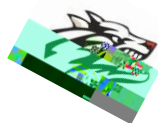




The University of New Mexico-Gallup, as an equal opportunity/affirmative action employer and educator, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of New Mexico-Gallup is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race/ethnicity, color, national origin, age, spousal affiliation, sex, sexual orientation, gender identity, medical condition, disability, religion, pregnancy, genetic information, or veteran status in employment, educational programs and activities, and admissions, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries or complaints may be addressed to the Office

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## Welcome to TRIO Student Support Services!

Welcome to the University of New Mexico - Gallup TRIO/ Student Support Services Program.

-standing Federal government programs in higher education. TRIO/SSS is dedicated to your development as a student.

goals. As a TRIO/SSS 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. Being an active participant means to let us know when you need help. Do not hesitate to call, email us, or stop by and set up an appointment through LoboAchieve. On the next page is a list of the staff, contact information, and hours of operation.

This handbook was created as an easy reference to TRIO/SSS information. Please take some time to look it over and become familiar with our services and policies.



## UNM-Gallup Accessibility

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## TRIO/SSS Program Policies and Procedures

### Application Process

When applying to TRIO/SSS program, the student must fill out an application. In addition to the application, the following information is required:

Accuplacer









Understand and effectively communicate the curriculum, university and college policies and procedures.

Encourage and support participants as they gain the skills to define and develop clear and attainable educational plans and goals.

Provide participants with information and strategies for utilizing the available resources on campus.

Assist participants in understanding the purpose and goals of higher education and its effects on their personal lives and future goals.

Monitor and accurately document progress toward meeting their goals.

Be accessible during office hours for communication with participants by walk-in advising, telephone, or e-mail.

Maintain confidentiality.

### **Participant Expectations**

Participants have responsibilities in the advising partnership that can assist them in their academic development. These responsibilities include:

Making regular contact with advisors each semester.

Coming prepared to each appointment with questions and/or material for discussion.

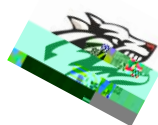
Being an active learner by participating fully in the advising experience.

Asking if they do not understand an issue or have a specific concern.

Completing all assignments and recommendation from their advisor.

Gathering all relevant decision-making information.

Informing their advisor of their personal values and interests and recommendation with que2 792 r



Know immediately when the institution has a concern about their academic performance and which support services are available to them.

Schedule appointments online to meet with their advisor or others at the institution who is in their network.

Get motivated as a result of receiving positive, encouraging messages from staff in their success network.

<http://advisement.unm.edu/loboachieve/loboachieve-for-students.html>

### **Advisement Holds**

**We place advisement holds on your account.** These holds ensure that we meet with you for advisement, which is a Department of Education requirement, and is a proactive advisement action







managing competing responsibilities, diminishing self-doubt and developing confidence, learning how to adapt, problem solving, and overcoming adversity.

### **Advocacy**

TRIO/SSS participants at UNM-G often experience extended family, economic, medical issues and ceremonial needs plus transportation problems in this rural area. Hence, class attendance is problematic. The participant does not realize that the university system may be sympathetic to his or her plight if approached appropriately through formal requests and accompanying supportive documents. TRIO/SSS staff members serve as participant advocates by contacting the faculty on record and may negotiate alternative arrangements to complete the required course work. The TRIO



## TRIO/SSS Space

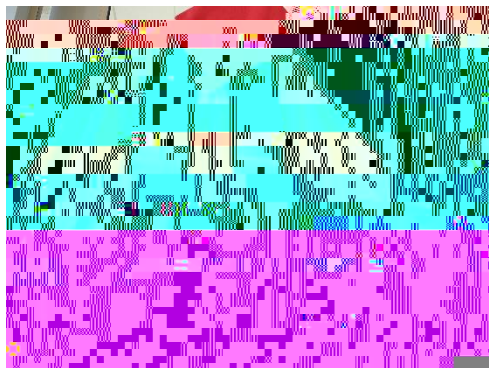
Our space is primarily for our participants to use. **Therefore, friends, relatives, children, significant others are not allowed.** If seen in the lab, they will be approached and participants will be reminded that this space is specifically for our participants and the non-participant will be asked to leave. If the non-participant is a student of UNM-G, they may be given a one day pass to utilize our services. Also, please keep in mind that this is a shared space which is intended to provide student support services, so please be considerate of others. Please keep your voice level at an appropriate level, turn cell phones to vibrate, and take phone calls outside. Disruptive behavior will not be tolerated.

