STUDENT SUCCESS CENTER
INFORMATION GUIDE
2024-2025

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Nak’ cokvhecvlke Cakkuecetv

Student Success Center Information Guide

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Introduction

This document is a guide to help support the College of the Muscogee Nation (CMN) students and explains services available from the Student Success Center (SSC) and other programs offered at the college. Students are encouraged to visit the Student Success Center. The staff will assist students with any questions and/or concerns that students have while remaining consistent with CMN's Core Values:

Vrakkueckv (Respect), Fvtcetv (Integrity), Mecvlke (Responsibility), Eyasketv (Humility), Hoporenkv (Wisdom).

CMN Mission

The College of the Muscogee Nation is the institution of higher education for the Muscogee (Creek) Nation emphasizing native culture, values, language, and self-determination. The college provides a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and offers exemplary academic programs that meet student, tribal, and societal needs. Through instructional quality and visionary leadership, the College of the Muscogee Nation encourages lifelong learners, for personal growth, professional development, and intellectual advancement.

Student Success Center Mission

The Student Success Center will assist CMN students in completing their higher education goals by enhancing academic skills through services, programs, and culture. By incorporating Muscogee values, the center offers guidance and support in all areas of college life.

Vision

The Student Success Center will provide a positive environment for students to express their concerns and share their interests during their educational experiences. Staff members will mentor students in CMN's core values by empowering them with the necessary information to make effective and responsible decisions in order to persevere throughout their college career.

Student Success Center

The SSC is located at the north end of the Education/Administration building on the CMN campus. The center welcomes new students to the CMN campus with information of campus services. There are three staff members in the center, including the Coordinator, Academic Counselor, and Administrative Assistant. To contact staff, call 918-549-2833.

Office Hours:

The Center is open Monday – Friday from 8:00 A.M. – 5:00 P.M.

Program Evaluation and Quality Improvement:
The Student Success Center recognizes the importance of student feedback and will periodically ask students for feedback in order to improve its services, programs, and support. The data collected from surveys will be analyzed and shared with CMN staff and faculty to better serve students. Responses from these surveys will be strictly confidential and no identifying information will be collected.

In accordance with Title III program regulations, an Annual Performance Report (APR) will be submitted to the Office of Postsecondary Education Institutional Service, which may include evaluation reports and improvement recommendations.

Testing Services

The ACCUPLACER placement test is offered at the College of the Muscogee Nation to assist students in meeting testing requirements for admission or course placement. Test scores are kept confidential and used to assist students with the advisement and enrollment process.

The ACCUPLACER placement test is administered in the testing area and is available without an appointment. Students wishing to take a test must arrive at the center before 1:30 p.m. for testing.

Orientation

New Students

The College of the Muscogee Nation takes pride in celebrating a rich cultural history and has integrated traditional elements into the building design and various aspects of the campus. Information on the cultural features is located on a signboard in the cultural plaza of the Education/Administration building entrance. Students will identify with Native American faculty, staff, and students upon arrival at the CMN campus.

First-time freshmen and transfer students with less than 30 credit hours will be referred to the SSC by the CMN Admissions Officer for advisement. SSC staff members offer a variety of services to perpetuate student learning such as advisement, tutoring, counseling, and retention support. SSC staff instructs a one (1) credit hour orientation course (ORIE 1011: College Cornerstone) designed to introduce first-time students to campus life, to acclimate them with the rigors of college academics, and to assist students in effectively communicating with instructors. Students who have enrolled in two or more trimesters at CMN, or incoming students with 30+ credit hours, will be referred to their Academic Advisor for advisement and enrollment.

Financial Aid

Supplemental information about financial aid will be provided to students at advisement and orientation sessions. Knowing and understanding the financial aid process is a key component of becoming a successful student. Students are encouraged to come to the SSC to get assistance in applying for

financial aid and researching scholarships. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) electronically at studentaid.gov.

Completion of the FAFSA will determine eligibility for all Federal and state grants, as well as Federal Work Study (FWS), Federal Supplemental Education Opportunity Grant (FSEOG), and certain tribal funds. The FAFSA requests a school code for the institution in which the student is applying. The College of the Muscogee Nation school code is 042249. Students must create an FSA ID to complete and sign for their FAFSA. Students and a parent (if a dependent student) will need a FSA ID to sign the FAFSA. Visit studentaid.gov and click 'Create Account' to create your FSAID.

An IRS data retrieval tool is available to obtain tax return information for students who have electronically filed federal taxes online at least two weeks prior. For paper filers, students must wait eight weeks. If not using the IRS data retrieval tool, students can request an IRS Tax Return Transcript shortly after filing taxes. Students can do that online at www.irs.gov or by calling 1-800-908-9946.

