



Pre-College Programs

Upward Bound • LIFT

Student Handbook

Summer 2018

Table of Contents

GREETINGS FROM THE DIRECTOR	4
ADMINISTRATIVE STAFF	5
RESIDENCE HALLS.....	6
PURPOSE AND SCOPE	7
STATEMENT OF EQUAL OPPORTUNITY	8
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES.....	8
ACADEMICS	8
ACADEMIC SUPPORT	10
ACTIVITIES	10
STIPENDS	10
PROGRAM RULES AND GUIDELINES	11
HEALTH CENTER AND EMERGENCY INFORMATION.....	18
WHAT TO BRING.....	19
ACADEMIC SUPPLIES	20
DRESS CODE	21
MORNING PROCEDURES	22
EVENING PROCEDURES	22
EMERGENCY PROCEDURES	23



UNIVERSITY OF MARYLAND AT COLLEGE PARK
PRE-COLLEGE PROGRAMS IN UNDERGRADUATE STUDIES (UGST)

UPWARD BOUND

Dear Student:

Welcome to the 2018 Upward Bound and LIFT summer session. For forty-five years, the Upward Bound Program at the University of Maryland has provided a quality program that has enriched the educational, social, and cultural experiences of high school students, many of whom have successfully completed college.

This year, the Upward Bound and LIFT Program staff have worked diligently to plan an exciting educational program for you. As a participant, you have acknowledged your commitment to learning excellence. This summer, I expect you to achieve your full potential and move closer to your goals.

This Student Handbook is your guide to a successful and valuable summer experience. Please be sure to keep it with you throughout the summer program and refer to it often. Share this information with your family because they are interested in sharing this experience with you.

I look forward to a rewarding and exciting summer. Together we can make this our best one yet.

Sincerely,

Georgette Hardy, Psy.D.

**PRE-COLLEGE PROGRAMS
STAFF LISTING**

Dr. Georgette Hardy

Executive Director

UPWARD BOUND

(Bladensburg, Central, Northwestern, Parkdale, High Point and Northwood)

