

VALENCIA COLLEGE



BRIDGES TO SUCCESS
- ACHIEVERS SCHOLAR-
HANDBOOK



UPDATED: 3-31-2022

“The Bridges to Success Program functions as a beacon that will challenge and inspire you to be actively engaged in the college experience to create, sustain, and achieve your milestones. We thrive on resilience...be entirely extraordinary!”

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DISCLAIMER:

The BTS Achiever Scholar Handbook contains only general guidelines and information.

It is not intended to be comprehensive or address all possible policies or procedures, or exceptions to the general policies and procedures described.

The Handbook is subject to change, at which time students will be notified.

BRIDGES TO SUCCESS ELIGIBILITY INFORMATION

MISSION STATEMENT

The mission statement of the Bridges to Success program is to close the achievement gaps among low income, first generation and minority students by providing mentoring, academic and financial support, and leadership development beginning the summer after high school graduation, with consideration for African American and underserved populations. The overall mission of the Bridges to Success program is to ensure that every student is provided necessary support to have a successful experience at Valencia College. BTS, as a part of its action plan for minority recruitment and retention, maintains vital connections with colleges and universities throughout the country, and with minority churches and other civic and ethnic groups in the community that support students in their educational endeavors. As a result of these partnerships all of our students complete community service hours which gives them the opportunity to gain hands on experience in their desired career field, network with others, and be exposed to mentors who can assist them with the transition from college to the professional world.

INTRODUCTION

Valencia College invites high school graduates to apply for the **Bridges to Success Program (BTS)**. The program is created to enhance the skills needed for academic success. BTS provides an academic, cultural, and social road map that has proven to be successful in graduating ethnically diverse student populations. BTS begins with a **six-week** Summer Program. Upon successful completion of the Summer Program students are invited to participate in the **Bridges to Success Achievers Program**.

VALUE OF BRIDGES PROGRAM VS. WORK

First year Bridges to Success students are required to participate in many programs and activities throughout the academic year (please see program calendar). Many of the programs are required if a student is receiving the Bridges to Success Achievers Program. The events and programs are created to enhance a student's learning experience, academic and developmental growth while attending Valencia College. BTS also understands that now more than ever students are working to help cover the cost of college and to assist their families financially. It is important for a student to weigh the cost of their Bridges award with the federal minimum wage when using work as an excuse for missing required programs and activities.

BTS covers the cost of tuition, fees, supplies and books for students participating in the program.

The value of the Bridges program far exceeds the federal minimum wage. Students should consider the current investment that the program is making for future earning potential as a college graduate.

BTS recommends that students work no more than 20 hours a week to ensure they meet all program requirements for the program. Students who qualify for Work-Study should check their Financial Aid package and consider applying for on-campus employment opportunities.

WHY BTS?

- ✓ Are you COMMITTED to earning a College Degree?
- ✓ Are YOU ready to be challenged, pushed, and encouraged to make YOUR Goals a reality?
- ✓ Do you want to be a part of a program with proven success strategies?
- ✓ Do you need Support, Structure, and Organization to stay on track academically?
- ✓ Could you benefit from REQUIRED Learning Support (Tutoring), Skill Shops, Mentoring, and Cohort Classes?
- ✓ Do you need help selecting, and following an academic advising plan for successful completion of your AA (Associates of Arts) or AS (Associates of Science) degree?
- ✓ Are you interested in performing service/giving back to your community through volunteerism and service projects?
- ✓ Are you interested in personal and professional growth opportunities (skill shops, seminars, lecture series, networking opportunities, college tours, and student leadership conferences)?
- ✓ Have you experienced some personal challenges and adversities in life, and want an opportunity to regroup and start on a new path?

WHAT WILL YOU GAIN?

- ✓ Proven strategies for success and academic achievement
- ✓ Caring and supportive staff and faculty vested in your future
- ✓ Needed structure to stay focused on academic goals
- ✓ Clear and transparent communication of program requirements
- ✓ Weekly updates/reminders from Academic Advisors and BTS Management
- ✓ Intentional interactions with your peers by participating in a cohort model Program
- ✓ Advanced registration for courses during Fall/Spring semesters

ARE YOU WILLING TO COMMIT?

- ✓ Summer Program starts third week in June approximately two weeks after High school graduation
- ✓ Attend 6-week program with classes Monday- Friday for 6 weeks
- ✓ Engage in accelerated course work designed to prepare you for freshmen year of college
- ✓ Be willing to limit your part-time/full time work hours to earn a college degree (no more than 20 hours a week)
- ✓ Attend campus seminars, mentorship sessions, and other BTS events throughout the semester
- ✓ Complete required tutoring/learning support (Writing, Math, Speech)
- ✓ Complete minimum of 30 hours of community service/volunteer service per semester
- ✓ Participate in Day of Service/Adopt A Highway project

ACHIEVERS SUMMER PROGRAM

BRIDGES TO SUCCESS ACHIEVERS PROGRAM

The **Summer Program** is designed to provide a positive foundation for the transition from high school to college for incoming freshmen. Bridges students receive individualized attention from Valencia's faculty and staff. These individuals are dedicated to assisting students in making a successful transition from high school to college and will help build leadership skills through community service and co-curricular activities. Upon successful completion of the **Bridges to Success Achievers Summer Program**, students will become **Bridges to Success Achievers Scholars** in the Fall. Bridges Achievers Scholars receive renewable full- tuition and book stipend that will be coordinated with financial aid to cover the full cost of attending Valencia College.

The **Bridges to Success Program** pays the cost of tuition and books. If an applicant is selected for the **Bridges to Success Achievers Summer Program** and decides not to participate, it is their responsibility to submit a written notification that they will not be accepting the scholarship. If a student fails to notify the **Bridges to Success Program Office** that they are not participating in the Summer Program they may be required to pay or reimburse the program for books, tuition, and fees. Students who qualify for aid such as PELL, or student loans will have funds available at the beginning of the academic term. All tuition and fees will be deducted from these funds. The BTS program funds will be disbursed after all program requirements (including minimum term GPA) have been met.

If student does not receive any Financial Aid (PELL, Grants, Programs, Loans, etc.) their tuition, fees, and books will be covered by the Program. If they do not meet all program requirements the student will owe a balance for the current term, and will be unable to register for the following term until the financial balance has been paid to the Valencia College Business Office.

RESCINDING BRIDGES PROGRAM

Any student who decides to rescind the Bridges to Success Achievers Program, and no longer attend Valencia College, is solely responsible for removing themselves from their registered courses, and repaying the program funds that BTS has spent on their behalf. Per the BTS program Rescind Policy, students who are currently enrolled and awarded the BTS program understand that their commitment to the program and program funding is for 2-3 years (31 credit hours per academic year towards an AA/AS degree). Students are required to remain in the program while working to earn their AA or AS degree for transfer to another college/university of their choice or to enter the work force. Exceptions to this policy include military service, documented medical hardship, court order, program requirements such as engineering, etc.



PROGRAM PROCEDURE CHECKLIST

Students selected to participate in the Summer Program will receive a Procedure Check List which identifies procedures that newly selected **Bridges to Success Achievers Summer Program** students must complete and the corresponding deadlines.

