Success Through Commitment

Tel: 410-455-2700 | e-mail: upbound@umbc.edu

The enclosed materials were compiled through a grant from the US Department of Education but the contents have not been reviewed by USED and no endorsement should be inferred. The Upward Bound Program is 98% federally funded in 2 grants totally $600,766

This handbook belongs to_________________________________________
Dear Upward Bound Parent and Student

Welcome to the 2013 Upward Bound Summer Component. This handbook is designed to provide you with information about the summer program and your role in its success. We have prepared a comprehensive and exciting program for your students and hope they look forward to the summer program as much as we do.

We anticipate spending approximately $4200 each program year on each of your students. We expect great things of them. This handbook serves as a contract between the Upward Bound program and the families who participate in it. Please remember that the policies and regulations contained in this handbook are written for their benefit and protection.

As always, if you have any questions, comments or concerns, please feel free to contact us via e-mail at upbound@umbc.edu or by phone at 410-455-2700. We are here to help each student reach their full potential and thus expect maximum effort in order for them to receive maximum benefit from the program.

Sincerely,

Corris PA Davis
Director
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Summer 2013 Staff
June 23, 2013 – August 2, 2013

Administrative Staff
Corris Davis, Director (443-226-8001)
Kerra Trusty, Senior Counselor (443-803-4362)
Richard Moore, Academic Counselor (443-415-7081)
Brittany L. Walker, Academic Counselor (410-455-2700)
Shane J. McCormick, Office Coordinator (410-455-2700)

Counseling Staff
Kerra Trusty, Senior Counselor
Richard Moore, Academic Counselor
Fandreia Bowman, Part Time Counselor

Instructional Staff
Reginald Benbow, Study Skills
Corey Carter, Biology
Cynthia DeGroat-Durham, French
Robin Ernest-Siak, Chemistry
Dominique Hill, Coll. Readiness/Seminar
Michael Hunt, Mathematics
Frances Johnson, Mathematics
Katrina Mims, English & SAT Verbal
Kellie McCants-Price, SAT Math
Damitra Newsome, Mathematics
Ashley Pleasant, Spanish
Joan Stukes-Maurics, English
Christopher Travers, College Readiness
Kerra Trusty, PGC
Brittany Walker, PGC
Meisha Walker, College Admissions

Residential and Daytime Staff

Durell Callier, Co-Residential Director
Kendra Johnson, Co-Residential Director
Camille Hackney, Head Daytime TC

Frances Fisher, Residential TC
Devin Hickson, Residential TC
Ciara Lewis, Residential TC
Kendra Osei-Wusu, Residential TC
Arun Puracken, Residential TC
Brittany E. Walker, Residential TC
Rushod Weathersbee, Residential TC
Devon Wilkins, Residential TC
Abida Kazmi, Daytime TC
Syeda Kazmi, Daytime TC
Adesumbo Odunlami, Daytime TC
Charles Springer, Daytime TC
MISSION

The UMBC Classic Upward Bound Program strives to assist students in gaining the knowledge, skills and resolve required to graduate from high school, and enroll in and graduate from postsecondary institutions.

HISTORY AND PHILOSOPHY

The University of Maryland, Baltimore County (UMBC) Upward Bound Program, funded by the US Department of Education, was initiated in 1989. The Program is currently funded to serve 151 students. Participants are ninth through twelfth grade students, from five target schools in Baltimore County and Baltimore City. Generally participants are admitted to the Program as ninth or tenth graders, and actively participate through the summer after their high school graduation.

The UMBC Upward Bound Program is divided into two components: an academic year component, and a six-week summer component, which includes a bridge program. The bridge program provides a smooth transition from high school to college and college credits for seniors, just graduating from high school. Academic instruction and tutoring for a core of courses, including math (Algebra through Pre-Calculus), lab sciences, English composition and literature, and foreign language, are the center of the academic year. Academic enrichment in these core courses is the focus of the summer component.

Guidance and counseling, key elements of the Program, are provided in the areas of academic, personal, career, and college selection and admissions for all participants, year round. Study skills, computer technology, preparation for college entrance exams, and a variety of educational and cultural activities also are included in the Program, to further enhance participants’ development. Regular contact and interaction with parents and participants’ schools provide a team approach to helping student prepare for their academic, professional and personal futures.