Dr. Janis Arrindell

Counselor

Mr. Jonas Beaubrun

Counselor

Dr. Benjamin Kinard

Associate Director

Ms. Moya Malcolm

Advisor/Coordinator

Ms. Adrienne Miles

Business Services Specialist

Ms. Carla Partlow

Research Coordinator

LIFT

Ms. Carla Partlow

Research Coordinator

RESIDENTIAL LIFE

Ms. Raquel McDaniel

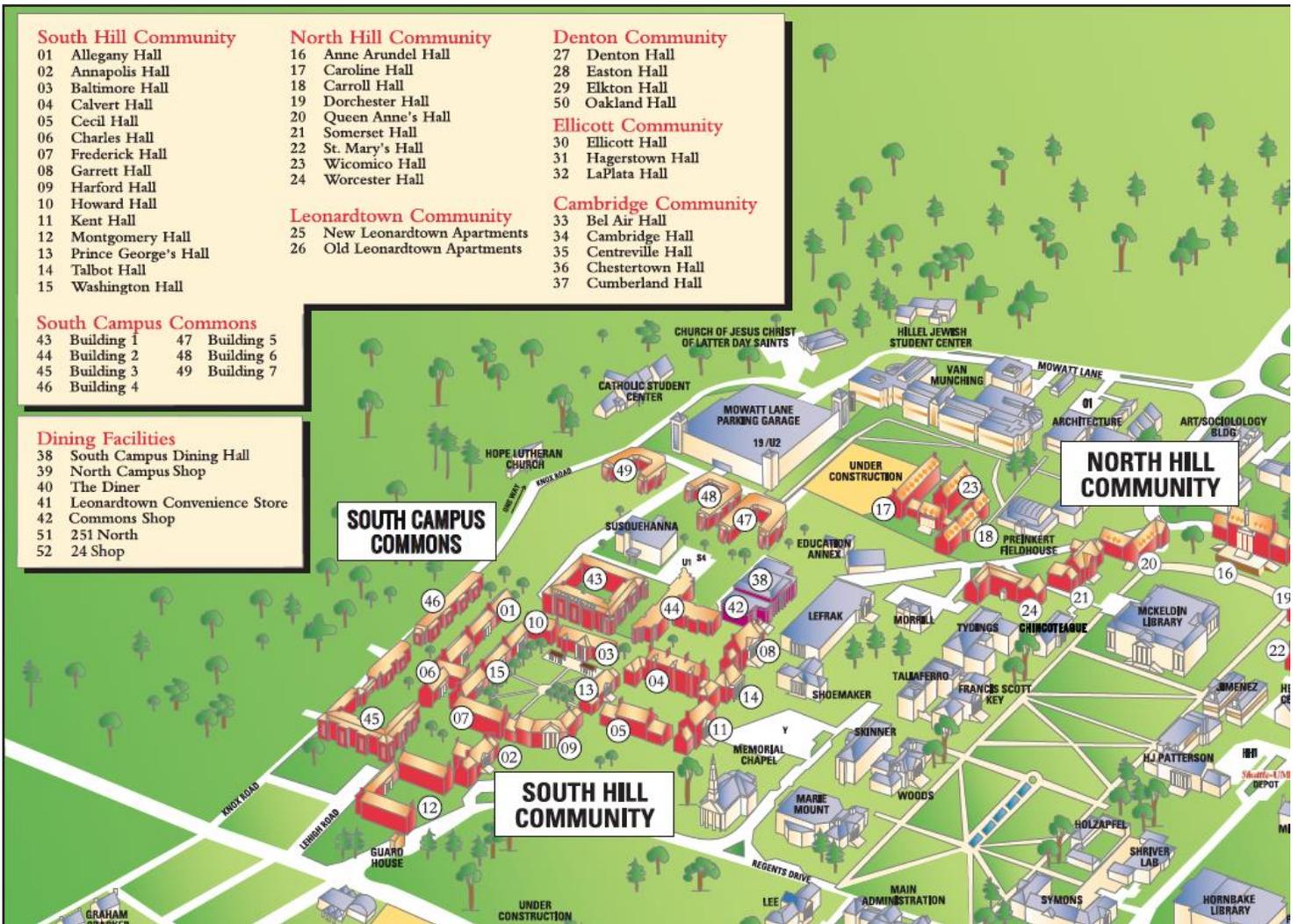
Resident Director

Ms. Samrawit Yalewayker

Nutrition Monitor

The Upward Bound office is located in John S. Toll Physics Building, Suite 4111, on the main campus of the University of Maryland. The office is open from 8:30 a.m. - 6:00 p.m. Monday through Friday. The main office number is (301) 405-6776 and our fax number is (301) 314-9155.

RESIDENCE HALLS



Students will be residing in Queen Anne's Hall. Students can obtain further information on this residence at <http://www.reslife.umd.edu/halls/>. Two or three students are assigned to a room, which is furnished with a bed, desk, chair, and five-drawer dresser for each student. There is also a closet in each room.

PURPOSE AND SCOPE

Pre-College Programs is comprised of Upward Bound and the LIFT Program. Nearly 100% of our students attend college (96%), many receiving prestigious awards, such as Gates Millennium and Posse scholarships. Our students come from a wide variety of diverse backgrounds, many from immigrant families and most are future first-generation college students.

UPWARD BOUND

The Upward Bound Program provides academic and career counseling to students toward the goals of admission to and graduation from four-year post-secondary institutions. The Upward Bound Program supplements its participants' secondary school experiences by creating opportunities for students to gain self-esteem by enhancing their academic and social skills. The Upward Bound Program consists of two components:

1. The **six-week summer session** provides students opportunities to live in University of Maryland residence halls and attend academic classes in the areas of mathematics, science, composition, reading, foreign languages and study skills.
2. The **academic year sessions** provide students further academic instruction, tutoring and counseling as a follow-up to summer activities. Additional services are also available during this time.

LIFT

With college admissions becoming more and more competitive, students need every advantage (or LIFT) possible in order to excel beyond their high school years. Our programs are available both during the summer and throughout the academic year to serve as a supplement to a student's high school experiences by creating more opportunities for students to become college ready and build their academic and social skills.

The LIFT Program consists of three components:

1. The SAT Preparation course provides students with the knowledge and strategies necessary for success on the SAT. The course is offered four times during the academic year and coincides with the official administration of the SAT.
2. The LIFT Summer Program provides students a flexible, affordable, and enriching experience that prepares them to excel in high school, college, and beyond. The summer program is a 6-week program made up of three institutes that can be taken individually or combined to fit a student's needs. The institutes immerse students in the college experience through academic sessions and the opportunity to live on the University of Maryland campus, where they will be able to enhance their academic, social, and leadership skills.

STATEMENT OF EQUAL OPPORTUNITY

The University of Maryland is an equal opportunity institution with respect to both education and employment. The University does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Educational amendments, Section 504 of the Rehabilitation Act of 1973, or related legal requirements should be directed to:

Director

Office of Human Relations
University of Maryland College Park, MD 20742
Telephone: 301-405-2838

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The President's Commission on Disability Issues advises the President on issues related to the improvement of the quality of life for students, staff, and faculty members who have disabilities. The main functions of this Commission are to enhance campus opportunities for people with disabilities, review existing campus services and programs, strengthen and augment services where appropriate, and identify and recommend removal of impediments to accessibility to campus buildings, facilities and programs.

