



STUDENT SUPPORT SERVICES

## Student Support Services (SSS) A St. Olaf College TRIO Program

### *-Student Application-*

Name \_\_\_\_\_

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Student Support Services is a federally funded TRIO college retention program. TRIO helps income eligible, first generation college students and students with disabilities develop the skills and motivation necessary to pursue, and successfully complete, a college education.

The TRIO/SSS Program at St. Olaf College serves 160 students per year. TRIO/SSS helps students focus on academic and personal development.

TRIO/SSS is funded by the  
United States Department of Education,  
the NSF Northstar STEM Alliance,  
William Randolph Hearst Foundation  
and St. Olaf College.

*All persons have equal access to TRIO programs and facilities without regard to race, creed, color, gender, sexual preference, age, national origin or disability.*

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**Office Use Only:**

Institution Entry Date \_\_\_\_\_

Eligibility Status \_\_\_\_\_

Date Admitted \_\_\_\_\_

Project Entry Date \_\_\_\_\_

Application Date \_\_\_\_\_

St. Olaf ID \_\_\_\_\_

**-ALL FIELDS ARE REQUIRED-**

\_\_\_\_\_  
Name: First Middle Last

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Permanent Home Phone Cell Phone Birth date

\_\_\_\_\_  
Email (personal and St. Olaf if known) Social Security Number

\_\_\_\_ Female \_\_\_\_ Male

**Please indicate your Residency Status:**

\_\_\_\_ U.S Citizen \_\_\_\_ Permanent Resident \_\_\_\_ Student Visas \_\_\_\_ Refugee Status

\_\_\_\_\_  
Parent 1/Guardian Name: First Middle Last

\_\_\_\_\_  
Address Phone

\_\_\_\_\_  
Parent 1/Guardian Email (optional) (We will send newsletters, program updates, etc.)

\_\_\_\_\_  
Parent 2/Guardian Name: First Middle Last

\_\_\_\_\_  
Address Phone

\_\_\_\_\_  
Parent 2/Guardian Email (optional) (We will send newsletters, program updates, etc.)

### **CONFIDENTIALITY OF INFORMATION**

Information you provide to the Student Support Services (SSS) program is protected by the Privacy Act. No one may see the information unless they work for St. Olaf College, Student Support Services, or if you specifically authorize them to see the information. In addition, some information you give to the SSS Program is sent to the federal government (Department of Education). The information is necessary to confirm that you are eligible to participate in the program and helps the government to measure the program's success.

If you lived with a parent(s)/guardian(s), what is the education attainment of the parent(s)/guardian(s) with whom you lived?

**Parent/Guardian 1**

- Not Applicable
- Less than high school
- High school graduate
- Some college or 2-year degree
- 4-year college degree
- Post BA-work

Did you live with this parent/guardian in high school?

- Yes  No

**Parent/Guardian 2**

- Not Applicable
- Less than high school
- High school graduate
- Some college or 2-year degree
- 4-year college degree
- Post BA-work

Did you live with this parent/guardian in high school?

- Yes  No

If you did not live with parent/guardian 1 or 2, please list the person with whom you lived:

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**1. Why are you interested in participating in SSS?**

- Summer Bridge Program
- Educational achievement and improvement
- Weekly first-year advising
- Academic, career, and financial aid advising
- Student leadership opportunities (conferences, Board of Leaders, workshops)
- Supplemental Instruction (SI)
- Cultural Events
- Graduate School advising and preparation
- Assistance securing internships, research positions, and summer career-related work experience.

**2. What is your current status in school?**

- First-year student
- Sophomore
- Junior
- Senior

**3. Are you a former TRIO Upward Bound (UB) or Educational Talent Search (ETS) student?**

- Yes  No

If yes, from which program? \_\_\_\_\_

**4. Ethnicity?**  Hispanic or Latino  NOT Hispanic or Latino

**5. Race? Check all that apply:**

- Black or African American** (person having origins in any of the black racial groups of Africa)
- American Indian or Alaskan Native** (refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment)
- Asian** (person having origins in any of the original peoples of the Far East, Southeast Asia, and the Indian Subcontinent- China, India, Japan, Korea, and the Philippine Islands)
- White** (person having origins in any of the original peoples of Europe, North Africa or the Middle East)
- Native Hawaiian or other Pacific Islander** (person having origins in any of the original peoples of Hawaii or other Pacific Islands)
- More than one race reported:** \_\_\_\_\_

6. Languages spoken in your home: \_\_\_\_\_

**Student Disabilities** (The following information is requested on a **voluntary** basis.)

Do you have a disability that requires academic accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, have you been in contact with the St. Olaf Office for Student Disability Services located within the Center for Advising and Academic Support (CAAS) office?

\_\_\_\_\_ Yes \_\_\_\_\_ No

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For future follow-up contacts, please list relatives' or friends' addresses who will know your whereabouts 5 or 10 years from now.

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Contact 1 Name: First Middle Last

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Address Phone

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Contact 2 Name: First Middle Last

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Address Phone

I affirm that the information I have provided is true and correct to the best of my knowledge. I authorize program staff to receive my transcripts, grades, financial data, documentation of a disability, recommendations and evaluations in order to determine eligibility and fulfill the requirements of the TRIO Student Support Services Program at St. Olaf College.

\_\_\_\_\_  
Student Signature

**ST. OLAF COLLEGE  
STUDENT SUPPORT SERVICES (SSS)**

**AUTHORIZATION FOR THE RELEASE OF ACADEMIC AND FINANCIAL AID INFORMATION**

I authorize the staff of the Student Support Services (SSS) to share information with those concerned about my academic progress such as the Dean’s office, professors, counselors, residence life, financial aid, etc. I also authorize the staff of the Student Support Services Program, Financial Aid office and Student Accounts office to share information concerning my financial aid package and bill/student account in order to verify my eligibility for the program and to assist me in completing all necessary documents needed for receiving financial aid.

