



The Urban Education Program Summer Bridge Program

Student Agreement and Information



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The Urban Education Program

The Urban Education Program was founded in 1968 to provide collegiate access, mentoring, and academic advising to students of color that may not have had been afforded such opportunity considering the turbulent social climate of the 1960s and 1970s.

Since, the Urban Education Program has evolved to provide holistic support services to all students that self-identify as first-generation, underrepresented, or demonstrates a financial need. The Urban Education Program embraces a notion of an academic community enriched and enhanced by diversity along various dimensions, including race, ethnicity, national origin, gender and gender identity, sexuality, disability, socioeconomic class and religion. We are especially committed to increasing the representation of those populations that have been historically excluded from participating in an institution of higher learning.

Mission Statement:

The mission of the Urban Education Program is to provide support for first-generation students that will improve individual performance and academic achievement through a college readiness and preparation Summer Bridge Program and promoting students' academic success through intrusive advising, mentorship, academic, and social support. From its inception in 1968, the Urban Education Program upholds the goals of enhancing and enriching the academic community by increasing the representation of diverse populations, championing inclusivity, empowering first-generation students, and fostering academic excellence and leadership.

Services:

Students receive assistance through individual sessions with an Urban Education Program Academic Advisor. Individualized support may include discussions about good academic decisions and preparation essential to degree completion. Additionally, sessions may be used to identify other available campus resources and make referrals so students can meet their challenges. The Urban Education Program Academic Advisor will track academic progress, credits, and course completion to assist students to become academically successful and realize their educational goals.

Academic services also include finding the right career path and having conversations about selecting a major that is a right fit for a student. There is an emphasis on leadership development in order to assist a student to find their career path and professional opportunities through campus activities, civic engagement, networking opportunities, internships and jobs.

If necessary, students that find themselves on academic probation, suspension, or dismissal will continue to have our assistance through advocacy and the development of a plan to facilitate their return to good academic standing.

Other services include social support and integration since college comes with many challenges outside of academics. This includes mentorship, being there to listen, and problem solving outside academic issues or concerns such as financial aid or roommate conflicts.

Services continue throughout the students' educational career at Westfield State University, and the bond continues throughout their lifetime. Each one teach one, each one reach one.

Key Points:

- The Urban Education Program is an academic success and leadership development program
- The Urban Education Program specifically provides extensive academic and personal support to students who will be the first person in their family to attend college
- We host a Summer Bridge Program to prepare students with their transition from high school to college
- Participants can earn up to six (6) free academic credits during the 5-week Summer Bridge Program
- Upon successful completion of the Summer Bridge Program, participants receive a one-time \$1,000 Summer Bridge Completion Grant
- Students have professional advisors that will provide advocacy, academic and personal support
- Program students will receive priority course registration
- Provide students with leadership development and civic engagement opportunities
- The Urban Education Program provides networking opportunities with over 1,500 program alumni, career development, and graduate school advising
- An average of 95% of our Summer Bridge Program participants successfully matriculates into Westfield State University

Urban Education Program Application Requirements

The application process for the Urban Education Program is unique. First, if an applicant wants to apply for the Urban Education Program they must indicate it on their WSU Admission application. Applicants select the UEP checkbox under the Special Admissions Opportunity section on the application. In addition, applicants must submit two letters of recommendation with one from a high school guidance counselor. An Urban Education Program Academic Advisor will review the applicant's file which includes an assessment of academic background, leadership potential, participation in extracurricular and leadership activities and evidence of self-motivation, maturity and other special aptitudes or talents.

If an applicant is selected, they will receive an invitation to attend an Information and Interview Session. Acceptance is based on factors including academic performance, SAT/ACT scores, letters of recommendation, the interview, and attendance to New Student Orientation (NSO). Satisfying the minimum requirements does not guarantee acceptance into the Summer Bridge Program.

