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# *Mission Statement*

*The mission of the University of Massachusetts, Dartmouth*

*Upward Bound Program's*

*Purpose for existing is:*

*To ensure the students who are low-income and/ or*

*first generation,*

*enroll in college and persist through to*

*completion of a college degree.*

## **Upward Bound Statement of PROGRAM PURPOSE**

The Upward Bound Program is a college preparatory program for high school students, designed to provide academic, informational, and motivational support to students as they prepare for a college career. Upward Bound attempts to ensure that every student applies to, is admitted to, and succeeds in college. The program seeks to strengthen students' academic skills; instill an attitude of ambition and disciplined commitment to hard work; and to provide guidance in the selection of educational and career goals.

The Upward Bound Program recognizes that students are most likely to succeed in college if they are given key fundamental skills relevant to academic progress and personal growth and development. The Program's educational aim focuses on reinforcing students' basic academic skills; engaging them in critical thinking; assisting them in studying through the aid of tutorials, and preparing them for SAT and MCAS examinations. In addition, the Program addresses other issues critical to success in high school and college such as time management, self-discipline, responsibility, self-esteem, and multicultural sensitivity and respect. As a result of the reinforcement and encouragement offered to students by the Program, it is expected that you will:

- **Strengthen your ability to read and write**
- **Expand your vocabulary and improve your word usage**
- **Improve your analytical and critical thinking skills**
- **Take higher level high school courses in preparation for the rigor of college academics**
- **Continue to acquire the skills and qualities, which contribute to positive personal growth and development**
- **Contribute through community service so as to build your skills and supplement your college applications**
- **Make informed and appropriate choices regarding the college or university you will attend**

## **Contact Information of Professional Staff**

University of Massachusetts Dartmouth  
Upward Bound  
Group I Room 013  
285 Old Westport Road  
North Dartmouth, Massachusetts, 02747

Renee Ledbetter  
Administrative Assistant

[rledbetter@umassd.edu](mailto:rledbetter@umassd.edu)  
508-999-8713  
508-999-8616 (fax)

Wayne Ramos  
Director

[wramos@umassd.edu](mailto:wramos@umassd.edu)  
508-999-8713

Kristin Hagopian  
Program Coordinator

[khagopian@umassd.edu](mailto:khagopian@umassd.edu)  
508-999-8894

Jessica Gassett  
Academic Advisor

[jgassett@umassd.edu](mailto:jgassett@umassd.edu)  
508-999-8077

## Overview of Program

Upward Bound is an academic program designed to make educational opportunities available to students who meet guidelines set by the federal government. The guidelines demand that neither of the student's parents has a degree from four-year college and/or the student must come from a family that meets low income requirements, the student must have good academic potential and have the desire to pursue a higher education.

Students are selected through a competitive application and interview process usually at the end of their eighth grade year. Although Students may be accepted up until the second semester of their tenth grade year on occasion. At the time of acceptance, an Individual Service Plan (ISP) is developed for each student to provide a framework for staff in making decisions regarding academic interventions and support services.

The Upward Bound Program is a year round program consisting of two (2) main components; The Academic Year component and the Summer Academic Year component. During the academic Year students are provided a variety of services ranging from individual tutoring, to career advising, to SAT and MCAS prep, to cultural enrichment and much more. It is **required** that students actively participate in all scheduled activities as instructed throughout the school year including monthly participation in Saturday Academic Sessions. The goal is to be certain every student achieves their highest academic potential in each year of high school and to establish healthy habits for seeking academic support which will help sustain that success throughout college.

The summer component occurs over a challenging six (6) week period during which students live in a dormitory on the UMass Dartmouth campus and participate in the academic courses and enrichment activities which will provide a foundation for their upcoming school year. Skill levels in Literature, English composition, Lab sciences, Mathematics, Foreign Language, Computers and Personal Development are advanced for every student during this part of the program. All this while relationship skills are tested and broadened under the direction and guidance of trained residential and professional staff.

All students' progress is constantly monitored. Juniors are provided support and financial help in applying for their SAT exams. Seniors are provided extensive support and financial help in applying for colleges and in applying for financial aid. Each student in the program will be afforded ample support to ensure they get into and graduate from the university or college they choose.

## Academic Requirements

Students are expected to show continues academic progress throughout their participation in the Program. Students are strongly encouraged to put forth your best effort and seek the highest grades in all your courses. A grade of “A” is the ideal, obviously. This is the target at which you should be aiming. Some students may fall short of this mark. But in case will any grade below a “C” be acceptable.

Students who receive two (2) or more grades of “C-” or lower in any semester will be placed on Academic Probation for at least one (1) marking period. If you are placed on Academic Probation you will be given a Corrective Action Plan (CAP). A CAP will spell out activities and requirements you must fulfill in order to be removed from Academic Probation.

Any student receiving two (2) or more grades of a “C-” or lower in any two (2) successive semesters, may be dismissed from the Program if the Director believes the student is not making an appropriate effort to improve grades.

