



VETERANS UPWARD BOUND

HANDBOOK



SUSLA METRO CENTER

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VETERANS UPWARD BOUND

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SOUTHERN UNIVERVERSITY AT SHREVEPORT

Veterans Upward Bound

Greetings,

Welcome to a **FREE** educational service provided by Southern University at Shreveport (**SUSLA**) Veterans Upward Bound Program (**VUB**) housed at Southern University at Shreveport; 610 Texas Street #450; Shreveport, LA 71101. This handbook outlines a variety of information and services relevant to you as a participant. Please make yourself familiar with its content.

The Veterans Upward Bound Program (VUB) is a U.S. Department of Education grant funded project that is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a postsecondary education program.

VUB's primary goal is to increase the rate which participants successfully complete education. To accomplish this goal, VUB offers counseling, mentoring, tutoring, and academic instruction in core subject areas (English, Reading, Math, Science, Foreign Language and Computer Literacy). Additionally, VUB offers workshops in GED test preparation, critical reading, time and stress management, goal setting, career pathways, resume writing and personal finances.

You will also have opportunities to visit University/College campuses to acquire knowledge of the registration process and campus activities. In addition to campus visits, VUB provides opportunities to participate in cultural events and visit military historical sites.

The staff would like to welcome you to the community. Please let us know if there is anything we can do to better service your educational needs. Our regular hours are **Monday – Thursday, 8:00 a.m. to 6:00 p.m.** and **Friday, 8:00 a.m. to 12:00 p.m.**

Sincerely,

Urina F. Holt, Director
Veterans Upward Bound

This handbook has been developed to orient you to the Veterans Upward Bound Program here at Southern University at Shreveport. You are encouraged to read this entire handbook and refer to it often when you have questions.

PURPOSE

Veterans Upward Bound (VUB) is designed to motivate and assist Veterans in the development of academic and other requisite skills leading to acceptance and success in a postsecondary educational program. To accomplish this purpose, VUB utilizes a variety of methods to include academic assessments, counseling, mentoring, tutoring, workshops, and refresher courses in core subject areas. Additionally, VUB conducts group visits to universities and colleges in order to facilitate participant's educational objectives.

Eligibility Requirements for VUB Program:

- Must be a Veteran having served at least 180 days of active duty in the U.S. military service and discharged under conditions other than dishonorable; was a member of a reserve component of the Armed Forces who served on active duty in support of a contingency operation on or after September 11, 2001.
- Must meet low-income requirement (based on family income and number of dependents) and/or first generation in college (neither parent has earned a four-year degree.)
- Show evidence of academic need.

Duration of the Program

Program is designed to provide services for one year or until participant graduates from the program. Participant's enrollment, persistence, and completion are tracked as part of meeting the Department of Education

objectives. If participant continues education at Southern University at Shreveport, entry into SUSLA's Student Support Services is encouraged.

Process

INTAKE: We will conduct an intake during your first appointment to go over the application process, our services, and let you know what to expect from the program. Orientation will be provided during intake and formally each term.

ASSESSMENT: Pre- and Post-test assessments will be conducted to establish each Veteran's individual needs and improvements. Career exploration assessments will be conducted as well if needed.

EDUCATION PLAN: An Individual Education Plan (IEP) will be developed to reflect the Veteran's individual goals, the method to reach those goals, and the person(s) responsible for each goal. The plan is on going and amended as needed.

REMEDICATION/INSTRUCTION: There are three options in regards to remedial instruction. These options can be utilized alone or in combination with each other depending on the educational needs of the participant.

1. **Comfit** – This program will be utilized as a remediation tool based on the veterans needs and at the veterans' own pace. It is available **24/7** with internet access.
2. **Tutoring** – We have tutoring services in (SUSLA's) Computer lab Tuesdays from 2:00 p.m. to 6:00 p.m.; Thursdays from 2:00 p.m. – 8:00 p.m. and Fridays from 12:00 p.m. to 2:00 p.m.
3. **Veterans Upward Bound's** Computer lab is open: **Monday – Friday.** Times vary depending on computer availability.

No Food or Drinks are allowed in the Computer Labs.

ACADEMIC COUNSELING: VUB staff provides academic counseling with Veterans as needed. The focus will be on career and financial counseling. Referrals will be recommended if in-depth counseling is needed.

FOLLOW-UP: Quarterly follow-up will be conducted to ensure the program is effectively meeting the Veteran's needs.

Participant Support

VUB staff strives to provide first class support for our participants. Services provided include:

- **Financial Aid** – provide information on resources concerning financial aid.
- **Admission** – guide participants through the admission process of their post-secondary institution of choice.
- **Mentoring** – provide mentoring for participants who are new to the college life and who are interested in a particular field of study.
- **Academic Advising** – provide guidance in course availability and individualized educational plans.
- **Career exploration** – provide career exploration assessments to help participants set goals and direction.
- **Agencies** – referral to other agencies and resources as needed.
- **Workshops** – Free workshops provide useful information for our Veterans.
- **Cultural Enrichment** – Free cultural trips/activities will be offered each term.
- **Tutors** – Professional Instructor services are available during the day. Remote access to tutoring also available.

