



SOUTHWESTERN UNIVERSITY

UPWARD BOUND



2018-2019

HANDBOOK



*ALL UB SUPPLIES, SALARIES, STIPENDS, PROGRAMS & SERVICES ARE PAID FOR BY
A TRIO GRANT FROM THE U.S. DEPARTMENT OF EDUCATION*

WELCOME

September 15, 2018

Dear Upward Bound Scholars,

On behalf of the Upward Bound staff, I am very pleased to welcome you to the 2018-2019 academic year with Upward Bound at Southwestern University. This handbook has been prepared to provide you with information about the Upward Bound (UB) program and the expectations and responsibilities of a UB scholar.

As a UB scholar, you have the opportunity to prepare yourself for high school graduation, college admission and college success. To this end you will participate in UB Saturdays and a six week summer program, which features instruction in Math, Science, English writing and SAT/ACT prep. You will also visit colleges and universities, attend cultural events, and volunteer in the community. In addition, Veronica Luna, the UB Academic Advisor, and myself will meet with you regularly to review your grades and academic progress. Together we will work to ensure that you are progressing towards graduation from high school and ultimately from college. I encourage you to take full advantage of the UB program and all it has to offer.

I welcome you once again to this new year at Upward Bound! We are eager to work with you and we look forward to an exciting, academically challenging and productive year.

Sincerely,

Lee Dsouza

Director, Upward Bound

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ABOUT UPWARD BOUND

TRIO

Upward Bound was the first of the six TRIO programs established in 1965 under President Lyndon Johnson. The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support eligible students to enter and graduate from college. TRIO includes six outreach and support programs that serve and assist eligible students to progress from middle school to high school, high school to college and college to graduate school.

UPWARD BOUND

UB is a year-round, multi-year program designed for high school students who have the potential to succeed in college and could benefit from: tutoring, academic enrichment, precollege skills development, career counseling, college visits, cultural enrichment and year-round academic and social support. UB provides opportunities for its scholars to succeed in high school and ultimately in college. The goal of UB is to increase the number of scholars that enroll in and graduate from college. There are over 800 UB programs in the United States that serve over 61,000 students. There are more than 70 UB programs in the state of Texas.

UPWARD BOUND AT SOUTHWESTERN UNIVERSITY

In 1999, UB was established at Southwestern University. Funded entirely by federal TRIO dollars, UB serves a total of 50 students from Georgetown and Jarrell Independent School Districts. As the host institution, Southwestern University provides funds for one full Upward Bound Scholarship to Southwestern University as well as administrative support and office space.

ELIGIBILITY

- √ Be a US citizen or a permanent resident
- √ Be a first generation college student
- √ Meet income requirements as set by the U.S. Department of Education
- √ Be a High School student at Georgetown High School, East View High School or Jarrell High School
- √ Have a need for academic support in order to pursue education beyond high school

*President Johnson signing the
Higher Education Act in 1965*



ABOUT SOUTHWESTERN UNIVERSITY

Southwestern University is an independent, four-year, undergraduate, national liberal arts college comprised of the Brown College of Arts and Sciences and the Sarofim School of Fine Arts.

CORE PURPOSE

Fostering a liberal arts community whose values and actions encourage contributions toward the well-being of humanity.

CORE VALUES

- ⇒ Cultivating academic excellence
- ⇒ Promoting lifelong learning and a passion for intellectual and personal growth
- ⇒ Fostering diverse perspectives
- ⇒ Being true to oneself and others
- ⇒ Respecting the worth and dignity of persons
- ⇒ Encouraging activism in the pursuit of justice and the common good.



HERITAGE

Southwestern was the first institution of higher learning in Texas, chartered by the Republic of Texas in 1840. Our founders were Methodist missionaries; the University continues its affiliation with the United Methodist Church today.

DEGREE

Bachelor of Arts, Bachelor of Science, Bachelor of Education, Bachelor of Music and Bachelor of Fine Arts. No graduate degrees or programs are offered.

