URBAN EDUCATION SUMMER BRIDGE PROGRAM

The Urban Education Summer Bridge Program begins during the summer after graduation from high school. First year students are accepted into the University on a conditional basis and must successfully complete all five weeks of the “Bridge” program to gain full matriculation in the Fall. Success Completion of the Summer Bridge Program is based on the following: Grade Point Average of a 2.0, completion of ALL classes and seminars, academic grades, residence hall behavior, faculty and staff recommendations, and evaluations. The “bridge” experience includes intensive academic instruction and leadership development through peer-mentorship. The importance of civic responsibility and networking opportunities is introduced to program students by UEP and University staff, UEP alumni, and student leaders. Students are enrolled in a First Year Success Seminar and English Workshop which are not for credit. All students will be in a Math Class for credit, and some may be placed in a Math Workshop that is non-credited. Students will also be enrolled in another WSU core class.

SUMMER BRIDGE PROGRAM REQUIRED FORMS

- New Student Orientation Registration after April 6th (register via website). Please note this is mandatory for all UEP students to attend one of the NSO sessions. Please register by June 1st to ensure you get your first choice.
- Westfield State University Health Forms due to the Health Services Office by June 1st.
- Westfield State University Residential Life Housing Forms due to the Residential Life by June 1st.
- Urban Education Program General Medical Form for the Residence Hall, copy of your health insurance card, and Agreement Statement due to the Urban Education Program by June 1st. No exceptions! Faxes will be accepted at 413-572-5387 as well as scanned items emailed to urbaned@westfield.ma.edu

WSU STUDENT ID INFORMATION AND NEW STUDENT ORIENTATION

All Urban Education Summer Bridge Program students will have their photo taken during New Student Orientation. Students will get their ID card on Sunday June 21st when they check into Davis Hall. The cost of the ID is $10.00 (cash or check made out to Westfield State University). Please note: During Summer Bridge if you lose your ID - The cost to replace the ID will be $30.00. In addition, you will need the ID to enter the residence hall as it will be your key to get into the actual residence hall you live in for the summer. This ID will allow you to take the bus to the Peter Pan Station/Springfield Bus Terminal and the points in between at no charge.

SUMMER BRIDGE PROGRAM OVERVIEW

Upon check-in on Welcome Day students will be given a room key, an ID (you must attend NSO for the photo), and a folder on information. Students must have IDs on them at all times which serve as identification and key to enter the residence hall for the Summer Bridge Program. All items are the responsibility of the student and the student will be
BILLED for any lost items. Students are in classes Monday – Thursday 8:15 am – 5:30 pm. All meals are provided and are mandatory for the students: breakfast, lunch, and dinner. All students will be assigned a roommate and will be living in a residence hall for the duration of the five week program. Students are not permitted to leave campus or main campus during the week – no exceptions. There will be designated areas in which students can be outside of the residence hall/building. This is to ensure your safety as the summer is a busy time for campus renovations and due to summer hours certain buildings and areas are closed. The following areas are off limits to students during the Summer Bridge Program: anywhere off campus, New Hall, Lammers Hall, Scanlon Hall, Apartments, Courtney Hall, and University Hall. Woodward Center, Stanley Park, and the Horace Mann Center are also out of bounds. Students may be able to use the Wellness Center in the Ely Campus Center ONLY if it is open during the summer. If it is open and operating on summer hours there will be designated times for use and students will need their photo ID. Students will be written up and repeat offenders could be dismissed from the program. There are various rules and regulations to keep the students safe during the program both for the residence hall and the academic classrooms. In addition, there will be guidelines and designed times for guest visits. Each student will be given a summer class schedule which is pre-determined by the UEP staff. Throughout the five weeks various seminars/workshops are held between 6:30 pm – 8:30 pm. In addition, there will be various educational and social programs within the residence hall organized by staff. Designated computer labs and tutoring areas for students to complete their academic work are also available. Students are dismissed on Thursdays from class about 3:30 pm and need to depart campus no later than 5:00 pm to return home. Any student who does leave by 5:00pm will be escorted to Public Safety to wait for their ride. Students are required to return to campus on Sundays between 7:00 pm -10:00 pm. If students are late they will be written up by staff and repeated offenses may result in termination from the program. Students will be in contact with various faculty, staff, and administration and required to dress appropriately (ie. no low cut tops, short dresses/shorts, baggy pants, hats in the classroom).