Respect for you and your information

You will be treated with dignity, compassion, and respect as an individual. We will seek to honor your personal and religious values. Your privacy will be protected. The Family Educational Rights and Privacy Act (FERPA) will be enforced throughout our program. Your records will be kept confidential. Participants are asked to sign a release of information for demographic use only. Academic releases will be obtained to allow VUB staff to access your academic records and services.

Computer Lab

Computer lab is available to support the educational needs of VUB participants. Computer lab services include reading, writing, and math refresher courses, test preparation, tutoring, research assistance, technology boot camp, printing, and internet access.

Negative and Positive Feedback

You are encouraged and expected to bring any grievances to the attention of the **Director, Urina F. Holt**, without fear of retaliation. We strive for excellence and value your feedback. We also welcome any positive remarks about the program or staff members. Ms. Urina F. Holt can be reached at 318-670-9633 or uholt@susla.edu.

Dress Code

The standards for Veterans Upward Bound dress reflects a concern for each participant's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. Veterans Upward Bound establishes a basic dress code to ensure appropriate and modest dress.

As a member of Southern University at Shreveport VUB, we will take trips to other colleges/universities and other great culture events. This is so our participants will have the opportunity to get exposed to the resources that have been created with Veterans in mind. We will attend these events in and out of Shreveport, VUB provides tops for participants and ask that the participants wear appropriate bottoms. This is so that we are easily recognized and represent Southern University at Shreveport as an institution. Each participant is responsible to purchasing their own bottoms. Because the trips maybe long and require a lot of walking especially on larger university and college campuses, it is necessary for you to wear lose fit blue jeans, slacks or khakis, skirts may be worn by females no shorter than two inches above knee along with comfortable shoes. This is to ensure that your appearance is tidy and modest. Avoid flip-flops, short shorts, tank tops, spaghetti straps and athletic attire. Failure to adhere to the VUB dress code for events may result in you not attending.

Alcoholic Beverages Policy

The possession, sale, use or the supply of alcohol on the University campus is not allowed.

It is unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage (LA.-R.S. 93.12).

Illegal Drugs Policy

Southern University System, (SUSLA) campuses has been designated as a Tobacco-Free/Drug-Free. The possession, sale, manufacture of distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by SUSLA's Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

The University is bound to take all appropriate actions against violators, which include referrals for legal prosecution or requiring the individual to participate satisfactorily in an approved drug/alcohol abuse assistance or rehabilitation program.

Weapons Policy

Southern University System does not permit the unauthorized possession of; display of; or attempt to use or threaten to use firearms, ammunition, fireworks, or any other dangerous weapons on campus or at any University-sponsored activity. Anyone found to be in violation of this policy shall face arrest.

LaVetCorps

Southern University at Shreveport – LaVetCorps is a Louisiana State program designed to help Veteran students/military succeed in college. For college students to accomplish this purpose, LaVetCorps provides academic advising, counseling, financial aid assistance, financial literacy workshops, and mentoring. Additionally, the LaVetCorps Center is available for Veterans Upward Bound college students to utilize while attending SUSLA.

LINKS AND CONTACT INFORMATION FOR OUTSIDE RESOURCES

Contact Numbers to VA Services:

VA Education Office	(888) 442-4551
VA Healthcare Office	(888) 222-8387
VA Benefits	(800) 827-1000
VA's Gulf War Helpline	(800) 749-8387
LaVetCorps on Campus Counselor	
DOD's Gulf War Veterans Hotline	(800) 796-9699
DOD's Direct Veterans Hotline	(800) 497-6261
Suicide Hotline	(800) 273-8255
Verify Enrollment (WAVE)	(800) 823-2378 https://www.gibill.va.gov/wave
GI Bill Website	http://www.gibill.va.gov/
Apply for GI Bill Benefits	
VA Form 22-1990	http://www.vba.va.gov/pubs/forms/VBA-22_1990.pdf
Defense Activity	

Weapons Policy

Specifically prohibits the possession of weapons by any employee or program participant while on Southern University campus or any property owned and operated by Southern University. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees and program participants are also prohibited from carrying a weapon while performing services off the University's campus premises.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary actions, up to and including dismissal from the program, will be taken against any employee or program participant who violates this policy.

PARTICIPANT:

Printed Name _____

Signature _____

Date _____

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to participate in the Southern University of Shreveport Louisiana Veterans Upward Bound Program;

I hereby **RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE** Southern University, Southern University at Shreveport Veterans Upward Bound Program, their officers, agents, servants, or employees (Hereinafter referred to as **RELEASEES**) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, **WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES**, or otherwise, while participating in such activity, or while in, or upon premises where the activity is being conducted.

2. I am fully aware of the unusual risks involved and hazards connected with this activity, including but not limited to travel risk and/or Veterans Upward Bound activities. I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I **VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH** that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, **WHETHER CAUSED BY NEGLIGENCE OF RELEASEES OR OTHERWISE.**

3. I further hereby **AGREE TO INDEMNIFY AND HOLD HARMLESS** the **RELEASEES** from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, **WHETHER CAUSED BY NEGLIGENCE OR RELEASEES OR OTHERWISE.**

4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a **RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE**

the above-named **RELEASEES**. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Louisiana.

5. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this _____ day of _____, _____.

PARTICIPANT:

Printed Name _____

Signature _____

