

Upward Bound at UW-La Crosse



The Purpose of Upward Bound

Upward Bound is a federally funded educational program that helps high school students be successful in high school and prepare for success in college.

Each student's plan for success is different but all include the same main concepts:

- Respect for self and others
- Openness to new experiences and willingness to risk failure
- Attitude of learning and leadership
- Vision for the future
- Plan to achieve success

The Upward Bound staff is here to challenge and support you as you develop your own formula for achievement. We respect the effort you have already made in successfully applying to the Upward Bound program. We expect that effort to continue as we work together to strengthen your academic and personal skills.

The program is divided into two main components, the academic year and the summer session. Successful Upward Bound students participate in both. This handbook will tell you what you can expect from the Upward Bound Project at UW-La Crosse and what we expect from you. Read it, and refer to it as necessary. If you have any questions, you can talk to the director, assistant director, or advisor.

Upward Bound is a special program where students who have identified college as a goal can work toward academic development and personal discovery, along with social, emotional and civic awareness.

All services are funded by the U.S. Department of Education and are offered without regard to race, sex, gender identity or expression, religion, color, creed, disability, sexual orientation, pregnancy, national origin, ancestry or age.

The Academic Year

UB works with students throughout the academic year by providing:

- **Weekly tutoring sessions** where you are matched with a university student tutor who will help you set realistic semester goals and plans to achieve them, learn study skills and do your homework
- **College visits** to help you make choices about the college and careers that best suit your interests
- **Saturday events** to give you the chance to meet and interact with the whole UB family while you explore ideas and options for your future
- **An online classroom and discussion forum** where you will develop your writing and virtual learning skills while learning about various college issues from financial aid, to homesickness, to study skills and more.

Responsibilities

Orientation

When you are accepted to UB, you and your parent/guardian will meet with a UB staff person to learn what the program will offer you and what we expect in return. You will receive materials that will help you succeed in UB and will agree to abide by UB policies. (see more in Appendix B, page 12)

Academic Standards

Because UB is a college preparatory program our students must be dedicated to achieving a grade point average that will ensure college acceptance. Increasingly rigorous college admission standards mean UB students must also work to better their grades as they progress in the program. UB students are expected to take a full college prep course load (see Appendix C, page 13) every quarter they are in UB. Appendix D, page 14 shows how to figure your UB grade point average.

1. If you earn less than the UB GPA requirement for your grade (see below) or a D or lower in an academic subject, you may be required to attend extra tutoring and/or advising.

2. We expect you to meet the minimum standards at each grade level:

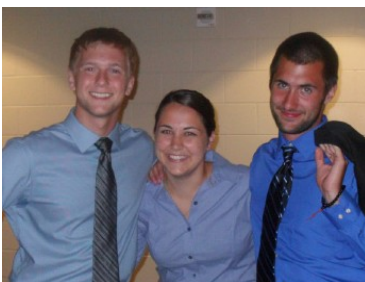
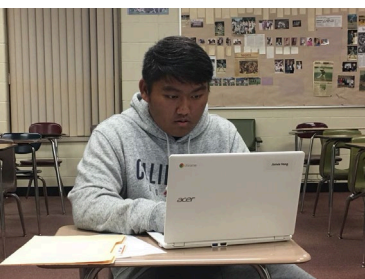
- Freshman: at least a 2.50 UB GPA each quarter with no Ds or Fs
- Sophomores: at least a 2.50 UB GPA each quarter with no Ds or Fs
- Juniors: at least a 2.75 UB GPA each quarter with no Ds or Fs
- Seniors: at least a 2.75 UB GPA each quarter with no Ds or Fs

3. If you DO NOT meet the minimum standards for your grade level, you will be placed on probation for the subsequent quarter.

4. If you DO NOT meet the minimum standards for your grade level at the end of the probationary quarter you must meet with UB staff to write a contract for the coming quarter.

5. If you DO NOT meet the terms of the contract, you are subject to dismissal from Upward Bound.

6. After a year in Upward Bound, you may be on probation ONLY TWICE. The third time you fall below UB minimum standards for your grade level you may be dropped from UB with no further recourse.



Attendance

You must attend all required UB events (regular tutoring and Saturday events). You will get a schedule of all UB activities at the beginning of each semester. Keep track of them and come on time.

Written or telephone excuses are acceptable. You must include your full name, the date of the event and the reason for your absence. All excuses must be received by the UB staff prior to the event! If you do not let us know of an absence ahead of time, it will not be excused and may result in the delay or cancellation of your earned stipend.

For some events we request an RSVP by a certain deadline date (cultural events, college visits, etc.). If you do not respond by the deadline date and do not attend the event, we may deduct the cost of food, tickets, or transportation arranged for you from your next stipend.

If you sign up to attend a special event as the guest of UB, we expect that you show up. If you sign up, then find out you cannot attend, call the UB office immediately to let us know. If you are absent without notice from a special event, we will deduct and costs associated with your attendance from your next stipend. If the notice provided is not provided in time to recover costs associated with your attendance, it may be deducted from your next stipend.

