



**2015 Florida College System
Performance Funding Improvement Plan
Mid-Year Report
December 2015**

**Submitted
to the
Florida Department of Education**

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2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

College: Pensacola State College

Report completed by: Erin Spicer, Vice President, Academic Affairs

Measure	Retention Rate	
Strategy 1	Develop and implement model student orientation and registration processes for new students.	
Activity 1	Student Orientation Advising Registration (SOAR)	
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goals:</p> <ul style="list-style-type: none"> • One SOAR session offered Fall semester. • Persistence to the Spring semester, as evidenced by pre-registration for the Spring semester, will be higher among SOAR students than the general student population. <p>Status:</p> <ul style="list-style-type: none"> • The first SOAR session was conducted on December 4, 2015. • As of December 10, 2015: <ul style="list-style-type: none"> ○ 77.0% of SOAR students were pre-registered for Spring semester. ○ 52.3% of non-SOAR students in the same student categories as SOAR students were pre-registered for Spring semester. ○ 50.0% of all non-SOAR students were pre-registered for Spring semester. <p>Note: Because we have just begun offering SOAR sessions and the number of students who have attended a SOAR session is low, the percentage of SOAR students pre-registered for Spring semester reflects preliminary data for a small group of students.</p>
Status (check one)	Accomplished	X
	Not Accomplished	



**Digital signage
advertising SOAR**



SOAR WEB INFORMATION/REGISTRATION



PSC "SOAR" Orientation



Join the Pirate Family and SOAR at PSC!
 Student Orientation, Advising and Registration

SOAR Orientation Sessions are currently filled. Please check back soon for new SOAR Orientation dates.

For Registration Session information please go to our [Registration Session page](#)

All First-Time in College Students and their Families are encouraged to attend this informative and fun session on Friday, December 4, 8 a.m., Pensacola campus. Please follow these steps.

- 1 [Click here](#) and apply to attend Pensacola State College
- 2 Sign up for SOAR form on this page

Now, you are ready to SOAR!

Discover:

- campus resources
- student life
- faculty expectations
- financial aid
- fellow classmates

Receive:

- academic advising
- registration
- campus tours

Special Session:

- parents and family members

After you register, you will receive detailed information about SOAR.
 Go Pirates!



Comparison of SOAR students vs non-SOAR students and pre-registration for spring semester 2016
(SOAR students attended the pilot SOAR session in July 2015.)

2016-1 group	SOAR status	Pre-registered	Total	Percentage pre-registered
FT-FTIC	SOAR	30	38	78.9%
	Non-SOAR	434	677	64.1%
PT-FTIC	SOAR	8	11	72.7%
	Non-SOAR	205	470	43.6%
FT-XFER	SOAR	2	3	66.7%
	Non-SOAR	464	819	56.7%
Dual Enrolled	SOAR	1	1	100%
	Non-SOAR	927	1608	57.6%
Continuing	SOAR	3	3	100%
	Non-SOAR	1938	4063	47.7%
FTIC Previous Dual	SOAR	3	5	60.0%
	Non-SOAR	99	143	69.2%
TOTALS from above	SOAR	47	61	77.0%
	Non-SOAR	4067	7780	52.3%

The numbers below show the difference when all students are included rather than just the categories including SOAR students.

TOTALS including all student groups	SOAR	47	61	77.0%
	Non-SOAR	5013	10017	50.0%

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Retention Rate		
Strategy 1	Develop and implement model student orientation and registration processes for new students.		
Activity 2	Expansion of group advising and registration sessions		
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goal:</p> <ul style="list-style-type: none"> One group advising and registration session will be held on the Milton campus and one on the Warrington campus. <p>Status:</p> <ul style="list-style-type: none"> Two sessions were scheduled and conducted on the Milton campus and nine sessions were scheduled and conducted on the Warrington campus. <p>Note: The documentation includes a screen shot from the web page advertising the registration sessions. This screen shot is from a date when sessions had already occurred and were removed from the website; therefore, not all sessions are reflected in the screen shot.</p>	
Status (check one)	Accomplished		X
	Not Accomplished		



Registration

At the registration session you will :



Meet the academic advisors and staff



Hear about academic and career services



Learn about Spyglass and PirateMail



Review placement test scores



Register for classes and receive your schedule

Pensacola Campus Upcoming Registration Sessions

- 12/7/15 (Monday) – 1:00PM – 2:30PM
- 12/10/15 (Thursday) – 1:00PM – 2:30PM
- 12/14/15 (Monday) – 3:30PM – 5:00PM

Registration sessions are held on Pensacola Campus, in Building 5, Room 508. Please arrive at least 10 minutes earlier than your scheduled registration time. Students who arrive later than their scheduled start time may be asked to register for another available session.

[Pensacola Campus Map](#)

Milton Campus Upcoming Registration Sessions

- 12/03/15 (Thursday) – 5:00PM-7:00PM

Please report to Building 4200 to sign in and receive further instructions. Please arrive at least 10 minutes earlier than your scheduled registration time. Students who arrive later than their scheduled start time may be asked to register for another available session.

[Milton Campus Map](#)

Warrington Campus Upcoming Registration Sessions

- 12/1/15 (Tuesday) – 10:00AM – 11:30AM
- 12/03/15 (Thursday) – 1:00PM – 2:30PM
- 12/08/15 (Tuesday) – 1:00PM – 2:30PM
- 12/10/15 (Thursday) – 1:00PM – 2:30PM

Registration sessions are held on Warrington Campus, in Building 3100, Room 3142L. Please arrive at least 10 minutes earlier than your scheduled registration time. Students who arrive later than their scheduled start time may be asked to register for another available session.

[Warrington Campus Map](#)

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Retention Rate		
Strategy 2	Develop and implement e-Student Success Mentoring Program		
Activity 1	e-Student Success Module		
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goals:</p> <ul style="list-style-type: none"> • The e-Student Success Module will be 100% operational. • 28 mentors will be identified. • 14 identified mentors will be trained in the use of the module. • 14 identified mentors will be utilizing the module. <p>Status:</p> <ul style="list-style-type: none"> • The module is 100% operational. • 45 mentors have been identified. • 45 of the mentors are trained to utilize the module. • 45 mentors are utilizing the e-Student Success module. 	
Status (check one)	Accomplished		X
	Not Accomplished		

Select an eFavorite

Academic Advisor Mentors

eStudentSuccess
 Academic Advisor Alerts
 Academic Advisor Cohorts
 Academic Advisor Response
 Home
 Log off

20161

of Students # of Students w/ alert # of Red alerts # of yellow alerts # of Green Alerts

Mentor name	# of Students	# of Students w/ alert	# of Red alerts	# of yellow alerts	# of Green Alerts
ADMINS, REBECCA S.	11	6	3	2	5
AMOS, ANTHONY E.	10	9	3	3	4
ANDERSON, TORIE E.	11	9	4	4	3
APP, CHRISTIA E.	12	10	2	2	1
BASTUIS, LINDA MARIE	2	2	0	0	0
BLACKWELL, JAMES E.	4	2	0	0	0
BRADLEY, KIRK C.	4	3	0	0	0
BUCHANAN, CAMMIE W.	3	3	0	0	0
BUSSE, DANIEL G.	7	7	1	1	10
BYRD, PAULA C.	1	1	0	0	0
CALLAWAY, KIMBERLY K.	1	1	0	0	0
COLLINS, MONIQUE F.	15	7	3	3	5
COAVILLE, SAUNDRA F.	3	3	0	0	0
DEUM, MATTHEW J.	4	4	0	0	0
DUTREMBLE, KATHY W.	3	3	0	0	0
ESSLINGER, MARY	11	7	4	4	8
EVANS, EARL	9	5	2	2	4
FIRLEY, EDITH Y.	6	5	3	3	7
FLOID, JUDI	10	7	1	1	7
FRANIT, PATRICE M.	11	3	3	3	7
HALL, NANCY	5	3	0	0	6
HILL, SARANTHA	5	2	0	0	3
HILL, SARANTHA	5	2	0	0	3
HOFTON, MICHELLE R.	6	4	0	0	0
HUFFMAN, ALEET	10	7	1	1	13
JOSLING, DESIREE D.	10	9	0	0	0
JONES, JONI L.	5	5	4	4	6
KELLY, BRENDA K.	1	1	0	0	0
KUHL, DEBRA D.	6	3	1	1	2
KYLE, JOSEPH V.	1	1	0	0	0
KYLE, JOSEPH V.	10	6	0	0	7
LIEN, RUST L.	10	7	3	3	7
MILLENDEF, TANTISHA S.	10	7	0	0	0
MOORE, ELENA O.	6	4	3	3	4
MORGAN, STEPHAN	6	2	0	0	0
O'BARA, GREGG I.	6	5	2	2	7
PATE, EDWARD S.	5	2	0	0	0
PEYTON, TRACY A.	5	3	1	1	4
ROBEY, CHRISTA G.	5	4	4	4	4
ROBEY, CHRISTA G.	5	4	1	1	4
SHOEN, DUSTI L.	5	4	0	0	0
SHOEN, DUSTI L.	4	4	2	2	6
SHOEN, DUSTI L.	4	3	1	1	3
STEELE, DAHNY G.	4	3	0	0	0
STOUT, EDWIN	7	2	0	0	0
VAIDYACK, NATHAN L.	7	2	1	1	2
WHITETON, LINDA L.	1	1	0	0	0
WILSON, SARA E.	10	3	1	1	3
WYBEE, DOUGLAS A.	2	2	0	0	0

Spicer, Erin

From: Dutremble, Kathy
Sent: Friday, December 11, 2015 9:19 AM
To: Adkins, Becky; Amos, Anthea; Anderson, Tonie; App, Cynthia; Bartusik, Lisamarie; Bradley, Kirk; Buchanan, Cammie; Busse, Dan; Collins, Monique; Colville, Sandra; Drum, Matthew; Esslinger, Mary; Evans, Earl; Finley, Edith; Floyd, Judy; Friant, Patrice; Gilliam, Tom; Hall, Nancy; Hill, Samantha; Horton, Michelle; Huffman, Al; Jobling, Desiree; Jones, Joni L; Kelly, Brenda; Kuhl, Debra D; Kyle, Joseph; Lien, Krist; McHenry, Beau; Millender, Tanisha; Moore, Elena Q.; Morgan, Susan; O'Hara, Carol; Pate, Edward; Peyton, Tracy; Ruber, Christa G.; Sluder, Dusti L.; Snowden, Don; Steele, Danny G; Stout, Ed; Van Dyck, Kathy; Whittenton, Linda L; Wilson, Sara B.; Wymer, Doug
Cc: Spicer, Erin; Gilliam, Tom
Subject: Student Success Mentor Updates
Importance: High

Checking in as we wind down the fall semester and get ready to close for holiday break. You all have done a super job of contacting and following up with students and we have many more green and yellow alerts than red. Please follow back up with your students before we close as a few of you still have red alerts and we want to make sure we reach as many as possible about getting registered for the spring semester. Remind them fees will be due when we return on Tuesday, January 5th and classes will begin on January 6th!

You could have several alerts waiting when you return from break:

Pre-Registration and Fee Payments if any of your students still have not registered and paid for the spring semester.
Failing Final Grades for any student that did not successfully complete a class. (see page 12 of the Guidebook) Many students will already know they failed a class as it may be a pre-requisite for a class they thought they were going to take in the spring and now they need to discuss re-taking the class they failed. This will also be the time to discuss GPA and re-taking a class for Grade Forgiveness as well as the referral to Financial Aid if the student is using any type of FA. The Guidebook provides additional discussion points and a brief script for referral to the Financial Aid office. **Please remind them that due to the time of year, it will be very difficult to reach Financial Aid by phone, so they will need to plan on making a visit to the most convenient campus to see someone if their financial aid is not in place or they have any financial aid questions. Hopefully, this will not be the case for most of our FTIC college students!**

Wishing you and yours a Merry Christmas and a wonderful Holiday Break and hope to see many of you this Sunday at graduation!

Kathy

Kathy Dutremble
 Dean Enrollment Services
 Pensacola State College
 1000 College Blvd
 Pensacola, FL 32504
 850-484-2076
kdutremble@pensacolastate.edu

Spicer, Erin

From: Dutremble, Kathy
Sent: Monday, December 14, 2015 8:49 AM
To: Adkins, Becky; Amos, Anthea; Anderson, Tonie; App, Cynthia; Bartusik, Lisamarie; Bradley, Kirk; Buchanan, Cammie; Busse, Dan; Collins, Monique; Colville, Sandra; Drum, Matthew; Esslinger, Mary; Evans, Earl; Finley, Edith; Floyd, Judy; Friant, Patrice; Gilliam, Tom; Hall, Nancy; Hill, Samantha; Horton, Michelle; Huffman, Al; Jobling, Desiree; Jones, Joni L; Kelly, Brenda; Kuhl, Debra D; Kyle, Joseph; Lien, Krist; McHenry, Beau; Millender, Tanisha; Moore, Elena Q.; Morgan, Susan; O'Hara, Carol; Pate, Edward; Peyton, Tracy; Ruber, Christa G.; Sluder, Dusti L.; Snowden, Don; Steele, Danny G; Stout, Ed; Van Dyck, Kathy; Whintont, Linda L; Wilson, Sara B.; Wymer, Doug
Cc: Gilliam, Tom; Spicer, Erin
Subject: Failing Final Grades
Importance: High

Good morning, A first pass of the Failing Final Grades report has been run and some of you will see that you have Red Alerts for students that have failed a class. As I check these students, many seem to be MAT1033 and I notice that they are registered for MAC1105 or a higher level math for the spring so if you contact them prior to the close of the college that would be great!! This will give them time to adjust their schedule before they return in January. Please try to check again tomorrow as grades continue to post! Thank you all!

