

### Chesapeake College – Student Support Services

LRC – Academic Support Center – L138-139

P.O. Box 8, Wye Mills, MD 21679

### Student Application Form

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

School ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: F\_\_ M\_\_

Marital Status: \_\_\_\_\_ Race: \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_

Advisor: \_\_\_\_\_ Are you a Veteran? \_\_\_\_\_ Nursing Student? \_\_\_\_\_

How did you learn about our Department? \_\_\_\_\_

Are you interested in tutoring? \_\_ Technology? \_\_ Help with study skills: \_\_ Other: \_\_\_\_\_

#### EDUCATIONAL BACKGROUND AND GOAL

High School Diploma or GED? Yes\_\_ No\_\_ Date: \_\_\_\_\_ High School \_\_\_\_\_

Previous Post-Secondary Education? \_\_\_\_\_ Where? \_\_\_\_\_

Credits earned to date \_\_\_\_\_ Current Curriculum: \_\_\_\_\_

Are your plans for the future to transfer to another school? \_\_\_\_\_

If so, where? \_\_\_\_\_

Specify which you are seeking: Certificate: \_\_\_\_\_ Degree: \_\_\_\_\_

#### CERTIFICATION

I declare and certify that the information given on this form, to the best of my knowledge is true, correct, and complete. I will provide, if requested, any documentation needed to verify this information. I also hereby give Student Support Service permission to:

1. Obtain the following credentials from my records at Chesapeake College:
  - A. High School transcript
  - B. Placement test scores and academic transcripts
  - C. Mid-term and final grade reports
  - D. Financial aid award information
  - E. Any scores, reports, appraisals and evaluations deemed necessary for completion of reports required by the Department of Education.
  
2. Communicate with faculty regarding information to support my academic success.

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

\_\_\_\_\_  
Date

Did you receive assistance from any of the following? \_\_\_\_\_ If yes, indicate amount.

AFDC \$ \_\_\_\_\_ Vocational Rehabilitation \_\_\_\_\_  
Veterans Disability \$ \_\_\_\_\_ Social Security Benefits \$ \_\_\_\_\_

Have you applied for financial aid? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you need help in applying? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you been offered Financial Aid Yes \_\_\_\_\_ No \_\_\_\_\_  
to meet your full financial need?

Do you receive any other financial assistance for college? \_\_\_\_\_ If so, from where? \_\_\_\_\_

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#### MORE ABOUT YOU

1. Does your mother have a four year college degree? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Does your father have a four year college degree? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Whom do you live with? ( Please circle one)
  - A. Both parents
  - B. Mother
  - C. Father
  - D. Spouse
  - E. Other \_\_\_\_\_
4. Family size including yourself (Please circle one)
  - A. 1 (yourself only)
  - B. 2
  - C. 3
  - D. 4
  - E. 5
  - F. More than 5, specify \_\_\_\_\_
5. Taxable family Income-estimate (Please circle one. This is required.)  
Taxable income is reported on Line 43 of form 1040, line 27 of form 1040A, or line 6 of 1040EZ
  - A. 0 - \$16,245
  - B. \$16,246 - \$21,855
  - C. \$21,856 - \$27,465
  - D. \$27,466 - \$33,075
  - E. \$33,076 - \$38,685
  - F. \$38,686 - \$44,295
  - G. \$44,296 - \$49,905
  - H. \$49,906 - \$55,515
  - I. Over \$55,515 Please specify \_\_\_\_\_

It is **NOT** mandatory that this section of the form be completed.

Do you have a disability? \_\_\_\_\_

Have you met with Judy Gordon, Chesapeake College's ADA coordinator? \_\_\_\_\_

Have you provided documentation to Ms. Gordon about your disability? \_\_\_\_\_

## STUDENT SUPPORT SERVICES CONTRACT

The Student Support Services (SSS) program has been developed to help you be successful at Chesapeake College. We have additional resources to support and guide you. We can provide you with 1-1 tutoring, technology to borrow (laptops, calculators, digital & tape recorders), and/or individual consultation and support regarding study skills, career development, financial aid, and/or transferring to a four year college. The SSS program also awards Retention Grants each semester to students who meet the criteria. Cultural opportunities may also be offered throughout the year.

As part of your application you are required to complete the Learning and Study Skills Strategy Inventor (LASSI) and a Career Values Inventory, two assessments that give us more information to help us support you. Please see Karen Taylor, SSS Administrative Associate, for help with completing these two assessments. When your application is completed you will meet with the program director to determine your eligibility for SSS.

### Tutoring

1. **Be Responsible.** Make sure you have the tutor's college phone number and email address. If you are unable to make a tutoring session, call or email at least 24 hours prior to your scheduled appointment.
2. **Attend All Tutoring Sessions.** At a minimum you are expected to attend 4 sessions. If two consecutive tutoring sessions are missed without notifying the Director, you will be subject to dismissal. Once this occurs your instructor for that class will be notified by the Director that you are no longer receiving tutoring.
3. **Attend Class.** Your tutoring is contingent upon your attendance in class. Your attendance will be monitored. Tutoring is intended to support, not supplant, classroom instruction.
4. **Complete Assignments.** Assignments are an essential part of the learning and tutoring process. Tutors may ask to see your assignments or request that you complete supplemental work.
5. **Your instructor will be contacted to verify attendance, completion of assignments, and progress.** Please contact the SSS Director at 410-827-5783 or email [mherb@chesapeake.edu](mailto:mherb@chesapeake.edu), if any concerns regarding your tutoring or support services.

### Technology

1. Laptops, calculators, etc. may be requested by qualified students on a first come first served basis at the beginning of each semester.
2. All equipment must be returned in good condition at the end of the semester. A separate check-out agreement form must be signed before any item is borrowed. You are responsible for the replacement cost if any item is not returned or damaged.
3. You should notify the SSS staff as soon as you experience any problem with the item you borrowed or if you need assistance using it effectively.

### Individual Needs

1. Make an appointment with the Director or discuss your concerns/needs with your tutor. Support is available with studying, career decisions, transfer, etc.

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I have read and I understand the SSS contract. Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am requesting : Laptop \_\_\_ Calculator \_\_\_ Digital Recorder \_\_\_ Help with Study Skills \_\_\_ Other \_\_\_\_\_

I am requesting tutoring: \_\_\_ Until mid-term \_\_\_ Full semester (For tutoring, complete subject information.)

Phone#1: \_\_\_\_\_ Phone #2 \_\_\_\_\_

#1 Course : \_\_\_\_\_ Instructor: \_\_\_\_\_

#2 Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

I am available: \_\_\_\_\_

Tutor(s) Assigned: \_\_\_\_\_ Excel Record: \_\_\_\_\_ Director's Signature: \_\_\_\_\_