The procedures are to:

1. Submit an official high school transcript by posted deadline
2. Complete online Acceptance Form (Dynamic Form)
3. Attend Prep Seminars leading up to the start of the Summer Program
4. Attend the Required Bridges Orientation and One-on-One Advisement Session
5. Parent or Guardian must attend the **Required Parent Orientation**

BTS STUDENT SUCCESS SKILLSHOPS

Students will be **REQUIRED** to complete skillshops during the Summer Program. These skillshops are co-curricular activities that will be centered on professional and personal development for the incoming freshmen cohort. The skillshop schedule will be listed on the BTS website.

PREP SEMINARS & BRIDGES NEW STUDENT ORIENTATION

Upon acceptance in the Bridges to Success Program, BTS Advisors will be offering prep seminars. These events are designed to provide an overview into the Bridges to Success Achievers Summer Program. The advisors will outline summer requirements, program expectations, and strategies for success as students transition from high school into this accelerated program. Attendance is required. Students who do not attend these prep seminars will be removed from the Program and replaced with someone from the wait-list. **NO EXCEPTIONS.**

Bridges to Success Program first-year students are required to participate in the Bridges New Student Orientation (NSO) before final acceptance into the program. The Bridges NSO includes information on educational planning, college resources, and group advising. Accepted students will receive notification of Bridges NSO via Atlas email, and it will be posted on the Bridges to Success Website. Students who do not attend orientation will be removed from the program and replaced with someone from the wait-list. **NO EXCEPTIONS.**

BRIDGES TO SUCCESS RISK ASSESSMENT

BTS offers a wide range of support for students and we are committed to providing services designed to benefit our students positively. Freshmen participating in the Bridges to Success Achievers Summer Program will be required to complete a risk assessment. This assessment will help us identify potential issues students may have which may need addressing while participating in the Program. If it is determined a student needs attention that is more specialized, BTS will provide resources and referral information. Email notification is sent IF there is need to schedule an appointment. Students are **NOT** to miss class for this appointment. Students are expected to check their ATLAS email daily. Students who fail to attend the Risk Assessment meeting are subject to have their BTS program funds removed.

BRIDGES TO SUCCESS NEW STUDENT PARENT ORIENTATION

The Bridges to Success Achievers Summer Program Orientation is **REQUIRED** for parents/guardians to attend. The orientation is designed to acquaint parents/guardians with the **Bridges to Success Program**. This orientation will facilitate a partnership and bond between Valencia College, Office of Bridges to Success, Students, and Parents. For parents whose first language is not English we will try to accommodate any translation service requests that are needed. Students must include this information in the special accommodations section on their acceptance form.

Parents will learn:

1. The history of the BTS Program.
2. The expenses covered by the program.
3. Expectations of a BTS program student.
4. Requirements for successful completion of the BTS Program.
5. The resources and services provided by the program.
6. Review of the learning support center on each campus.
7. Tips to help BTS students succeed in the program.

SUMMER RECOGNITION CELEBRATION

The **Bridges to Success Program** hosts an end of the term recognition ceremony to recognize the Bridges to Success students who have successfully completed the Summer Program. Attendance is **REQUIRED** for all Bridges students.



ACHIEVER'S PROGRAM EXPECTATIONS

BTS PROGRAM EXPECTATIONS

The **Bridges to Success Program** expects students to conduct themselves in an appropriate manner. Therefore, listed below are some of the important examples of activities that are not acceptable. **If a BTS student is found to be in disruption of the learning environment their BTS award will be removed with NO Exceptions.**

1. Tardiness, leaving and returning during class/BTS events, and early departure without authorization.
2. Interruption of the learning process (texting, talking, sleeping, arriving to class/BTS events late).
3. Side-bar discussions which are irrelevant to the subject matter of the class/BTS events, 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.
4. 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 immediate violence.
5. Being disrespectful to Valencia College faculty/staff and those who work in, and for the BTS Program.
6. BTS Parents are also expected to adhere to the BTS program expectations, as it relates to disruption of the learning environment, and showing respect for Valencia College and BTS staff.
7. Students/Parents should refer to the Valencia College Code of Conduct for additional expectations that are not listed here.
8. Depending on the severity of the misconduct, students could face automatic removal from the program by BTS management.



Valencia College and the Bridges to Success Program student expectations:

- ✓ **Check ATLAS email daily**
- ✓ Use proper salutation when addressing Valencia College staff/faculty (i.e. Mr., Ms., Dr., Etc.) on email and in person
- ✓ Make a note of all program requirements (submission deadlines, event dates) listed on the BTS calendar each semester
- ✓ Utilize the BTS Program Engagement Tracker located in the Atlas portal
- ✓ Sit in the front of the class/BTS event to minimize distractions and improve focus
- ✓ Talk to his/her professor during their scheduled office hours or via email
- ✓ Pick up and use student planner to record important deadlines
- ✓ Read and understand their course syllabi
- ✓ Complete all assignments outlined in course syllabi
- ✓ Build a “master calendar” or schedule and review it often
- ✓ Do not skip class (unless student has doctors excuse or a has a documented emergency)
- ✓ Research the student support services that are available on campus and USE them
- ✓ Do not Add/Withdraw from a course without first talking to his/her professor and Bridges advisors
- ✓ Set measurable, and realistic academic and personal goals each semester
- ✓ Accept personal responsibility for his/her academic progress
- ✓ Get to know his/her classmates/collaborate often

ATLAS/EMAIL

Valencia’s Web-based learning support system links Valencia College students, faculty, and staff to information that supports student learning and career goals. Students enrolled at **Valencia College** will receive an online account called Atlas. Atlas gives the student the ability to register online, check grades and join online learning communities. Students are **REQUIRED** to check their Atlas account **daily** as this is the official method of communication between the student and the **Bridges to Success staff**. Additionally, BTS requires students to create an email signature that should be included in ALL email sent to BTS and Valencia College Staff. Emails sent without the appropriate email signature will NOT receive a response. This is done to protect your student information per FERPA guidelines. Signature should include the following:

- ✓ FULL Name
- ✓ Valencia ID (VID)
- ✓ Campus
- ✓ Advisor
- ✓ Up to Date Cell Phone #
- ✓ Cohort Year

Failure to check or read email is not an excuse for missing important or required information. **Any communication reminders sent by BTS is a courtesy and not a requirement.**

BTS FORMS IN THE ATLAS PORTAL

The **Bridges to Success Program** utilizes the online form submission software (Dynamic Forms), which is designed to minimize time spent processing paperwork, and maximizes student interaction and creates secure online forms that simplify necessary tasks for students. Dynamic forms can be accessed at any time from home or on campus via your Valencia College Atlas account. Please see the Student Tab and then the Student Resources section in Atlas and click on Bridges to Success.

STUDENT PROFILE FORM

Every semester, BTS scholars are expected to complete the [Student Profile Form](#). This ensures that your advisor is keeping track of any changes that may have occurred, in an effort to offer the appropriate support, whenever needed. The form is located in Atlas and students will receive a courtesy reminder from their BTS Advisor to complete this requirement at the start of the term. Student that do not adhere to this requirement will be considered non-compliant.

CLASSROOM/ON CAMPUS EXPECTATIONS

Valencia College has a Student Code of Conduct that students are expected to read, and abide by. The Student Code of Conduct is located on the Valencia website.

CLASS ATTENDANCE

Students are expected to attend all sessions of courses for which they have registered. Regular attendance and regular class participation are significant factors which promote success in college. In the event of an absence students should contact their professor and their Bridges advisor as soon as possible and indicate the reason they missed class and inquire about making up any missed assignments.