Absence Policy

The following are the ONLY acceptable excuses for missing tutoring:

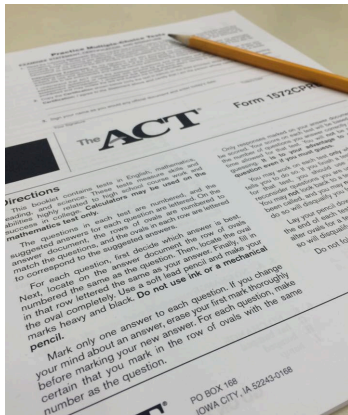
- Weather - depending on conditions and normal travel distance. If you have public or UB provided transportation that is operating on schedule, you will not be excused.
- Ongoing school-sponsored events and practices - things like sports, debate, choir and other extra-curricular programs. You must provide UB with an official schedule in advance to be excused.
- Special school or church sponsored events - things like award ceremonies, solo-ensemble competition, church retreat, spiritual ceremonies.
- Illness - sickness, disease, trauma, and temporary disability. Calls or notes should be received before the event from a parent or guardian. Student notifications will be verified.
- Pre-planned family activities - only if notification is received from a parent or guardian in advance of the event.

Personal Conduct

We respect your intelligence and integrity. We expect you to show the same respect for all participants and staff of Upward Bound, others on campus and those in the wider community. Abusive language and/or behavior will not be tolerated, nor will verbal or physical threats.

As a member of the Upward Bound Project at UW-L you are also our representative. Therefore, we expect you to be mature and considerate of others and their property. We have worked hard in our community to earn respect for our program and its participants. We expect your association with Upward Bound to enhance our reputation, not tarnish it.





PRIVILEGES

Stipends

You will earn a stipend for your full participation at each regular tutoring session or Saturday event. Your stipends may be withheld if your behavior and/or study guides are not acceptable.

To earn your full stipend at tutoring:

- Be on time
- Complete your study guide
- Stay for the whole session
- Participate fully

To earn your full stipend for a Saturday event:

- Stay for the whole program
- Complete the required writing assignment
- RSVP in a timely manner

To receive the stipend you have earned you must:

- Have all required paperwork submitted by the specified deadlines
- Meet with your advisor at least twice per month
- Have completed all required surveys and evaluations provided by staff

To receive the stipend you have earned, if you are a SENIOR, you must:

- Do all of the above, and
- Submit proof of college application submissions
- Submit all college response letters (acceptance/rejection) upon arrival
- Submit proof of a completed FAFSA
- Submit your Student Aid Report (SAR) from FAFSA
- Submit all financial aid proposals



BEING PRIORITIZED FOR: COLLEGE VISITS, CULTURAL EVENTS, AND SUMMER SESSION

Upward Bound serves 95 students in two counties. Many opportunities available are offered on a prioritized, first come/first served basis for eligible students. Make sure that your spot on college visit trips, cultural events and for the summer session are secure by:

- Submitting ALL paperwork in a timely manner
- Maintaining good academic standing
- Attending all required events or providing your excused absence information in advance
- Meeting with your advisor at least twice per month (either face to face, by phone, or another arranged method)
- Completing the required posts and participation in Cyber Bound, the on-line Upward Bound discussion forum.

THE ACADEMIC YEAR

Tutoring

Weekly tutoring sessions are designed to help YOU. You will have time to meet with your small group, to go over your goals and plans with your tutor and to get help with your homework.

Holmen - Mondays from 5:30-8:30p.m. at Holmen High School

Norwalk/Ontario/Wilton- Mondays from 3:30-5:30pm at Brookwood High School

Sparta - Wednesdays from 3:30-7:30pm at Sparta High School

Tomah - Wednesdays from 4:00-7:00pm at Tomah High School

La Crosse/Onalaska - Thursdays from 5:30-8:30pm on UW-La Crosse

All students are expected to actively participate in the all facets of the tutoring sessions. You will learn effective study and goal setting skills and have time to do specific homework assignments.

Students who are on academic probation, or are achieving below the UB standard are required to engage in additional tutor contact hours, school sponsored, teacher-led, study sessions and/or other community based academic support programs. This additional support will be arranged individually based on the academic situation of the student, the availability of UB staff, and the availability of outside resources.

Saturday Events

Monthly Saturday events allow all UB students to meet as a group. Attendance is **required** at all Saturday events. We will publish the schedule of events each semester in the Upward Bound website and you will get a separate announcement for each event if need be at tutoring.

Saturday events cover a variety of topics. Some programs are repeated annually and some are new each year. After every presentation, UB students will write a few paragraphs for our newsletter. Some programs are followed by recreational activities including bowling, roller skating, sledding, volleyball and ice skating. Suggestions for Saturday event topics and activities are always welcome. Some of our Saturday event programs and activities include a : Welcome Back, Career Day with area professionals, Exploring the University, Community Service, Making Healthy, Responsible Decisions, Cultivating Leadership Skills, End of Year Family Potluck and Awards Ceremony

Special Events

Every semester Upward Bound may offer opportunities to attend plays, concerts, lectures and other special events. You will sign up at tutoring. Upward Bound will pay for your ticket, but if you sign up and do not show up, we will deduct the cost of your ticket from your stipend. Transportation will be available for some or all offered events. We encourage you to take advantage of these opportunities.