Kathy

Kathy Dutremble
Dean Enrollment Services
Pensacola State College
1000 College Blvd
Pensacola, FL 32504
850-484-2076
kdutremble@pensacolastate.edu





PSC

PENSACOLA STATE COLLEGE

Student Success Mentor Program

Guidebook

October 21, 2015

Introduction

The Student Success Mentor Program has been developed by the Student Success Taskforce in an effort to increase the retention and success of Pensacola State College students. To date, the primary focus of academic advising has been to register students for classes. This new program redefines academic advising as an ongoing relationship that fosters student success and guides students in attaining their educational and career goals.

The Student Success Mentor Program, one of three strategies aimed at increasing retention rates and outlined in the Performance Funding Improvement Plan, will increase students' engagement in the College, increase personal connections with College staff, and increase student support, all of which will increase student success.

In this program, students in the retention cohort will be assigned a Student Success Mentor. Through use of the eStudent Success Module for tracking students, each mentor will be notified of students' at-risk behaviors, such as withdrawals, course failure, or low grade point averages. The mentor will perform an appropriate intervention for any behavior for which the student has received an alert. In addition to at-risk behaviors, this program will help mentors track students who have not yet registered for the upcoming semester, have not completed the application for financial aid, or have not yet paid for their schedule, thereby providing additional opportunities for the mentor to advise and assist the students to ensure progression.

Overview of the eStudent Success Module

The Student Success Task Force developed the eStudent Success Module in the student records system to identify and track at-risk student behaviors and student success indicators. This module will assist the Student Success Mentor with monitoring these student behaviors through an automated warning system. The module will give alerts for student at-risk behavior allowing the student to be contacted via automated email, a telephone call from a mentor, or with a request for a meeting with a mentor. The mentor will be provided with a simple dashboard that will display a "warning light" which is triggered by events for each student. As the warning lights are triggered, the mentor will respond by taking a predetermined action for the event.

The following Student Success Indicators were chosen by the Student Success Task Force:

1) credit hours, 2) on-track to completion, 3) withdrawals, 4) early F's, 5) failing final grades, 6) instructor early alerts, 7) preregistration, 8) fee payments, 9) fall to fall retention, 10) current GPA, 11) major GPA, and 12) major changes with excess hours. To start, only select indicators will be active; additional indicators will be phased in over time.

Mentor Responsibilities

Because increasing students' engagement in the College, increasing students' personal connections with College staff, and increasing student support are major goals of the Student Success Mentor Program, at minimum, each mentor is expected to

1. Attend all training sessions;
2. Access the eStudent Success Module daily;
3. Follow protocols for addressing each alert;
4. Document all responses to alerts;
5. Document all interactions with students;
6. Expect to serve as a student's academic advisor, and as such, assume those responsibilities;
7. Utilize the Student Resources Contact List and other College resources to provide student support and timely answers to questions;
8. Serve as the primary contact for each assigned student. In other words, avoid sending a student to someone else for help with an issue or question; do your best to find the solution or answer and then communicate that with the student; and
9. Keep open communication with the Student Success Mentor Program Staff to report program concerns, receive assistance with advising questions, and receive support with general college information.

MIS Support:

Beau McHenry
Director, MIS Support
484-1146

Student Affairs & Academic Advising Support:

Kathy Dutremble
Dean Enrollment Services
484-2076

Academic Affairs & Academic Advising Support:

Brenda Kelly
Dean of General Studies
484-4627

Financial Aid Support:

Nan Jackson
Student Financial Services Manager
484-1675

Admissions & Records:

Susan Desbrow
College Registrar
484-1605

The eStudent Success module was created to provide each mentor a user-friendly system for monitoring student behaviors. The module can be accessed by logging in to the eAdvising, eManagement, eRecruitment, or eRoster systems. See the screenshot below, which illustrates the page that appears after initial login. Notice the bold-faced eStudent Success toward the bottom of the page.

PENSACOLA STATE COLLEGE

- My eFavorites**
 - Name Browse
 - Student Information
 - Student Success Alert Response
- eAdvising**
 - ADV: Change Major
 - Name Browse
 - Student Information
 - Degree Audit / Shop
 - Department Section Browse
 - Time Section Browse
 - Student Registration
 - Enrollments
 - Student Payments
 - Student Schedule Edit
- eManagement**
 - ATT: Approved to Teach
 - ATT: Browse by Department
 - ATT: Certificate Credentials
 - ATT: Certificate/Agency Tables
 - ATT: Credential Major Codes
 - ATT: Instructor Notes
 - ATT: Instructors by Course
 - ATT: Records to Approve
 - ATT: Transcript Credentials
 - ATT: Work Experience
 - DEP: Attendance/Grade Posting
 - FAC: Build Faculty Load (INST)
 - FAC: Class Code Browse
 - FAC: Contract Browse
 - FAC: Faculty by Department
 - FAC: Faculty Info
 - FAC: Personnel Recs (TEMP)
- eRecruitment**
 - Student Advisor Checklist
 - Recruitment Information
 - Recruitment Events
- eStudentSuccess**
 - Student Success Alert Response
 - Student Success Mentor Alerts
- eRoster
- Log off



You have academic alerts requiring a response



Log on by clicking on the Alert icon or the eStudent Success menu items.



This page appears after selecting Student Success Mentor Alerts. If you uncheck the box next to Show only students with an alert, you will see information regarding each student you have been assigned. Notice the other drop down menus you may select to customize a search for information.

The drop-down box lists all alert indicators.

You can send a batch/group Pirate Mail using the email icon here to your group of students.

PENSACOLA STATE COLLEGE

Student Success Mentor Alerts

20111 Show all alerts Total number of students with alerts : 1

My Favorites Select an favorite Show only students with an alert Total number of students requiring a response : 1

Legend:

- Action needed
- Action in progress
- Action completed

Student name	ID #	Funding group	Alert date	Current major	Credit hours	On track to completion	Withdrawals	Early P's	Failing final grades	Instructor early alerts	Pre-registration	Fees paid	Fall to fall retention	Current GPA	Major GPA	Major changes exceeds hours
			07/27/2015	SOCWK-AA	58.00						20111			1.900	1.900	

All students with any type of alert indicator will be listed with the oldest alert date first.

This page appears after selecting the name of a student on the Student Success Mentor Alerts page. Here you will find specifics regarding a particular student, and you will document your responses to alerts.

PENSACOLA STATE COLLEGE

Student Success
 Student Success Alert Response
 Student Success Mentor Alerts
 Home
 Log off

Student Success Alert Response

My Favorites
 Add Favorites Here

Student ID: [redacted] Name: [redacted] Phone: 850-937-4869 (Home) 850-933-9723 (Alternate)

Funding group: First term - full term

Alert Term: 20111 Alert Type: Withdrawals

Response comment:

Alert Type - Withdrawals: No response found
 Alert Type - Current GPA: No response found

Action needed: Alert term - 06/28/2015 Number of withdrawals - 2
 Action needed: Alert term - 07/24/2015 Current GPA - 1.800

Alert Date: 06/28/2015 Alert Seq: 01 Response: [text area]

Action in Progress Action Completed

Callouts:

- Click on the *Information* symbol to go to the *Advising* screen associated with the indicator listed under Alert Type.
- Responses are: Telephone call, Email, Face to face
- Send an individual Pirate Mail to the student using the Student Success Alert Response Screen.
- Enter response comments and click on Action In Progress or Action Complete based on status of student

Getting Started

1. Login to E-Advising, E-Management, or E-Roster.
2. Under eStudent Success, select Student Success Mentor or push the ALERT button.
3. The first page that populates, *Student Success Mentor Alerts*, contains information for each student you have been assigned. This first page gives each mentor a dashboard view of alerts. Additional information appears at the top of this page:
 - a. A dropdown menu to select a specific semester;
 - b. A dropdown menu to select a specific alert; the default is "Show all alerts."
 - c. A checkbox to show only students with an alert or all students assigned to the mentor;
 - d. An envelope with the revolving letter e, which allows a mentor to email all students assigned to him or her from this page. All students are blind copied;
 - e. A message to indicate the total number of students with alerts;
 - f. A message to indicate the total number of students requiring a response;
 - g. A legend to explain the colored buttons:
 - Red represents an alert that needs to be addressed.
 - Yellow represents an alert in progress; the mentor has attempted to address the alert but has not completed the actions required for the alert.
 - Green represents an alert for which the mentor has completed all necessary actions.

Also notice the following headings above each column:

- a. Student name
- b. ID#
- c. Funding group
 - First time, full-time
 - First time, part-time
 - First time, full-time baccalaureate
 - First time, part-time baccalaureate
 - First time, full-time previous dual
 - First time, part-time previous dual
- d. Alert date
- e. Current major
- f. Credit hours
- g. On track to completion
- h. Withdrawals
- i. Early F's
- j. Failing final grades
- k. Instructor early alerts
- l. Pre-registration
- m. Fees paid
- n. Fall to fall retention
- o. Current GPA
- p. Major GPA
- q. Major changes with excess hours

4. Detailed information regarding each student assigned to a mentor is located on the student's individual page; select a specific student by double-clicking on the student's name.
5. On this second page in the system, *Student Success Alert Response*, a mentor will document all interventions and interactions with a student. This page contains the following:
 - a. Telephone contact information
 - b. Button to send a Pirate Mail directly from the page
 - c. Alert information
 - Alert Term: Term for alert
 - Alert Type: One of the Student Success Indicators or "Update all alerts below"
 - The information button, when pushed, takes the mentor to more detailed information regarding the alert.
 - Alert Date: Date alert was submitted
 - Alert Sequence: The number of times a student received an alert for the same alert type **Is this only for ws and fs?**
 - d. A response is required for each alert. The drop down menu provides 3 choices:
 - Telephone call
 - Email
 - Face to face meeting
 - e. A response comment is also required. The mentor should type in that response, a brief description of the action.
 - f. The final step in a mentor's response to an alert is to select the appropriate button, either Action in Progress, which indicates that a mentor has more to do regarding this alert, or Action Completed, which indicates the mentor has nothing more to do regarding this alert.

Success Indicators

These indicators are named and defined below with additional directions on when the student should be contacted, the method of contact, the appropriate action to take, and details on how to **Indicators:**

1) A WITHDRAWALS –The point at which a student will not receive a refund for a class and it will count as an attempt toward their degree. Withdrawals may impact a student’s financial aid as well as their academic progress. A student is limited to two (2) attempts of any course, earning a withdrawal is considered an attempt, and a third attempt requires administrative approval and may result in the assessment of the full cost of instruction, which is equivalent to approximately three (3) times the in-state fee (\$342.18 per credit x 3 credits = \$1,026.54). If a student is approved for a third attempt, a student is not permitted to withdraw from that course, and a grade must be assigned by the instructor. The full cost of the third attempt is only waived based on documented extenuating circumstances.

W1 is a student initiated withdrawal and may be performed up to the last day to withdraw (LDTW) which is published in the Academic Calendar for each session of a semester.

When to Contact: Mentors will contact students who receive withdrawals **Daily** by telephone to discuss Action Steps.

Action Steps include:

1. Discuss the possibility of reinstatement if Academic Intervention strategies may help the student be successful (need a list of resources available)
2. Discuss the impact of multiple attempts leading to a third attempt (see definition) and Satisfactory Academic Progress (SAP)
3. Discuss the financial aid impact of multiple attempts without successful completion: Financial Aid Satisfactory Academic Progress (FASAP)
4. Script for FA referral: “Withdrawals and early F’s may have a negative impact on your financial aid eligibility and you may be responsible for paying funds back to the College. Please contact the Financial Aid office at 850.484.1680.”

W2 Withdrawals are the point when students are removed from a class by the instructor for excessive absences.

When to Contact: Mentors will contact students who receive withdrawals **DAILY** by telephone (automated Pirate Mail sent to students) to discuss Action Steps.

Action Steps include:

1. Advise student to contact instructor and seek re-instatement if student is in good academic standing.
2. Discuss Academic Intervention strategies (see a list of resources available in appendix)
3. Work with the appropriate department head to have the student reinstated so they can be dropped and enrolled in a later term course; this is infrequent and on a case-by-case basis.
4. Discuss the impact of multiple attempts leading to a third attempt (see definition) and Satisfactory Academic Progress (SAP)
5. Discuss the financial aid impact of attempts without successful completion: Financial Aid Satisfactory Academic Progress (FASAP)

6. Script for FA referral: “Withdrawals and early F’s may have a negative impact on your financial aid eligibility and you may be responsible for paying funds back to the College. Please contact the Financial Aid office at 850.484.1680.”

W3 Withdrawals that signify an action made based on executive decision: college error, incarceration, serious illness, etc. These withdrawals are usually processed by a VP, Dean, or the College Registrar.

When to Contact: No Action Required by mentor.

- 1)B EARLY F’s** – An Early F grade is assigned when a student stops attending a class after the withdrawal deadline, stops attending a class in which the instructor does not process withdrawals, or stops attending a course being attempted for the third time.

When to Contact: Mentors will contact students **DAILY** who receive the Early F by telephone and Pirate Mail to discuss Action Steps.