It is **MANDATORY** that Bridges to Success students attend **EVERY** class. If a student has **three** unexcused absences/excessive tardiness, they must submit an email to Bridges Management explaining the circumstances that resulted in student missing or arriving to class late. If a student fails to submit this email or have more than three unexcused absences, this may jeopardize their BTS program.

CLASSROOM ASSIGNMENTS

Students are expected to complete and submit all assignments in accordance with their course syllabus. If a student fails to submit their assignments or does not submit them in a timely manner, they may be required to attend weekly academic support conferences, participate in tutorial sessions, or other appropriate activities as deemed necessary for continued academic success.

Bridges academic tutoring is to assist students who may be struggling in their developmental courses in the areas of reading, math, or writing. Students may be required to participate if their BTS Advisors feels it is necessary to improve academic performance. If you are mandated to participate in academic tutoring or any other learning support activity and fail to do this may jeopardize your BTS program status so you may be required to pay for your developmental education (prep) class and up to the full term based on failure to act in accordance with the mandate(s).

PROFESSIONAL ATTIRE

The BTS staff is committed to providing students with the tools they will need for success. A part of preparation for success at Valencia College and beyond is *looking the part*. Proper attire is important because it presents a visual image and sends a message that you are a professional. BTS students will be required to wear professional dress attire at all BTS sponsored events unless otherwise stated. Basic etiquette must always accompany appropriate attire. The two are intertwined and integrated when presenting a professional image; first impressions and overall judgments about people are formed by the way they dress and BTS wants students to present their best selves so that when any opportunities arise they will be prepared for SUCCESS.

ACADEMIC ADVISING FOLDER

All BTS program recipients will be required to bring the academic advising folder to each advising session, Academic Support Plan meeting (ASP), Group Advising Session, and ASP Progress Check meetings. This folder will contain valuable information that the student will need to take full ownership of their academic success while participating in the BTS Program. Students will need to reschedule advising appointments if they do not bring folder and required documentation.

APPEAL PROCESS

Students in the BTS program who fail to meet program requirements including academic and non-academic requirements i.e., GPA, Community Service hours, skillshops, and Campus Seminars are required to submit a Bridges appeal that is reviewed by a committee. Once the appeal has been reviewed, students will be notified via email if the appeal has been approved/denied. Some students may be required to complete additional requirements to maintain their program status. The BTS appeal can be found online via the student Atlas Portal (Student Tab). This document has to be submitted by the deadline listed on the BTS website. If a student fails to meet the requirements of the approved appeal, the decision can be reversed and the student will automatically be moved into a Not Awarded status. Students who are not in compliance and fail to submit an appeal will automatically be moved into a Not Awarded status without further review. The Bridges to Success appeal is different than the Financial Aid SAP appeal (see Financial Aid Website for more details). **Students are unable to submit an appeal for missing the BTS program Contract Deadline. Students will ONLY be allowed to submit one (1) appeal per academic year.**

REINSTATEMENT

Any BTS students whose appeal has been denied in a previous semester **MUST** apply for reinstatement by the deadline posted on the BTS calendar, to have their BTS Award re-established. It is the student's responsibility to apply for reinstatement when ALL BTS requirements for the current term have been met. The reinstatement form must be submitted electronically by the deadline and can be found within the student portal in Atlas. Submission of the reinstatement request does not guarantee automatic approval.

If a student's reinstatement request is approved by the Appeals Committee, they will be reinstated for the next semester. They will not receive funds for the previous semester. Provided all program requirements are met for the current/approved term, they will be awarded at the end of the term.

For example:

- *Not awarded for fall semester; meets all program requirements for fall.*
- *Reinstatement approved for spring semester; student will be awarded at the end of spring semester, provided all term requirements have been met.*

CONTINUED ENROLLMENT

Students participating in Bridges to Success agree to enroll in align with their program of study every semester until they have earned their respective degrees for transfer. If a student does not enroll in classes each term and does not have a valid reason (i.e. medical emergency, active duty military, etc.) with supporting documentation they will forfeit their BTS Award and be deactivated from the program.

Bridges to Success Achievers Program participants are required to attend consecutive terms (excluding Summer Terms) until graduation to maintain eligibility. Participants who do not attend consecutive terms because of extenuating circumstances may submit an appeal to the Bridges to Success Appeals Committee requesting permission to sit out a term.

MID-TERM EVALUATION/FACULTY FEEDBACK

The Bridges to Success Program conducts a mid-term evaluation each semester as part of the Academic Success tracking system. This form is sent to professors electronically to determine the students' academic standing in the courses in which they are enrolled. Students with below average evaluations will be placed on an Academic Support Plan, and will have to schedule appointments to meet with an Academic Advisor on a regular basis over the course of the term. Additionally, students may be required to participate in other activities as needed (i.e. skillshops, etc.)

REQUIRED COURSES

It is mandatory that students complete all required Student Success courses in consecutive terms. All Bridges students will be required to take SLS 1122 (New Student Experience), and SLS 1201 (Personal Development) within the first academic year. Students who do not successfully complete a student success course will be required to re-take the course during the semester of its next offering.

STUDENT COURSE WITHDRAWALS

BTS students who withdraw from a class during the previous semester will be placed on a credit restriction. BTS stresses academic excellence and this policy is designed to help students maintain their academic standing with the college. Once a student demonstrates they can handle the restricted amount of credit hours successfully, the academic advisor will re-evaluate the number of credits a student can take for the next term.

A student enrolled in 9 or 10 credit hours for a semester who withdraws from a course is required to complete and submit the course withdrawal form (found in the Atlas Portal), and is responsible for the FULL cost of tuition repayment for the term. BTS students are required to enroll in at least 9 credit hours for fall and spring semesters, unless given prior approval from BTS Advisor. During the summer, students are required to take six (6) credits (if approved) and should they withdraw from one (1) class, will be responsible for the full cost of tuition repayment for the term. BTS Advisor will contact student to notify of how this will impact program status going into the fall term.

COMPUTER LAB USAGE

The **West Campus and Osceola Office of Bridges to Success** has an open access computer lab for Bridges students to use for academic purposes only. The lab is ONLY open to Bridges students. Students using the lab will have to present their student ID to gain entry. Printing in the Bridges lab is free; however print jobs will be processed by the *Print Manager System*, which will limit the number of pages that can be printed. This system is used to help monitor what is being printed and to prevent the abuse of copy paper and toner. Tampering with the *Print Manager System* will result in an automatic removal from the BTS Program. Please note that the lab availability or printing services is determined by staff coverage. If the lab is closed, signage will be posted. In this event, student may use the Atlas Lab or Library where limited printing is available for a fee. BTS Computer Lab on West and Osceola Campus is closed on Friday; **however, the office is open to submit documents or scheduled appointments with advisors.**

PENALTIES FOR VIOLATING COMPUTER LAB RULES

- Students who violate any of the lab rules will receive a written warning signed by Bridges staff and placed in their files.
- Students who violate lab rules a second time will be suspended from the lab for FIVE business days.
- Students who violate lab rules a third time will be suspended from the lab for the remainder of the semester.
- Repeated violations of lab rules may result in loss of award for term.

COMPLAINT PROCESS

BTS is committed to respecting the rights of all students who attend Valencia College. Students who feel that they were not given the proper service or respect from a BTS staff member, faculty or other Valencia College employee should immediately report their concerns to Bridges Management/Assistant Vice-President of Partnerships for Educational Equity. This formal complaint can be emailed directly to Bridges Management/Assistant Vice-President of Partnerships for Educational Equity outlining the events that took place; once the complaint has been reviewed, the student will be contacted by Bridges Management to resolve the complaint.

