



TRiO Student Support Services Application Checklist

Completed?			
	Yes	No	Comments
Application Completed? (black or blue ink only)	<input type="checkbox"/>	<input type="checkbox"/>	Make sure ALL areas of application are complete in black or blue ink ; personal information, dates, signatures, e-mail PRIOR to the appointment.
Application Survey Completed?	<input type="checkbox"/>	<input type="checkbox"/>	ALL questions must be answered to the best your ability.
College Readiness Completed?	<input type="checkbox"/>	<input type="checkbox"/>	ALL questions must be answered to the best your ability.
Social Security Card?	<input type="checkbox"/>	<input type="checkbox"/>	Must bring Social Security Card (to be copied in TRIO Office)
Financial Information (One of the following)			
1. Dependent Student	Yes	No	Comments
<ul style="list-style-type: none"> • Tax Return (Copy of parents signed 1040, 1040a or 1040EZ or Puerto Rico tax return) 	<input type="checkbox"/>	<input type="checkbox"/>	Make sure the second page is signed.
<ul style="list-style-type: none"> • Verification from a government source 	<input type="checkbox"/>	<input type="checkbox"/>	Example: Social Security Award Letter
2. Independent Student	<input type="checkbox"/>	<input type="checkbox"/>	Most recent tax return
<ul style="list-style-type: none"> • Tax Return (Copy of students signed 1040, 1040a or 1040EZ or Puerto Rico tax return) 	<input type="checkbox"/>	<input type="checkbox"/>	Make sure the second page is signed.
<ul style="list-style-type: none"> • Verification from a government source 	<input type="checkbox"/>	<input type="checkbox"/>	Example: Social Security Award Letter

Meeting First Generation, Low Income, and Disability program eligibility criteria does not guarantee admission into the TRIO Student Support Services program. Prospective participants **MUST ALSO** demonstrate the ability to benefit from the program services

PLEASE BE AWARE:

1. Students must come to the initial interview with completed application material and financial documentation as required. Incomplete paperwork will require rescheduling of the appointment.
2. Arriving more than 15 minutes late to an interview will require the appointment to be rescheduled.
3. Students who do not complete the interview process in a timely fashion will not be considered for admission to the program until the next fiscal year. This will include missing scheduled appointments without advance notification to staff and not responding to staff follow up calls.
4. Applicants will not be scheduled for an interview a third time. In this situation the applicant will have to reapply in the next fiscal year.
5. Applications completed in pencil will not be accepted.

TRIO STUDENT SUPPORT SERVICES APPLICATION

All information is CONFIDENTIAL.

OFFICE USE ONLY

ELIGIBILITY LIFG LI FG DI DILI INTERVIEW DATE: _____

PROJECT ADMISSION STATUS: _____ ADMITTED
_____ DENIED _____ WAITING LIST REASON _____

Documents: _____ TRANSCRIPT _____ FA INFO _____ DRC INFO.

Recommending Staff's Signature _____ Date: _____

Director's Signature _____ Date: _____

PERSONAL INFORMATION (PLEASE PRINT CLEARLY) NSHE # _____

Name _____ Social Security # _____

Address Last First MI Home Phone# _____
Street Apt. Area Code
City State Zip Cell Phone # _____
Area Code

EMAIL ADDRESS (required): _____

Are you a U.S. Citizen? Yes No, Permanent Resident, Alien Number A- _____
(copy of Alien Card required)

Ethnicity / Race Are you Hispanic/Latino? Yes No

Please select the category or categories with which you most closely identify :

White Black/African-American American-Indian or Alaska Native Asian Native Hawaiian/Pacific Islander

Gender Female Male Date of Birth _____ / _____ / _____
MM DD YEAR

Permanent Contact _____ / _____
Name Relationship

Address: _____ Permanent Phone# _____
Street City/State Zip Area Code

How did you find out about TRIO? _____

ELIGIBILITY CRITERIA:

INCOME

If under 24 years of age, parent/family latest **annual taxable income** _____ Number of dependents in family _____

If over 24 years of age, your latest **annual taxable income** _____ Number of dependents in family _____

Have you applied for financial aid?

- Yes – If yes, provide documentation from the Financial Aid Office. Receiving PELL Grant? Yes No
 No – If no, we encourage you to apply on-line at www.fafsa.gov or in person at the CSN Financial Aid Office.