Action Steps include:

1. Have student complete form to change Early F to a Withdrawal
2. Discuss the financial aid impact of attempts without completion: Financial Aid Satisfactory Academic Progress (FASAP)
3. Script for FA referral: “Withdrawals and early F’s may have a negative impact on your financial aid eligibility and you may be responsible for paying funds back to the College. Please contact the Financial Aid office at 850.484.1680.

- 2) **INSTRUCTOR EARLY ALERTS** – Currently, instructors of all developmental education courses, SLS 1101, SLS 1122, and certain sections of ENC 1101C and MAT 1033C participate in an instructor early alert system. The Instructor Early Alert System, which is housed in eRoster, allows instructors to initiate an automated Pirate Mail or intervention by a PSC staff member aimed at improving students’ retention and success. The Student Success Mentor responds to the instructor early alerts.

When to Contact: Please see the Early Alert Guidelines for Mentors, a table located on page 22 of this guidebook for more details.

Action Steps:

1. For behaviors that require an intervention from the mentor, students should be contacted by phone first and then a follow-up Pirate Mail with the appropriate action based on the specific alert.
2. Script for Financial Aid impact: “Withdrawals and unsuccessful grades may have a negative impact on your financial aid eligibility. Please contact the Financial Aid office at 850.484.1680 for counseling in this area.”

- 3) **FAILING FINAL GRADES** - Any grade that does not meet the requirements toward a student's current Program of Study. Note: Unless otherwise specified, a grade of D or D+ is counted as earned credit, may be used to meet program requirements, and will be used in calculating academic progress.

When to Contact: After final grades are posted at the end of each session/term. An automated email is generated and a red warning indicator for any failing grade will initiate a mentor call.

Action Steps:

1. An auto-email will generate the day after grades are posted. The Pirate Mail will explain the consequences of a failing grade; F, D, D+ can have on course sequencing with pre-requisite classes, impact on grade point average (GPA), and impact on FA, and direct student to meet with their academic advisor immediately
2. Telephone call one (1) day after grades are posted to discuss what steps the student should take and to discuss: impact of multiple attempts (Excess Hours, Full Cost of Tuition (Maximum Attempts for a course), FASAP and SAP)
3. Script for referral to Financial Aid: "Failing final grades may have a negative impact on your financial aid eligibility. Students who go into financial aid warning or financial aid suspension are notified after grades are posted via Pirate Mail. Please check your Pirate Mail frequently and contact the Financial Aid Office at 850.484.1680 with questions."

- 4) **PRE-REGISTRATION** – Defines students who are currently enrolled and taking classes but not registered for the next term. Students will be contacted and offered assistance with early registration in order to avoid long waits, get a good schedule, and make sure financial aid is in place.

When to Contact: For each semester dates will be used to designate when an automated Pirate Mail is sent letting the students know it is time to plan for registration for the next semester and the action steps they should take. The warning indicator will appear at a designated date letting the mentor know if the student has not pre-registered.

Action Steps:

1. Automated fall Pirate Mail generates on or around April 1
2. Warning Indicator for a follow-up phone call generates on or around April 15th
3. Automated spring Pirate Mail generates on or around November 1
4. Warning Indicator for a follow-up phone call generates on or around November 15th
5. Automated summer Pirate Mail generates on or around April 1
6. Warning Indicator for a follow-up phone call generates on or around April 15th
7. Financial Aid Script: “If your financial aid has been approved, you should be able to see your award via Spyglass and you should see a paid out schedule upon enrollment (fall fees are not paid out until after July 1). If you are on an approved financial aid appeal, your fees will not be paid out until after successful grades for the previous term are posted.”

5) **FEE PAYMENTS** - Defines a balance due on a student's class schedule with the balance due date.

When to Contact: Students will be contacted with a Pirate Mail two (2) weeks prior to each Fee Pay Day to remind them to pay their fees and give them various payment options. The warning indicator will appear at a later designated date letting the mentor know they need to call the student to remind them to pay their fees.

Action Steps:

1. Automated Pirate Mail generates two weeks prior to each Fee Pay date
2. Warning Indicator lets the mentor know the student still has an outstanding balance and needs a phone call three (3) days prior to each Fee Pay Date.
3. Financial Aid script for students receiving aid: "If your financial aid has been approved, you should be able to see your award via Spyglass and you should see a paid out schedule upon enrollment (fall fees are not paid out until after July 1). If you are on an approved financial aid appeal, your fees will not be paid out until after successful grades for the previous term are posted."
4. Financial Aid script for students not receiving aid: "If you do not have financial aid available or not enough to cover all of your fees, you have some options:
 - a. Short Term Loan- You may be eligible for a short term loan from the college for up to %75 but no more than \$700.00 of your total fees due. You will have to pay the remaining %25 or have aid to pay the balance due. You also must have at least a 2.0 grade point average in order to complete the application, available on Spyglass.
 - b. Tuition Installment Plan – access the information about TIP through the Financial Aid page to learn more about this option. TIP allows you to pay in monthly installments but the earlier you enroll, the more payment options you have. <http://www.pensacolastate.edu/financial-aid/tuition-installment-plan/>
 - c. Scholarships are available but you must complete the FAFSA as well as the Scholarship Application by the deadline dates. Spring Term on or before November 1, 2015; Summer Term on or before March 1, 2016.
 - d. If you are a self-paying student, you have until 6:00 p.m. to pay on campus the day fees are due or up until 8:00 p.m. to pay online through your Spyglass account. If you do not pay, you will lose your schedule and will have to try and re-register as quickly as possible if you want to keep the same class schedule!

- 6) **FALL TO FALL RETENTION** – Defined as students who enroll in two (2) consecutive fall terms at PSC. **EXAMPLE:** A student who enrolled in the fall of 2015 (20161) must enroll the following fall semester 2016 (20171) to be considered as a valid part of this co-hort.

When to Contact: This population will be contacted in the spring when registration begins for the following fall term if they are not currently enrolled.

Action Steps:

1. Telephone call on or around March 1 to discuss returning to PSC for the following fall semester and the steps to take: complete FAFSA, make sure all transcripts have been received, and student is in good academic standing.
2. Financial Aid script: “Have you filed your FAFSA? If not, file taxes, file FAFSA and check Pirate Mail/Spyglass frequently for very important information from the Financial Aid office. When you file the FAFSA, you will receive a Student Aid Report from the US Department of Education. This does **NOT** mean you are finished with the process. Check Pirate Mail/Spyglass frequently for very important information from the Financial Aid on additional items that may be required.”
3. Telephone call on or around April 15 to offer to assist with registering the student for fall semester classes
4. Automated Pirate Mail generates two weeks prior to each Fee Pay date. Warning Indicator will let the mentor know if the student has an outstanding balance and needs a phone call three (3) days prior to each Fee Pay date
5. Warning Indicator will let the mentor know if the student loses their schedule due to non-payment and a phone call should be made to:
 - Discuss Financial Aid Status
 - Re-register for fall semester classes
 - Refer for Scholarships, if applicable
 - Financial Aid script: “If your fees were not paid then you should contact the Financial Aid office immediately at 850-484-1680.”

During peak registration the student should be encouraged to visit a Financial Aid office versus calling due to the high volume of calls.

- 7) **GPA** – Grade Point Average is used to determine academic standing, graduation readiness, eligibility for access to limited entry programs, ability to apply for certain types of FA, and eligibility for honors lists and programs.

Current GPA – This is the GPA that indicates the student’s overall academic standing includes **all** credits earned, attempted, and transferred in regardless of the student’s program of study.

Major GPA – This is the GPA that indicates the student’s academic standing within their currently declared program of study.

When to Contact: Students will be contacted the first time their GPA falls below a 2.5 and a 2.0.

Action Steps:

1. A warning indicator will let the mentor know if the student’s GPA has fallen below a 2.5 after grades are posted.
2. The mentor **MUST** make a phone call to the student to discuss:
 - Impact of the GPA on graduation – students must have a minimum cumulative 2.0 GPA in all work completed to graduate
 - Impact of the GPA on FA – (see script below)
 - Financial Aid script: “Falling below a 2.0 GPA will have a negative impact on your financial aid eligibility. Please contact the Financial Aid office at 850.484.1680 for Financial Aid counseling.”
 - How to improve the GPA –
 - a. Retake classes with failing grades; D, D+, and F for grade forgiveness. Only the most recent grade earned will be used to calculate the cumulative GPA.
 - b. Encourage the student to take a limited number of classes if they also have other responsibilities; work, family, etc., to be able to focus on fewer classes

8) MAJOR CHANGES WITH EXCESS HOURS –

S. 1007.23, F.S., statewide articulation agreement, includes the following requirement: To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, the articulation agreement must require each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest.

Additionally, FL Statute establishes an “excess hours” surcharge for a student seeking a baccalaureate degree at a state university. “Excess hours” are defined as hours that go beyond 120% of the hours required for a baccalaureate degree. Example: 120 credits (typical baccalaureate degree length) x 120% = 144 credit hours. If they student has to go beyond 144 credit hours due to multiple program changes or multiple attempts of course work they will be charged an excess fee per credit!

When to Contact: Students will be contacted when they reach their third (3) or later declared program change and have 12 or more credit hours that will not apply toward their degree.

Actions Steps:

1. Telephone to discuss program change with students each time a program change is initiated.
2. Explain how to review their degree audit or refer the student to academic advising
3. Recommend Career Advising
4. Refer the student to the Financial Aid Office to discuss how excess hours may impact their financial aid: Maximum Time Frame/Excess Hours
5. Financial Script: “To continue to receive most financial aid, students are required to take courses within their declared program of study. Be sure all courses meet this requirement. In addition, excessive major changes may have a negative impact on your financial aid. Please contact the financial aid office at 850.484.1680 for more information.”

- 9) **CREDIT HOURS** - This is a measure of student success in completing courses attempted. Financial Aid Script: "If your completion rate falls below 67% (successfully completed courses/all attempts), this will negatively affect your financial aid eligibility. Please contact The Financial Aid office at 850.484.1680."

10) **ON-TRACK TO COMPLETION** - Measures student progression toward timely graduation.

Glossary of Terms

Financial Aid Satisfactory Academic Progress (FASAP) - In order to receive Federal (Title IV) or State financial aid a student must maintain Financial Aid Satisfactory Academic Progress (FASAP). Currently, all coursework, regardless of where and when attempted, will be counted in determining a student's FASAP status. A student who has completed at least 67% of all courses attempted and earned a cumulative GPA at or above the minimum Required Standards is considered to be making FASAP. (See Required Standards Chart below)

Total Credit Hours Attempted	Required Minimum Cumulative GPA
1 to 24	1.50
25 to 45	1.75
46 or more	2.0

Maximum Time Frame - A student otherwise eligible for federal or state financial aid and enrolled in a degree program who has attempted more than 150% of the number of credit hours required in that program is not progressing at the required pace to complete the program within the required standard and therefore is considered to be making unsatisfactory academic progress. A change in the program of study does not extend a student's eligibility beyond the 150% credit hour maximum time frame.

Standards of Academic Progress – A student's academic standing is determined at the end of the term in which the 13th

IN PROGRESS

Student Success Resource List

C.A.R.E.S (Crisis Action Referral Effort for Students)	Pensacola	6	(850) 484-1817 Crisis Referral Coordinator
Cashier's Office	Pensacola	2	(850) 484-1782
	Warrington	3600	(850) 484-2342
	Milton	4200	(850) 484-4446
Advising & Career Services Center	Pensacola	5/Rm 508	(850) 484-1630
	Warrington	3600/Rm 3615L	(850) 484-2270
	Milton	4200/Rm 4202	(850) 484-4410
	Century Center	1	(850) 471-4622
	South Santa Rosa	51	(850) 471-4630
Financial Aid	Pensacola	2	(850) 484-1680
	Warrington	3600	(850) 484-2370
	Milton	4200	(850) 484-4412
	Century Center	1	(850) 484-1680
	South Santa Rosa	51	(850) 484-4412
Health Clinic	Pensacola	3	(850) 484-1322
Student Help Desk (SpyGlass, PirateMail, WiFi)	All Campuses		(850) 471-4534
Library	Pensacola	21	(850) 484-2006
	Warrington	3500	(850) 484-2252
	Milton	4100	(850) 484-4452
Public Safety	All Campuses		(850) 484-2500
Student Resource Center for ADA Services (Americans with Disabilities Act)	All Campuses	6/Rm 603	(850)484-1637
Testing & Assessment Center	Pensacola	6	(850) 484-1656
	Milton	4200	(850) 484-4410
	Warrington	3300	(850) 484-1076
	South Santa Rosa	51	(850) 471-4630
Student Support Services (SSS)	Pensacola	6	(850) 484-2028
Veteran's Upward Bound (VUB)	Pensacola	6	(850) 484-2068
Tutoring Services	Pensacola	1/Rm 102	(850) 484-2003
	Milton	4200/Rm 4213	(850) 484-4425/4420
	Warrington	3100/Rm 3142D	(850) 484-2378
	South Santa Rosa	51/Rm 5131A	(850) 475-4851
	Century Center	Via Skype	(850) 484-2003

Guidelines for the Student Success Mentor

What to Do When a Student Receives an Instructor Early Alert

Currently, the Instructor Early Alert System allows an instructor of a developmental education course, SLS 1101, SLS 1122, and certain sections of ENC 1101C and MAT 1033C to send an early alert to initiate an automated email message or an intervention by a Student Success Mentor aimed at improving students' retention and success. Neither the automated email nor a mentor intervention is meant to take the place of an instructor's interaction with a student.

