

Student Support Services Application



TRiO Student Support Services (SSS) is a federal program funded by a grant from the U.S. Department of Education. The SSS grant provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their post-secondary education. The goal of the SSS grant is to increase the college retention and graduation rates of its participants.

The SDES TRiO Center offers **two** SSS programs:

- ❖ PRIME STEM for students in Science, Technology, Engineering, Math (STEM), and Health Science majors (124 qualified students)
- ❖ Project BEST for students in all majors at UCF (144 qualified students)

Students are accepted to an SSS program based on eligibility criteria, academic need, and space availability. Completion of this application does not guarantee acceptance into either program.

Applicant Checklist

- Official application
- Appreciative Advising Inventory
- Signed Student Agreement
- For applicants with high financial need, proof of income is required. Refer to “Income Verification Instructions” for details.



Date: ____/____/____

Student Name: _____ PID: _____

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

Cell Phone: (____) _____ - _____ Home Phone: (____) _____ - _____

UCF Email: _____@knights.ucf.edu

Preferred method of contact: Email Text Call

Local Address: _____

Permanent Address: _____

Do you consider yourself Hispanic/Latino? Yes No

Select the race or races with which you identify:

Gender:

- American Indian/Alaskan Native
- Asian
- Black or African American
- Native American/Other Pacific Islander
- White

- Male
- Female
- Other/No Response

Citizenship: US Citizen US Permanent Resident [Resident ID# _____]

ELIGIBILITY INFORMATION

TRiO SSS Programs serve college students who are first-generation, demonstrate a high financial need as defined by the Federal TRiO Programs Current-Year Low-Income Levels, and/or have a documented disability. Two thirds of SSS scholars must be both first-generation and low-income.

Has your mother completed a bachelor's degree? Yes No

Has your father completed a bachelor's degree? Yes No

Have you completed a FAFSA? Yes No

Does your financial aid package include a Pell Grant? Yes No Unknown

If you indicated Yes or Unknown, you will need to provide proof of income (see "Income Verification Instructions").

Please select all programs of assistance you or members of your household receive:

- Public Assistance TAN-F Social Security Veteran's Benefits
- Vocational Rehabilitation (Describe services: _____)

Do you have a disability? Yes No

If yes, are you registered with UCF Student Accessibility Services? Yes No

Have you previously participated in a Federal TRiO Program? Yes No

- If yes, select the program(s):*
- Educational Talent Search Student Support Services
 - Upward Bound Upward Bound Math/Science Veterans Upward Bound
 - Ronald E. McNair Achievement Program



ACADEMIC INFORMATION

Academic Standing: 0-29 hours 30-59 hours 60-89 hours 90+ hours

When was/is your first semester at UCF? Summer Fall Spring Year: _____

Are you a transfer student? Yes No

Major: _____ **Minor:** _____

What is your projected graduation date? Summer Fall Spring Year: _____

Educational Goal: Bachelor’s Master’s Doctoral Professional (medical, dental, vet, etc.)

Academic Need – Federal regulations require that all participants in TRiO SSS programs demonstrate an academic need for program services. Each semester all SSS scholars are required to meet with their SSS advisor, complete two Canvas assignments, and engage in at least two services. SSS offers the following services.

If accepted, what services are you most likely to utilize?

- Peer tutoring (math/statistics/1000- and 2000-level sciences)
- Academic coaching to improve study skills
- Financial aid and financial literacy counseling/workshops
- Graduate/professional school workshops
- Career counseling
- Life management & academic success workshops
- Cultural or social events

Take the Barsch Learning Style Inventory at <http://faculty.valenciacollege.edu/koverhiser/Learningstyles.htm> and provide your results below:

_____ Visual (sight) _____ Auditory (sound) _____ Tactile/Kinesthetic (small/large motor movements)

Answer the following questions about yourself. This information will help us to better understand and assess your needs.

Describe your career and/or professional goals.

What academic and/or personal obstacles do you face in completing your degree at UCF?

Confidentiality and Release of Information
Release of Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Additionally, The Privacy Act of 1974, Title 5 U.S.C. § 552a, establishes a code of fair information practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by federal agencies.