FIRST GENERATION: Did either one of your parents earn a degree from a four-year college? Yes No

DISABILITY

[Must bring documentation from DRC]

Do you have a physical disability? No Yes, Type _____

Do you have a learning disability? No Yes, Type _____

I CERTIFY THAT ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I GIVE STUDENT SUPPORT SERVICES STAFF PERMISSION TO OBTAIN MY RECORDS FOR VERIFICATION AND SERVICE PRESCRIPTION PURPOSES.

Applicant Signature _____ Date: _____ / _____ / _____
MM DD YEAR

STUDENT NEEDS ASSESSMENT

Previous Education

High School Graduation Year _____ or GED Year _____

College Major _____ Year and Semester started at CSN _____

Current Semester Units _____ College credits earned so far _____

College Location (circle one): Cheyenne West Charleston Henderson

Did you transfer from another two-year college?

Yes How many credits? _____

Your educational goal (check all that apply):

- Certificate Associate's Degree
- Transfer to a four-year school
- Associate's Degree and then Transfer

Main reason why you are applying to the TRIO Student Support Services Program

State your educational and professional goals

What different challenges do you face while attending CSN?

- Disability Limited English Financial Issues
- Motivation Transportation Lack of study skills
- Health Problems Child Care Family Problems
- Other _____

PLEASE PLACE A CHECK NEXT TO ALL SERVICES THAT APPLY:

- Personal counseling & college adjustment issues
- Academic advising
- Choosing a major
- Class scheduling/registration
- Financial aid & scholarship assistance
- Special instruction (reading, writing, math, computers)
- Transfer counseling
- Study & college survival skills development
- Tutoring
- Computer lab
- Career counseling



NAME _____ DATE _____

APPLICATION SURVEY (Please answer the following questions to help us assess your needs.)

This information will remain confidential.

Please circle the answer:

1. What subject(s) do you feel that you do your **best** in? Why? (Be specific, for example English because I like to read, or Math because I am good with numbers).

2. What subject(s) do you feel that you do your **worst** in? Why? (Be specific, problems with language, adding, vocabulary etc.)

3. In the subjects that you do your **worst** in, would you say you...? *(Mark all that apply).*

- Study **less** than you should
- Avoid studying the subject because it makes you **anxious**
- Try** just as **hard** as the ones you do the best
- Try** to go over your notes **right after** class to see if your understanding improves
- Wait until the night before the test to study the notes
- Try** to get a good amount of sleep before taking the test
- Feel unprepared** because you believe you do not have the basic skills (reading, writing or math) to do well
- Do you ask the teacher for **help**, or ever seek assistance from a **counselor**? If not, why?

4. What is the **single most important reason** affecting your performance in tests and in grades in general? (For example, if it's time commitment because you are a parent, being tired from working all day, problems with Math or English skills etc.)
(The more detail you provide us, the more we might be able to do for you).

5. The program of courses that I took in high school was designed primarily to prepare me for:

- b. **a manual trade** (auto mechanics, farming, plumbing, carpentry, manufacturing, etc.)
- c. **a technical trade** (electrical, electronics, data processing, commercial art, medical technician, nursing, etc.)
- d. **secretarial work** (typing, filing, dictation, etc.)
- e. **general commerce** (sales, purchasing, banking, bookkeeping, etc.)
- f. **a college education** leading to various occupations
- g. **other** _____

6. The **average** of all your grades during your **last two years in high school** was approximately:

- a. A
- b. Halfway between A and B
- c. B
- d. Halfway between B and C
- e. C
- f. Halfway between C and D
- g. D or lower

NOTE: If your school did not use letter grades, do your best to translate your grades into the above system.

7. In **high school**, which of the following Math courses did you take? (Circle all that apply)

- a. Consumer Math
- b. Algebra I
- c. Algebra II
- d. Geometry
- e. Pre-Calculus
- f. Calculus or higher

8. The **average** of all my **math grades** during high school was approximately:

- a. A
- b. Halfway between A and B
- c. B
- d. Halfway between B and C
- e. C
- f. Halfway between C and D
- g. D or lower

NOTE: If your school did not use letter grades, do your best to translate your grades into the above system.

9. The **average** of all my **English grades** during high school was approximately:

- a. A
- b. Halfway between A and B
- c. B
- d. Halfway between B and C
- e. C
- f. Halfway between C and D
- g. D or lower

NOTE: If your school did not use letter grades, do your best to translate your grades into the above system.

