

BRIDGES TO SUCCESS MANUAL



Congratulations!

Recruitment & Retention of Ethnically Diverse Students

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SSB-110 - WEST CAMPUS

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**BRIDGES TO SUCCESS SUMMER PROGRAM
BRIDGES TO SUCCESS ACHIEVERS PROGRAM**

Introduction

Valencia Community College invites High School Graduates to apply for the Bridges To Success Program. The Bridges To Success Program is designed to enhance skills needed for academic success. The program will provide an academic, cultural, and social road map that has proven successful in graduating our ethnically diverse student population. The Bridges To Success Program begins with a six week summer program (Bridges To Success Summer Program) and successful students will be invited to participate in the Bridges To Success Achievers Program (full scholarship- 31 credit hours each year – up to three years).

Students interested in the Bridges To Success Program must complete a Bridges To Success Summer Program Application (this is not a Valencia Community College Admissions Application). Two letters of recommendations and a high school transcript (before graduation) must accompany the application. Application must be received by Valencia Community College or post marked by the application deadline date (no application will be accepted after the deadline). Applications are available at Valencia Community College Student Services Department (East, Osceola, West, and Winter Park Campuses), Office of Recruitment and Retention of Ethnically Diverse Students or your high school Guidance Office.

Eligibility for Bridges To Success Summer Program

- Student must be a resident of Orange or Osceola County
- Student must be a graduating senior (must graduate with a regular high school diploma or GED)
- Student must complete and process the Free Application for Federal Student Aid (must be received by Valencia Community College) by March 10th (summer program)
- Student must take the Computerized Placement Test (CPT)
- Student whose first language is not English must take the ELPA/LOEP
- Student must submit a Bridges To Success Summer Program Application and two letters of recommendations

Eligibility for Bridges To Success Achievers Program

- Student must complete the Bridges To Success Summer Program with at least a 2.0 GPA and a 100% course completion rate
- Student must complete and process the Free Application for Federal Student Aid (must be received by Valencia Community College) by April 15th (academic year following the summer).

Bridges To Success Selection Process

Selection Committee

Selection of students to participate in the Bridges To Success Summer Program is conducted by a selection committee. The Bridges To Success Selection Committee will consider only completed applications. The minimum requirement to participate in the Bridges to Success Summer Program is to be a current year graduate with a regular high school diploma or GED. However, students are selected based on a point system. Points are assigned for a completed application, two letters of recommendation, grade point average, extracurricular activities, community services, and participating in Valencia Community College Post Secondary Transition Programs or partnerships.

Acceptance Form

Students will also receive a letter of acceptance and an Acceptance Form. The Acceptance Form must be signed by the student (student and parent if the student is under 18 years of age) and returned by the deadline. Failure to submit this form by the deadline is an automatic disqualification from further consideration. The form must be returned to Valencia Community College, Office of Recruitment & Retention of Ethnically Diverse Students, by mail-P.O. Box 3028, Orlando, FL 32802-3028, or can be dropped off at our office located at 1800 South Kirkman Road, on the West Campus, in the Student Services Building (SSB) 110, or at the Student Services Office at any campus.

Procedure Check List

Selected students will receive a Procedure Check List which identifies procedures that newly selected Bridges To Success Summer Program students must complete and the corresponding deadlines.

The procedures are to:

- **Submit a general Valencia Community College Admissions Application**
- **Submit an official high school transcript**
- **Submit a Free Application for Federal Student Aid Form (Pell Grant)**
- **Take the Computerized Placement Test (CPT)**
- **Take the LOEP Test (English is your second language)**
- **Sign and return the Acceptance Form**
- **Attend a Counseling Advisement session**
- **Attend the Bridges To Success Summer Program Orientation**

Assessment

To evaluate your level of preparation, the College requires entry assessment for your initial placement in English, reading, and mathematics courses. Valencia will accept assessment scores from CPT, ACT, or SAT that are less than two years old. However, Bridges To Success Summer Program requires that student take the CPT. Students whose first language is not English must take the ELPA/LOEP assessment test. Due to the limitation of our summer curriculum, we can only accept students who test at level 6 or higher on the LOEP.

Fees

There is no fee to participate in the Bridges To Success Summer Program. However, there is a Valencia Community College Application fee of \$25.00 that must be paid by the student.

There is no fee to participate in the Bridges To Success Achievers Program. However, there may be fees assessed through the college that students may be required to pay.

Deadlines / Due Dates

It is the responsibility of the student to meet all deadlines/due dates. The Bridges To Success Summer Program has posted deadlines/due dates in the Bridges application, calendar, and Procedure Checklist. Because there are a large number of students who apply for the Bridges To Success Summer Program and there is a short window of time to replace students if you miss a deadline/due date you will be automatically replaced without notice.

