

The following list is not exclusive but are practices that we have embraced in the past six 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 principles, 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) Program Managers are to have access to all online courses taught in their Department. Syllabi are submitted annually to the Vice President for Academics.
2. 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)
3. All faculty and staff will intentionally initiate communication with our students, creating a community of valuing students and engagement. (faculty mentoring)
4. Faculty and Associate Faculty are strongly encouraged to hold office hours in the SSC, MATH Center and Writing Center.
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/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. Referrals for tutoring will be utilized through QC. Writing and Math Center tutors will have select Quick Connect referrals to encourage students to utilize the Centers.
8. Student Services will provide a required New Student Orientation prior to each Semester. There will be one “late” NSO after the first day of classes. (Student empowerment)
9. 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; Canvas; radio; electronic boards, Twitter, Facebook pages, flyers, texting, [ssgrants@nmsu.edu](mailto:ssgrants@nmsu.edu), advising email, grants.nmsu.edu website, NMSU President’s Report, and through printed media, i.e. Beacon, etc.). (Communication/Access to resources)
10. 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 give students the option of COLL 101 or C S 110 for all new students within their first 2 semesters. Students that are under prepared for college and not ready for ENGL 111G will be encouraged to take both courses.

11. Students will be referred to the Student Success Center for assistance with navigation in their online learning/Canvas. (Online learning). ***How else can we support our online students?***
12. Math Lab/Writing Lab-“intrusive support”; faculty will expect/direct students to utilize tutoring early in their academic experience. (educational attainment/access to resources)
13. NMSU Grants will promote service Learning, internships, work study employment, student government/club involvement, and career opportunities. A STEM Club will be created for STEM opportunities. (Engagement, excellence, and create possibilities)
14. 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 provide “College Readiness” workshops for our NMSU GED students, one time per semester.
15. Student Services will promote access to Scholarships, Pell Grants, Loans, and Work-Study.  
(Access/Affordability)
  - a. Financial Aid and Scholarship Coordinator will promote scholarship opportunities at NMSU G.
  - b. Student Services will provide at least one Loan workshop per semester.
  - c. Student Services will maintain a current listing of primary scholarships on the financial aid page for Scholarships.
  - d. Student Success Center and Student Services will provide special scholarship workshops, i.e. Native American, Cobell, HACU, etc. (accessibility and affordability)
16. NMSU Grants will promote timely degree/certificate completion (150% time frame). (degree attainment)
  - a. Admissions and Advising will encourage and direct each student to declare a major at admissions; status will be reviewed in each advising session.
  - b. Students will utilize STAR audit, meet with an advisor every semester, and meet with their Program Manager for specialized field advising.
  - c. When students are at the 60-80 credit range, an advisor will review their degrees and assist students in applying for their degree. Application for certificates and diplomas will be promoted via all marketing avenues.
  - d. 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)
17. NMSU Grants will promote/encourage long-term success. Advisors will assist students with transferring to the four year college of their choice. (degree attainment/transfer to Bachelor’s and Graduate programs)