The UMBC Upward Bound Program takes pride and pleasure in the new chapters being added to its history, the continued achievements of Program participants, and the successful graduation from college of its alumni. Students’ investment in the development of their academic and personal skills, during their high school years, will gain them entrance to and success in their academic, career, and personal endeavors. This is the philosophy of the UMBC Upward Bound Program, and it is to this philosophy that the Program’s summer staff pledges its time, talent and effort.
GOAL

The goal of the Program is to generate, in participants, the skills and motivation necessary to graduate from high school, and to matriculate in and graduate from an institution of post-secondary education.

OBJECTIVES

- Project staff will work with Upward Bound participants to meet identified academic, guidance and personal needs.

- Personal guidance, academic counseling, and college awareness activities will be provided for all Upward Bound participants through individual meetings and group activities.

- Academic instruction, as well as tutoring and enrichment activities will be provided for all Upward Bound participants.

- College entrance test preparation will be provided for all students, and college application assistance provided for 12th graders.

To that end, the program will:

- Serve 151 students each program year.
- Retain students as participants in high school until graduation.
- Assist students in achieving at least passing scores on the Algebra I/Data Analysis and English 10 HSA Exams and with improving high school GPA.
- Assist students in applying to and enrolling in postsecondary education in the semester immediately following high school graduation.
- Provide students with the resources and skills to successfully enroll in postsecondary education and eventually earn a postsecondary degree.
ABOUT THE SUMMER COMPONENT

The UB Summer Component is a six week college-simulated residential program. During this component, the students live on campus in residence halls and take classes to improve their skills in English, science, math, and foreign language. Social, cultural, community and educational events, as well as group living, round out the total summer experience. Throughout the summer, the program exposes students to cultural experiences such as ethnic restaurants, interaction with other Upward Bound students, sporting events and college visits.

Summer Component Benefits
- Academic Skills Enhancement (English, Foreign Language, Math, Science)
- Campus Housing
- Career Exploration
- College Tours/Admission Guidance
- Cultural Activities
- Field Trips
- Leadership Development
- Mentoring
- Recreation
- Self-Esteem/Self-Development
- Stipends
- Study Skills
- Supplemental Instruction
- Three Meals per Day

What to Bring
Each week pack clean, comfortable, modest clothing that meets program guidelines, including a pair of gym shoes. Include clothes for community service projects, as well as an umbrella/rain coat in case of rain. Please provide your own towels, washcloths, hangers, pillow, and extra-long twin-sized bed sheets and blankets. Be sure to bring your own toiletries (toothbrush, toothpaste, shampoo, deodorant, comb, soap, hair dryer, etc.) You may bring a refrigerator, radio, cell phone and alarm clock.
General Policies

Attendance/Absences
The purpose of the Summer Component is to generate the skills and motivation needed to succeed both in high school and postsecondary education; therefore, the time students spend in class is imperative to achieving academic success. Students are expected to attend all classes during Summer Component.

Parental permission is required 24 hours in advance if a student has an outside appointment or obligation causing them to miss a portion of the Summer Component Program. The date, pickup and return time, and name of a person responsible for transportation must be given to the Office. Students must report to the Upward Bound Office (during the day) or the Resident Director (during the evening) before leaving for and upon returning from an appointment. Missing more than five days of classes may result in the student being placed on probation, loss of stipends, and/or the inability to attend the end of summer trip.

Illness/Injury
If you are ill before morning classes begin, you should contact your designated residential director immediately, in order to determine if you should see a physician, stay in the residence hall for recuperation, or go to class. If you become ill during the day, a staff member will be notified to escort you to the residence hall. If a student misses class for illness, his evening activities will be prohibited. Any student who is ill for more than one day must be picked up by their parent to recover at home. Parents will also be notified if their child misses two or more mealtimes, more than one day of classes, and/or if the child needs to see a physician.

Visitors
Parents, guardians and siblings are the only approved visitors during the Summer Component. Students must inform a residential staff member that their parent or other family member is visiting.