If the Urban Education Program accepts a prospective student after their interview, the following steps are required:

- Return the Admission Enrollment Form
- \$75 deposit for the Urban Education Program commuter and a \$100 deposit for the Urban Education Program resident student
- WSU Health Forms and Residential Life Housing Forms returned by May 31, 2019
- Return Summer Bridge Program forms

In addition, all students are **REQUIRED** to attend a New Student Orientation session for admission into the Urban Education Program. Once accepted and deposited, all incoming students will receive information on New Student and Parent Orientation at Westfield State. **Prospective students must attend one of the following sessions before the start of the Summer Bridge Program (Saturday, July 6, 2019):**

Session A: Tuesday, June 11 - Wednesday, June 12

Session B: Friday, June 14 - Saturday, June 15

Session C: Monday, June 17 - Tuesday, June 18

Session D: Thursday, June 20 - Friday, June 21

Session E: Sunday, June 23 - Monday, June 24

Orientation Fee: There is no fee for **students** for the New Student Orientation Program, and all meals and housing are provided during your stay on campus; however, there is a small fee for parents or guardians. For more information visit the Parent Orientation section of the WSU NSO website at

<http://www.westfield.ma.edu/student-life/new-student-orientation>

The Urban Education Summer Bridge Program

Mission Statement: The Urban Education Summer Bridge Program is designed to provide assistance to prospective incoming first-year undergraduate students. The program works collaboratively with students to engage in an ongoing transition process from high school to college. The process focuses on fostering academic excellence, leadership, meaningful academic and social connections, and personal development to create a foundation for persistence towards a timely graduation. Through participation in Summer Bridge, students utilize campus resources and develop skills necessary to thrive academically in order to reach their personal goals of graduation.

Description: Summer Bridge will consist of a five-week program, open to a select cohort of prospective first-year program students who have the potential to take up to two college courses for credit (3-6 college credits). The three major components of the Summer Bridge Program include academics, campus resources and social development. The program will connect students to essential campus resources including Financial Aid, Counseling Center, Career Center, Academic Advising Center, Diversity and Inclusion, and other essential campus constituents. Program students will receive ongoing personal, academic, and career advising after the completion of the Summer Bridge Program. Additionally, the program will provide students with opportunities for leadership development and civic engagement. These program services continue throughout the student's educational career at Westfield State University (WSU).

The Summer Bridge Program provides an opportunity for prospective students to transition into college with an early support system with their cohort, student leaders, alumni, and Program staff. Participants become familiar with campus, meet various campus constituents and support services, and attend collegiate courses with coursework that has a strong emphasis on critical thinking and analytical skills. Courses offered in the past included:

- Cultural Geography (GARP 0210)
- Elementary Statistics (MATH 0108)
- First-Year Seminar
- History of Latin America since 1800 (HIST 0277)
- Introduction to Mass Communication (COMM 0101)
- Introduction to Computer Graphics (ART 0108)

- Mathematical Workshop
- Speech (ENGL 0103)
- U.S. History to 1865 (HIST 0131)
- Writing Workshop

Summer Bridge Program Goals

Students will...

- Develop a greater sense of self
- Build a supportive peer network through a cohort model
- Be introduced to campus engagement and leadership development
- Establish relationships with college faculty and staff
- Become familiar with and utilize campus resources to enhance their academic journey
- Promote self-advocacy and help seeking
- Better understand academic expectations and college culture
- Complete university credit courses and participate in “college knowledge” workshops
- Actively engage in a holistic approach to receiving support
- Develop study skills, test taking skills, time management, stress management, critical thinking, reasoning, problem solving, computer literacy, financial literacy, and goal setting skills

Summer Bridge Program Outcomes

Summer Bridge students will demonstrate:

- Critical “college knowledge”
- Successful completion and matriculation to WSU
- Model appropriate classroom behavior
- Demonstrate proficiency in navigating through university policies and procedures

Summer Bridge fits within the Westfield State University’s mission and has the potential to impact statewide goals including:

- Increasing overall completion rates
- Increasing completion rates in disadvantaged populations

Summer Bridge Program Requirements

The Urban Education Summer Bridge Program begins during the summer after graduation from high school. First-year students are accepted to the University on a conditional basis and must successfully complete all five weeks of the program to gain full matriculation for the academic year. This year, the first day of class will be held on Monday, July 8, 2019 and the Summer Bridge Program will conclude on Thursday, August 8, 2019.