Satisfactory Academic Progress (SAP)

To be eligible for Title IV federal student aid, a student must maintain satisfactory academic progress (SAP). Under the administrative capability requirements, CMN must determine the academic standards that students must meet, and a method and schedule of measuring the achievement of these standards. The financial aid satisfactory academic progress standards must be the same as or stricter than the standards the school uses for students who are not receiving Title IV aid. Please refer to CMN's Consumer Information Guide for the complete Satisfactory Academic Progress Policy and the Return of Title IV funds policy are both located on our website at http://www.cmn.edu.

Attendance

CMN acknowledges the relationship between attendance, student retention, and academic achievement, and encourages students to practice the CMN core value Fvtcetv (Integrity) by being accountable for their actions. Any class or activity missed decreases an opportunity for learning, which negatively affects a student's progress in class and overall completion of the degree program.

Attendance, as stated in the previous section, corresponds with financial aid eligibility. If a student has low attendance and is not completing the required amount of coursework in a class, their financial aid can be affected, and the student could eventually lose their financial aid.

The Student Success Center staff will make every attempt necessary to ensure students are attending classes. Student referrals will be sent to SSC by instructors for follow-up appointments. SSC staff will visit with students to encourage them to attend class and counsel, if necessary, through a series of scheduled appointments.

Academic Advisement

Student Success staff will provide academic advisement for first-time students and transfer students for their first two trimesters in attendance at CMN. After completion of the second trimester, students will be advised by their degree program coordinator. During advisement, a student will

review an overview of their degree plan, understand options for scheduling their third trimester courses in accordance with their degree plan, and learn to exemplify Mecvlke (Responsibility) through diligence in all tasks.

Plan of Study

The SSC will provide an official Plan of Study that meets the needs of each individual student's career goals and personal needs. Students can access a copy of their plan on the online Student Portal. Staff members will advise him/her of what courses to take in order to build a foundation for success. The plan of study will outline the requirements for graduation. The plan has three areas of concentration: 1) General Education Requirements; 2) CMN Core Requirements; and 3) Degree Specialization Requirements. Students should become familiar with these requirements and be aware that specialization courses are not offered every trimester.

Advisement

The goal of the advisement process is to support students in developing academic decision making skills. Advisement is an important tool in keeping students on track for graduation. Students should begin with the general education requirements. The schedule will then be supplemented with CMN core requirements and degree program specialization requirements in the student's degree program.

Enrollment

Enrollment information is available on the Academic Calendar located in the CMN catalog, the CMN website (www.cmn.edu) and in the Student Success Center. Students will receive a copy of their schedule upon enrollment with their advisor.

Counseling

Duties

The Student Success Academic Counselor will provide academic services to all students in making decisions that affect their personal and academic life and will also guide the students with social and career development. The counselor will consult with students, faculty, and administration to identify developmental needs of students to design an academic plan for success. Referrals for behavioral health services can be made through the Health and Wellness Program for appointments and/or onsite counseling services at the offices of Muscogee (Creek) Nation Behavioral Health Services.

Privacy and Confidentiality

The Academic Counselor will be sensitive and respectful to the various cultural, tribal, and nontribal practices of all students and provide services while maintaining privacy and confidentiality. With the consent of the student, the Academic Counselor may also make a recommendation for behavioral health services, which will be held in the strictest confidence. Prior to receiving counseling, students must understand any disclosed information may be regulated by local, state, and or federal laws, and the Family Educational Rights and Privacy Act (FERPA).

Retention

Commitment to Retention

The College of the Muscogee Nation is committed to helping students realize their full potential while enrolled at CMN, while also helping to prepare them for success later in life. Therefore, CMN is committed to providing a learning environment and support systems that encourage students to achieve their educational goals. CMN is dedicated to student success and retention.

Initiatives

The Student Success Center will create an initiative to recognize students who are excelling in their classes. Initiative incentives may include student recognition awards, scholarships, and special activities.

Student Referral

If a student seems to be struggling with academics, social difficulty, emotional instability, behavioral change, or other concerning behaviors, faculty may refer the student to the Student Success Center. Students who are at risk of failing or dropping out of college may be helped with immediate support services which address their needs.

Retention Study

A retention study will be designed to cover a broad-scale descriptive view of campus retention efforts, while exploring how these efforts could influence student academic persistence. The results of the study will reflect the scope and form of the programs and resources that CMN will utilize in improving student retention.

Tutoring-CMN Learning Center

Congruent with the CMN mission, to "provide a positive learning environment…supported by teaching excellence" the purpose of the Learning Center is to provide educational resources and support for students to help improve academic achievement. In addition, the goal of the Learning Center is to instill the necessary skills and confidence students need to be successful in their educational pursuits.