Valencia Community College General Admission

The Bridges To Success Summer Program Application does not substitute for the Valencia Community College General Admissions Application. All Bridges To Success students are required to submit a Valencia General Admissions Application with a \$25.00 fee (Valencia General Admissions Application is not required for consideration to the Bridges To Success Summer Program).

ORIENTATION - REGISTRATION

Bridges Student Orientation

Bridges To Success Program students are required to participate in the Bridges Student Orientation before final acceptance into the program. The Bridges Student Orientation includes a campus tour, information on educational planning and college resources, and group advising. Orientation for Orange County graduates is held on the West Campus and for Osceola County graduates on Osceola Campus.

Bridges Student/Parent Workshop

The Bridges To Success Summer Program workshop is mandatory for students and their parent or guardian to attend. This workshop is designed to acquaint Bridges students and parents with Bridges To Success Summer Program. This workshop will facilitate a partnership and bond between Valencia, student, and parent.

Students will learn:

- **What is involved in the Bridges To Success Programs**
- **What is covered by the scholarship**
- **What is expected of a Bridges To Success Summer Program student**
- **Requirement for successfully completing the Bridges To Success Summer Program**
- **Which campus they will attend**
- **Who the program staff are**

Advisement

Bridges Advisement Team provide developmental advising which includes educational and career planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student success skills, preparation for university transfer, and work force preparedness. Student will meet with a member of the Bridges Advisement Team for assistance with educational and career plans.

Registration

Registration is the process of enrolling in courses and obtaining your class schedule for the next session. Specific information about registration for a particular session is given in the schedule of credit classes which is available about four weeks prior to the beginning of a session.

Bridges participants must complete an Initial Course Request and Data Summary Sheet and have it signed by a counselor or Bridges advisor. Bridges To Success Summer/Bridges To Success Achievers programs will not pay for courses that have not received approval from a counselor or a Bridges advisor prior to registration.

Students can register using Atlas (computer system) or using the Out Post (located on each campus).

Academic Plan

Bridges To Success Academic Achievers must develop an educational plan with Atlas and review it with an academic advising staff member. Your approved educational plan is required before you can register each semester. If you register without an approved plan, Bridges To Success Achievers scholarship will not pay for the course. Also, you are required to have your plan reviewed by an advisor at the beginning of each academic year.

DEGREES

Associate in Arts Degree (A.A.)

The A.A. is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree.

Associate in Applied Science (A.A.S.) and Associate in Science (A.S.)

The A.A.S. and A.S. Degrees are designed to prepare students to enter careers upon completion of the degree, with no further study required. Certain A.S. Degrees articulate with bachelor's degree programs in Florida's State University System. These degrees, called Articulated A.S. to B.A./B.S. Career Path Degrees, are designed for students who seek immediate employment in the specified field and who decide to continue to a Florida public university as a junior to complete a bachelor's degree in the specified field.

ATLAS

Atlas

Valencia's Web-based learning support system links students, faculty and staff to one another and to information that supports student learning and career goals. As an enrolled Valencia student, you will receive an e-mail account through Atlas. Atlas also gives you the ability to register online, check grades and join online learning communities.

E-Mail

One of the primary means of communicating with our Bridges students is through Atlas E-mail. Your Atlas E-Mail will permit you to e-mail questions and make comments that you otherwise would not have an opportunity to address. A response to your e-mail should be received within 48 hours.

Bridges Online Learning Community Group

It is mandatory that you sign up for the Bridges Online Learning Community Group. This group allows students and staff to communicate with each other and the group. Important due dates/deadlines, workshop schedules, community services, and other information will be posted to the Message Board.

ACADEMIC REQUIREMENTS

Attendance

You are expected to attend all sessions of all courses for which you are registered. Regular attendance and regular class participation are significant factors which promote success in college. In the event of an absence, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible.

It is mandatory that Bridges To Success student attend every class. If a student has three unexcused absences, you must submit a letter stating the reason why. The letter must be submitted to the Bridges to Success office within five days of your third unexcused absence. If you fail to submit your letter or have more than three unexcused absences, you may lose your scholarship and must go before the Appeals Committee for consideration of reinstatement.

Assignments

You are expected to complete and submit all assignments in accordance with your course syllabus. If you fail to submit your assignments or submit them in a timely manner, you may be required to attend weekly conferences, participate in tutorial sessions, or other appropriate activities.

Mid-Term Evaluation

Bridges To Success Program conducts a mid-term evaluation each semester as a part of its Tracking program. The Bridges office will send out Academic Progress Report forms to each Bridges students' professors and ask them to complete the form and return it by a specific date. Students with evaluations below average will be required to visit with one of our counselors on a bi-weekly basis and may be required to participate in other activities.

