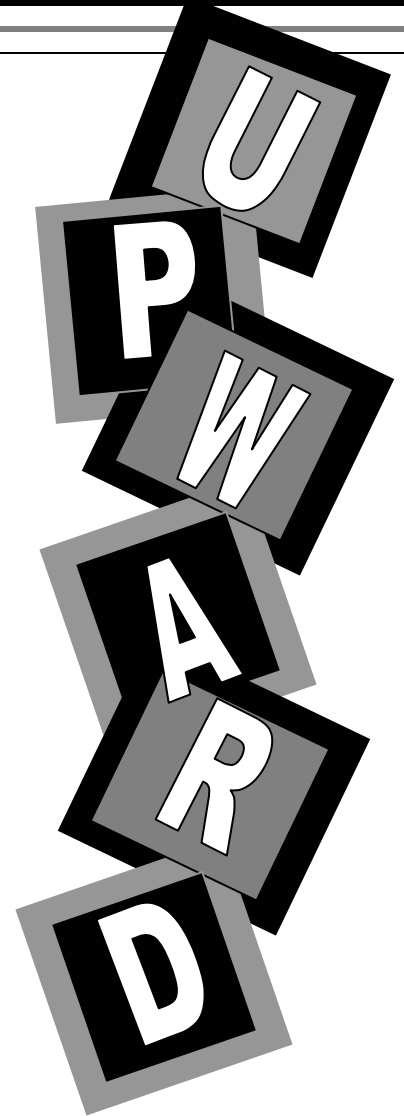
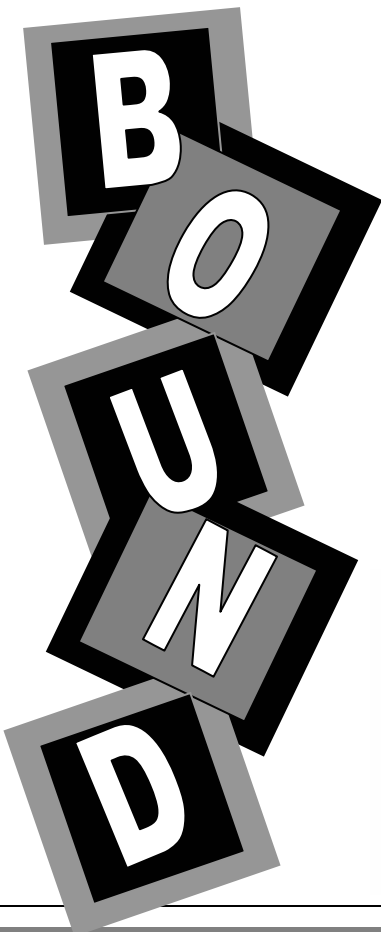


**University of South Carolina TRIO Programs
Upward Bound Program**

**2007-2008
ACADEMIC YEAR HANDBOOK**



TRiO
UPWARD BOUND

A Collaboration of School, College, & Community

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The Upward Bound Program at the University of South Carolina is a federally-funded program designed to provide participants with the skills and motivation necessary to enter and succeed in a program of post-secondary education. Our mission also includes providing an atmosphere that will help students reach their full potential. Upward Bound does this by providing a variety of educational, cultural, and social activities to enhance students' learning capabilities.

UPWARD BOUND POLICIES

The Upward Bound Program is governed by the following policies. Students are expected to meet these guidelines in order to remain in good standing with the program.

Attendance

- ☞ Students are required to be on time for all academic sessions, tutoring, student meetings, cultural, social, and enrichment activities and full prepared to participate in program activities. Students should have all of the necessary books and writing materials needed to participate in tutoring and class sessions.
- ☞ Students will forfeit their stipend during a week where they have excessive and/or unexcused absences or leave sessions or activities early without permission.
- ☞ Excuse forms for absences due to illness or school-related activities must be turned in to the Upward Bound office in advance. Students must turn in their excuse forms with signatures from the student and a parent/guardian. In the case of an emergency (an unexpected occurrence that causes an absence), excuse forms must be submitted by the following academic session of the missed session or it will be counted as an unexcused absence. Forms can be faxed or mailed to:

**USC Upward Bound Program
1400 Wheat Street
Columbia, SC 29208
(803) 777-7380 (Fax)**

- ☞ Students with scheduled activities that interfere with attendance of program activities must submit calendars at the beginning of the semester that list the dates that will be missed.
- ☞ Students are not allowed to bring friends, relatives, or visitors to Upward Bound activities without prior approval from the program coordinator. Parents, however, are welcome and strongly encouraged to attend academic sessions.

