

# PARTICIPANT HANDBOOK



## STUDENT SUCCESS SERVICES

PROGRAM

AT

## MONTANA TECH



# STUDENT SUCCESS SERVICES

MONTANA TECH

HEALTH SCIENCE BUILDING-ROOM 203

1300 WEST PARK

BUTTE, MT 59701

WEBSITE:

<http://institute.mtech.edu/student-success-services/>

FACEBOOK:

<https://www.facebook.com/pages/Montana-Tech-Student-Success-Services-SSS/192914284099757>

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## **Welcome to Student Success Services!**

We are pleased you will be working with Student Success Services. This handbook explains the Student Success Services Program, answers common questions, and discusses program policies and procedures.

## **What is Student Success Services (SSS)?**

TRiO SSS is a program that provides undergraduate students with personalized academic advising. The program funded by the US Department of Education is one of only twenty one (21) in the country; designed specifically to increase the number of engineers and scientists graduating from our nations' colleges.

Students majoring in the rigorous STEM (Science, Technology, Engineering and Math) programs at Montana Tech are eligible to participate. One hundred and twenty (120) elite students are selected annually. Such programs include:

- Engineering
- Biology
- Chemistry
- Computer Science
- Mathematics
- Software Engineering

SSS ensures all program participants have the maximum support and encouragement possible toward graduating.

## **Is SSS Specifically for Undergraduate Students?**

The SSS program has been designed for students who are working on their first undergraduate degree in a STEM career. Taking into account federal regulations, we consider students to no longer have academic need if they have completed an undergraduate degree, have been admitted into graduate school and/or are working on a second degree.



## Who is eligible to receive services through SSS and how is it documented?

A student is eligible to participate in SSS if the student meets any of the following requirements:

1. (a) Student is a **first-generation** college student; student's signature on the application is verification of his/her first generation status.
- (b) Student comes from a **limited income** as defined by federal guidelines. SSS will request a copy of the student's most recent tax return and using the Adjusted Gross Income reported to calculate limited income status or obtain the information for the Financial Aid office with the student's permission.
- (c) Student has a **documented disability**. Verification of the student's disability must be on file at the Student Services or provide documentation from a physician.

### AND

2. Student has a need for academic support, as determined by the SSS Counselor, in order to successfully pursue a postsecondary education program.

## How is academic need determined?

Academic need is determined in a number of ways. The most common method we use to determine academic need is to review a student's high school and/or previous college performance, ACT/SAT scores, and/or their performance in basic skills areas (writing, reading and/or math). If a student's high school GPA or ACT/SAT scores are below the average of the incoming freshman class, then academic need is presumed. However, we also serve students with strong academic records who find themselves struggling with the college curriculum.

Students who have earned a GED, who are academically deficient according to Montana Tech's academic deficiency rules, or who have been reinstated to the university are determined to have a need for service. Students with disabilities which impact their learning are also considered to have a need for support. In addition, we take into consideration the number of years a student has been away from the academic environment (this is especially true for many non-traditional students).

In short, the students who benefit most from our services are those who have the potential to succeed at the college level, yet, at this point in their careers, would benefit from individualized academic assistance to help them achieve their educational goals.

# SSS SERVICES

## What services does SSS provide?

SSS offers several services, many of which are provided through working with an SSS Counselor on a one-to-one basis. Each SSS student is regarded as an individual and services are provided accordingly. Many students find that the personal support and tutoring opportunities are the most beneficial SSS services.

Individual Support Services that SSS offers:

- \*Summer college preparation program for incoming freshmen
- \*Guidance in academic, personal, and career goals
- \*Tutoring and Study Groups
  
- \*Workshops to:
  - Assist in setting and attaining academic goals
  - Develop studying and test taking skills
  - Time management and organizational skills
- \*Career Awareness through:
  - Interest Inventory
  - Goal Setting
  - STEM Field Trips
  - Interview Skills
  - Resume Development
  - Graduate School Applications
- \*Assist with scholarship applications
- \*Assistance with undergraduate research opportunities
- \*Smart Pen and Calculator Loans

## Definition of an Active Participant

In order to be eligible for the services listed above, new students in the program must meet with an SSS Counselor at least twice per month for the first semester, once during the monthly academic enhancement meeting and one other time by appointment. Continuing students (after their first semester in the program) will meet at least once a month, the monthly academic enhancement meetings will count towards this. Additionally, to remain active, participants must:

- \*Attend workshops (one of the workshops must be related to “financial literacy”)
- \*Communicate with an SSS Counselor about any additional changes or needs.



## **Tutoring**

The SSS program has partnered with the Learning Center (TLC) on the Montana Tech campus.

### **Walk in hours**

When you come to the learning center, you will be greeted by a front desk clerk. Swipe your card or tell the clerk your student ID number. The clerk will then bring you to your tutor. Be sure to log out when you leave...it's that easy!! You can view walk-in hours on TutorTrac.

### **Appointment hours:**

First, schedule your appointment on TutorTrac (<https://10.34.64.148/tracweb40/default.html>) at least 24 hours in advanced. You will need your Tech username and password. Second, go to the designated location for the appointment.