## Reference Library

TRIO/SSS participants have full access to a reference library available in the computer/learning lab for in house use, research materials and self-paced learning tutorials (DVDs and software) in math, language arts, and basic word processing. Math, reading and writing textbooks, dictionaries, thesaurus, electronic and printed encyclopedias, and printed handouts, supplemental study guides, as well as miscellaneous resources including course syllabi, grading rubrics and sample assignments are housed here.

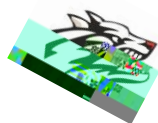
## Graduation

TRIO/SSS participants eligible for graduation need to apply a semester prior to completion of their degree program. Contact your TRIO/SSS advisor to know your expected graduation date and to receive the graduation forms needed to be filled out.



## Pending and Inactive Status

If you do not enroll for classes in the fall or spring term, you will be placed on pending status with the TRIO/SSS program. Pending status guarantees that you will still have a spot in the TRIO/SSS program if you return the following term. If you do not return the following term, meaning that you are not enrolled for two consecutive semesters, you will no longer be a TRIO/SSS participant and will have to reapply to reenter the program. Please communicate with staff about lack of enrollment.



## Campus Resources

### Math/Science Center

**Location:**

Center for Academic Learning (CAL) | Gurley Hall 2nd Floor-Room 2205  
Phone: 505.863.7689

**Contact:**

**John White** | Education Specialist  
Email: johnvils@unm.edu | Phone: 505.863.7704

### Writing Center

**Location:**

Center for Academic Learning (CAL) | Gurley Hall  
2nd Floor-Room 2205 | Phone: 505.863.7689

**Contact:**

**Karla Baldonado** | Education Specialist  
Email: kvbaldona@unm.edu | Phone: 505.863.7535

**CAL Hours:**

Monday-







## **Bookstore**

UNM-Gallup Bookstore is the major provider for all our students' class needs, including textbooks, school supplies, including lab and art supplies. The bookstore also sells college apparel, snacks, backpacks, gift items and trade books.

### **Hours of Operation / Phone:**

Monday - Thursday 8:00 a.m. to 5:00 p.m.

Friday 8:00 a.m. to 4:30 p.m.

Phone Number: 505.863.7505

### **Student Bookstore Accounts & Payment Information for the UNM Gallup Bookstore**

#### **Student Bookstore Charge Account**

with approved financial aid or third party support.

Accounts open approximately 1 month prior to the start of classes, and will close approximately 2 weeks before the semester starts. Accounts will remain active only 24 hours.

Students are NOT obligated to utilize this account.

#### **Bookstore Credit Card Purchases**

Card Holder MUST be present at the time of the purchase.

Student can ONLY use credit card issued in their name.

ALL credit card purchases must have ID (license or student ID)

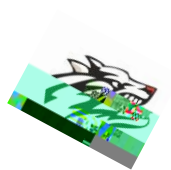
Credit Cards accepted: Visa, MasterCard, Discover, Apple Pay & Google Wallet

