

TRIO SCHOLARS

PARTICIPANT RESOURCE GUIDE

2023-2024

Purpose of the Participation Resource Guide

This resource guide will provide you with step-by-step directions that will help you navigate the multiple platforms utilized by TRIO Scholars. If you have any questions, please feel free to reach out to your advisor via email or phone.

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TRIO Scholars Program Requirements (2023-2024)

All TRIO Scholars participants are expected to complete the Annual and Quarterly Requirements listed below. It is your responsibility to proactively communicate with your TRIO Scholars advisor if you foresee difficulties in completing them. Failure to complete Annual or Quarterly Requirements may result in your loss of program privileges (priority registration, field trips, graduate exam preparation funding, etc.) and/or dismissal from TRIO Scholars.

Quarterly Requirements

- (1) Quarterly Meeting with your TRIO Scholars advisor
- (2) TRIO Scholars workshops/events
- (3) Peer Mentor Meetings (*only for new participants in the Peer Mentor Program*)

Annual Requirements

- (2) Campus Partner Workshops. Select any two workshops from the campus partners listed below (For example: 2 Career Center events or 1 Career Center event/1 Student Alumni Association event)
 - ARC R'Success workshop
 - Career Center workshop/event
 - Student Alumni Association event
- (1) TRIO Scholars Financial Literacy workshop
- (1) TRIO Scholars summer activity
- (2) Assigned CashCourse modules

TRIO Scholars Resource Page

The TRIO Scholars Resource Page (<https://trioscholars.ucr.edu/resources-current-trio-scholars>) houses all the links and resources necessary for completing your program requirements. This page is password protected and is intended for only current TRIO Scholars participants. Do not share the password with individuals who are not current TRIO Scholars participants. The 2023-2024 password is **TRIOworks**. After you input the password, you will have access to the events calendar, Quarterly Meeting sign up links, Pre-Advising Form links, TRIO Scholars Tutoring sign up links, and reference links to the ARC, Career Center, and the Student Alumni Association.

Signing Up for a Quarterly Meeting

1. On the TRIO Scholars Resource Page, you will see the sign-up links for all TRIO Scholars advisors under the respective academic quarter you are meeting them. Be sure to select the link for YOUR advisor. Please see the [TRIO Advisor list](#) to find your assigned advisor for the quarter.
2. You will be taken to their appointment slots housed on Outlook Bookings.
3. Review all the dates and times available for a Quarterly Meeting with your advisor. If a spot is already filled, you will not be able to sign up for it.

4. To register for an available spot, simply select the Quarterly Check-in button and then select the date and time slot you would like. On the bottom of the screen, you will need to input your full name, email, and telephone number.
Please be sure to take note of the date, time, and location of your meeting. It is your responsibility to make the meeting you sign up for. You will receive confirmation upon registration.
 - **IF YOUR MEETING IS BEING CONDUCTED VIRTUALLY**, please use the Zoom link provided in your Bookings confirmation.
 - **IF YOUR MEETING IS BEING CONDUCTED IN THE TRIO SCHOLARS OFFICE**, please arrive on time and wait for your advisor to call you into the meeting. They may be a few minutes late if they are finishing up a meeting before your scheduled time.
 - **IF YOUR MEETING IS BEING CONDUCTED IN THE STUDENT SERVICES BUILDING (SSB)**, please use the elevators (located behind the HOSS) and arrive on the 2nd or 3rd floor depending on the room of your meeting. Have a seat in the lobby outside of the elevator and wait for your advisor to call you into the meeting. Please note that you do not need to check-in with the HOSS, please take the elevator directly to the floor where your meeting is taking place.
5. Complete the Pre-Advising Form 24 hours prior to your meeting. The link for your advisor's Pre-Advising Form is located on the TRIO Scholars Resource Page. The Pre-Advising Form helps your advisor best prepare for your meeting and ensure the highest level of individualized support.
6. If you need to reschedule your meeting, locate your confirmation email from Outlook Bookings and follow the directions to CANCEL your slot. Then proceed with registering for a different time slot.
7. If you have any questions or concerns regarding your Quarterly Meetings, please reach out to your assigned TRIO Scholars advisor.

Registering for TRIO Scholars Workshops

1. On the TRIO Scholars Resource Page, you will see a link to the events calendar for each quarter. The calendar will have the name of the event, a flyer with event details, and the registration link. Financial Literacy Workshops that qualify for the Annual Requirement will be highlighted and categorized as such.
2. Select REGISTER HERE for the event you would like to attend. This will open up the registration page housed in Eventbrite.com. All events are password protected. The passwords for the 2022-2023 Academic Year are: **TRIOFALL23** for Fall quarter, **TRIOWINTER24** for Winter Quarter, **TRIOSPRING24** for Spring Quarter, and **TRIOSUMMER24** for Summer Quarter. These passwords are intended for current TRIO Scholars only and should not be shared with individuals who are not a part of the program.
3. View all event details and select the green REGISTER button. Confirm your selection of (1) free General Admission Ticket and select the orange REGISTER button. You will receive a confirmation email afterward.
4. If the total registration slots are full, you may add yourself onto the waitlist on Eventbrite following the same procedures. Should spots open, you will receive a notification via email and are expected to attend the event or cancel your registration to give the spot to the next person on the waitlist.
5. If you do not make it off the waitlist, you must register for another event to ensure you are meeting your minimum Quarterly Requirements.
6. If you are no longer able to attend, it is your responsibility to cancel your registration on Eventbrite in order to allow someone on the waitlist to take your spot.
7. All events are filled on a first-come, first-served basis with the exception of field trips.
8. **FIELD TRIPS:** All registrants and attendees of these field trips must be in good programmatic standing (successfully completed all requirements up to that point) and in good academic standing in order to attend these specialty events. Cancellations for field trips must be done 4 days prior to the event. Failure to cancel on time or a no-show to the event will result in the loss of all field trip benefits for the remainder of the quarter/academic year.
9. If you have any questions or concerns regarding TRIO Scholars workshops, please reach out to the TRIO Scholars staff.