Successful completion of the Summer Bridge Program is based on the following requirements:

- Full participation in New Student Orientation (NSO) that is scheduled before the Summer Bridge Program
- Receive a grade of “C” or higher in each Summer Bridge Program course—a total grade point average (GPA) of a 2.0
- Completion of ALL classes and seminars
- Positive faculty and staff recommendations
- Demonstrate positive attitude, leadership ability, and appropriate residence hall and classroom behavior
- Other supplemental assessment of college readiness

The Summer Bridge Program experience includes intensive academic instruction and leadership development through peer mentorship, University staff, Urban Education Program (UEP) alumni and other student leaders. During the Summer Bridge Program students are enrolled in a First Year Success Seminar, English, and Math Workshops which are not for credit. Students are also enrolled in a three (3) credit WSU core course. A three (3) credit math course may also be offered contingent upon high school math grades, SAT or ACT scores, placement test, and other factors as assessed by the Math Department.

Summer Bridge Program Dates:

- Welcome Day and Move-In: Saturday, July 6, 2019
- Summer Bridge classes begin: Monday, July 8, 2019
- Conclusion of Summer Bridge: Thursday, August 8, 2019

Students that successfully complete the Summer Bridge Program will earn academic credits and are guaranteed a one-time \$1,000 Summer Bridge Completion Grant for the fall semester.

Academic Policies and Guidelines

The purpose of these policies and guidelines are to set expectations for academic excellence by the Urban Education Program to establish and maintain a suitable learning environment. Due to the special nature of the Summer Bridge Program, participants will be required to adhere to the policies and guidelines outlined in this document including, but not limited to, Westfield State University's Academic Policies and Division of Student Affairs Student Handbook. The policies and Student Handbook can be found on <http://catalog.westfield.ma.edu/> under **Academic Policies and Student Handbook** on the right-hand side. Instructors may establish additional guidelines deemed appropriate for their classroom setting. Violation of rules and policies will result in actions or sanctions that may remove the participant from the Summer Bridge Program.

- **Mandatory Attendance:** Attendance by student participants is expected and required to all class sessions, seminars, workshops, tutorial sessions and advisor meetings that are scheduled during the Summer Bridge Program. Because attendance to class is mandatory, there are **NO** excused absences from classes. Any absence, even an “excused absence,” may impact one continuing in the Summer Bridge Program and matriculation to the University.
- **No Tardiness:** It is expected that all students arrive to class on time. Any tardiness to class is unacceptable. In some cases, a student who is **late or tardy** may be counted as **absent** and might not be allowed to enter the class, and will be directed to the UEP office to speak with the Director in Parenzo Hall 108. Students will not be allowed to return to the residence hall during class with the exception of breakfast and lunch.
- **Appropriate Classroom Behavior:** It is expected that all students will behave in an appropriate manner as to not cause any disruption in the educational process. Inappropriate behavior will not be tolerated. If asked to leave a class, a student may be counted as **absent**. If a student is asked to leave the class, they will be directed to the UEP office in Parenzo Hall 108 to speak with the Director.
 - Examples of disruptive behavior may include, but not limited to, using inappropriate language directed at an individual or group, unsolicited talking in class, sleeping in class, using or activating unapproved mobile devices, arriving at or leaving the classroom while class is in session, and failing to comply with the reasonable request of a University faculty member.

- **No Technological Devices:** Certain technological devices (e.g., cell phones, music devices w/headphones, tablets, etc.) are not to be utilized during class. Per the instructor's permission, recording devices and laptops may be utilized for note taking only. Otherwise, all devices should be off and put away. Any violation of this policy could result in confiscation of the electronic device until after class and the student being asked to leave class. If a student is asked to leave the class, they will be directed to the UEP office in Parenzo Hall 108 to speak with the Director.
- **Dress Code:** Students will be in contact with various faculty, staff, and administration so we require our students to dress appropriately (e.g., no low cut tops, short dresses, short shorts, short skirts, sagging pants, hats, or head wraps unless for religious purposes in the classroom).

Academic Honesty Policy

Participants in the Summer Bridge Program are expected to have high standards of integrity. As outlined in the Academic Honesty Policy, any student who violates academic honesty is subject to dismissal from the Summer Bridge Program. Academic honesty, a necessary foundation of a learning community, is expected of all students. We have a non-tolerance policy which means violations of this policy are unacceptable and are subject to academic penalties, including failure of the course. A record of the violation is submitted to the Office of Academic Affairs; repeated violations may result in suspension or dismissal from the University. Violations of academic honesty include cheating on examinations, plagiarism, and submission of papers for credit in two or more courses.