Stipends
Stipends are earned each week and are given to students who fully participate in the Summer Component. They are awarded at the conclusion of the summer component. If a student is absent for part of the week, violates UB policies, or is ill for more than one full day, the stipend will not be awarded for that week or a set number of weeks to be determined by the Director.

Stipends are not a right, but a privilege of Upward Bound students and must be earned. Stipends are awarded to students who make satisfactory effort in achieving the goals of the program and their own personal academic goals. Students must be present, on time, engaged in learning and make satisfactory attempts to complete assignments to be eligible to receive their stipend. You can’t just show up!
Appearance
Students are asked to use discretion when choosing their clothing to be worn during the Summer Component. **Crop tops, halter tops, tube tops, short shorts, cut-off shorts, biker shorts, leggings, spandex without proper coverage** are not appropriate. Clothing with **inappropriate words/phrases or drug/drug paraphernalia printed on them** are not permitted. Hats and sunglasses are not allowed during the academic day. **No undergarments should be seen.** Young men must wear belts or wear pants which do not **sag below their waste.** Students will be asked to change if in violation of the dress code, as well as possibly lose a portion of their stipend.

Behavior
Upward Bound Students have a high standard of behavior to uphold. Those associated with UMBC are interested in our program and frequently observe our activities and classes. The actions of our students directly affect the entire Upward Bound Program, its reputation, and its future success. Therefore certain behaviors will be expected without exception: honesty in words and deeds, appropriate language and dress, observance and compliance with all federal/state/local/university rules and regulations. Behavior violations will result in immediate referral for sanctioning and/or dismissal from the program.

Mail Call
Students may receive mail during the summer program at the following address:
Your Name
UMBC Upward Bound
1000 Hilltop Circle MP 007
Baltimore, MD 21250

Special Trips/Activities
Several trips/activities have been planned for the summer. A calendar showing the dates of the activities and trips can be found on page 22 of this handbook. Some trips may be added after the program begins such as nightly activity trips. We present a wide variety of trips/activities. We realize that you may not enjoy each and every trip/activity that we have. However, you have been chosen to become a member of this program and while you may not “love” every activity we expect you to participate fully and act positively about the activity/trip. Each of our activities/trips has something to offer for every student if he/she will only take advantage of it.

Use of Cell Phones/MP-3 Players
Students are allowed to carry cell phones while in UB. However, it is each student’s responsibility to put the phone on silent or turn it off while in class, on the work site, at activities, etc. In short, any time students are involved in UB activities of any kind, cell phone usage is prohibited. If a student’s cell phone rings during any activity, the phone will be confiscated by UB staff and will be returned to the student at the end of the day.
If parents need to get in touch with students, they can either call the student’s residence hall room, call the UB office (between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday), or after hours, call one of the UB staff members’ cell numbers. You will be given the cell numbers the first day of the summer program.

Students can have personal MP-3 players on campus. However, students cannot listen to music while in class, during study hall, or during any UB sponsored event. If a student is using headphones during any UB activity, the MP-3 player will be confiscated and given back to the student at the end of the day.

Transportation
During specialized courses, Summer Component, and any other programs designated by the Upward Bound Director, students, parents, and guardians are responsible for making their own travel arrangements to and from campus.

End of Summer Trip
The UB end of the summer trip will take place on August 1, 2013 to visit Bowie State University and Six Flags America. Parents will be sent a detailed itinerary during week 5 once student participation is determined. In order to experience this trip with the group, there are some requirements that UB students must follow. A student must:

1) Have followed the rules and regulations of the UB program so that he/she is still in the program and has not been dismissed for rules violations throughout the summer;
   And
2) Have the following grade point average in the academic classes going into week 6 of the summer program:
   - Rising sophomores—2.5;
   - Rising juniors—2.75; and
   - Rising seniors—3.0.

Student’s who slack off following week 5 (that is they earn the right to go on the trip but then fail to complete the rest of their work) will be penalized with a deduction to their summer stipend.
Rules and Regulations

General Conduct

1) The staff will treat students with respect and courtesy; the same is expected of all students. Any incidents of disrespect, lack of courtesy, or defiance will be handled as a serious offense.