10. What is the **highest** level of education completed by your **mother**?

- a. 9 years or less of elementary school
- b. some high school but no diploma
- c. a high school diploma or equivalent
- d. 1 to 3 years of college (including study at a technical, community, or junior college)
- e. a 4-year undergraduate college degree (bachelor's degree)
- f. a master's degree
- g. a doctoral degree

11. What is the **highest** level of education completed by your **father**?

- a. 9 years or less of elementary school some high school but no diploma
- b. a high school diploma or equivalent
- c. 1 to 3 years of college (including study at a technical, community, or junior college)
- d. a 4-year undergraduate college degree (bachelor's degree)
- e. a master's degree
- f. a doctoral degree

Do you have any children?

NO

YES

If so, how many? Please list their ages: _____

Please mark Yes or No:

TIME MANAGEMENT

- | | | |
|--|------------------------------|-----------------------------|
| • I use a daily/weekly/monthly calendar to manage my time. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I always plan my study time as a top priority and therefore do not procrastinate when it comes to my school work. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • When I study enough, I still have sufficient time left for social activities. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • For every hour spent in the classroom, I study approximately 3 hours outside of class. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • My studying is very regular and predictable. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I schedule preparation periods (time set aside to prepare homework)and review periods (time set aside for reviewing class materials) for each class. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • It is easy for me to say "no" to too many activities. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • After learning about my assignments in class or on my syllabus, I immediately start to work. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

STUDY SKILLS

- | | | |
|---|------------------------------|-----------------------------|
| • I know how to take good notes in class. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I normally try to review what I have learned as soon as possible after lectures. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Regardless of the class, I am usually able to keep up without getting confused, and my notes are very complete. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I study all of the assigned readings in my courses. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I attend all of my classes regularly. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I talk to instructors/professors about class questions and requirements. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I complete all work assigned to me. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I miss out on study time; I immediately apply myself to make up for lost time. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I take a 5-10 minute break after each hour of concentrated studying. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I study and review my notes and reading assignments for short periods every day instead of cramming all information into one day. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I frequently use information processing strategies such as paraphrasing, summarizing, and outlining. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • As I read textbooks, I highlight and write summary notes. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I know how to pick out what is important in the text and have no trouble identifying the main ideas. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • When my teachers assign papers, I don't get overwhelmed, but rather break down the task into manageable steps. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • I think about potential questions to guide my reading or help me prepare for an exam. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

TEST TAKING SKILLS

- I feel that I know effective test-taking techniques. Yes No
- In preparing for a test, I review regularly instead of cramming at the last minute. Yes No
- On the night before the test, I make a final comprehensive review, and then go to bed early so I can be rested at the time of the exam. Yes No
- When taking a test, I make sure that I fully understand directions before answering any part of the test. Yes No
- When taking a test, I look over the entire test and decide how I am going to divide up the time. Yes No
- I normally work first in items that are worth the most points. Yes No
- I am good at figuring out what material is most important for an exam and what is secondary. Yes No
- If I have time left over after a test, I usually review, edit, and check my answers. Yes No

CONCENTRATION

- I avoid conversing and engaging in other distracting activities during my study time. Yes No
- Concentrating on school work is not an issue for me. Yes No
- When studying, I am able to keep my attention clearly focused on the material. Yes No
- I have discovered the most productive time and place to study. Yes No
- When I try to study, I seldom get bored and quit after a few minutes. Yes No
- I normally remain alert during class and get the right material into my notes. Yes No
- When I am in class, I listen carefully, evaluate what is being said, and write important notes in my own words. Yes No
- I usually remember/retain the information that I study or read in a chapter. Yes No

COMPUTER SKILLS

- Word that best describes my computer skills: non-existing basic intermediate advanced
- I use computers at (indicate all that apply): Home CSN Computer Lab Work Friend/relative's house
- I am familiar with at least one word processor application: None Microsoft Word Word Perfect
- I have an e-mail account. Yes No
- I conduct school related research on the Internet. Yes No
- I know how to use a search engine on the Internet. Yes No
- I use CSN's web page to find and register for classes. Yes No
- I am familiar with how to take Web CT courses and expect to take a distance education class. Yes No

Name: _____

Date: _____

As you answer the following sets of questions, keep in mind that this questionnaire contains a number of similar items about every topic covered. Each item reduces the chances of error. **Therefore, don't try to recall your previous responses—just answer each question as spontaneously and naturally as you can, without spending a lot of time on any particular one.**

Answer each question by **circling one** number from the following rating scale

RATING SCALE

NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE

Thus, if you agree completely with a statement, you should answer with a "7." Agreement that is fairly strong but not total is indicated by selecting a "5," while agreement that is fairly weak is indicated by "3." Total disagreement is indicated by selecting "1."