Participants must familiarize themselves with the Academic Honesty Policy of Westfield State University, as they must abide by this policy for the duration of the program. The policy can be found at the following link: <http://catalog.westfield.ma.edu/> under **Academic Policies** on the right-hand side.

Residence Hall and Community Standards Policies and Guidelines

The purpose of the Residence Hall and Community Standards Policies and Guidelines is to set expectations for behaviors that promote the safety and welfare of Summer Bridge Program participants through the maintenance of a healthy, supportive, and welcoming community. Due to the special nature of the Summer Bridge Program, participants will be required to adhere to the policies and guidelines outlined in this document, including but not limited to Westfield State University's Academic Policies and Division of Student Affairs Student Handbook.

Summer Bridge Program participants represent the Urban Education Program, and their actions may reflect on the quality, reputation, and image of Westfield State University and the program. The Urban Education Program and Westfield State University reserve the right to amend or change these policies as needed. The Urban Education Program seeks to provide a supportive environment that is conducive to learning and the leadership development of program participants. Participants are expected to display proper respect for the rights and privileges of other members of the Summer Bridge Program and their guests. The atmosphere in classrooms, residence halls, and other university buildings must be free from any sort of disruption.

General Rules, Regulations, Policies and Guidelines:

- Attendance to all class sessions, seminars, workshops, tutorial sessions, advising meetings, Peer Counselor meetings, and hall meetings is **MANDATORY. Participants are expected to attend all meal times: breakfast, lunch, and dinner.**
- No alcoholic beverages, marijuana, or illegal substances of any kind are allowed during the program. This rule also applies to those of legal age. Westfield State University is a tobacco free campus where all tobacco products are prohibited. The Student Conduct policies can be found at the following link: <http://catalog.westfield.ma.edu/> under **Student Handbook** on the right-hand side.
- Westfield State University has policies in place for physical altercations, fighting, bullying, harassment, and tampering with fire and other university equipment which will not be tolerated and will lead to sanctions up to and including removal from the Program and University as deemed by the Urban Education Program, Dean of Students, and the Office of Student Conduct.

- The Sexual Violence Policy at Westfield State University prohibits all forms of sexual violence and gender-based misconduct. Prohibited conduct under the Policy includes sexual harassment, gender-based harassment, sexual assault, rape, sexual exploitation, stalking, domestic and dating violence or coercion. This Policy as well as the Policy Against Discrimination, Discriminatory Harassment, and Retaliation may be found at <http://www.westfield.ma.edu/sexual-violence>
- No destruction of property or other acts of vandalism will be tolerated, on or off-campus. This includes excessive trash and individuals not picking up after themselves in the following environments: classrooms, residence halls, dining commons, kitchens, common areas (e.g., Banacos Academic Center, Campus Green, Ely Library, etc.), lounges, and bathrooms. Students will be billed accordingly for damages, vandalism, littering, and excessive trash.
- No co-habitation will be tolerated during the Summer Bridge Program. All participants will be assigned a roommate. Single occupancy is not permitted. In addition, room changes are not permitted unless authorized by the Residential Hall Staff.
- The program and WSU are **not** responsible for any lost or stolen items, or damage to personal property and will not incur any cost for them. It is strongly recommended that if participants choose to keep items of monetary or sentimental value in their rooms, their doors should remain locked at all times. This will prevent crimes of opportunity.
- Participants are responsible for their room keys and campus ID cards and are required to replace them if lost. The campus ID card is a keycard to enter the building and cost \$30.00 to replace. Residence hall room keys cost \$125 to replace. **If a room key becomes lost, immediate notification is required to the Residential Hall and Urban Education Program Staff.**
 - All Urban Education Summer Bridge Program students will have their photo taken during New Student Orientation (NSO). Students will receive their campus ID card on move-in day when they check-in to the residence hall. The initial cost of the campus ID is \$10.00 (cash or check made out to Westfield State University). The campus ID card is required at all-times as it will be a keycard to enter the residence hall. The campus ID card will allow participants to only take the R-10 bus to the Peter Pan Station/Springfield Bus Terminal and the points in between at no charge.