- I. **Documentation**, I hereby give permission for the Student Support Services Program to retrieve, store, and report the following information: College Grade Reports and Transcripts (official and unofficial), SAT/ACT Scores, Financial Aid Award Notices, and, if applicable, documentation regarding status as a Learning Disabled (LD) or Physically Impaired person, or any other information regarding my status as a University of Central Florida student.

- II. **Tracking**, I hereby give permission for the Student Support Services Program to retrieve, store, and report education verification information and student outcomes research about me that is gained from the National Student Clearinghouse and other sources.

- III. **Images**, I give Student Support Services permission to photograph, video tape and/or record me. Further, I give permission for the Student Support Services Program to use and store these images on Web sites, brochures and/or program and media related publications.

I understand that the information contained herein will be kept in confidence and will not be revealed to anyone except Student Support Services personnel, University of Central Florida officials such as the Registrar’s Office, Student Disability Services, Office of Financial Assistance or representatives of the United States Department of Education and in accordance with the Family Educational Rights and Privacy Act.

Student Last Name (please print) _____ **First Name** _____

Student Signature _____ **Date** _____

SDS TRiO Center Signature _____ **Date** _____

For Office Use Only:

<input type="checkbox"/> Accept	Date: _____
<input type="checkbox"/> Waitlist	
<input type="checkbox"/> Not Accepted	
<input type="checkbox"/> Not Interested	
<input type="checkbox"/> Other _____	



PRIME STEM Student Agreement
Student Support Services
Student Development and Enrollment Services

Student Name: _____

UCFID: _____

The PRIME STEM program aims to enhance academic success through various support services including:

- ❖ Academic Tutoring
❖ Advice and assistance in post-secondary course selection (Supplementary Advising)
❖ Education/counseling to improve financial and economic literacy
❖ Information in applying for Federal Student Aid
❖ Assistance in completing and applying for Federal Student Aid
❖ Assistance in applying for admission to Graduate School and obtaining Federal Student Aid

As a part of this program, I also understand that I have responsibilities as a scholar. I agree to following requirements to remain active in the program. (Please initial each item)

_____ I agree to attend the PRIME STEM 2018 – 2019 Orientation.

_____ I agree to meet with the PRIME STEM Coordinator at least once each semester (fall and spring).

_____ I agree to complete an Individualized Academic Plan (IAP) each academic year.

_____ I agree to meet with my Academic Coach at least once each semester (fall and spring).

_____ I agree to meet with my Peer Mentor/Tutor at least once each semester (fall and spring).

_____ I agree to attend at least two (2) in-person workshops offered by the TRiO Center or partner offices (Academic Advancement Programs, Career Services, Pre-Health Pre-Law, Office of Student Financial Assistance) each semester (fall and spring).

_____ I agree to complete at least two (2) online canvas modules each semester (fall and spring).

_____ I agree to attend at least one (1) TRiO event each year (TRiO Day, Exam Jam, TRiO End of the Year Event, Field Trips, Social Events with Mentors, etc.)

_____ I agree to make a concerted effort to achieve satisfactory progress in all UCF coursework (min 3.0 GPA). If my GPA falls below a 3.0 or if I am not doing well in a class, I understand that I must meet with a PRIME STEM staff member to arrange for extra academic support including tutoring and supplemental instruction.

I understand that I will automatically be disqualified from the program if I am disqualified from the University or join another TRiO Program. Students cannot be enrolled in two TRiO programs simultaneously. Further, I understand either the SDES TRiO Center Executive Director or I may void this contract without any obligations. I am aware that federal regulations require Student Support Services programs to track me for six years from my acceptance date.

