



student support services

## **2010-2011 Participant Handbook**

Welcome to Labette Community College's Student Support Services! Student Support Services is a TRiO Program funded by the U.S. Department of Education to help first-generation, income-eligible students achieve college success. We are excited about your decision and commitment to join us in our efforts to develop a program specifically designed to serve your needs as an LCC student.

Student Support Services has one goal for all of our students: SUCCESS. Whether that success for you means personal achievement, academic excellence, or career preparedness, Student Support Services is here for you. As a Student Support Services participant, you will have the opportunity to attend interesting, informative workshops designed to meet specific academic and personal needs, and to receive tutoring from qualified, trained tutors to help you be successful in your academic and vocational courses. In return for the benefits we provide our students for participation, we ask only for your commitment to your own success.

We look forward to this new academic year and hope that it brings success for us all!

Sincerely,

Kelly Kirkpatrick, Director  
Student Support Services  
Labette Community College  
200 South 14th Street  
Parsons, KS 67357

# TRiO

---

**STUDENT SUPPORT SERVICES**

# TABLE OF CONTENTS

1

<b>What is Student Support Services?</b> .....	<b>3</b>
Student Support Services Staff.....	3
Participant Commitment .....	4
<b>SSS Program Policies</b> .....	<b>4</b>
Participation Credit .....	4
Code of Conduct.....	5
Probation.....	5
Attendance Policy .....	5
<b>Textbook/Equipment Loans</b> .....	<b>5</b>
Textbooks .....	5
Equipment.....	5
<b>Advising Services</b> .....	<b>6</b>
Academic .....	6
Career .....	6
Personal.....	6
Financial Aid .....	6
Advocacy .....	6
<b>Academic Services</b> .....	<b>6</b>
Academic Performance Expectations.....	6
Mandatory Tutoring.....	6
Professional & Peer Tutoring.....	6
Campus Visits.....	7
Awards & Special Recognitions .....	7
Student Advisory Committee (SAC) .....	7
Newsletter & Calendar .....	7
Web.....	7

## What is Student Support Services?

Student Support Services is one of the seven Federal TRIO Programs funded through the United States Department of Education. Other TRIO Programs include Upward Bound, Upward Bound Math/Science, Upward Bound Veterans, Educational Opportunity Centers, Ronald E. McNair Post Baccalaureate Program, and Talent Search. These programs are designed specifically to assist limited income, first-generation college students, and/or students with a disability enroll in and successfully graduate from a post secondary educational institution. There are over 1,200 TRiO programs throughout the country assisting college students just like you. Labette Community College hosts two of these programs: Student Support Services and Talent Search.

LCC's Student Support Services program is funded to serve 215 students. To qualify for SSS services, currently enrolled LCC students enrolled in at least 6 credit hours must meet at least one of the following criteria:

1. Be a first-generation college student. (Neither parent has a four-year college degree.) **OR**
2. Come from a low-income family (based on taxable income.) **OR**
3. Have a documented disability.

SSS offers these services to help you achieve college success:

- |                               |                              |
|-------------------------------|------------------------------|
| § Tutoring & Academic Support | § Grant Aid                  |
| § Academic Advising           | § Text Book Loans            |
| § Workshops                   | § Electronic Equipment Loans |
| § Campus Visits               | § Leadership Opportunities   |

## Student Support Services Staff

SSS offices are located in the Student Success Center. Daily hours are 7:30 a.m. to 6:00 p.m., Monday through Thursday and 7:30 a.m. to 4:30 p.m. on Fridays.

**Kelly Kirkpatrick**, Director  
Office Phone: 620-820-1149  
Cell Phone: 620-423-5185  
E-mail: KellyK@labette.edu

**Brent Johnston**, Assistant  
Phone: 620-820-1143  
E-mail: BrentJ@labette.edu

**Juliana Kepner**  
Academic Advisor & English Coordinator  
Phone: 620-820-1139  
E-mail: JulianaK@labette.edu

**Sam Jack**  
Academic Advisor & Tutor Specialist  
Phone: 620-820-1141  
E-mail: SamJ@labette.edu

**Rikke Mitchell**, Academic Advisor  
Phone: 620-820-1141  
E-mail: RikkeM@labette.edu

Students are welcome to drop in to the Student Support Services offices any time during office hours.