EMERGENCY AND STUDENTS NEED TO LEAVE CAMPUS

Leaving campus is not permitted, however, emergencies do arise. If a student needs to leave the Westfield State University campus, a written request to the Urban Education Program Live In administrator is required. A written request for leaving, destination, and time of return will be required. Please allow time for a response from the live in administrator. All requests will be considered on a case – by – case basis.

ITEMS TO BRING FOR THE RESIDENCE HALL

Clothes: proper attire and only what you need, please remember to bring a sweatshirt since Dining Commons and classrooms will have Air Conditioners. Desk Supplies: planners, calendars, lap top, surge protector, printer, desk lamp, headphones, pens, pencils, highlighter, notebooks, and paper. Household items: shower caddy, shampoo, soap, shower shoes or flip flops, deodorant, hangers, window fan, umbrellas, cleaning supplies, waste basket, alarm clock, first aid kit, sheets (extra-long twin), pillows, blankets, towels/face cloths, toiletries, tissues and paper towels. Food items: snacks, cookies, and water. Appliances: hair dryers/curlers, mini-refrigerators up to 4 cubic feet (one per resident and bearing the UL seal and operating on up to 2.5 amps), televisions. The use of a surge protector strip(s) are REQUIRED. Please note: laundry facilities will be available during the summer. NO PETS, MICROWAVES, or AC UNITS

CONFIDENTIALITY STATEMENT

Each program participant will be required to submit all and any medical forms to Health Services prior to the start of the program. Please plan accordingly to work with you school nurse with obtain these documents, as well as with your doctor or clinic to get the appropriate immunization and physicals completed PRIOR to Summer Bridge. In addition, students must complete the Urban Education Student Medical Form and provide proof of health insurance. We will accepted faxes at 413-572-5387 and scanned items via email to urbaned@westfield.ma.edu. IF YOU DO NOT HAVE HEALTH INSURANCE YOU CANNOT ATTEND SUMMER BRIDGE. We have to follow Massachusetts Law and guidelines as
as well as please note the Westfield State Health Insurance for students does not start until August 1st. In addition, we ask that you send a copy of forms sent to Health Services to our office as well and these can be submitted with our UEP Medical Form and your proof of health insurance. A copy of Westfield State University health forms, Urban Education Program Medical form, and proof of insurance (copy of insurance card) need to be submitted prior to June 22nd (the start of the program). Medical records are strictly confidential and for staff use only.

WSU STUDENT ID INFORMATION AND NEW STUDENT ORIENTATION

All Urban Education Summer Bridge Program students will have their photo taken for an ID during New Student Orientation. Students will get their actual ID on Sunday June 21st when they check into Davis Hall. The cost of the ID is $10.00 (cash or check made out to Westfield State University). Please note: The cost to replace the ID will be $30.00. In addition, you will need the ID to enter the residence hall as it will be your key to get into the actual residence hall you live in for the summer. This ID will allow you to take the bus to the Peter Pan Station/Springfield Bus Terminal and the points in between at no charge.

WSU PARKING DURING THE SUMMER BRIDGE PROGRAM

Students must inform the Urban Education Staff if they plan to bring a car during the Summer Bridge Program. Availability is on a first-come first-serve basis since we have only a set number of parking passes. If you plan to have a car during the summer bridge program please send a copy of the car registration. There will be a designated parking lot for student cars. Students are required to turn in their keys upon arrival to campus on Sunday and they will receive their car keys on Thursday when they check out. Students will not be allowed to use their cars during the week or go to their car – no exceptions. WE ARE NOT RESPONSIBLE FOR LOST DAMAGED OR STOLEN ITEMS and PARKING AT YOUR OWN RISK. Please beware during the Fall semester first year students are NOT allowed cars. Due to various summer renovation projects on campus please be aware of signs, closed roads, and designated areas for parking.