### Academic Honors

Academic excellence is a value of premier significance in the Upward Bound Program. High academic achievement is not only encouraged, but also saluted, as well, through special recognition for students whose academic performance is exemplary. During the academic year, students whose academic performance is an average of 3.0 or higher will receive enhancements to monthly stipends depending on the availability of funds.

### Pre-Collegiate Curriculum

All students must be enrolled in sequence of courses appropriate for college preparation. The planned course enrollment and registration for each student will be reviewed by the Advisor each semester to ensure that the student will be registered for appropriate courses. When necessary, the Advisor will advise the student to revise his/her course selection to conform to a college preparatory course of study. **Since college preparation is a primary objective of the Upward Bound Program, students who do not subscribe to a college preparatory course of study may be subject to dismissal from the Program.**

### Class Attendance

Class attendance in all courses is critical to high academic performance. Regular attendance is also indicative of the student’s level of discipline and commitment to academic excellence. Therefore, **excessive absences from school will be reviewed to determine whether the cause necessitates staff intervention. In the event that these absences do not appear to be for legitimate reasons, the student will be advised that further such absences will be cause for the dismissal from the Program.**

“Cutting classes” (absence from a class without authorization) is a serious violation of the class attendance policy. Consequently, students will be disciplined accordingly for any known instance of cutting class.

### Academic Honesty

Upward Bound students are required to maintain a high standard of academic honesty. Academic integrity is a value which the Upward Bound Program views as essential to the student's college preparation and personal development. Academic dishonesty will not be tolerated in the Program. Instances of cheating, copying, or submitting someone else's work, and plagiarizing are serious violations of the Academic Honesty Policy and will result in appropriate disciplinary action being taken by the Program staff. Also students who knowingly allow other students to use their work will be considered academically dishonest, as well, and will be subject to appropriate disciplinary action.

### Upward Bound Course Enrollment

Upward Bound offers an elective course at New Bedford High School. The course is designed to support and reinforce student learning in other academic courses and to instill the motivation and academic values consistent with college preparation for success. All students at New Bedford High School are **required** to enroll in the course at least once within their first two (2) semesters of enrollment in the Program. Depending on the need for academic support, a student may be advised to enroll more than once during his/ her participation in the Program. Any student placed on academic probation **must** take the Upward Bound course the following semester.

## Advising

Upward Bound offers three (3) types of advising: Academic, Career, and Personal.

Advising is a key component to the Upward Bound Program. Through the advising process you are able to develop academic and career goals, select appropriate courses and identify necessary support services.

If you are experiencing personal problems and difficulties or if you would like to discuss anything academic or personal, the Advisor is available for you. Simply contact the Advisor and make arrangements to have some conversation.

Every student is required to have one (1) session with the Upward Bound Advisor each semester. The Upward Bound Advisor is Jessica Gasset and she can be reached at 508-999-8077.

## Saturday Sessions

In effort to bring all program students together, Saturday Sessions are held once per month, during the school year.

**All students are *required* to participate in all Saturday Sessions. Failure to do so will result in loss of stipend for that month. Any student who cannot attend must receive a preapproved excused absence from the Program Coordinator and supply a note documenting whereabouts for the day (i.e. note from coach documenting athletic event) at least one (1) week prior to scheduled Saturday Session for an excused absence.**

Bus service is arranged for each session depending on the nature of the event.

Saturday Sessions are diverse in their design and purpose. Some take place on the UMass Dartmouth campus and their focus may be academic or career related. While others take place off campus and may be historical or culturally based.

## Tutoring

Tutoring has been one of the keys to academic success for students in the Upward Bound Program. All students are required to participate in **ALL** weekly tutorial sessions (individual or group) during the academic year unless otherwise instructed by the Program Coordinator, Advisor or Director. Tutorial sessions may be provided during the Upward Bound course at New Bedford High School or after school at Westport High School, GNBRVTHS, Wareham High School, New Bedford Global Learning Charter School, or at Wednesday night tutorial at the Neighborhood College, or by arrangement between the student and the instructor or tutor during school, after school, or on weekends.

Students who enroll in the Upward Bound course at New Bedford High School are considered to have met this requirement if attending class regularly. Although you may be required to participate in tutorial sessions beyond the course and you are strongly encouraged to do so.

Additional tutoring may be prescribed as part of the Corrective Action Plan developed by the Advisor in consultation with the Program Coordinator.

## Requirements for Participation in The Upward Bound Program

Upward Bound is an academic program designed to make educational opportunities available to students who meet guidelines set by the federal government. The guidelines demand that neither of the student's parents has a degree from four-year college and/or the student must come from a family that meets low income requirements, the student must have good academic potential and have the desire to pursue a higher education.

The Program requires that each student meet certain criteria which demonstrates their full interest and commitment to being members of Upward Bound in order to continue receiving support.