- ☞ Students that need assistance getting to and from Upward Bound activities should contact the Upward Bound office for more information on bus vouchers.
- ☞ Participation in the Upward Bound Program is completely voluntary. The Upward Bound staff is not liable for any actions that occur during arrival or departure from the program site during programming. Upward Bound also does not assume responsibility for students who leave early and/or with other parties outside of their immediate family before, during, or after Upward Bound activities.

Behavior

- ☞ Students are expected to be on their best behavior at all times.
- ☞ Students are expected to complete all assignments given by instructors, tutors, and staff members. Those that do not complete their assignments may forfeit their stipend.
- ☞ Students must follow the school district dress code policy when attending Upward Bound programming. Students that break the dress code may be dismissed from the activity.
- ☞ Students are responsible for any damages to school property or any other facilities used by Upward Bound. Students will be asked to pay for the items or asked to replace them.
- ☞ Alcohol, drug use, and fighting are strictly prohibited. Violators of this policy may face immediate dismissal from the program.
- ☞ The use of profanity is not allowed at any time.
- ☞ Walkmans and CD players should not be used during Upward Bound activities.
- ☞ Students with cell phones and pagers are asked to turn their ringers off during program activities. They are to be used only in the case of an emergency. Students that allow their phone use to disrupt their participation will have their phone confiscated for the remainder of the day.

Computer Lab Use

- ☞ Students must adhere to the policies established by the computer lab instructor and computer lab personnel. Under no circumstances will viewing of inappropriate web sites be tolerated.
- ☞ **Students should not be in the computer lab without the permission of their instructor.** At the end of each class period, students should leave the lab and report to their next class. Any student that does not stay on task while in the computer lab will be asked to leave immediately. Students that consistently misuse their time in the computer lab will lose their computer lab use privileges indefinitely.

Extracurricular Activities

Throughout the year, Upward Bound students will have the opportunity to participate in a variety of activities. For many of these activities, students will be required to turn in a Waiver of Liability and Release Form. We ask that parents and students make sure that these forms are turned in before the deadline. **Those who do not turn in their forms will not be allowed to participate in the activity.** Participants should contact the office immediately if they misplace their form or need additional time to complete the form due to unusual circumstances.

All students must be dressed appropriately for cultural activities. **Any students that are not dressed appropriately for any cultural activity will be sent home immediately.**

- ☞ **All students must participate in at least three (3) cultural activities during the academic year.** Sign-up lists will be provided for many of the events. If you cannot attend an event, you must contact Upward Bound a week before the event takes place. Those that miss an event without proper notification will have the cost of the event taken out of their stipend.
- ☞ **All students must participate in at least one (1) community service activity during the academic year.**
- ☞ College tours will take place during the fall and spring semesters. **All juniors are required to attend at least one (1) college tour during the academic year.**

High School Grades, Test Scores and Report Cards

- ☞ The Upward Bound staff maintains contact with guidance counselors and other school officials to monitor student progress. Upward Bound staff will collect grades, test scores, and other information to aid us in meeting the needs of each student.
- ☞ All students are expected to maintain at least a 2.5 GPA to remain in good standing at their schools and with the Upward Bound Program. Students that fall below this mark may be required to receive additional help with their class work. Students that fall below a 2.0 GPA may be placed on probation.