Student Signature _____ Date _____

PRIME STEM Staff Signature _____ Date _____

Appreciative Advising Inventory

	Strongly Disagree	Disagree	Neither Disagree Nor Agree	Agree	Strongly Agree
1. I am committed to being a life-long learner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I am committed to earning a degree.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I attend all my classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. College is preparing me for a better job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I have a commitment to self-development and personal growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I have a strong desire to get good grades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. At the present time, I am actively pursuing my academic goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. It is important to help others and I do so on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. When challenged, I stand up for my beliefs and convictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I take personal responsibility for my actions and decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I have a strong desire to make something of my life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I'm good at planning ahead and making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I know and feel comfortable around people of different cultural, racial, and/or ethnic backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I believe in myself and my abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I have built positive relationships with my friends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I feel that I have control over many things that happen to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. I feel good about being a college student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. I feel positive about my future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Right now I see myself as being pretty successful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. At this time, I am meeting the goals I have set for myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. If I should find myself in a difficult situation, I could think of many ways to get out of it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. I can think of many ways to reach my current goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Strongly Disagree	Disagree	Neither Disagree Nor Agree	Agree	Strongly Agree
23.	I feel that my family supports my educational pursuits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	I feel loved by my family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	I value my parents' advice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	I know at least 3 people who work at my university that I can go to for advice and support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	It is important that I not let my professors or teachers down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	I participate in community activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Someone outside my family supports my educational pursuits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	My parents support my educational pursuits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	My close friends support my educational pursuits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	My university is a caring, encouraging place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	I feel valued and appreciated by my fellow students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	I have at least 2 adults in my life that model positive, responsible behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	My best friends model responsible behavior. They are a good influence on me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	I participate in activities on campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	It is important for me to consider social expectations while making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	I seek the opinions of my family when faced with major decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	I seek the opinions of my friends when faced with major decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	The values of my institution are consistent with my own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	I am working hard to be successful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	I have good time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	I turn in all my assignments on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	I successfully balance my academic pursuits with my personal life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Individualized Academic Plan

To be completed by all scholars in the first semester of SSS program.

Student Name: _____ Major: _____ Are you a transfer student? <input type="checkbox"/> Yes <input type="checkbox"/> No	UCF ID: _____ Anticipated Graduation Date: _____ Do you have your Associate in Arts? <input type="checkbox"/> Yes <input type="checkbox"/> No
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The purpose of this growing document is to develop a plan for your success by identifying factors that will strengthen your academics, prepare you for graduation and beyond, improve your financial knowledge, and allow you to make the most of your time as a student at UCF.

What do you aim to accomplish by earning your degree? What is your career goal?	
What do you anticipate to be your biggest obstacle(s) in reaching your full academic and career potential?	
What SSS services do you think will be most beneficial in helping you to reach your goals?	
What other skills do you want to learn during your time at UCF that will help you after graduating (public speaking/communication, leadership, etc.)?	

PRIME STEM/SSS Advisor Notes:

Student Signature _____ Date ___/___/___

Reviewed by _____ on ___/___/___

Income Verification Instructions

Why do we ask for financial documentation?

According to federal guidelines, TRiO Student Support Services must provide documentation of a student's eligibility for the program to the U.S. Department of Education. Regulations state that two-thirds of participants must meet the federal first-generation *and* low-income guidelines.

What are the Federal TRiO Programs Current-Year Low-Income Levels?

Effective January 18, 2018 until further notice

Size of Family Unit	48 Contiguous States, D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	\$18,210	\$22,770	\$20,940
2	\$24,690	\$30,870	\$28,395
3	\$31,170	\$38,970	\$35,850
4	\$37,650	\$47,070	\$43,305
5	\$44,130	\$55,170	\$50,760
6	\$50,610	\$63,270	\$58,215
7	\$57,090	\$71,370	\$65,670
8	\$63,570	\$79,470	\$73,125

For family units with more than eight members, add the following amount for each additional family member: \$6,480 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; \$8,100 for Alaska; and \$7,455 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the Federal Register on January 18, 2018.

Income Verification Instructions

What kinds of forms are accepted for verification?

There are two options for completing income verification.

Option A is to provide a copy of your 2017 tax return forms (1040, 1040A, or 140EZ) if you are an **INDEPENDENT** student **OR** to provide a copy of your parent's/legal guardian's 2017 tax return forms if you are a **DEPENDENT** student. Your parent/legal guardian's signature must be on the form.