Grade Point Average (GPA)

Bridges To Success Summer Program participants are required to complete the summer program with at least a 2.0 GPA and 100% course completion rate.

Bridges To Success Achievers Program participants are required to have a 2.5 GPA at the end of the academic year and a 75% completion of your course work. Students who fall below a 2.5 after the Fall semester will be required to participate in academic success activities.

NON-ACADEMIC REQUIREMENTS

Community Service Hours

Bridges students are required to complete 30 hours of community service starting the second week per semester (Fall, Spring and Summer-Full Term) and 15 hours during the Summer A or B. Bridges students must complete 3 hours per week beginning the second week after the start of each semester. Community service placement is determined by the Bridges To Success Achievers Program. Students are required to complete and submit a Community Service Progress Report (every three weeks) and a Community Service Student Evaluation Form. A Community Service Agency Evaluation form is also submitted by the Community Service location.

Workshops

Bridges students must attend 4 approved workshops each semester (Fall, Spring, and Summer Full-Term) and 2 during the Summer A or B. A list of workshops is provided through the Valencia Connection. At the conclusion of each workshop, Bridges students are required to have the presenter sign the Certificate Of Attendance. Also, you must complete the evaluation on the back of the certificate. The Workshop Certificate must be submitted to the Bridges To Success Program office.

Group Meetings

Bridges To Success students are required to attend 2 group meetings each semester. If a Bridges student misses a meeting and attends the make-up meeting, you will be required to do an additional 5 hours of community service. If you do not attend the make-up meeting, you will be required to do an additional 15 hours of community service per meeting missed. This requirement, if not fulfilled, is an automatic loss of your scholarship. You will be required to request reinstatement and appear before the Appeals Committee.

Field Trips

The Bridges To Success Program sponsors and endorses academic and cultural enrichment field trips for its participants. Students will receive a list of field trips at the beginning of each academic year. You should identify trips that you would like to participate and make sure that you inform your instructors in advance. Field trips are not mandatory and should only be taken with the approval of your professors. Approval means that the professor is willing to permit you to make-up any missed work.

Spring Break College Tour is a week long tour of colleges and historical sites across the United States. Location and specific date is determined in October of each year. Students must sign-up to attend no later than November 28.

Bridges To Success Summer Recognition Program

The Bridges to Success Program sponsors an end of the program recognition award. Bridges students and their parents are invited to participate in the ceremony to recognize the Bridges to Success Summer Program students who have successfully completed the summer program. Also, students will receive their academic award scholarship certificate to cover the next academic year. It is mandatory attendance for all Bridges students who will receive the academic scholarship starting in the Fall.

Parking

Students should familiarize themselves with parking regulations, student parking location and restrictions. Parking decals are free, required for all vehicles and available in the Security Offices on the East, West, Osceola, and Winter Park Campuses.

While on campus, students must park in designated student parking areas only. Student parking is designated with white stripes. Failure to park in assigned parking areas will result in a parking fine.

EXPECTATIONS

Class Room Expectation

Valencia Community College has a Student Code of Classroom Conduct that you are expected to read, and to become familiar with the policies and procedures. In addition, the Bridges To Success Program also expects you to conduct yourself in an appropriate manner. Therefore, listed below are some important examples of activities that are not acceptable.

- Tardiness, leaving and returning during class, and early departure without authorization
- Interruption of the learning process
- Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder or inhibit the ability of other students to obtain the full benefit of the educational presentation
- Utterances of “fighting words” or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence

Bridges Expectations

Valencia Community College and the Bridges To Success Program expect every Bridges student will:

- Read and understand the course syllabus
- Build a “master calendar”
- Do not skip class (unless you are really sick or have a real emergency)
- Do all readings and assignments on schedule
- Sit up front
- Talk to his/her professor
- Ask about/Investigate student support services

- Not drop a course without first talking to his/her professor and representative of the Bridges To Success Program (mandatory)
- Set measurable academic and personal goals each semester
- Accept personal responsibility for his/her academic progress
- Get to know your classmates
- Study his/her notes and review highlights from text frequently rather than waiting until the day before a test
- Check with Bridges To Success Office at least once every two weeks

SCHOLARSHIP & FINANCIAL AID

Free Application for Federal Student Aid

Grant may be awarded if you demonstrate a financial need based on the Free Application for Federal Student Aid (FAFSA). Students are eligible for this program (PELL) if your Estimated Family Contribution (EFC) is below a certain level and you are seeking a degree in an eligible program. The annual award amount is determined by your Estimated Family Contribution and may range from \$400 to \$4,200.