Tutoring

- ☞ **Students that receive less than a 'B' on their report card in any subject are required to participate in additional academic enrichment sessions. Students must continue to attend these sessions until the next report card is received and it has been proven that the student has scored a 'B' or better in all subjects.** Students are required to stay for the entire duration of the activity or session and use the time to work on school-related subjects. Those who continuously come to tutoring unprepared will face disciplinary actions. Students must provide written documentation to the Upward Bound staff from the parent to be given permission to leave early. Any student that leaves without permission will be counted as absent and may face dismissal from the program.
- ☞ Additional tutoring is not limited to those with less than a 'B' average. All students are welcome to stay for additional academic enrichment sessions.
- ☞ **All new participants must participate in additional academic enrichment sessions until the next report card is received. Those students who make all make all A's and B's on that report card will not have to continue to attend the sessions.**
- ☞ **All students are strongly encouraged to use our tutorial services.** Students can sign up for tutoring by calling the Upward Bound office. The Upward Bound staff will make sure that a tutor is available at a convenient time for those that request tutoring.

Elective Courses

During each term, where academic sessions are held, some students will be given the opportunity to participate in elective courses designed to expose them to

other important learning subjects. Students must actively participate in these courses and complete any assignments given by the instructor.

Enrichment

Juniors and seniors will participate in enrichment classes that are designed to prepare students for college admission and success. Outside assignments may be given. Students that do not complete their assignments may forfeit their stipend or face other disciplinary action.

Stipends

- ☞ Students will receive their full stipends if they arrive on time, follow the discipline policy, and complete their assignments.
- ☞ Students that must attend tutoring will receive their stipends after they have completed their tutoring sessions.
- ☞ Students that are asked to leave for disciplinary reasons will not receive a stipend for that week.
- ☞ **The Upward Bound staff reserves the right to withhold stipends.**
- ☞ Stipends will be distributed once a month. Any questions or concerns regarding stipends should be forwarded to the program coordinator.

Parental Involvement

The Upward Bound staff believes that parents play a very important role in the program and in the success of its students. For this reason, the staff asks that parents set a positive example by participating in Upward Bound activities, having their children at Upward Bound events on and time and prepared (i.e. dressed appropriately, with books and writing materials, etc.), and by submitting all documents in a timely manner.

- ☞ Various workshops for parents will be offered throughout the academic year. We strongly encourage parents to attend these workshops as much as possible.
- ☞ Financial aid workshops will also be provided during the academic year. Parents of seniors are required to attend at least one workshop.
- ☞ We encourage parents to spend time with their child during scheduled Upward Bound activities.

- ☞ The Upward Bound Parents' Association meets once a month to discuss student issues and raise money for student scholarships. Parents are strongly encouraged to get involved with the Parents' Association.

Upward Bound Student Government Association

The Upward Bound Program has a Student Government Association (SGA) comprised of program participants chosen by their peers. The students serve as representatives for the students and liaisons between program participants and the staff. Students are encouraged to share questions or concerns with the Student Government.

Information for Seniors

Please make note of the following items during the fall semester.

1. As a senior, you are strongly encouraged to maintain at least a 3.0 grade point average to stay in good academic standing at your high school and for college acceptance.
2. **Seniors and their parents are required to attend a senior advisement session / conference.** Please be prepared to discuss your educational plans and any concerns you may have about the academic year and/or college placement. Appointments can be made with the Upward Bound counselor and are available on a first-come first-serve basis. Each meeting is limited to 20 minutes.
3. All students are required to complete at least three (3) college applications. A copy of all applications must be turned in to the Upward Bound Office. Stipends will be withheld until the three (3) applications are completed.
4. **Each student may receive four (4) college application fee waivers. You will only receive a fee waiver if all sections of your application(s) are complete.**
5. Each student may receive two (2) SAT fee waivers and one (1) ACT fee waiver. **A copy or confirmation of all test registration materials must be submitted to the Upward Bound office. Students must also submit a copy of all SAT/ACT score reports.** Additional fee waivers will not be provided if a copy of previous scores has not been submitted.

