

Title III, Strengthening Institutions

Strategy 2: Results for Strategy 2 to be achieved by September 30, 2020. Increased academic support through proactive and intrusive advising will be accomplished throughout the College.

- Student Success Pathway (SSP) structured to include an integrated set of institutional policies, practices and programs that are intentionally designed to maximize students' progress at each point of their community college experience.
- Student Success Specialists will provide intensive guidance to at-risk students to encourage use of support services within and outside the College.
- SSP staff offer professional development workshops to faculty and staff designed to improve retention, completion of a certificate or associate degree and/or successful transfer through proactive and intrusive advising.
- SSP staff consults with faculty, departments and units to adapt, implement and ensure that policies, practices and programs are designed to maximize students' progress.
- SSP staff guidance to ensure effective New Student Orientations and Chap Express through Active and Collaborative Learning.
- SSP staff training and collaboration with all stakeholders for maximum utilization of the Early Alert system.
- Student Peer Mentor Program as a student engagement intervention and pipeline to academic support. Guidance and training for the mentor program will be provided by SSP staff.

DRAFT: Student Success Pathway

Admissions

- Student applies for Admission: 1) online through applytexas or 2) by filling out paper application.
- Applytexas apps are downloaded by Amanda Raines (Director of Admissions) daily into Poise. Admissions staff transcribes completed paper applications into Poise = application is processed.
- Students are then notified by mail of their admissions status/letter of acceptance including remaining documents needed and providing their assigned student ID and pin numbers, the mandatory NSO requirement, how to access the portal/campus connect & their assigned student email account. The letter includes a separate sheet/insert with directions on how to activate/access student email, campus connect & financial aid brochure.
- Once all the student's documents have been received in Admissions, the student gets another status/acceptance letter, stating above requirements (NSO & to meet with a counselor), provides ID & pin number again and a second copy of inserts with directions.

	<ul style="list-style-type: none"> • Degree-seeking=Admissions requires transcripts from all previous institutions. Non degree-seeking=only require transcript from most recent institution. If course has a prereq they have to provide transcript from where prereq was completed. • Transcripts from other colleges are transcribed by Rachel in Admissions for course equivalencies and then added to VC transcripts. She does this daily and notifies each student by email when their transcript has been transcribed so students can check their VC transcript.
Financial Aid	<ul style="list-style-type: none"> • Student applies for financial aid at fafsa.gov • Students have to submit FAFSA by certain priority deadlines in order to receive financial aid by the payment deadline each semester • The FAFSA, any required documents, and an Admissions Permit must be received by the Priority Deadline to guarantee financial aid will be ready by the payment deadline date • When a student's FAFSA has been received by the financial aid office, students can see in Campus Connect that their FAFSA has been received & if any other required documentation is needed by the FA office (Instructions are given for how to access student financial aid info in campus connect in the brochure they receive at NSO). FA also notifies students via their student email account that their FAFSA has been received and of any additional required information. If a student has not applied for Admission, Financial Aid sends their status letter (what tells them they've received FAFSA and what we are still needing) via regular US mail and not email since they don't have a VC email yet • FA processes FAFSA's by date order of the last document/information received • When a student's financial aid file is completed and awarded, the student is sent an award notification through his/her VC student email account and also available via Campus Connect • If a student wishes to receive a student loan(s) that was awarded to him/her, they must accept the loan(s) in Campus Connect (Instructions are available on the Financial Aid Homepage) • Students must also complete Entrance Loan Counseling and a Master Promissory Note (MPN) to receive a student loan • Students who receive loans must also complete Exit Loan counseling when they drop below ½ time status, cease to be enrolled, or graduate (a hold is placed on students' account until completed). Students are notified via a letter to complete this process and reports are received daily by FA of those who have completed exit counseling

	<ul style="list-style-type: none"> • A student’s financial aid award will first apply towards tuition and fees. Remaining aid can then apply towards books & supplies that are purchased in the VC Bookstore. If a student does not set up a direct deposit or Chaparral Card, then any remaining aid after tuition/fees/books/dorm are paid will be disbursed via paper check and mailed to the student at the address on file with Admissions. For those that have set up direct deposit, any remaining aid, after tuition/fees/books/dorm, is paid will be disbursed to the student via direct deposit to a personal checking/savings account, or to the Chaparral Cash Card within the first 30 days of class • Students do not have to be full time to receive financial aid. Grants will adjust to the number of credit hours they are enrolled in. Students must be enrolled in 6 hours (1/2 time) to be eligible for loans • To be eligible or remain eligible for financial aid, students must successfully complete 75% of the hours they enroll in each semester and maintain a cumulative GPA of 2.0 or higher. Students not meeting this requirement will be placed on financial aid warning, but are still eligible for aid. If the student does not meet this requirement his/her next semester, the student will be placed on financial aid suspension and will not be eligible for aid (including loans). Financial Aid suspension also occurs if a student receives all F’s or combination of F’s & W’s in one semester. In order to regain eligibility, students must enroll at VC and successfully complete at least 12 hours. The student must also successfully complete at least 75% of the hours attempted since being placed on suspension and a cumulative GPA of 2.0 or higher • The Business Office offers payment plans via Campus Connect to help pay out tuition and fees for students whose financial aid is not ready or did not have enough aid to cover all tuition and fees • Students can only receive a Pell Grant for 6 years at fulltime status. Once a student exceeds the 6 years or 600%, they can no longer receive a Pell Grant at any college or university. Financial Aid can only fund a student up to 150% of the max time that is required to complete their program • A wealth of information found on the FA homepage can assist students through the financial aid process
Scholarships	<ul style="list-style-type: none"> • We manage three different scholarship programs (regular program for traditional and adult college students, Catching the Future Dual Credit Scholarship Program, and the ISD College Connections Dual Credit Scholarship Program). • The online scholarship application for the regular scholarship program is open from October to March 1.

