



## STUDENT SUPPORT SERVICES INFORMATION SHEET

THE STUDENT SUPPORT SERVICES PROGRAM IS DESIGNED TO PROVIDE SUPPORT SERVICES TO ENHANCE STUDENTS ACADEMIC SKILLS, INCREASE THEIR RETENTION AND GRADUATION RATES AND AS APPROPRIATE, FACILITATE ENTRANCE INTO FOUR-YEAR COLLEGES.

James Sprunt Community College's Student Support Services program has a Director, Transfer Counselor, Special Needs Advisor, Academic Skills Specialist, Math Skills Specialist, Technology Assistant, and a Program Assistant to provide academic, personal, financial, social, and career counseling to each participant. Counseling services will be provided to students both individually and in-group settings. The strategies used to counsel students will focus on self-concept improvement, developing of self-responsibility and problem-solving ability not only for success here, but when they transfer to another college and/or enter the world of work.

The following services are available to eligible participants:

- ✍ Instruction in reading, writing, study skills, mathematics and other subjects necessary for success at JSCC and beyond
- ✍ Tutorial services
- ✍ Services for participants with special needs
- ✍ Academic, financial, or personal counseling
- ✍ Exposure to cultural events and academic programs
- ✍ Assistance in obtaining student financial aid
- ✍ Information on career/education opportunities

All participants must be currently enrolled or accepted for enrollment in the next academic term at James Sprunt and have an established need for academic assistance. All participants must be either low-income, first-generation, or have a disability.

**Director ..... (910) 296-2445**  
**Program Assistant..... (910) 296-2446**  
**Transfer Counselor ..... (910) 296-1058**  
**Academic Skills Specialist ..... (910) 296-2427**  
**Math Skills Specialist ..... (910) 296-1256**  
**Special Needs Advisor ..... (910) 296-2447**  
**Technology Assistant ..... (910) 296-1714**



## **SERVICIOS DE APOYO DE ESTUDIANTES (STUDENT SUPPORT SERVICES)**

### **HOJA DE INFORMACIÓN**

EL PROGRAMA DE SERVICIOS DE APOYO DE ESTUDIANTES ESTÁ ESTABLECIDO PARA PROVEER SERVICIOS DE APOYO A LOS ESTUDIANTES PARA AYUDARLOS A MEJORAR ACADÉMICAMENTE, PARA AUMENTAR EL INDICE DE RETENCIÓN Y GRADUACIÓN Y CUANDO ES APROPIADO, AYUDARLOS CON ENTRADA A LOS COLEGIOS DE CUATRO AÑOS.

El programa de Servicios de Apoyo de Estudiantes en el colegio de James Sprunt (James Sprunt Community College) tiene un director, un consejero para transferir a otro colegio, un consejero para casos especiales, un especialista académico, un especialista en matemáticas, un asistente técnico, y una asistente para proveerle a cada estudiante apoyo académico, personal, financiero, social y guía para elegir una profesión / carrera. Los consejeros se reúnen con los estudiantes individualmente y en grupos. Las estrategias para aconsejar a los estudiantes se enfocan en el concepto de mejoramiento individual, el desarrollo de responsabilidad individual y la habilidad de resolver problemas; no solo para tener éxito aquí pero también cuando transfieren a otro colegio y/o entran en el mundo del trabajo.

Los siguientes servicios están disponibles para los estudiantes que son elegibles:

- Instrucción en lectura, escritura, como estudiar, matemáticas y otras materias para tener éxito en JSCC y en el futuro
- Servicios tutoriales
- Servicios para estudiantes que necesitan ayuda especial
- Apoyo académico, financiero o personal
- Participación en eventos culturales y programas académicos
- Asistencia en obtener asistencia financiera para estudiantes
- Información sobre oportunidades educacionales / profesionales

Para participar, el estudiante, debe estar apuntado o aceptado para empezar en el próximo semestre académico en James Sprunt y ya haya establecido la necesidad para ayuda académica. Todos los participantes deben tener poco ingreso de dólares, o ser la primera generación que asiste a un colegio o tener un impedimento.