Those requirements include:

- **All students will comply with the Code of Conduct (see page 11) and adhere to all the Rules, and Regulations (see page 12) of the Program at all times.**
- **All students will participate in tutorials at least once a week during the academic year and once a day during the summer component.**
- **Students will attend additional tutorials and instruction sessions when staff determines it is necessary and schedules them.**
- **Students will meet deadlines in filling out forms and other reporting as required.**
- **Students will attend monthly Saturday Sessions except when prohibited by emergency. If the student cannot attend advance permission to be excused in writing is required at least one (1) week in advance.**
- **Students will assume responsibility for making contact with staff at least once a week for consultation regarding academic performance.**
- **Students will maintain a C- average or higher in all subjects. If this is not achieved the student will call for additional tutorials and instruction that the student must attend. If the grade shows no improvement for two (2) consecutive semesters, the student stands the risk of being put on probation or removed from the Program**
- **Students will attempt the most challenging courses they are capable of at all times so as to best prepare them for success in college.**

## **Code of Conduct**

**Upward Bound students are groomed to become well-rounded and self disciplined students. They are expected to be mature, responsible, and committed to preparing themselves for the future. Being self-disciplined requires that one demonstrate the qualities and behaviors outlined within this code of conduct. Therefore, the Code represents the expected level of behavior for every member of the Program.**

### **SELF DISCIPLINE**

Mature and responsible students are self- directed. They discipline themselves to behave in ways that reflect positively on them. They meet their obligations and take responsibility for their decisions. Upward Bound students must always display such self-discipline.

### **RESPECT**

Upward Bound Students will persistently show a genuine respect for themselves. With that self- respect comes respect for Upward Bound and high school staff and students. Students also need to foster respect for the opposite gender and for all people at all times.

### **MODEL BEHAVIOR**

As students of Upward Bound, you represent the Program. Upward Bound is viewed by behavior and performance of its students. Therefore, all students will present themselves in a manner that reflects a positive light on themselves and the Program. Not only while in the Upward Bound Classroom or on Upward Bound sponsored events, but in other classes and school as well. Therefore, continuous, dignified behavior is necessary in public, in all activities and in class.

### **HONESTY and INTEGRITY**

All students will maintain a high standard of honesty and integrity in dealing with Self, staff, students, and school. Therefore, lying and cheating will not be tolerated. Academic Honesty is paramount to continue enrollment in Upward Bound and future success.

### **PARTICIPATION**

Upward Bound has developed all aspects of the Program to enhance our students in some way. It is expected that all students will participate fully in all Program activities.

### **COOPERATION**

Cooperation is needed from all students in order to ensure that all students benefit fully from all Upward Bound has to offer.

### **SINCERE EFFORT**

It is crucial that all students apply themselves to every aspect of the Program and their academic advancement at all times.

## Rules, Policies, and Procedures

The Upward Bound rules are established to govern our actions benefiting a community motivated toward our own safety, betterment, and futures. Consequences are a natural result of violating those rules and will be carried out in a timely fashion. The consequences for ignoring or violating the rules may result in automatic dismissal or probation. Parent(s)/ Guardian(s) will be called when appropriate. Police will be contacted when appropriate.

- No possessing or providing drugs or paraphernalia
- No alcohol or nicotine
- No pornography
- No firearms or other weapons
- No cutting classes
- No vandalism, theft, or willful destruction of property
- No public display of affection (i.e. kissing, inappropriate body contact or physical contact of a sexual nature, etc.)
- No hazing or initiations
- No harassment or intimidations of other
- No foul language or disrespect of others
- No verbal or physical aggression

### **Expanded Summer Rules**

- Cell phones are prohibited
- No crossing into the residential halls rooms of the opposite gender
- No dress code violations
- No inappropriate use of computers (“IMing” during academic time, inappropriate searches and sites, use for any illegal purpose)
- No use of electronic devices during academic time
- No use of video games during academic time
- No breaking of curfew
- No late arrival to class
- No incomplete or missing homework or coursework
- No sleeping in class
- No disrespect of authority figures
- No disrespect to fellow Upward Bound Students

**Upward Bound Academic and Summer Discipline Procedures  
(Effective year round and applied as appropriate collective discipline  
can and will be used to modify negative behaviors.)**

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Confirmed possession of drugs, drug paraphernalia, alcohol, pornography, or weapons	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate		
Having a student of the opposite or same gender in your room participating in sexual activity	Automatic dismissal from Program; Loss of stipend; Parent(s)/Guardian(s) contacted Police contacted as appropriate		
Pulling a fire alarm, theft or destruction of property or vandalism	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate		
Hazing or any form of intimidation of another for the purpose of stabling “acceptance”	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate		
Found wandering around during scheduled events or separate from group during trips without permission from an Upward Bound staff member	Possible probation or dismissal from Program; fine; call to Parent(s)/Guardian(s)		
Having student of opposite gender in room	Both parties are given a written warning and conference with staff	Parent(s)/ Guardian(s) contacted; Probation dismissal from summer program	
Overt use of foul language, disorderly conduct, any act of discrimination	Possible probation or dismissal from Program; Conference; Parent(s)/Guardian(s) contacted; Police contacted as appropriate	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate	
Fighting, physical, or verbal aggression, intimidation of others	Possible dismissal from Program; Parent(s)/Guardian(s) contacted; Police contacted as appropriate possible fine	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate	