Resources

UB's webpage, www.uwlax.edu/Upward-Bound, is a great resource with a calendar, forms, links and more! We also have a Facebook page: <https://www.facebook.com/UpwardBoundUWLax/>

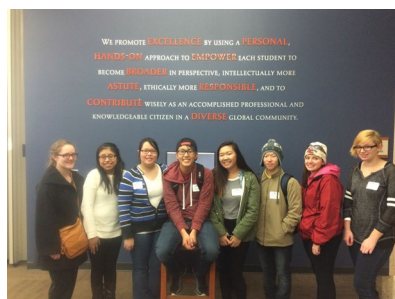


THE ACADEMIC YEAR

College Visits

UB college visits include presentations by admissions, financial aid and student support personnel; campus tours; lunch on campus; and meetings with college students. UB provides transportation and lunch money. Sign up forms are available at the beginning of each semester. Forms must be completed by the deadline given with parent/guardian signature and school permission to be absent if the visit occurs on a school day. Other restrictions may apply. Our college visit rotation includes:

- UW-Eau Claire
- UW-Stevens Point
- Winona State University
- UW-La Crosse
- University of Minnesota
- UW-Stout
- UW-Richland
- Western Technical College
- UW-River Falls
- UW-Madison
- Viterbo University
- UW-Platteville
- UW-Milwaukee
- Rochester Community and Technical College



College visits are an earned privilege! You must be in good academic standing in order to attend. This means you must be passing all of your classes at the time of the visit. Seniors must have applied to the school being visited prior to the date of the visit in order to attend. Staff reserve the right to prioritize students for limited spots based on a number of criteria.

Advising

Our staff is here to listen, to advise and/or to intervene when you need it. Our UB advisor will regularly check in with you. You must meet with the advisor at least twice per month in order to be paid a stipend. You can also call the UB office, 608-785-8539, to talk with a staff person, chat via Facebook or stop by the office to visit (please call in advance to arrange a personal visit). When you need someone to talk to - about school, college decisions, a personal situation, a big decision or anything at all, please let us know, we are here for YOU! Students can earn Bounder Bucks as an incentive in attending their advising sessions as well as for random acts of kindness and extra effort observed by administrative and tutoring staff.

UNIVERSITY of WISCONSIN
LA CROSSE

STOUT
UNIVERSITY OF WISCONSIN

THE UNIVERSITY
of
WISCONSIN
MADISON

UNIVERSITY OF WISCONSIN
PLATTEVILLE

VITERBO
UNIVERSITY

UNIVERSITY OF WISCONSIN

River Falls
WORK TOGETHER. STAND APART.

Western
Technical College
THE ESSENTIAL EXPERIENCE

THE SUMMER SESSION

The Upward Bound Summer Session is a unique opportunity for you to experience life on campus while continuing your learning and discovery process. During the six-week “practice college” - students live with a roommate in a UW-L residence hall, attend classes taught by top high school teachers and UW-L faculty, try new activities, meet new friends, laugh, cry, play and work together with our UB summer “family”. The five weeks at UW-L include classes, electives, field trips, speakers, workshops, community services, recreational activities, and college and career exploration. Students spend the sixth week in a large urban area discovering the world of culture, education, and careers. The summer session is capped by a graduation ceremony, with awards and diploma, and a reception for family and friends.

All Upward Bound students are expected to attend the summer session!! It is a critical part of the UB program. Summer forms must be completed and submitted by the deadline. Students who participate and do well in the summer session will have priority when we are selecting work-study participants (see page 7) and Bridge students (see page 8).

Classes

All summer participants will take language arts, math, lab science, and world language or senior seminar class. Your math and lab science classes will preview concepts and ideas you’ll study the following fall. Language arts includes a reading and writing component. Sophomores and juniors will be enrolled in one of four World Languages classes, Spanish, French, German and Chinese. Seniors will take Senior Seminar, a college transition course which includes information about college and financial aid applications, and job shadow experiences with area professionals.

Study Hours

At least two and one-half hours of supervised study time is scheduled each day. During this time you are expected to work on homework and receive help from tutors. You may also be required to meet individually with your tutor.

Arts, Recreation and Special Events

Arts activities may include music, dance, photography, and painting. Recreation activities include life sports such as hiking, skating, tennis, swimming, golf, frisbee, and bicycling, and team sports including volleyball, basketball, soccer and softball. Special events include “Spirit Week” or the “UB Talent Show”. You will get to try new things, develop your skills and talents and get to know your tutors and other UB students.

Field Trips

Upward Bound provides transportation, equipment, and entrance fees when necessary for all class and group field trips.

Summer City Trip

All students will experience guided college and career exploration during the sixth week of the program when we travel to a regional metropolitan area to visit businesses and colleges in the area, explore the culture of the city, and generally experience the wider world. UB will pay all necessary expenses including transportation, food, lodging, and entrance fees. Participation in the summer trip depends on your participation and performance during your time on campus.

Graduation

Our summer program ends with a graduation ceremony for students, staff, families and friends held on the UW-L campus. Students who have shown outstanding achievement or improvement in classes, those who have earned final honors, and students voted outstanding citizens for the summer receive awards.

Families also get to see presentations by students. At graduation, students may perform or speak, display the work they have accomplished on their classes and to show their families and friends what Summer Upward Bound is all about.

THE SUMMER SESSION

Code of Conduct

Before summer session begins all participants will receive and sign our Code of Conduct which covers residence hall policies, attendance, participation, personal conduct and more. In addition, medical and permission forms must be completed every summer.

Stipends

You will earn a \$10 stipend for each **full** week of the summer program you successfully complete. Successful completion means full participation in all UB activities, no unexcused missed meals, and no significant violations of the Code of Conduct. Fines and/or charges may be deducted from your stipend when necessary.

Materials, Supplies and Facilities

UB provides school supplies including folders, notebooks, paper, pens, pencils, books, classroom supplies, and materials. We also have supplies for art and outdoors activities and for first aid and personal hygiene. UB students are responsible for personal supplies and laundry (there are machines in the hall or you may take it home over the weekends).