**Director..... (910) 296-2445**  
**Asistente..... (910) 296-2446**  
**Consejero de transferencias..... (910) 296-1058**  
**Especialista académico..... (910) 296-2427**  
**Especialista de matemáticas ..... (910) 296-1256**  
**Consejero de casos especiales ..... (910) 296-2447**  
**Asistente técnico ..... (910) 296-1714**



# JAMES SPRUNT COMMUNITY COLLEGE STUDENT SUPPORT SERVICES APPLICATION FORM

(please complete using Black or Blue ink)

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

E-mail address: \_\_\_\_\_

Status: \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed

Ethnic Type: \_\_\_\_\_ White \_\_\_\_\_ African American \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American/Alaskan \_\_\_\_\_ Other

Are you a United States Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Did either parent graduate from a four-year college/university? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Don't know

College Entrance Date: \_\_\_\_\_ Primary Major: \_\_\_\_\_ Secondary Major: \_\_\_\_\_  
Current grade level in college: \_\_\_\_\_ 1<sup>st</sup> year, never attended \_\_\_\_\_ 1<sup>st</sup> year, freshman \_\_\_\_\_ 2<sup>nd</sup> year

Are you planning to transfer to a four-year college/university? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ undecided  
If yes, which school? \_\_\_\_\_ Degree Desired: \_\_\_\_\_

Were you a participant in another TRIO Program? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Don't know

If yes, please indicate which program:

_____ Upward Bound	Agency/School _____
_____ Educational Talent Search	Agency/School _____
_____ Educational Opportunity Centers	Agency/School _____
_____ Student Support Services	Agency/School _____

## INCOME VERIFICATION

Were you born before January 1, 1983? \_\_\_\_\_ Yes \_\_\_\_\_ No (If no, student must provide income for parent/guardian/spouse.)

Total number in your immediate household (for tax purposes): \_\_\_\_\_

Total family taxable\* income: \_\_\_\_\_

I certify that the income listed above is my family taxable income.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature, if applicable

\_\_\_\_\_  
Date

\*Taxable income is less than adjusted income

Are you receiving any type of financial aid? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what type? \_\_\_\_\_ Pell Grant \_\_\_\_\_ Work/Study \_\_\_\_\_ Loan \_\_\_\_\_ Scholarship \_\_\_\_\_ WIA

If no, reason: \_\_\_\_\_

Do you have a disability: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, documentation is required.

**I HEREBY CONSENT TO THE RELEASE OF MY ACADEMIC AND FINANCIAL AID RECORDS/INFORMATION TO THE STUDENT SUPPORT SERVICES PROGRAM. THIS IS EFFECTIVE FOR THE PERIOD FOR WHICH I AM ENROLLED AT JAMES SPRUNT COMMUNITY COLLEGE.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# JAMES SPRUNT COMMUNITY COLLEGE STUDENT SUPPORT SERVICES PROGRAM PARTICIPANT CONTRACT

## YOUR RESPONSIBILITIES TO US:

- ✓ Take the LASSI – Learning and Study Skills Inventory
- ✓ Meet with a staff member at least once a month and for mid-semester conferences
- ✓ Attend at least **one** workshop (test taking, time management, decision making interview skills, etc.) during the semester to develop academic survival skills
- ✓ Contact the Academic Skills Specialist if you decide to stop meeting with your assigned tutor; if there are problems with your tutor; and/or if you are unable to meet for your tutoring session
- ✓ Evaluate the tutor and program services as requested
- ✓ Pursue your program/degree to completion and/or transfer to a four-year college (if that is a part of your academic plan)
- ✓ Notify the Special Needs Advisor if accommodations are needed

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I, \_\_\_\_\_, have received and reviewed a copy of the following forms:

- \_\_\_\_\_ SSS Information Sheet
- \_\_\_\_\_ Computer, Study Skills Lab & Tutoring Room Rules
- \_\_\_\_\_ SSS Supplemental Grant Aid Criteria *(If interested, students will need to complete an application each semester. Primary consideration given to novice applicants with greatest need.)*
- \_\_\_\_\_ SSS Travel Guidelines
- \_\_\_\_\_ SSS Participant Contract
- \_\_\_\_\_ LASSI Instruction Sheet  
*(Students must take the LASSI at least once upon enrollment in the SSS Program.)*
- \_\_\_\_\_ JSCC Acceptable Use Policy

I understand the opportunity I have been given to participate in the Student Support Services Program. My signature below indicates I have been informed, and my willingness to abide by the rules established by the Student Support Services Program. I further understand that should I violate these rules, my privileges may be suspended or terminated upon the approval of the Director of Student Support Services & Upward Bound Programs. In addition, I understand that the Dean of Student Services may be contacted.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# OPEN COMPUTER LAB RULES