Helpful Tips for Reporting Complaints:

1. Identify what the issue is/was and any relevant information that you believe is important
2. Include the following information if it is applicable (date/time of the issue, location, name of person on duty, what the problem was)
3. Stick with the facts and avoid putting emotions into the letter

NOT AWARDED STATUS/DEACTIVATION

Bridges to Success students who fail to make satisfactory progress may be suspended or Deactivated from the Program. Student can be suspended or deactivated for the following reasons:

- Grade Point Average is below the minimum required 2.75 term GPA
- Completion ratio is less than 75% of attempted course work (except for **Bridges to Success Achievers Summer Program**-100% completion)
- Failure to attend required skillshops
- Failure to complete required community service hours
- Failure to follow Bridges instructions, policies, and procedures
- Disciplinary issues on college sponsored trips (i.e., drinking, drug use, and stealing, fighting and/or being disrespectful to staff.
- Other reasons as outlined in this document or the Valencia College Student Handbook or BTS Student Procedures.
- Conduct/repeated and documented behavioral issues



PROGRAM WITHDRAWAL

Students requesting to withdraw from the Bridges to Success Program are required to complete an Exit Interview. At the conclusion of the exit interview, student will be notified via email that their request has been processed and no further action is required. Students who withdraw from BTS are encouraged to meet with the Answer Center and Valencia College Academic Advising Staff.

DISMISSAL FROM BRIDGES TO SUCCESS

Students who fail to meet the program requirements, or it has been determined that they do not want to put forth the time, effort, and energy required may be dismissed from the program at the discretion of BTS Management. All attempts will be made to keep students in the Program; however, there are instances that occur where students will no longer be able to maintain their program eligibility. Students who show disrespect for Valencia College faculty, staff, and those who work for and in the BTS office will be dismissed.

APPOINTMENTS WITH BTS MANAGEMENT

Students who would like to schedule an appointment to meet with the BTS program Director have to request the appointment in advance through the staff assistant. The student will be notified of appointment availability. It is strongly recommended that students arrive on time for their appointments. A BTS staff member will be present for this meeting. Students are allowed to bring a parent or guardian to scheduled appointments. Students who are more than 10 minutes late for their scheduled meeting will have to reschedule the appointment.



PROGRAMS & FINANCIAL AID

BRIDGES TO SUCCESS ACHIEVERS PROGRAM

Bridges to Success Achievers Summer Program participants who complete the Summer Program with at least a 2.75 Grade Point Average (GPA) and 100% course completion will be awarded the **Bridges to Success Achievers Program**. This program award covers the cost of in-state tuition and fees for up to 31-32 credit hours per academic year and is renewed if program requirements are met. The total award for the **Bridges Achiever Program** is 62-63 credit hours in pursuit of an AA or AS degree. BTS does not cover the cost of certificate or technical Programs. Students are required to sign their **Bridges to Success Achievers Program Agreement** with their advisors each academic year. **Bridges to Success Achievers** in good standing with the college and the **Bridges to Success 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.

BOOK STIPEND

The **Bridges to Success Program** covers the cost of books for the initial Summer Term and per term for fall and spring for all students. Students should anticipate covering the cost of books once they have reached the maximum allotment. Books have to be charged before BTS pays the balance. Once books are charged it will show up in the ATLAS account. Students do not get to keep any remaining book monies if unused. The Book Stipend does not roll over into the next semester. Book Stipend can ONLY be used to purchase books, course materials, and supplies listed on the course syllabus. Food, clothing, and electronics (headphone, printers, speakers, cell phone accessories) are STRICTLY Prohibited. Students who violate this policy are subject to repayment of charges, or moved to not-awarded status for the semester.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Pell Grants may be awarded if students demonstrate a financial need based on the FAFSA.

Students are eligible for this program (**PELL**) if their Estimated Family Contribution (EFC) is below a predetermined level and they are seeking a degree in an eligible program of study. The annual award amount is determined by a student's EFC.

New Bridges (Freshmen) students enrolled in the summer program must complete the FAFSA form by the posted due date (see Financial Aid website for due dates) for each academic year the program is awarded. Students must complete the FAFSA online (www.fafsa.ed.gov). It may take 4 to 6 weeks for the application to be processed. If the application has not been processed by the posted due date, students will be required to pay for their courses and fees. Students will be reimbursed, TUITION ONLY, if their application is processed and approved no later than the posted due date. If a student does not pay for their courses and fees, they will be dropped from classes and removed from the Bridges to Success Program. Students who are removed from the program may be required to repay the college for the courses that they registered for.

PROGRAM COMPLIANCE

GRADE POINT AVERAGE (GPA) AND COURSE COMPLETION RATIO

Bridges to Success Achievers Summer Program participants are required to complete the Summer Program with at least a 2.75 GPA and 100% course completion ratio. **Bridges to Success Achievers Program** participants are required to maintain a 2.75 GPA each **TERM**; 75% completion ratio of attempted course work for **TERM**. Students whose GPA falls below a 2.75 for the **TERM** will have to submit an appeal and will be placed on an Academic Support Plan (ASP) to maintain program eligibility.

LEARNING SUPPORT/LOGS

In promoting academic success at the highest level, BTS requires students to participate in required academic tutoring and learning support services offered by Valencia College. Valencia provides FREE academic support in Math, English, Writing, and Science. BTS students are required to complete learning support hours by specified deadlines, per their academic advisors' recommendation. The hours must be completed within the learning support (tutoring) areas on campus. The completed hours will be tracked on learning support (LS) log sheets which a Valencia College employee must verify and sign. It is the student's responsibility to adhere to all instructions listed on the learning support log sheet. Hours cannot be rolled over from one deadline to another. **Completion of hours is a BTS program requirement. Failure to adhere will cause you to become non-compliant.**

ACADEMIC ADVISEMENT/REGISTRATION (REQUIRED)

Bridges students will be assigned an academic advisor that they will meet with at the beginning of the term to complete their Education Plan for the entire academic year (i.e., summer, fall).

Bridges Advisors will provide developmental advising which includes educational and career planning, interpretation of assessment (**PERT/ACT/SAT**) scores, strategies to address academic difficulties, Programs to develop student success skills, preparation for university transfer, and work force preparedness. Students will meet a Bridges advisor for assistance with educational and career plans.

Bridges advisors are responsible for assisting students with the registration process. Advisors will assist students with selecting courses and obtaining a class schedule for the upcoming term. Updated registration information is available online through a student's online Atlas account.

Students are **NOT** allowed to withdraw from courses or **ADD** additional courses without the permission of their assigned academic advisor. Students requesting withdrawal from a course will complete a withdrawal request form to be reviewed by the advisor. Students who do not comply are subject to have funds withdrawn and/or may have to repay the entire tuition for the term.

GROUP ADVISING

All BTS scholars are required to participate in group advising sessions each semester. During these sessions, scholars will be expected to create their schedule for upcoming terms and register for classes. Leading up to these sessions, scholars will receive a series of emails from their BTS Advisor with instructions to prepare ahead of group advising. Scholars that do not adhere to these instructions and/or miss the group advising session will be considered non-compliant.