Signing up for ARC R'Success Workshops

1. On the TRIO Scholars Resource Page, you will see a link that will take you to the ARC's website where you can view the schedule of R'Success Workshops and instructions on how to register for the R'Success Workshop through the Accudemia portal.
 - **IF THE WORKSHOP IS PRESENTED VIRTUALLY**, you will need to login to your Accudemia account to access the Zoom link for the virtual workshop
 - **IF THE WORKSHOP IS PRESENTED IN-PERSON**, please attend your workshop on time at the location provided and be sure to sign in.
2. If you are having difficulty registering for an R'Success Workshop, please reach out to the ARC Front Desk (951-827-3721).
3. You do not need to provide proof of attendance to your TRIO Scholars advisor. As long as you registered, signed in upon entry into the workshop, and attended the whole session, your attendance will be logged by the ARC who will provide this information to TRIO Scholars at the end of the quarter.

Signing Up for a Career Center Event

1. On the TRIO Scholars Resource Page, you will see a link that will take you to the Career Center's website where you can view the schedule of available and upcoming events.
2. Select the event you are interested in attending and complete the registration process through the Handshake portal.
 - **IF THE WORKSHOP IS PRESENTED VIRTUALLY**, review the workshop information provided to you by the Career Center via Handshake and/or email.
 - **IF THE WORKSHOP IS PRESENTED IN-PERSON**, please attend your workshop on time at the location provided and be sure to sign in.
3. If you are having difficulties registering for a Career Center event, please reach out to the Career Center staff via phone (951-827-3631) or email (careerounseling@ucr.edu)
4. You do not need to provide proof of attendance to your TRIO Scholars advisor. As long as you registered, signed in upon entry into the workshop, and attended the whole session, your attendance will be logged by the Career Center who will provide this information to TRIO Scholars at the end of the quarter.

Signing Up for a Student Alumni Association Event

1. On the TRIO Scholars Resource Page, you will see a link that will take you to the Student Alumni Association website where you can view the schedule of available and upcoming events.
2. For Student Alumni Association events that have a cost associated with it, we will provide an internal TRIO Scholars registration with an RSVP deadline. Once you complete this form, TRIO Scholars will register you for the event and cover the cost of the event.
3. For events that have an associated cost, it is critical that students attend the event in full. Failure to cancel by the specified deadline or a no-show to the event may result in a loss of program benefits for the remainder of the quarter/academic year.
4. For any questions regarding Student Alumni Association events, please contact Daisy (daisy.rodriquez@ucr.edu)

Completing Your CashCourse Modules

CashCourse is an online platform that has modules that cover specific financial literacy topics. On the TRIO Scholars Resource Page, you will see a link that will take you to full detailed instructions on how to register your account, locate the TRIO Scholars assignments, and complete your assigned modules. If you mistakenly complete a module, you were not assigned, you are still responsible for the correct (2) CashCourses that are assigned to you based on your year. If you have any questions or concerns about completing your CashCourse requirement, please reach out to Daisy (daisy.rodriquez@ucr.edu).

Completing DocuSign Paperwork

TRIO Scholars is a federally funded program which requires thorough documentation to verify information and services. TRIO Scholars utilizes the DocuSign online platform to capture required signatures.

SERVICE VERIFICATION FORMS: Participants are required to complete this document via DocuSign for select services. This form will be sent out at the end of every quarter and will detail all the services you have received from TRIO Scholars. This form verifies that the services outlined in the document are correct and true. All students are responsible for completing this form by the set deadline.

Signing Up for TRIO Scholars Tutoring

On the TRIO Scholars Resource Page, you will see links to our Math and English tutors' schedule for the quarter, SignUp links to register for a tutoring appointment, and the tutor's contact information.

Additionally, an email will be sent at the beginning of the quarter with the same information. Our tutors will be in the TRIO Scholars office during their assigned hours, but you have the option to select in-person or Zoom tutoring. Similarly, to "Signing Up for a Quarterly Meetings", the same procedures apply to registering for a tutoring appointment via SignUp. Drop-ins are welcome, but priority will be given to students with appointments.

Communications from TRIO Scholars

EMAILS: TRIO Scholars' main form of communication is through email. Important updates, urgent requests, program updates, and new services will be provided to you through email. It is your responsibility to respond to time-sensitive emails and read all information that is provided to you. All resources and opportunities are shared through email so be sure not to miss out

GROUPME: All TRIO Scholars participants can opt into the GroupMe text group. This is where we send time-sensitive updates, program reminders, ask other TRIO Scholars questions, and provide any campus resources you have found. You can also directly message TRIO Scholars staff via GroupMe if you have any questions. GroupMe is a great way for students to notify staff of any last-minute barriers for events, meetings, and trips.

INSTAGRAM: TRIO Scholars provides additional program reminders and community building programming on Instagram.