

Completion Coaching Staff



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**South Seattle College
Completion Coaching**

Participant Agreement

As a recipient of the Completion Coaching program, I will use program services to support my personal growth and academic success at South Seattle College. Completion Coaching staff and I agree to the following program requirements:

| Student Agreement | Staff Agreement |
|---|---|
| <ul style="list-style-type: none"> • Mandatory advising in 2018-19 starting Fall 2018 -- I understand that a REGISTRATION BLOCK will prevent me from registering for classes until I meet with a Completion Coach to choose classes. If I meet with a non-Completion Coach advisor, it is my responsibility to notify Completion Coaches to remove the block. Before registration begins, Completion Coaches will remind me of the block so I can schedule an advising appointment. • Education Plan developed by Spring Quarter – I will meet with my Completion Coach to create an Education Plan. If I already have an Education Plan, I will review it with my Completion Coach before Spring Quarter. This will help track my progress toward graduation and transfer. • Quarterly Progress Reports – I will submit a Progress Report to Completion Coaches by the 6th week of each quarter. The Progress Report is emailed each quarter and requires a conference with each of your instructors. • Active use of recommended services—such as tutoring, workshops, and meeting with your Completion Coach. | <ul style="list-style-type: none"> • Quarterly Attendance Check-in with Faculty – During the second week of the quarter, Completion Coaches will contact faculty to request class absences. • Academic Advising – Completion Coaching Staff can help you choose classes, update your education plan(s), and navigate campus. • Transfer Assistance – Completion Coaching Staff will support you through the transfer process—from major/school discernment and throughout the admissions process. • Financial Literacy/FAFSA/WAFSA Support – Completion Coaching staff will support you in securing educational funding through FAFSA/WASFA, scholarships or other resources. In addition, we will support you in becoming financially literate. • Encourage student to be their own best ADVOCATE! |

Suggested but not required:

- I will talk to Completion Coaching staff **before** withdrawing from a class.
- I will check my email messages at least once per week and reply when requested.
- I will get to know Completion Coaching staff – they are here for me in good times or bad.

Research shows that students who utilize completion coaching services have better grades, and are much more likely to graduate and transfer than students who do not have access to these services. [SSC Institutional Research]

I authorize Completion Coaching to use my name, photo and information to promote the program through web or printed materials.

I acknowledge Completion Coaching staff may access my college records (including transcripts, financial aid applications awards, & placement scores). I understand staff may consult with South faculty and staff regarding my progress and that all of this information will be treated with confidentiality.

Print Name

Signature

Date

South Seattle College
Completion Coaching - Student Progress Report

Student Name: _____

Date: ____/____/____

Fall

Winter

Spring

Summer

The Completion Coaching program endeavors to track participants' academic progress throughout the year. Please assist us in supporting students by completing the following Progress Report form. Completion Coaching has obtained written permission from students to initiate this process on their behalf. Thank you for your cooperation.

| Class (Course Abbreviation & Number – for example, ENG102) | Instructor (Print your instructor's last name) | <u>Grade</u> (If grades were assigned today, what grade would this student receive?)** | <u>Instructor Signature</u> | <u>Instructor's Comments</u> (What suggestions do you have for this student so that s/he can achieve the best results from your class?) |
|--|--|--|------------------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Attention Students: Please fill in your **Class & Instructor information** (columns 1 & 2 in the table above) before meeting with faculty. Return this form to the Completion Coaching mailbox at the Information Desk in the lobby of the RSB by **November 21st, 2018.** Thank you.

Check this box if you would like additional support.

**Grade at midterm is an estimate only and not an indication or guarantee of the final grade a student will receive in this class. It is merely an assessment based on the students' progress to date.

Math Faculty Referral for Prescriptive Tutoring

Student Name: _____ SID: _____

Referring Faculty: _____

Subject/Course: _____ Quarter/YR: _____

| Math Concepts to be Developed: <i>(where applicable, please circle specific type or program)</i> | Learning Strategies to be Developed: <i>(where applicable, please circle specific type or program)</i> |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Multiplication Tables <input type="checkbox"/> Rules of Fractions (four basic operations) <input type="checkbox"/> Convert Fractions, Decimals, & Percentages <input type="checkbox"/> Ratios and Proportions <input type="checkbox"/> Math Terminology and Vocabulary <input type="checkbox"/> Order of Operations <input type="checkbox"/> Integers <input type="checkbox"/> Application Problems <input type="checkbox"/> Signed Numbers <input type="checkbox"/> Units of Measure <input type="checkbox"/> Basic Statistics <input type="checkbox"/> Graphing <input type="checkbox"/> Evaluating Expressions <input type="checkbox"/> Solving Linear Equations <input type="checkbox"/> Geometry <input type="checkbox"/> Functions <input type="checkbox"/> Quadratic Equations <input type="checkbox"/> Powers and Exponents <input type="checkbox"/> Inequalities <input type="checkbox"/> Square Roots or Radicals <input type="checkbox"/> Absolute Values | <ul style="list-style-type: none"> <input type="checkbox"/> Maximize Learning Style Preference(s) <input type="checkbox"/> Effective Study Strategies <input type="checkbox"/> Active Textbook Reading <input type="checkbox"/> Note Taking <input type="checkbox"/> Active Listening <input type="checkbox"/> Memorization Techniques <input type="checkbox"/> Time Management <input type="checkbox"/> Automaticity/Reflexive Learning of basic math <input type="checkbox"/> Canvas Navigation <input type="checkbox"/> Using XYZ / ALEKS <input type="checkbox"/> Calculator Use: Basic / Scientific / Graphing Type of Calculator to be used: _____ <input type="checkbox"/> Test Taking Techniques <input type="checkbox"/> Mentoring (Navigating life as a college student) <input type="checkbox"/> Motivation <input type="checkbox"/> Goal Setting and Developing an Action Plan <input type="checkbox"/> Peer Engagement (Group Study) <input type="checkbox"/> Effective Communication of Ideas/Challenges <input type="checkbox"/> Reading Proficiency <input type="checkbox"/> Writing Proficiency <input type="checkbox"/> Other: _____ |