You may use the computers in the residence hall lab and in some other labs on campus. **PERSONAL** electronics such as cell phones, laptops, Ipads, tablets, E-readers of any sort may be brought with students to the summer session with parent consent however, parent is liable for students' inappropriate usage of device(s) during the UB summer session and activities and on any UWL property including usage of media/camera/video device(s).

Advising

The staff is here to help you complete the summer successfully and develop very important college level skills. Tutors and UB staff know what it takes to succeed in college, so advising may include suggestions to improve your academic and personal skills. Be ready and open to making changes!

High School Credit

Participating high schools give one or a portion of one high school elective credit for successful completion of an Upward Bound summer session. Credit recommendations are made by the director based on each student's participation and performance during the summer. In addition, some students may be able to earn other credit through consultation with UB staff and high school counselors.

WorkStudy

If the budget permits, a limited number of rising 11th and 12th grade UB students will have the opportunity to earn a stipend through the Work Study program. Students will explore careers, receive orientation, volunteer at a work-site, evaluate their experience and report on their participation to the whole group. Work-study opportunities are usually available during the summer.

UPWARD BOUND GRADUATES

Graduates of the Upward Bound project at UW-La Crosse can look forward to a high rate of college acceptance and assistance in securing enough financial aid to make college attendance feasible.

Before you graduate from high school, we work one-on-one with you to make sure your college applications and financial aid forms are completed correctly and on time. Your continuing success at college is important to us!

After high school graduation, we will continue to work with you to make your transition a smooth one. We may call on you to participate as a panelist or speaker about your college experience and/or as a professional at our annual Career Day or during job shadowing experiences.

Bridge Program

The Bridge Program provides a supported transition from high school to college. Priority is given to students who have participated in three UB summers. UB will pay for selected Bridge students to take credits at UW-L and/or Western Technical College (WTC) during the summer following their high school graduation. At the same time, Bridge students are provided room and board on the UW-La campus, work for the program as office aides and tutor assistants, participate in service and recreational activities and receive a weekly stipend.

The Academic Success Institute (ASI)

The Academic Success Institute is a six-week summer bridge program offered by UW-L's office of Multicultural Student Services. The program prepares incoming first year students for college level work and introduces them to campus living. ASI students earn 5-8 semester hours of credit. Participants receive tutoring help, assessment of academic progress, help with planning first semester academic schedules, and an introduction to helpful campus resources. **UB students planning to attend UW-L are encouraged to participate in ASI if they are eligible.**

Resources

Upward Bound graduates may use facilities and equipment in the UB office during the summer and academic sessions if they continue at UW-L. In addition, UB staff is always ready to help graduates if questions or problems arise during the students' academic careers.

Referrals

Many colleges and universities have academic support programs, similar to Upward Bound, for their students. We will help you connect with student support programs at your school when available. We can also help, if you need it, if you decide to transfer or go on to graduate school.

Here is what past graduates have to say about their years in Upward Bound:

"You will never get into a better program. Take advantage of it while you can!"

"Upward Bound is a well-rounded program!" "This is the best thing that ever happened to me!"

"UB has done pretty much anything that I could think of. I hope more and more people are enrolling in UB. It was and still is a great program"

HOW TO CONTACT UPWARD BOUND AT UW-LACROSSE

The Upward Bound Project
176 Murphy Library 1725 State St.
University of Wisconsin - La Crosse
La Crosse, WI 54601

phone: 608-785-8539 | fax: 608-785-8757 | website: www.uwlax.edu/Upward-Bound

Facebook Group Page: “Upward Bound @UW-La Crosse”

Lisa Yang | DIRECTOR

Contact Lisa about UB & college admissions, Holmen tutoring, college and scholarship applications, financial aid, high school course selection, individual advising issues and personal conflict.
office phone: 608-785-8763 cell: 608-738-9876
email: lyang2@uwlax.edu



Jazz Holland | ASSISTANT DIRECTOR

Contact Jazz about UB & college admissions, Brookwood tutoring, college visits, and specific questions about programming.
office phone: 608-785-8760
email: jholland2@uwlax.edu

Lee Xiong | ADVISOR

Contact Lee about Tomah tutoring, individual advising, college and career exploration, high school course selection, and college application and financial aid application process.
office phone: 608-785-8527 cell: 920-698-6140
email: lxiong2@uwlax.edu



Caleb Colon-Rivera | PROGRAM ASSISTANT

Contact Caleb about La Crosse tutoring, UB admission, and/or general information about the UB.
phone: 608-785-8539
email: ccolon-rivera@uwlax.edu



RESIDENCE HALLS

- **1 Angell Hall - C2
- **2 Coate Hall - D2
- **3 Drake Hall - C3
- *4 Eagle Hall - E3
- **5 Hutchison Hall - C2
- 6 Laux Hall - E6
- *7 Reuter Hall - E6
- **8 Sanford Hall - E6
- *9 Wentz Hall - C3
- **10 White Hall - D6

