation places an academic hold on all students who are on academic warning, preventing enrollment in any KSU course.

To remove the academic hold, the student must complete the following:

- 1) Visit the academic warning site at www.sal.ksu.edu/studentservices/aac/probation/index.html
- 2) Review the completed exercises with an academic counselor in the TRiO office in Tullis building Room 103, (785) 826-2973.

The student will be responsible for contacting the TRiO office and scheduling the initial appointment prior to the semester enrollment. The academic hold will not be removed

General Information



Removal from TRiO

Students who are accepted into TRiO may be removed from the program for a variety of different reasons. Some examples are:

- ▶ Disrespectful or abusive behavior toward program staff or other students
- ▶ Deciding not to pursue a degree
- ▶ Ceasing communication with the TRiO staff, failing to return calls, or not responding to other repeated attempts at contact
- ▶ Exhibiting disciplinary problems on campus
- ▶ Failing to attend mandatory meetings
- ▶ Failing to meet with the TRiO advisor while on Academic Warning
- ▶ Dropping out of school for more than one semester
- ▶ Being academically suspended from school



Inactive Status

Students who need to withdraw from a fall or spring semester may request to be placed on inactive status with TRiO for the duration of the semester. Inactive status guarantees that a student will still have a spot in the program if they return the following semester. If the student does not return the following semester, they must reapply to TRiO upon returning to school. (Note: Students who withdraw in the spring semester do not have to return in the summer to reactivate their status.)



Mandatory Meetings

TRiO students are required to meet with the ASO or Assistant Director at least twice each semester. These meetings are designed to help students stay on track and remind them of important calendar dates and deadlines. It is also necessary to periodically review the Educational Development Plan and the success of students following their specifically designed plan of action. It is also required that students attend at least one workshop per semester to qualify for the spring semester scholarship.

General Information



Requirements for Scholarship

Each semester TRiO awards a various number of scholarships to a select group of students who meet the following criteria:

- ▶ Freshman or Sophomore Status
- ▶ Maintain a cumulative 2.8 GPA or higher
- ▶ Be a pell grant recipient
- ▶ Must utilize TRiO Services at least two times per semester
- ▶ Attend at least one workshop per semester.



Change of Information

It is very important for the TRiO office to have students' correct contact information. Students who change mailing addresses, phone numbers, etc. need to contact the TRiO office immediately so that we may make the appropriate changes to our data base.

TRiO Services



Academic Advising

If students enter the program with undeclared majors, the ASC will serve as their academic advisor and enroll them in their classes until they declare a major. Once the students declare a major, the ASC will assist them in transitioning to an academic advisor in the area of their major.

Students are encouraged to make an appointment to talk with the ASC if they have any questions about their academics. Students may visit with them to discuss academic difficulty, a graduation plan, choosing classes, etc.



Priority Enrollment

Freshman and sophomore TRiO students have the opportunity to enroll early for classes each semester. To be eligible for this opportunity, students must have under 60 credit hours at the end of the current semester. Students with 60 credit hours or more at the end of the current semester must enroll with the University's normal enrollment schedule.



Career Counseling

Students may make an appointment with the ASC or Assistant Director to discuss major or career options. TRiO staff have a wide variety of resources to assist students in making the best major or career decision for them.



Personal Counseling

TRiO Students may make an appointment with the ASC or Assistant Director to talk about personal issues. Common issues students face include: adjusting to college, stress management, depression, balancing school, work, and family, and relationship problems. All issues discussed in counseling are kept strictly confidential. TRiO staff also have a wide network of local referral sources for students needing additional services.

TRiO Services



Tutoring Services

TRiO students who are having difficulty in core curriculum classes may request tutoring services. TRiO staff in partnership with the Academic Advising Center recruit, select and train excellent students to serve as tutors.

TRiO students can expect the following from their tutors:

- ▶ The tutor will keep each assigned appointment.
- ▶ The Tutor will assist student in reviewing course materials, answer questions, and help prepare them for examinations.
- ▶ The tutor will assist students in developing stronger study skills.
- ▶ The tutor will act as a role model for the students.

TRiO students receiving tutoring have the following responsibilities:

- ▶ Students must be on time for tutoring appointments.
- ▶ Students must come prepared for the tutoring session. Students should bring textbooks, homework, and questions to the session.
- ▶ Students must be honest with their tutor about material they do not understand.
- ▶ To cancel a tutoring appointment, the student needs to contact the tutor directly, or if that fails, contact the TRiO office.

If a student misses three tutoring appointments, they will have to be re-approved to receive tutoring services. To arrange for a tutor, a student must speak with any TRiO staff.



Graduate School Preparation

TRiO students planning to go to graduate school, TRiO staff will assist them in completing applications, preparing for tests and securing financial aid. The TRiO office has GRE, GMAT, and LSAT test preparation books that students may check out. Students may also use test preparation software on the computers in the Tullis Building Lobby.

TRiO Services



Equipment Loan Program

TRiO has several types of equipment available for checkout. Laptop computers, tape recorders, Palm Pilots and books on tape are available. Students will be asked to complete and Equipment Loan Agreement before any equipment can be checked out. If the equipment is not returned on time, the TRiO Assistant Director will have a business office hold placed on the student's account until the equipment is returned. Students are responsible for all damages to any equipment they check out. Students who are inactive may not check out equipment.



Financial Aid Assistance

TRiO provides many services to assist students with financial aid. TRiO staff assist students in filing their yearly FAFSA paperwork. Computers are available in the TRiO office for students to file their FAFSAs on-line. TRiO staff also monitor several on-line scholarship searches and keep scholarship applications on file in the office. Students are welcome to come in and search for scholarships anytime during business hours.



Grant Aid

Occasionally the Department of Education makes funds available to TRiO for direct grant aid to TRiO students. Regulations for disbursement of this aid are made by the Department of Education. As grant aid becomes available, students will be notified via email of the application process for the aid.

Students who are awarded aid through TRiO will have their aid added to their total financial aid award. Students are expected to complete classes that the grant aid has paid for. If a student receives aid and cannot complete the classes, they must contact TRiO staff before dropping any classes. If a student receives grant aid and drops classes without contacting Student Support Services, they may not reapply for grant aid through TRiO.



Cultural Travel

Students will have an opportunity to travel to area cultural sites and conferences with TRiO. Some travel opportunities will be available to all TRiO students while others will require an application and interview process. While traveling, TRiO will pay for all transportation, meals, and admission tickets. TRiO cannot transport or pay for participants other than TRiO students. Students who are inactive may not travel with TRiO.