



Student Handbook

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Welcome to TRIO Student Support Services!

Welcome to the CNM TRIO Student Support Services Program.

We're happy that you have chosen to participate in one of the longest-standing Federal government programs in higher education. TRIO is dedicated to your development as a student.

We're on a mission to help you realize your potential and reach your goals. As a TRIO student you have the opportunity to utilize specialized services that are not available to the general student population. Our staff is a team of dedicated professionals who are driven to make a difference in the lives of our students. We have the resources and the expertise; the rest is up to you.

The best way to reach your goals is to be an active participant. Set your goals, aim at the target and give it your best shot! TRIO is here for you!



OFFICE HOURS AND CONTACT INFORMATION

Hours of Operation

8 AM to 5 PM Monday-Friday

The office is closed for 10 days during the winter holiday break and follows the CNM calendar.

Contact Information

Mailing address:

CNM - TRIO Student Support Services
525 Buena Vista Blvd. SE
Albuquerque, NM 87106

Physical location:

Located on the Main campus, in the Basehart Temporary Building Room Number 4A/B located west of the Student Services Center at 1401 Basehart Rd. SE.

Telephone: (505) 224-4375

Fax: (505) 224-4378

Website: <http://www.cnm.edu/depts/trio/index.php>

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TRIO HISTORY

History of the Federal TRIO Programs

The TRIO education programs emerged out of the Economic Opportunity Act of 1964, which was passed in response to the administration's War on Poverty. Upward Bound was created in 1964, and was followed in 1965 by Talent Search, a second outreach program created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized and funded by the Higher Education Amendments. By the late 1960's, the term "TRIO" was coined to describe these three Federal programs.

TRIO programs have helped some famous people get on their way—people like Oprah Winfrey, actress Angela Bassett, and ABC News correspondent John Quinones, who were all Upward Bound students.

Over the years, the TRIO Programs have been expanded and improved to provide a wider range of services and to reach more students who need assistance. The Higher Education Amendments of 1972 added a fourth program to the TRIO group by authorizing the Educational Opportunity Centers. The 1976 Educational Amendments authorized the Training Program for Federal TRIO Programs, initially known as the Training Program for Special Programs Staff and Leadership Personnel. Amendments in 1986 added a sixth program, the Ronald E. McNair Post-baccalaureate Achievement Program. Additionally, in 1990, the Department created the Upward Bound Math/Science program to address the need for specific instruction in the fields of math and science. The Upward Bound Math/Science program is administered under the same regulations as the regular Upward Bound program, but it must be applied for separately. And finally, the Higher Education Amendments of 1998 authorized the TRIO Dissemination Partnership program to encourage duplicating successful practices of TRIO programs. These amendments provided incentives for institutions and agencies to adopt valuable TRIO program components, practices, strategies, and activities.

You can find the legislative requirements for all TRIO programs in the Higher Education Act of 1965, Title IV, Part A, and Subpart 2.

CNM TRIO History

The history of TRIO at CNM Community College began in October 2001, when TRIO Student Support Services (SSS) was awarded to CNM through a competitive U.S. Department of Education (USDE) grant award process.

TRIO at CNM helps low-income, first-generation college students, as well as students with disabilities, to graduate from college and transfer to a university. Services include (but are not limited to):

- assistance with securing financial aid
- personal, academic and career counseling
- academic tutoring
- academic and personal development workshops
- assistance with transferring to a four-year university
- assistance with applying to graduate and professional programs
- educational activities and resources designed to help participants succeed and develop as they progress through their education

Over the years, the CNM TRIO program has expanded and improved to provide a wider range of services and to reach more students who need assistance. Some landmark dates include:

- 2001- 2005, during the first 4 years (1st grant cycle), an English tutor position was added to tutoring subjects and we began the TRiO graduation banquet tradition.
- Fall 2004, we created the TAG (TRIO Achievement Group) student club, for student leadership and community service opportunities.
- Fall 2005, TRIO added biology and chemistry tutorial services
- Fall 2005, moved department from the Student Services Center to the South Building at Main campus. This move created more tutoring space, computer lab, scanners, a Xerox copier, and a private conference room area.
- 2005-2009, successful grant competition secured five more years of funding
- 2010-2015, successful grant competition secured five years of funding
- Summer 2011 moved to BT-4 temporary buildings for an estimated three years, still maintaining offices, tutoring space and student computer lab
- October 2012: celebration event, 10 years+ TRiO Alumni event at CNM

GENERAL INFORMATION

Criteria for Enrolling in TRIO Student Support Services

To be accepted for the TRIO program, you must be a United States citizen or permanent resident, and have a high school diploma or (GED) General Equivalency Diploma. You must also meet one of the following criteria:

1. Be a first-generation college student (neither parent has a bachelor's degree)
2. Meet the low income guideline (determined each year by the USDE)
3. Be a student with a disability

To document first-generation status, you should note your parents' highest level of education on your application.

To document financial eligibility, you must provide a copy of your Federal tax return. If you are a "dependent student" by financial aid standards, you will also need to give us a copy of your parents' Federal tax forms. The USDE decides whether you meet low-income guidelines using the taxable income on your (and your parents') tax forms.



To qualify as a student with a disability, you must document your disability status on your application. To confirm this, TRIO staff will send a verification form to the Disability Resource Center.

If you're *not* enrolled with the Disability Resource Center (DRC), but you have a documented disability, you may still be eligible for the TRIO program. Finally, if you suspect you have a disability, but it's never been diagnosed or documented, you should go to CNM's DRC to request testing.

If you are accepted into the program as a student with a disability, we'll ask you to sign an information form that allows TRIO staff to exchange information with the DRC in order to coordinate services for you.

Getting Admitted

Placement into the TRIO program is very limited. If you meet the criteria for eligibility, but can't be admitted because the program is full, we will notify you by mail, and ask you to re-apply. As TRIO students graduate, transfer, or leave the program, we can admit more new students into the program. Full-time students may receive priority over part-time students.

Pending Status

Once you're admitted into the TRIO program, you will automatically be placed into a "pending" status for one term. Pending students can receive all services, but we track pending participants for one term to see whether they need and/or want TRIO services. When a pending student fulfills the Student Participation Agreement (described later in this handbook), we can change his or her pending status to active status.

Participating in our support services is the key to your academic success. If you choose not to participate; if you don't meet with TRIO staff when required; or if you state that you don't want or need the TRIO program services, then we will drop you from the program.

There are only a few TRIO spots available each term. Only students who are willing to participate actively can remain in the program. **If you don't participate in program services, you may be removed from the TRIO program.**

If You're Denied Admission

The TRIO SSS staff reserves the right to deny admission to TRIO even if you meet the criteria for admission. You may be denied admission to TRIO SSS if you:

- have a history of very poor academic performance
- show consistent part-time enrollment
- have erratic enrollment patterns
- have already achieved an associate's degree
- have no desire to seek a degree or transfer to a four-year university
- have a poor disciplinary record on campus
- are disrespectful or abusive to TRIO staff or students

Testing (Assessment)

After the initial interview, you may be asked to take the following self assessments to supplement learning strategies, study skills and career exploration:

- Self-Administered Inventory for Learning Strengths (SAILS)
- Multiple Intelligences Survey
- CNM Focus 2 Career Assessment

We'll use the results of your intake interview and these tests to design your academic and career guidance plans, as well as to create an Individual Academic Success Plan. This Plan remains in your file and is updated each academic year. We encourage students to use the Individual Academic Success Plan as a guide while they progress through their courses.

Removal from the TRIO Student Support Services Program

Once you become a TRIO participant, you may be removed from the TRIO program if you:

- decide not to pursue a degree or transfer to a four-year university
- do not enroll in classes for three consecutive terms
- cease to communicate with the TRIO Achievement Coach or Director
- fail to return calls or respond to other repeated attempts at contact
- receive an academic suspension from CNM
- experience disciplinary problems on campus
- are disrespectful or abusive to TRIO staff or students

Inactive Status

If you do not enroll for classes in the fall or spring term, you will be placed on inactive status with the TRIO program. Inactive status guarantees that you will still have a spot in the TRIO program if you return the following term. If you do not return the following term, you must communicate with the TRIO Achievement Coach or Director to discuss your absence from school.