### **24/7 Online tutoring:**

Online, real time tutoring is available from anywhere! Access is available after hours and weekends when the Learning Center is closed. Connecting to an expert tutor (<http://lhh.tutor.com/?ProgramGUID=6b58d63f-065f-4f6a-8c6a-4e96598473f8>) requires your Tech username and password and a computer. Tutor.com also offers many subject-specific video tutorials.



## **SSS Monthly Academic Enhancement Meetings**

Each month, SSS will plan a meeting for student participants. The meetings will be held the 3<sup>rd</sup> Thursday of every month at 6:00 PM, unless otherwise noted. Most meetings will include snacks or a meal and are opportunities for participants to meet and get to know other SSS participants and staff members. You can see the schedule of events that are updated regularly on our website: <http://institute.mtech.edu/student-success-services/>

## **Smart-Pen/Calculator Check-Out Policy**

SSS program has Smart-Pens available and calculators to loan out for a semester at a time. To check this equipment out for the semester, visit the SSS office and sign an equipment check out form.

## **Program Expectations for SSS Participants**

Students admitted into the program remain in the program until they finish their undergraduate degree. Once admitted, participants must do the following to remain active in the program:

- Meet with an SSS Counselor for an intake interview at the beginning of the year
- Meet with your SSS Counselor at least twice per month during their first semester in the program
- During continuing semesters, meet with your SSS Counselor once per month
- Attend SSS activities.
- Complete a program evaluation at the end of each semester

## **What If I Am Put On Academic Probation?**

Being put on Academic Probation means that the student's semester or cumulative GPA is below a 2.0 (C average). The primary goal of SSS is to retain and graduate our participants. Improving your academic performance can include many factors. In an effort to address these factors, students who are academically deficient will be required to meet with their SSS counselor to develop a plan. You will also be required to meet with your SSS Counselor at least once a week until you are no longer on Academic Probation. Additionally, the SSS Counselor can assist the student through Montana Tech's reinstatement process.

## **What Can I Expect from Student Success Services?**

Student Success Services sends out a variety of information through emails and letters. Information is sent out about important university deadlines, scholarship opportunities, employment, internships, workshops and other items of interest throughout the year. It is extremely important you check your Tech email often and keep your mailing address and email address updated so records can be updated accordingly without interruption of information.

We offer you quality service at all times. We will listen, help you find answers to your questions, treat you with courtesy and respect, address your needs in a timely manner, and keep your information confidential. We will also refer you to other services on campus that might be useful in meeting your needs. Do not be afraid to ask, we are here to help you!

## **What is it important that I complete the Intake Interview?**

In order for SSS to serve you to the upmost potential, we ask that you set up an intake interview immediately after school begins. This intake interview is a simple visit to create a relationship with you that can't be formed through paper applications and emails. During the intake interview we will discuss things such as your background, interests, goals, and prior academic performance and an Educational Plan will be developed for you. Your plan is a tool that SSS staff will use in framing their interactions with you, ensuring you receive all the needed resources to be a successful student here at Montana Tech.

## MEET THE STAFF

### Amy Verlanic, Director

Phone: (406) 496-4289      Cell: (406) 491-0766

Email: [AVerlanic@mtech.edu](mailto:AVerlanic@mtech.edu)

### Bernie Phelps, TRiO SSS Counselor

Phone: (406) 496-4565      Cell: (406) 490-2683

Email: [BPhelps@mtech.edu](mailto:BPhelps@mtech.edu)

### Annette Kankelborg, TRiO SSS Counselor

Phone: (406) 496-4694      Cell: (406) 533-5954

Email: [AKankelborg@mtech.edu](mailto:AKankelborg@mtech.edu)

### Amanda Shroyer, TRiO SSS Administrative Associate

Phone: (406) 496-4878      Cell: (307) 899-0134

Email: [AShroyer@mtech.edu](mailto:AShroyer@mtech.edu)



## Important Phone Numbers for Advising

If a student needs help with...	Contact	Phone	Location
COMPASS testing	Mary Horton	3745	COT
	Keri Petritz Jaynes	4166	ENGR 102
	Tech Learning Center	4418	ENGR 102
	Enrollment Services	4256	MG 207
Counseling	Joyce O'Neill	4429	ENGR 104
	Cricket Pietsch	3730	COT
Disability Services	Joyce O'Neill	4429	ENGR 104
	Cricket Pietsch	3730	COT
Financial Aid Appeals	Mike Richardson	4213	MG108
Financial Aid Issues	Enrollment Services	4256	MG 207
Foreign Student Advisor	Margie Pascoe	4477	ENGR 101
Graduation Requirements		4843	MG 111
Health Insurance	Margie Pascoe	4477	ENGR 101
Internships	Career Services	4140	ENGR 103
Major Exploration	Sarah Raymond	4384	ENGR 103
	Joyce O'Neill	4429	ENGR 104
	Cricket Pietsch	3730	COT
Scholarships	Shauna Savage	4466	MG 111
Student Employment	Career Services	4140	ENGR 103
Student Advocate	Paul Beatty	4198	ENGR 101
Student Health Center	Joan Roche	4242	SUB 111
Transfer Credits	Janet Friesz	4868	MG 207
	Reanna Lange	4840	MG207
Tutoring Services	Tech Learning Center	4166	ENGR 102
	COT Learning Center	3737	COT
	Keri Petritz Jaynes	4166	ENGR 102
	Kathy Reick	3737	COT
Veteran's Benefits	Janet Friesz	4868	MG 207
	Reanna Lange	4840	MG 207