MAJORS

Anthropology, Art, Art History, Biochemistry, Biology, Business, Chemistry, Classics, Communication Studies, Computational Mathematics, Computer Science, Economics, Education, English, Environmental Studies, Feminist Studies, French, German, Greek, History, Independent Major, International Studies, Kinesiology, Latin, Latin American and Border Studies, Mathematics, Music, Philosophy, Physical Science, Physics, Political Science, Psychology, Religion, Sociology, Spanish and Theatre.

MISSION, GOAL & PLEDGE

OUR MISSION

Our mission is to assist first-generation college bound high school students in the successful completion of secondary education and prepare them academically and socially for enrollment and completion of higher education.

OUR GOAL

To ensure that our scholars reach their full potential.

OUR PLEDGE

I am Upward Bound

I am a leader and a role model

I am positive, I do not complain

I treat everyone and everything with respect

I seek help when I need it

I give 100% effort to everything I do

I am UPWARD BOUND and

I AM going to college

UB PROGRAM SERVICES

UB is an academic program with the sole purpose of assisting scholars to enroll in, prepare for and complete college. It is expected that all scholars graduate from high school and then enroll in higher education in the fall semester following their high school graduation. All services and activities are free of charge to scholars as they are paid for by a grant from the U.S. Department of Education. Services to all UB scholars are grade appropriate and are designed to meet each scholar's individual needs. Services are provided under three broad categories as listed below

ACADEMIC SUPPORT AND PREPAREDNESS

- ⇒ Academic Advising
- ⇒ UB Saturdays
- ⇒ Tutoring
- ⇒ Grade Reviews
- ⇒ High School Course Selection
- ⇒ Study/Test Taking Skills
- ⇒ Instruction in Math, Lab Science, English Composition and Literature and Foreign Language

COLLEGE AWARENESS AND ADMISSION ASSISTANCE

- ⇒ SAT/ACT Prep and Waivers
- ⇒ College Field Trips
- ⇒ College 100 series
- ⇒ College Admission Assistance
- ⇒ College Planning Portfolio
- ⇒ Referrals to Student Support Services (if available)
- ⇒ Residential Week

CAREER AWARENESS AND EXPLORATION

- ⇒ Career Information
- ⇒ Career Interest Inventories
- ⇒ Career Planning Profile
- ⇒ Volunteer Activities
- ⇒ Summer Youth Employment
- ⇒ Summer Work Study Program
- ⇒ Resume Writing

FINANCIAL AID AWARENESS AND APPLICATION ASSISTANCE

- ⇒ FAFSA Workshops for Scholars and Parents
- ⇒ Scholarship Information
- ⇒ FAFSA Application Assistance (through Southwestern University)

ACADEMIC YEAR COMPONENT : **SEPTEMBER - MAY**
SUMMER COMPONENT : **JUNE - JULY**

UB SCHOLAR STANDARDS

UB scholars represent themselves, their family, their school, the Upward Bound program and Southwestern University and are expected to do so in a positive manner. Scholars are expected to adhere to UB standards at all times.

ACADEMIC STANDARD: Scholars are expected to maintain at least an 80 in all classes.

A strong academic record is necessary for college admission and college success and can result in scholarships. Scholars are expected to work hard, do their best inside and outside of the classroom, and to seek help when they need it.

ATTENDANCE STANDARD: Attendance at UB Saturdays and the Summer Program is mandatory.

- ⇒ A maximum of **FOUR (4)** absences from UB Saturdays during the annual year will be permitted for: illness, official school functions, or a family event/medical emergency.
- ⇒ A maximum of **SIX (6)** absences from the UB summer program will be permitted for: illness, doctor's appointments, extra curricular activities, family vacations etc.

Exceeding total allowed absences will result in Attendance Probation. In addition, attendance at registered SAT and ACT tests is mandatory. Scholars who use a fee waiver but do not attend the test will be responsible for the "change test date" fee and will be charged an absence. **Scholars must also attend all educational and cultural field trips during the program year.**

UB staff must be notified of all absences at least 24 hours in advance.
Exceptions will be made only in cases of illnesses and family emergencies.



BEHAVIOR STANDARD: Scholars must always have a positive attitude.