If Your Contact Information Changes

It is very important for the TRIO program office to have your correct contact information. If you change mailing addresses, phone numbers, email, etc., please contact the TRIO program office immediately, so that we will still be able to contact you regarding scholarship information, job offerings, internships, cultural events and reminders for important deadlines.

Please visit the TRIO Student Support Services website for general information, and for information about upcoming events, workshops, and other services. The address is <http://www.cnm.edu/depts/trio/index.php>

Mandatory Workshops

TRIO students are required to participate in at least two workshops each term. We'll send a list of available workshops to you at the beginning of the term.

Mandatory Meetings

When you're in the TRIO program, you must attend at least one meeting with your Achievement Coach each term.

At the first meeting, you'll work with the TRIO Achievement Coach to update your individual Academic Success Plan, to decide if you'll need any additional services. At the mid-point of each term, you and your TRIO Achievement Coach will review your midterm grades, make decisions about needed services, and select courses for the next term.

Keep in Touch: TRIO SSS Information

Communication is key! Here are some ways you can keep you up to date with important TRIO Information:

1. Read the TRIO newsletter, *The Scoop*. It's available online on the TRiO website at the beginning of each term. *The Scoop* contains important program and college information for the specific term.
2. Visit our website anytime. You can find program information at our website: <http://www.cnm.edu/depts/trio/index.php>
3. Activate your MyCNM account, and remember to use it. All TRIO students must activate their MyCNM account by calling 224-HELP (4357). Use MyCNM for:
 - free email and TRIO groups
 - online calendar
 - communicating with teachers
4. Check your email. We'll send you reminder notices and other news.
5. Check your snail mail and your answering machine. We make phone calls and send postcards and letters that contain academic and scholarship information.

The staff here at TRIO makes a significant effort to keep TRIO students up to date with relevant and useful information!

TRIO Services

Academic Advising

You must meet with the TRIO Achievement Coach at least once each term that you're enrolled.

The Achievement Coach will help you with:

- questions about academic difficulty
- choosing classes
- declaring a major
- degree requirements
- graduation plans
- transferring coursework to other colleges and universities

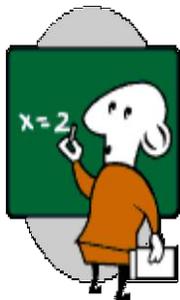
Career Counseling

We encourage you to meet with the Achievement Coach to discuss your career options. The Achievement Coach will help you decide which academic majors will best support your career goals. Together, you'll use tools like testing and interpretation in this important process of mapping out your path to success.

Personal Counseling

You can also make appointments with the Achievement Coach to talk about personal issues. Common issues students may face include adjusting to college; stress and time management; depression; balancing school, work and family; and relationship problems. All issues discussed in counseling are kept strictly confidential. The Achievement Coach also has a wide network of local referral sources for students who need additional services.

Tutoring Services



TRIO has tutoring services available to enrolled TRiO Students in math and English. The tutor coordinator can help you with courses as well as online resources. Please use our tutoring services! We believe that tutoring is not just for those having difficulty with their classes—it's a way for you to deepen your understanding and improve your overall academic performance.

The Tutor Coordinator schedule changes from one term to the next and are posted at the beginning of each term. Please make appointments in advance with the front desk staff at 224-4375, or with the tutor coordinator directly. The tutor coordinator may also be able to take walk-in appointments, if not too busy.

Please come prepared and be on time for your tutoring sessions. If you cannot make your appointment, please call ahead of time and cancel.