	<ul style="list-style-type: none"> • For the regular scholarship program, 60% of our scholarships are offered first to graduating high school seniors. Applicants must accept their offer and return a signed contract and thank you letters by a specified date (usually 2-3 weeks from date of offer). If a student declines the offer or does not return the documents by the specified date, the offer is sent to the next student on the list. Any unexpended funds are added to the amount available for returning students who must follow the same process. • The scholarship offers for the regular scholarship program are made through email. • There are also scholarships for dual credit/high school students: Catching the Future and College Connections. • Catching the Future is an annual \$20,000 grant made by the Vernon College Foundation which consists of \$100 scholarships: ½ in the fall and ½ in the spring. College Connections is a matching partnership grant made by the Vernon College Foundation with area ISDs.
<p>New Student Orientation</p>	<ul style="list-style-type: none"> • Mandatory for all new students to Vernon College. NSO is free and you do not have to have applied for Admission to the college to attend a session. • Students call or come in to Student Services to sign up for one of the upcoming sessions. Dates/times are in the Student Services office and posted on the website. • NSO is a one-time, 1-hour session. Information covered includes: general information about all campuses, administrative offices/departments, degrees/certificates offered, catalog info, registration guide, TSI exemptions, testing center, how to register online with Campus Connect, etc. Handout materials include: the NSO booklet, which covers information discussed in greater detail, and inserts from Admissions and Financial Aid as well as the 2 forms students must complete and turn in to the counselors before they leave which gather information about their intended major and TSI status and the student’s contact information. • Sessions are offered throughout the day and evening at varying times each week on both the Century City and Vernon Campus. • Counselors process the paperwork students complete at NSO to check their TSI status. If students are TSI complete, counselor’s complete TSI Exemption forms that are sent to Admissions for students records to be updated in Poise. • Counselors contact the students after NSO to offer further direction on their next steps to getting registered (ie: what type of advisor they will see (program director/department chair, CSA or Counselor)).

<p>Testing</p>	<ul style="list-style-type: none"> • A student will determine based on feedback from NSO or speaking with an advisor whether or not they need to take a placement exam and if so, what type of exam they need to take. All tests are computer-based and testing centers are located on the Vernon Campus and at Century City Center. • A student who needs to take a placement test, schedules their own individual appointment to come in and take the test or they can walk-in and test depending on computer availability. • The TSI Assessment costs \$30 for reading, writing and math or \$10 per section. • Testing information is available 24/7 on the Vernon College website including information about the mandatory pre-assessment activity which is required for the state-approved placement test. • Students receive their scores immediately after taking the TSI test. • After testing, a student can retest at any time if needed. When a student is satisfied with their scores they may speak to a counselor regarding their course placement. • The testing centers also offer other types of exams such as licensure testing, CLEP exams and GED testing.
<p>Academic Coaching</p>	<ul style="list-style-type: none"> • Academic Coaching of targeting at-risk student populations: • Developmental coursework: recommended Chaps Express and/or Learning Framework. Students are identified during the online registration period, on-site registration and all are contacted by email/phone after registration is completed. • Academic Probation: recommended Academic Coaching and Learning Framework. Students are contacted by email/phone at the beginning of each semester once probation lists are received from Admissions. • Academic Suspension: mandatory Academic Coaching, recommended Learning Framework. Students are contacted by email/phone at the beginning of each semester once suspension lists are received from Admissions. • Early alert: voluntary Academic Coaching. Reports of all students who received an early alert are run every 2 weeks during the fall & spring semester. All students who received an early alert during that time period are contacted by email by the Student Success Pathway Coordinator. • Process & documentation for coaching sessions: Student completes a questionnaire at the beginning of the session; the student & success specialist discuss it (rapport building) so the specialist/advisor can learn more about the student's personal situation and goals. The success coach

	<p>completes the academic coaching case notes form for each student. Each student has a student file in the success coach's office.</p> <ul style="list-style-type: none">• Depending on student's needs, a follow up appointment may be scheduled in person if there are more study needs that need to be addressed, if not, then success coach follows up by email in 2 weeks. Every student receives a follow up email 1-2 weeks after their initial appointment.
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