The table below shows each early alert option an instructor may select, the response the student receives, when an instructor selects that early alert, and who receives notification of the early alert. Note the final two early alert options; both of these require intervention from the Student Success Mentor.

Instructor Early Alert Options	Response to Student	When to Use This Option	Who receives this EA?
<p>Absent</p>	<p>Student receives this automated email message: Your instructor has indicated that you were absent from the last class session. Refer to the Attendance Policies in the <i>Pensacola State College Catalog</i>: "A student may miss one class meeting beyond the number of times the class meets per week before being considered excessively absent...Absences during a six-week summer session or an eight-week session will be considered excessive if the student misses more than three day classes or more than two evening classes." After that, a student may be withdrawn for excessive absences. Since you have been absent, please refer to your section syllabus. If necessary, contact your instructor to find out what you missed so that you can be prepared when you return to class.</p> <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	<p>Select this option any time a student is absent.</p> <p>(Note: This EA should be sent for absences BEFORE the "Risking Withdrawal" option listed below.)</p>	<p>Student Instructor Dept. Head</p>

Instructor Options:	Response to Student	When to Use This Option:	Who receives this EA?
Tardy/Left Early	<p>Student receives this automated email message: Your instructor has indicated that you were either late to class or left class early. Being tardy and leaving class early both create distractions and result in missed instruction. According to the Tardy Policy in the <i>Pensacola State College Catalog</i>, “A student not in the class at its beginning will be counted tardy. When so specified in departmental policies, program policies, or the instructor’s syllabus, habitual or excessive tardiness may be converted to absences.” A student may be withdrawn from class for excessive absences. Please refer to your section syllabus to review your instructor’s policy regarding tardiness and leaving class early.</p> <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	<p>Select this option when a Student is late to class or leaves class early if you want to bring the student’s attention to the behavior. (Be sure these behaviors are addressed in your section syllabus.)</p>	<p>Student Instructor Dept. Head</p>
Failed or missed major assignment or test	<p>Student receives this automated email message: Your instructor has recorded either a zero or a failing grade for you on a major assignment (or test) in this class. There are several options you should consider:</p> <ol style="list-style-type: none"> 1. Consult your section syllabus to review the impact this grade might have on your overall course grade. 2. Talk with your instructor about your class performance. 3. Seek help in one of the academic labs. No appointments are necessary. For hours and locations, select the appropriate link below: <u>Math Lab</u> <u>Writing Lab</u> <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	<p>Select this option every time a student</p> <ul style="list-style-type: none"> ~Fails to turn in a major assignment. ~Misses a test. ~Scores below 70 on a major assignment. ~Scores below 70 on a major test. <p>Do NOT select this option for homework or daily quizzes.</p>	<p>Student Instructor Dept. Head</p>

Instructor Options:	Response to Student	When to Use This Option:	Who receives this EA?
<p>Need Tutorial Services</p>	<p>Student receives this automated email message: Your instructor has observed that you may benefit from additional help with course concepts or assignments. Pensacola State College's academic support labs offer free tutoring to assist students in advancing their math, reading, and English skills. At the math and reading/writing labs, students receive individual help with skills they most need to develop. The labs also provide access to computer resources and reference materials. No appointments are necessary. Please visit the appropriate academic support lab for help with your class work. For hours and locations, select the appropriate link below:</p> <p><u>Math Lab</u> <u>Writing Lab</u></p> <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	<p>Select this option at any time during the course if you recognize that a student is struggling with skills or concepts and would benefit by going to one of the labs. You might realize a student needs help by viewing a writing sample or the results of a daily quiz.</p> <p>A student does NOT need to have failing grades for you to select this option.</p>	<p>Student Instructor Dept. Head</p>
<p>Risking withdrawal due to excessive absences</p> <p>(Add specific comments to this EA)</p>	<p>The student receives the following email, which is copied to the advisor and the instructor. The advisor contacts the student via email (cc to instructor) within two business days. If there is no response to email, he/she will call the student to explain and discuss options.</p> <p>Your instructor has submitted the following student referral. Your advisor has received a copy of this message and will contact you soon to discuss this referral and your options.</p> <p><i>The following information will also be included in the message:</i> <i>Student Name:</i> <i>Student ID:</i> <i>Student Email:</i> <i>Instructor:</i> <i>Instructor Email:</i> <i>Year/Term:</i> <i>Section:</i> <i>Course:</i> <i>Advisor (if already assigned): Advisor Email (if already assigned): Reasons for referral:</i> <i>Comments:</i></p> <p>(This is an automatic message, but if you have questions or your instructor, you may reply to contact him or her.)</p>	<p>Select this option when a student has a course average below 70 and is in danger of failing your course.</p>	<p>Student Instructor Dept. Head SS Mentor</p>

<p>Risking course failure due to low grades</p> <p>(Add specific comments to this EA.)</p>	<p>The student receives the following email, which is copied to the advisor and the instructor. The advisor contacts the student via email (cc to instructor) within two business days. If there is no response to email, he/she will call the student to explain and discuss options.</p> <p>Your instructor has submitted the following student referral. Your advisor has received a copy of this message and will contact you soon to discuss this referral and your options.</p> <p><i>The following information will also be included in the message:</i> <i>Student Name:</i> <i>Student ID:</i> <i>Student Email:</i> <i>Instructor:</i> <i>Instructor Email:</i> <i>Year/Term:</i> <i>Section:</i> <i>Course:</i> <i>Advisor (if already assigned):</i> <i>Advisor Email (if already assigned):</i> <i>Reasons for referral:</i> <i>Comments:</i></p> <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	<p>Select this option when a student has a course average below 70 and is in danger of failing your course.</p>	<p>Student Instructor Dept. Head SS Mentor</p>
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2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Retention Rate		
Strategy 2	Develop and implement e-Student Success Mentoring Program		
Activity 2	Student Success Mentoring Program		
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goals:</p> <ul style="list-style-type: none"> • 280 students in the Fall 2016-1 retention cohort will be assigned a mentor. • Of the 280 students assigned a mentor, mentors will have attempted to contact 100% of students having an alert in order to perform the appropriate intervention. <p>Status:</p> <ul style="list-style-type: none"> • 285 students in the Fall 2016-1 cohort have been assigned mentors. • Of the students assigned a mentor, the mentors have attempted to contact 100% of the students having an alert. 	
Status (check one)		Accomplished	X
		Not Accomplished	

Select an eFavorite

Academic Advisor Mentors

eStudentSuccess

- Academic Advisor Alerts
- Academic Advisor Cohorts
- Academic Advisor Response
- Home
- Log off

20161

Mentor name	# of Students	# of Students w/ alert	# of Red alerts	# of yellow alerts	# of Green Alerts
ADKINS, BEBECCA S.	11	6	1	2	6
AMOS, ANTHONY E.	10	9	0	3	7
ANDERSON, TORIE E.	11	9	0	3	9
APP, CYNTHIA B.	10	10	0	4	9
BARTUSIN, DISDARFIS	10	10	0	0	10
BLACKWELL, JAMES E.	1	1	0	0	1
BRADLEY, NIKK C.	4	4	0	0	4
BUCHANAN, CAMMIE W.	9	9	0	0	9
BUSSE, LAHEL G.	3	3	0	0	3
BYRD, FANIA C.	7	7	1	0	10
CALLOWAY, KIMBERLY K.	1	1	0	0	1
COLLINS, MICHAEL F.	8	8	1	0	4
COLVILLE, SANDRA F.	12	7	0	0	5
CRUM, MATTHEW J.	6	4	0	0	0
DUTREMBLE, KATHRYN W.	3	3	0	0	0
ENSLINGER, MARY	11	7	0	0	6
EVANS, EARL	9	9	0	0	4
FISHER, ELLIETH Y.	6	5	0	0	4
FLOID, JUDY	16	7	1	0	7
FRIMPT, PATRICE N.	11	7	0	0	7
HALL, DAUCI	5	5	0	0	6
HALL, SARANTHA	5	5	0	0	3
HILL, SARANTHA	5	5	0	0	3
HUFMAN, MICHELLE N.	6	4	0	0	3
HUFFMAN, ALBERT	10	7	0	0	3
JOBLING, DECIREE D.	10	7	1	0	6
JONES, JONI L.	5	5	0	0	13
KELLY, FREDDA K.	1	1	0	0	0
KUHL, BEBBA D.	9	3	0	0	1
KYLE, JOSEPH Y.	7	4	0	0	1
LIEN, RELIST L.	10	6	0	0	1
MILLENDEF, TASHISHA S.	10	7	0	0	7
MOOPER, ELENA O.	6	4	0	0	2
MOORE, SUGAN	6	3	0	0	4
O'BARA, CAROL J.	6	5	0	0	4
PATE, EDWARD S.	5	3	0	0	3
PELTON, TRACY A.	5	5	0	0	4
POBER, CHRISTA G.	5	4	0	0	4
SLODER, DUSTI L.	5	5	0	0	4
SNOWDEL, ICHALD	6	7	0	0	6
STEELE, DARRY G.	4	3	0	0	3
STOUT, EDWIN	7	7	0	0	3
VAIDYCK, KATHRYN L.	7	7	0	0	1
WHITENTON, LINDA L.	7	1	0	0	1
WILSON, GARA B.	10	3	0	0	0
WYMER, EUGENIA A.	2	2	0	0	0

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Retention Rate			
Strategy 2	Develop and implement e-Student Success Mentoring Program			
Activity 3	Instructor Early Alert warning system			
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goal:</p> <ul style="list-style-type: none"> At least 34 faculty will be utilizing the Instructor Early Alert warning system. <p>Status:</p> <ul style="list-style-type: none"> 35 faculty utilized the Instructor Early Alert warning system in the Fall semester. 		
Status (check one)			Accomplished	X
			Not Accomplished	

Instructor Early Alerts: Fall 2015

	Instructor	Course(S)
1.	T.C. Andrews	MAT0018 MAT0028 MAT0056
2.	Thom Botsford	ENC1101C ENC1102 AML2020
3.	Robert Buchanan	MAT0018 MAT0028 MAT0056
4.	Joan Burkhardt	MAT0018 MAT0028
5.	Kimberly Calloway	SLS1101
6.	Darryl Chatraw	MAT0018 MAT0028
7.	Tamares Cockfield	SLS1101
8.	Diane Cole	REA0007 REA0017
9.	Jay Gaines	MAT0018 MAT0028
10.	Chris Gayo	SLS1101
11.	Vitaliy Goncharenko	MAT0028
12.	Greg Hardin	MAT0028 MAT1033C MAC1105
13.	Feanna Harvell	MAT0018 MAT0028
14.	Chris Hunt	MAT0018 MAT0028
15.	Jamey Jones	ENC1101C
16.	Mike Johnston	MAC1105
17.	Jerry McLemore	MAT0018 MAT0028 MAT0056
18.	Debby Meyer	ENC1101C SLS1122
19.	Monique Miles	SLS1101
20.	Angela Miller	ENC0015 ENC0025 ENC0055
21.	Elaine Miller	SLS1101
22.	Jessica Millis	ENC1101C
23.	Linda Miragliotta	REA0007 REA0017

24.	Paula Nochowicz	MAT0018 MAT0028
25.	Christine O'Donnell	ENC1101C ENC0015 ENC0025 ENC0056
26.	Irina Pashenko	MAT1033C
27.	Edward Pate	ENC1101C
28.	Cynthia Rhodes	MAT0018 MAT0028
29.	Jean Roberts	ENC1101C ENC0015 ENC0025 REA0007 REA0017
30.	Andrea Schultz	ENC1101C ENC0015 ENC0025
31.	Sara Smith	ENC1101C
32.	Mike Taranto	ENC0015 ENC0025
33.	Reggie Todd	MAT0018 MAT0028
34.	Brian Underwood	ENC1101C ENC0015 ENC0025 REA0007 REA0017
35.	Debbie Woods	MAT1033C

20161 EARLY ALERT TOTALS

ALERT TYPE	COUNT
ABSENT	1568
FAILED OR MISSED MAJOR ASSIGNMENT OR TEST	40
NEEDS TUTORIAL SERVICES	9
RISKING COURSE FAILURE DUE TO LOW GRADES	29
RISKING WITHDRAWAL DUE TO EXCESSIVE ABSENCES	170
TARDY OR LEFT EARLY	270
Grand Total	2086

Early Alert System in eRoster: Guidelines for Instructors

(revised August 2015)

The Early Alert System allows instructors to send Early Alerts to initiate a message or intervention aimed at improving students' retention and success. **NOTE: Neither automated emails nor advisor interventions are meant to take the place of instructors' interaction with students.**

To send an Early Alert, select the "Early Alert" button on the left of your eRoster screen. On the next screen you will see a list of your students, and on the right you will see the Early Alert options. Most Early Alerts will generate an automated message while two will elicit contact by an advisor. The options, along with explanations of when they are appropriate, are listed for you below.

NOTE: Do NOT send "Risking..." EA's before the no-show withdrawal date.