## **Participant Commitment**

Many students think they lack the capabilities or the financial assistance to attend college and succeed. Those students selected for participation in Student Support Services have indicated a sincere willingness to improve themselves and are committed to the goal of college success. Because of the expense, time, and effort the staff must give to a Student Support Services participant, we request that those students make a sincere commitment to themselves and to the program.

Upon acceptance into Student Support Services, these are the commitments we ask from each individual participant in order to remain in the program and to be eligible for benefits:

The following is my understanding of the services offered to me and my responsibilities as a participant:

1. All program opportunities and services are provided at no cost to me and are intended to help me grow both academically and personally.
2. In return for these services, I agree to participate in the following:
  - § Meet with a Student Support Services Advisor a minimum of three times throughout the semester and upon request of the Academic Advisor.
  - § Contact my instructors before each meeting with my SSS Academic Advisor in order to learn of my current standing in each of my courses
3. I understand that as my needs change; i.e., grades improve, class attendance is satisfactory, etc. that I may change the Academic Plan with my advisor.
4. I understand that Student Support Services has provided information about financial aid opportunities at Labette Community College.
5. I understand that if I do not uphold the terms and conditions of this commitment, I may be denied further participation in the Student Support Services program.
6. I authorize the release and/or acquisition of appropriate educational and/or personal documents and information deemed necessary by the Student Support Services Project Director and/or Academic Advisor for official use at Labette Community College. This includes permission for the Student Support Services Project Director and Academic Advisor to share my academic reports with Labette Community College faculty and staff upon their request to aid in my plan of success for graduation and/or transfer. This authorization continues from semester to semester, as long as I am currently enrolled in Labette Community College courses.
7. I give Student Support Services permission to use my photo, taken during Student Support Services activities, for Student Support Services newsletters, bulletin boards, website or other public relation announcements.
8. I understand my participation in Student Support Services is confidential. However, I give the project staff the right to disclose information about the possibility of inflicting harm to myself or others to the appropriate personnel.

Students sign this commitment during their intake interviews. The commitment stays in the student file and is considered binding and in effect as long as the student is continually enrolled at LCC.

## **SSS Program Policies**

### **Participation Credit**

To maintain your status as an active Student Support Services participant and to be eligible for textbook loans, equipment loans, and College Completion Grant Awards, you must meet with your advisor a minimum of 3 (three) times during each semester. The first meeting must take place before the end of the third week of the semester. Subsequent meetings are then scheduled by the student and advisor at their convenience.

SSS participants must also be in good academic standing, defined as having a cumulative GPA of 2.0 or greater. You will be responsible for reporting your academic standing to your advisor during your meetings throughout the semester.

## Code of Conduct

In order to maintain an atmosphere conducive to educational pursuits, Student Support Services maintains a Code of Conduct. All participants are expected to behave in a manner consistent with the mission of both the College and the program. Participants are reminded that they are representatives of LCC and Student Support Services when they are off campus as well as on campus. **Failure to conform to this code of conduct will result in the disciplinary sanctions of Labette Community College and may result in the student being dismissed from the Student Support Services program.**

The Code of Conduct lists the following behaviors as unacceptable:

- § Using foul language
- § Misconduct, including disrespect for and disturbing others
- § Physical and/or verbal abuse or mistreatment of any person
- § Theft, vandalism, defacement, or damage to property
- § Disorderly conduct
- § Drinking illegally or using any illegal substances
- § Smoking in nonsmoking areas

## Probation

Participation in Student Support Services is a privilege. Students who do not honor their obligations to Student Support Services may face disciplinary action including but not limited to having privileges restricted or revoked or facing dismissal from the program entirely. Students are notified individually of their probationary status and the requirements they must fulfill in order to be returned to full participant status.

## Attendance Policy

Student Support Services students are expected to keep appointments with both professional staff and with peer tutors. Excessive or unexcused absences from Student Support Services activities or appointments may lead to a student's dismissal from the program.

## Textbook/Equipment Loans

### Textbooks

Student Support Services participants who would like to borrow a textbook must be an active member of the program for one academic semester. To be considered active, the participant must have been in contact with his or her SSS Academic Advisor in the previous semester OR have satisfied the requirements of a previous textbook loan.

A participant who does not return the textbook(s) he/she has been loaned will have a hold placed on his/her academic records. This hold will remain on his/her record until the textbooks are returned or a set fee of \$75 per book is paid to the Student Support Services supplies account.

