

TRIO

STUDENT SUPPORT SERVICES

TRIO STUDENT SUPPORT SERVICES



STUDENT
HANDBOOK

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WELCOME TO SSS



WE ARE EXCITED ABOUT YOUR DECISION TO JOIN OUR PROGRAM. WE DEVELOPED OUR OFFERINGS SPECIFICALLY TO SERVE YOU AND OTHER ASUB-HS STUDENTS.

As a member of Student Support Services, you have the opportunity to participate in interesting, informative **workshops** designed to help you succeed in school and in life. You can also get **tutoring** from highly qualified, professional tutors to help you in your classes.

Our **mentoring and social belonging** programs give you opportunities to meet other students and interact with faculty and staff in a fun environment. Our SSS Academic Coaches offer **advising and counseling** to help you meet your academic, career, financial, and transfer goals.

Here at SSS, our goals are to improve academic skills and increase school involvement, transfer and graduation rates.

Browse our handbook and take a closer look at what the SSS program has to offer. Throughout the handbook you will find sections devoted to our mission, policies, services, degrees and certificates, campus information, and tips for financial literacy and aid.

The SSS Staff is here to serve you, and we wish you a successful educational journey!

Student Support Services
A Federal TRIO Program

Contact us:
501-362-1232
Academic Center Room 200
[facebook.com/trio.hebersprings](https://www.facebook.com/trio.hebersprings)

WHAT IS TRIO STUDENT SUPPORT SERVICES?

MISSION STATEMENT

Student Support Services is one of the eight federal TRIO programs funded by the U.S. Department of Education. These programs are designed specifically to assist limited income and first-generation college students, and/or students with disabilities. There are over 1200 TRIO programs throughout the country assisting college students just like you.

The ASUB-Heber Springs SSS program is 100% federally funded at \$261,888 per year to serve 140 students. In addition to the federal guidelines stated above, students selected to participate in SSS must also have a need for academic support and motivation to complete a college degree. **Once accepted, you are considered a part of our program until you graduate or transfer.**

We are governed by:

- Arkansas State University-Beebe
- Federal Statutes
- Student Support Services regulations
- Education Department General Administration Regulations (EDGAR)
- Professionalism
- Confidentiality
- Educational Opportunity

Strategies include:

- Strong focus on the needs of each individual
- Effective tutoring, advising, counseling, and mentoring programs
- Highly qualified, motivated staff
- Support for continued professional development

SSS is measured by:

- Participant involvement in program
- Academic success of participants
- Retention of participants
- Participant and staff evaluations

CORE VALUES:

WE ARE COMMITTED TO:

- The belief that each participant has the potential for academic success, is valued, and should be treated with respect
- Assessing participants' needs and providing individualized services to meet those needs
- Providing services that will assist students in overcoming academic and personal challenges to ensure their success at ASUB-HS
- Being advocates for college students who are first-generation, have limited income and/or a disability

MEET THE TEAM

THE PEOPLE WHO MAKE UP TRIO
STUDENT SUPPORT SERVICES ARE
HERE TO HELP YOU ON YOUR
EDUCATIONAL JOURNEY



SHARON SCUDDER

Heber Springs SSS Director

Sharon is the Director of SSS here on the Heber campus, and she is always ready to help students! She is a great person to talk to if you're struggling in school, or if you need some extra resources to make ends meet. Sharon is a pro at helping students with math and helping our fully online students, and she is always trying out a new craft or fun activity for TRIO students.



ERICA KILLION

Academic Coach

Erica is the perfect person to talk to for all your transfer and advising needs. With over 15 years of experience at Heber, she knows all the ins and outs of getting through school and on to the next stage. Talk to her for advising, tutoring, or help with study skills. She also comes up with all the fun activities we do throughout the semester!



LEXI DONLEY

Academic Coach

Lexi can help you get tutoring, improve your study skills, and organize your planner. She is always ready to listen if struggles outside of school are affecting your classwork, and can help you find solutions to succeed in school. She also helps Erica plan all the fun activities we do during the year!

OUR SERVICES

EVERYTHING WE OFFER IS
COMPLETELY FREE!



