



# TRiO

## STUDENT SUPPORT SERVICES PARTICIPANT HANDBOOK

WELCOME, TRIO SCHOLAR!

2024 / 2025

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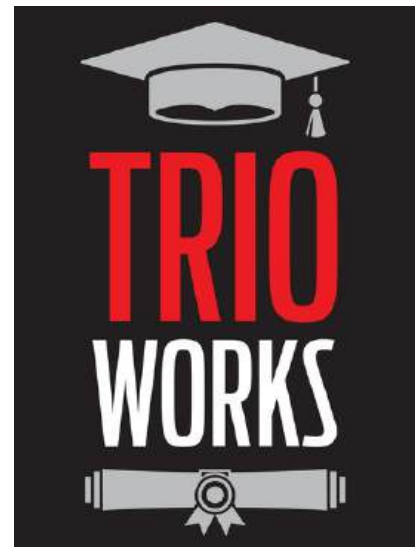
# Welcome

Welcome to the University of Missouri St. Louis TRIO Student Support Services (SSS) Program. Student participants in the UMSL's TRIO Student Support Services program will benefit from a holistic support model created to provide high impact practices to promote retention and degree completion in a safe and welcoming environment. The TRIO SSS Staff and I are excited that you have chosen to be a part of our program! We are on a mission to help you reach your potential and reach your academic goals. As a TRIO SSS Participant, 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 positive impact in the lives of our participants. We have the resources and the expertise; the rest is up to you! If you have any questions or concerns, please do not hesitate to contact us. Once again, welcome and together we can help you achieve academic success.

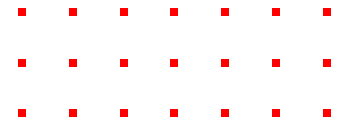
TRIO WORKS



**Harry Harris**  
*Director*



# Office Hours/Contact Info



**Please feel free to contact us if you have any questions or would like additional information.**

## **Office Hours**

Monday - Friday, 8:00 am to 5:00 pm

## **Appointment Options:**

Monday - Friday

In Person, Zoom, Phone

Appointments start at 8:30 am

Last appointment starts at 4:30 pm

\*If other accommodations are needed, please contact our office

## **TRIO Student Support Services**

University of Missouri-St. Louis

180 Millennium Student Center

One University Boulevard

St. Louis, MO 63121

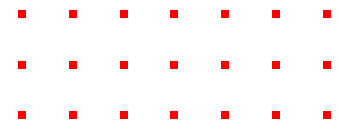
Email: [umsltrio@umsl.edu](mailto:umsltrio@umsl.edu)

Phone: 314-516-4332

Fax: 314-516-4631



# Our Team



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# **FERPA/Title IX/Sexual Misconduct**

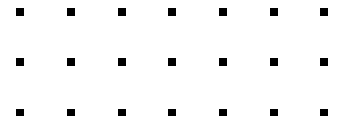
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The University of Missouri System complies with Title IX, which states in part that “[n]o person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.”

The University of Missouri-St. Louis conforms to federal regulations known as the Family Educational Rights and Privacy Act, or FERPA. The purpose of FERPA is to provide rights to the students and their families with regard to access and privacy of academic records. FERPA guarantees students at the post-secondary level the right to inspect and view their academic records. It also prohibits UMSL from releasing information from a students record to any third party unless the student authorizes the release.

All University of Missouri students, employees (faculty and staff), volunteers and visitors are prohibited from engaging in sexual harassment in a University education program or activity against a person in the United States under Title IX. The University of Missouri does not discriminate on the basis of sex in any education program or activity that it operates. To that end, the University is committed to affording equal employment and education opportunities to its employees and students, and to creating an environment free from discrimination and harassment.

# History

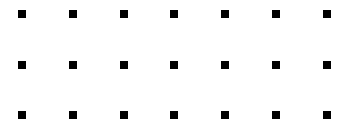


The TRIO education programs emerged out of the Economic Opportunity Act of 1964, which was passed in response to the administration's War on Poverty. Upward Bound was created in 1964, and was followed in 1965 by Talent Search, a second outreach program created as part of the Higher Education Act. In 1968, Student Support Services was authorized and funded by the Higher Education Amendments. By the late 1960's, the term "TRIO" was coined to describe these three federal programs.

There are currently 8 TRIO federal programs: Upward Bound, Talent Search, TRIO Student Support Services, Educational Opportunity Centers, Veterans Upward Bound, Training Programs for Federal TRIO Programs Staff, Ronald E. McNair Post-Baccalaureate Achievement, and Upward Bound Math-Science. TRIO Student Support Services (SSS) at the University of Missouri-St. Louis was founded in 2020 with funding to serve 140 participants.