**For quick help during registration events, call the Advisor Hotline at:**

# 4598

# IMPORTANT MONTANA TECH PHONE NUMBERS AND WEBSITES

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Academic Affairs.....	496-4127
ASMT Office.....	496-4454
Bookstore.....	496-4190
Business Office.....	496-4250
Campus Recreation.....	496-4221
Career Services.....	496-4140
Centennial Residence Hall.....	496-4540
Digger Card Center.....	496-4514
Enrollment Services.....	496-4256
Family Housing.....	496-4425
Family Housing Manager.....	497-7239
HPER.....	496-4293
Lost and Found.....	496-4335
Mail Center.....	496-4195
Prospector Residence Hall.....	496-4238
Residence Life.....	496-4425
Student Assistance Foundation .....	496-4891
Student Activates Committee....	496-4459
Student Health Center.....	496-4243
Student Life Office.....	496-4477
Student Union Building.....	496-4335
Tech Learning Center.....	496-4418

## Emergency Phone Numbers

(If calling from off-campus, add prefix  
496- to campus numbers)

CAMPUS SECURITY..... 4357 (HELP)

Director of Environmental Health and  
Safety.....4463  
Marilyn Cameron  
Home: 494-8080 Cell: 490-8893

Director of Physical Facilities.....4399

Chancellor.....4129

Vice Chancellor for Academic Affairs and  
Research.....4127  
Doug Abbott  
Home: 494-2345 Cell: 533-5876

Vice Chancellor for Administration and  
Finance .....4316  
Maggie Peterson  
Home: 797-3732 Cell: 533-5895

Vice Chancellor for Development and  
Student Services.....4804

Associate Vice Chancellor for Academic  
Affairs and Research.....4456

Associate Vice Chancellor for Student  
Affairs/Dean of Students.....4198  
Paul Beatty  
Home: 494-8341 Cell: 498-5343

Director of Montana Bureau of Mines and  
Geology.....4181

## WEBSITES:

Counseling at Tech:

[http://www.mtech.edu/student\\_life/counseling/](http://www.mtech.edu/student_life/counseling/)

Career Services at Tech:

<http://www.mtech.edu/career/>

Looking for scholarships online:

<https://mtstars.mtech.edu/stars/>

Apply for student loans, Pell grants, and  
work study funds here at the official site:

<http://www.fafsa.ed.gov/>

You can retrieve your student loan  
information here:

[http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/)

Federal TRiO Programs:

<http://www2.ed.gov/about/offices/list/ope/trio/index.html>

# HOW TO CALCULATE YOUR GPA

With very few exceptions, your final grade at the end of the semester should never be a surprise. This page gives you tips on calculating your GPA.

GPA =  $\frac{\text{Total grade points earned}}{\text{Attempted number of credits}}$  (not earned number of credits).

## The Grade Point System

Grade	Points
A.....	4.0
A-.....	3.7
B+.....	3.3
B.....	3.0
B-.....	2.7
C+.....	2.3
C.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
F.....	0.0 (No credit or grade points)
P or S.....	Credit given, grade points not calculated
I, W, & X.....	Provides no credit or grade points

### Calculating the Earned Points for a Course

**Example 1:** Anth 101 is a **3** credit course; the grade earned was a B.  
**(3 credits) x (3 points) = 9 earned points**

**Example 2:** Anth 316 is a **4** credit course; the grade earned was a A-.  
**(4 credits) x (3.7 points) = 14.8 earned points**

## Calculating your GPA

### Example 1:

Course Credit	Credit	x	Grade =	Earned Points
Soc101	3		B+ (3.3)	9.9
Eng102	4		C (2.0)	8.0
Math202	3		A (4.0)	12.0

$$\begin{aligned} \text{GPA} &= \frac{9.9 + 8.0 + 12.0}{3+4+3=10} = \frac{29.9 \text{ total points}}{10} \\ &= 2.99 \text{ GPA with 10 earned credits} \end{aligned}$$

### Example 2:

Course Credit	Credit	x	Grade =	Earned Points
Hist101	3		D (1.0)	3.0
FA201	4		B- (2.7)	10.8
Chem240	4		A- (3.7)	14.8
Math101	3		S (0)	0.0

$$\begin{aligned} \text{GPA} &= \frac{3.0 + 10.8 + 14.8}{3+4+4=11} = \frac{28.6 \text{ total points}}{11} \\ &= 2.60 \text{ GPA with 14 earned credits} \end{aligned}$$