Instructor Early Alert Options:	Response to Student	When to Use This Option:	Who receives this EA?
<p>Absent</p>	<p>Student receives this automated email message: Your instructor has indicated that you were absent from the last class session. Refer to the Attendance Policies in the <i>Pensacola State College Catalog</i>: "A student may miss one class meeting beyond the number of times the class meets per week before being considered excessively absent...Absences during a six-week summer session or an eight-week session will be considered excessive if the student misses more than three day classes or more than two evening classes." After that, a student may be withdrawn for excessive absences. Since you have been absent, please refer to your section syllabus. If necessary, contact your instructor to find out what you missed so that you can be prepared when you return to class.</p> <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	<p>Select this option any time a student is absent. (Note: This EA should be sent for absences BEFORE the "Risking Withdrawal..." option listed below.)</p>	<p>Student Instructor Dept. Head</p>

Instructor Options:	Response to Student	When to Use This Option:	Who receives this EA?
Tardy/Left Early	<p>Student receives this automated email message: Your instructor has indicated that you were either late to class or left class early. Being tardy and leaving class early both create distractions and result in missed instruction. According to the Tardy Policy in the <i>Pensacola State College Catalog</i>, "A student not in the class at its beginning will be counted tardy. When so specified in departmental policies, program policies, or the instructor's syllabus, habitual or excessive tardiness may be converted to absences." A student may be withdrawn from class for excessive absences. Please refer to your section syllabus to review your instructor's policy regarding tardiness and leaving class early.</p> <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	Select this option when a student is late to class or leaves class early if you want to bring the student's attention to the behavior. (Be sure these behaviors are addressed in your section syllabus.)	Student Instructor Dept. Head
Failed or missed major assignment or test	<p>Student receives this automated email message: Your instructor has recorded either a zero or a failing grade for you on a major assignment (or test) in this class. There are several options you should consider:</p> <ol style="list-style-type: none"> 1. Consult your section syllabus to review the impact this grade might have on your overall course grade. 2. Talk with your instructor about your class performance. 3. Seek help in one of the academic labs. No appointments are necessary. For hours and locations, select the appropriate link below: Math Lab Writing Lab <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	Select this option every time a student... ~Fails to turn in a major assignment. ~Misses a test. ~Scores below 70 on a major assignment. ~Scores below 70 on a major test. Do NOT select this option for homework or daily quizzes.	Student Instructor Dept. Head

Instructor Options:	Response to Student	When to Use This Option:	Who receives this EA?
<p>Needs tutorial services</p>	<p>Student receives this automated email message: Your instructor has observed that you may benefit from additional help with course concepts or assignments. Pensacola State College's academic support labs offer free tutoring to assist students in advancing their math, reading, and English skills. At the math and reading/writing labs, students receive individual help with skills they most need to develop. The labs also provide access to computer resources and reference materials. No appointments are necessary. Please visit the appropriate academic support lab for help with your class work. For hours and locations, select the appropriate link below: Math Lab Writing Lab</p> <p>(This is an automatic message, but if you have questions for your instructor, you may reply to contact him or her.)</p>	<p>Select this option at any time during the course if you recognize that a student is struggling with skills or concepts and would benefit by going to one of the labs. You might realize a student needs help by viewing a writing sample or the results of a daily quiz.</p> <p>A student does NOT need to have failing grades for you to select this option.</p>	<p>Student Instructor Dept. Head</p>
<p>Risking withdrawal due to excessive absences (Add specific comments to this EA.)</p>	<p>The student receives the following email, which is copied to the advisor and the instructor. The advisor contacts the student via email (cc to instructor) within two business days. If there is no response to email, he/she will call the student to explain and discuss options. Your instructor has submitted the following student referral. Your advisor has received a copy of this message and will contact you soon to discuss this referral and your options. <i>The following information will also be included in the message:</i> <i>Student Name:</i> <i>Student ID:</i> <i>Student Email:</i> <i>Instructor:</i></p> <p>(cont. next page)</p>	<p>Select this option when a student has been absent and further absences may result in withdrawal. Use "Comments" section to record the dates of absences so that the advisor has concrete information to discuss when contacting the student. Allow time for advisor intervention before withdrawing the student! (Do NOT send this EA before the no-show withdrawal date.)</p>	<p>Student Instructor Dept. Head Advisor</p>

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Retention Rate		
Strategy 3	Increase access to academic interventions		
Activity 1	Virtual tutoring pilot		
	Evidence of completion (150 words or less) Supporting documentation may be attached.	December Goals: <ul style="list-style-type: none"> • Expand virtual tutoring to all mathematics courses. • Increase the number of hours of virtual tutoring in mathematics to 34.5 hours per week. • Increase the number of tutors trained for mathematics virtual tutoring to eight. 	
		Status: <ul style="list-style-type: none"> • Virtual tutoring has been offered in all mathematics courses since the beginning of the fall semester. • Fall semester the College offered 36.5 hours per week of mathematics virtual tutoring. • Ten tutors have been trained to offer virtual tutoring in math. • A review of the virtual tutoring for all math classes other than MAT1033 showed that: <ul style="list-style-type: none"> ○ Just below 659 hours of virtual tutoring had been conducted in the fall semester through December 10, 2015. ○ There were 1685 visits to the virtual tutoring lab. ○ A total of 571 individual students utilized the virtual tutoring lab. • The MAT1033 Intermediate Algebra tutoring site showed 183 individual students utilized the virtual tutoring. 	
Status (check one)		Accomplished	X
		Not Accomplished	



Online Programs Available at PSC

Pensacola State College offers eleven programs completely online

- Accounting Technology (AS)
- Accounting Technology Management (CT)
- Business (AA)
- Business Administration (AS)
- Business Development and Entrepreneurship (CT)
- Business Management (CT)
- General Studies (AA)
- Human Resource Administrator (CT)
- Human Resource Management (ATC)
- Law Enforcement Administration (LEA-ATC)



Thinking about taking an eLearning course?

If you are thinking about taking an eLearning course at PSC you should take a look at our free,

[Student Orientation Course](#). This self-paced tutorial serves as an introduction to the PSC online classroom (Canvas) used for all eLearning courses offered at the College. This is not a college-credit course but rather a chance to determine if you are ready for eLearning at PSC before you enroll. Just click the picture above to begin. Questions? Call 850-484-1238 or email us at elearning@pensacolastate.edu.

[Helpful Tips](#)



The help you need is now available online!

Pensacola State College now offers virtual math tutoring to any student enrolled in a PSC math class. PSC students access the online service within the PSC eLearning system (Canvas), submit their problem, and then watch and listen as the tutor walks through the solution step by step, answering questions along the way. Getting help has never been easier — and effective. Math students are excited about the service which serves as another example of how PSC is applying technology to the benefit of our students. Questions? Call 850-484-2003



[Logging in for the first time?](#)

[Forgot your password?](#)

[Technical Requirements](#)

[PirateMail](#)

[Canvas Mobile Apps](#)

[Helpful Links](#)

FloridaShines

Search for degrees, programs, and courses from Florida's

FALL 2016.1

Welcome to Live Virtual Math Tutoring!

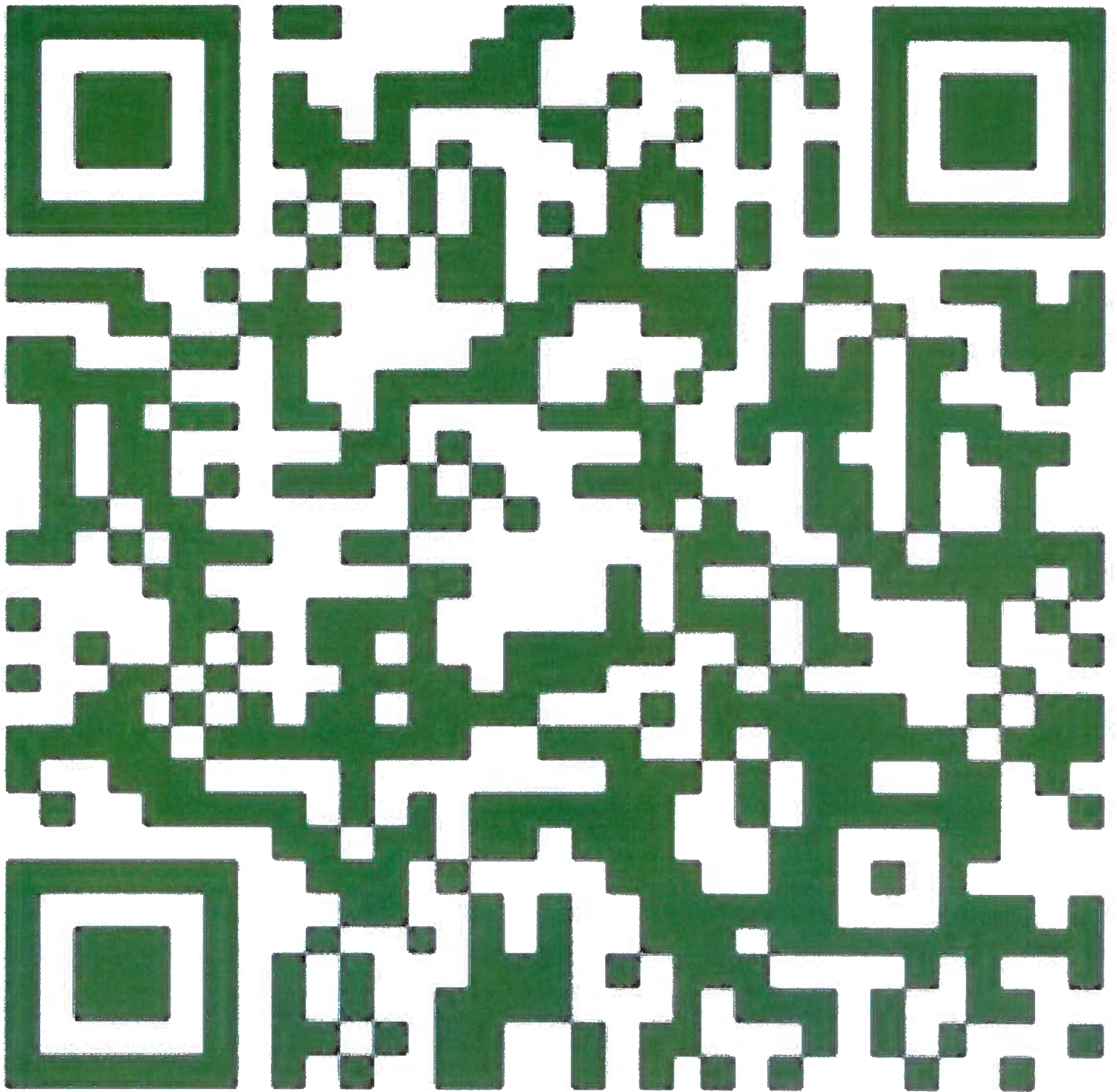
To speak with a **Live Math Tutor**, click the [Conferences link](#) in Canvas

FALL 2015 HOURS		
	Day	Night
Sunday	1:00pm-5:00pm	CLOSED
Monday	10:00am-3:00pm	6:00pm-8:00pm
Tuesday	1:00pm-5:00pm	6:00pm-8:00pm
Wednesday	10:00am-3:00pm	6:00pm-8:00pm
Thursday	8:30am-3:00pm	6:00pm-8:00pm
Friday	9:00am-1:00pm	CLOSED
Saturday	CLOSED	CLOSED

If you have any questions on how to access live virtual math tutoring, please email at mathlab@pensacolastate.edu.

All the best,
MathLab Team

Pensacola State College



Virtual Math Tutoring

12/15/2015

Tutors trained for mathematics virtual tutoring.

1. Brad Bish
2. Kirk Bradley
3. Zachary Bruley
4. Timothy Lippit
5. Mike Johnston
6. Amanda Morgan
7. Susan Perry
8. Mike Sabroski
9. Susan Stanton
10. Gloria Vega

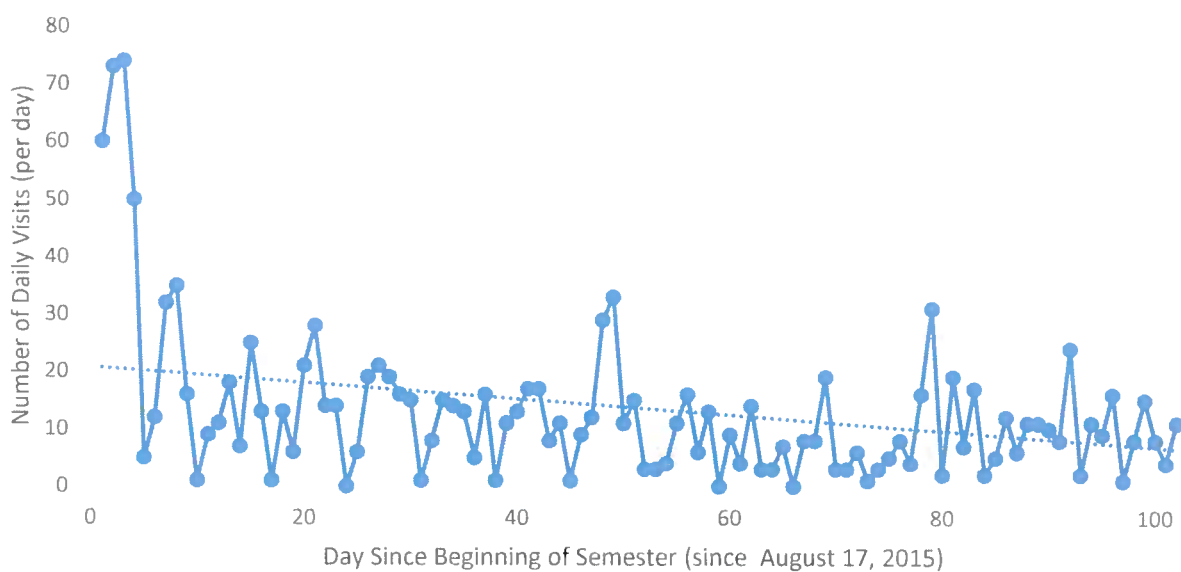
Virtual Math Lab (Hosts 2972 Students – Program Inception 8/17/15 – Duration 115 Days)