1. **The SSSP/UB Open Computer Lab is designated for TRIO Participants ONLY.**  
(Visitors please see a staff member for assistance.)
2. When using the Open Computer Lab, please **sign in** when you enter, and **sign out** when you leave.
3. Participants using the computers for assignments have priority over those using the computers for personal use.
4. Participants are to print only school-related work. Please use the Library or the Academic Support Center for personal copies.
5. Participants are allowed to **print a maximum of 20 copies per day.**
6. When using the Open Computer Lab, please comply with JSCC's Acceptable Use Policy (please see current JSCC Catalog and JSCC website – [www.jamessprunt.edu](http://www.jamessprunt.edu)).
7. When the Lab is fully occupied, there is a one (1) hour time limit per session.
8. To keep a conducive working environment, we ask participants to be respectful of others, and keep the noise level to a minimum.
9. Children are **restricted** from the Open Computer Lab.
10. Eating and drinking is **prohibited** in the Open Computer Lab.
11. Please put your trash in the garbage container. (Leave your work area clean)
12. Save all your work on a disk, saving to the hard drive is prohibited and **your files will be deleted.**
13. If you have a problem with the computer. Please seek the assistance of the Technology Assistant, or another staff member (please do not attempt to fix the computer yourself).
14. The downloading of instant messenger and other items from the Internet is **STRICTLY PROHIBITED.**
15. Please turn cell phones off or on silent mode while in the Computer lab and please place and take your calls outside of the Computer Lab.

**Open Computer Lab Hours are posted on the door each semester.**

**Participants who violate the Open Computer Lab Rules will:**

1. On the first offense, be given a verbal warning.
2. On the second offense, be given a written warning from the director of SSS/UB.
3. On the third offense be suspended from the Open Computer Lab for a period of time to be determined by the Director of SSS/UB, and must meet with the Director before returning to the Computer Lab. Additionally, the Dean of Student Services may be contacted (please see current JSCC Catalog and JSCC website – [www.jamessprunt.edu](http://www.jamessprunt.edu)).

# OPEN STUDY SKILLS LAB & TUTORING ROOMS RULES

1. **The SSSP/UB Study Skills Lab & Tutoring Rooms are designated for TRIO Participants ONLY.** (Visitors please see a staff member for assistance.)
2. When using the Study Skills Lab or the Tutoring Rooms, please **sign in** when you enter, and **sign out** when you leave.
3. If you are in a tutoring session, or working with the Math Skills Specialist, you will not need to sign in or out. Your time will be recorded differently.
4. To keep a conducive working environment, we ask participants to be respectful of others, and keep the noise level to a minimum.
5. Children are **restricted** from the Study Skills Lab & Tutoring Rooms.
6. Please put your trash in the garbage container. (Leave your work area clean)
7. Please leave your work area clean so other participants can work in a neat and clean environment.
8. Eating and drinking is **prohibited** in the Study Skills Lab & Tutoring Rooms.
9. Please turn cell phones off or on silent mode while in the Study Skills Lab & Tutoring Rooms and please place and take your calls outside of the Study Skills Lab & Tutoring Rooms.

## **Participants who violate the Open Study Skills Lab & Tutoring Rooms Rules will:**

1. On the first offense, be given a verbal warning.
2. On the second offense, be given a written warning from the Director of SSS/UB.
3. On the third offense be suspended from the Study Skills Lab & Tutoring Rooms for a period of time to be determined by the Director of SSS/UB, and must meet with the Director before returning to the Study Skills Lab & Tutoring Rooms. Additionally, the Dean of Student Services may be contacted please see current JSCC Catalog and JSCC website – [www.jamessprunt.edu](http://www.jamessprunt.edu)).

**Open Study Skills Lab & Tutoring Rooms Hours are posted on the door each semester.**

# **JSCC ACCEPTABLE USE POLICY**

James Sprunt Community College is committed to providing users with a variety of resources including electronic resources and Internet access. The College receives Internet access through the North Carolina Integrated Information Network. As a subscribing agency, JSCC employees, student and public users are subject to Policy and Guidelines on the Use of the Internet: Use of the North Carolina Integrated Information Network – Revision No. 2. This can be accessed by: [irmc.state.nc.us/documents/approvals/NCInternetPolicyRev2.html](http://irmc.state.nc.us/documents/approvals/NCInternetPolicyRev2.html). The Acceptable Use Policy of James Sprunt Community College is in accordance with the NCIIN policy.

All users of James Sprunt Community College computers are expected to use the computer in a legal, ethical, and responsible manner. The College considers access to its computer services a privilege, which may be limited to or forfeited by abuse, misuse, or violations for the following conditions.