Scholars are expected to be respectful and courteous to fellow scholars, UB staff and hosts. Inappropriate displays of affection are disruptive and will not be tolerated. Attitude is the key to success in life! Scholars are expected to have a positive attitude, to fully participate and to make every effort to learn. Scholars with negative attitudes/behaviors and those not engaging and participating to the fullest extent in UB activities, are subject to disciplinary action.

POLICY ON FLASH DRIVES & GRAPHING CALCULATORS: If lost these must be replaced at the scholar's expense.

Upward Bound provides flash drives and a graphing calculator to scholars that have successfully completed their conditional period. Scholars are expected to use these at UB and at school for the entire duration of their participation in UB.

POLICY ON DRESS: Standard high school dress codes apply to the UB program.

In addition, UB shirts must be worn to all field trips, cultural events and college visits unless otherwise stated. Failure to wear the UB shirt to events when notified will be considered a behavior violation.

POLICY ON CELL PHONES: Cell phone usage is prohibited during UB activities.

Cell phone usage—which includes talking, listening, texting, gaming, and utilizing the internet—is disruptive to other scholars and to the professor/host and therefore is prohibited during UB activities. Failure to adhere to the cell phone policy will result in cell phones being confiscated until the end of the event and will be considered a behavior violation.

UB COUNCIL : The UB Council is made up of President, Vice President, and class representatives

Scholar Council members serve as role models, leaders, and team builders and provide recommendations to enhance the UB program. Class Representatives are elected positions while the President and Vice President are appointed positions. Council Members who do not meet the academic, attendance, or behavior standards will be relieved of their position and replaced by another scholar.

UB DISCIPLINARY ACTIONS

A participant in the UB program failing to adhere to the program's academic, attendance or behavior standards will be put on probation. A scholar that is put on probation is required to meet with the Upward Bound Staff along with their parent/guardian to complete a contract detailing the specifics of the probation. Failure to meet the specifics of the contract will result in the scholar being released from the program.

Academic Probation—A scholar failing any class at the end of a grading period will be put on an academic warning for the next grading period. If the scholar fails a class the following grading period the scholar will be on Academic Probation. Failure to pass the class at the end of the semester could result in the scholar being released from the program. **Scholars on Academic Probation will forfeit all unpaid stipends.**



Attendance Probation (Annual Year)—A scholar with more than four absences (including tardiness and early departures) from UB Saturdays during a school year will be put on probation. If the scholar does not meet probationary standards, they will be released from the program. **Scholars on Attendance Probation will forfeit all unpaid stipends.**

Attendance Probation (Summer Program)—A scholar with more than six absences (including tardiness and early departures) from UB classes during the summer program will be put on probation. If the scholar does not meet probationary standards, they will be released from the program. **Scholars on Attendance Probation will forfeit all unpaid stipends.**

DISCIPLINARY ACTIONS STEPS FOR BEHAVIOR

If a scholar displays behavior unbecoming of a UB scholar (violation of dress code or cell phone policy, PDA, disrespect to staff and instructors, etc.) the Director reserves the right to immediately take action. Disciplinary actions will be based on the severity of the action and will include (but is not limited) to the following:

- ⇒ A Verbal Warning
- ⇒ A Written Warning
- ⇒ Behavior Probation

Scholars on Behavior Probation will forfeit all unpaid stipends. If the scholar does not meet probationary standards, they will be released from the program.



UB ZERO TOLERANCE POLICY

Upward Bound is a privilege reserved for students who use Upward Bound programs and services appropriately and who practice positive attitudes and behavior. The following actions are prohibited and are grounds for **immediate dismissal** from Upward Bound and forfeiture of unpaid stipends:

- ◇ Defying the authority of, lying to or disrespecting any staff member including UB staff, professors, bus drivers, hosts, etc
- ◇ Theft of or intentional destruction of property
- ◇ Leaving a UB activity/class without staff or parent permission, including leaving the premises where UB activities are taking place
- ◇ Being suspended or expelled from school, being sent to an alternative school/program (for example: G.A.P.)
- ◇ Being truant from school, being charged with a misdemeanor or felony, or being assigned a probation officer
- ◇ Causing or threatening personal injury to oneself or to another person or any act of violence, intimidation, instigation, threatening behavior, stalking, harassment or being an accomplice to any of these activities (for example: fighting, egging someone on, sexual advances...)
- ◇ Not adhering to program rules or schedule (for example: being on the other gender's floor, leaving your room, ...)
- ◇ Inviting non-UB members to any program activity or to the premises where UB activities are taking place
- ◇ Use, possession or distribution of alcoholic beverages, tobacco, illegal drugs, prescription drugs other than those prescribed to the scholar
- ◇ Use, possession or distribution of any kind of weapon including guns, knives, fireworks, martial arts weapons
- ◇ Bullying (for example: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm etc)

Please Note: Parents/ Guardians are a child's most influential role model. We expect all UB Parents & Guardians to help their child adhere to the program rules.

UB STIPENDS

UB scholars who participate in all UB activities can earn up to **\$360** in stipends during the Academic Year and up to \$420 in stipends during the Summer. We strongly encourage scholars to open a savings account and save at least half of each stipend check for college.

ALL STIPENDS WILL BE AWARDED BASED ON A POINT SYSTEM



- ⇒ Scholars are responsible for tracking their points and turning in their signed SCORE CARDS by the assigned date and time day each semester.
- ⇒ Missing the deadline could mean losing your stipend
- ⇒ Score cards are official documents and must be completed in ink and accurate
- ⇒ The UB staff will verify the information on the score card and then process the stipends
- ⇒ Stipends will be disbursed (in cash or check) ONLY through the business office
- ⇒ Scholars must pick up their stipends within TWO WEEKS of being notified

FALL AND SPRING SEMESTERS:

Points will be awarded for Good Attendance and Good Behavior

SUMMER SEMESTER:

Points will be awarded for Good Attendance, Good Behavior and Completing Assigned Homework

UB COLLEGE PREPARATION

FREE SAT PREPARATION

A scholar's SAT/ACT score and class rank are the strongest determination of whether the scholar will be admitted to a particular college. Upward Bound requires scholars to take the SAT/ACT at least once in their junior year and once in their senior year.

All Juniors take a SAT/ACT Preparation Course during the UB Saturdays. We expect all scholars to pay close attention in this class, to do all homework related to the class and take full advantage of this unique opportunity.

SAT AND ACT FEE WAIVERS

Applying to college involves several steps which includes taking at least one of two college entrance exams—the SAT or the ACT. These tests are not free—the SAT cost \$54.50 and the ACT cost \$56.50. Both the SAT and ACT provide fee waivers to Upward Bound making the tests free of charge to UB juniors and seniors. These fee waivers are extremely limited therefore, ***scholars who use a fee waiver but do not show up to take the test will be responsible for the "change of test date fee" (see page 8).***

SAT and ACT rules allow each scholar to use up to two fee waivers for the general test. SAT allows the use of two additional fee waivers for subject tests. Scholars who use an SAT fee waiver are automatically eligible for four College Application Fee Waivers (see below). Upward Bound will provide fee waivers for SAT and ACT during test registration.

COLLEGE APPLICATION FEE WAIVERS

Most colleges charge an application fee that is due at the same time as the college application. College application fees in Texas can cost up to \$75 per college. Scholars who use an SAT fee waiver (see above) are eligible for four College Application Fee Waivers. The College Application Fee Waiver is accepted by most universities and must be mailed to the university in place of the application fee. Fee waivers will be provided to UB seniors when they apply for college.

ASSISTANCE WITH APPLICATIONS

The senior year can be particularly stressful because college applications, scholarship applications, financial aid applications, housing applications and freshmen orientation registrations are all due—most with varying deadlines. With this in mind in the summer prior to their senior year, scholars write their college application essays which are edited by their UB Summer Writing Professor. All seniors are placed in the College 104 class during the Annual Year during which they work on their college admission applications. UB also sets up appointments for UB seniors & parents with staff members in the Southwestern University Financial Aid office in October, who assist UB families in filling out the FAFSA. (FAFSA stands for Free Application For Federal Student Aid and is the primary application for financial aid.) In addition, UB staff is available to work individually with seniors and parents on applications. Just call to make an appointment!