# Vision and Mission



## **Vision**



Student participants in the UMSL's TRIO Student Support Services program will benefit from a holistic support model created to provide high impact practices to promote retention and degree completion in a safe and welcoming environment. Our TRIO SSS team will be guided by utilizing best practices to address critical support needs that will combat academic and non-academic barriers that impede student persistence. Through strong collaborative efforts with faculty, staff, and community partners, we will ensure that you are provided with individualized plans to meet your personal needs.

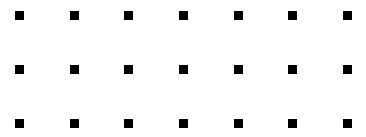
## **Mission**



The University of Missouri-St Louis TRIO Student Support Services program seeks to support eligible students from two-year to four-year institutions while increasing the college retention and graduation rates of program participants. TRIO SSS increases the postsecondary persistence and graduation rates of low-income students, first-generation college students (i.e. students whose parents have not received a bachelor's degree), and students with disabilities.



# TRIO Eligibility Requirements



Applicants should meet at least one of the following criteria indicated below:

First-generation college student (neither parent has earned a bachelor's degree)

Demonstrated economic need as defined by federal requirements

Have a documented disability

Please complete the application to be considered as a participant in UMSL's TRIO Student Support Services program. We strongly encourage you to continue your educational journey with UMSL's TRIO SSS!

# TRIO SSS Requirements



- Meet with Success Coach
1. Mandatory Meeting in the first 3 weeks of semester
  2. Mandatory Meeting before midterms
  3. Follow up/check in remainder of semester

## **Attend 2 TRIO Workshops**

(2 additional workshops if planning to participate in Graduate School Exploration trips OR if your GPA falls below a 2.5 [cumulative])

Consistently check your email and phone for updates. Keep Success Coach updated on any changes, needs, and barriers you may encounter. We can only help you if you let us know what's going on.

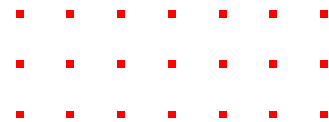


# Application Process

## TRIO Onboarding Flowchart



# TRIO SSS Dismissal Policy

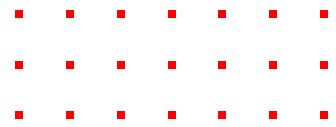


In order to maintain an atmosphere conducive to educational pursuits, TRIO SSS maintains a code of conduct. All participants are expected to behave in a manner consistent with the mission of both UMSL and TRIO SSS. Participants may be removed from the program after having received one (1) verbal warning, followed by one (1) written warning prior to their dismissal from the program. Reasons for dismissal may include, but are not limited to, any of the following:

- Disrespectful or abusive behavior towards TRIO SSS staff or participants
  - Deciding not to pursue a degree
  - Ceasing communication with SSS staff, failing to return calls, or not responding to other repeated attempts at contact
- Having disciplinary problems on campus
  - Failing to attend mandatory meetings
    - Academic Suspension
- Dropping out of school for more than one semester
  - History of very poor academic performance or erratic enrollment patterns

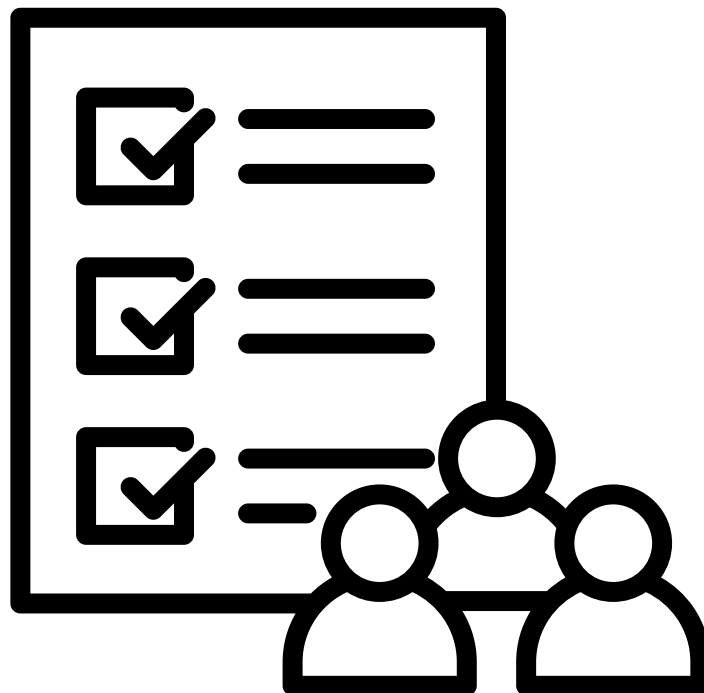
\*Participants may be removed without a warning process, if the student commits or participates in any crime punishable by law in any U.S. State or Territory as defined by the TRIO Student Support Services Director.