## **Acceptable Use of Computer Services**

Users shall comply with all federal and state laws pertaining to copyright privacy and confidentiality, and the transmission of illegal, harassing, or obscene materials.

Users shall use the computer only for educational, instructional and administrative purposes.

Users shall use the computer in a manner that does not impede access by other authorized users by unnecessarily typing up network resources or disrupting the use of the network.

Users shall show respect for other users, both JSCC users and users who can be reached through network connections, by adhering to proper network etiquette.

Users shall show respect for the integrity of the computer system and all networks by operating the system properly.

Users may access their personal E-mail from JSCC computer Internet access. However, for security reasons it is the responsibility of all users to protect their individual passwords. Authorized JSCC personnel may need to access and view such files due to technical problems, unauthorized or illegal use, or any other manner inconsistent to acceptable use policies.

Only authorized JSCC personnel shall be allowed to load software to any computer, either from a disk, CD, the Internet, or any other network source.

**Unacceptable Uses of Computer Services** include but are not limited to the following:

Users shall not use the computer services to operate a business.

Users shall not load or download software to a JSCC computer without proper authorization from the MIS Department.

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Users shall not interfere with other users' use of the computer.

Users shall not transmit or post profane, harassing, UN solicited, or advertising materials over the computer.

Users shall not alter the network configuration of computers, use another user's password, attempt to access the confidential materials, modify or decompile files, disrupt or "crash" the system, or use the computer in a manner that will interfere or interrupt others' use of the computer networks.

James Sprunt Community College is not responsible for the accuracy of any information accessed through its computers or network connections, or for any problems caused by delays, inaccessible sites, or interruptions to the service. Users assume responsibilities for the accuracy of information they obtain or use.

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JAMES SPRUNT COMMUNITY COLLEGE  
STUDENT SUPPORT SERVICES  
**TRAVEL POLICY**

James Sprunt Community College and the Student Support Services Program strictly prohibit the consumption of alcoholic beverages while on Student Support Services sponsored functions. We also expect our participants to act in a mature and responsible manner throughout the course of travel, and while we are at the hotel. JSCC college catalog clearly states that, "Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises or as part of any college sponsored activities." Any student that violates this policy will be subject to disciplinary action. You are also not to bring any guns, weapons or knives on this trip. Security checks may be a possible reality on trips; therefore, it is important that you comply with the policies established by James Sprunt Community College and the Student Support Services Program.

# SSS SUPPLEMENTAL GRANT AID SELECTION CRITERIA

The goal of the Student Support Services program is to provide financial support to SSS participants as allowed by the Student Support Services regulations. The support will be used to assist students, who receive the PELL grant and are in danger of dropping out of college for financial reasons to remain in college.

SSS grant aid is financial grant aid that a SSS project may award to current year participants in the project who are in their first two years of postsecondary education and who are receiving Federal Pell Grants.

The students will be identified by the following measures:

- Student **MUST** receive Pell Grant.
- LASSI – Students must take the LASSI test at the beginning of the semester. The test is designed to identify individual learning styles and strategies.
- Provide SSS program with a copy of your class schedule (each semester).
- Meet with a staff member at least once a month and mid-semester.
- Attend at least **one** workshop (test taking, time management, decision making interview skills, etc.) during the semester to develop and/or enhance academic survival skills.
- Have a GPA of 2.2 (freshmen), 2.5 (sophomore) or better to be considered for Grant Aid.
- Pursue your program/degree to completion and/or transfer to a four-year college (if that is a part of your academic plan). Transfer students should attend at least one campus visit, and/or College Day session. Contact Transfer Counselor for details/dates/times.
- For 3-year-students: you must have signed Joint Enrollment form.
- Contact the Academic Skills Specialist if you decide to stop meeting with your assigned tutor; if there are problems with your tutor; and/or if you are unable to meet for your tutoring session.
- Evaluate the tutor and program services as requested.
- A signed Participant Contract must be on file.
- Notify the Special Needs advisor if accommodations are needed.

**The SSSP Financial Aid Advising Committee will recommend participants to receive grant aid based on the following criteria and points system:**

Low-Income and First Generation – 10 points

Low Income Only or First Generation Only – 5 points

Single, Head of Household – 2.5 points

Disabled – 2.5 points

Participation in Project Services/Activities: Mid-semester – 5 points Workshops – 5 points

LASSI – 5 points Tutorial Services – 5 points Counseling/Advising – 5 points

TRiO Day celebration/cultural events/campus visit – 5 points

Assisted lab/Computer assisted instruction – 5 points

**TOTAL: 50 points maximum**