For classes above the 0950 level, you can get additional tutoring at CNM's ACE Learning Centers, located on all CNM campuses. Please visit the ACE website at http://www.cnm.edu/depts/tutoring/ACE_Tutoring_Home.html for more information. You can also call an ACE Learning Center on each CNM campus. The phone numbers are:

Main Campus	224-4306
Montoya Campus	224-5990
South Valley Campus	224-5067
Westside Campus	224-5311

Student Success Workshops

TRIO hosts numerous workshops throughout the academic year designed to assist students academically and personally:

- Study Skills and Strategies
- Basic Math Skills
- Computer Skills
- Scholarship Essay Writing
- Cultural Diversity
- Managing Stress and Emotions
- Communication Skills
- Financial Aid
- Career Exploration
- Money Management/ Financial Literacy



The schedule of workshops is posted at the beginning of each term. Workshops are usually held on Fridays. You are required to attend a minimum of two workshops per term in accordance with the Student Participation Agreement.

If you are unable to attend the required number of workshops, you must contact the TRIO Achievement Coach or Director to arrange an alternative.

Equipment and Materials for Loan and In-house Use

TRIO has computers, printers, a copier, and a fax machine available for academic use in the study area. You can check out TI-83 graphing calculators and TI-36 scientific calculators on a first- come first- served basis for up to one term.

Check with the Administrative Assistant for a full list of materials available for student use. Please follow the sign-out procedures, and return equipment and materials in good condition and in a timely manner.

Financial Aid Assistance

TRIO offers several ways to help you with finances. We provide:

- workshops on money management, obtaining scholarships and getting financial aid
- a list of institutions (and their websites) that offer scholarships
- help with specific scholarship application processes

Help With Transferring Your CNM Credits to Other Institutions

TRIO's Achievement Coach will:

- Help you obtain and complete applications

- Share information about department requirements and deadlines for enrollment
- Work with advisors at the transfer institution to clarify information about transferring credit for CNM courses
- Share academic and student resources available at the transfer institution

TRIO sponsors Transfer Events and workshops each spring. During Transfer Events, TRIO may also visit New Mexico universities, and staff from other universities visits the CNM campus to talk about their programs and transfer requirements.

Trips for TRIO Students

TRIO students may travel to educational and cultural events, such as universities, concerts, plays and museum exhibits. You could also attend conferences and visit four-year universities with TRIO SSS. Some travel opportunities will be available to all TRIO students, while others will require an application and/or interview process.

TRIO SSS arranges funding and transportation for TRIO students. If you would like to bring family members along, please have them make their own payment and travel arrangements.

If you attend any TRIO event that is off-campus, you must complete and sign a Student Waiver that provides CNM staff with medical emergency information.

TRIO's Student Club: TAG

The TRIO Achievement Group (TAG) organizes and facilitates student activities aimed at leadership and professional development. Within TRIO, this student club focuses on the development of student leadership skills, motivation, peer mentoring, and community service.

Computer Use

TRIO computers are **FOR ACADEMIC USE ONLY!**

While using TRIO's computer lab and study area, students are expected to be considerate of other students in the area. Do not carry on inappropriate or loud conversations or talk on your cell phone while in the study area.

Documents or settings that are saved on TRIO computers will be deleted when the computer is turned off or rebooted. To prevent your work from being deleted, save your work on a USB jump drive at regular intervals.

Anyone who uses the TRIO Computer Lab must first read, understand and the *Computer Use Policy*. Computer users are subject to the CNM Information Technology Use Policy, and cannot:

- open up chat dialog (except for Blackboard academic chat session)

- download or install software or tools (example: Yahoo! or Hot bar)
- listen to internet radio or watch music videos
- view pornography or other offensive material
- play internet games
- eat or drink at the computer workstation
- violate copyright laws

Printing

Printing of material for personal use is prohibited.

When printing academic material off of internet sites, check to see if there is a printable version. If there is not, copy and paste the information you want into a Word document and print the Word document. Never print directly from a web page. Be conservative with printer ink.

Instead of printing everything, you can:

- save information to a removable USB
- email information to yourself
- write down the information on a piece of paper

Welcome to TRiO!



We hope your
experience is
wholesome & fulfilling

TRIO: It does the mind and body good!