ASSISTANCE WITH COLLEGE TOURS

UB **will assist** seniors and their parents by setting up college tours at a college of their choice. UB will plan an entire days schedule and appointments to ensure that the scholars and their parents have all the necessary information available to them when they visit the college campus.



UB SUMMER COLLEGE TRIP

Upward Bound, contingent on the availability of funding, will sponsor one summer college trip which **MUST** be earned. To earn the Summer Trip, scholars* have a three fold obligation that must be met as outlined below:



⇒ **ACADEMIC OBLIGATION**

Meet all academic requirements which includes passing all classes with no less than a B average for the fall and spring semesters

⇒ **ATTENDANCE OBLIGATION**

Meet all attendance requirements which includes **NOT MISSING**

(a) more than 4 UB Saturdays (including tardies and early departures) during the academic year component

AND

(b) more than 6 days (including tardies and early departures) during the summer component

⇒ **BEHAVIOR OBLIGATION**

Have **NO** written warnings or behavior probation during the academic year and summer semesters



Should any violations occur after a scholar has been invited to go on the trip they will be disinvited from going on the trip and will **FORFEIT ALL SUMMER STIPENDS**

*Rising Juniors and Seniors in the summer program



SOUTHWESTERN UNIVERSITY UPWARD BOUND SCHOLARSHIP

THE SCHOLARSHIP

Southwestern University generously provides the Southwestern University Upward Bound (SUUB) Scholarship to one Upward Bound graduate each year. The SUUB Scholarship pays the full cost of tuition for four years. Tuition is currently \$37,560 per year, valuing this scholarship at \$150,240*. Students may apply for additional financial aid to help pay for room, board and other costs not covered by the SUUB Scholarship.

APPLICATION PROCEDURE

Interested Upward Bound seniors must:

- 1) apply for admission to Southwestern by November 1,
- 2) complete an Admissions Interview by November 15, and
- 3) complete the Free Application for Student Aid (FAFSA) by October 28th.

To apply for admission to Southwestern, the senior must submit the following: a completed admission application,

- ⇒ a personal essay,
- ⇒ two teacher recommendations,
- ⇒ a counselor recommendation,
- ⇒ an official high school transcript,
- ⇒ official copies of all college transcripts, if applicable,
- ⇒ official SAT/ACT scores (may be listed on the back of the high school transcript), and
- ⇒ the application fee or fee waiver.

TIMELINE

November 1	Southwestern University Application Due <i>Visit www.southwestern.edu for an application and general admissions information.</i>
November 15	Southwestern University Admissions Interview Deadline <i>Call (800)252-3166 to schedule an interview.</i>
December 1	Notification to students of admittance or denial
December 15	Notification to SUUB Scholarship recipients
March 1	FAFSA deadline **
April 15	Notification to admitted student of financial aid package
May 1	Deadline to reply with intent to attend SU

ACADEMIC REQUIREMENT FOR SUUB SCHOLARSHIP CONTINUATION

To continue to receive the SUUB scholarship in the scholar's sophomore, junior and senior year of college, recipients must follow the guidelines as stipulated by SU. Once a recipient loses the SUUB Scholarship it will not be reinstated. The SUUB scholarship is not transferable.

*The actual amount of scholarship will be equivalent to tuition less any other scholarships received from Southwestern. The total amount of scholarship assistance from all SU sources may not exceed tuition.

**UB senior scholars and their parents meet with SU's Financial Aid Department in October

COLLEGE PREPARATION TIMELINE

Freshmen Year

- Take challenging college prep curriculum.
- Participate in at least one extracurricular activity.
- Attend Upward Bound Saturday Academies.
- Attend tutoring and make good grades!

Sophomore Year

- Take challenging college prep curriculum.
- Explore college websites and admission criteria.
- Participate in at least one extracurricular activity.
- Visit College Campuses.
- Attend Upward Bound Saturday Academies.
- Complete Resume and email to Academic Advisor
- Attend tutoring and make good grades!