ACADEMIC CONFIDENCE

If I have a problem in one of my classes, I continue trying through whatever method necessary (i.e., using a tutor, going to faculty office hours, increasing study time) until I overcome the difficulty.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
For the most part, I am always confident that given advance notice, I am adequately prepared for any test.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I tend to put off trying to solve difficult academic problems whenever they arise.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
No matter how hard I try, I don't seem to understand many of the issues in some of my classes.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I am convinced that I eventually master concepts in my academic courses that initially might be difficult to understand.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE

FINANCING COLLEGE

I have financial problems that are very distracting and troublesome.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I have the financial resources that I need to finish college.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I am in a bad financial position, and the pressure to earn extra money will probably hinder my studies.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE

REASONS FOR GOING TO COLLEGE	
Of all the things I could do at this point in my life, going to college is definitely the most satisfying.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I have some serious misgivings about my decision to come to college.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I am strongly dedicated to finishing college no matter what obstacles get in my way.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I would readily leave college if I found a well paying job.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I am quite confident that my decision to go to college was the right thing for me.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I dread the thought of going to school for several more years and there is a part of me that would like to give the whole thing up.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I wish that society did not put so much pressure on people to go to college, as I'd rather be doing other things at this point in my life.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE

TACKLING COLLEGE	
I often get confused when trying to reach major decisions, and I tend to seek a lot of help with them.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I have declared a major and I feel confident about my decision.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I understand how to follow a degree sheet, its requirements and course sequence.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I have explored the possibility of transferring to a four year institution upon earning my Associate degree.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I often take the initiative in solving my own problems.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I like to explore new ways of doing things, despite the frustrations and disappointments that sometimes result.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE

TEACHERS	
Most of my teachers are very interesting and lively, and they make the learning process quite enjoyable.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
Throughout my life, most of my teachers have respected me as a person and treated me fairly.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
I like my teachers, they are dedicated, and I feel they do a good job.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE
Most of my current teachers have a superior attitude that I find very annoying.	NOT AT ALL TRUE 1 2 3 4 5 6 7 COMPLETELY TRUE

CAREER AWARENESS										
I am very confused about what occupation to go into.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
In trying to plan a career, I have explored several possibilities and have weighed their advantages and disadvantages.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
When I think about my career choice, I find that I have very little solid information to go on, such as the years of schooling and training required.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I have found at least one occupation that seems to fit well with my personality and interests.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I have made a firm decision to enter a certain occupation and have begun planning my life around that decision.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	

READING & WRITING										
My vocabulary is fairly limited, and I have a hard time understanding textbooks.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I never read if I don't have to.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I like to spend some of my free time reading serious books and articles.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I pick up new vocabulary words quickly, and I find it easy to use them in my speech and writing.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
In English classes, I've had difficulty analyzing an author's style, the theme, or the deeper meaning in the reading.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I always look up words I don't understand.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I am very comfortable writing a very clear and well-organized paper.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I know the difference between a research paper and an essay.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I know how to write a topic sentence and create an outline.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	

MATH & SCIENCE										
I avoid doing math.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I feel confident that I can succeed in a math class.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I have a hard time understanding and solving complex math problems	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I have a very weak understanding of general biology (e.g., cell structure, metabolism, genetics, and the circulatory system).	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I'm very good at understanding the relationship between a scientific principle and a corresponding formula (such as momentum = mass X velocity).	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
My understanding of the physical sciences (biology, chemistry, physics, etc.) is very weak.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I have a very good understanding of the basic ideas related to atoms, molecules, the periodic table, and chemical reactions.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	

SOCIAL SUPPORT										
I already know several students at CCSN and I feel much more at home.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I make friends easily.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I enjoy activities that bring me into close contact with people.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I am having a hard time breaking away from my family, and attending college makes the situation worse.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I have family problems that interfere (or could interfere) with my studies.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
My parents, or spouse if you are married, have/has paid little attention to my schooling, and haven't/hasn't done much to help me.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
There is too much tension and emotional turmoil in my family.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	
I feel comfortable discussing important issues with my parents, or spouse if you are married.	NOT AT ALL TRUE	1	2	3	4	5	6	7	COMPLETELY TRUE	