SUMMER TERM ENROLLMENT APPROVAL

Following the 6-week Summer Program and acceptance into the Bridges to Success Program, scholars will need to prior approval from the BTS Advisor in order to enroll in subsequent summer semesters. Scholars who are in the following categories during the spring semester will not be approved to take summer classes:

- On an approved appeal
- On an approved reinstatement request
- In a Not Awarded status

Because summer term enrollment is optional, only scholars that have demonstrated 100% compliance and are fully engaged will be considered for approval. Scholars will be expected to submit a summer term enrollment approval request by the date posted on the BTS calendar. **Important: approval requests are subject to be reversed should the student become non-compliant before the end of the semester.**

SKILLSHOPS

The **Office of Bridges to Success** collaborates with the college to provide information about skillshops. These skillshops are designed to motivate students and provide practical advice about managing college life. The skillshops are free, and are offered at convenient times and locations college-wide, and they are filled with knowledge that is useful for the student. skillshops aid in personal growth and development. Students should take full advantage of these opportunities to expand their knowledge base while working towards earning their college degree. Further information can be found on the Valencia College Website.

All BTS students are required to complete a certain number of skillshops every semester. Students are expected to take notes during the session (including the presenter's name and session topic), to ensure they are able to submit a meaningful reflection. Submitting a skillshop certificate for a session you did not attend is **STRICTLY PROHIBITED**, as this is considered forgery and can result from removal from the program and/or the student being reported to the Dean of Students for further discipline. The skillshop certificate must be submitted electronically by the posted deadlines on the BTS website. Incomplete skillshop certificates will not be accepted for skillshop credit. Failure to complete this requirement will result in non-compliance.



REQUIRED EVENTS & PROGRAMS

Freshmen and sophomore students are required to attend **TWO** campus seminars each term (not including the summer term). Business professional attire is required for all campus seminars. Students not in business professional attire will not gain entry or receive credit for attendance. The only excuse that is acceptable for not attending a campus seminar is class. Students who are in class during the scheduled seminar must submit their class schedule and meeting excusal form to their campus advisor **PRIOR** to seminar. Meeting excusals should be submitted for any missed event 24 hours before the event or meeting. A student who does not attend a campus seminar for any other reason must attend the next available seminar on another campus. Students who fail to attend any of the scheduled required meetings that BTS holds and or sponsors are subject to have BTS program funds removed or be referred to Bridges Management for further action.

In the event a BTS event is held virtually (Via Zoom), students are expected to be on camera for the duration of the session. Attending the event while driving, at work, or otherwise distracted is not allowed. Students who do not comply with the requirements for attending a virtual event will be removed from the session, not earn credit for attendance, and may have to submit an appeal for lack of engagement.

VOLUNTEER HOURS/COMMUNITY SERVICE

Freshmen and Sophomore Bridges students are required to complete 30 hours of community service per term (fall and spring) as enrichment to their college experience. The Office of Bridges to Success determines volunteer placement and students must choose a location from the approved list found on the BTS website. Students who fail to complete community service hours will be placed on a non-compliance list and will need to file an Appeal (if they have not already used their 1 (one) appeal for the academic year.

Students with transportation concerns should look for volunteer locations and opportunities on campus.

Close family, friends, or relatives cannot supervise/or sign off on volunteer hours. BTS strives to maintain the integrity of the process for all students.

All volunteer hours are to be submitted by the deadline via email by the Volunteer Site Supervisor. BTS will NOT accept volunteer hours if not emailed directly to the advisor by the volunteer site supervisor. Students will also be required to electronically submit the **Community Service Volunteer Time Sheet**. Always keep a photocopy or take a picture of all hours completed and submitted for your personal records. **Failure to complete community service hours by the designated deadline will result in non-compliance.**

DAY OF SERVICE: ADOPT-A-HIGHWAY (QUARTERLY PROJECT)

All Bridges students are required to participate in the Day of Service community project at least once per academic year. Students will participate in service projects sponsored by community organizations that support the revitalizations of neighborhoods in the surrounding community. BTS has entered into an agreement with Florida Department of Transportation, during which BTS students agree to conduct litter removal at regularly scheduled intervals. Many miles of highways are adopted statewide by various organizations, allowing civic-minded people to make a difference in their communities. Students DO NOT receive volunteer hours for participation in this event. This requirement falls under the non-academic program requirements that all students complete. Students who have medical or religious exemptions should submit documentation at least one month prior to the scheduled clean up to be excused to their academic advisor. Failure to submit the required documentation will result in student being considered non-compliant.

BTS has three Adopt A Highway Locations throughout Orange and Osceola Counties

1. Osceola- State Road 600 (John Young Parkway & Pleasant Hill Road)
2. West- State Road 435 (Kirkman Road & Old Winter Garden/Kirkman & L.B. McLeod)
3. East- State Road 551 (Goldenrod Road & Snyder Drive)

PROGRAM EVALUATION

BTS participants will be sent program evaluations periodically throughout the academic year. These evaluations are designed to allow students to give constructive and honest feedback about their experience in the Program. This information is used to review current practices and make adjustments if necessary to benefit the student population. Program evaluation surveys should NOT be used to personally attack the program or academic advisors. Students who are experiencing issues/concerns should contact the program Director or Assistant Vice President of College Transitions immediately to have these concerns documented and addressed. **Bridges to Success** uses the *Qualtrics* system to evaluate all program and services that are offered. These evaluations help to create better Programs and services for students. The evaluations are sent through **ATLAS** email and students are required to complete them by the deadline submitted via email.

BRIDGES TO SUCCESS ANNUAL CONTRACT SUBMISSION

All Bridges to Success Scholars are **REQUIRED** to submit the program contract every academic year. The BTS program Contract can be found within the Student Atlas Portal. Students are encouraged to print and review program requirements annually. Students who miss this deadline will be considered non-compliant and will move into Not Awarded status in the upcoming fall semester.



VOLUNTEER HOURS/ COMMUNITY SERVICE

BRIDGES TO SUCCESS VOLUNTEER HANDBOOK/AGREEMENT

Volunteerism is defined as, “the policy or practice of volunteering one’s time or talents for charitable, educational, or other worthwhile activities, especially in one’s community.” ([Source: www.dictionary.com/browse/volunteerism](http://www.dictionary.com/browse/volunteerism))

The Bridges to Success(BTS) program has a long-standing tradition of creating well-rounded students that excel academically, serve as campus leaders/role models, and offer volunteer service to his/her community while attending Valencia College. As a Valencia College student receiving the Bridges to Success Program the standards/expectations are high for you. The BTS staff provides its students with information and guidelines to make clear the expectations of professionalism while representing Valencia College and the BTS Program. Please review the entire handbook and sign/date if you understand and agree to the items outlined.

Purpose of This Handbook

The purpose of this volunteer handbook is to provide volunteers with a resource of information that is general in nature. Volunteer locations are consistently vetted and only approved locations should be used by students. Be advised that each location will have established procedures and policies for students to follow. This handbook may not address every situation that may arise and it is suggested that if a student has specific questions that they ask either their location manager or a BTS staff member.

Volunteers are considered staff, and as such, should behave in a professional manner. Volunteer locations typically have diverse populations; volunteers are expected to be friendly, courteous, and respectful to everyone. Personal opinions should not be shared while working on location. Volunteers are considered “staff” while on location and must maintain a high level of professionalism; volunteers should refrain from bringing partners, children, or friends into the work environment.

