

The **INDIAN HILLS COMMUNITY COLLEGE Student Support Services (SSS) Program** has assisted students for the past 30 years. Our program, one of only 800 SSS programs in the nation, accepts 225 students each year to receive services. Over the years, more than 5,000 Indian Hills students have benefited from the activities of the SSS program:

1 Students' skills have been improved through skill building classes in reading, writing, math, algebra, study skills and career planning.

Classes may be taken on an individual basis or in a classroom setting.

2 Students have been served through transfer activities.

Many Indian Hills students go on to four-year colleges after graduating from IHCC. Transfer activities assist students in selecting the best college for them and in completing the steps to enroll in the new college. SSS provides information on colleges nation-wide. In addition to other colleges, the program schedules visits twice each year to Iowa State University, the University of Iowa, and the University of Northern Iowa so that our students can learn more about these Iowa universities. Workshops are held each term to provide participants with transfer guidance.

Be a part of the Student Support Services program.

Applying for the program is simple; the application form is included with this information. Complete the SSS application and return it to the Student Support Services Offices. You may fold the application so that the Indian Hills Community College return address shows, tape the form closed, and drop it in the mail. Remember, you may be eligible in any one of the three eligibility areas: First Generation, Low Income, or Disabled. The shaded questions on the application are critical information needed to process your application.

EQUAL OPPORTUNITY STATEMENT It is the policy of Indian Hills Community College to provide equal educational and employment opportunities and not to illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability in its educational programs, activities or its employment and personnel policies. It is the further policy of Indian Hills Community College that no retaliatory action shall be taken against any person exercising their rights as an employee or student irrespective of the outcome of any procedure instituted hereunder.

This college shall provide activities, a curriculum and instructional resources which reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the college's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias. The curricula, programs and services shall foster respect and appreciation for the diverse populations found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this college to recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under-represented. A fair and supportive environment will be provided for all students and employees regardless of their age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability.

Harassment of a sexual nature or with demeaning intent made from one employee to another, from an employee to a student or vice versa, or from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to Bonnie Campbell, Director of Human Resources/Equity Coordinator, 525 Grandview, Ottumwa, IA 52501, 683-5108; Sheri Heisdorffer, Human Resources Coordinator (staff and faculty), 683-5200; Kelly Conrad, Dean of Student Services (students), 683-5159; Lyvler Leffler, Dean of Academic Services (students with disabilities), 683-5218; the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

The student Support Program is part of the TRIO family of programs funded through a grant from the U.S. Department of Education to work with 225 students each year.

3 Students have been served with special cultural activities.

Each year the Arts and Sciences Department sponsors a weekend trip to a major city to visit an Art Institute and attend a play or musical event. SSS has provided assistance so that several of the SSS participants could participate in the trip. In addition, bus trips to attend plays and musicals in Des Moines and Iowa City have been arranged. Over the past several years participants have seen *The Addams Family*, *Lion King*, *Chicago*, *Wicked*, *The Phantom of the Opera*, *Mamma Mia*, and other great shows.

4 Students have been served with additional financial aid.

Active SSS participants who receive PELL grants are eligible to apply for additional grants through the SSS program.

Student I.D. # _____

STUDENT SUPPORT SERVICES APPLICATION INDIAN HILLS COMMUNITY COLLEGE

1. Please answer questions carefully. Sign your application and return it to the Student Support Services office listed above.

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL.

I understand that the Student Support Services (SSS) program will use the data provided on this form to assist in assessing academic and/or career planning needs and eligibility for the SSS program. I release the following information to the SSS staff: high school transcripts, SAT/ACT scores, IHCC graduate reports and instructor evaluations, financial assistance award notices and income information, vocational rehabilitation records, Work Force Development (WIA) records, and any other information from my academic records pertaining to my enrollment in the Student Support Services program.

I grant to SSS, its representatives and employees, the right to take photographs of me. I agree that SSS may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and internet content.

X _____ Date: _____
SIGNATURE

GENERAL INFORMATION: **Ottumwa Campus** _____ **Centerville Campus** _____
Service Ctr. _____ **All Online** _____

2. Name _____ SS # _____
Last First M.I.

3. Local Address _____ City _____ Local Phone _____
Dorm/ Room# QR Street

Permanent Address _____ City _____ State _____ Zip _____
Street

4. Email Address _____ 5. M ___ F ___

6. Birth Date _____

7. Are you a U.S. Citizen? Yes ___ No ___

8. Do you receive Federal Financial Aid? Yes ___ No ___

9. Single ___ Married ___ Separated ___ Divorced ___ Widowed ___

10. Check all that apply: White ___ African American ___ Hispanic ___
Asian or Pacific Islander ___ American Indian or Alaskan Native ___
More than one race (please define) _____

FIRST GENERATION INFORMATION

11. Has either of your parents/guardians received a bachelor's degree (graduated from a 4-year college)? Yes ___ No ___

DISABILITY INFORMATION

12. Do you have a physical or learning disability? Yes ___ No ___ If yes, is your disability documented with _____

A. Disability Services? Yes ___ No ___ B. Vocational Rehabilitation? Yes ___ No ___

Advocate _____ VR Counselor _____
(need documentation)

FAMILY STATUS AND INCOME

13. Did your parent or some other person claim you as a dependent on his/her federal tax return last year? Yes ___ No ___

14. How many people are in your family (including yourself)? _____

15. Attach a signed copy (or a portion) of your family 2013 tax return that indicates taxable income. If you filed a 1040 form, look at line **43**. If you filed a 1040 EZ form, look at line **6**.