### Equipment

Any current Student Support Services participant is eligible to borrow equipment without a prior semester of participation in the program. Calculators and recording devices may be checked out for extended times, up to an entire semester. Laptops may only be checked out for two weeks at a time. Any exceptions to this policy must be approved through the Director.

Participants who do not return the equipment they have been loaned will have a hold placed on their academic records. This hold will remain on their record until they have returned the equipment or paid the **replacement value** of the equipment to the Student Support Services supplies account.

## **Advising Services**

### **Academic**

All LCC students are assigned a Student Support Services Academic Advisor. Advisors can offer advice regarding course selection and dropping or adding classes. SSS Academic Advisors are available to discuss academic planning, review of the Learning and Success Plan, 4-year transfer equivalencies, and other related curriculum questions.

### **Career**

Student Support Services Academic Advisors can help participants select a concentration. Several career assessment tools and web sites are available to Student Support Services participants which can aid in this process as well. SSS staff will also assist in resume development, job search, and interview skills.

### **Personal**

Participants may choose to visit with a Student Support Services Advisor to discuss any personal concern. The SSS Academic Advisors are always available through phone, e-mail, walk-in, and scheduled appointments. SSS Academic Advisors will also refer participants to campus and community resources.

### **Financial Aid**

Student Support Services Academic Advisors can help participants complete financial aid paper work, offer updates on scholarships, and provide timely information regarding the financial aid process. Student Support Services also provides financial aid workshops each year.

### **Advocacy**

Student Support Services Academic Advisors will act as advocates on a participant's behalf when needed. Participants are encouraged to turn to Student Support Services if they need help navigating the system or working with another department on campus. SSS Academic Advisors often work with outside resources and provide recommendation letters when requested.

## **Academic Services**

### **Academic Performance Expectations**

All Student Support Services participants are expected to maintain a minimum of a 2.0 GPA. Students who do not maintain this GPA requirement will be subject to academic interventions prescribed by their Academic Advisors.

### **Mandatory Tutoring**

Any participant whose college GPA falls below the minimum Student Support Services GPA requirement of 2.0, will be required to receive a discretionary amount of tutoring per week for a minimum of one semester or until his/her GPA meets the requirements of the Student Support Services Academic Advisor.

### **Professional & Peer Tutoring**

Student Support Services professional assistants in English/Reading and Math who help Student Support Services participants with English, composition, research, reading comprehension, and math courses.

SSS's Peer Tutoring Program is very extensive. Services offered include one-on-one, group, and drop-in tutoring for General Education courses in the Student Success Center. The peer tutors not only have expertise in their subject areas, but are also trained in study and learning skills. SSS participants who

need tutoring or help in English or math will be referred to the English/Reading and/or Math professionals in the Student Success Center **before** a peer tutor will be assigned.

All tutoring is offered to SSS participants free of charge.

### **Campus Visits**

Student Support Services provides the opportunity for participants to attend transfer days and college visits to 4-year schools they are interested in. Trips to schools within 1.5 hours' drive are generally one-day in length. Trips to schools farther away are generally one or two overnights in length. Space is generally limited on these trips and participation is limited to participants in good academic standing.

### **Awards & Special Recognitions**

Student Support Services is proud to acknowledge outstanding achievements of SSS participants each academic year. Student Support Services honors a Student of the Month each month during the academic year and, in May, sponsors the "Shed the Light" Appreciation Reception, which recognizes outstanding SSS participants, peer-tutors, peer-mentors, faculty, and staff.

### **Student Advisory Committee (SAC)**

The Student Support Services SAC is comprised of SSS participants interested in leadership. Members will have a voice in planning SSS trips, workshops, and projects and will serve as ambassadors for Student Support Services at LCC and in the community. Students interested in participating in the SAC should contact Juliana Kepner in the Student Support Services offices.

### **Newsletter & Calendar**

Student Support Services sends out a monthly calendar and a bi-monthly newsletter. It is helpful to read the newsletter as important and timely information is presented.

### **Web**

Student Support Services has pages on the LCC website which feature the newsletter, events, calendar, study skills and career links, Students of the Month, and general program information at [www.labette.edu/stusvcs/sss](http://www.labette.edu/stusvcs/sss)