## ...Continued Upward Bound Summer Discipline Procedures

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Academic dishonesty (cheating, plagiarizing, copying or directly accommodating those practices for another)	Written warning and a conference with staff to review policy; possible fine; possible Parent(s)/Guardian(s) contacted	Parent(s)/Guardian(s) contacted; Probation from the Program; Possible dismissal from program; Fine	
Dress Code Violations	Verbal Warning and conference with staff to review Dress Code Policy	Written warning; Parent(s)/Guardian(s) contacted	Parent(s)/Guardian(s) contacted; Probation from the Program
Cell phone use outside of free time	Written warning; Loss of 25% of stipend	Confiscation of cell phone to be returned to Parent(s)/Guardian(s); Loss of privileges; Parent(s)/Guardian(s) contacted	Parent(s)/Guardian(s) contacted; Probation from the Program; loss of 100% of stipend
Excessive absences or tardiness from school	Up to six (6) occurrences per Academic year, verbal warning and conference with student to review the attendance policy of applicable school	6-9 occurrences per Academic year; Fine; Conference with student and Parent(s)/Guardian(s) to review the attendance policy of applicable school	9 or more occurrences per academic year possible probation/ dismissal from the program; fine; conference with student and Parent(s)/Guardian(s)
Incomplete or missing homework	verbal warning; loss of free time; 25% loss of stipend	Written warning; loss of free time; 50% loss of stipend	100% loss of stipend; further occurrence will result in probation from the program; Parent(s)/Guardian(s) contacted
Incomplete or missing test/ exams or term papers	written warning; 50% loss of stipend	100% loss of stipend; Dismissal from final field trip(s); Parent(s)/Guardian(s) contacted	Parent(s)/Guardian(s) contacted; Possible dismissal from Program
Sleeping in class	Verbal warning; conference with student	written warning; 50%loss of stipend	Parent(s)/Guardian(s) contacted; Possible probation; loss of 100% of stipend
Disrespect of authority figure (i.e. staff, teachers, University Staff, TCs, etc.)	verbal warning; loss of free time; Conference with student	written warning; loss of free time; 50% loss of stipend	Loss of free time; Possible probation; 100%loss of stipend; Persistent disrespect may signal an unwillingness to adhere to the code of conduct and may result in dismissal from the Program

## ...Continued Upward Bound Summer Discipline Procedures

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Missing class without permission from Upward Bound Director, Program Coordinator, or Program Counselor	Verbal warning; loss of free time; Parent(s)/Guardian(s) contacted; 50% loss of stipend	written warning; Parent(s)/Guardian(s) contacted; Loss of free time; 100% loss of stipend; possible probation	Parent(s)/Guardian(s) contacted; Possible dismissal from Program; Loss of stipend
Missing Class due to illness without notifying staff (NOTE Faked illness to avoid academics or field trips is grounds for automatic dismissal from the Program	activity restriction for full day	activity restriction for full day; Parent(s)/Guardian(s) contacted	Prolonged illness or persistently recurrent illness that interferes with the student's academic work may call for temporary or permanent dismissal
Tardiness without prior permission from Upward Bound Director, Program Coordinator or Counselor	Verbal Warning; 25% loss of stipend	Written warning; loss of free time; 50% loss of stipend	Loss of free time; 100 % loss of stipend; Possible probation from Program; Persistent tardiness may result in dismissal from the Program

### IMPORTANT NOTES

- **Further action may be taken at the discretion of the Professional Staff**
- **Students may be dismissed at the discretion of the Professional Staff**
- **A combination of disciplinary violations may result in probation or dismissal from the Program**
- **Persistent violations may result in the dismissal from the Program**
- **UMass Dartmouth Upward Bound reserves the right to investigate all matters concerning the safety of students and staff members**

## **Policies**

### **Dress Code**

No halter tops, half shirts, belly shirts, or bikinis

No bare feet

No short shorts

No clothing with holes in inappropriate places

No hats, doo rags, bandanas in buildings

(White T-shirts may be worn over one piece bathing suit *on* campus and a colored T-shirt may be worn over one piece bathing suit *off* campus)

### **Cell Phones/ Pagers/2-Way**

There will be no use of cellar phones, pagers, or 2 ways. Cell phones are to be used during free time **ONLY** (See Disciplinary Procedures).

Students are responsible for their own cell phones.

### **Electronic and Music Devices/ Video Games**

There will be no usage of electronic or musical devices during academic time. Video games (whether hand-held or not) may be used during free time **ONLY**. Electronic or music devices can be used on bus rides during fieldtrips- **NO** use during field trips

### **Visitors**

No non-member visitors are allowed in the residential halls at any time.

No opposite gender visitors in rooms.

### **Curfews**

All students are to be in the dormitory from 9:30 PM- 7:00 AM unless granted permission by staff; No student is to leave campus without permission of the Professional Staff ( see contact information on page 5); Quiet Time is 10:30 PM- 6:00AM.; Lights out is at 11:00 PM.