- Participants **MUST** sign out of the residence hall any time they exit the building, and sign in any time they enter the building. **No student can return to their room in-between classes under any circumstances.**
- All students must be in the residence hall by 11:00 p.m. each evening. All food delivery orders must arrive to the residence hall no later than 10:30 p.m.
- All students must be out of the main lobby and other common areas including floor lounges and kitchens by 11:30 p.m. **Students must be in in a room by 11:30 p.m.**
- Leaving campus is not permitted, however, emergencies do arise. If a student needs to leave the Westfield State University campus, **a written request** to an Urban Education Program Staff is required. Please include the date and time of departure, reason for leaving, destination, and expected time of return.
- It is important that participants follow the program schedule and is aware of the times and days that locations are open. Outside of set days and times for the safety of program participants they are not allowed in designated areas without supervision.
- **No one is to go “out of bounds”**. Out of bounds includes anywhere off campus (Western Avenue and Stanley Park) and the following campus locations: Dickinson Lot, South Lot, Commuter Lot (Exception of Welcome Day, Thursday checkouts, and the last day of the SBP), University Hall, New Hall, Apartment Complex, Courtney Hall, Dickinson Hall, Lammers Hall, Scanlon Hall, Woodward Center, Alumni Field, and The Horace Mann Center. Any student caught out of bounds will be written up and repeated write-ups will lead to dismissal from the program.
- **Courtesy Hours** are always in effect and excessive noise is not tolerated. Excessive noise includes, but is not limited to, high levels of music, televisions, social interactions, use of sports and outdoor equipment indoors, and various forms horseplay.
- **Visiting Hours** are Sunday through Wednesday evening from 7:00 p.m.-10:30 p.m.
 - Visitors must present a valid state issued license or identification with a photograph and date of birth for admission into the building.
 - Visitors under the age of 18 must provide a letter including contact phone number from a parent or legal guardian granting permission to visit Westfield State University. **This policy includes all family members.**

- All students are responsible for their visitor(s) and must accompany them at all times. Summer Bridge Program students may sign in up to two (2) visitors at a time.
- Visitors are not allowed to stay overnight at any time during the Summer Bridge Program.
- Participants that have visitors must sign them in and out from the residence hall.
- Students may not sign-in a visitor for another student. This violation will result in a write-up for both students.
- Visitors must adhere to the same rules and regulations as the students they are visiting.
- All visitors must be escorted out of the residence hall by their host by 10:30 p.m.
- All program students must be signed in to the building by 11:00 p.m.
- Participants must return to the residence hall between 7:00 p.m. – 10:30 p.m. on Sunday evenings and sign in. Participants will not be allowed entry before or after this timeframe.
- Participants must sign out of the Residence hall by 5:00pm each Thursday afternoon (or appropriate checkout day).
- Participants are **required** to have a Peer Counselor check their room before Thursday departure. The room will be checked to ensure that windows are locked, shades drawn halfway, everything unplugged except the Microfridge, the removal of perishable food items, and emptied trash bins. Once room checks are completed participants will not be permitted to reenter the room until Sunday.

Participants must familiarize themselves with the Student Handbook of Westfield State University, as they must abide by Student Conduct Regulations including, but not limited to, the Alcohol and Other Drug Policy, Residence Hall Policy, Sexual Violence Policy and Investigation and Resolution Procedures, and Investigation and Resolution Procedures for Complaints of Discrimination, Discriminatory Harassment, Sexual Violence, Sexual Harassment, Gender-Based Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation.

The Student Conduct Resolution can be found at the following link: <http://catalog.westfield.ma.edu/> under **Student Handbook** on the right-hand side.