The University has a legal obligation to provide appropriate accommodations for students with documented disabilities. Students with disabilities should inform instructors of their needs at the beginning of the course. Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact their counselor as soon as possible to make the necessary accommodations.

ACADEMICS

CLASSES

Each day, students attend classes that supplement their high school course work. Qualified lecturers from local colleges, universities and local public school systems will teach college preparatory classes in critical areas of reading, mathematics, English, science, computer science and foreign languages.

It is the responsibility of each student to report to each class as scheduled, prepared with supplies and completed homework assignments. Students found in off-limit areas during class time will be disciplined. The curricula of the summer program are just as important as the curricula of the school year. Students are expected to participate fully in discussion, to listen attentively, and to complete assignments neatly and thoroughly. Pre-tests and post-tests in basic subject areas will measure the academic growth of all students.

Classes will be held in the following buildings: A. James Clark (AJC), Atlantic (ATL), Jiminez (JMZ) and Tawes (TWS). Lecturers also will hold office hours for individual meetings with students. Syllabi and information about office hours will be distributed on the first day of classes. Students should also ask the Tutor Counselors (TCs) for additional help during the class and during study hall.

LIBRARY

Students are granted library privileges for the McKeldin Library. Students use their university ID cards to check out materials from the library. The summer hours for McKeldin are 8:00 a.m. - 10:00 p.m. Monday through Thursday, 8:00 a.m. - 6:00 p.m. on Friday, 10:00 a.m. - 6:00 p.m. on Saturday, and 2:00 p.m. - 10:00 p.m. on most Sundays. Students are responsible for any overdue fines or lost books. Students must return all books and materials and clear any fines before they can receive their stipends at the end of the summer program.

COMPUTER LABS

Students will have access to the Pre-College Programs computer lab and library computers for class projects. Labs contain both IBM and Macintosh computers and laser printers. TCs may escort students to one of these labs during study hours.

STUDY HALL

Evening study hall from 7:00 p.m. - 9:00 p.m. is a mandatory part of each student's daily schedule. This activity is an essential ingredient for academic excellence and growth. Students in the residence halls also will have access to the library and computer labs. Study hall is strictly enforced and no one is excused from it. Students must use this time for academic projects only. Listening to radios, making and accepting telephone calls, or other leisure activities will not be permitted during this time.

COUNSELING

Students participate in weekly counseling sessions four times a week led by the staff counselors. The purpose of the counseling program is to help foster a positive attitude toward classroom attendance, study habits, and test-taking. It is also designed to assist students in acquiring a positive self-image, improving decision-making skills, and dealing with obstacles to academic success. The overall goal of the counseling sessions is to assist students in making the transition between middle, secondary, and post-secondary education through group activities and individual meetings with the staff counselors.

All discussion topics are designed to reflect the contemporary needs and concerns of high school students such as college and career choices, drugs and alcohol, and interpersonal relationships. Counselors incorporate movies, group projects and guest speakers into the sessions. In addition, counselors administer a battery of tests to help the students make career choices, and build self-esteem. Each student will receive at least three hours of counseling weekly and is encouraged to individually meet with counselors to address personal and/or social concerns.

LIVING-LEARNING COMMUNITIES

The Living Learning Community (LLC) is an educational experience designed to take student learning beyond the classroom walls. Faculty Fellows meet with students three to four times per week for at least two hours to facilitate innovative workshops and present outside speakers (subject matter experts) related to the discipline. The Faculty Fellow will ensure that students present a final project will community service or social justice.

ACADEMIC SUPPORT

Completing homework, developing good study habits, time management and stress management skills are not only necessary to move forward in your Pre-College classes. These habits are key in developing the best results in high school and college. Teachers and tutors will work with you to help you develop effective study practices and strategies that best match your individual learning style. Additionally, you will be engaged in several workshops to assist in developing good note-taking, study, time management and stress management skills. Developing these effective approaches to both your academic and social life will prove to greatly enhance your high school and college life.

ACTIVITIES

PRE-COLLEGE PROGRAMS GOES ON THE ROAD

One of the objectives of Pre-College Programs is enhance students' college preparation, and there is no better way to end the summer session than with an informative and exciting college tour! During the week beginning July 30, 2018, students will visit colleges. In order to qualify for this trip, students must meet the following criteria:

- Contribute positively to the Pre-College Programs' community.
- Adhere to the standards set forth in the Code of Conduct.

STIPENDS

Students who have **fully participated in the entire summer session and submitted the necessary paperwork will receive a stipend of \$90.00**. Students must clear all financial obligations to both the campus and the program, i.e. library books and fines, health center fees, textbooks, etc., before they are eligible to receive their stipends. If stipend checks are unclaimed due to obligations that are not cleared within three months after the end of the summer program, they will be returned to the program's stipend account.