Option B is to complete the applicable Income Verification Form (either **INDEPENDENT or DEPENDENT**) **AND** provide a printout of your 2018-2019 FAFSA Student Aid Report (SAR). Your parent/legal guardian's signature must be on the SAR if you are **DEPENDENT** student.

How do I know if I am an independent or dependent student?

If you answer YES to any of the following questions, you are considered an **INDEPENDENT** student. If you answer NO to all of the following questions, you are a **DEPENDENT** student.

- | | | |
|-----------|----------|--|
| Yes _____ | No _____ | Were you born before January 1, 1992? |
| Yes _____ | No _____ | Are you less than 18 years of age and have no parent or guardian? |
| Yes _____ | No _____ | Prior to reaching 18 years of age, were you an emancipated minor or did you have a court-appointed legal guardian? |
| Yes _____ | No _____ | At any time since reaching 13 years of age, were you an orphan, in foster care, or a ward of the court? |
| Yes _____ | No _____ | Are you married? |
| Yes _____ | No _____ | Do you have children or other dependents (other than a spouse who received more than half of their support from you)? |
| Yes _____ | No _____ | Are you serving active duty (for other than training purposes) in the U.S. Armed Forces? |
| Yes _____ | No _____ | Are you a U.S. Armed Forces veteran who was on active duty and was released under a condition other than dishonorable? |
| Yes _____ | No _____ | Are you homeless (i.e. you lack a fixed, regular, and adequate nighttime residence) or are at risk of becoming homeless? |

2018-2019 Income Verification Form (Dependent Students)

(COMPLETE ONLY IF YOU MEET DEPENDENT STUDENT STATUS)

The following information is utilized in determining your eligibility for this program, and will remain confidential. Failure to accurately answer a question(s) may result in denial of your application.

If you are a **DEPENDENT** student for financial aid purposes, please complete Sections A and B.

Section A: Your parent/legal guardian must answer the following questions about themselves.

1. If your family filed a 2017 tax return, answer the following questions:
 - a. What is the total number of people (including you) in your household? _____ people
 - b. What was your taxable (not total) income in 2017? \$_____

Your taxable income can be found on the federal income tax return:

On IRS Form 1040 (2017), see line 43
 On IRS Form 1040A (2017), see line 27
 On IRS Form 1040EZ (2017), see line 6

2. If your family did not file a 2017 tax return, check all that apply:
 - a. My family did not file a federal income tax return in 2017. Yes _____ No _____
 - b. My family had no taxable income in 2017. Yes _____ No _____

Section B: Please read the following statement and then sign and date. Your parent or legal guardian must also read the following statement and then sign and date.

By signing this 2018-2019 Income Verification Form, I am verifying that the information that I have provided to TRiO Student Support Services and PRIME STEM is true and correct.

PRINT Student's Name

Student's Social Security Number

Student's Signature

Date

PRINT Parent or Legal Guardian's Name

Parent or Legal Guardian's Signature

Date

2018-2019 Income Verification Form (Independent Students)

(COMPLETE ONLY IF YOU MEET INDEPENDENT STUDENT STATUS)

The following information is utilized in determining your eligibility for this program, and will remain confidential. Failure to accurately answer a question(s) may result in denial of your application.

If you are an *INDEPENDENT* student for financial aid purposes, please complete Sections A and B.

Section A: You must answer the following questions about yourself.

1. If you filed a 2017 tax return, answer the following questions:
 - a. What is the total number of people (including you) in your household? _____ people
 - b. What was your taxable (not total) income in 2017? \$ _____
Your taxable income can be found on the federal income tax return:

On IRS Form 1040 (2017), see line 43 On IRS Form 1040A (2017), see line 27 On IRS Form 1040EZ (2017), see line 6
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2. If you did not file a 2017 tax return, check all that apply:
 - a. I did not file a federal income tax return in 2017. _____ Yes _____ No
 - b. I had no taxable income in 2017. _____ Yes _____ No

Section B: Please read the following statement and then sign and date.

By signing this 2018-2019 Income Verification Form, I am verifying that the information that I have provided to the TRiO Student Support PRIME STEM is true and correct.

PRINT Student's Name

Student's Social Security Number

Student's Signature

Date