THURSDAY DROP AND SUNDAY PICKUP

STUDENTS MUST BE OUT OF THE BUILDING AT 5:00pm and students waiting for a ride must wait in the DAVIS LOBBY ONLY and not outside. Also any student remaining in the DAVIS LOBBY after 5pm will be escorted to PUBLIC SAFETY by the staff. As you return on Sunday please plan accordingly and if you are using Public Transportation to check the schedule prior leaving home for any delays. Davis Hall will be shut down on Thursday afternoons at 5pm and will not be open until Sunday at 7pm, due to building inspection and liability regulations.

WESTFIELD STATE UNIVERSITY ACADEMIC HONESTLY POLICY

Academic honesty, a necessary foundation of a learning community, is expected of all members of the University community. Academic freedom depends on honesty and integrity. The University makes academic integrity a priority and the administration must provide support services to address issues of academic honesty. Violations of the Academic Honesty Policy are unacceptable and are subject to academic penalties, including reduced grade, failure of the course, and suspension or dismissal from the University. Violations of academic honesty include, but are not limited to, cheating on examinations, plagiarism, submission of papers for credit in two or more courses, interference with the ability of other students to make use of permitted course materials, facilitating academic dishonesty, and failure to report academic dishonesty.

WESTFIELD STATE UNIVERSITY STUDENT CONDUCT POLICY

The Westfield State University policy and regulations pertaining to the possession and consumption of alcoholic beverages and the possession, use, distribution, and sale of drugs are designed (1) to conform to the state and federal
laws and/or (2) enhance the health, safety, property, and educational interests of all members of the university community. The purpose of the Alcohol and Other Drug Policy is to promote a campus environment that is compatible with and supportive of academic success and personal growth. A campus atmosphere dominated by overt use and abuse of alcohol and other drugs is contrary to this goal. Accordingly, any violation of the student conduct code and/or a violation of the federal, state, or local laws shall subject the offender to the university disciplinary process and/or to criminal prosecution. In accordance with the Drug Free Schools and Communities Act, Amendments of 1989 (Public Law 101-226) (20 U.S.C. sec. 1145g) the University regulations and laws pertaining to alcoholic beverages and the possession, use, distribution, and sale of drugs shall be strictly and consistently enforced. Westfield State University is a smoke – free campus.

No alcoholic beverages or illegal substances of any kind are allowed. This rule also applies to those of legal drinking age as Davis Hall is a dry residence hall. No destruction of property will be tolerated, on or off campus.

Westfield State University accepts and endorses state Senate bill #699 “An Act Addressing Workplace Bullying, Mobbing, and Harassment, Without Regard to Protected Class Status” as proposed, and, further, accepts and endorses any and all amendments made to this bill, as well as the bill in its final form that is signed into law by the governor of the Commonwealth of Massachusetts.

MEDICAL SERVICES

Students may receive medical service by utilizing two main medical facilities. During the summer: the Westfield State University Health Services and Noble Hospital. If students need to go to Health Services they must inform the front desk staff and they will contact UE Program Staff so they can be escorted by staff. Health Services is located in the West Wing of Scanlon Hall back entry. Under the direction of Patricia Berube, Health Services summer hours are Monday – Friday, 8:00 am–4:00 pm. Please note: if you do not submit your Westfield State University Health Forms you will not be able to get care. After hours students should connect with UE Program Staff and or the front desk staff. In case of an immediate emergency, students can call Westfield State University Public Safety.

Health Services Phone: 413-572-5415  Public Safety: 413-572-5262

Noble Hospital is used in cases of a serious medical emergency, accident or if treatment is needed when Health Services is closed. Parents/guardians will be contacted utilizing the number(s) provided the Urban Education Medical Form if a student is being transported to Noble Hospital in case of emergency. A Residential Hall Staff member or Urban Education Administrator will remain with the student until a parent/guardian arrives to the hospital. Noble Hospital is about 3 miles down the road from main campus, located at: 115 West Silver Street, Westfield, MA 01086, 413-568-2811