



# **Student Services Plan (2021-2024)**

## **Introduction**

Undoubtedly, student services are a major component of the college experience and truly has a direct impact on students. Some of the major student services that are generally offered at colleges are admissions, academic advisement, financial aid, a career center, a testing center, childcare, a bookstore, and tutoring. However, at Verve College, the student's academic success is at the forefront of all the decisions made, which is why certain student services take precedent over other ones. Based on Verve College's history and budget allocations, certain decisions were made and the main student services offered at Verve College are listed below.

### **Verve College Student Services Team**

1. Christina Shao (Financial Aid/Student Services)
2. Enrique Aguilera (Financial Aid/Student Services)
3. Ash Bindra (Operations Manager)

## **Admissions and Records**

Verve College admissions helps explain to all students what is required of them in order to successfully complete the PN program. Moreover, the student must have all the pre-requisites and complete a PN interview highlighting how prepared they are for the PN program at Verve College. Additionally, the admissions department stores their documents in files and electronically.

## **Financial Aid**

Verve College Financial Aid department is very helpful for students. The financial aid advisors help students fill out the FAFSA application, analyze student ISIRS, solve verifications and C-Codes, highlight to them consumer disclosures, discuss different loan and grant options along with scholarships. After that, once the student is fully enrolled, the financial aid advisor provides updates for the student's attendance and grades.

## **Student Recognition Programming**

Verve College is affiliated with the Alpha Beta Kappa National Honor Society. It is an honor and privilege for Verve College to be a part of the Alpha Beta Kappa National Honor Society. This honor society emphasizes characteristics such as wisdom and courage, and we would like to give our excellent students this rare opportunity to be a part of such a special society. In

addition, Alpha Beta Kappa believes in the pursuit of truth and excellence in all fields and hopes to recognize institutions and individuals who have achieved greatness, and display the promise for future growth. In order to become a member of this prestigious honor society, please read the membership criteria below.

### **Criteria for Eligibility**

- Complete the PN program with 86% or higher. The final grades will be taken from N101, N102, and N103 aggregated and divided by three.
- Maintain academic integrity. Any student who has failed academically any semester and re-enrolled will automatically not qualify for Alpha Beta Kappa.
- Maintain professionalism across the span of the entire program.
- Must not have any breach of the student code of conduct.
- No disciplinary actions for either academic reason and/or any misconduct.
- Must pay a one-time fee to join the honor society.

### **Student Counseling**

Academic advising is provided to students throughout the program. Faculty provides 1:1 advising, which included module monitoring and student assessment regularly scheduled throughout the semester. In addition, the faculty provides, as needed, 1:1 academic advising with the students. During the 1:1 advising session, the faculty member discusses with each student individually their current state of academics, what difficulties the students are facing, and what steps to take to overcome the difficulties to succeed in the program. During these meetings instructors identify areas of opportunities for students by examining their overall academic performance, use of resources, and attendance. Individual recommendations are made for improvement.

### **Conclusion**

Verve College's Student Services plan is reviewed on annual basis and the evaluation results are shared electronically with the faculty and staff.