Your family's taxable income _____ Adjusted Gross Income _____

EDUCATIONAL INFORMATION

16. Have you participated in Talent Search _____ Upward Bound _____ EOC _____

17. Name of high school attended (year of graduation or High School Equivalency) _____

18. High school class rank: Upper 50% ___ Lower 50% ___

19. High School GPA _____ High School Equivalency Score _____

20. Circle term enrolled at IHCC: Fall Winter Spring Summer Year _____

21. Credit hours attempted _____ Completed _____

22. GPA _____

23. IHCC Program? Arts and Sciences ___ Other (Specify) _____

24. Do you plan to transfer to a 4-year college? Yes ___ No ___

25. If yes, which college (s) are you considering? _____

NEEDS ASSESSMENT

26. In which areas do you need assistance? (Check ALL that apply to you)

___ Selecting a Career	___ Job Skills	___ Getting involved with campus activities
___ Study Skills	___ Note Taking	___ Reading Comprehension /Retention
___ Mathematics	___ Critical Thinking Skills	___ Writing Skills
___ Test Taking	___ Computer Skills	___ Managing Time
___ Selecting a College Major	___ Transferring to a 4-Year College	___ Learning English as a Second Language
___ Financial Aid Counseling	___ Personal Counseling	___ Improving GPA
___ Special Academic Accommodations for a Disability	___ Tutoring for a class	
___ Other (<i>Please explain</i>) _____		

27. How did you hear about this program? _____

Office Use Only

Eligibility Verification: ___ LI/FG ___ LI/DIS ___ DIS ___ LI ___ FG

ACT / COMPASS Scores
Writing _____ Science _____ Reading _____ English _____ Math _____ Composite _____

FA Need _____ AGI/Taxable Income _____ #In Family _____

Entry College Grade Level: ___ 1st yr., never attended ___ 1st yr., attended college before ___ 2nd yr. of college

Academic need:
No response unknown ___ Low high school grades ___ Low admission test scores ___ Predictive indicator ___
Academic proficient tests ___ Low college grades ___ Failing grades ___ High school equivalency ___
Out of the academic pipeline for 5 or more years ___ Other ___ Limited English Proficiency ___
Lack of educational or/career goals ___ Lack of academic preparedness for college level course work ___
Need for academic support to raise grade(s) in required course(s)/academic major ___
___ Accepted ___ Denied ___ Waiting List

Here's what's said about the activities of the Student Support Services program:



Chicago Arts Tour

"The play was fantastic!!! The acting superb!!! I'm loving every bit of this."

Cultural Trips

"If I had known going to these shows were this much fun, I would have signed up a long time ago."

Leadership

"I am thrilled that I attended the leadership training in Lake Geneva... It made me more of a leader."

Transfer Visits

"This was a great opportunity for me to see the campus and talk to instructors."

"I am glad I had the opportunity to visit several colleges before I made my final choice . . . I never realized that colleges were so different."

"Visiting the colleges and attending the workshops has made the transfer process a lot easier."



Tutoring and Developmental Classes

"Thanks for helping me. I'd have never made it through my math class without you."

"I am graduating. I'd have never made it without your help."

"I was so nervous and unsure of myself when I started college. You helped me stay focused on my goals and helped me achieve them."



Indian Hills

community college



MAIN CAMPUS
525 Grandview Ave.
Ottumwa, Iowa 52501



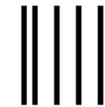
INDIAN HILLS
COMMUNITY
COLLEGE

STUDENT SUPPORT SERVICES PROGRAM

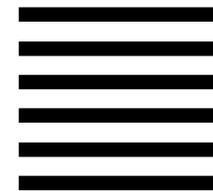
The Student Support Services Program provides assistance in academics, counseling, and cultural enrichment to its participants to keep students on track for graduation and/or transfer to a four-year college.

- Developmental classes in basic skills.
- Financial aid assistance.
- Career planning assistance and personality, ability and interest testing.
- Assistance in deciding on a college major.
- One-on-one counseling and personal assistance.
- Assistance in transferring to a four-year college. College visits. Transfer manual.
- Newsletters full of information about campus events, transferring to four-year colleges, reminders of scholarship deadlines and other vital college survival information.
- Assistance to participate in a major city art tour.
- Free cultural events. Events include admission and transportation to plays or musicals.
- On-Line tutoring.

*Look inside
for more
benefits and
how to apply.*



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 343 OTTUMWA, IA

POSTAGE WILL BE PAID BY ADDRESSEE

ATTN STUDENT SUPPORT SERVICES
INDIAN HILLS COMMUNITY COLLEGE
525 GRANDVIEW AVENUE
OTTUMWA IA 52501-9985