RESIDENTIAL STAFF

The Resident Director (RD) and the Tutor Counselors (TCs) act as supervisors and coordinators of resident life and supervise the students at all times. The TCs will also be in class during the day to help students with assignments and to assist the instructors. They also monitor study halls, supervise field trips and community service activities and evaluate students' progress in adjusting to the campus environment.

PROGRAM RULES AND GUIDELINES

INTRODUCTION

The following rules are intended to create a vibrant and supportive summer community for all our Pre-College programs. Each student has the right to a safe, compassionate and educational environment. As such, it is essential that each student understands and follows the guidelines provided below. Violation of any of these rules will result in disciplinary action and potential expulsion from the program.

MAJOR RULES

Honesty Rule

Honesty is expected at all times in the speech, actions and work of every student.

Respect Rule

Respect for one's self, respect for others, and respect for one's surroundings are expected of every student at all times.

Respect the rights and needs of your roommate.

Dress Code Rule

Dress appropriately for all activities.

General guidelines for program dress:

- Clothing with inappropriate words, phrases or designs is not allowed.
- Revealing or inappropriately short skirts or shorts are not allowed.
- Clothing that reveals the midriff or cleavage is not allowed.
- Clothing that reveals undergarments is not allowed

Students who ignore these guidelines will not be allowed to attend class or participate in other program activities. Students will be allowed to return to class or the program activity once they make the required change to their clothing.

Drug and Alcohol Rule

Possession, distribution or use of illegal or controlled drugs or alcoholic beverages of any kind is forbidden. A student who violates this rule will be immediately dismissed from the summer program.

Fire Rule

Students should not have open flames or other burning items anywhere on- or off-campus, including but not limited to any building. Students are expected to observe all fire safety policies and procedures. Students must not tamper with fire extinguishers or fire alarm systems. Upon the sounding of a fire alarm, students must follow established evacuation procedures. Tampering with fire suppression, fire alarm and escape equipment and failure to exit the building when instructed to do so are causes for disciplinary action and may result in dismissal from program. Causing or abetting a fire to be caused on or about campus property may result in immediate dismissal from the program. Use of fire escapes for purposes other than emergency egress is prohibited.

The summer program maintains a smoke-free policy. Smoking by any participant anywhere on- or-off campus is a direct violation of the fire rule.

Respect for Property Rule

Stealing and/or causing the deliberate destruction or defacement of school or personal property is strictly prohibited

- Students are responsible for the condition of their room.
- Students are expected to keep their rooms reasonably neat and clean.
- Students and their parents/guardians are responsible for damage charges to rooms, furniture, any other parts of the residence hall or University property that the student might damage.
- Students are also responsible for all fees due to lost library books, residence hall keys or campus ID cards.
- Per University regulations, candles, incenses, hot plates, and pets may NOT be kept in the residence hall.
- THERE IS NO SMOKING FOR STUDENTS DURING THE SUMMER PROGRAM

Staff Accompaniment Rule

Students are expected to be accompanied by and/or in eyesight/earshot of a staff member at all times unless a student pass is issued to the participant by a member of the program staff.

Movements On/Off Campus Rule

Students are not allowed off-campus unless accompanied by a member of the program staff or with written parental permission provided to the Administrative Staff in advance.

Students are forbidden from entering other campus residence halls or private apartments

Personal Safety Rule

In the interest of personal safety, the following violations can be considered Major Rule violations.

- **Weapons violations:** Students in possession of a weapon, or an instrument that could be used as a weapon
- **Staff accompaniment violations:** In order to ensure safety and provide supervision of the students in the program, specific boundaries have been established. Students are not permitted outside of the boundaries without an escort. Students are permitted to go outside of these boundaries only when accompanied by a Tutor/Counselor or staff member.
- **On-line safety violations:** See Online Safety rule.
- **Sexual behavior:** Students engaged in sexual behavior and/or public displays of intimate affection.
- **General violations:** Students demonstrating a lack of respect for individual or group safety and welfare.

Online Safety Rule

Students are expected to comply with the following rules regarding usage of the school technology and the Internet.

- Students are expected to respect the intellectual property rights of others. Users are not allowed to copy or transfer copyrighted material (including but not limited to text, photos, music, and video) onto school or personal equipment.
- Students may not install additional programs or download programs onto school equipment.
- Students may not knowingly cause or permit any computer virus or other harmful code to be introduced into, or transmitted through university school technology and /or the Internet.
- Students may not make any attempt to discover or use another user's login name or password, tamper with any computer, printer, or other equipment or allow others to do so.
- Students are expected not to create, transmit, view, store or print obscene, pornographic, or illegal material, whether in the form of images, sounds, text or otherwise.
- Students are expected to respect the privacy of files and other materials on university technology whether stored on servers or workstations. No user shall move, rename or change any file unless the user is the owner of the file or has permission to do so.
- All users shall use applications appropriately and leave each program in its assigned location.

