



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 Advisor, Math Skills Advisor, Technology Assistant, and a Administrative 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
Administrative Assistant.....(910) 296-2446
Program Counselor(910) 296-1058
Academic Skills Advisor(910) 296-2427
Math Skills Advisor(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 evento 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 Programa.....(910) 296-1058
Consejero académico(910) 296-2427
Consejero de matemáticas.....(910) 296-1256
Consejero de casos especiales(910) 296-2447
Asistente técnico(910) 296-1714

Revised Agust 2010



2010-2011

STUDENT SUPPORT SERVICES APPLICATION FORM

(please print neatly using Black or Blue ink)

Name: _____ Social Security #: _____
Last first MI Student ID #: _____

Residential Address: _____

Mailing Address: _____

Are you a United States Citizen? (please circle one) Yes No

Home Phone: _____ Date of Birth: ____/____/____ Gender: (please circle one) Male Female

Cell Phone: _____ JSCC E-mail address: _____@mail.jamessprunt.edu

Status (please circle one): Single Married Separated Divorced Widowed
Ethnic Type (please circle one): White African American Asian/Pacific Islander Hispanic Native American/Alaskan Other _____

Emergency Contact: _____ Phone: _____

Did either parent graduate from a four-year college/university? (please circle one) Yes No Don't know

Do you have a college degree? (please circle one) Yes No

JSCC Entrance Date: ____/____/____ Major: _____

Current grade level (please circle one):
1st year (never attended, 0 hours earned)
1st year (freshman, less than 32 hours earned)
2nd year (32 or more hours earned)

Are you planning to transfer to a four-year college/university? (please circle one) yes no undecided

If yes, which school? _____ Degree Desired: _____

Were you a participant in another TRIO Program? (please circle one) 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

Are you 24 years of age or older? ____ 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

What type of financial aid do you receive? (please circle all that apply to you) Pell Grant Work/Study Loan Scholarship WIA
If none, reason: _____

Do you have a disability? (please circle one): Yes No If yes, documentation is required.

I HEREBY CONSENT TO THE RELEASE OF MY ACADEMIC, FINANCIAL AID, TRANSFER, AND DISABILITY RECORDS/INFORMATION TO THE STUDENT SUPPORT SERVICES PROGRAM (SSSP). I ALSO GIVE SSSP AND JSCC PERMISSION TO USE MY PHOTO FOR PROMOTIONAL PURPOSES. TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS CORRECT.

SIGNATURE DATE

JAMES SPRUNT COMMUNITY COLLEGE STUDENT SUPPORT SERVICES PROGRAM PARTICIPANT CONTRACT

YOUR RESPONSIBILITIES TO US:

- ✓ Take the LASSI – Learning and Study Skills Inventory – within 5 days of receiving approval for the program
- ✓ Meet with a staff member at least twice a semester 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 Advisor 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

I, _____, have received and reviewed with the SSSP staff member 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
- ✓ JSCC Acceptable Use Policy
- ✓ Transfer Release Form (to be forwarded to Program Counselor)

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 Vice President 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.** STUDENTS MUST WEAR THEIR JSCC ID BADGE. (Visitors please see a staff member for assistance.)
2. When using the Open Computer Lab, please neatly **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 other 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.** (exceptions must have Director's approval)
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).
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. Food and beverages are **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 or flash drive, 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 Vice President of Student Services may be contacted (please see current JSCC Catalog and JSCC website – 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** neatly when you enter, and **sign out** when you leave.
3. If you are in a tutoring session, or working with the Math Skills Advisor, 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. Food 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 Vice President of Student Services may be contacted please see current JSCC Catalog and JSCC website – 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. 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, unsolicited, 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.



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 participant. Our goal is to award current participants 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. The test is designed to identify individual learning styles and strategies.
- 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.
- Contact the Academic Skills Advisor 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

Disabled and Low Income – 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