GREAT! Volunteers Typically Possess These Qualities:

- **Competence:** You’re good at what you do – and you have the skills and knowledge that enable you to do your job well.
- **Reliability:** People can depend on you to show up on time, submit your work when it’s supposed to be ready and it is put together well.
- **Honesty:** You tell the truth and are upfront about where things stand.
- **Integrity:** You are known for your consistent principles.
- **Respect for others:** Treating all people as if they mattered is the best practice.
- **Being positive:** Having an upbeat attitude and trying to be a problem-solver makes a big difference.
- **Supporting others:** You share the spotlight with colleagues, take time to show others how to do things properly, and lend an ear when necessary.
- **Staying work-focused:** Not letting your private life have an impact on your job, and not spending time on site attending to personal matters.
- **Listening carefully:** People want to be heard, so you give people a chance to explain their ideas properly.

Dress Code

Appearances matter! Different organizations have different views on dress. Consider the particular environment that you are volunteering. Adhere to the practices of the organization and if you are unsure then ask a supervisor what is appropriate attire. Dress appropriately, not only for yourself, but to present a positive impression about Valencia College/Bridges students. You are serving as a “role model” even when you are off campus.

Volunteers represent the site/College/BTS and are expected to dress appropriately.

- Visible body markings like tattoos, piercings or any other form of body modification must not be offensive. It is up to the supervisor/manager to decide on the policy for the department or designated area.
- Business casual or casual attire is required unless otherwise states by the volunteer location; this includes slacks or non-tattered jeans, shorts of appropriate length (no shorter than mid-thigh), shirts, footwear, and some locations require a nametag.
- Attire that is not permitted includes
 - Undershirts or visible undergarments.
 - T-shirts with inappropriate messages or images.
 - Revealing clothing.
 - Tattered or overly stained garments.
 - Expensive jewelry or electronics (headphones, personal devices, etc.)

Personal Property and Lost Items

- Volunteer locations are not responsible for the theft, damage or loss of personal property.
 - Please refrain from leaving any personal property or valuables unattended since they are the volunteer’s responsibility.

Volunteer Sign-In/Out

- All volunteers must follow the sign-in/out policies of their location.
- Volunteers must arrive at work on time and cannot leave before their scheduled shift is completed, unless previously approved by a supervisor.

Volunteer Hours/Availability

- Volunteers are responsible for creating a schedule and sticking to it. Provide the location with availability every term. If anything changes, let the site know as soon as possible. Locations depend on your service hours and volunteers are factored into how the location operates.
- Volunteers are responsible for ensuring paperwork is signed by the appropriate site supervisor.
- Volunteer locations are not required and should not be pressured to offer the volunteer hours if there is no work to be done.
- Volunteers should plan to complete their required hours in plenty of time before deadlines and plan for any scheduling issues that may arise.
- Volunteers who are assigned to school site locations should review the district calendar for dates school may be closed, testing, and observed holidays. It the students responsibility to ensure hours are still completed by the posted deadline.

Schedule/Location Changes

- Freshmen are NOT able to submit a new Community Service Location form. They must choose their location from the options on the BTS website.
 - Volunteers must establish a work schedule with the location supervisor before the start of each semester. Students are required to volunteer at their selected location for the entire academic year.

Confidentiality

- Volunteers may come into contact with confidential information and/or serve at a location that has strict rules in regards to confidentiality. Volunteers must abide by the requirements set forth by the location with respect to confidentiality. If a volunteer is unsure, uncomfortable, unclear about what is appropriate they are to notify the location supervisor and a BTS staff person for additional direction.

Misconduct or Performance Issues

- Volunteers are expected to treat others with dignity and respect and are expected to contribute to a positive working environment.
- If a volunteer wishes to change locations they must notify a BTS staff member before they change locations.
- Be reminded you are not permitted to change locations during the academic year and volunteers must keep the same location for the entire academic year (August-May). Volunteers are only permitted a change of location if there is a reasonable, verifiable, documented excuse for the change request.

Remember This!

Being professional is all about representation that shows you in a positive light. Professionalism is not about doing the role; it is about your approach/attitude to the role. It is not about how important or prestigious the role is, but how you fulfill the role and what you make of it.

Always do your best, be ambitious, competent, and take pride in your volunteer experience. The way you carry yourself is a representation of what you are capable of and you serve as a role model to others when you volunteer. How you perceive yourself and how others perceive you is important



CO-CURRICULAR/ ENRICHMENT OPPORTUNITIES

COLLEGE TOURS/CONFERENCES

Students interested in attending must submit their request and all travel documents by posted deadlines in order to attend. A minimal fee is generally required with payment plan options available. **Students who sign-up to attend college tours/conferences and decide not to attend, but did not notify the Bridges office before the specified deadline will be required to pay the FULL cost of the trip and have a financial hold placed on their account.** Students who wish to attend must have at least 2.75 GPA and be compliant with all BTS requirements to participate. Any disciplinary issues that arise from a student's participation on the college tour will result in the student being sent home at their own expense. Students who do not follow the rules as outlined during the college tour orientation are subject to disciplinary actions by Valencia College and Bridges to Success which may include:

1. Not attending future trips sponsored by the College
2. Probationary status
3. Other sanctions as assigned by BTS Management
4. Expulsion from program and school

ENRICHMENT OPPORTUNITIES

The **Bridges to Success Program** sponsors and endorses academic and cultural enrichment opportunities for its participants. Students will receive a list of enrichment opportunities at the beginning of each academic year. Students should identify trips that they would like to attend and make sure they have informed their instructors in advance. Trips are NOT mandatory and should only be taken with the prior-approval of the professor with the understanding that any missed assignments will be submitted early or when the student returns. Students who wish to attend must have at least 2.75 GPA to participate. In addition to meeting these requirements:

- Have NOT missed any classes
- Professor Approval
- Have met all program requirements (i.e. campus meetings, community service, skillshops)
- Students who are currently on an **Academic Support Plan (ASP)** must receive permission from their BTS academic advisor to attend field trips/college tours.

BTS SIGNATURE EVENTS

The Bridges to Success Program hosts a variety of signature events throughout the academic year. Students are encouraged to participate as they work to develop their professional networking skills. Some of the signature events include: Night of Distinction, BTS Cinemas for Black History Month, and Crème de la Crème luncheon.

MENTORING (GROUP) INITIATIVES

BTS AMBASSADORS

The role of a BTS Ambassador is to represent Bridges to Success and Valencia College on campus to provide resources and information about current program offerings, events, and assist with recruitment activities throughout the academic year, including the Summer Program. These individuals come from diverse backgrounds and demonstrate excellent communication skills and leadership potential.

MOLDING MEN FOR TOMORROW (MM4T)

The mission of Molding Men for Tomorrow (MM4T) is to provide all Bridges to Success male students with an opportunity to develop and grow as well-rounded young men. Students will participate in group meetings to discuss academic and social issues, receive guidance to navigate personal challenges, and interact with each other in a supportive environment. All male students are required to participate in all MM4T sessions over the course of the semester. Throughout the academic year, male students should refer to the BTS calendar for meeting times, locations and topic of selection. It is our hope that BTS will continue to enable all male students to be productive leaders in their communities.

