

## SSS – Participant Guidelines

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### Welcome

Participants are encouraged to use SSS services throughout their MSU years until graduation. When you leave MSU, please inform us so that we can hear about your future plans.

### Signatures

Your signature is very important to us. SSS is a TRiO program that is funded by the U.S. Department of Education. In order to maintain funding, it is very important to sign in every time you come in to visit with us.

### Academic Development— Tutoring

**Attendance** — Attending each scheduled session is **mandatory**. Sessions are 50 minutes long. Tutors are instructed to utilize students' notes and/or textbooks during the sessions. Discuss any needed schedule changes with your Tutor and Advisor.

**Absences** — A 24 hour advance notice is **required**. If you must cancel a tutoring session, call the office phone number 940-397-4135, to notify SSS staff. You will be dropped from tutoring if you have more than two absences. Discuss with your Advisor if you have extenuating circumstances.

### Advisor Appointments

All students are expected to meet with their SSS Advisor at least **2 - 4** times every semester after the Eligibility Interview. Students may schedule more appointments with their Counselor as needed.

### Registration Holds

All students will have holds placed on their records prior to registration for classes as a reminder to make an appointment with SSS Director and Program Coordinator.

### Peer/Tutor Appointments and Study Skills Assistance

Students are encouraged to schedule appointments with a SSS Peer/Tutor for assistance with pursuing their academic success goals here at MSU.

### Personal Development

SSS participants are asked to attend SSS and other departmental workshops, such as the Career Management Center and Student Development, as well as other campus events. Check your SSS calendar for workshop schedules.

### Student Engagement

University and community service involvement is encouraged along with attendance of various social and cultural events, banquets and/or conferences.

### Other Expectations

All students are expected to strive toward success. It is therefore expected that all of **our** students: Take at least 12 hours of course work if attending MSU full-time. Attend **all** of their classes. Work on weekly assignments. **Engage** with **faculty**. And most importantly **graduate on time**.

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Print student's name

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Student's signature

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Date