2) UMBC is the home of the Upward Bound Program. Treat it as such; take pride in it and report any vandalism or needed repairs to the Upward Bound Office immediately.

3) The Office of Residential Life (ORL) and the Upward Bound Program reserve the right to remove any participant who does not comply with the stated rules and regulations and who violates federal, state or local laws.

4) Students are to submit changes in their telephone numbers, residences or other pertinent information to the Upward Bound office immediately.

5) No fights or use of profanity will be permitted by any member of the program at any time.

6) Students may not leave any activity until dismissed without permission from an Administrative staff member. (This includes travel to activities.) Students must remain in designated areas during Upward Bound functions. No roaming will be permitted.

7) Students may not receive or make phone calls during classes (8:00 am-11:05 a.m.; 12:10 pm-3:00 p.m. and 6:00 – 8:00 pm.) and between the hours of 11:00 pm-6:00 a.m. Emergency calls should be directed to the Upward Bound Office during the day or the resident director during all other times. Cell phone usage is strictly prohibited in class and during structured activities. Multiple offenses will result in the phone being returned to the participant’s parent. This is the only warning. 1st offense will result in the phone being taken for the class. A second offense will result in phone being taken for the day. A third offense will result in the phone being sent home.

8) Students are required to report on time and to participate in all aspects of the Program - Classes, Seminars/Lectures, Study Hall, Counseling, Educational/Cultural/Recreational Activities, Meals, and Evaluations.

9) Students are to follow directions of any person in a position of authority. Students are to report any inconsistencies or concerns about directions to an administrative staff person.

10) Students must obtain permission from an Administrative or Counseling staff member to use the office telephone or any other office equipment or office supplies. Additionally, students must ask permission to use the water cooler in the office as there is adequate water fountains located throughout the campus buildings that students are able to use.
11) No part of any Upward Bound student’s body is allowed in a moving or parked and/or stationary car without permission from an Administrative staff member. Students may ride only in cars with their parent/family. Sitting in parked cars is prohibited.

12) Parents must sign students out on Friday. If they are to depart without a parent, parents must give written permission.

Academics

13) Students must bring text and notebooks including homework, class work, quizzes, and test papers to every class unless otherwise specified.

14) Students are to be present and on time for all classes.

15) Homework must be completed according to the instructors’ timelines and submitted when it is due.

16) Changes in individual student schedules can be made by an Administrative or Counseling staff person only. Students may not change their own schedules.

17) Sleeping in class will not be allowed. Repeated violations of this policy will result in successively earlier curfews.

18) No eating or drinking will be permitted during the classes, seminars/lectures, counseling, and educational/cultural activities, unless otherwise specified.

19) No noise (loud talking, laughing, etc.) is permitted in any classroom, hallways, labs, etc. on the UMBC campus. Therefore, voices are to be kept to a whisper when passing through the halls.

Dorm Living

20) All students are to check into the dorm between 5:00 and 7:00 p.m. on Sunday night.

21) Students may not open or hang out of their windows and/or chat with persons in the street from the windows.

22) Students will not engage in water fights in any residential space, including the area immediately outside of the dorm (the courtyard)

23) All irons and curling irons must be unplugged when not in use.

24) Students are not allowed to bring televisions.
25) Cooking, use of hot plates, toasters, toaster ovens, microwaves, etc. in dorm rooms is prohibited.

26) Students are required to attend all meals. Any absent student must see a Residential Director to explain their absence.

27) The University and UMBC Upward Bound are not responsible for any lost or stolen personal effects, belongings, or property. Please lock all doors upon leaving assigned residence room.

28) All students must be inside the dormitory by 10:00 p.m. At 11:00 p.m., all students are to be in their dorm rooms. All food must be ordered by 9:40 pm. Any orders received after 10:45 will not be accepted. All lights, radios, and telephones must be silent by 11:15 p.m.
Bottom-Line Agreement

(Infractions may result in dismissal from the program):

I agree to abide by all rules of the UMBC Upward Bound Program and will following these essential regulations while attending the UMBC Upward Bound program:

1. I agree not to bring, possess, sell or consume ALCOHOL.

2. I agree not to bring, possess, or consume any substance not prescribed by my doctor. I also agree not to sell any DRUG, medication or substance.