Behavior Rule

Behave at all times in a manner that reflects consideration and respect for yourselves, for each other, for the staff, for the program, for the University, its property and personnel

- Respect for program rules should be demonstrated by supporting the program staff, abiding by the program rules, and accepting consequences gracefully when mistakes are made.
- Participate fully in all program activities.
- Behave in such a way as to reflect positively on our Pre-College and University of Maryland community.
- Maintain a positive attitude about your involvement in any Pre-College program.
- Sustain a positive learning environment for themselves and others.
- Dress appropriately for all activities.
- Respect the rights and needs of your roommate.
- Respect for students and adults should be demonstrated by polite and considerate behavior. Gossiping, rudeness, and/or use of inappropriate language demonstrate disrespect for other people. Unacceptable behavior includes the following violations:
 - Intimidation or abuse: Intimidation or abuse and/or insulting speech.
 - Physical abuse or assault: Any physical aggression on the part of students will not be tolerated. Students who commit abusive or violent acts against others will be immediately dismissed and face possible criminal charges.

Smoking

Possession, distribution or use of cigarettes or other tobacco products is forbidden.

Stealing

Unauthorized taking or use of personal or campus property is prohibited.

ACADEMIC GUIDELINES**Class Time**

Class periods begin and end according to times indicated on the daily schedule. A daily schedule for the program will be provided at the beginning of each week.

Preparation

- Students are expected to be seated and quiet once a lecturer indicates the class is to begin.
- Students are expected to have any required notebooks/class materials ready to use once the lecturer indicates the class is to begin.
- Complete all required assignments on time.

Classroom Behavior

Students are expected to be prompt and to participate in all class activities unless there is a health issue.

- Put forth your best academic effort and participate fully
- Students are expected to raise their hands and wait for a teacher's permission in order to address the class.
- Students are expected to listen respectfully to fellow students and teachers.
- Students may not interrupt other students or teachers while they are speaking.
- No eating or drinking in the classrooms unless prior permission is granted.
- Students are responsible for their own trash.
- There will be no smoking in the classrooms.
- If an instructor thinks your behavior is interfering with the learning process, you will be required to report to the Pre-College Office upon dismissal from that classroom or sooner.
- Students are expected to turn off any personal electronics before entering the classroom unless usage is specifically requested or approved by the instructor. Examples include but are not limited to: Ipods/Ipads/MP3 players/ digital recorders/laptops. Additionally, no cell phones are to be brought into the classrooms. IF STUDENTS ARE FOUND USING THESE UNAPPROVED DEVICES IN CLASS, THEY WILL BE REQUIRED TO APPEAR BEFORE THE STUDENT RESPONSIBILITY BOARD. REPEATED INFRACTION IS CAUSE FOR DISMISSAL.

Attendance and Absences

During the summer program, all students are expected to participate in the entire program.

- Class attendance is required of you every day. You will be expected to be in attendance the entire class period. If you are absent, arrive late, or leave class before you are excused by the teacher, you will be referred to the Student Responsibility Board and may be terminated from your Pre-College program.
- If you have an illness that causes you to miss class, you must notify your TC prior to 8:00 a.m. of the morning you become ill. A program staff member will escort you to the Health Center or call your parents.
- If you are absent without an authorized medical slip for more than two days, you will be referred to the administrative staff, Associate Director or program Counselor.
- If you are asked to vacate the residence hall for any reason for a specified period of time, you will be terminated from your Pre-College program.
- You must keep in mind if the occasion arises that YOU, and YOU ALONE, decide to break some rule or regulation, then YOU will be punished accordingly.
- Each student is responsible for meeting all requirements in his/her classes when he/ she is absent.

Guests

Guests are not permitted to join participants on campus at any time during the day without prior permission from the Associate Director.

- Parents/guardians are welcome to visit students in the residence hall on campus, Monday through Friday during the hours of and Photo ID must be provided.

Honesty

Students are expected to be honest in all their work.

- Present original work that has not been copied or plagiarized (copying homework from other students or the work of others by pasting words and ideas from the Internet or textbooks)
- Students are expected to credit the source of any work, ideas or words that are not their own.
- Document all sources with proper citations.
- Homework should be completed in the required time.

STUDY HALL GUIDELINES

- TCs may organize one-on-one tutoring and small group review sessions. If you are working independently and need help, raise your hand and a tutor will assist you.
- You are not to leave without permission. You are not to get up without permission.
- If you need a book, calculator, marker, highlighter, dictionary or ruler, ask a tutor and they will get it for you.

