

2014

# TRiO SSS Program Student Handbook

Program Policies & Procedures

**TRiO**  
STUDENT SUPPORT SERVICES

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Gateway Technical College



## ***Mission Statement***

Gateway's TRiO Student Support Services (SSS) Program strives to provide academic and other support services to students with disabilities in order to increase their potential for retention and graduation, and facilitate their transfer to a four year college to obtain a Bachelor's degree. We focus on ability rather than disability and promote an institutional climate supportive of the success of individuals with disabilities.

## ***Program Eligibility***

If you can answer "yes" to all 5 of these questions then you are eligible for participation in the Gateway TRiO Student Support Services program:

- Are you a citizen, or legal permanent resident of the United States?
- Are you enrolled or accepted for enrollment in an Associate Degree or Technical Diploma program here at Gateway Technical College?
- Has Disability Support Services approved your disability documentation?
- Do you have Academic Need and can you benefit from the TRiO services?
- Have you **not yet** obtained a Bachelor's degree?

In addition, students who desire to be part of the TRiO program at Gateway, must have the following goals:

- To complete a Technical Diploma, Associate's Degree or a Transfer Certificate within 3-4 years of acceptance to the TRiO program
- To maintain a GPA of at least 2.0 during participation
- Consideration of transfer to a 4 year college for a Bachelor's Degree after graduation from Gateway

## Application Procedures

Applications are located on the website at [www.gtc.edu/trio](http://www.gtc.edu/trio) or at any Disability Support Services office or Learning Success Center. Complete the application form and mail it to the TRiO Specialist closest to where you live or drop it off at any LSC or Student Services desk:

Elkhorn or Burlington:	Racine or Kenosha:
Katherine Saunders TRiO SSS Lead Specialist Gateway Technical College Elkhorn Campus 400 Hwy H Elkhorn, WI 53121 <a href="mailto:saundersk@gtc.edu">saundersk@gtc.edu</a>	Doreen Bratt TRiO SSS Specialist Gateway Technical College Kenosha Campus 3520 30 <sup>th</sup> Ave. Kenosha, WI 53144 <a href="mailto:gauld@gtc.edu">gauld@gtc.edu</a>

Students will be required to come to a pre-selection interview appointment. Applications & Interview findings will be evaluated by the TRiO SSS Staff and the applicant will be notified by mail regarding their TRiO admission status.

## Participation Expectations

TRiO has been around for over 30 years and has proven to be helpful in raising GPA, student retention and graduation rates across the nation. In order to benefit from this program’s history of success, students **must adhere** to the following participation expectations:

- Students will attend a New Student Orientation with the SSS staff
- Students will complete the post selection SSS Assessment
- Students will meet with their TRiO SSS Specialist to draft a Student Success Plan
- Students will participate in monthly meetings with their TRiO SSS Specialist
- Students will attend workshops and other events as determined in their Student Success Plans

TRiO specialists will be intrusive in their efforts to keep you on track. Please expect emails, “snail mail” letters, phone calls, text messages and even visits outside your classroom door! You are requesting accountability as part of your part of the service of TRiO membership. You will get what you sign up for!

## TRiO Achiever’s Group (TAG)

- These small groups of TRiO participants meet monthly on each campus
- Whenever possible groups are scheduled according to participant free time so that all students can attend
- The meetings begin with a 15 – 30 minute educational session designed to improve college success.
- Topics vary from group to group according to the needs of the participants

- Some topics may include: Financial Literacy, Time Management, Study Skills, Note Taking Skills, Stress Management, Research Strategies, Library Resources, Test Taking Skills, Course Selection Information, Career Planning, Transfer Options
- The meetings conclude with open discussion and sharing of ideas amongst participants

### ***Student Success Plans***

Students will meet with their TRiO Specialist at the beginning of each semester to complete a new Student Success Plan (SSP). The purpose of the plan is to:

- Track grades, coursework, and accomplishments
- Define needs that could interfere with college success
- Set goals based on these needs and create action plans to meet those goals
- Identify free time so assist with time management

Students will sign the SSP in agreement, and receive a copy to remind them of the goals that have been set so that they can follow through appropriately. Follow through with the goals set in TRiO is critical to student success.

Electronic SSP – Students may elect to fill out the electronic version of the SSP.

### ***Workshops***

TRiO collaborates with other grant programs here at Gateway to present a series of **free** workshops each semester. These workshops are available on each campus at a variety of days and times. There are 3 types of workshops presented each semester:

- Employability Skills
- Student Development
- Family and Life

### ***Tutoring***

Requests for tutoring services should be submitted from TRiO participants during the 1<sup>st</sup> 4 weeks of the semester. TRiO Specialists will address tutoring requests in any one or more of the following ways:

- Referral to a tutor at the Learning Success Center on campus
- Pairing of the TRiO participant with a student tutor hired through the Federal Work Study Program
- Pairing of the TRiO participant with a student employee hired through the TRiO program
- Tutoring provided by the TRiO Specialist directly
- Other means provided at the discretion of the TRiO program

## ***Communication***

The priority method of communication between TRiO participants and their TRiO Specialist is always in face-to-face dialogue either during monthly meetings, or any other time when both parties are available. TRiO students are encouraged to seek out their specialist whenever they have a question or an issue that needs resolution.

TRiO Specialists have office hours on all 3 main campus locations (Elkhorn, Racine & Kenosha). In addition to serving TRiO students directly, TRiO Specialists serve them as members of college wide committees that promote disability awareness, transfer options, and retention efforts. For this reason, students are encouraged to make appointments with their Specialist. Walk-ins are welcome, but availability is not guaranteed. A phone call ahead is recommended.

TRiO Specialists can be reached by phone, email or text message at the following numbers:

Katherine Saunders – 262-767-5410 (office)  
262-939-9710 (cell)  
[saundersk@gtc.edu](mailto:saundersk@gtc.edu)

Doreen Bratt – 262-564-2318 (office)  
262-945-0562 (cell)  
[brattd@gtc.edu](mailto:brattd@gtc.edu)

## ***Transfer Assistance***

The TRiO program sponsors 2 transfer trips during the academic year. In the fall we will typically visit University of Wisconsin @ Parkside in Kenosha, WI. In the spring we will take part in the Opening Horizons event at University of Wisconsin @ Whitewater in Whitewater, WI. Both of these are day long trips that include transportation, a campus tour, and some additional workshops and other informational sessions. Other trips may be scheduled as needed.

TRiO promotes the attendance of the fall and spring ***Transfer Fair*** events at Gateway Technical College. These events take place on a variety of campus locations and offer students the opportunity to visit with many college representatives from all over Wisconsin to discuss transfer options after graduation.

Please talk to your TRiO specialist about your interest in attending one or both of these events.

## ***Program Dismissal***

Students may be dismissed from the TRiO SSS program if one or more of the following situations occur:

- Students are not participating in any of the Participation Expectations outlined in this document
- Students are not enrolled in courses for more than 1 semester
- Students have not completed their degree or diploma program within 4 years of their enrollment into TRiO