*The SAT and ACT both have registration deadlines. Register for your selected test date as early as possible to ensure a spot and the test location of your choice. **Fee waivers are not accepted for late registrations.**

Test registration dates and deadlines are as follows:

2007-2008

SAT Test Date	Registration Deadline	ACT Test Date	Registration Deadline
October 6, 2007	September 10, 2007	September 15, 2007	August 16, 2007
November 3, 2007	October 2, 2007	October 27, 2007	October 1, 2007
December 1, 2007	October 30, 2007	December 8, 2007	November 5, 2007
January 26, 2008	December 26, 2007	February 9, 2008	January 4, 2008
March 1, 2008	January 29, 2008	April 12, 2008	March 7, 2008
May 3, 2008	April 1, 2008	June 14, 2008	May 9, 2008
June 7, 2008	May 6, 2008		

Please make note of the following items during the spring semester.

- 1. All seniors are required to attend at least one (1) financial aid workshop.** Workshops are offered at the high schools various times during the year. Check with your guidance counselor for dates and times.

TRIO will sponsor an informational financial aid workshop. If you do not attend a TRIO sponsored workshop, you must bring proof of attendance at another financial aid workshop.

- 2. All seniors are required to submit a copy of their financial aid application and Student Aid Report (SAR) to the Upward Bound Office.** We need this information for documentation purposes and to assist with college placement advisement.
- 3. The Upward Bound Parents' Association will provide scholarships to graduating seniors that are actively involved in the program. In order to be eligible to receive a scholarship, you must attend regularly and be actively involved in the program. You must also participate in at least one (1) fundraiser sponsored by the Parents' Association.**

- 4. Each senior must apply for at least two (2) scholarships during the academic year.** Proof of applications or confirmation of scholarship receipt must be submitted by **May 1, 2008**.

Network with individuals who may have a direct influence on your goals and aspirations! For example, visit your school guidance counselor on a regular basis. Ask questions about financial aid and scholarships. Solicit information from the schools you are interested in. Do not let a lack of knowledge hinder or discourage you from achieving your goals.

**University of South Carolina
Upward Bound Program
Academic Year Discipline Policy**

The Academic Year Discipline Policy is designed to ensure a safe and productive learning environment for program participants. The Upward Bound staff reserves the right to exercise discretion with disciplinary problems involving any specific incident.

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Failure to Sign In or Sign Out	Warning	Loss of stipend	Loss of stipend
Unexcused Absence	Loss of stipend	Loss of stipend	Parent Conference and/or Dismissal From Program
Failure to Bring Study Materials	Warning	Loss of Stipend	Parent Conference and/or Dismissal From Program
Failure to Attend an Upward Bound Activity	Warning, Cost Reimbursement (If Applicable)	Parent Conference	Dismissal From Program
More Than Ten Minutes Late for Academic Sessions	Warning	Early Dismissal From Activity and Loss of Stipend	Parent Conference and/or Dismissal From Program
Unexcused Absence From Tutorial	Loss of Stipend	Loss of Stipend/Parent Conference	Dismissal From Program
Class Tardiness	Warning	Loss of Stipend	Parent Conference

**University of South Carolina
Upward Bound Program**

Student Excuse Form

Please complete and return this form to the Upward Bound Office.

Name: _____
 Last Name First Name Middle Initial

Today's Date: _____

Date of absence: _____

Reason for absence:

- School-related activity
- Sickness
- Death in the immediate family

Description:

Note: Please attach appropriate verification / documentation with this form.

Student: _____
 Signature Printed Name Date

Parent/Guardian: _____
 Signature Printed Name Date

**University of South Carolina
Upward Bound Student Roster Update Form**

Academic Year _____

Student Information

Name: _____
Last Name First Name Middle Initial

Current Address: _____
Street Address Apt #

City Zip Code

E-mail Address: _____

Telephone Number: Home () _____
Cell () _____
Work () _____

Are you currently participating in another TRIO Program (Educational Talent Search, etc.)? [] yes [] no

If yes, which program and start date for participation in the program? _____

Parent / Guardian Information

Name: _____
Last Name First Name Middle Initial

E-mail Address: _____

Telephone Number: Cell () _____
Work () _____

Emergency Contact Information

Name: _____
Last Name First Name Middle Initial

Current Address: _____
Street Address Apt #

City Zip Code

Telephone Number: Home () _____
Cell () _____
Work () _____