Classes Included:

College Algebra	MAC1105
Trigonometry	MAC1114
Precalculus	MAC1140
Business Calculus	MAC2233
Calculus I	MAC2311
Calculus II	MAC2312
Calculus III	MAC2313
Differential Equations	MAP2302
Elements of Statistics	STA2023
Liberal Arts Math I	MGF1106
Liberal Art Math II	MCG1107

Total Hours Fall 2015:	658 Hours: 55 Minutes: 42 Seconds
Total Students that have used the Virtual Lab:	571 Students
Total Visits to the Virtual Lab:	1685
Percentage of Students who have used the service:	19.2%
Average Length of Tutoring Session per Student:	Approximately 23 minutes per student session

Number of Daily Visits of Virtual MathLab



Virtual Intermediate Algebra Math Lab (Hosts 1207 Students – Program Inception 8/17/15 – Duration 115 Days)

Classes Included:

Intermediate Algebra

MAT1033

Total students that have used the Virtual Lab:

183 Students

Math Meeting Agenda (1:00-2:00 pm) August 13, 2015

Location: Room 142

1. Welcome new faculty members:
Mrs. Deborah Woods, Dr. Madhav Sharma, Dr. Michael Walker
2. Course Enrollment Update
3. Math Course Success Data and Enrollment Update
4. Math Share Drive
5. GLO Update information-
6. Virtual Math Tutoring Demonstration
7. MAT 1033C Diagnostic Data Update
8. 2014-15 Annual Evaluation Process and Timeline
9. Upcoming Professional Development Opportunities:
AMATYC Conference- November 19-22, 2014 New Orleans, LA (Jazz it Up)
10. Beginning of Semester Details:
 - a. Appendix C (Door Schedule)- Due by Friday August 21
 - b. Syllabi- Due by Friday August 21

- Conferences
- Modules
- Announcements
- People
- Grades
- Assignments
- Discussions
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- Outcomes
- Quizzes
- Collaborations
- Settings

- Import from Commons
- Choose Home Page
- View Course Stream
- Course Setup Checklist
- New Announcement
- View Course Analytics

Coming Up



Nothing for the next week

math Tutoring

Go To Tutoring Conference

Welcome to the Math Tutoring service.

So that we may better serve students needing math help, please remember the following:
 Please wait until the tutor is finished with the previous student and addresses you directly.
 A tutor may check to see if several students need help with the same issue.

Online Schedule:

Sunday:	1:00pm - 5:00pm
Monday:	10:00am - 3:00pm / 8:00pm - 9:30 pm
Tuesday:	1:00pm - 5:00pm
Wednesday:	10:00am - 3:00pm
Thursday:	8:30am - 10:00am / 1:00pm - 3:00pm / 8:00pm - 10:00pm
Friday:	9:00am - 1:00pm
Saturday:	CLOSED

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Retention Rate		
Strategy 3	Increase access to academic interventions		
Activity 2	Expand virtual tutoring to additional disciplines		
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goals:</p> <ul style="list-style-type: none"> Expand virtual tutoring to two additional disciplines to include Chemistry, Physics, Biology, or Nursing. Hire and train two tutors to offer virtual tutoring in courses in two additional disciplines Offer 15 hours per week of virtual tutoring in the identified additional disciplines <p>Status:</p> <ul style="list-style-type: none"> Virtual tutoring expanded to Biology and Chemistry. One tutor has been trained in Biology and two tutors have been trained in Chemistry for a total of 3 tutors in the two additional disciplines. A total of 15 hours per week of tutoring is being offered in the two disciplines. A review of the virtual tutoring for Anatomy and Physiology showed that a little over 32.5 hours of tutoring occurred with 42 individual students and 118 visits to the virtual tutoring. A review of the virtual tutoring for Chemistry, which began late in the semester, showed 26.25 hours of tutoring, 53 individual students, and 121 visits to the virtual tutoring. Additionally, faculty in additional disciplines are utilizing virtual tutoring for their own classes and students. 	
Status (check one)			Accomplished
			Not Accomplished
			X

Need help with your Anatomy & Physiology course?

56



Virtual tutoring is now available for

BSC 1080: Essentials of A&P

BSC 1093: A&P I

BSC 1094: A&P II

No special equipment is needed. You can ask questions or just listen to questions being answered for other students.

For more information and times, visit

<https://pensacolastate.instructure.com/courses/1554726>

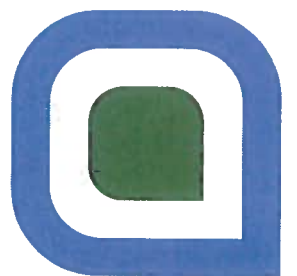
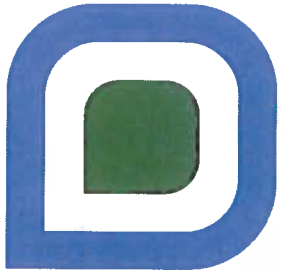
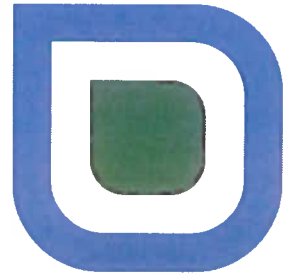


For an instructional video on how to use virtual tutoring visit

<https://youtu.be/cotf-8DJYVs>







Lab

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Settings



View All Pages

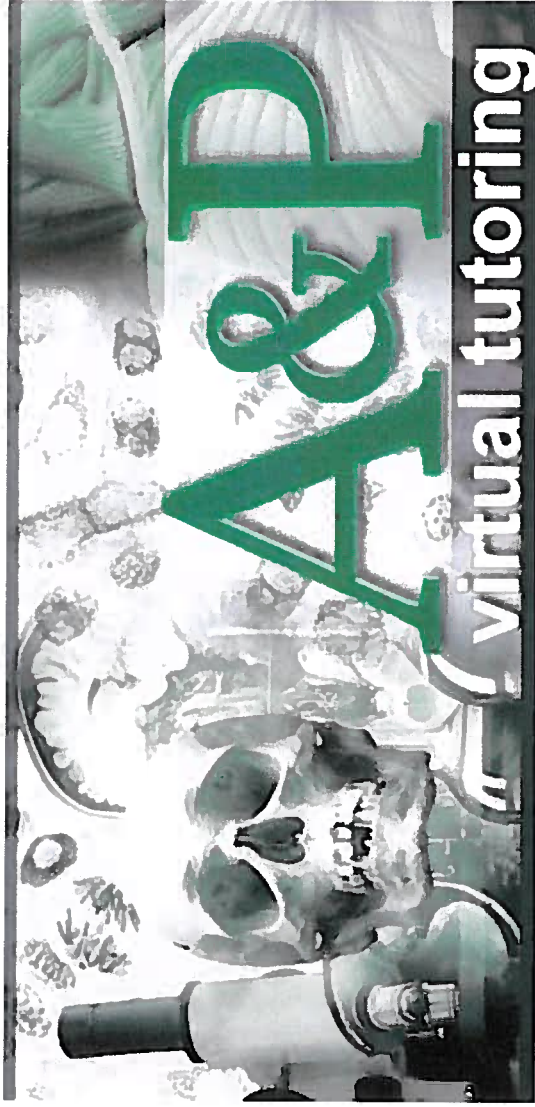
Published

Front Page

Edit



AP Tutoring Home



Hosted by Dr. Stephen Gottschalk

Tutoring Hours:

Monday's 4pm-9pm CST

Thursday's 4:00pm-6:30pm CST

Contact:

snatomy@pensacolaslate.edu

[Video Tutorial on How to Use Virtual A&P Assistance](#) click here

[Video Tutorial on How to Submit Questions to Dr. Gottschalk](#) click here!

- Import from Commons
- Choose Home Page
- View Course Stream
- Course Setup Checklist
- New Announcement
- View Course Analytics

Coming Up

Nothing for the next week



PSC Virtual Chemistry Tutoring

Virtual Chemistry Tutoring is a FREE service brought to you by the Pensacola State College Department of Physical Sciences. During these sessions you will be able to speak with a live tutor who will be able guide you, step-by-step, through your chemistry questions. You will be able to converse live with the tutor and the tutor will be able to share their desktop with you as they assist you through your questions.

If you have any questions, please contact Michael Johnston at mjohnston@pensacolastate.edu. If you click on the following link, you will be routed to a YouTube Video on how to navigate The Virtual Tutor

[https://youtu.be/3jTjXkEUA7A](#)



Welcome to Virtual Chemistry Tutoring

Tutoring Hours:	Monday	Closed
	Tuesday	10:00am - 12:00pm and 4:30 - 6:00pm
	Wednesday	Closed
	Thursday	Closed
	Friday	2:00pm - 4:00pm
	Saturday	Closed
	Sunday	8:00pm - 5:00pm

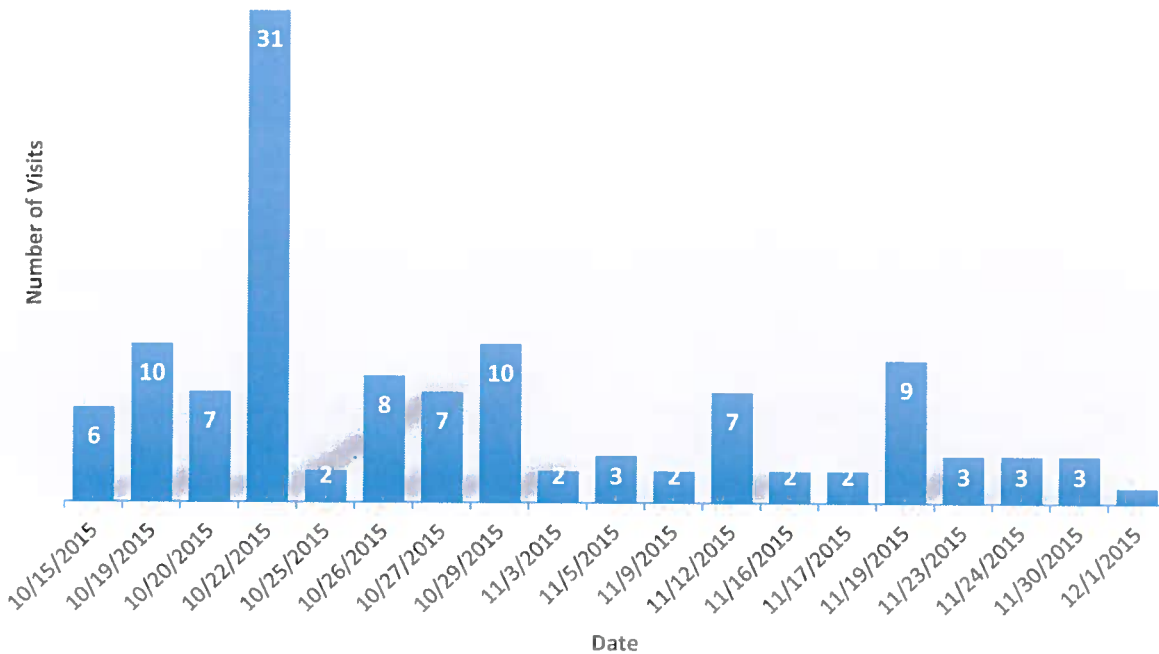
To speak with a Chemistry Tutor, [click here!](#)

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- Grades
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Virtual Anatomy & Physiology Lab (Hosts 769 Students – Program Inception 10/15/15 – Duration 56 Days)

Classes Included:	Anatomy & Physiology I	BSC1093
	Anatomy & Physiology II	BSC1094
Total Hours Fall 2015:	32 Hour: 33 Minutes: 21 Seconds	
Total Students that have used the Virtual Lab:	42 Students	
Total Visits to the Virtual Lab:	118	
Percentage of Students who have used the service:	5.5%	
Average Length of Tutoring Session per Student:	Approximately 17 minutes per student session	

Number of Daily Visits to the Virtual A&P Lab



Virtual Chemistry Lab (Hosts 523 Students – Program Inception 11/23/15 – Duration 17 Days)

Classes Included: General Chemistry CHM1045
 Introduction to College Chemistry CHM1025

Total Contact Hours for Fall 2015: 26 Hours: 15 Minutes: 40 Seconds
Total Students that have used the Virtual Lab: 53 Students
Total Independent Visits to the Virtual Lab: 121
Percentage of Students who have used the service: 10.1%
Average Length of Tutoring Session per Student: Approximately 13 minutes per student session

12/15/2015

Tutors trained for Biology and Chemistry virtual tutoring.