3. I agree not to POSSESS, SMOKE or CHEW tobacco products.

4. I agree not to PHYSICALLY ASSAULT, VERBALLY ABUSE or SEXUALLY HARASS anyone.

5. I agree not to engage in SEXUAL ACTIVITY.

6. I understand that males are not allowed on the females' floor and females are not allowed on the males' floor without a staff escort.

7. I agree not to VANDALIZE or STEAL UMBC, the Upward Bound Program or anyone's property.

8. I agree not to CHEAT or PLAGIARIZE (steal another's work).

9. I agree not to bring, possess or use WEAPONS or engage in TERRORISTIC THREATENING.

10. I agree not to GAMBLE.

11. I agree not to bring, possess or use FIREWORKS.

12. I agree not to prop open doors because it is a FIRE HAZARD.

Broken bottom line agreements: Any violation of bottom-line agreements will result in an immediate Administrative conference. It will also include immediate notification of parents/guardians. Expulsion from the program may result.
Disciplinary Procedures

Generally, misconduct will be noted on a staff comment sheet or incident report by the staff member reporting the behavior. An administrative staff member will notify the student of the violations and the student will be given the opportunity to explain their role.

The administrative and/or head residential staff will determine what, if any, consequences will be imposed based on the information available.

1) Reprimand – Oral reprimand regarding the behavior and a warning regarding the consequences of future misbehavior. Written reprimands may also be placed in the student’s file.

2) Revocation of Privileges – Privileges, such as free time and evening visitation privileges, may be revoked for a period of time which will be determined by staff based on the nature of the offense.

3) Restrictions – Students may not be allowed to attend social or special activities such as movies, dances, etc. In some cases, students will no be allowed to attend the end of summer trip.

4) Probation – Students may be placed on probation for a period of time as determined by the offense. During this period, certain requirements, spelled out by a probationary agreement must be met.

5) Suspension – Student may be sent home for a period of time during the summer session or not allowed to live residence if behavior warrants.

6) Dismissal – If the circumstances warrant, students will be dismissed from the program.

The infractions listed in the Bottom-Line Agreement are worthy of levels 5 or 6 of the Disciplinary Procedures, immediately.
Summer Component Sanctions
Sanctioning is a process designed to help students change negative behaviors. The objectives of sanctions are to ensure a safe and secure environment and to promote an atmosphere that is conducive to learning, student development and community leadership. The following are sanctions for the academic year and the Summer Component.

Level 1 Offense Examples
Types: Violation of curfew, missing residence hall meetings and programs, use of profanity, tardiness from class, guest policy violation, quiet hours violation, public displays of affection, clothing infractions, gossip, or bullying behavior.

Staff Response: Staff will meet with the student within 24 hours of incident, preferably on the same day.

Possible Sanctions: Curfew restrictions, additional academic or community service assignments, suspension of mobile device, removal of weekly stipend(s), limited evening activity involvement, and/or notification of parents.

Level 2 Offense Examples
Types: Two or more Level 1 violations, non-compliance of sanction from Level 1, tampering with fire system or equipment, disrespect of staff members, cheating or plagiarism, skipping class, hazing or harassment.

Staff Response: Administrative staff will meet with the student within 24 hours of incident, preferably on the same day.

Possible Sanctions: Curfew restrictions, additional academic or community service assignments, suspension of mobile device, removal of weekly stipend(s), limited evening activity involvement, notification of parents, and possible removal or suspension from the Upward Bound Program.

Level 3 Offense Examples
Types: Any illegal or unethical behavior such as theft, vandalism, physical harm, bottom line agreement violations.

Staff Response: Administrative staff will meet with the student immediately to determine sanctions.

Possible Sanctions: Notification of parents or guardians, notification of local law enforcement, removal of weekly stipend(s), dismissal from Upward Bound Program, possible incarceration.
Dress Code

Students are to adhere to the specified dress code for various activities. Students are expected to dress appropriately when no dress code is specified. Students must include one set of dress clothes in their clothes for the week, as students are required to dress for various events.

