

Cincinnati State Technical TRIO Student Support Services

Student Handbook Policies and Procedures Manual 2022-2023

Welcome to the Cincinnati State TRIO Student Support Services (SSS) Program!

Dear TRIO SSS Scholar,

Welcome! We are excited about your decision and commitment to join us in our continued efforts to develop a program specifically designed to serve you. Overall, the goals of TRIO SSS Program are to improve academic skills and to increase transfer and graduation rates.

As a TRIO SSS Scholar, you will have the opportunity to participate in interesting, informative workshops and other program activities designed to meet your specific academic and personal needs. Your TRIO SSS Academic Coaches will provide high-level counseling related to academics, career, financial aid, and transfer; and they will refer you to the appropriate college resources for additional detailed assistance. Furthermore, you can receive individualized or group tutoring from TRIO SSS Tutors or volunteer Faculty Tutors to help guide you toward success in academic courses.

This handbook was created as an easy reference to TRIO SSS information. Please take some time to look it over and become familiar with our services and policies. You will find information pertaining to our mission, policies, services, as well as a Scholar Pledge Sheet for you to review and sign.

The best way to reach your goals is to be an active participant, which means letting us know when you need help. Communication is Key! Do not hesitate to call us, email, text, or stop by and set up an appointment. On the next page is a list of the staff, contact information, and hours of operation. TRIO SSS Staff is here for you! Your Success is our Mission! We wish you a successful educational journey!

Once again, welcome and together we can help you achieve academic success. TRIO WORKS!

Sincerely,
TRIO SSS Staff

Office Hours & Contact Information

TRIO SSS Office, Computer & Printing Hours of Operation

Fall and Spring Semester hours are as follows:

Monday – Friday 8:30 am – 4:30 pm.

The TRIO SSS Office will be CLOSED during holidays and breaks, as noted by Cincinnati State.

Physical Location: 133 Main Bldg. Follow the signs for College Access Programs (CAP).

Contact Information Website: <http://www.cincinnati-state.edu/trio-sss>

TRIO SSS Staff:

- TRIO Interim Director – Mrs. Shelia Bratcher – 513-569-5735
- TRIO SSS Program Manager – Dr. Stefani Stallworth – 513-569-4797
- TRIO SSS Academic Coach – Dr. Sandra Dees – 513-569-1740
- TRIO SSS Academic Tutor – Mrs. E. Carolyn Rutland-White 513-569-4167 (office) or 513-479-0270 (cell).

MISSION

TRIO Student Support Services (SSS)'s Mission is to provide a holistic approach to assisting Cincinnati State SSS-eligible students' in achieving their academic aspirations. Those goals include obtaining a certificate, Associate of Arts degree, and/or transfer to a four-year institution of higher learning. TRIO Student Support Services affords the following benefits for active participants: academic support, personal intervention, and resource referrals which are the underpinnings for academic excellence. TRIO SSS provides a series of individualized, wraparound services to help empower our scholars to attain maximum academic, intellectual, and social growth for successfully navigating college and completing graduation requirements. The fundamental operating principles are to meet the students where they are, provide the right amount of support at the right time, and foster a sense of belonging and hope, which stimulates greater expectations for actualizing success in college and life.

REGULATORY FRAMEWORK

The Higher Education Act of 1965 (as amended through December 1999). In SEC. 402A of the HEA, this empowering legislation grants the authority and authorizes the appropriations for all federal TRIO programs. <https://www2.ed.gov/about/offices/list/ope/trio/statute-trio-gu.pdf>

The Code of Federal Regulations (CFR) for Student Support Services 34 CFR Part 646 [Code of Federal Regulations, Title 34, Part 646](https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html)

<https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

EDGAR (Education Department's General Administrative Regulations) establishes uniform administrative requirements for Federal grants and agreements awarded to institutions of higher education and other non-profit organizations. Refer to at minimum Sections 74 through 75.

<https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

POLICY OVERVIEW

This handbook presents the Cincinnati State TRIO Student Support Services Program's active students' responsibilities, program benefits, and policies and procedures. The Grant is for a five-year period and runs from September 1, 2020 to August 31, 2025.

PROGRAM OVERVIEW

TRIO Student Support Services (SSS) administers services to 180 college students who are first-generation, with limited income, and/or have a documented disability. The thrust of the program is to, annually, assist 180 active scholars in facilitating their successful navigation through Cincinnati State, so that they can persist and successfully meet graduation and/or transfer requirements.

TRIO SSS provides intrusive and holistic support services to help students increase their retention and graduation rates by giving them the tools they need to adapt to the challenges of college life. Of the six required services provided to active participants, three of the most popular offerings in TRIO SSS include academic coaching, counseling, and tutoring.

Program Services

The success of the TRIO SSS program will rely on the effective delivery of the following services:

- **Tutoring**
- **Academic Coaching and Counseling**
- **Financial Aid Assistance and Literacy**
- **Academic Monitoring**
- **TRIO Grant Aid**
- **Scholarship Assistance**
- **Student Development Workshops**
- **Academic Resources and Referrals**

Application Process (Intake)

Once a student completes the SSS enrollment application, the following process will be used to select eligible participants.

STEP 1: Student completes enrollment application (E-form).

STEP 2: Program Eligibility:

- Be a first-generation college student (neither parent nor guardian has a BA degree)
- Meet federal guidelines as outlined by the U.S. Department of Education

- Have a documented disability by a certifying professional

STEP 3: The Director or Program Manager verifies eligibility and determines if the student will be invited to participate.

STEP 4: If the student is invited to participate, applicants are notified by the Assistant Director via email and sent an invitation to complete the pre-orientation surveys. (Noel-Levitz College Student Inventory). Students not accepted into the program are notified by email. Non-admitted students are also invited to meet with the Director or Assistant Director to discuss alternate academic resources.

