

## Reynolds Student Self-Assessment

**Proposal:**

Create a voluntary self-assessment for all new, incoming students to take within their first few weeks of their first semester. This assessment will allow students to share their perceptions of their academic and non-academic challenges and barriers allowing Reynolds Community College to connect students to resources and offices quickly and provide support.

**Mock Up of Student Assessment using Likert-type scale:**

Reynolds Community College Student Self-Assessment				
<i>Adapted from ALAMO COLLEGES ASSESSMENT TOOL</i>				
	1	2	3	4
<b>Student Ranking</b>	Yes, I'm doing okay at this time.	This may become a problem, but I am currently handling it.	No, I would like help with this.	I'm in crisis and need help now.
I feel confident about completing assignments and exams this semester.				
I have access to materials required for my classes such as a computer and textbooks.				
I am able to purchase enough food to meet my needs.				
I have a safe, stable place to live and am able to pay my rent or mortgage this month.				
I have enough money to cover my basic living expenses (water/electric bills, gas).				
I have access to healthcare.				
I have the resources I need for my mental health and wellness.				

Follow up communication plan and referral process:

STUDENT SELF-ASSESSMENT – <i>Adapted from ALAMO COLLEGES ASSESSMENT TOOL</i>				
Student Ranking	1	2	3	4
Description for Ranking	Yes, I'm doing okay at this time.	This might become a problem, but I am handling it.	No, I would like help with this.	I'm in crisis and need help now.
Recommended Action Plan	No Action Needed	Monitor	Intervention Needed	Immediate Action by Early Alert, Single Stop and/or BIT Team
I feel confident about completing assignments and exams this semester.	No action needed at this time – follow up with contact information for student support services	Referral to Tutoring Services and list of contacts for specific tutoring areas.	Retention Counselor/Advising Services will contact student to provide support and assistance.	
I have access to materials required for my classes such as a computer and textbooks.		Referral to Laptop Loan Program; Referral to Textbook Scholarship assistance; Referral to Financial Aid; Referral to Single Stop	Single Stop team member will contact student to explore need and appropriate college resources and referrals.	
I am able to purchase enough food to meet my needs.		Referral to Single Stop and food pantry information	<b>Referral to Single Stop</b> Single Stop team member will contact student and assist with completion of Single Stop screener and discuss referrals to community agencies for their services. <b>Level 3 students</b> – provide case management assistance within 3 business days <b>Level 4 students</b> – provide case management assistance within 1 business days	
I have a safe, stable place to live and am able to pay my rent or mortgage this month.		Referral to Single Stop and encouragement to submit Single Stop screener		
I have enough money to cover my basic living expenses (water, electric, gas).		Referral to Single Stop and encouragement to submit Single Stop screener		
I have access to healthcare.		Referral to Single Stop and encouragement to submit Single Stop screener		
I have the resources I need for my mental health and wellness.		Refer to BIT Counselor for list of community resources	<b>Referral to BIT Team</b> BIT Counselor will contact student: <b>Level 3 students</b> – provide case management assistance within 3 business days <b>Level 4 students</b> – provide case management assistance within 1 business days	

- **At completion of assessment, all students will receive an automated email confirming receipt of assessment:**

Welcome to Reynolds Community College! As a Reynolds student, your success is the most important thing to us and we strive to provide resources and supports for all of our students. We have received your self-assessment and will be following with additional information within the next few days.

- **For students who indicate a 1 ranking – encouraging email with information about student services**

Welcome to Reynolds Community College – we are pleased you are joining us this semester! An important part of college success and high grades is knowing when and how to reach out and ask for help. At Reynolds, we prioritize student success and have many resources available to you whenever you may need them.

You may not need any of the following resources right now, but please be aware that you can reach out anytime you have any questions or issues. We're here to help you with any concerns you have during your time at Reynolds Community College.