Bridges new students (summer program) must complete and mail the Free Application for Federal Student Aid form (Pell Grant) by March 10th and returning students by April 15th for each academic year the scholarship is received. You may file a paper application or go online to file. It will take 4 to 6 weeks for your application to be processed. If your application has not been processed by June 6, you will be required to pay for your courses and fees. You will be reimbursed, TUITION ONLY, if your application is processed no later than June 30th. If you do not pay for your courses and fees, you will be withdrawn from your courses and dropped from the Bridges program. Students that are dropped from the program maybe required to pay the college for the courses.

Bridges To Success Summer Program Scholarship

The Bridges To Success Summer Program pays the cost of your tuition (6 credit hours) and books (up to \$150.00). The scholarship is awarded contingent on the Bridges participants completing all requirements. If you are selected for the Bridges To Success Summer Program and decide not to participate it is your responsibility to submit in writing that you are withdrawing from the program. If you fail to notify the Bridges To Success Program office that you are dropping from the program you may be required to pay or reimburse for books, tuition and fees.

Bridges To Success Achievers Scholarship

Bridges To Success Summer program participants who complete the summer program with at least a 2.0 Grade Point Average (GPA) and 100% course completion will be awarded the Bridges To Success Achievers Scholarship. This scholarship award covers the cost of in-state tuition and fees for up to 31 credit hours per academic year and is renewed if requirements are met. The total scholarship award for the Bridges Achiever Scholarship Program is 62 credit hours. You may bank your credit hours from academic year to academic year, provided that you take a minimum of 9 credit hours per semester, excluding summer sessions. Bridges To Success Achievers in good

standing with the college and the Bridges To Success Achievers Program may request additional hours to complete their degree. The student must demonstrate satisfactory progress toward their degree program and that additional credit hours requested are necessary to complete the degree program.

The Bridges to Success Achievers Program participants are required to attend consecutive terms (except summer terms) until graduation to maintain eligibility. Participants who do not attend consecutive terms because of extenuating circumstances may submit an appeals form to the Bridges To Success Appeals Committee.

Book Scholarship

The Bridges To Success Programs cover the cost of books (\$150.00 – First summer program & \$300.00 per semester – Fall and Spring) (up to \$300) for all students who are not eligible for the PELL grant but have an unmet need. Books paid for by the Bridges To Success Programs must be returned at the end of the term, except for workbooks.

Two Plus Two Scholarship Program

Bridges To Success Achievers participants may be eligible to apply for the second half (last two-years at participating four-year institution) of the Two Plus Two scholarship provided that a slot is available at the participating four-year institution. Student must meet all requirements to transfer to that Two Plus Two participating four-year institution. Please review the Two Plus Two application for participating four-year institutions and their requirements.

Road Map to Success Award

Awarded to students enrolled in the course Student Success (SLS 1122) who complete “best practices for being a successful student.” Students work with an advisor to complete college-preparatory coursework, participate in a developmental advising curriculum, and attend elective programs that earn points toward the award. Students have three terms to complete the award requirements and each award recipient receives \$500.00

Valencia Community College Foundation Scholarships

The Valencia Foundation offers a number of privately-funded scholarships that are donated by organizations and individuals interested in supporting Valencia’s students. To view a complete listing of all Foundation Scholarships, visit the Foundation web site at <http://www.valencia.org>

STUDENT ORGANIZATIONS

Student Government Association

As a student at Valencia, you are automatically a member of the Student Government Association (SGA). Officers of SGA are elected annually by the student body and are the official liaisons between you and the administration.

Student Organizations

Valencia Community College recognizes student organizations on campus which exist to promote the social, physical and educational well-being of students. Types of student organizations on the campuses are:

1. **Career – Organizations established for students with an interest in a specific career.**
2. **Honorary – Organizations established for students who have met certain prescribed standards, usually requiring a high academic average.**
3. **Service – Groups which combine social activities with educational goals and service projects.**
4. **Social – Groups which combine social activities with educational goals and service projects.**
5. **Special Interest – Groups which seek to unite people who have common interests in areas such as politics, religion, hobbies, etc.**

All organizations are open to any Valencia Community College student. Each club must have a college faculty or staff member as its advisor (see Student Handbook for specific organizations).

SUSPENSION AND EXPULSION

Suspension/Expulsion

Bridges To Success students who fail to make satisfactory progress may be suspended or expelled from the program. Student can be suspended or expelled for the following reasons:

- **Grade point average is below the minimum required GPA**
- **Completion ratio is less than 75% of attempted course work (except for Bridges To Success Summer Program-100% completion)**
- **Failure to attend minimum required workshops**
- **Failure to complete minimum number of community service hours**
- **Other reasons as outlined in this document and or the Student Handbook**

Bridges To Success Appeal Process

Students who fail to meet the satisfactory progress (Satisfactory Progress Appeal Information – Appendix–M) may appeal by completing and submitting a Bridges To Success Satisfactory Progress