



Student Success and Support Program (SSSP) Supplemental Travel Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Dept: \_\_\_\_\_ Event: \_\_\_\_\_

Please check off which core service(s) is (are) addressed by the conference. Student Success and Support Program (SSSP) related conferences will be funded through the SSSP budget.

- Orientation- The purpose of orientation is to acquaint students and potential students with, at a minimum, college programs, student support services, facilities and grounds, academic expectations, institutional procedures, and other appropriate information.
Assessment- Assessment is a holistic process through which each college collects information about students to facilitate their success by ensuring their appropriate placement into math, English, reading and ESL curricula. Student assessments should reflect a variety of informational sources that create a profile of a student's academic strengths and weaknesses.
Counseling, Advising, and Other Educational Services- The goal of counseling services is to create or update a student educational plan for all non-exempt students, and to provide timely follow-up services for at-risk students. The ultimate goal of counseling, advising, education planning and follow-up is to support all students in successfully meeting their educational goals.
Follow-Up for At-Risk Students- Students with undeclared educational goals, enrolled in pre-collegiate basic skills courses, on probation, or not making satisfactory progress are referred to follow-up services. These services can include an early alert system, additional counseling, workshops and other services that are targeted to the at-risk students.

By signing, I understand that I agree to present information, a specific activity/practice or model learned at the conference that is proposed for potential use at LBCC to the Student Success Committee. I also agree to provide follow-up information on how I have applied what I learned at the conference to addressing SSSP core services.

Total cost of event: \_\_\_\_\_

Director/Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form must be submitted with Travel Authorization Form and supporting documentation.

FACULTY: Please submit this form, in addition to the standard conference form, to: Faculty Professional Development, fpd@lbcc.edu, Office LAC L-06, (562)938-4676, Mailstop-Y8

STAFF: Please submit this form, in addition to the standard conference form, to: Sonia De La Torre-Iniguez, SSSP Director, sdelatorre@lbcc.edu, Office LAC A-1046, (562) 938-4307, Mailstop-G15