# Assessment

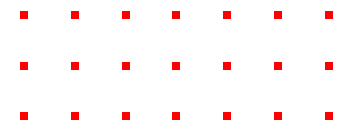


## **LASSI** Learning And Study Strategies Inventory 3rd Edition

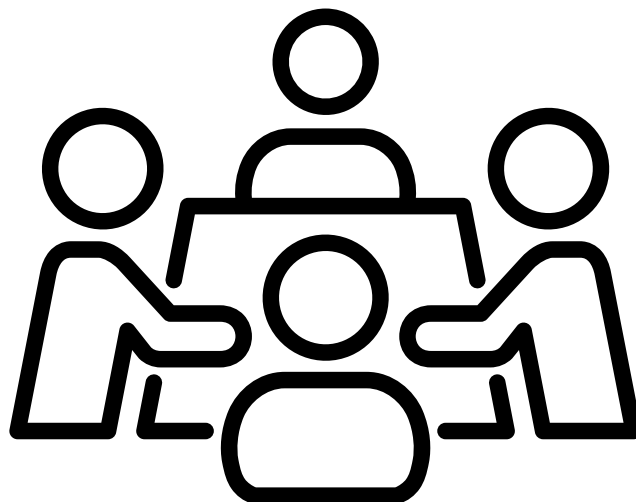
After participants are admitted into the TRIO SSS program, they will be asked to complete annual assessment The Learning and Study Strategies Inventory, LASSI, is a 10-scale, 60-item assessment of students' awareness about and use of learning and study strategies related to following components of Strategic Learning. It may take 10 to 20 minutes to complete. You will also complete the TRIO Investment Sheet to identify goals and resources needed to complete your academic goal.



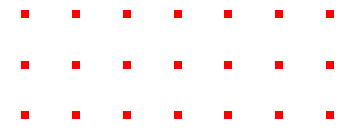
# Mandatory Meetings



1. Mandatory Meeting in the first 3 weeks of semester
2. Mandatory Meeting around midterms
3. Follow up/check in remainder of semester



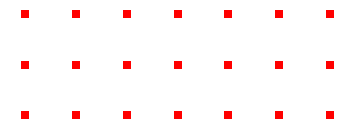
# Academic Progress Report



The TRIO SSS office performs grade checks weekly, but at least two grade checks during the semester with each applicant to monitor progress in classes and identify students that are struggling academically, so that we may provide you with assistance. If you are receiving a “C” or below during the grade check(s), the TRIO SSS Success Coach will reach out to you via your UMSL email to schedule a meeting with you to discuss barriers.



# Change of Information

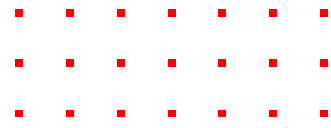


The TRIO SSS office **MUST** have participants' correct contact information. A participant that changes their mailing address, phone number, last name, academic changes etc. needs to contact the TRIO SSS office immediately so that we make the appropriate changes in our records.





# Disability Accommodations

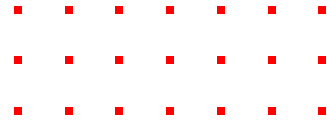


Students who need assistance with disability accommodations are encouraged to contact Dr. Tara Cramer, MS in the Office of Health, Counseling & Disability Access Services, MSC, Room 131.

Students who have a request for accommodations should:

- Contact the the Office of Health, Counseling & Disability Access Services, MSC, Room 131. to request appropriate accommodations.
  - Students will have to complete a release and provide documentation of a disability to DAS.
  - Documentation must be from a professional that is qualified to diagnose the disability
- Accommodation requests are addressed on a case-by-case basis.
  - The DAS Office will issue a letter to students that notifies the professors in the affected classes about the student's approved accommodations.
- It is the student's responsibility to inform the class instructor of accommodations in a timely manner.
- It is the responsibility of the student to ensure all requirements of the class are completed.  
including scheduling alternative test locations or other out-of-class accommodations.
  - Accommodations that include the use of scribes or other alternative methods of completing assignments will be coordinated through the DAS Office.
- Contact the DAS Office if you have any questions or concerns. The DAS Office is located in room 131 of the MSC or for more information you can email [das@umsl.edu](mailto:das@umsl.edu) or phone: 314-516-5671.

# TRIO Student Resources



As a Student Outreach & Support (SOS) student, you have FREE resources available to guide you in your academic journey. Our system of targeted, individualized support helps students face their academic challenges and persist to graduation.

**Student Enrichment and Achievement** provides targeted support and workshops for students facing academic challenges. An experienced team of success coaches partner with you to create a culture of enrichment and achievement through a commitment to holistic and individualized support. Located in 107 Lucas Hall.