OTHER FACILITIES

- **11 Archaeology Center - B5
- 12 Baseball/Softball Fields - G3
- *13 Cartwright Center - A5
- *14 Centennial Hall - B4
- *15 Center for the Arts - B3
- 16 Challenge & Ropes Course - F3
- *17 Child Care Center - D4
- *18 Cleary Alumni & Friends Center - E5
- *19 Cowley Hall - C5
- *20 Graff Main Hall - A5
- *21 Health Science Center - C1
- 22 Heating Plant - B5
- 23 Hoeschler Tower - B4
- *24 Maintenance Building - G5
- **25 Mitchell Hall - B6
- *26 Morris Hall - A4
- *27 Murphy Library - C4
- *28 North Field Equipment Building - G4
- *29 Parking Services - D5
- Police Services - D5
- *30 Prairie Springs Science Center - C5
- *31 Recreational Eagle Center - D3
- *32 Roger Harring Stadium at Veterans Memorial Field Sports Complex - C6
- 33 Student Recreation Fields - G1
- 34 Student Union - D5
- 35 Veterans Memorial Field Sports Complex (football, practice, soccer, track and field) - D7
- 36 Veterans Memorial Monument - C6
- 37 West Campus Chiller Plant - C1
- **38 Whitney Center - D2
- *39 Wimberly Hall - D4
- *40 Wing Technology Center - A4
- 41 Wittich Hall - B5 (under renovation)

*Handicapped accessible
 **Limited accessibility

APPENDIX A

UPWARD BOUND PERFORMANCES OBJECTIVES

Upward Bound is funded through the US Department of Education and hosted by the University of Wisconsin-La Crosse. Every four or five years, the UB staff must write a grant application that shows a NEED for the program, the program's OBJECTIVES and is PLAN OF OPERATION.

The Department of Education dictates UB's OBJECTIVES and evaluates each program for future funding on how well they are met at the end of the every year and at the end of each grant period. Failure to meet objectives may affect future funding of the program.

WE MUST SERVE ATLEAST 95 QUALIFYING STUDENTS DURING EACH YEAR

OUR OBJECTIVES

OBJECTIVE 1: 88% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four point scale at the end of the school year.

OBJECTIVE 2: 80% of UB seniors during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.

OBJECTIVE 3: 96% of participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.

OBJECTIVE 4: 78% of all current and prior year UB participants, who at the time of entrance into the project had an expected graduation date in the school year, will complete a rigorous secondary school program of study and graduate in the school year with a regular secondary school diploma.

OBJECTIVE 5: 77% of all current and prior UB participants, who at the time of entrance into the project had an anticipated graduation date in the school year, will enroll in a program of post-secondary education by fall term immediately following high school graduation or will have received notification, by fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic semester (e.g. spring semester).

OBJECTIVE 6: 58% of participants who enrolled in a program of post-secondary education, by fall term immediately following high school graduation or by the next academic term (e.g. spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.

WHICH MEANS:

Most UB students must have a cumulative GPA of 2.5 or better at the end of each school year.

Most UB students must receive scores of Proficient or Advanced on their 10th grade WKCE test.

Most UB students will pass from one grade level to the next, or graduate from high school, in any academic year.

Most UB seniors, whether they remain in the program or not, will graduate from high school, having completed a rigorous curriculum, with a regular diploma.

Most UB students, whether they remain in the program or not, must enroll in college the fall after their high school graduation, or secure a deferment to begin to spring semester after their high school graduation. UB must follow up on all students to report on this objective.

Most UB students who enroll in college, whether they they graduate from high school as an active UB participant or not, must complete an associate's or bachelor's degree within six years of high school graduation. UB must follow up on all students to report this objective.

APPENDIX B

UPWARD BOUND ORIENTATION

During your orientation, you will receive a multi-pocket folder. Please save and use this folder during your time in Upward Bound.

We ask you to complete several forms and assessments. They are listed below along with a brief description.

Upward Bound 60-Day Probation Contract/Participation Agreement: This form indicates you and your parent/guardian understand the goals of Upward Bound and the importance of your full and positive participation.

Authorization for Release of Information: Upward Bound must follow up on all its participants. You and your parent/guardian sign this form to ensure program access to the education information we need.

Needs Assessment: In addition to information you, your parent/guardian, and your school counselor provide, this form gives your teachers' assessment of your performance and needs.

COPS Career Interest Inventory: This assessment helps you begin to focus on which careers or career areas may fit with your interests, skills, and abilities. We use results from this assessment to help advise you in course selection and during Upward Bound career exploration events.

LASSI (Learning and Study Styles Inventory): This inventory will help you see your strengths and weaknesses so you and we can concentrate on improving important academic skills.

YOUR 60 PROBATIONARY PERIOD IS VERY IMPORTANT!

Your participation and performance during this time will help us decide whether or not you are serious about preparing for college success. We will look at your:

1. Attendance and participation (attitude) at tutoring
2. Participation in UB required events
3. Performance and attendance at school
4. Feedback from your parent/guardian, teachers, and counselors
5. Ability to follow instructions and meet deadlines (do you have all paperwork in?)

IF YOU HAVE QUESTIONS DURING THIS TIME, PLEASE ASK!!!

APPENDIX C

COLLEGE PREP REQUIREMENTS

College Prep Credits:

All University of Wisconsin System institutions and most other colleges and universities require new freshman to have completed a minimum number of high school credits though most successful applicants have completed more. At UW System schools, the minimum requirement is seventeen credits, thirteen of which must be in “core college preparatory” from the following areas of study (we recommend four years of each, plus four years of a world language):

~English - 4 Credits ~Mathematics - 3 credits

~Natural Science - 3 credits ~Social Science/History - 3 credits

In addition to the core college preparatory credits identified, students need to complete a minimum of four elective credits from any of the following areas: world language, fine arts, computer science, and other academic areas. (NOTE: Two years of a single world language are required for admission to UW-Eau Claire and UW-Madison, and strongly recommended at other UW System campuses.) Some University of Wisconsin System institutions may also accept vocational courses for a portion of these four elective credits.