### **Illness**

Students will report serious illness to staff no later than 7:30 AM so proper procedures can be executed; Students will be under restricted activity each day of illness; Persistent illness will result in student going home.

### **Lost Items**

Found items will be kept in the Residential Supervisor's dormitory room.

Upward Bound is not responsible for any lost or stole items; therefore students are encouraged to leave valuables at home.

### **Residential Hall Room Keys**

Students will each be responsible for a key to their room.

Students are financially responsible for replacement of lost keys.

## **Candles**

University rules prohibit burning incense, or candles in resident halls. This will be treated as a serious offense.

## **Room Maintenance**

All students are responsible for keeping their rooms clean.

Before leaving for the weekend:

- Clean and vacuum room
- remove trash
- close and lock windows
- recycle
- help clean common spaces (suite rooms, bathrooms)

No furniture is to be removed from rooms or dormitories.

Music is to be kept at a non-disruptive level

Any repairs needed in rooms should be reported to the Residential Supervisor immediately.

## **Meals**

Meals are taken together at scheduled times

All students are expected at all meals

In effort to encourage good eating habits Upward Bound participates in a meal program.

All students are required to participate.

## **Stipends**

**Upward Bound requires extra time and effort, for that commitment- students receive a small stipend to participate in the Program.**

During the Academic Year, you will receive a stipend of \$25 per month, provided you meet all Program requirements. Those are as follows:

- Attend classes regularly
- Attend the scheduled activity (Saturday Session) for that month or have a preapproved absence
- Are either enrolled in the Upward Bound course at New Bedford High School or attend a minimum of three (3) tutorial sessions per month
- Exhibit behavior in accordance with the Upward Bound Student Code of Conduct
- Abide by the rules and Regulations of Upward Bound

Stipends may be withheld and/or forfeited if a student fails to meet any Program requirements (i.e. applying for, taking, and turning in scores for the PSAT and SAT test, meeting with the Advisor and any other mandatory Program requirements, etc.).

During the summer, returning students receive a stipend of \$30.00 for every two (2) week period. New Students begin to accrue funds once they have completed the initial probationary period.

# APPENDIX

## **UPWARD BOUND PARENTS ADVISORY COUNCIL**

### **Purpose**

The Upward Bound Parents Advisory Group is a body of interested parents of Upward Bound scholars who come together periodically to share their concerns, issues, and suggestions regarding Upward Bound policies, programs, and activities. The role of the Parents Advisory Group is to offer insights and make recommendations to Upward Bound staff in order to better the quality of the Upward Bound experience for their sons and daughters. Input gathered from the viewpoint of parents can be extremely valuable in making the Upward Bound Program more effective at preparing scholars to finish high school and enroll in college.

### **Some of the important functions of the Parents Advisory Council are:**

- Become informed about issues and concerns facing TRIO programs.
- To provide parents the opportunity and forum to share and offer suggestions that will enhance services to Upward Bound Scholars.
- To provide an opportunity for parents to become more actively involved in their child's education.
- To serve as an opportunity for Upward Bound staff to respond to issues, questions, and concerns of parents.
- To allow discussion between Upward Bound staff and parents on how parents can support and reinforce Upward Bound's efforts with their scholars.
- Fundraise for activities that the program by regulation can't sponsor.

The Advisory Council will not create policies, design programs, nor make decisions regarding the Program. The Group's role will be to provide advice and comment to Upward Bound staff on matters brought before them.

### **Membership**

Every parent is invited to become an active member in the Advisory Group. All meetings of the Group are open to parents of scholars in the program.

### **Meetings**

Meetings of the Parents Advisory Group will be held 4-6 times per year. Notices will be sent to parents informing them of the upcoming meetings. Generally, after each meeting, a written report on the meeting will be sent to all parents. Program staff will be available to assist Parents Advisory Council upon request.

Scholars will maintain their 100 points for:

- Earning an 80 or higher in all classes on report cards and semester grades (70 or higher for Pre-AP and AP classes)
- Making the required number of advising meetings
- Having no more than 3 excused absences to UB Saturday
- Attending the required number of college visits and volunteer activities

### **DEDUCTIONS**

**See point system chart.**

#### LESS THAN SCHOLARLY GRADES

##### ACADEMIC ADVISING

- Not meeting with minimum required (see below) = minus 6 points

##### UB SATURDAY SESSIONS ABSENCE

Each unexcused UB Saturday Session absence (no parent call or absence beyond the 3 excused) = minus 5 points

##### FIELD TRIPS

- College visits: Not meeting the minimum requirement (see below) = minus 5 points. (Participation in the previous summer's college tours counts as 3 college visits)
- Volunteer Activities: Not meeting the minimum requirement = minus 5 points

### **EARNING POINTS**

Scholars can earn points by doing any of the following:

- All scholars are required to participate in 1 volunteer or community service activity per year + 5
- All scholars must participate in at least 2 college visits per year +5
- +5 points for every 30 minutes of extra- credit tutoring. This is tutoring in excess of the required 30 minutes per week and must be logged on the separate "Extra-Credit Tutoring Log"
- +3 points for tutoring in the Grade Improvement Plan by the deadline
- +1 point for tutoring in the Grade Improvement Plan after the deadline
- +5 points for meeting the Grade Improvement Plan goal
- +1 point for bringing your planner to your academic advising meeting
- +3 points for every academic advising meeting in excess of minimal required
- +2 points for every cultural event attended

**It is the UB scholars who are responsible to verify any earned or lost points with Academic Advisor.**

**Earned and lost points will be recorded weekly and totaled monthly by program staff. The resulting total will impact stipend. A scholar will earn their stipend by positively addressing academics, behaviors and participation in the program. A scholar could earn up to an additional \$40.00 above their \$50.00 stipend. A scholar could lose half or their entire \$50.00 stipend.**

**Any questions regarding the point system should be directed to the Director, Program Coordinator, Academic Advisor or Secretary. The final decision regarding the point total will be made by program staff.**



Wayne Ramos  
Upward Bound Program, Director  
University of Massachusetts-Dartmouth

## ATTENTION

### UPWARD BOUND SCHOLARS

**HERE'S YOUR OPPORTUNITY  
TO EARN & MAINTAIN UB POINTS**

***HOW DO YOU EARN & MAINTAIN UB POINTS?***

**1. YOU MUST ATTEND ALL TUTORIALS**

**2. YOU MUST ATTEND ALL SATURDAY SESSIONS**

<b>4 POINTS</b>	<b>EACH GRADE BELOW C OR 75POINTS LOSS</b>	<b>+3 POINTS</b>	<b>GRADE IMPROVEMENT BY EXTRA POINTS EARNED</b>
<b>- 3</b>	MISSING UB ASSIGNMENT OR PAPERWORK	<b>+2</b>	GOOD CITIZEN ACT
<b>- 5</b>	MISSING TUTORIALS OR SATURDAY SESSIONS	<b>+4</b>	RECEIVING ALL A'S & B'S IN COLLEGE LEVEL CLASSES
<b>- 5</b>	EACH 'D' ON REPORT CARD	<b>+5</b>	RECEIVING ALL A'S IN COLLEGE LEVEL CLASSES
<b>- 5</b>	WARNING CARDS	<b>+6</b>	RECEIVING ALL A'S & B'S IN HONORS CLASSES
<b>- 5</b>	FOUL LANGUAGE	<b>+8</b>	RECEIVING ALL A'S IN HONORS CLASSES
<b>- 9</b>	GRADE OF 69 OR BELOW AP CLASS 59 OR BELOW	<b>+5</b>	ACADEMIC IMPROVEMENT
<b>-15</b>	RECEIVING F'S ON REPORT CARD	<b>+5</b>	IMPROVEMENT IN BEHAVIOIR
<b>-15</b>	INAPPROPRIATE BEHAVIOR (defined by Staff)	<b>+5</b>	EXTRA-CURRICULAR ACTIVITES
<b>-15</b>	ANY VERBAL, EMOTIONAL & PHYSICAL ABUSE	<b>+5</b>	COMMUNITY SERVICE INVOLVEMENT
<b>- 5</b>	1 <sup>ST</sup> Write-Up	<b>+5</b>	PERFECT UB ATTENDANCE BY THE MONTH
<b>-10</b>	2 <sup>nd</sup> Write-Up	<b>+10</b>	PERFECT ATTENDANCE IN SCHOOL BY THE MONTH
<b>-15</b>	3 <sup>rd</sup> Write-Up	<b>+10</b>	SCHOOL OR COMMUNITY LEADERSHIP ACCOMPLISHMENTS
<b>- 5</b>	MISSING ACADEMIC ADVISING MEETINGS	<b>+ 5</b>	½ HOUR EXTRA CREDIT TUTORING ( <u>excluding online tutoring</u> )

POINTS	POINTS LOSS	POINTS	EXTRA POINTS EARNED
<b>- 5</b>	<b>LESS THAN 2 COLLEGE VISITS ANNUALLY</b>	<b>+ 1</b>	<b>GRADE IMPROVEMENT AFTER DEADLINE</b>
		<b>+ 5</b>	<b>MEETING GRADE IMPROVEMENT PLAN GOAL</b>
		<b>+ 1</b>	<b>BRINGING PLANNER TO ACADEMIC ADVISING</b>
		<b>+ 3</b>	<b>ACADEMIC ADVISING MEETINGS BEYOND MINIMUM</b>
		<b>+ 2</b>	<b>ATTENDANCE OF APPROVED CULTURAL EVENT</b>
		<b>+ 5</b>	<b>2 OR MORE COLLEGE VISITS ANNUALLY</b>
		<b>+ 3</b>	<b>TURNING IN UB ASSIGNMENTS ON TIME</b>

**3. YOU MUST DEMONSTRATE LEADERSHIP BY MENTORING A STUDENT AND BECOMING A ROLE MODEL THAT EXEMPLIFIES THE CHARACTERISTICS AND BEHAVIOR OF AN UPWARD BOUND STUDENT**