1. Steven Gottschalk
2. Michael Johnston
3. Vasanth Ramachandran

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Retention Rate	
Strategy 3	Increase access to academic interventions	
Activity 3	Develop a Virtual Resource Center to increase access to academic interventions.	
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goals:</p> <ul style="list-style-type: none"> • Initial development of the Virtual Resource Center will be completed. • The Virtual Resource Center will provide access to five academic intervention strategies. <p>Status:</p> <ul style="list-style-type: none"> • Initial development of the Virtual Resource Center is completed. • The Virtual Resource Center provides access to 7 academic intervention strategies including: <ul style="list-style-type: none"> ○ Video tutorials for BSC1093 Anatomy & Physiology I and BSC1094 Anatomy & Physiology II; ○ ENC1101 Composition I tutorials on essay writing, grammar, and punctuation; ○ Video tutorials for MAC1105 College Algebra; ○ Video tutorials and remediation modules for MAT1033 Intermediate Algebra; ○ Video tutorials for MAC2311 Calculus I; ○ A link to the virtual tutoring sites; and ○ Information on Modern Language Association (MLA) and American Psychological Association (APA) formatting and style. • Additional resources will be added throughout the spring semester.
	Accomplished	X
	Not Accomplished	

Virtual Resource Center

[Home](#) [Virtual Resource Center](#)

Pensacola State College has assembled a collection of student success tools to help with all that and more. Subject areas are arranged alphabetically to help you find the tools you need to succeed.

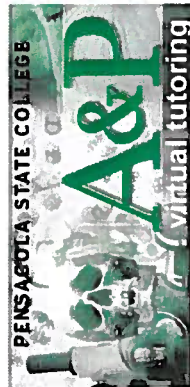
- Having trouble solving for "x" ?
- Don't know what bone connects to the hip bone?
- Can't get your subject and verb to agree?

Find help for these questions and more in the Virtual Resource Center

Anatomy	English Composition	College Algebra	Intermediate Algebra
Calculus I	Virtual Tutoring	MLA / APA Style Guide	

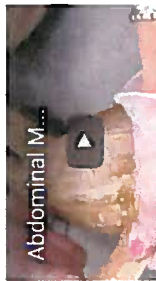
VRC – Anatomy

Home [VRC – Anatomy](#)



The anatomy faculty have produced a collection of short video clips on the topics students struggle with the most. If you need more assistance, contact one of the anatomy instructors.

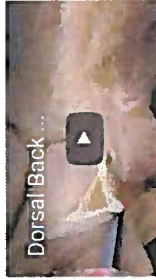
Muscles (AP1 – BSC1093)



Cat – Abdominal Muscles



Cat – Buttocks and Dorsal Thigh Muscles



Cat – Dorsal Back Muscles

Virtual Resource Center

[VRC – Anatomy](#)

VRC – Anatomy Virtual Tutoring

VRC – English Composition

VRC – College Algebra

VRC – Intermediate Algebra

VRC – Calculus I

VRC – Math Virtual Tutoring

VRC – Virtual Tutoring

VRC – MLA / APA Style Guide

VRC – English Composition

Home [VRC – English Composition](#)

The english composition faculty have identified a collection of short video clips on the topics students struggle with the most. If you need more assistance, contact one of the english instructors.



Basic Essay Structure



Achieving Paragraph Unity with Topic Sentences



Narrowing Your Topic



Persuasive/Argumentative Essay Tips

[Virtual Resource Center](#)

[VRC – Anatomy](#)

[VRC – Anatomy Virtual Tutoring](#)

[VRC – English Composition](#)

[VRC – College Algebra](#)

[VRC – Intermediate Algebra](#)

[VRC – Calculus I](#)

VRC – College Algebra

Home [VRC – College Algebra](#)

The math faculty have produced a collection of short video clips on the topics students struggle with the most. If you need more assistance, contact one of the math instructors.

Chapter links: [2.1](#) | [2.2](#) | [2.3](#) | [2.4](#) | [2.5](#) | [3.1](#) | [3.2](#) | [3.3](#) | [3.4](#) | [3.5](#) | [4.1](#) | [4.2](#) | [4.3](#) | [4.4](#) | [4.5](#) | [4.6](#) | [Final Exam Review](#)

Review: Number Classification



Number Classification Part 1



Number Classification Part 2

Virtual Resource Center

VRC – Anatomy

VRC – Anatomy Virtual Tutoring

VRC – English Composition

VRC – College Algebra

VRC – Intermediate Algebra

VRC – Calculus I

VRC – Math Virtual Tutoring

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Program Completion and Graduation Rates			
Strategy 1	Develop and implement a recruit-back program			
Activity 1	Recruit-back program			
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goal:</p> <ul style="list-style-type: none"> Attempts will be made to contact 50 additional students from the Fall 2012, Fall 2013, Fall 2014, and Fall 2015 cohorts to assist them in completion. <p>Status:</p> <ul style="list-style-type: none"> 127 students from the Fall 2012, Fall 2013, Fall 2014, and Fall 2015 cohorts have been assigned to academic department heads to be contacted for assistance toward completion. As students are contacted, additional students will be assigned for department heads to contact. <p>Note: The list of students assigned to be contacted is not included in the documentation in order to protect the student information.</p>		
Status (check one)			Accomplished	X
			Not Accomplished	

Spicer, Erin

From: Kelly, Brenda
Sent: Sunday, December 06, 2015 7:18 PM
To: Amos, Anthea; Horton, Michelle; Byrd, Paula C; Morgan, Susan; Lien, Krist; Snowden, Don; Steele, Danny G; Kuhl, Debra D; Drum, Matthew; Moore, Elena Q.; Peyton, Tracy; Pate, Edward; Sluder, Dusti L.; Ruber, Christa G.; Busse, Dan; Bradley, Kirk
Cc: Spicer, Erin; Wymer, Doug; Wells, Barbara
Subject: Completion Calling Campaign
Attachments: Notes for Calling COMPLETION Campaign.docx; 20131-Fewer than 26 to complete PD 11-30 15.xlsx; 20141-Fewer than 26 to complete PD 11-30-15.xlsx; 20151-Fewer than 26 to complete PD 11-30-15.xlsx; 20161-Fewer than 26 to complete PD 11-30-15.xlsx

Hi everyone,

Please review the attached files as soon as possible. The first contains specific notes for this completion calling campaign aimed at currently-enrolled students who have enough earned credits to complete this spring or summer. The other 4 files are spreadsheets for the 2013.1, 2014.1, 2015.1, and 2016.1 cohorts. We've tried to limit the number of students assigned to anyone to 10.

It's important that we do our best to contact and register as many of these students as possible and help them complete their programs in the spring. After you've reviewed the files, please email me if you have any questions. I'm out of the office until Wednesday, but I'll be checking email when possible.

Thank you, in advance, for your help with this important work.

Brenda

PS.

DSN= Don Snowden
DST=Danny Steele
DS=Dusti Sluder

Notes for Calling Campaign

Completion

12-6-15

The focus of this calling campaign is full-time students from the 2013.1, 2014.1, 2015.1, and 2016.1 cohorts, so you will use the following tabs on the spreadsheet: ft-ftic and ft-predual. Dr. Wymer's office will handle the ft-bac. Our goal is to help as many of these students as possible graduate in the spring or the summer (if we can't get them completed in the spring).

When you open the spreadsheets and review the full-time tabs, you'll see various highlights. Susan Desbrow and Kathy Dutremble are addressing all colors except for orange.

Please use the following guidelines:

1. Start with the 2013.1 cohort, ft-ftic, and look for orange highlights. If you have been assigned a student to contact, your initials will appear in the BK column. (In this calling campaign, we've tried to assign no more than 10 students for each of you to contact initially.) Note your students; remember you may not have any on a particular tab, but you should review the 2 full-time tabs (ft-ftic and ft-predual) on the spreadsheet for each of the 4 years (2013.1, 2014.1, 2015.1, and 2016.1).
2. You will need to review student histories and degree audits and contact these students as soon as possible to help ensure that they get registered for the courses they need to complete their degrees. Have your advising plan ready when you contact the student.
3. Contact the student with your recommendation for registration.
4. If the student indicates that financial difficulties prevent him or her from being able to pay for the course(s), ask if you can register the student and indicate that scholarship money MIGHT be available. We likely can pay for 3 -6 credit hours if necessary to complete the student. Submit a Source Document to Brenda Kelly, and please write at the top COMPLETION. The next fee pay date is January 5.
5. Keeping standards notes will be important when we report our efforts to the State, so use the following guidelines for note-taking directly on the excel spreadsheet:
 - a. In the Review Date column, enter your date of the review of the degree audit, using the following format: 12-6-15.
 - b. Your initials are already in the Caller ID column.
 - c. In the enrolled 2016.2 column, put **Y1** if the student was already registered for 2016.2 in courses that will lead to completion. You will see this as you review the degree audit, so no call will be necessary. OR put **Y2** if enrollment leading to completion is based on your contact.
 - d. In the General Notes column, add your notes. Use VM if you leave a voice mail. Use DNC for any student who tells you that he or she has no intention of returning to the College. Use DNCT for any student who tells you he or she has no intention of returning to the College because of transfer.
 - e. For the Follow up required column, enter Y or N based on the need to further contact the student as reflected in your general notes.
6. Email Brenda Kelly by the end of the day December 11 and share your progress.

7. You'll be asked to send your spreadsheet, with notes documented, at a later date.

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Program Completion and Graduation Rates		
Strategy 2	Develop and implement auto-graduation policy		
Activity 1	Auto-Graduation		
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goals:</p> <ul style="list-style-type: none"> • The auto-graduation policy will be adopted by the Board of Trustees. • 100% of students eligible for auto-graduation in December who do not request an exemption will be graduated. <p>Status:</p> <ul style="list-style-type: none"> • The Board Policy has been advertised as required and will be on the agenda for the January meeting of the Board of Trustees. • Final grades for the semester are being processed and the College is reviewing student records for possible auto-graduations. <p>Due to the advertising requirements for changes to Policies of the District Board of Trustees, the policies referencing auto-graduation will be on the agenda for the January meeting of the Board of Trustees. Following official adoption of the policies referencing auto-graduation, all students who qualify for graduation in the 2015-2016 academic year and thereafter who do not apply for graduation will be graduated through auto-graduation.</p>	
Status (check one)		Accomplished	
		Not Accomplished	X

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Graduation Requirements— Baccalaureate and Associate Degrees	<u>Number</u> 6Hx20-3.014
Legal Authority:	FS 1001.64	<u>Page</u>
Law Implemented:	FS 1004.68	Page 1 of 1

All [Each](#) collegiate graduates are [is](#) granted an ~~associate degree~~. The student in a transfer curriculum will receive an Associate in Arts Degree; the student in a specialized two-year program will receive an Associate in Science Degree or an Associate in Applied Science Degree [the appropriate baccalaureate or associate degree](#) dependent upon the specific curriculum ~~he/she~~ [he or she](#) has completed. In all cases, [baccalaureate and](#) associate degrees will be awarded consonant with the requirements of Florida Statute, the State Board Rule, and accreditation guidelines provided by the Southern Association of Colleges and Schools [Commission on Colleges](#). Graduation requirements ~~will be~~ [are](#) outlined in the College Catalog ~~and Administrative Procedures Manual~~.

~~A~~ [Students successfully completing their declared program requirements will automatically be graduated at the conclusion of the semester in which the requirements are completed. The student's graduation credential and date will be reflected on the student's transcript. Eligible students wishing to participate in a graduation ceremony will submit a graduation application indicating the ceremony in which they wish to participate in. Students are encouraged to apply for graduation one term semester in advance.](#)

History:	Adopted 9-22-87; amended 6-21-88; 1-21-97; 9-18-01; amended 2-21-06; amended _____.
President's Signature:	Date: 02/21/06

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Graduation Requirements—Certificate and Diploma Programs	<u>Number</u> 6Hx20-3.015
Legal Authority:	FS 1001.64	<u>Page</u>
Law Implemented:	FS 1004.68	Page 1 of 1

A student pursuing a vocational certificate program is expected to meet the requirements established by Florida Statute and State Board Rule. The requirements for each certificate is outlined in the *College Catalog*.

Students pursuing the high school diploma through the College's Adult Collegiate High School will be are expected to meet the requirements established by Florida Statute and State Board Rule for the standard high school diploma. Requirements for the diploma will be provided in College publications.

~~Students pursuing a vocational certificate program will be expected to meet the requirements established by Florida Statute and State Board Rule. The requirements for each certificate will be outlined in the College Catalog and Administrative Procedures Manual.~~

~~A~~Students successfully completing their declared program requirements will automatically be graduated at the conclusion of the semester in which the requirements are completed. The student's graduation credential and date will be reflected on the student's transcript. Eligible students wishing to participate in a graduation ceremony will submit a graduation application indicating the ceremony in which they wish to participate in. Students are encouraged to apply for graduation one term semester in advance.

History:	Adopted 9-22-87; amended 2-17-93; amended 2-21-06; <u>amended</u> _____.
President's Signature:	Date: <u>02/21/06</u>

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Job Placement or Continuing Education		
Strategy 1	Increase information and activities offered to encourage continuing education beyond the associate degree level		
Activity 1	College Fairs, University Tours, and Transfer Day Events		
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goals:</p> <ul style="list-style-type: none"> • 15 students will participate in a campus tour at UWF. • 100% of Associate in Arts students will receive information about transfer opportunity events. <p>Status:</p> <ul style="list-style-type: none"> • 31 students participated in a campus tour at UWF. • 100% of Associate in Arts students received information about transfer opportunity events. 	
Status (check one)	Accomplished		X
	Not Accomplished		

From: Hill, Samantha
To: "[Katherine Condon](#)"
Subject: RE: UWF Transfer Days
Date: Friday, November 13, 2015 8:38:00 AM

Thanks Katie!

From: Katherine Condon [mailto:kcondon@uwf.edu]
Sent: Friday, November 13, 2015 8:37 AM
To: Hill, Samantha
Subject: Re: UWF Transfer Days

31 were PSC students.