REACH OUT AND REALIZE YOUR SUCCESS (ROAR)

Reach out and Realize your Success (ROAR) is geared towards our female students. It consists of a series of workshops/meetings that serve as a platform of empowerment that our female students need when the obstacles outside of school seem insurmountable and overwhelming. Students are exposed to women who have already accomplished their goals and serve as the inspiration they need to keep their eyes on the ball, especially since these women are willing to share how *they* had to combat their stumbling blocks to get where they are today. All female students are required to attend every ROAR session. For some sessions, students may be required to prepare in advance, leading up to the meeting, and are expected to come engaged and ready to fully participate.

IMPORTANT:

We recognize that ROAR and MM4T are gender-driven initiatives, and are designed that way since the Bridges to Success team is dedicated to meeting the needs of our students and the obstacles/hurdles you face, which can sometimes be gender-specific. At the same time, we strive to foster a safe, inclusive environment for all our students, and will never intentionally create a platform that excludes anyone. You deserve to feel a sense of belonging within any one of these groups, and if you do not, we will be more than happy to find an alternative for you that will still expose you to opportunities for personal and professional development...just let us know immediately so we can work together to identify other prospects.

NON-ACADEMIC INFORMATION

COMMUNITY PARTNERSHIP

The **Office of Bridges to Success (BTS)** works with community partners to recruit students for the **Bridges to Success Achievers Summer Program**. As a part of this partnership, we have established a community-involvement partnership program with high schools, agencies, churches, and organizations. BTS works with community organizations, and area churches to introduce college to potential students. The community partnership form can be found on the BTS Website.

PARENT MEETINGS

Bridges to Success believes that active parent involvement is important to a student's success. We encourage all parents to take an active interest in their student's education. Bridges hosts a parent meeting every academic year. The event will be posted on the Bridges website and discussed during campus meetings, as well as posted on the Bridges groups.



VALENCIA COLLEGE INFORMATION

GRADE FORGIVENESS/REPEATED COURSES

Agencies and organizations which provide financial assistance/Programs (federal and state government, businesses, etc.) may have requirements relative to withdrawal, course repeats and grade forgiveness which are more stringent than those described below. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, Programs, grants, etc.).

According to State Rule 6A-14.0301 [Developmental Classes], you may attempt the same course only three times at Valencia including the original grade, repeat grades and withdrawals at any point in the term. The same course usually means the subject prefix and course number are the same when posted on a Valencia transcript. Remaining in a course for credit beyond the Drop/Refund Deadline counts as an attempt. The Drop/Refund Deadline for each term is on the Valencia College website in the Academic Calendar section.

See Valencia College Grade Forgiveness Policy here:

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA stands for Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, the Act grants four specific rights to college students. Section 1002.22, Florida Statute, substantially enacts provisions of FERPA as a matter of state law, with minor variations. Valencia Policy No. 6Hx28:10-09 contains policy and procedures related to implementation of these laws:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the FERPA Office in Washington

REGISTRATION LATE FEES

Students who register for class after the registration deadline, or those who are dropped from classes for failure to submit required Financial Aid documents, Florida Residency, or Admissions documents, or BTS program information will be required to pay the late fee associated with being re-enrolled in courses.

The late fee of \$50.00 is owed to the Valencia College Business Office.

VALENCIA COLLEGE - SATISFACTORY APPEAL PROCESS APPEAL (FINANCIAL AID)

If a student's overall GPA drops below a 2.0 after they have attempted 24 credit hours at Valencia, they will NOT be eligible for financial aid and will be placed on financial aid suspension. If a Bridges student is on suspended status he/she will not be able to receive the Bridges to Success Program funds. Students are required to submit a Financial Aid SAP appeal and Bridges to Success Appeal when their GPA falls below the required standards.

How to maintain compliance with Financial Aid:

1. Complete 67% of all classes attempted
2. Maintain a Valencia GPA of 2.0 or higher once 24 credit hours has been attempted
3. Complete degree within the 150% time frame (i.e. an associate degree of 60 credit hours must be completed within 90 credit hours)

BRIDGES TO SUCCESS PROGRAM VS. SENEFF HONORS COLLEGE

Students in Bridges to Success have the option of participating in the Honors Program; however, they can NOT be awarded both the Honors and BTS program at the same time. This is a policy created and enforced by the Financial Aid Department; students cannot receive multiple Programs from the same funding source (i.e. institutional funds). More information on the Honors program is available on the Valencia College website.

VALENCIA COLLEGE FOUNDATION PROGRAMS

The Valencia Foundation offers a number of privately funded Programs that are donated by organizations and individuals interested in supporting Valencia's students. Students are encouraged to visit the Valencia Foundation website for additional information.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official voice of the student body in matters relating to the college's administration.

1. SGA is a vital link in the college's endeavors to ensure a positive learning environment for our student body.
2. Each year, the SGA plans a wide variety of Programs and activities designed to enhance campus life as well as support college sponsored Programs.
3. Participation in SGA provides many opportunities for leadership, including involvement at the local, district and state levels of student government in Florida through the Florida Junior/Community College Student Government Association (FJCCSGA).

Currently registered Valencia students are automatically voting members of the SGA. Each spring, SGA officers are selected to make up the Executive Board. The Executive Board plans the SGA's activities and conducts its governance on behalf of all its members. All students have an opportunity to join the numerous SGA committees. Students who are interested in serving as an SGA officer should contact the Student Development office on their respective campus.

STUDENT ORGANIZATIONS

Valencia College recognizes student organizations on campus that exist to promote the social, physical and educational well-being of students. Types of student organizations on campus 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.

Student organizations are open to all Valencia College students and must have a college faculty or staff member as its advisor (see Valencia College Student Handbook for specific organizations).

MINORITY TRANSFER PROGRAMS - UCF

The Office of Bridges to Success coordinates and distributes information about transfer Programs that specifically target minority populations. BTS informs students of available resources at the college and provides them with the opportunity to participate in special Programs designed to encourage minority students to graduate from community college and transfer to a four-year college or university. Additional program information is available on the Bridges to Success website.

VALENCIA STUDY ABROAD PROGRAM

Full-time Valencia students who are eligible for Financial Aid can use these funds for study abroad Programs that award academic credit and grades counted towards your cumulative GPA for study. The type of study abroad program attended, as well as the type of financial aid received determines eligibility. Only students earning a degree at Valencia are eligible. It is important that you begin this process at least one year prior to your program start date. Any program for which you will not receive transfer credits or grades is not eligible for any financial aid funds. Financial aid can be used to support summer study, as long as the student is enrolled for academic credit and meets all other requirements. Bridges to Success does **NOT** pay for study abroad Programs. For more information please visit the SAGE website on the Valencia College main website page.



TITLE IX FOR BTS HANDBOOK

Valencia College strives to be a community in which all members can learn and work in an atmosphere free from all forms of harassment, including sexual harassment, discrimination, intimidation and/or retaliation. All forms of discrimination and harassment based on protected status are prohibited at Valencia College. As such, students, faculty, and staff are expected to adhere to the College's Policy: 6Hx28:2-01 which prohibits the above actions as well as sexual assault, sexual exploitation, stalking and interpersonal violence.

All members of the College community are responsible for conducting themselves in accordance with these expectations and other College policies and procedures. Allegations of sexual misconduct should be reported to a College official. The College takes these matters seriously and will respond with appropriate action.

Valencia College prohibits sex discrimination and sexual misconduct, including sexual harassment and sexual violence. Sexual harassment involves a variety of behaviors such as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical harassment.