Conduct Procedures, Actions and Sanctions

Procedures: Participants accused of behavioral violations as outlined in the Student Handbook Student Conduct Regulations or in the Summer Bridge Program Student Agreement and Information, will have the following process afforded to them:

- 1) Participants will receive a written letter (Notice of Charges) outlining alleged violation and a time to meet with the University's Director of Student Conduct and/or Urban Education Program staff as determined by the Director of UEP.
- 2) In the meeting with the Director of Student Conduct/Urban Education Program staff, the accused Program participant will have the opportunity to be heard by sharing information and facts relevant to the incident or behavior in question. The Director of Student Conduct/Urban Education staff will also share any information that they have with the accused participant.
- 3) The accused participant may be supported through the process by one support person of their choice, if they so choose, but the support person may not represent the student in any way to the Director of Student Conduct/Urban Education Program staff.
- 4) Final decisions will be made by the Director of Student Conduct /Urban Education Program staff as to whether to hold the accused participant accountable and what level of sanction (if any) to be imposed.

Sanctions: The following sanctions may be imposed by the Director of Student Conduct/Urban Education Program staff based on the severity of the incident and/or past offenses:

1. **Warning:** Participant receives a verbal or written warning indicating that future similar behavior will jeopardize their standing in the Summer Bridge Program.
2. **Probation:** Participant's parent or legal guardian will be notified of the violation, and the participant may be suspended from living in or visiting the residence halls (required to commute) for a period of time up to five days. Probation also means that any further proven violations of any nature would result in dismissal from the Program.
3. **Suspension/Dismissal:** Participant's parent or legal guardian will be notified of the violation, and the participant will be immediately dismissed from the program. The participant will be ineligible for acceptance to the University in the fall. This information will be forwarded to the Office of Admission.

Educational or community service requirements may also be added to the above sanctions.

Appeal Procedure: A Program participant held accountable for behavior and wishing to appeal the decisions made by the Director of Student Conduct/Urban Education Program staff may submit an appeal letter in writing to the Associate Dean, Academic Achievement who shall serve as Appeal Officer. All appeal information will be reviewed in writing only, unless otherwise determined by the Appeal Officer. Appeals will only be considered on two grounds:

1. A violation of the above procedures occurred which led to the participant not receiving a fair opportunity to be heard; or
2. Substantial new information related to the facts of the matter and not known at the time of the administrative meeting/hearing.

Note: Questions about the interpretation of any of the conduct regulations, procedures and guidelines as outlined in this Agreement and Information booklet rest solely with the Director of Student Conduct and the Director of the Urban Education Program.

Medical Services

During the Summer Bridge Program participants may receive medical services by utilizing two main medical facilities: Westfield State University Health Services and Baystate Noble Hospital. If a participant requires Health Services, they must be escorted by a member of the Urban Education Program staff. Under the direction of Patricia Berube, Health Services summer hours are Monday–Friday 8:00 a.m. – 4:00 p.m. After 4:00 p.m. students are required to notify either Residential Hall staff or the Urban Education Program staff. In case of an emergency, students can call Westfield State University Public Safety.

Health Services Phone: (413) 572-5415

Public Safety: (413) 572-5262

Baystate Noble Hospital is used in cases of a serious medical emergency, accident or if treatment is needed when Health Services is closed. Parents or legal guardians will be contacted utilizing the contact information provided in the Urban Education Medical Form. A Residential Hall or Urban Education Program staff member will remain with the student until a parent or guardian arrives to the hospital. Baystate Noble Hospital is approximately two miles away from main campus.

Baystate Noble Hospital, 115 West Silver Street, Westfield, MA 01086 (413) 568-2811

Each participant is required to submit all Westfield State University Student Health Forms to Health Services prior to the start of the Summer Bridge Program. Please plan accordingly to work with your school nurse, doctor or clinic to get the appropriate immunization(s), and physical completed prior to the Summer Bridge Program.

IF YOU DO NOT SUBMIT COMPLETED WSU STUDENT HEALTH FORMS, PROOF OF IMMUNIZATIONS/WAIVER, AND DO NOT HAVE HEALTH INSURANCE YOU CANNOT ATTEND THE SUMMER BRIDGE PROGRAM. Due to the special nature of the Summer Bridge Program, all residential students are required to have meningitis vaccine or submit a signed meningitis waiver form. For more information, visit: <http://www.westfield.ma.edu/student-life/health-services/required-health-forms-eligibility>
Many graduating high school students could ask their school nurse to fax a copy of their immunizations to Health Services at (413) 572-5545. Some high schools may even offer a physical exam.