The CMN Learning Center is located in room 106 in the Administration Building and provides tutoring assistance in math, reading, and writing. The Learning Center is equipped with computers, study tables, calculators, headphones, Mvskoke dictionaries, and other learning materials. Learning Center hours are Monday, Thursday, Friday- 8:00 A.M. to 5:00 P.M., and Tuesday, Wednesday- 8:00 A.M. to 6:00 P.M. For more information, contact the Academic Resource Specialist.

Peer Tutoring

The College of the Muscogee Nation offers peer tutoring in the Learning Center. Peer tutors are current CMN students who show initiative, academic determination, and meet all academic and non-

academic requirements. In addition, peer tutors earn an hourly wage for their time. Students interested in becoming a peer tutor should contact the Human Resource Specialist for more information.

Community Outreach

Vrakkueckv (Respect) for our Native culture, language, and community is a priority at CMN. The Student Success Center reaches out to elementary and secondary school students to provide awareness of college opportunities. Additionally, SSC visits public schools with predominantly Native American student populations. The purpose of the school visits are to encourage Native American elementary school and secondary school students to develop the interest and academic skills necessary to pursue postsecondary education. The SSC also collaborates with organizations and tribal departments to promote events that benefit students and community members.

Outreach Program

The Student Success Center Outreach program will provide students with information on advanced placement courses, college admissions testing, concurrent enrollment, financial aid, benefits of having a college education, college extracurricular activities, and career development.

SSC staff emphasizes development of academic skills to succeed in college that may be fostered in advanced placement courses in high schools. CMN recommends that students prepare and take college admissions tests early and often. Additionally, concurrent enrollment can provide valuable experience in a college academic setting to students, while still in high school. Students will become interested in pursuing a college education by being informed of the benefits of having a college education and by knowing the social value of extracurricular activities. Outreach culminates career development and personal growth through self-actualization and financial stability.

Student Involvement

Student involvement is an important component to a student's success at CMN. The College offers a variety of student organizations to meet the student's needs for social interaction.

Student Organizations

Being involved in student organizations contributes to student success by providing students with the opportunity to participate in collaborative learning and educational activities outside of the classroom. Students who engage in co-curricular activities may become more satisfied with their educational experience and become more likely to remain in college. Student organizations also allow students to become connected to their school, facilitates a community setting, personal strengths, and helps students to meet others with similar interests. Being involved on campus can create a sense of belonging while learning how to be responsible and aware of time management. Student organizations are also notable attributes on résumés.

CMN currently offers six different student organizations: Student Senate, Tribal Leader Circle (TLC), American Indian Science and Engineering Society (AISES), Student Housing

Organization (SHO), Phi Theta Kappa Honor Society (PTK), and NOLO (New Omega Lambda Omicron) American Criminal Justice Society Club. Eligible CMN students also participate in the American Indian Higher Education Consortium (AIHEC) events as well as intramural basketball competitions. To learn how to get involved or develop additional organizations, please contact the Dean of Student Affairs.

Résumé Writing and Interview Skills Workshops

SSC offers résumé and interview workshops to assist CMN students in developing quality resumes and preparing for employment opportunities. Students will gain confidence in providing accurate, relevant information, engaging in meaningful dialogue, representing themselves appropriately to employers.

Résumé Writing: This workshop will increase understanding of how résumés and cover letters are used in the job search process. Also, students will learn how to compose a résumé that reflects strengths and talents and learn different résumé formats. Students will walk away with a format and draft copy of an effective résumé created by the student showcasing their unique qualities.

Interview Skills: The interview simulations will demonstrate to students what to expect during an interview, learn effective ways to answer questions, and become more comfortable and confident during interviews. Students may be able to participate in mock interviews conducted by CMN faculty and staff if time permits.

Additional CMN Support Services Office Numbers

Admissions: (918)549-2808

Bookstore: (918)549-2834

Bursar: (918)549-2827

Core Values Café: (918)549-2836

Dean of Academic Affairs: (918)549-2806

Dean of Student Affairs: (918)549-2817

Financial Aid Coordinator: (918)549-2811

Health and Wellness Services: (918)549-2845 and (918)549-2821

Housing: (918)549-2863

IT Department: (918)549-2823

Learning Center: (918)549-2848

Library: (918)549-2812

Registrar: (918)549-2820

Security: (918)758-8410

Student Success Center: (918) 549-2847

CMN Core Values

The College of the Muscogee Nation is committed to core values inherited from our tribal elders and the following we hold true:

VRAKKUECKV (RESPECT): We value our Native culture, language and community, honoring the rights and dignity of all people;

FVTCETV (INTEGRITY): We are fair, honest and accountable for our actions;

MECVLKE (RESPONSIBILITY): We are loyal, reliable, and diligent in all tasks;

EYASKETV (HUMILITY): We are kind, concerned for the well-being of others and embrace equality;

HOPORENKV (WISDOM): We gain insight from scholarly learning and the knowledge and experience of our elders.