Have a great weekend!

On Tue, Nov 10, 2015 at 4:45 PM, Hill, Samantha <smhill@pensacolastate.edu> wrote:
Thank you so much!!!

From: Katherine Condon [mailto:kcondon@uwf.edu]
Sent: Tuesday, November 10, 2015 4:06 PM
To: Hill, Samantha
Subject: Re: UWF Transfer Days

Hi Samantha,

Yes, that is no problem. We are pulling the data and will send you a number later this week!

Hope all is well!

Katie

On Mon, Nov 9, 2015 at 9:13 AM, Hill, Samantha <smhill@pensacolastate.edu> wrote:
Do you have a way to let us know how many PSC students attended your October Transfer Day?

--

Katie Condon, MA
Director of Undergraduate Admissions
[University of West Florida](#)
11000 University Parkway
Pensacola, FL 32514
Toll Free [1-800-263-1074](tel:1-800-263-1074)
ph. [\(850\) 474-2230](tel:(850)474-2230)
fax. [\(850\) 474-3360](tel:(850)474-3360)

From: [StudentAffairs](#)
Bcc: ["grad20161@students.pensacolastate.edu"](mailto:grad20161@students.pensacolastate.edu)
Subject: What are your plans after you graduate from PSC?
Date: Friday, September 25, 2015 4:25:00 PM

PSC has joined with UWF to support their 2015-16 Transfer Day Event. PSC graduating students can attend a transfer day visit on the campus of UWF and learn more about the transfer admission process and academic programs offered at UWF. You can also meet faculty and get your PSC transcript evaluated to review transfer credits.

2015-2016 Transfer Visit Day

Friday, October 2, 2015
Check-in Time: 8:30 a.m.
End Time: 2:00 p.m.

Sign-up by visiting: <http://uwf.edu/admissions/undergraduate/visit/open-house-programs/transfer-visit-day/>

Hill, Samantha

Subject: FW: Upcoming College Visit - UWF Friday, Oct. 2

From: Blackwell, James
Sent: Monday, September 28, 2015 9:01 AM
To: Blackwell, James
Cc: Calloway, Kimberly; Burns, Rachelle; Taylor, Penny
Subject: Upcoming College Visit - UWF Friday, Oct. 2



Friday, Oct. 2nd 7:30 am – 3 pm is the UWF Transfer Day where we will attend Breakout Sessions and tour the campus with an emphasis on your chosen program of study. If you would like to attend, simply reply back with your student ID number and phone number. You may also stop by the office and sign the list.

NOTE: To attend, it is free, but you must register with UWF at the following website: uwf.edu/transfer

Kimberly & James

James Blackwell
Coordinator, Transfer Services
Student Support Services
Pensacola State College
Bldg 6 Room 624
1000 College Blvd
Pensacola, FL 32504
T 850-484-2086 F 850-484-2032
www.pensacolastate.edu



From: StudentAffairs <StudentAffairs@pensacolastate.edu>

Sent: Tuesday, September 8, 2015 4:18 PM

Subject: Upcoming College Transfer Fair

College Transfer Fair 2015



Over 80 colleges
& universities in
attendance

South Santa Rosa County

Sunday, Sept. 13 | 4-6 p.m.

Pensacola State College, South Santa Rosa Center

Escambia County

Monday, Sept. 14 | 6-8 p.m.

Lou A. Ross Health and Sports Center | Hartsell Arena, Bldg. 3

Pensacola State College, Pensacola Campus

North Santa Rosa County

Tuesday, Sept. 15 | 6-8 p.m.

L.I.F.E. Fitness Center, Building 4000 | Pensacola State College, Milton Campus

College Transfer Fair 2015



Over 80 colleges
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Pensacola State College, Pensacola Campus

North Santa Rosa County

Tuesday, Sept. 15 | 6–8 p.m.
L.I.F.E. Fitness Center, Building 4000 | Pensacola State College, Milton Campus

Hill, Samantha

From: Blackwell, James
Sent: Friday, December 11, 2015 2:09 PM
To: Hill, Samantha
Subject: FW: FSU Campus Visit Sign Up Sheet Available
Attachments: FSU Mag Lab.PDF; FSU Agenda.PDF

We also attended the FSU Magnet Lab and campus tour earlier this semester. 😊 James

From: Blackwell, James
Sent: Monday, October 05, 2015 9:18 AM
To: Blackwell, James
Cc: Calloway, Kimberly
Subject: FSU Campus Visit Sign Up Sheet Available

The Sign-Up sheet is posted now for our upcoming campus visit to FSU – Friday, Oct. 9th! If you would like to attend, please stop by, call or email us with your **student ID and phone number** so we can get you on the list. We will be taking a college van so space is limited to the **first 10 students** who reply.

NOTE: This will be a walking tour so if you have a medical condition or aren't able to be in the sun, please keep this in mind.

Thanks!

James

James Blackwell
Coordinator, Transfer Services
Student Support Services
Pensacola State College
Bldg 6 Room 624
1000 College Blvd
Pensacola, FL 32504
 T 850-484-2086 F 850-484-2032
www.pensacolastate.edu





Alpha Epsilon Delta
&
Florida State University College of Medicine
Present...



DEAN'S DAY

October 24th 2015, 8:30 am - 4:30 pm
At the College of Medicine

The BEST experience for Pre-Med students!

- Meet the Deans
- Tour the FSU COM
- Talk to medical students
- Learn about the AMCAS and MCAT
- Get a D.O. and M.D. perspective

\$7

Pre-Register at www.aedfsu.com

or

\$10

Register at the door at 8:15 am
(Lunch Included)

FIU FSU NOVA UM FAU UCF UF USF LECOM

Questions? aedfsu@gmail.com

2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

Measure	Job Placement or Continuing Education					
Strategy 2	Increase job placement information and opportunities					
Activity 1	Job fairs, internships and co-ops, jobs services presentations					
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>December Goals:</p> <ul style="list-style-type: none"> • Increase internship and co-op opportunities to 30. • Increase the program and company specific job fairs to 2. • 250 student participants in job fairs. • 15 in-class presentations by Student Jobs Services. • 2000 students utilizing Student Jobs Services. • 100% of students enrolled in Associate in Science or Vocational Certificate programs will be informed of jobs fairs or other employee recruiting opportunities. <p>Status:</p> <ul style="list-style-type: none"> • Internships and co-ops: 8. • Job fairs: 3 competed, 4 more planned for by June. • 1263 student participants in job fairs. • 29 in-class presentations to date. • 1530 students have utilized Student Job Services. • Emails sent to 100% of students to inform them of jobs fairs and other employee recruiting opportunities. <p>Because of construction in the office, as well as unexpected staffing issues, some targets were not met; however, the College shifted the emphasis to other activities and we are ahead of December targets in other areas so that all goals for April can be met.</p>				
Status (check one)	<table border="1"> <tr> <td>Accomplished</td> <td></td> </tr> <tr> <td>Not Accomplished</td> <td>X</td> </tr> </table>		Accomplished		Not Accomplished	X
Accomplished						
Not Accomplished	X					



ID	Semster	Number of Students
1	20161	8
2	20162	5
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
Total		13



In Class Presentations

Friday, December 11, 2015
1:51:55 PM

ID	Date	Term	Presentation	Class	Location	Number of Students
2	7/22/2015	20153	Health Admission Info	Warrington Student Center	Warrington	8
3	8/11/2015	20153	PSC Program Options/Employability Skills	Catholic Charities/United Way	Off Campus	25
4	9/1/2015	20161	Florida Ready To Work	Glen Gorman's Class	Pensacola	10
5	9/2/2015	20161	Employability	RN Preceptors	Warrington	65
6	9/8/2015	20161	Adult Ed Outreach	Adult Education	Pensacola	7
7	9/9/2015	20161	Law Advisory Meeting	PHS	Off Campus	0
8	9/10/2015	20161	Health Sciences Advisory Meeting	GSTC	Off Campus	0
9	9/23/2015	20161	Markeing Advisory Meeting	BT Washington	Off Campus	0
10	9/24/2015	20161	Engineering Advisory Meeting	Escambia High	Off Campus	0
11	10/1/2015	20161	Culinary Advisory Meeting	GSTC	Off Campus	0
12	10/2/2015	20161	Computer Science Advisory Meeting	IHMC	Off Campus	0
13	10/6/2015	20161	Adult Ed Outreach	Adult Education	Pensacola	1
14	10/7/2015	20161	BAS Graphic Design- Mock Interviews	Bldg. 15	Pensacola	9
15	10/8/2015	20161	XRAY-AS Employability Skills	Warrington	Warrington	18

ID	Date	Term	Presentation	Class	Location	Number of Students
16	10/9/2015	20161	PHS- Healthy Professions Academy	PHS	Off Campus	60
17	10/13/2015	20161	Employability-Welding	Milton Campus	Milton	22
18	10/14/2015	20161	Employability-Welding	Century Campus	Century	22
19	10/15/2015	20161	Massage Therapy/Facials Conference Call	Phone Conference	Phone	0
20	10/22/2015	20161	Employability/Career Exploration	Adult Education	Pensacola	30
21	10/26/2015	20161	Employability-Pharm Tech	Warrington Campus	Warrington	8
22	11/3/2015	20161	Employability Skills	Adult Education	Pensacola	30
23	11/4/2015	20161	Rural Sourcing Hiring Information Session	Open to all Students, Mainly IT	Pensacola	26
24	11/9/2015	20161	Early Childhood Academy Visit	Washington High School	Off Campus	100
25	11/10/2015	20161	Employability Skills	Cosmetology	Milton	15
26	10/9/2015	20161	Employability Skills	Pharm Tech	Warrington	7
27	11/17/2015	20161	Employability Skills	Adult Ed	Pensacola	18
28	11/18/2015	20161	Employability Skills	Adult Ed	Pensacola	12
29	12/1/2015	20161	Employability Skills	Health Services Management	Warrington	13
30	12/2/2015	20161	Employability Skills	Graphic Design	Pensacola	7
79				Total Students		512



Student Sign In

Monday, December 14, 2015

1:47:48 PM

ID	Month/Year	Total
1	08/2015	407
2	09/2015	459
3	10/2015	281
4	11/2015	211
5	12/2015	172
6		
7		
Total		1530

Student Job Services and
Career & Technical Education (CTE) Student Resources

Presents:

employPSCstudents

Need a job?

Explore employPSCstudents

- Create and Upload Resumes
- Use the Career Finder to find jobs aligned to your interests Mock Interviews
- Career Advice
- Information on upcoming career fairs/hiring events

Log onto the new job board by going to:

<http://www.pensacolastate.edu/sjs>

If you need assistance or additional information,
please contact the SJS/CTE office
at **850-484-1654**.



PENSACOLA
STATE COLLEGE

Let us help you!

Student Job Services provides

- ◀ Assistance with resumés and cover letters ▶
 - ◀ Mock interviews ▶
 - ◀ Work-study orientations ▶
 - ◀ Pre job fair counseling ▶

Video appointments available

Are you at South Santa Rosa Center?
Century Center? Milton or Warrington campuses?

You can meet with an SJS career specialist
wherever you are.

Schedule a private Skype
appointment today.

Student Job Services
850-484-1654





FALL JOB FAIR

FRIDAY, SEPTEMBER 25

7th Annual Community Job Fair

**Friday, September 25
9 a.m. – 1 p.m.**

**Pensacola State College
Jean & Paul Amos Performance Studio
Bldg. 23 | Pensacola Campus
1000 College Boulevard**



Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender, sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity or genetic information in its educational programs, activities or employment. For inquiries regarding Title IX and the college's nondiscrimination policies, contact the Associate Vice President for Institutional Diversity/Title IX Officer at 850-484-1759. Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.



For Information:

Visit careersourceescarosa.com
or call (850) 607-8700.



- Network with 50+ area employers with open positions in healthcare, corrections, hospitality, customer service and more!
- Bring plenty of copies of your resume.
- **Minimize time in line!**
Bring your **CareerSource Customer Scan Card** for faster check-in. Don't have one? Visit careersourceescarosa.com to locate a Career Center near you.
- No RSVP needed to attend this **FREE** event.

**Featuring Manufacturer's Corner
to kick off Florida Manufacturing Month**

PROFESSIONAL DRESS IS REQUIRED

CareerSource Escarosa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All telephone numbers listed above may be reached by persons using TTY/TDD equipment via Florida Relay Services at 711.

Rural Sourcing's Information Session

Interested in software development,
web design, creating apps or
technology in general?

HANG OUT with the RSI Team
LEARN about Career Opportunities
MEET a Programmer

FREE PIZZA & SODA

Pensacola State College
1000 College Boulevard
Hagler Auditorium
Building 2, Room 252

Wednesday, Nov. 4 • 2 p.m.

www.ruralsourcing.com



Multicultural Job Fair



Saturday, February 6, 2016
9 a.m. – Noon

Pensacola State College
Student Center, Building 5

Bring your resume and cover letter
Dress to impress

Sponsored by Student Job Services, 850-484-1654



Go here. Get there.

www.pensacolastate.edu

Grand Reopening

**Student Job Services
and Career & Technical Education
Building 6, Room 641**

Check out our newly remodeled office and lab area

**January 13, 2016
8 a.m. – 3 p.m.**

Register for our grand prize giveaway

**Enter at the kiosk located in the Student Job Services office
The winner will be notified January 14, 2016**

Winner must present student ID when claiming prize



Go here. Get there.

www.pensacolastate.edu

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