1. Definition of appropriate daily dress
   a. Females
      i. No midriff tops (we should not see your stomach or back)
      ii. No skirts or shorts shorter than the tip of the fingers. No mini-skirts are allowed.
      iii. No hair curlers or stocking caps outside of the dorm
   b. Males
      i. No hats inside of buildings
      ii. Hair must be neatly combed or braided at all times
      iii. No do-rags or bandanas outside of the dorm
      iv. No waistbands more than 3” below the waist. Students must wear belts if pants do not meet this guideline. If no belt is available, one will be provided for you.

2. Definition of dress clothes
   a. Females
      i. dress or
      ii. skirt [no capris] and blouse or
      iii. slacks and blouse
      iv. stockings
      v. shoes [no slippers or house shoes]
   b. Males:
      i. collared shirt
      ii. tie
      iii. slacks
      iv. belts
      v. shoes
      vi. socks

3. Notes for all students
   a. Shoes and/or sandals must be worn at all times.
   b. Halter tops, tank tops, muscle shirts, or see-through tops are not allowed.
Summer Food Services Program

The UMBC Upward Bound Program participates in the MSDE Summer Food Services Program. In order to comply with the guidelines of this program, students are required to take specific components at each meal. The residential staff will closely monitor student compliance to these regulations. Below are the required components for your reference:

Breakfast
- One serving of milk
- One serving of a vegetable or fruit or 100% juice
- One serving of a grain or bread
- Meat or meat alternate is optional

Lunch/Dinner
- One serving of milk
- Two or more servings of vegetables and/or fruits
- One serving of grain or bread
- One serving of meat or meat alternate

Meat Alternates include:
- Cheese
- Eggs
- Cooked dry beans or peas
- Peanut butter
- Yogurt
- Alternate protein product
### Information Sheet

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### Building Codes
- ACIV: Academic IV
- ENG: Engineering
- SOND: Sondheim Hall
- MP: Math/Psychology
- PHYS: Physics
- CAF: Residential Dining Hall
- DORM: Patapsco

### Phone Numbers
- Upward Bound Office (8:00 a.m. - 5:00 p.m.) 410-455-2700
- Mr. Durell Callier, Residential Director 443-226-7957 (Cell)
- Ms. Kendra Johnson, Assistant Res. Director 443-226-7933 (Cell)
- Ms. Corris Davis, Director 443-226-8001 (Cell)
- Ms. Kerra Trusty, Senior Counselor 443-803-4362 (Cell)
- Mr. Richard Moore, Academic Counselor 443-415-7081 (Cell)
- Ms. Brittany Walker, Academic Coordinator 443-630-4064 (Cell)
- Patapsco Front Desk 443-612-0500
- Emergency (Campus Police) 410-455-5555

**Student Phone Numbers Can Be Obtained Directly From the Student**

### Special Dates
- June 15 – PGC Activity Day
- June 27 - Sakura Restaurant
- June 28 – Opening Event
- July 3 – Dismissal for 4th of July Holiday
- July 11 – Orioles Baseball Game
- July 12 – BMUB Joint Outdoor Cookout @ Centennial Park
- July 18 – CUB Outdoor FIELD DAY @ UMBC
- July 25 – Skating or Lasertag
- July 30 – Closing Assembly
- August 1 – Bowie State University Visit/Six Flags
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<td>Thursday</td>
<td>27-Jun</td>
<td>4-Jul</td>
<td>11-Jul</td>
<td>18-Jul</td>
<td>25-Jul</td>
<td>1-Aug</td>
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<tr>
<td></td>
<td>a.m. classes</td>
<td>a.m. classes</td>
<td>Onoless Games</td>
<td>Field Games</td>
<td>a.m. classes</td>
<td>BSU</td>
</tr>
<tr>
<td></td>
<td>p.m. classes</td>
<td>p.m. classes</td>
<td>Gym</td>
<td>Gym</td>
<td>p.m. classes</td>
<td>Six Flags</td>
</tr>
<tr>
<td>Friday</td>
<td>28-Jun</td>
<td>5-Jul</td>
<td>12-Jul</td>
<td>19-Jul</td>
<td>26-Jul</td>
<td>2-Aug</td>
</tr>
<tr>
<td></td>
<td>Opening Activity</td>
<td>Outdoor Activity</td>
<td>Gym</td>
<td>Gym</td>
<td>Gym</td>
<td>Closing Program Luncheon</td>
</tr>
</tbody>
</table>

Daily Schedule at a Glance
Summer Daily Schedule

The following schedule outlines a typical UB day. Some days the schedule may change somewhat but you will be made aware of those changes well in advance.