- Yes, you must ask to use the restroom.
- Study Hall is over at 9:00 p.m. Getting early curfew or getting out on time or later it is at the discretion of the Administrative Staff.
- Students are not to:

lay head down	sleep
use headphones	keep Ipad/kindle/tablet turned on
eat	use cellular phones
drink	chew gum
- **IF YOU DO NOT HAVE ANY HOMEWORK TO DO, THEN REVISE WORK COVERED DURING THE DAY AND START PREPARATION FOR YOUR NEXT QUIZ/TEST.**
- If you are working on a group assignment, you are to ask to be excused to another area in order to complete your work.
- There is to be no group study sessions in the Study Hall room. Only two groups are allowed to be excused at one time. The group is to be supervised by a Tutor/Counselor.

GUIDELINES GOVERNING SMOKING, HEALTH RISKS, HYGIENE AND DINING

- NO SMOKING IN ANY PRE-COLLEGE PROGRAM
- Bathe daily especially on hot days or after physical activities
- Wash your clothes, sheets and pillowcases frequently to maintain a healthy and sanitary room, floor and residence hall.

The program offers breakfast, lunch and dinner, served cafeteria style. Students are welcome to bring snacks with them to campus; snacks can also be purchased at the University Bookstore. Students are expected to respect the program's Major rules and community guidelines at all times. Students should return their own trays and dishes to the designated area. Students are expected to follow any additional dining hall procedures not mentioned in this document.

GUIDELINES FOR VEHICLES

Students may bring cars to campus. However, they will have to pay for parking passes to park on campus. Parking passes can be obtained at the Department of Transportation Services. Students may not:

- ride in cars during program time
- sit in parked cars
- leave the campus without consent of parent or guardian unless prior approval is granted

GUIDELINES FOR RESIDENCE HALL BEHAVIOR

Students may not:

- enter any room other than your own without express permission
- engage in water fights, shaving cream fights or any similar activities

- congregate, hang-out or otherwise interact on stairwells
- visit opposite sex residence halls or rooms
- leave their residence hall or room after curfew

CHECK-IN/CHECK-OUT PROCEDURES

1. Initial Check-in

Once cleared for check-in by your Counselor, student may first check into his/her room on June 18, 2017 between 6:00 p.m. and 8:00 p.m. at the assigned residence hall. Exceptions to the check-in time must be approved in writing by the Pre-College Programs Office. Student will begin checking into his/her residence hall by picking up his/her room key and identification card from the Dorchester Hall desk on duty.

STUDENTS WILL BE REQUIRED TO SUPPLY ANY MISSING FORMS BEFORE BEING ALLOWED INTO THE RESIDENCE HALL.

2. Weekend Check In/Out

Students are required to go home for the weekends. Students must vacate the residence halls by **6:00 p.m. each Friday, no exceptions**. Students must leave accompanied by a parent or guardian or provide a completed and parent-signed self-checkout form to leave campus unaccompanied.

****A late charge will be assessed for students who have not checked out by 6:00 pm. on Fridays.**

All students must return to campus between 7:00 p.m. and 9:00 p.m. on Sundays. No one will be admitted into the residence halls before or after these times.

3. Holiday Check Out

Students are required to check out for the July 4th holiday on Tuesday, July 3rd. Students must vacate the residence halls by **6:00 p.m.**

****A late charge will be assessed for students who have not checked out by 6:00 pm. Students must leave accompanied by a parent or guardian or provide a completed and parent-signed self-checkout form to leave campus unaccompanied.**

All students must return to campus between 7:00 p.m. and 9:00 p.m. on Wednesday, July 4th.

4. Final Check Out

The Upward Bound and Upward Bound Math and Science Summer Sessions officially end on Friday, **July 27, 2018**. All students must vacate and check out of his/her room by 6:00 pm on **July 27th**. Checking out consists of turning in room keys and meal cards to the TCs and leaving room in a clean manner.

KEY DEPOSIT AND CAMPUS IDENTIFICATION CARDS

1. Entry to rooms in the residence hall and apartments is controlled by keys. Entry to the residence halls is controlled by an ID card provided by YOUR Pre-College program. Each student will be issued a campus ID card at the beginning of summer.
2. Student is responsible for all keys and/or cards issued to them. Student agrees to pay eighty-five dollars (\$85.00) for each key and thirty dollars (\$30.00) for each campus ID card not returned to their Pre-College program at the designated check-out time.

LEAVING CAMPUS

Students must provide a completed and parent signed Off Campus Form to be permitted to leave campus. After proper acknowledgment has been granted, students must sign out with their Counselor and turn in their meal card and room key. Upon returning to campus, students must contact their Counselor to have their meal card and room key returned.