All students are encouraged to exceed the minimum number of college preparatory credits required for admission. Students who choose a rigorous high school curriculum (including senior year coursework) are, in most cases, more successful in college. Strong academic preparation for college helps to ensure success.

When possible, students are encouraged to take honors or AP courses. Honors classes are sometimes required for AP classes in future years. Successful completion of an AP class and a high score on the AP test may allow a high school student to earn college credits for a fraction of the normal cost. If in doubt, talk to an Upward Bound staff person.

For more information on UW System college prep requirements, including those for specific campuses, visit <http://uwhelp.wisconsin.edu/admissions/freshman/collegeprep.aspx>

Class Rank:

Your class rank is determined by comparing your grade point average (GPA) to those of your classmates. Some UW System universities use your class rank to determine admission. UW System universities have different requirements for class rank.

College Admissions Testing:

You must take either the ACT or SAT to enter the UW System and many other colleges and universities. Some campuses will use your test scores to determine admission. Plan to take the ACT or SAT in the spring of your junior year. The scores will be sent to the campuses you choose. Upward Bound will provide a fee waiver for the test for eligible students. You are allowed one fee waiver per academic year.

Admissions Essay:

Many colleges and universities require applicants to submit a personal essay. Some schools give you the topic; others just want to know more about you. UB will help you polish your essay before you send it in.

Other:

Tracking your school and community participation, honors and awards, volunteer work, work for pay and other activities helps when you prepare your college application, ask for references, and apply for scholarships. Starting such a record when you start high school is a good idea (see Appendix E - Student Resume, page 15). According to the College Board, “Four main themes you should always include in your resume, are volunteerism, association memberships, computer proficiency, and knowledge of other languages.”

APPENDIX D

FIGURING YOUR UPWARD BOUND GRADE POINT AVERAGE

Column 1: Assign two credits to each class EXCEPT chorus, orchestra, band, and physical education, which count as one

Column 2: Using the table of grade equivalents give each letter grade a number equivalent. *NOTE: Accelerated, honors, prime and AP classes count as one full grade high. In the example, a B- in Accelerated Biology counts as an A-, 3.67 number equivalent.

Column 3: Multiply the number of credits by the number equivalent for the class grade equivalent.

TOTALS: Find the total number of credits and the total of class grade equivalents.

GPA: Divide the total grade equivalent by the total credits to get the UB GPA.

| Col- lege Prep | Course | Grade | Credits | | # Equivalent | | Class grade equivalent |
|----------------------|---------------|-------|-----------|---|---------------------------------|---|---------------------------|
| | Health | F | 2 | x | 0.00 | = | 0.00 |
| x | Algebra II | C | 2 | x | 2.33 | = | 4.66 |
| x | English 10 | B | 2 | x | 3.00 | = | 6.00 |
| x | Acc. Biology | B- | 2 | x | 3.67* | = | 7.34 |
| x | US History | C- | 2 | x | 1.67 | = | 3.34 |
| | Typing | D | 2 | x | 1.00 | = | 2.00 |
| | Chorus | A- | 1 | x | 3.67 | = | 3.67 |
| x | Computers | A+ | 2 | x | 4.33 | = | 8.66 |
| | TOTALS | | 15 | | | | 35.67 |
| | | | | | | | |
| | | | | | 35.67 / 15 = 2.38 UB GPA | | |

| Grade Equivalents | | | |
|-------------------|-----------|-----------|-----------|
| A+ = 4.33 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 |
| A = 4.00 | B = 3.00 | C = 2.00 | D = 1.00 |
| A- = 3.67 | B- = 2.67 | C- = 1.67 | D- = 0.67 |
| | | | F = 0.00 |

APPENDIX E

SAMPLE STUDENT RESUME

Your Full Name

1234 Streetname Street My Community, Wisconsin 546XX

home: (608) xxx-xxxx cell: (608) xxx-xxxx email: myemailaddress@hotmail.com

| | | | |
|-----------------------------------|---|---------------------|--------------|
| EDUCATION | High School XYZ | Hometown, Wisconsin | 20xx-20xx |
| ACHIEVEMENTS | Academic Honor Roll | | 20xx-20xx |
| | Student Council Secretary | | 20xx |
| | Outstanding Student Business Leader | | 20xx |
| INTERESTS & ACTIVITIES | Girl Scouts | | 20xx |
| | 4-H Youth Ambassador | | 20xx |
| | High School Soccer Team | | 20xx-20xx |
| | Team Captain | | 20xx |
| | High School Diversity Club | | 20xx-20xx |
| | High School Spanish Club | | 20xx-20xx |
| | Community Little Theater | | 20xx-20xx |
| | “Flora” in All the Girls of Summer, 20xx | | |
| | “Rat” in Wind in the Willows, 20xx | | |
| | Stage Manager, The Fantasticks, 20xx | | |
| | Faith Group Youth Service Committee | | 20xx |
| | Piano, Violin, Guitar, Recorder | | |
| VOLUNTEER EXPERIENCE | Big Brothers/Big Sisters | | 20xx-20xx |
| | Community Neighbor-to-Neighbor Day | | 20xx-20xx |
| | Habitat for Humanity | | 20xx |
| | Faith Group Elder Service Group | | 20xx-20xx |
| | Faith Group volunteer webmaster | | 20xx-20xx |
| WORK EXPERIENCE | The Retail Store, xxx Store Road, My Community | | x/xx-present |
| | Sales Associate | | |
| | -Maintain and restock inventory | | |
| | -Provide customer service | | |
| | -Operate computerized cash register system | | |
| | Child Care | | x/xx-present |
| | Provide child care for several families after school, weekends and during school vacations. | | |
| COMPUTER SKILLS | Proficient with Microsoft Word, Excel and PowerPoint | | |
| | Familiar with Microsoft Frontpage and Dreamweaver | | |