\*\*Insert services information to include overview and contact information for:

- Mentoring programs
- Tutoring Services
- Math Central +
- Library Services
- Bookstore
- Single Stop
- Accommodations
- Career Services
- Veterans Resource Center

- **For students who indicate a 2 ranking – supportive email with specific referral information regarding their area of concern along with information about student services**

- *I feel confident about completing assignments and exams this semester.*

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Based on information you shared in the Student Self-Assessment, we believe you may benefit from one of the several resources:

\*\*Insert services information to include overview and contact information for:

- Tutoring Services
- Math Central +
- Library Services
- Accommodations

- *I have access to materials required for my classes such as a computer and textbooks.*

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Based on information you shared in the Student Self-Assessment, we believe you may benefit from one of the several resources we have to help you access class materials.

- Laptop Loaner Program  
Do you need a laptop or computer access to complete this semester online? We have a limited number of laptops available to be loaned. If you'd like to be considered, please complete this brief survey:  
[https://reynoldsedu.co1.qualtrics.com/jfe/form/SV\\_b13zAQngCT1DGw5](https://reynoldsedu.co1.qualtrics.com/jfe/form/SV_b13zAQngCT1DGw5)  
Submissions are being reviewed daily and you'll be contacted.
- Follett Textbook Assistance Program  
If you are finding it difficult to pay for textbooks, you may qualify for help! To learn more about the process and to access the application, please visit the following website:  
[http://www.reynolds.edu/support\\_reynolds/scholarships/follett-textbooks-assistance.aspx](http://www.reynolds.edu/support_reynolds/scholarships/follett-textbooks-assistance.aspx)
- Financial Aid Office  
Do you need to explore additional financial aid opportunities or talk about your specific tuition and financial aid situation? The Financial Aid Team is available to help you explore your options and make the best decisions based on your circumstances. Please reach out to the Financial Aid Office at\_\_\_\_\_
- Single Stop Office  
It's important to have access to technology and reliable internet. The Single Stop Office can talk with you about the options and resources available through Reynolds Community College and the community. If you would like them to reach out to you, please complete the following screener:  
<https://reynolds.singlestoptechnologies.com/> or email [singlestop@reynolds.edu](mailto:singlestop@reynolds.edu).

If you have any additional questions or needs, please reach out to the Single Stop Office at 804-523-5005 or [SingleStop@reynolds.edu](mailto:SingleStop@reynolds.edu) to get assistance.

- *I am able to purchase enough food to meet my needs*

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Based on information you shared in the Student Self-Assessment, we believe you may benefit from speaking with the Single Stop Office about options and resources to ensure you have what you need to be successful in college. In addition to exploring different resources you may be eligible for, Single Stop also can provide access to the Reynolds Food Pantry.

If you would like them to reach out to you to discuss food pantry access and/or community resources, please complete the following screener:

<https://reynolds.singlestoptechnologies.com/> or email [singlestop@reynolds.edu](mailto:singlestop@reynolds.edu).

- *I have a safe, stable place to live, and I am able to pay my rent or mortgage this month.*  
*I have enough money to cover my basic living expenses (water, electric, gas bills).*  
*I have access to healthcare,*

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Based on information you shared in the Student Self-Assessment, we believe you may benefit from speaking with the Single Stop Office about options and resources to ensure you have the resources you need to be successful in college. If you would like them to reach out to you, please complete the following screener:

<https://reynolds.singlestoptechnologies.com/> or email [singlestop@reynolds.edu](mailto:singlestop@reynolds.edu).

- **For students who indicated 3 or 4 ranking – a direct phone call and email from main referral as well as an email providing a heads up:**

Welcome to Reynolds Community College – we are pleased you are joining us this semester! An important part of college success and high grades is knowing when and how to reach out and ask for help. At Reynolds, we prioritize student success and have many resources available to you whenever you may need them.

Based on information you shared in the Student Self-Assessment, we believe you may benefit from speaking with someone at Reynolds Community College about options and resources that may be available to you as you work to be successful in college. We will be contacting you within the next 48 hours.

If you need assistance immediately, please contact Single Stop at 804-523-5005 or [singlestop@reynolds.edu](mailto:singlestop@reynolds.edu).