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:15 - 6:45</td>
<td>Wake up!!!</td>
</tr>
<tr>
<td>7:00 - 7:45</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:00 - 10:55</td>
<td>Academic classes</td>
</tr>
<tr>
<td>11:10 – 11:55</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:05 - 3:00</td>
<td>Academic classes</td>
</tr>
<tr>
<td>3:05 - 3:30</td>
<td>Daily Check-In (if needed)</td>
</tr>
<tr>
<td>3:30-4:45</td>
<td>Afternoon Activities</td>
</tr>
<tr>
<td>5:00-5:45</td>
<td>Dinner</td>
</tr>
<tr>
<td>5:55- 6:50</td>
<td>Study Hall</td>
</tr>
<tr>
<td>7:00-9:45</td>
<td>Evening Activities</td>
</tr>
<tr>
<td>10:00</td>
<td>Curfew and quiet time (until 6:45 a.m. next morning)</td>
</tr>
</tbody>
</table>
Daily Procedures

Sunday:
All students are to check into Patapsco Dormitory between 5:00 and 7:00 p.m., at which time they will pick up their room key and meal card. The charge for lost keys is $240.00.

Monday - Friday:
Students are to be up, dressed and at breakfast between 7:00 a.m. and 7:40 a.m. Students are to leave the dining hall by 7:50 a.m. for their first class of the day (8:00 a.m.). At that time, all items needed for the morning must be taken as students are permitted in the dorm for immediate emergencies only with staff permission and supervision.

Thursday (Weeks 4 and 5):
Students are to be picked up between 8 and 9 p.m. on Thursday Evening afternoon. If parents will be delayed or someone other than their parent or guardian will be picking up students, parents must call the office by 3 pm or the dorm after 3 p.m. to alert the staff. We encourage car pooling to allow our residential staff adequate weekend time.

Friday:
Students are to be picked up between 4 and 5 p.m. on Friday afternoon. If parents will be delayed or someone other than their parent or guardian will be picking up students, parents must call the office by 3 pm or the residential director on duty after 3 p.m. to alert the staff. We encourage car pooling to allow our residential staff adequate weekend time.

Lunch Time:
Students are to report directly to the dining hall at the end of their “3rd period” class. Lunch is scheduled from 11:10 – 11:55. All students are to depart from the dining hall no later than 11:55 p.m. as their next scheduled class begins promptly at 12:05 p.m.
Study Hall:
From 5:55 p.m. to 6:50 p.m., Monday – Thursday, students are to report to the assigned study hall location (generally the campus Library upper floor). Study hall is a time to complete assignments. There is ample time after dinner to complete any assignments not completed during study hall.

Dinner:
All students must report to the dining hall at 5:00 p.m. Students are to report directly to Study Hall immediately following dinner.

Free Time:
From 3:30 to 4:30 p.m., Monday – Thursday when there is no other scheduled activity, students may sign out to the Game Room in the Commons, Dorm or another approved location designated by Administrative Staff. All students are to report to Study Hall promptly at 5:55 p.m. – 6:50 p.m. unless otherwise specified.

Evening Activities:
Evening activities typically begin at 7:00 p.m. When there is no other scheduled activity, students may participate in recreational or academic activities led by Residential staff. All food orders must be placed by 9:40 pm. Any order received after 10:45 will not be accepted.

Evening Dorm Procedures:
All students must be in the dorm at 10:00 p.m. and in their own rooms by 11:00 p.m. Lights in all rooms are to be turned off at 11:15 p.m. Students are to complete all academic and personal tasks before this time. The Resident/Assistant Resident Director on the male hall and the Assistant Resident Director or Head TC on the female halls must approve any deviation from this procedure.
Notes
Notes