Junior Year

- Visit College Campuses.
- Narrow college choices (at least three & one safety school).
- Attend Upward Bound Saturday Academies.
- Attend tutoring and make good grades!
- Take the SAT and ACT in the spring semester of your junior year.

Senior Year

August-November

- Retake the SAT and ACT in June (summer following your junior year).
- Receive the Bacterial Meningitis Vaccination.
- Apply to three colleges by Thanksgiving. Complete supplemental scholarship applications.
- Ask your high school counselor about scholarships.
- Apply for scholarships.
- Make sure your parents file their taxes early.
- Complete the FAFSA by the beginning of October!

March-April-May

- Colleges offer financial aid packages, review them.
- College visit to top college choice with your parents.
- Submit housing application and deposit.

June-July

- Attend new student orientation at your college.
- Register for classes.
- Work and save money for college.
- Stay in touch with Upward Bound Staff!



UB ENROLLMENT

APPLICATION PROCESS FOR UB

UB accepts new scholars each year to replace the graduating seniors. Admission to the Southwestern University Upward Bound Program is open to any college bound high school student in the 9th grade at one of the following high schools: East View, Georgetown and Jarrell. Typically we will not admit a student past the third quarter of his or her sophomore year except in cases of program availability.

Applicants must meet the following requirements:

- √ Be a US citizen or a permanent resident
- √ Be a first generation college student
- √ Meet income requirements as set by the U.S. Department of Education
- √ Be a High School student in good standing
- √ Have a need for academic support in order to pursue education beyond high school

All applicants must submit a complete application to the UB office to be considered for a spot in the program. Applications are distributed through the high school counselors and the UB office. Applicants are selected based on eligibility criteria, academic potential and academic need.

CONDITIONAL PERIOD

All new students are placed on a 55 day **minimum** Conditional Period during which time they are expected to fully participate in the program. Students in the Conditional Period are allowed one absence to UB Saturday and must maintain an 80 or above in all classes. Successful completion of the Conditional Period will result in a permanent invitation to join Upward Bound.

SU LIBRARY/GYM PRIVILEGES

UB scholars are allowed access to Southwestern University's Library and Gymnasium. To use these facilities, scholars must show their Southwestern University ID which is issued once during the summer after a scholar's freshman year. Scholars will lose their privileges if they have excessive overdue library books, do not adhere to Southwestern gym usage guidelines, or damage Southwestern University property.

UB PARENT ENGAGEMENT

PARENTS AND GUARDIANS! You are a strong influence on your child's decisions, behavior and attitude! Your encouragement and gentle yet firm guidance goes a long way.

Parents please make sure that your child fully participates in Upward Bound by

- ⇒ keeping his/her grades up
- ⇒ attending UB Saturdays on time and ready to participate
- ⇒ encouraging your child to take difficult classes and to work hard.

Parents should inform the UB staff of any issues—medical, behavioral or personal—that will assist us in working with your child effectively. ***Please note: If your child has a medical or behavioral issue while participating in an Upward Bound activity, you will be called to pick them up immediately.***

PARENT UNIVERSITY

The Upward Bound Program sponsors Parent University - a series of workshops on postsecondary admission, financial literacy, financial aid for college and community resources among other things. Parents of all UB Scholars will be invited to attend these workshops .

COLLEGE VISITS

Parents of senior scholars can sign up to join the UB college visits to familiarize themselves with the college admissions process and to help them understand and navigate the college systems.



CONTACT US

Office Business Hours

Tuesday —Thursday: 10am - 4pm; Friday: 10am—2pm
Monday: OFFICE CLOSED

Mailing Address

Upward Bound
Southwestern University
PO Box 770
Georgetown, TX 78627-0770

Phone Numbers

(512) 863-1177

Fax Number

(512) 863-1170

Email

upwardbound@southwestern.edu

Website

www.southwestern.edu/upward-bound/

Facebook

<https://www.facebook.com/su.bound>

UPWARD BOUND STAFF

Leonie Dsouza

Director
dsouzal@southwestern.edu
512-863-1185

Veronica Luna

Academic Advisor
lunav@southwestern.edu
512-863-1174

Jeanette Montalvo

Administrative Assistant
montalvj@southwestern.edu
512-863-1177