## **Destination College**

### ***College Recommended High School Course selection***

**In order for students to be academically prepared for college, four year colleges recommend that students take the following courses in high school.**

**4 years of English**

**3 years of Math ( including Algebra I, Geometry, Algebra II,  
and if possible Pre Cal or Calculus)**

**3 years of Science and if possible at least two Labs.**

**2-3 years of the same Foreign Language**

**3 years of Social Studies**

**1 year of fine arts if possible**

**These are minimum requirements for your  
college admission and success**

**The harder you try in high school the  
better prepared you will be for college!!!!**

**Do your best, Upward Bound is here to  
help with your success!!!!**



# FRESHMEN YEAR TIME LINE

## SEPTEMBER

**Set academic goals for yourself. Understand the way you learn and retain information. Learn how to study correctly and where to get help before it is too late. Make sure you receive all of your progress reports and report cards, and share these with your parents.**

**Remember your freshman grades will be on your transcript, and these grades will be figured into your GPA.**

## OCTOBER - JUNE

**Become involved in a wide variety of activities, learn time management skills. This will be an important asset as you join activities and balance academics.**

**Participate in activities outside of school (church, scouting, volunteer activities, etc.) This is important for scholarships. Some volunteering examples are Habitat for Humanity, the Red Cross, a homeless shelter, elderly facility, etc.**

**Start a file in which you keep information on your school activities, honors, awards, leadership positions, employment, volunteer work, and community activities. Be sure to include everything. If you have a home computer, start “activities & awards” file and update it once a year. This will be very helpful later when you are required to list activities and honors on college and scholarship applications.**

**Select appropriate 10<sup>th</sup> grade classes with your guidance counselor in the spring. Be sure to update you counselor on your decision to attend college. Also review your plans with your parents**

**Plan meaningful activities in the summer.**

**Start a college savings account, you will be surprised how costly your senior year can be with photos, prom, limo, clothes, yearbook, cap and gown, college down payments, etc. Even if you save \$500.00 over the course of your high school career, you can save yourself the panic of not having enough money to cover everything.**



## **SOPHOMORE YEAR TIME LINE**

### **SEPTEMBER**

**Be sure you are taking challenging courses**

**Work hard to get good grades**

**Try to narrow down your interests and identify your abilities and interests**

### **OCTOBER - JUNE**

**Consider taking the PSAT/NMSQT. Some schools offer this test in your sophomore year. However, a majority of schools offer this test in your JUNIOR year. Many sophomores take this test for practice. However, ask your guidance counselor on what is the appropriate step for you to take.**

**Start to explore and discuss college options. Gather information, go to college Fairs, and make informal college visits. Explore your interests and dislikes in terms of college majors and career options.**

**Select appropriate courses for the 11<sup>th</sup> grade. Again discuss college interest with your guidance counselor and parents.**

**Plan appropriate summer activities to build on your skills**

**Update your activities and awards file. You should keep a file on all of your information regarding school, work, leadership activities, community service, sports, ect..**

**If you have not already started a savings account, do so now! It is important for you to start saving now.**



# Junior Year Timeline

<p>September</p>	<p>Talk to your counselor about registering for the PSAT in October          Be sure you are taking challenging courses          Enroll in a SAT Prep course to prepare for the SAT test in the spring          Meet with tutors as soon as you are seeing any academic problems</p>
<p>October</p>	<p>Take the PSAT test          Continue to work with tutors on your academics          Begin reviewing college characteristics to identify your interests          Meet with guidance counselors to assure you are taking the necessary classes for college admittance</p>
<p>November— June</p>	<p>Visit colleges          Make connections with Admission Counselors at Colleges</p> <p>Visit as many college fairs as possible and continue to make connections with admissions counselors.</p> <p>If possible visit schools from the college fairs and request informational sessions at the college. You may have an opportunity to meet with the same admission counselors and this will strengthen your relationship with the college.</p> <p>Begin researching scholarships</p> <p><b><u>TAKE THE SAT IN MAY OR JUNE</u></b>  <b>Be sure to check the registration deadlines</b>  <b>They are due four to six weeks prior to the test date.</b></p>
<p>Junior Year Summer</p>	<p>Write, email, or call colleges to request applications          Visit college websites to either apply online or download applications          Begin working on your applications          Continue researching scholarships          Register for the SAT test in the fall (October or November test date)</p>



# Senior Year Timeline

September	Register for SAT (October Test & November test if necessary) Continue the college selection process Review College Characteristics Request Teacher Recommendations
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October	Take the SAT test Complete Final Four List (comparison of schools checklist form) Complete College Choice List (final decisions college list) Continue downloading or requesting applications Continue filling out college applications Complete and have teachers edit your College Essays Assure all teacher recommendations are collected
November	<b>Finalize Applications and all pertinent information</b>
December	Bring completed applications to THE MAIN OFFICE by December Due date may vary depending on specific school deadlines Check with main office to review scholarship applications
January	Financial Aid—Apply as close to January 1st as possible Scholarships
February	Scholarships
March	You will begin to receive Acceptance Letters Scholarships
April	Final decision on college choice should be made at this time. Scholarships
May	Deposits for room holds are usually due beginning of May (\$400/\$500 — more or less depending on school)
June	Graduation