ILLNESS (ES) AND EMERGENCIES

1. Chronic illnesses and special health problems should be reported to the Pre-College Programs Office.

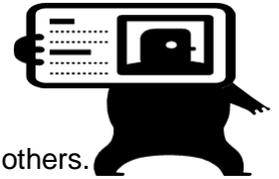


2. If you must be absent from class because of a family emergency, you must notify your Pre-College Programs Office and your TC before leaving campus and the first day you return.

HEALTH POLICY AND PROCEDURE

While it is anticipated that students are occasionally sick during the six-week summer program, it is expected that students will make every effort to fully participate in every day's activities. Students are therefore strongly encouraged to take good care of themselves and their health through these following five steps:

1. Eat three (3) well balanced meals each day;
2. Make sure you are getting sufficient sleep at night;
3. Exercise regularly;
4. Keep your room reasonably clean;
5. Shower regularly for the sake of your own health and out of respect to others.



HEALTH CENTER AND EMERGENCY INFORMATION

Pre-College Programs students may use the University Health Center to receive outpatient care. **Please be sure to bring a copy of your insurance card.** The hours for the Health Center are 8:00 a.m. - 5:00 p.m. Monday – Friday. If a student receives treatment at the Health Center, a minimum of \$60.00 will be charged to the parent(s) or guardian(s) of the student. The number to the Health Center is (301) 314-8180. If a serious emergency should arise, contact a Tutor/Counselor immediately. If one cannot be found, call x5-3333 to reach the police, fire, and ambulance services of the University. Always notify a TC of any injury, illness, or visit to the Health Center. Please remember that if you are too sick to go to class, you will not be permitted to attend evening activities.

Note: Students are asked to schedule any appointments (medical, dental, etc.) on either afternoons or weekends so as not to interfere with scheduled classes.

MEALS AND NUTRITION

The Upward Bound Program will provide breakfast, lunch and dinner for all students for the summer in South Campus Dining Hall. Students are issued meal cards upon arrival. Breakfast is from 7:15 a.m. – 7:45 a.m., lunch is between 12:00 noon and 12:45 p.m. and dinner is between 6:00 p.m. and 6:45 p.m. **Students may not share meal cards.** If a meal card is lost, a \$5.00 replacement fee must be paid before a new one is issued.



WHAT TO BRING

1. CLOTHES FOR SIX WEEKS (SEE DRESS CODE POLICY) with hangers. (PARENTS: Please make sure that students also have one outfit each of both appropriate Business Formal and Business Casual attire.
2. ATHLETIC SHOES (SHOES WITH HEELS ARE NOT ADVISABLE); STUDENTS WILL BE WALKING ON CAMPUS AND MANY ACTIVITIES INCLUDE WALKING TOURS.
3. RAINCOAT AND UMBRELLA
4. SNACK FOODS (students typically request snack foods/fruit at night as they remain active many hours after dinner service)
5. SEWING KIT
6. BATHROOM ESSENTIALS
 - a. DEODORANT
 - b. LOTION
 - c. TOOTHPASTE
 - d. TOOTHBRUSH
 - e. FACIAL TISSUE
 - f. SHOWER CAP
 - g. SHOWER SHOES
 - h. OTHER PERSONAL ITEMS (I.E. PICTURES, POSTERS, ETC)
7. AIR FRESHENER
8. LINEN
 - a. SHEETS (TWIN SIZE)
 - b. TOWELS/WASH CLOTHS
 - c. BLANKET
 - d. PILLOW
 - e. MATTRESS COVER
9. THROW RUG (OPTIONAL)
10. IRON (with auto shut-off)

11. TELEPHONE (THERE WILL BE AN ACTIVE PHONE LINE IN EACH ROOM)
12. SMALL LAMP (OPTIONAL)
13. SPORTS EQUIPMENT (I.E BICYCLES AND ROLLER BLADES) ARE **NOT** ALLOWED.
14. MUSIC DEVICES MUST BE USED WITH HEADPHONES (OPTIONAL)
15. ALARM CLOCK
16. SMALL TRASH CAN
17. EXTRA OUTLETS/SURGE PROTECTORS
18. REQUIRED VITAMINS/SUPPLEMENTS/MEDICATIONS

NOTE: Any clothing, posters, or other items that endorse drugs, discrimination, or violence either verbally or pictorially will not be permitted. The University of Maryland Pre-College Programs is not responsible for any lost or stolen items. Please leave all valuables at home.