**Veterans Center** The UMSL Veterans Center aims to be the first stop resource for services including admissions support, GI Bill advising and certification, academic support, and networking opportunities with local military-friendly employer. Located in Room 211 Clark Hall

**University Student Support/The University Tutoring Center** provides comprehensive support services for all students, which includes academic coaching, professional development, mentoring and Commit to Success workshops. UTC provides individualized tutorial services, group tutorial sessions, alumni tutoring, online tutorial support Located in Room 225 Millennium Student Center.

**Student Financial Services** is here to help you navigate the financial aspects of your education. Home to Financial Aid, Student Accounts and Cashiers, students only need to contact one office to have all their billing and financial aid questions answered. Located in Room 327 Millennium Student Center.

**Student Advocacy and Care** provides students with interventions, education, and access to resources which empower them to address barriers relative to academic progress and personal success. Located in Room 144 Millennium Student Center.

**Health, Counseling and Disability Access Services** is committed to supporting student health and well-being through a collaborative approach that includes Counseling Services, Health Services, and Disability Access Services. We strive to assist students by prioritizing health-related services and resources to support academic success. Located in Room 131 Millennium Student Center.

**Career Services** provides services to currently enrolled students and alumni up to 2 years after graduation. We provide services to individuals, groups, classrooms, faculty and staff to help meet career related needs. Services include, but are not limited to, resume writing, interview preparation, career assessments for students unsure about the direction that they want to know, class presentations and collaborative workshops with student groups. Located in Room 278 Millennium Student Center.



Accounting  
**Department of Accounting Tutoring**

Mode: In person and online  
By appointment  
Courses: Assists with ACCTNG 2400, 2410, 3402, 3411, ext 3441

Biology  
**College of Nursing Tutoring**

Mode: In person and online  
Location: MSC Fireside Lounge, Seton Hall Ground Floor Study Lounge, and Zoom  
Courses: Assists with BIOL 1012, 1131, 1141, and 1162 (general biology, anatomy and physiology, and general microbiology)

Chemistry  
**Department of Chemistry and Biochemistry Tutoring**

Location: Zoom/Canvas  
Courses: Assists with CHEM 1052, 1062, 1111, 1121, 2612, 2622, organic and inorganic chemistry, biochemistry, physical chemistry, and quantitative analysis

**College of Nursing Tutoring**

Mode: In person and online (drop in)  
Location: MSC Fireside Lounge and Zoom  
Courses: Assists with CHEM 1052

Computer Science  
**Department of Computer Science Tutoring**

Mode: In person and online (drop in or by appointment)  
Location: ESH 316 and Zoom/Email  
Course: Assists with CMP SCI 1250, 2250, 2261, 2700, 2750, 3010, 3130, as well as selected additional courses based on availability

Engineering (Joint Engineering Program)  
**McKelvey Engineering Tutoring\***

Note: this resource is not directly affiliated with the University of Missouri—St. Louis

English/Writing  
**UMSL Writing Center**

Mode: In person and online by appointment  
Location: SSB 222, Zoom, Email  
Courses: Assists undergraduate students, graduate students, staff, and faculty

Entrepreneurship  
**Department of Marketing and Entrepreneurship**

Mode: In person and online by appointment  
Courses: ENT 3100

Math/Statistics  
**Math Academic Center**

Location: SSB 222, Zoom  
Courses: Assists with basic math through calculus, MATH 1105, and MATH 1320

Nursing  
**College of Nursing Tutoring**

Mode: Online  
Location: Zoom  
Courses: Assists with NURSE 1000, 1050, 2000, 2050, 3000, 3010, 3020, 3040  
Hours: Friday 1:00-2:30 p.m.  
Zoom

Physics  
**Department of Physics and Astronomy Tutoring**

Mode: In person and online by appointment  
Location: 328 Benton Hall and Zoom  
Courses: Assists with physics from 1001 to 2112

Psychology  
**UTC Psych Stats Tutoring**

Mode: In-person (Stadler Hall, Room 125) and **online**  
In-person hours from 11:00-12:30 Tuesdays and Thursdays; online tutoring Thursdays from 6:00-7:30.

**Department of Psychology Tutoring**

Mode: Online only (drop in or by appointment)  
Location: Zoom  
Courses: Assists with most psychology courses, including PSYCH 2201 (Psychological Statistics)

Participant Acknowledgement of TRIO SSS Participant Handbook

I, \_\_\_\_\_ (Print Name), acknowledge that I  
have received a  
copy or have been given access to the TRIO SSS Participant  
Handbook for the 2024-  
2025 academic year. I have read and understand the contents of  
this handbook and will  
act in accordance with these policies and procedures as a condition  
of my participation in  
TRIO SSS.

I understand that if I have any questions or concerns at any time  
about the handbook or  
my participation with TRIO SSS, I will consult a TRIO SSS staff  
member for  
clarification.

Finally, I understand that the contents of this participant handbook  
may change at any  
time, and it is my responsibility to stay up to date with the  
information within the  
participant handbook.

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

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