SERVICES WE OFFER

- Academic, career, personal, and financial advising
- Workshops
- Transfer counseling and trips to four-year universities
- Tutoring lab with professional tutors
- Computer lab with free printing
- On-campus social belonging activities
- Cultural enrichment trips
- Awards and special recognition
- Laptop and calculator check out
- School supplies such as notebooks, pens, pencils, highlighters, index cards, etc. Just ask!
- Help with registration for classes
- Help filling out the FAFSA
- Recommendation letters for scholarships and transfer
- Editing scholarship essays
- Zoom tutoring
- Textbook reference library
- Social events and craft days
- Financial literacy and budgeting

STUDENT ORGANIZATIONS



1

BAPTIST COLLEGIATE MINISTRY

Baptist collegiate ministries provides ASUB-HS students with an opportunity to get together for food, fun, and fellowship. Meetings include Bible studies and free lunches! And you don't have to be Baptist! Everyone is welcome to attend.

Advisor: Jeff Crow
jwcrow@asub.edu
501-362-1219
Office: AC314

2

FUTURE EDUCATOR'S CLUB

Get information on becoming a teacher and hear from professionals working in the field. This is a great way to get involved if you are majoring in Education or planning to become a teacher. Meetings are once a month during the lunch hour.

Advisor: Emily Harris
eaharris@asub.edu
501-362-1213
AC120

3

PHI THETA KAPPA

Students who get very high grades will be invited to participate in Phi Theta Kappa, a nationally recognized honors society. This group meets in AC206 for intercampus Zoom meetings with their Beebe counterparts and are involved in service to the community. Participation looks great on your resume!

Advisor: Eddie Supratman
esupratman@asub.edu
501-882-8853

HELPFUL RESOURCES



1

HOW TO ACCESS YOUR EMAIL/VANGUARD PORTAL/WIFI

Username:

firstmane.lastname@asub.edu

Password: First initial (UPPER-CASE), last initial (lower-case), your 8-digit birthdate, exclamation point (!)

Email: mail.asub.edu

Portal: mycampus.asub.edu

Locked out?: Visit

<https://reset.asub.edu> to reset your password.

Still struggling?: Email

helpdesk@asub.edu or call the helpdesk at 501-882-8999

2

DOWNLOAD OFFICE 365 FOR FREE

Go to your email, then click the App Launcher in the top left corner. Select "video" and go to the ITS channel. From there click the "Microsoft Office 2016 Installation" tutorial and follow the directions.

Each person gets 5 free downloads to any PC and 5 free downloads to any mobile device!

3

HOW TO APPLY FOR FINANCIAL AID

Go to www.studentaid.gov
Fill out the FAFSA.

- You must do this every year before summer!
- The college code for ASUB-HS is 001091.
- It takes a few weeks after the semester starts to get your financial aid processed.

Need help? Contact: Sarah Burroughs
skburroughs@asub.edu
501-362-1211

HELPFUL RESOURCES



1

DROPPING A CLASS

Step 1: Check with Sarah in Financial Aid to make sure dropping a class won't affect your aid!

Step 2: Talk with your teacher and see if there's anything you can do to improve your grade this semester.

Step 3: If there's nothing you can do to bring your grade up, fill out a drop form with your teacher.

Step 4: Notify your advisor and make a plan for how to proceed next semester.

You can drop a class anytime in the first week with no penalty. After that, you will need to follow this process. Check the academic calendar for the last drop date.

2

SATISFACTORY ACADEMIC PROGRESS - WHAT IS IT?

To keep your financial aid and remain in TRIO, you'll need to maintain satisfactory academic progress. This means completing at least 67% of the classes you started with a passing grade. Your GPA should be 2.0 or higher.

Everyone gets one "grace semester" in case you have an emergency and have to drop out or fail too many classes. After that, you will lose financial aid. Be sure to get tutoring if you are struggling! Building study skills and getting tutoring will help you maintain academic progress.

3

HOW DO I GET TUTORING?

Drop in to AC252 and ask one of our tutors for help! It's free for all TRIO students!