Sexual violence refers to conduct of a sexual nature that occurs against a person's will or without a person's consent to include circumstances where consent cannot be given. The College also prohibits gender-based harassment. Acts of a verbal, nonverbal, or physically intimidating nature centered on sex and/or sex-stereotyping will not be tolerated in the Valencia community.

Valencia College, in accordance with Title IX of the Educational Amendments of 1972, is committed to ensuring that current and future students, faculty, and staff are not discriminated against and ensures a learning environment free from all forms of harassment, including sexual harassment, discrimination, or intimidation.

Who can I call?

We encourage those who are aware of, or believe they have experienced sex discrimination, sexual harassment, or sexual assault, interpersonal violence and/or stalking to report directly to Valencia campus security, the Title IX Coordinator, 407-582-3421, a Deputy Title IX Coordinator, or a member of the Title IX Team.

A complete list of Deputy Title IX Coordinators can be found at the bottom of this text. These individuals will provide immediate support in reporting, understanding and addressing the concern. In addition, these individuals will assist in providing reliable, and an impartial investigation of the concerns thereby eliminating the misconduct, preventing its occurrence and addressing the effects.

Valencia values your privacy. Under these guidelines, reports of sexual assault will be shared only with individuals with a need-to-know or as required by law. All College Responsible Employees, as outlined in the above referenced policy, who become aware of an incident of sexual harassment, interpersonal violence or stalking misconduct will notify the Title IX Coordinator or a member of the Title IX team.

WHO CAN I CALL? (CONT'D)

The Title IX Coordinator and Title IX team are specifically charged with investigating and responding to allegations of sexual misconduct, harassment, interpersonal violence and stalking. All of the deputy coordinators listed below are trained to support students, and coordinate a response with the Title IX Coordinator, consistent with the College's commitment to a safe and healthy educational environment. Students who believe they have been a victim of gender-based discrimination or sexual misconduct, including sexual harassment or sexual violence, are encouraged to contact any campus security office or staff member. Student can contact any of the Title IX coordinators listed at the bottom of page #33.

Resources

College Resources

We strongly encourage all members of our College community to seek support for and report all sex discrimination and sexual misconduct to Campus Security, the Title IX Coordinator, or any named Title IX Deputy Coordinator. The roles and responsibilities of these individuals are to assist in removing the misconduct, preventing its recurrence, and addressing the effects. All complaints, regardless of where reported, will be relayed to and evaluated by the College's Title IX Coordinator.

Community Resources

For additional support, you may reach out to BayCare Student Assistance program at 1-800-878-5470 for support, advice, or someone to listen. Victim Service Center of Central Florida (407) 497-6701 and Harbor House of Central Florida 407-886-2856 are additional resources available to members of the community. These services are available 24 hours a day, seven days a week.



VALENCIA COLLEGE/ BRIDGES TO SUCCESS VOLUNTEER HANDBOOK ACKNOWLEDGMENT FORM

I have read and understand my responsibilities and the concepts of professionalism as stated in this handbook, as a volunteer representing Valencia College and Bridges to Success. In signing this agreement, I agree to carry out my duties as assigned by my site supervisor/manager to the best of my ability. Additionally, I am aware that failure to meet the requirements and conditions of this agreement can result in disciplinary action and/or the loss of my Program.

Volunteer Signature

Date

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GLOSSARY OF TERMS

Academic Year: Academic Year is defined as the following sequence: Fall, Spring, Summer (example- Fall 2016, Spring2017, Summer 2017).

Appeal: Students in the BTS Program who fail to meet any program requirements are required to submit a Bridges appeal that is reviewed by a committee. Students will ONLY be allowed to submit one (1) appeal per academic year.

Academic Support Plan (ASP): Academic Support Plan. Students who are enrolled in a developmental Math and/or English course, and those who earned a GPA below 2.75 the previous semester are required to participate in an Academic Support Plan.

Academic Support Plan (ASP) Group Meeting: Students who participate in ASP will be required to attend one-on-one and group meetings with their BTS Advisor during the semester in which they are on an academic support plan. These meetings allow for peer interaction and learning.

Attempted Hours vs Earned Hours: Attempted hours is designated as the total number of credits attempted. If a student withdraws from a class, these credits will be included in the attempted hours. If a student drops a class during the add/drop period, these credits are not included in attempted hours. Earned hours is designated as the total number of credits earned.

Awarded: Students who are awarded will receive their disbursement of the BTS program at the end of the semester. In order to be awarded, BTS students must maintain FULL compliance with all Bridges requirements, or receive an approved appeal for noncompliance.

Bridges Award Year: The BTS Award Year is defined as the following sequence: Summer, Fall, Spring (example- Summer 2016, Fall 2016, Spring2017)

Cohort Year: Your cohort year is designated by the year in which you were accepted into the Bridges Summer Program. (example- Student begins the Bridges Summer Program in 2016: BR1617; Student begins the Bridges Summer Program in 2017: BR1718)

Completion Ratio: The formula for calculating the completion ratio is total hours earned divided by total hours attempted. The resulting percentage must meet the BTS requirement of 75% or higher (this includes term and cumulative completion ratio).

Fully Engaged/ Compliant: This means that you have met ALL Bridges requirements (this includes academic and non-academic requirements).

Cumulative/Overall GPA: This is calculated based on all grades earned for the duration of your time at Valencia.

Day of Service: This is a non-academic requirement that all BTS students must complete. Students DO NOT earn community service hours for this requirement. Adopt A Highway project is the Day of Service project for BTS.

Deactivated: Students may become deactivated from the Bridges to Success Program due to failure to meet BTS requirements, inappropriate conduct, non-continued enrollment, or other reasons deemed inconsistent with BTS policies.

Degree Audit: Your degree audit is a document found in your Atlas account that will keep you on track with your degree program. You will keep an updated copy (at least one per semester, or change of major) of this document in your advising folder.

Degree Check List: This is a Valencia College document [not BTS]. It is designed for students to track their academic progress and is located in Atlas.

Disbursement: Any BTS program fund that will be disbursed after all program compliance and GPA has been met.

Group Advising: BTS Advisors will conduct group advising sessions with students in similar majors and Programs to review updates on courses needed, and transfer requirements. This model is used to encourage collaboration and networking with peers.

Learning Support (LS): Valencia College offers tutoring and academic support services via Learning Centers on campus. Students in BTS are required to visit these labs for help to ensure academic success. Students complete learning support hours and submit logs to their academic advisor.

Non-Compliant: Students who did not meet their academic and non-academic requirements for BTS program are non-compliant and will not be eligible for their BTS program funds. Students must meet ALL program requirements as outlined in BTS program contract to be considered compliant.

Not Awarded: If program compliance is not met, students will be considered not awarded for the term and will have to apply for their BTS award to be reinstated

Reinstatement: Students who are not awarded can apply for the BTS award to be reinstated. To be considered for reinstatement students must meet all program requirements for the semester and submit the reinstatement request by the posted deadline. The reinstatement form can be found in the Bridges to Success student section within the Atlas portal.

Rescind: A student who has requested to leave the BTS Program. Student should submit a formal request via email and complete an exit interview. Student will not be receiving BTS funds at the end of their last semester with the program.

Term GPA: All course work attempted and earned for a given semester.

Withdrawal vs Drop: Removal from a course(s) by a faculty member, the college, or the student. No credit is awarded for the course and tuition and fees are not refunded (See entry on Withdrawal in this catalog). Dropping a course during the DROP/ADD period does not reflect on student transcript and does not require the completion of the BTS withdrawal form.