## **FAFSA 101**

### **WHAT YOU WILL NEED TO COMPLETE THE FAFSA**

- Social Security Numbers (child and guardian)
- W-2 Forms and other records of money earned
- Federal income tax returns from 2005 – IRS form 1040

- Your untaxed income records (if applicable), such as social security, child support, welfare, veterans benefits, pension
- Rental property income (if applicable)
- Private business income (if applicable)
- Alien registration card (if you are not a U.S. citizen)

## **PIN NUMBER**

The website to apply for a pin number is: [www.pin.ed.gov](http://www.pin.ed.gov)

### **Personal Identification Number (PIN)**

A 4-digit PIN from the U.S. Department of Education which provides access to personal information in various student financial aid systems over the Internet. For some applications, it also serves as an electronic signature.

## **IMPORTANT TERMS**

### **Free Application for Federal Student Aid (FAFSA)**

Application provided free of charge by the U.S. Dept. of Education to students applying for the federal student aid programs. The FAFSA must be filed by all Stony Brook students who wish to apply for financial aid.

### **Expected Family Contribution (EFC)**

The amount you and your family are expected to contribute toward your education as determined by a formula established by the U.S. Congress. The formula considers income and asset information that you reported on the FAFSA.

### **Student Aid Report (SAR)**

The official document you receive from the federal processor approximately 4 weeks after filing the FAFSA. The report lists your Expected Family Contribution (EFC).

### **Award Letter**

A letter sent to financial aid applicants by the institution upon receipt of the electronic data from a valid Student Aid Report. A Financial Aid Award Guide, directions for accepting and declining student awards on-line, and a Filling the GAP form are included with this letter. If a student wishes to have a hard copy document of their financial aid awards, they may request one either via e-mail at [finaid@stonybrook.edu](mailto:finaid@stonybrook.edu), or by telephone at (631) 632-6840.

### **Promissory Note**

A legally binding contract between you and the lender that includes all the terms and conditions under which you promise to repay your loan.

## **CSS PROFILE**

### **The PROFILE Process**

CSS/Financial Aid PROFILE® is the financial aid application service of the College Board. More than 600 colleges, universities, graduate and professional schools, and scholarship programs use the information collected on the PROFILE to determine eligibility for nonfederal student aid funds. The PROFILE is a fully Web-based application system that provides students a secure and efficient method for reporting their financial data to schools.

## How to Register

PROFILE applications are customized to each student based on information supplied during the registration step. Customization allows the PROFILE to respond to the unique needs of each applicant. Students register at PROFILE Online. Connect 24 hours a day, seven days a week. Online registration requires a collegeboard.com account and payment by debit card, credit card, or check.

- ✦ Go to [PROFILE Online](#).
- ✦ Create a [collegeboard.com account](#).

## When to Register

Students should register for PROFILE as soon as they're sure about where they are applying for aid. You should register at least two weeks before the earliest school or scholarship program filing date you need to meet. "Priority filing date" means the date the school or program tells you that the College Board must receive your completed PROFILE Application.

## How Much Does It Cost?

You'll be charged a nonrefundable registration fee of \$5 plus \$18 for each college or scholarship program to which you want information sent. A limited number of fee waivers are granted automatically to first-time applicants based on the financial information provided on the PROFILE.

## Completing the PROFILE

Once you register online, your personalized PROFILE application is available to complete. You can choose to complete the application immediately or return to it at a later time. The pre-application worksheet, available in English and Spanish, can be printed and reviewed with parents in advance of completing the PROFILE application. This tool can help applicants gather all the necessary family financial information prior to completing the application.

## Tips for Completing the PROFILE

Make sure you apply on time! Review the priority filing dates for all schools to ensure the application arrives on time. Remember, colleges use PROFILE information to determine who gets limited grant dollars. Late filers must make do with what is left over and may lose eligibility altogether.

Have your tax returns and financial documents handy. Ideally, you'll have already completed your tax return for the most recent tax year.

You should leave plenty of time to fill out the form. Don't assume the entire application can be completed in one session. We recommend you start at least one week before intending to complete the form.

Use the Pre-Application worksheet -- it will save time, and is available in both English and Spanish.

## What Happens After You Apply

PROFILE data is analyzed and reported back to the colleges and scholarship programs. They then apply their own need analysis formulas to determine your family's ability to pay for education costs. Many PROFILE colleges use a need analysis formula developed by the College Board known as the Institutional Methodology (IM), which helps schools target their funds to families in an equitable way.

The colleges on your list receive a "Financial Need Analysis Report" which the aid office uses to determine award eligibility. If you send the aid office supplemental information, that will be considered in addition to the PROFILE data when considering your eligibility for funds.

You print the Acknowledgment, which includes the Data Confirmation Report and your college list. The Acknowledgment can be used to make changes to the PROFILE information, and gives you information about next steps in the process.