No Checks are accepted as a form of payment at the UNM Gallup Bookstore

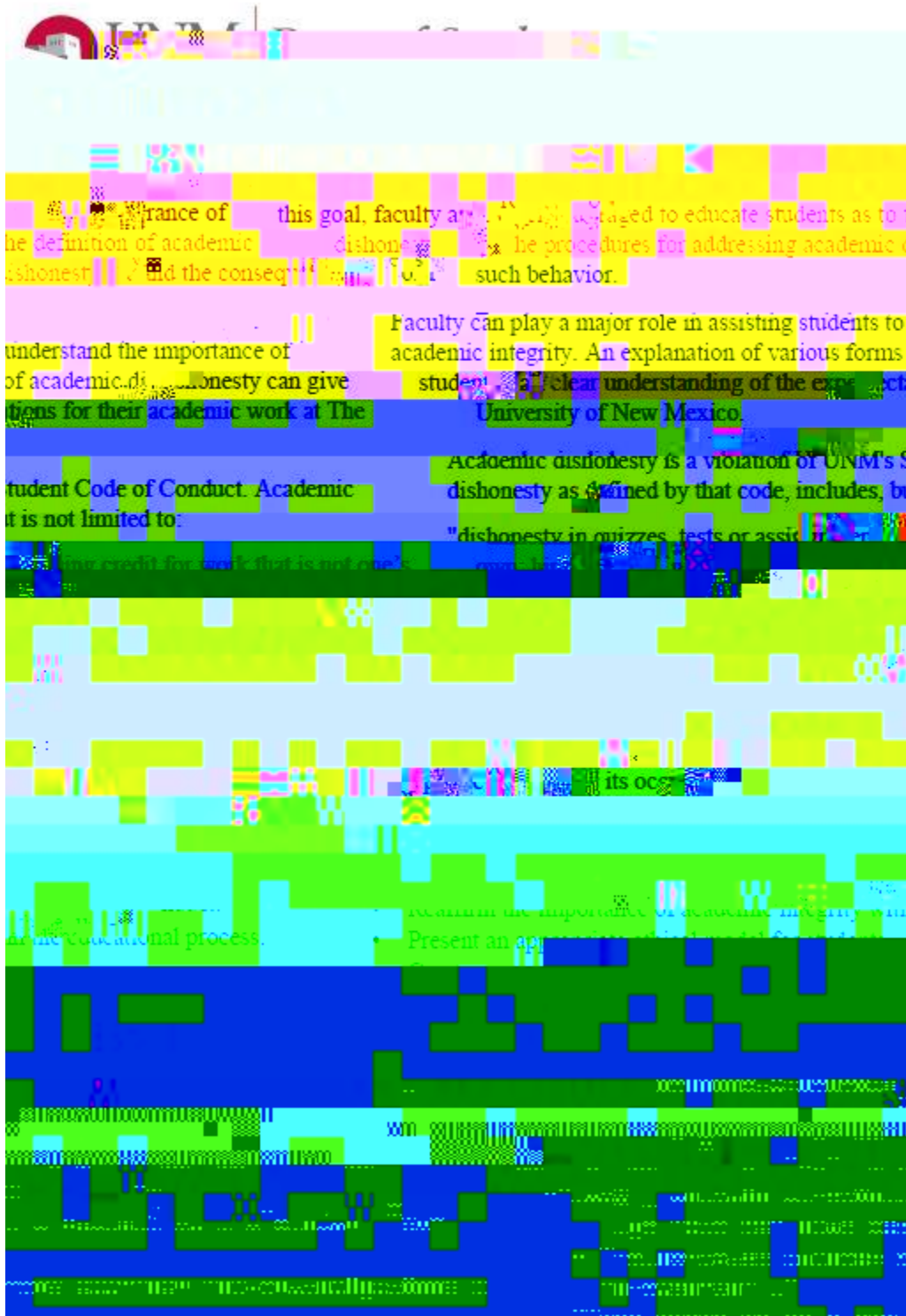
## **Career Services**

**None Available at UNM Gallup Campus**





# Appendix





**Academic Success Contract**

This contract is being presented based on one or a combination of the following: poor academic standing resulting in academic probation, failing to meet Satisfactory Academic Progress, failing grades, low semester GPA (below a 2.0), and lack of accessing TRIO/SSS services.

