



Student Support Services

Fall 2005 – Spring 2006 SSS Program Syllabus

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Hours of Operation: M-F 8-5 (excluding school holidays)—advising and tutoring hours differ

Program Benefits

Student Support Services (SSS) is a federally funded TRiO program that has been in existence at SFSU since 1997. Our program is part of the Educational Opportunity Program (EOP) with whom we work collaboratively. In fact, all of our students are also EOP students. We take over the services of a select, 180 students from EOP and provide intensive academic advising, tutorial, workshops, priority registration and SSS grants (when available) for the first two years. After the initial two years, SSS students go back into the EOP program to continue their services.

Our program is unique from others on campus in that we offer holistic services that address the whole student; all of our advisors have counseling backgrounds to ensure that your needs are understood and met while many of our tutors were once SSS participants as well. We also emphasize the sense of community in our program as students are encouraged to help each other during study sessions while also using our tutorial room as a central gathering location for meeting or for lunch.

Program Requirements

□ **Program Eligibility**

Since SSS is a federally funded TRiO program, much like Educational Talent Search and Upward Bound. Thus we have specific guidelines that must be met in order for you to be eligible to participate in our program:

- ✕ Complete SSS application and have student ID and social security number on file.
- ✕ Submit the most recent 1040, 1040A, 1040EZ federal tax forms (1st 2 pages).
- ✕ Be an incoming first time freshman student

□ **Advising Policy**

SSS requires that 1st Year students to meet with their advisor *ONCE* every two weeks. 2nd Year SSS students are required to meet with their advisor *ONCE* a month, unless otherwise arranged. These meetings are mandatory and are required in order for a student to remain in good standing with the program. Please read the guidelines for this policy.

- ✕ Arrive on time for your appointment. Remember that your appointment time is specifically reserved for you. If you are late, you may cause following appointments to be late. 10 minutes late will be considered a missed appointment.
- ✕ If you need to reschedule your appointment, please call (415) 338-2312 or *82312 from the campus prior to your appointment.



STUDENT SUPPORT SERVICES
Funded by the Department of Education at \$237,948 / year





Student Support Services

- ✘ If you miss ONE appointment, you will be contacted by phone and/or email. You will receive a warning to reschedule immediately.
✘ If you miss TWO appointments, you will be put on SSS probation. In order for you to be reinstated in good standing with the program, you must make all appointments within a one-month period.

If you are put on SSS probation:

- ✘ If you miss an appointment, you will have to meet with the advising coordinator and the director of the program and risk possible dismissal from the program.

Dismissal from the program includes but is not limited to the forfeiture of all program services, including SSS financial aid and priority registration.

Tutoring Policy

- ✘ SSS requires students to attend tutoring one hour per week for each remedial class that they take (2 remedial classes = 2 hrs of tutoring per week. 1 remedial class = 1 hr of tutoring per week) and at least two hours a week if you are on academic program or subject to disqualification.
✘ Tutors are only available on a drop-in basis. SSS tutoring schedules will be emailed to students and posted in the SSS office.
✘ Students are responsible for logging in all tutoring hours in their tutoring folders
✘ Students not in remedial classes are not required to attend tutoring, however tutoring is available on a voluntary basis.

Workshop Policy

- ✘ Students are required to attend 2 workshops per semester (4 per year) and fill out workshop verification forms (available at the front desk).
✘ Workshops can be offered through SSS, EOP, the Career Center, SFSU Health Center, on-campus, off-campus, etc.
✘ If ever in doubt if a workshop counts, ask your advisor.

Important Dates

Table with 2 columns: Date and Event. Includes dates like Sept 5 (Labor Day Holiday), Sept 9 (Last day to ADD classes), Dec 12-16 (Final Exams), Mar 2 (FAFSA Renewal Deadline), and May 22-26 (Final Exams).

*check with your advisor or www.sfsu.edu for additional Spring '06 dates.