You can also ask our tutors about Zoom tutoring.

Hours: 10 am–2 pm, Mon.–Thurs.

Contact for Zoom tutoring (flexible hours):

Carol Lewis
cjlewis@asub.edu

SCHOLARSHIPS

APPLY TO THESE FOR MORE AID!



SCHOLARSHIP LIST

- **Foundation Scholarships:** EVERY student should fill this out:
<https://www.asub.edu/institutional-advancement/foundation-scholarships.aspx>
- **State Scholarships (Including Arkansas Lottery Scholarship):**
https://www.ark.org/adhe_financial_aid/login.aspx
- **Arkansas Single Parent Scholarship:** A great option if you're a single parent!
<https://www.aspsf.org/applynow>
- **Woodruff Scholarship:** Take a quiz and apply for this \$10,000 scholarship!
<https://asla.info/Scholarships>
- **College Board Scholarships:** For incoming freshmen:
<https://opportunity.collegeboard.org>
- **Additional Scholarships:** Search this directory for more opportunities!
<https://finaid.org/scholarships/>

FINANCIAL LITERACY



HELPFUL FINANCIAL INFORMATION TO HELP YOU GET THROUGH COLLEGE

MONEY MANAGEMENT

WHERE TO PUT YOUR MONEY

Banks and credit unions are the safest places to keep your money. Banks are for-profit businesses owned by investors, while credit unions are non-profit financial co-ops owned by members. Their services are similar, and either one is a good choice.

Your money is insured for up to \$250,000 in either one, so you don't have to worry if your banking institution goes out of business, is bankrupt, or burns down.

Choose a bank that offers free checking and free "in-network" ATMs. Some banks will offer special deals for students. A checking account is the most accessible place to store your money. Look for banks that allow you to track your purchases online and keep an eye out for fees.

Search online to find a checking account that fits your needs. Some will require a service charge, while others may require that you keep a certain amount in the account at all times. Be honest with yourself about what will be best for you.

DEBIT VS. CREDIT CARDS

A debit card allows you to access money directly from your bank account and use it to pay businesses. We recommend this for most purchases. There is no interest and you don't have to pay a bill as long as you only spend what is in your account. Overdrafts can be expensive, so keep track of how much money you have.

Credit cards allow you to spend money whether or not it's in your bank account, but be careful! If you don't pay it off at the end of the month you'll be charged interest.

FINANCIAL LITERACY



HELPFUL FINANCIAL INFORMATION TO HELP YOU GET THROUGH COLLEGE

CREDIT CARDS

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FINANCIAL LITERACY



HELPFUL FINANCIAL INFORMATION TO HELP YOU GET THROUGH COLLEGE

HOW TO SAVE OR EARN MONEY IN COLLEGE

HOW TO SAVE MONEY

- Small savings add up quickly. Here are some tips that will add up over time: Choosing Walmart over a gas station for snacks can make a big difference over time!
- Meal plans are available from the cafeteria, and can help you save \$1.50 per meal!
- Sharing an apartment with friends can help reduce costs.
- Rent textbooks instead of buying them.
- Ask for "student discounts" everywhere! Get a student ID in the learning center.
- Limit alcohol and tobacco costs for big savings.
- Use coupons and rewards cards.
- Consider used items for big expenses like furniture.
- Use a budget to stay on track.

HOW TO EARN MONEY

You can work while you're in school. Pick up part-time work on weekends, or check jobs.asub.edu for work study positions here on campus that will work around your class schedule.

If you work many hours it may be wise to attend school part-time or lessen your hours. Be honest about the demands on your time, whether it's work, school, or family.

Summer jobs are another option for Heber Springs students, since we get a lot of tourists during the summer. Check marinas and restaurants for jobs.

If you do work, you must file taxes. You'll get a W-2 in January, and you'll need to submit that. For simple taxes, the 1040EZ form is available at the library, or TurboTax is affordable and easy to use. Farms and other complicated taxes may require a professional.

HEBER TRIO SSS

CONTACT US

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501-362-1232 | sascudder@asub.edu
aldonley@asub.edu | elkillion@asub.edu

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