APPENDIX E: Student Resume Worksheet

☐ **Fr. Yr** ☐ **So. Yr**

☐ Jr. Yr ☐ Sr. Yr dates: _____ name of school: _____ city/state: _____

Categories: A=Achievement, I=Interest/Activity, V=Volunteer work, W=Work for pay

[illegible]

APPENDIX F: GLOSSARY OF COLLEGE-PREP TERMS

Academic Success Institute (ASI) A six-week summer program sponsored by UW-L's Office of Multicultural Student Services that prepares incoming first year students for college and introduces them to campus living. Students earn five to eight college credits.

accreditation The process of external quality review used in higher education to scrutinize colleges, universities, and higher education programs for quality assurance and quality improvement.

ACT A college admissions test. Multiple choice questions measure of what you've learned in high school classes rather than aptitude or IQ. It tests aptitude in English, Mathematics, Reading, and Science Reasoning. ACT results are accepted by most U.S. colleges.

admission The acceptance of a student by a college or university entitling her to take classes and participate in campus activities.

Advanced Placement courses (AP) High school courses that lead to an examination that can, depending on a student's score, result in college credit. AP courses are looked upon favorably by college admissions officers as evidence of a challenging high school program.

advisor The person responsible for helping and counseling students regarding financial aid, class scheduling or career choice.

articulation An agreement between a two-year and four-year college in the same state giving two-year college students who complete required courses automatic admission to a four-year college.

audit Students pay regular fees for a class, but need not complete assignments or take examinations. No credit is given.

bachelor's degree A four-year degree from an accredited college or university earned by completing a prescribed course of study.

campus The entire physical content of a college or university including all buildings and grounds.

catalog The college or university publication which lists general information, college programs and course descriptions.

coed Serving both sexes, as in, "I'm living in a coed dorm." Sometimes means "female student."

college Commonly used to describe many types of post-secondary educational institutions. Also used to describe a particular kind or subset of educational institution. "College" can be used to distinguish solely undergraduate institutions from those which also maintain graduate programs. Within a given school, its "colleges" may be areas of study, like "College of Arts and Sciences" or "College of Health."

College Board A not-for-profit organization that administers many standardized tests including the PSAT, SAT, SAT II, and AP tests. Register with the College Board when you take any of these tests. Also offers official test prep materials, a scholarship search, a personal inventory tool, and educational loans.

community college Also known as "junior" or "two-year" college. Provide college courses usually with fewer admissions requirements than four-year institutions. Courses may cost less. Most community colleges award two-year associates degrees. Many students use community college as a springboard to a four-year college or university.

concentration A grouping of courses in a certain area like feminist theory or global economics. Concentrations are generally offered as supplements to majors or minors, requiring fewer courses than either. When investigating schools, look over their lists of majors, minors and concentrations to make sure that a good number of courses in your areas of interest are present.

contact hours The total hours of lecture and laboratory instruction for each class.

corequisite A required course which, if not taken ahead of time, must be taken at the same time as another class.

APPENDIX F: GLOSSARY OF COLLEGE-PREP TERMS CONTINUED

credit hour A unit of academic achievement given for completing a course. In high school, most courses earn ½ or 1 credit. In college, courses may earn from one to five credits depending on workload, material covered, number of days the class meets. Most universities require a minimum number of high school credits for admissions and a minimum number of college credits for graduation.

curriculum The collective term for various courses of study offered.

discipline: (1) A quality demanded by a coach; (2) a penalty imposed for a violation of a rule; (3) a field of academic study, such as history, psychology, chemistry, and math.

drop/add The time after classes begin when students may add or delete classes from their schedules without penalty.

elective A class not specifically required in a course of study but available for a student to enroll in if he wishes to.

electronic applications Applications available on the internet. Some schools allow you to print applications from their website which you can fill in by hand and send to the admissions office. Others provide online applications (see online application) You will get a PIN number to follow up online. Electronic applications are less expensive and quicker.

enroll Sign-up for classes for inclusion on the official class list or roster.

FAFSA The Free Application for Federal Student Aid students submit to qualify for federal government financial aid.

fees Nonrefundable charges in addition to tuition.

fee waiver A letter or form provided by UB or high schools that allows you to register for tests or apply for admissions without paying the standard fee. May be based upon family income OR on participation in UB. Available for PSAT, SAT, ACT, college application, etc.

financial aid Money available to help students pay for college. May be in the form of a grant, loan, scholarship or work-study.

full-time student College/University student taking 12 or more credits of study. (May vary from institution to institution.)

gap (1) A clothing store; (2) the difference between your parent's expectations and your grade-point average; (3) the difference between your financial need and your financial aid.

GRE Graduate Record Examination. The SAT for graduate schools.

grade point average (GPA) The cumulative numerical value of grades earned by a student determined by dividing total points assigned to grades by the number of credit hours.

grant Financial aid (see) given without the expectation that it will be paid back.

institution A college or university. Often used by a college to describe itself, as in, "An institution of higher education and research."

interdisciplinary An academic major that takes courses from several subject areas, such as English, history, sociology, and math.