**I understand that personal information will not be shared and will remain confidential unless we are legally required to break confidence. These exceptions are as follows:**

1. If there is reasonable cause to believe that you are a danger to yourself or others, it may be necessary to inform the appropriate people.
2. If we suspect abuse of children or vulnerable adults, we are required to notify the appropriate agencies.
3. If you are involved in certain criminal or civil proceedings, we may be required by court subpoena to release records and/or have staff testify.
4. Student Support Services staff may consult with each other in order to provide you with the best assistance available.

If you have any questions about our services, confidentiality or other legal or ethical concerns, please feel free to discuss this with any of the staff of Student Support Services.

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**Student Signature**

**Date**

**STUDENT INFORMED CONSENT AGREEMENT**

I give my consent  I do not give my consent for St. Olaf College Student Support Services (SSS) program to use my photo and provide information on my participation in the SSS program in the SSS website, brochures, Summer Bridge book, newsletters and MN TRIO publications. This agreement remains in effect during my years as a student at St. Olaf College.

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**Student Signature**

**Date**

## **SERVICES PROVIDED BY SSS**

(Carefully read this section and sign below)

### **TUTORING SERVICES**

Tutoring is offered to all St. Olaf students through the Center for Advising and Academic Support (CAAS). To request a tutor, contact the CAAS at x3288. Your SSS advisor can also assist you to make an appointment with the CAAS. Supplemental Instruction (SI) is also provided by SSS in many subjects. A listing is available from your advisor. I understand that the St. Olaf College Center for Advising and Academic Support provides tutoring and/or disability services and that the service is available to me. I also understand that SSS provides SI and that I am encouraged to attend SI for any classes in which it is offered and in which I am enrolled. Instruction in biology and writing are provided during the Summer Bridge Program (SBP). Study skills instruction is offered during the SBP and in workshop format during the academic year.

### **FINANCIAL LITERACY/FAFSA/FINANCIAL AID**

Each year, SSS offers sessions on financial literacy, financial aid and completing the FAFSA. The schedules of these sessions are provided to each student at the beginning of each semester. Information on financial aid and available private and federal programs is presented during the Summer Bridge Program. SSS advisors are also available to answer your questions about financial aid individually. The St. Olaf College Financial Aid Office and SSS offers information and workshops about college financial aid, loans, and completing the FAFSA and offers financial literacy sessions that I can attend twice a year which teach me about financial literacy (how to budget, manage, and understand money and credit).

### **GRADUATE AND PROFESSIONAL SCHOOL ACTIVITIES**

Each year, workshops are offered on graduate school. A graduate school visit is provided each year during interim break. Advisors are available to provide individual assistance to students interested and/or applying to graduate or professional school programs. SSS staff refer students to McNair Scholars programs and other research opportunities.

### **OTHER SSS SERVICES**

SSS offers many other services including advising, career information, exposure to cultural and academic programs, mentoring, Summer Bridge Program, and Supplemental Grant Aid.

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**By signing this verification, I understand the services available to me through St. Olaf College and the St. Olaf College TRIO Student Support Services program.**

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT SUPPORT SERVICES  
CONSENT FORM TO OBTAIN AND/OR RELEASE INFORMATION**

All family and student information provided to SSS or obtained by SSS is kept confidential and will not be released without permission.

SSS requests your permission to obtain information and/or to release family and student information for the following reasons:

1. To obtain information necessary to establish your eligibility for program services.
2. To report student progress information to the U. S. Department of Education to demonstrate program effectiveness.

**I give the Student Support Services (SSS) program permission to obtain and/or release information on my behalf for the reasons listed above.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_  
Please Print

The following release of information is *optional* to receive program services:

SSS requests your permission to release family and student information for the following reasons:

1. Scholarship agencies, youth leadership, employment and educational programs contact SSS to offer opportunities to SSS students. TRIO can release student information (name, address, ethnicity, economic eligibility) to these carefully screened organizations.
2. Graduate schools and other postsecondary institutions may waive application fees for students who meet SSS eligibility guidelines, and will discuss admission and financial aid opportunities for which students may be eligible.

**I give the Student Support Services (SSS) program permission to obtain and/or release information on my behalf for the reasons listed above.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_  
Please Print

**SELECTION PROCESS:** As there are a limited number of spaces available in the Student Support Services Program, priority will be given to:

- Students who are both income eligible and first generation college students;
- Students who have disabilities and are income eligible who require educational accommodations;
- Alumni of other TRIO programs: Upward Bound, Talent Search, Educational Opportunity Center, other Student Support Services;
- Students with educational histories that reflect a need for academic support
- MOST IMPORTANTLY, students MOTIVATED to make full use of TRIO services

**SSS Application Check List:**

\_\_\_\_\_ Completed application

\_\_\_\_\_ Unofficial current transcript **unless applying prior** to enrollment at St. Olaf College or the first semester of college.

\_\_\_\_\_ If applying under the disability qualification, documentation of the disability is required. The SSS program's preference is that students obtain a letter from the Office for Students with Disabilities at St. Olaf College that confirms a documented disability and indicates appropriate or recommended academic accommodations.

\_\_\_\_\_ Last year's federal tax return.

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**STUDENT SUPPORT SERVICES PROGRAM (SSS)**

St. Olaf College  
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1520 St. Olaf Ave.  
Northfield, MN 55057

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[www.stolaf.edu/services/sss](http://www.stolaf.edu/services/sss)



