

The following list is not exclusive but are practices that we have embraced in the past five years at NMSU Grants. The Retention Committee reviews this annually and shared with all faculty and staff.

1. Faculty and Associate Faculty will provide syllabi, following the Master Syllabus in the Faculty Handbook. Syllabi will reinforce Student Success principals, i.e. attend every class, complete all assignments on time, complete readings, visit instructors and advising, utilize tutoring and library services, plan your time, manage your money, if you need help – ask. (academic quality and educational attainment)
2. Quality Matters training is offered/available for all faculty and associate faculty. Encourage participation in this to improve course development.
3. Faculty and Associate Faculty will make every effort to provide frequent feedback and timely grading so that students know “where they are at” in class. Six week grades will be posted (academic performance and educational attainment)
4. All faculty and staff will intentionally initiate communication with our students, creating a community of valuing students and engagement. (faculty mentoring)
5. All faculty and staff will promote a culture of Excellence and high achievement for NMSU Grants.
6. Student Services will sponsor Student Success Forums to give students a voice and seek feedback on success strategies. (Students’ Voice)
7. Student Services will promote mid-semester checks to assist students in meeting drop dates for courses they may not be passing, and/or ensure they’ve received their financial aid timely.
8. Student Services will promote/provide an “early alert” system through the Student Services (Quick Connect). All faculty will use this tool to report concerns with progress, attendance, referral for tutoring or any issue that needs to be addressed with the students.
9. Student Services will provide a required New Student Orientation prior to each Semester. (Student empowerment)
10. NMSU Grants will increase communication through varied modalities, in order to reach our students and to convey important information (i.e. my.nmsu.edu email; electronic boards, Twitter, Facebook pages, flyers, texting, ssgrants@nmsu.edu , advising email, grants.nmsu.edu website, etc). (Communication/Access to resources)
11. All College Life and Success courses (COLL 101) will have a component of Canvas to introduce students to the online course system early in their academic career. (Online learning)
 - a. The College Studies Program Chair will work with COLL 101 faculty to increase consistency in course learning objectives.
 - b. Student Services Advising will require COLL 101 for all new students within their first 2 semesters.
12. Students will be referred to the Student Success Center for assistance with their online learning/Canvas for tutoring. Connie Lyons, Math Specialist, is also available to assist students with Canvas (Online learning)

13. Student Success Center/Math Lab/Writing Lab-“intrusive support”; faculty will expect/direct students to utilize tutoring early in their academic experience. (educational attainment/access to resources)
14. NMSU Grants will promote service Learning, internships, work study employment, volunteer opportunities, student government/club involvement, and career opportunities. (Engagement, excellence, and create possibilities)
15. Student Services will promote Dual Credit enrollment and local graduates/GED graduates attending NMSU Grants, making college more accessible and affordable at our community college, and helping the student retain the NM Legislative Lottery Scholarship.
(Access/affordability)
 - a. Student Services will offer the President’s (Bridge) Scholarship to local high school and GED graduates for their first semester (prior to receiving the NM Legislative Scholarship).
 - b. Student Services will actively advise eligible Lottery freshman to only take a lecture CCDM course (I/P CCDM’s contribute to students not qualifying their first semester).
 - c. Student Services will provide “College Readiness” workshops for our NMSU GED students, one time per semester.
16. Student Services will promote access to Scholarships, Pell Grants, Loans, and Work-Study.
(Access/Affordability)
 - a. Nicole Kormick is the Financial Aid and Scholarship Coordinator at NMSU G.
 - b. Student Services will provide at least one Scholarship workshop per semester.
 - c. Student Services will maintain a current listing of primary scholarships on the Online Student Advising web-page for Scholarships.
 - d. NASNTI and Student Services will provide special scholarship workshops, i.e. Gates, HACU, etc.
17. NMSU Grants will promote timely degree/certificate completion (150% time frame). (degree attainment)
 - a. Students will utilize STAR audit, meet with an advisor every semester, and meet with their Program Manager.
 - b. When students are at the 60-80 credit range, an advisor will review their degrees and assist students in applying for their degree.
 - c. Program Managers will provide guides for course planning so that students may anticipate when each course will be taught. (within a two year period for Associate degrees; within one year for Certificates)
18. NMSU Grants will promote/encourage long-term success. A Transfer Advisor will work with students who have 40 or more credits and who have indicated a plan to obtain a Bachelor’s degree. (degree attainment/transfer to Bachelor’s and Graduate programs)