

Chesapeake College – Student Support Services
LRC – Academic Support Center – L138-139
P.O. Box 8, Wye Mills, MD 21679
SSS Information Update Form
Returning SSS Students: Submit each semester

Student's Full Name: _____

Current Address: _____

Phone #1: _____ #2: _____

E-mail: _____

What is your current major? _____

Are you planning to transfer to another college? _____

If so, where and when are you planning on transferring? _____

Check the services/assistance you are requesting this semester.

___ Tutoring (Sign contract and complete all class information on back.)

___ I want to borrow: a laptop___, calculator___, or digital recorder___

An additional approval and request form is required for technology.

___ I want to learn more about study skills, learning styles, time management.

___ I have questions about my major, classes, etc.

___ I want to talk to someone about deciding on a major.

___ I need help with applying for Financial Aid.

___ I'd like to learn more about money management.

___ How do I qualify for SSS Grant Aid Scholarships?

___ How do I prepare to transfer?

___ Other _____

Signature _____ Date _____



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, if any concerns arise regarding your tutoring.

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.

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: _____