

Canada College TRiO SSS Agreement

Welcome to the TRiO-SSS program! As a participant in the program, a variety of services are available to you (i.e. counseling, tutoring, study skills, educational/career planning, mentoring, and cultural enrichment activities). We hope that you take full advantage of all of the services available to you so that you may be able to reach all of your academic and career goals!

REQUIREMENTS OF ALL STUDENTS

The following guidelines are designed to ensure your academic success.
(please initial each item)

- I agree to attend all enrolled classes and complete all assigned tests and homework.
- I agree to notify my instructors of any absences, and make up any missed assignments as soon as possible.
- I agree to take at least 6 academic units (not including PE) and keep a 2.0 grade point average.
- I agree to see a TRiO-SSS program counselor at least **TWO times per semester**.
- I agree to have my progress reports completed by my instructors in all of my courses once during each semester.
- I agree to participate in at **least TWO activities per semester**. Some of the choices include: tutoring, test review sessions, study skills development workshops, study group sessions, social or cultural activities, personal development workshops, career counseling, and university tours. We HIGHLY recommend you utilize as many of our free services as possible.
- I agree to attend all tutoring sessions I schedule punctually and well-prepared. I will also cooperate in complete the necessary paperwork to ensure the smooth operation of tutoring services (Evaluations, Student Tutoring Contract, etc.)
- I agree to notify TRiO-SSS staff of changes in my address or phone number, to respond in a timely manner to phone calls, e-mails and letters from the office. I agree to maintain a "My.SMCCD" email address (which I may forward to my personal e-mail account) and to check it weekly.
- I agree to meet with the TRiO-SSS counselor before adding/dropping any classes or changing my class schedule.
- I agree to allow my name and/or picture to be published in the program newsletters, publications, displays and/or web sites if I make the Dean's List, graduate, earn a scholarship or award, or participate in a TRiO-SSS event.
- I agree to hold harmless the SMCCD District and the Canada College TRiO-SSS Program against any damages as a result of attending a TRiO event.
- I agree to allow designated staff to have access to my financial aid information for program reporting purposes only, and I understand that all information obtained will be kept confidential (if applicable).
- I agree to submit a Free Application for Federal Student Aid (FAFSA).
- If I violate the academic integrity policy, I will be permanently dismissed from TRiO-SSS.
- If I miss more than 2 appointments (counseling, mentoring, or tutoring) without calling to cancel, I understand I may be released from the program. (Call Tutors: 650-306-3384, Counseling 650-306-3365, Director of Program 650-306-3345)
- I agree that, although I am receiving transfer counseling, I will personally and routinely check with each university/college into which I want to transfer, as their requirements and transfer agreements frequently change. I understand that the responsibility to successfully transfer ultimately is mine alone.**

Additional Requirements for Students on Academic Probation

If you are on academic probation, this would apply:

_____ I agree to meet with a TRiO counselor at least *three* times during each semester to: 1) assess my academic standing and develop an academic plan, 2) to review my academic plan and conduct a mid-semester progress review, and 3) discuss my academic goals and plan next semester's schedule.

_____ I agree to attend a minimum of one tutoring session per week that will be specially designed to bring up my GPA.

*** Program dismissal – if the program requirements are not met, you will be dismissed from the program. You will have to appeal for reinstatement.**

I understand that this contract is designed to outline the requirements that I must fulfill to remain in the TRiO-SSS Program. Failure to follow participation guidelines or failure to maintain good academic standing can be grounds for probation or dismissal from the program.

Student Signature

Date

Print Name Clearly

Print "My.SMCCD" e-mail address clearly