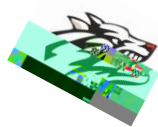
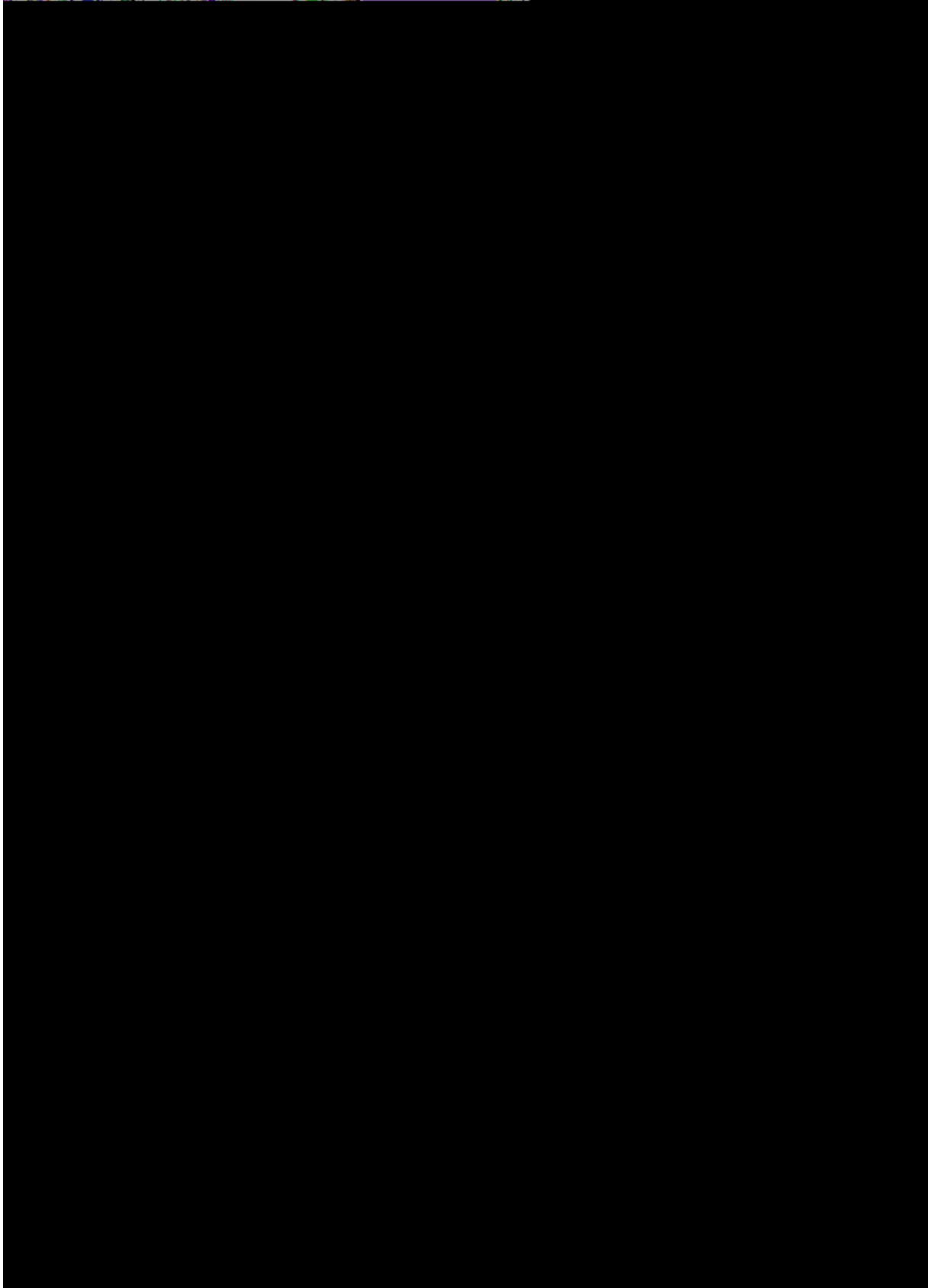
Student: \_\_\_\_\_

BID#: \_\_\_\_\_

SAP/Probation Semester: \_\_\_\_\_

Current GPA: Q EMC /P A/CID 7-BDC q0.0410( )4(C)-12(urr)-6(en)4(t )-9Req















## TRIO/SSS Participant Agreement

*By signing below, you are acknowledging that:*

\_\_\_\_\_ You have received and are responsible for reading the TRIO/SSS Student Handbook.

\_\_\_\_\_ You are responsible for knowing TRIO/SSS policies.

\_\_\_\_\_ You are encouraged and responsible for asking questions to clarify any concepts.

\_\_\_\_\_ In order to remain a TRI

\_\_\_\_\_ You have the right to ask to be removed from the program at any time and you are aware that by asking to be removed from the program, you will no longer be able to use the

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Participant Name: \_\_\_\_\_

Date: \_\_\_\_\_