Other Concept(s) to be mastered:

1. _____
-
2. _____
-
3. _____

I discussed this learning opportunity with my instructor and agree to participate in the Prescriptive Tutoring program. Understanding that open communication between my instructor and tutor is key to providing effective learning support, I am aware that all parties will discuss my academic progress for this class.

Student Signature: _____ *Date:* _____
Phone: _____ *Email:* _____

Scholarships

Major scholarships of interest

Here are a few of the scholarships that you can apply for this quarter. For more scholarship lists, go to <http://thewashboard.org> and check our blog (web address is listed below).

| Name | Amount | Website | Deadline |
|----------------------------------|--------------------------------------|--|----------|
| WA Women in Need Education Grant | Up to \$5,000 | http://wwin.org/open-ed-application/ | Winter |
| SSC Foundation Scholarship | Up to 3 quarters of pre-paid tuition | Consult the Application Toolkit, attend a Workshop, and apply online: http://www.southseattle.edu/foundation/support.aspx | Spring |

Applying for scholarships requires planning, so start early. Applications for major scholarships tend to open in December with deadlines in winter or spring terms for use in the 2018-19 school year.

Be prepared for each scholarship application by gathering the following items in advance:

Two letters of recommendation. At least one should be from an **instructor** who knows your academic record, and one can be from an advisor, volunteer supervisor, employer, or a second faculty member. Please give your recommender at least **TWO WEEKS ADVANCE NOTICE** when asking for a letter and provide enough information so s/he can write a good letter.

Transcripts. First, decide whether you need an official or unofficial transcript. Official transcripts take 2+ business days to be produced, so order in advance.

Essays. Save any essays that you have written for your classes or for other applications. Many times you can use pieces or be inspired from past writing.

As part of the 2018-19 Completion Coaching team, we will have Financial Literacy Program Assistants. They provide workshops and are available for one-on-one appointments to assist you with:

- FAFSA/WASFA completion
- Scholarship applications
- Referrals to other funding resources
- Assistance with accessing public benefits
- Tax preparation (Winter quarter)
- Information on financial wellness (such as budgeting, credit, etc.)



Campus Resources

Advising and Counseling

Advisors are professional staff members trained to help you with placement, educational planning, course selection, degree completion, transfer to a four-year university and to provide referrals to other departments on campus who can help you reach your goals. Advising appointments can be scheduled by calling 206-934-5387 or emailing: advisorsouth@seattlecolleges.edu.

Counselors are faculty members who are trained to help with educational, personal, and career exploration and counseling. They work with students on goal setting, math and test phobia, and personal issues and concerns. Although the counseling department does not provide mental health counseling, including diagnosis and assessment, they are able to meet with students in order to determine appropriate community referral. Some community resources are also listed below. To make an appointment with one of our Counselors, go to the Info Desk in the RSB lobby.

| Name | Phone | Website | Hours |
|---|---|---|---------------------------------|
| 24 Hour Crisis Line | Seattle/King Co.: 2-1-1 1-800-427-4747 | www.crisisclinic.org | 365 days a year, 24 hours daily |
| Alcohol/Drug Help Line | 206-722-3700 or 1-800-562-1240 | www.adhl.org | 24 hours daily |
| WA State Domestic Violence hotline | 1-800-562-6025 | http://www.wadvhotline.org/ | 8am to 5pm, daily |

Tutoring and Homework Assistance

Academic support, drop-in centers, small group tutoring and online tutoring are available to ensure that students get the help they need and are able to complete their educational goals. The college has several Centers that are open during the week, evenings, and weekends.

| Name | Location | Subjects |
|-----------------------|---|--|
| Accounting & Business | OLY 203 | Accounting, Economics, Statistics |
| CLIC @ TRiO | RSB 66 | Math, Science, English and other subjects |
| Tutoring Center | RSB 12 | All subjects taught at South |
| MALL | LIB 215 /216 | Developmental math |
| MAST | RSB 18 | Math and Science, all levels |
| WALL | RSB 16 | Developmental English skills |
| Writing Center | LIB 205 | Writing, essays, research |
| Geek Haus | Tech Ed bldg. 129 | Computer science and troubleshooting tech issues |
| Online Tutoring | http://www.southseattle.edu/tutoring/online.aspx | |