Participants must complete the Urban Education Program Medical Form and provide proof of health insurance (copy of insurance card). We will accept scanned items via email to urbaned@westfield.ma.edu. All forms are due Friday, May 31, 2019.

Confidentiality Statement

Medical records are strictly confidential and for staff use only.

WSU Parking During the Summer Bridge Program

Participants must inform the Urban Education Program staff in advance if they plan to bring a car. Availability is on a first-come, first-served basis due to a set number of parking passes. There will be a designated parking lot for student cars. Participants are required to turn in car keys upon arrival to campus on Sunday and returned during checkout. Summer Bridge Program participants are not allowed to use their cars or go to their car during the week—no exceptions. Due to various summer renovation projects on campus, please be aware of signs, closed roads and designated areas for parking. **We are not responsible for lost, damaged or stolen items and parking is at your own risk.** During the academic year residential first-year students are prohibited from having cars on campus.

Summer Bridge Program Required Forms

- New Student Orientation Registration: Log into myWestfield account with the username and password received from admissions and go to myHousing to locate the NSO application. Check your Westfield State email for confirmation.
 - Note: NSO is mandatory for all UEP students to attend. Please register as soon as possible to ensure you get your first choice. For more information visit:
<http://www.westfield.ma.edu/student-life/new-student-orientation>
- Westfield State University Student Health Forms: completed forms are due by May 31, 2019
- Westfield State University Residential Life Housing Forms: completed forms are due by May 31, 2019
- The following forms are due by May 31, 2019:
 - Acknowledgement of Student Agreement and Information
 - My Intent and Student Profile
 - Urban Education Program Medical Form/Copy of Health Insurance Card
 - Dietary Restrictions
 - Waiver and Request for Release of Information

Forms may be returned in the self-addressed envelope in your packet or scanned and e-mailed to urbaned@westfield.ma.edu.

Please ensure that all requested application materials are submitted before the deadline. Incomplete or late applications will not be considered under any circumstances.

After the Summer Bridge Program

Program services continue throughout the student's educational career at Westfield State University. The Urban Education Program provides intensive academic and personal support for each program student. We are dedicated to the growth of confident and capable individuals. We strongly encourage students to take full advantage of our program services once they have matriculated at Westfield State University.

After successful completion of the Summer Bridge Program a Program student agrees to the following:

- Agreement to fully participate in the Urban Education Program after matriculation
- Attendance to special events and scheduled meetings with Peer Mentor
- Attend bi-weekly meetings with Academic Advisor for ongoing advising and support
- Participation in Program opportunities for leadership development and civic engagement

Inactivity and failure to comply may result in ineligibility for special program considerations, services, have a meeting with the Dean of Undergraduate Studies, or withdrawn from the Urban Education Program.

Student and Family Welcome Day Schedule of Events

Saturday, July 6, 2019

Please take note of signs when you arrive to campus for the Urban Education Student and Family Welcome Day. The signs will direct you to parking, registration, and where to unload items for your student in order to move the items into the residence hall.

For more information, please visit the Westfield State University homepage for a campus map and directions.

- 9:00 a.m. – 12:00 p.m.....Registration and Move in—Davis Hall**
- 12:00 p.m.....Lunch Reception—Scanlon Banquet Hall**
- 1:00 p.m.....Welcome Day Ceremony— Scanlon Banquet Hall**
- 2:00 p.m.....Student and Parent Orientation—Scanlon Banquet Hall**
- 4:00 p.m.....Parent and Family Departure— Scanlon Banquet Hall**
- 4:30 p.mDinner for Students—Scanlon Banquet Hall**
- 5:30 p.mStudent General Meeting—Scanlon Banquet Hall C**

Contact the Urban Education Program

The Urban Education Program

Hours: Monday-Thursday 8:30AM-5:00PM

Friday 8:30AM-3:00PM

Parenzo Hall 108

Office: 413-572-5391

E-mail: urbaned@westfield.ma.edu

Webpage: <http://www.westfield.ma.edu/academics/urban-education>

Facebook: <https://www.facebook.com/UrbanEducationProgram/>

Instagram: https://www.instagram.com/wsu_urbaned/

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