ACADEMIC SUPPLIES

1. One 2" 3-RING BINDER
2. A STANDARD ENGLISH DICTIONARY
3. COMPUTER/LAPTOP (RECOMMENDED): access to campus network is available in every room
4. PENS, PENCILS AND SHARPENER
5. HIGHLIGHTERS
6. TI-83 PLUS CALCULATOR (RECOMMENDED)
7. 8 SINGLE-SUBJECT SPIRAL NOTEBOOKS
8. A USB STICK/DRIVE
9. BOOKBAG (RECOMMENDED)

DRESS CODE

If you wish to wear something that is not listed below, be aware that you must have prior authorization from a program administrative staff member.

	Male	Female
<p>EVERYDAY: Students should pack comfortable and casual clothes. Temperatures during the summer months range from the low 80s to high 90s.</p>	<p>No baggy clothing is allowed, torn clothing, doo-rags, skullies or bandanas. No hats or slippers or flip-flops will be worn inside classes; No slippers or flip-flops outside the residence halls.</p>	<p>Not allowed in class: rollers, hair pinned, bandanas, head scarves, tight fitting or short clothing, halters, or midriiffs showing. No slippers are to be worn outside of the residence halls. Skirts and shorts must pass the “fingertip test”.</p>
<p>BUSINESS CASUAL (NO DENIM OR JOGGERS)</p>	<p>Collared shirts, khakis, dress slacks, hard-soled shoes, dress socks. Shirts must be tucked in.</p>	<p>Collared blouses/shirts, dress pants (capris, gauchos), dress suits, skirts, dress (no boots, t-shirts, tank-tops, short sundresses without jacket)</p>
<p>BUSINESS PROFESSIONAL means: you are dressing to go on a job interview and special events, i.e. banquet or cultural Events</p>	<p>Dress pants, shirt, tie, and shoes. Khakis are acceptable but absolutely no denim. No boots or sneakers are allowed. SHIRTS MUST BE TUCKED INTO YOUR PANTS. TIES ARE REQUIRED. JACKETS ARE REQUIRED</p>	<p>Dresses or skirts (knee length or below), blouses, and dress shoes or dress sandals. All dresses and skirts must meet one of the required lengths (knee, calf or ankle length). No tank tops, spaghetti-strapped shirts, backless tops or halters are permitted. JACKETS ARE REQUIRED.</p>

NOTE: Pre-College Programs staff will determine whether clothing meets acceptable criteria. Always think CONSERVATIVE! Any student who is not appropriately dressed or whose clothing is not acceptable will be asked to change and will have to appear before the Student Responsibility Board.

Remember that during all on-campus and off-campus activities you are representing the University of Maryland, Pre-College Programs, your parents and your schools.

IMPORTANT: PARENTS – Please make sure that your child has the appropriate clothing for the duration of the program. Also, make sure your child does not bring inappropriate clothing.

VIOLATIONS OF DRESS CODE

- Wearing denim skirts or denim dress on Business Casual and Business Formal designated days
- High split skirts
- Miniskirts
- Short shorts
- Wearing shower shoes to classes

MORNING PROCEDURES

- Each student should rise in the morning in time to be dressed and ready for breakfast at 7:00 a.m.
- All students must be out of the residence halls by 7:15 a.m. for breakfast/classes. Students are not allowed in residence halls between classes unless cleared through the Pre-College Programs Staff.
- Immediately after completing breakfast or lunch, you should proceed to your class with your TC. You should not stand around waiting for friends.
- All books and materials should be brought with you to breakfast and lunch so that you are prepared for classes.
- **BY 7:50 A.M. AND 12:50 P.M., ALL STUDENTS SHOULD BE IN THEIR CLASSES.**

EVENING PROCEDURES

1. After your last class, take your books and other materials to your room and be sure to be at dinner no later than 6:00 p.m.
2. Prior to 6:00 p.m., check the Activities Calendar in the residence hall to see what activities or events are scheduled.
3. All students must observe the mandated Study Hall 7:00 p.m. – 9:00p.m.!!!
4. **MOST IMPORTANT:** Remember that you are young adult ladies and gentlemen. At all times you are to carry yourselves accordingly.
5. All students must be in their room by 10:30 p.m., lights out is at 11:00 p.m.

EMERGENCY PROCEDURES

If any situation that a student deems any emergency occurs, they should ALERT THE FOLLOWING INDIVIDUALS IMMEDIATELY:

8:00 a.m. to 6:00 p.m. **CLOSEST** Tutor Counselor/Counselor/Faculty member

6:01 p.m. to 10:00 p.m. **CLOSEST** Tutor Counselor/Resident Assistant

10:01 p.m. - 6:00 a.m. **CLOSEST** Tutor Counselor/Resident Assistant

CAMPUS POLICE

**301-405-3333 (EMERGENCY); #3333 FROM ANY VERIZON WIRELESS,
ATT, SPRINT/NEXTEL OR T-MOBILE CELL PHONE**

301-405-3555 (NON-EMERGENCY)

911 FROM CAMPUS PHONE