STEP 5: Orientation: Academic Coaches will develop a Student Action Plan based on the results of the online assessments and the dialogue with the student during Intake/Orientation.

STEPS 6: TRIO SSS Eligibility Data Form is completed, reviewed, signed, and uploaded to BLUMEN Wallet.

Orientation/Assessments/Action Plan (AP)

Academic coaches will review the results of the Noel Levitz CSI and the Writing Assessment with students during the program orientation. Based on the report and the student meeting, a Student Action Plan will be created to address the identified academic risks.

1. **Study Habits:** An academic coach will assist students in developing a study routine to help improve and maintain their overall GPA. However, it is important for students to meet with their academic coach at the first sign of academic difficulty. Your coach will assist you in adjusting your routine as schedule conflicts occur.
 - a. Students should utilize the SSS study and computer area to complete assignments. Staff and tutors will be available to assist with assignments. This connection with the SSS office will assist in networking and developing study groups with other students enrolled in similar courses.
2. **Intellectual Interest:** TRIO SSS provides opportunities for scholars to participate in a variety of intellectual workshops. Scholars will be offered several opportunities to participate along with other students to expand their exposure to intellectual topics.

3. **Tutoring (Math, Science and Verbal Confidence):** The **TRIO- SSS** program will provide tutoring free of charge. Students should contact their academic coach when you first experience academic difficulty.
4. **Desire to Finish College/Counseling Services:** **TRIO-SSS** will provide counseling services that include but are not limited to personal, career, and transfer counseling. Counseling services will be offered based on students' identified needs and will be responsible for helping students navigate the college process to increase their likelihood of graduating
5. **Attitude Toward Educators:** **TRIO SSS** will assist you in identifying student-friendly instructors, discuss strategies to build a good relationship with instructors, and assist students in navigating challenges that may arise in class.
6. **Family Emotional Support and/or Sociability:** **TRIO SSS** will assist students in transitioning to the college environment. In an effort to build academic support system, students will be contacted throughout the term but specifically during mid-term reporting periods.
7. **Opinion Tolerance:** **TRIO SSS** provides opportunities for students to participate in workshops and daily interaction with other students in the SSS study center that garners opinions of diverse populations. These workshops assist students in learning tolerance for others opinions in a safe environment. It is r e c o m m e n d e d that you participate in both activities (workshops and SSS study center).
8. **Career Closure:** The academic coaches assist students by answering any questions regarding your major or career choice. The online Career Coach is available to assist students in deciding on a major or career as well as Career Services. Students are referred to Career Services for career exploration and guidance.
9. **Sense of Financial:** Academic coaches assist students in completing financial aid applications and finding/applying for scholarships. **TRIO SSS** host Financial Literacy workshop that cover topics such as budgeting and saving as well as FAFSA and Scholarship Workshops.

Support Services

Academic Coaching and Counseling

The purpose of academic counseling is to ensure program scholars are following the prescribed curriculum for their individual program(s). Program staff will meet with students once per term to review degree audits, progress and completion of the curriculum, discuss changes in major, as well as provide counseling to program participants. Program staff will contact students to inform students of registration information each semester and communicate deadlines.

Starfish Early Warning Reports

The purpose of the Starfish Early Warning Report is to enable program staff to provide timely academic intervention. During the fourth and ninth weeks of each term, the Starfish Administrator will issue Early Warning Reports. These reports will be sent to the program participant's instructors, requesting an assessment of the student's progress to date. Upon receiving a response from the instructor, the TRIO SSS Staff will contact each student, advising him/her of their progress and make recommendations for any needed intervention. A copy of the Early Warning Report and actions will be documented.

Completion Recognition

An annual graduation celebration will be held each May to honor the accomplishments of the graduating program participants.

TRIO Grant Aid

Students are selected based on Pell eligibility, GPA, number of credits hours registered, and program participation. Eligibility and awards are made according to federal financial aid guidelines and with a Cincinnati State financial aid liaison. Grant Aid is primarily awarded in the Fall and Spring Semesters. Students must maintain a minimum of a 2.5 GPA and carry 6 credit hours. Exceptions for students who do not meet all eligibility requirements can be made based on a Program Staff recommendation.

Student Computers (located in Main 133)

Student computers are for TRIO SSS scholars only. Usage is limited to academic work and is subject to the College's internet policies. Any abuse of these policies will result in the loss of computer privileges.

Social Media

A Cincinnati State Student Support Services TRIO Blackboard site will be maintained by program staff. The purpose of the site is to maintain contact with students for the purpose of achieving program goals, building a network of support among program participants, and sharing important information.

TRIO Student Support Services (SSS) – TRIO Scholars’ Pledge Sheet

I, _____, agree to participate fully in the TRIO SSS Program. *Please Print your name*

As a TRIO Scholar my responsibilities include the following:

- To remain in good academic standing at Cincinnati State. (Must maintain a 2.0 GPA).
- Do not drop/withdraw from a course without meeting with your academic coach.
- Contact an Academic Coach when circumstances prevent you from continuing in college.
- Meet with your SSS Academic Coach at least twice each semester (at the beginning and end).
- Attend two workshops per semester. At least one workshop is provided each month.
- Attend one cultural activity per program year. Scholars will receive a notification.
- Sign a new Scholar Pledge Sheet (this page).
- Attend tutoring sessions, as needed. This can be with your professors, the TRIO SSS tutors or the college’s Math, Writing, or Tutoring Centers. Just get the help that you need to be successful.
- Abide by the standards or requirements presented in your TRIO SSS Student Handbook. The link can be found at www.cincinnati-state.edu/trio-sss

Signature of TRIO Student Support Services Scholar

Date