International Baccalaureate (IB) Courses that focus on critical thinking and writing designed to provide an international credential for university entrance.

lab sciences High school science courses which supplement textbook study with hands-on experimentation such as biology, chemistry, and physics. Other courses, such as economics, may be considered scientific disciplines, but do not qualify as lab sciences. Consult your guidance counselor or your prospective college's admissions office for further details.

APPENDIX F: GLOSSARY OF COLLEGE-PREP TERMS CONTINUED

liberal arts/liberal studies Academic disciplines such as language, history or humanities that develop general intellectual ability and provide information of general cultural concern.

loan Financial aid (see) given with the expectation that it will be paid back. Interest is usually charged but sometimes there is a grace period (see) during which time interest is not charged.

matriculation The formal process of entering a university or becoming eligible to enter by acquiring the required prior qualifications.

merit (1) An adjective identifying an excellent high school student, as in Merit Scholar; (2) the reason financial aid is awarded without regard to need, as in, “We have met your need, now here is some merit money.”

need The difference between the cost of your college and the amount an institution determines you are able to pay.

need-based Refers to money you get because of your need.

need-blind The concept of deciding on admission or funding award without regard to financial need (completely merit-based).

National Merit Scholarship A distinction awarded upon the basis of a high school junior’s score on the NMSQT/PSAT (National Merit Scholar Qualifying Test/Preliminary Scholastic Aptitude Test). Those scoring at or above certain level are eligible to apply for a limited number of National Merit Scholarships.

online application A specific type of application (see electronic application) that allows you to submit your personal and academic information over a secure Internet site. You may be required to submit hard copies of your transcript, letters or recommendation, etc.

orientation A scheduled time that students visit campus to receive counseling and visit facilities and personnel.

package The total financial aid you are offered.

part-time student A college/university student carrying fewer than 12 credit hours

Pell Grant A federal no-strings grant to low-income students.

post-graduate Refers to courses taken after a bachelor’s degree is earned.

prerequisite A course required to have been successfully completed prior to enrollment in another course.

profile (1) A publication by a high school describing the school’s curriculum and grading system; (2) an extra form (PROFILE) that you must fill out to get financial aid from picky colleges.

orientation A scheduled time that students visit campus to receive counseling and visit facilities and personnel.

private counselors Consultants or employees of educational service providers such as Kaplan or the Princeton Review who, for a fee, help assess your personality and academic needs to form a list of desirable college attributes. Often they offer services for a fee that Upward Bound advisors and staff offer at no charge.

PSAT The Preliminary Standard Aptitude Test administered by the College Board. Helps prepare for the SAT and used as qualifying test for the National Merit Scholar competition. Uses multiple choice questions to test verbal and mathematical reasoning ability. UB juniors MUST take this test!

quarter A period (usually a quarter of the year) during which courses are offered.

registrar The administrator responsible for student records, transcripts and registration.

registration The process of enrolling in classes.

registration, test Filling out a form with your personal information, indicating your testing site preferences, and submitting a fee. Register as early as possible.

rigorous curriculum A program of study in which a student graduates from high school with a regular diploma having completed: four years of English; three years of mathematics, including Algebra I and a higher level class such as algebra II, geometry, or statistics; three years of science, including one year each of at least two of the following: biology, chemistry and physics; three years of social studies; one year of a language other than English. ***these are the federal standards, some service high schools require more for graduation, and UB encourages 4 years of all core subjects***

APPENDIX F: GLOSSARY OF COLLEGE-PREP TERMS CONTINUED

SAR Student Aid Report is generated after the FAFSA (see) is submitted showing how much financial aid (see) a student is eligible to receive and what the student and family are expected to contribute.

SAT The Standard Aptitude Test administered by the College Board. The most widely-used college admissions test, it uses multiple choice questions to assess verbal and mathematical reasoning ability. Taken by high school juniors and/or seniors.

syllabus Overview of a course provided by college professors telling students what the course is about, what the expectations are, how grades are figured, what materials are needed, how many tests and quizzes there will be and when.

scholarship Award of money based upon some criterion or competition. Usually does not have to be repaid but there may be special requirements of the recipient.

semester Time periods in which classes run (usually two per year.)

sequential classes Courses offered consecutively with each serving as the prerequisite (see) for the next.

students rights Rights which protect students including free speech, rights of association, right to due process, right to participate in governance, etc. Some rights are guaranteed to students as citizens and others are conferred by institutions. (see http://en.wikipedia.org/wiki/Student_rights)

TIP grant Talent Incentive Program, a Wisconsin grant for freshman with financial need from educationally-disadvantaged backgrounds.

transcript The official record of grades from a particular educational institution which shows a cumulative record of course work updated at the end of each semester.

transfer Switch from one institution to another to continue work on a degree. Some college credits may not transfer – check first.

tuition The cost of enrolling in classes, sometimes based on credit hours (see.)

undergraduate A student working toward a Bachelor's degree (see) or associate's degree.

university Though we use the term “college” to describe all post-secondary schools, universities generally support both undergraduate and graduate programs and tend to be larger than colleges. You may find more research opportunities at a university, but you might get more attention from professors at a college.

weighted gpa Some high schools add 0.5 grade points to grades earned in AP or IB courses to reflect their unusual level of difficulty. If you have taken such courses, your GPA (see) may be considered weighted. Some colleges convert weighted GPAs to standard GPAs for the purposes of comparison.

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