



Handbook for Participants & Family Members



VUB Bldg. 6 Rm 651
1000 College Blvd
Pensacola, Florida 32504
T: (850)484-2068



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

PURPOSE

The goal of Pensacola State College Veterans Upward (VUB) is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The VUB program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in core subject areas to include mathematics, foreign language, composition and literature.

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 requirement of being low-income (based on family income and number of dependents) and/or first generation (neither parent has earned a four-year degree.)
- Show evidence academic need.

Duration of the Program

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

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

IEP DEVELOPMENT: 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.

REMEDIATION/INSTRUCTION: There are three options in regards to instruction.

- 1) Aztec - 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 tutors in the computer lab Monday thru Thursday from 12:00pm to 7:00pm available to assist students with their academic needs.
- 3) Eight week classroom session weekly Monday thru Friday from 12:00pm o 3:00pm dependent on classes.

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 our 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 – conduct workshops that provide useful information for our veterans
- Cultural Enrichment – A number of enrichment activities will be offered per term.
- Tutors – are available during the day and evening for assistance.

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.

Veterans Upward Bound Stipend Guidelines

Below are the policies and procedures regarding stipends:

A stipend will be available for all active eligible participants. The amount of the stipend is up to \$40.00 per month and will be payable at the end of each VUB term. Payment of the stipend will be dependent upon the following guidelines:

1. File must be complete. DD214 and tax forms must be submitted. VUB forms must be present in the participant's file.
2. There are two options for earning the \$40.00 per month stipend. You may choose to enroll in a VUB class at the beginning of each term. The second option involves tutoring on a weekly basis.

Option One:

Enroll in one(or more) VUB class(es) and attend with no more than two unexcused absences, make satisfactory academic progress, and complete one hour per week of computer instruction in the subject class that you are enrolled. Taking this class will earn \$60.00 toward your stipend. You may earn an additional \$20.00 at ten dollars at a time by attending two VUB sponsored events: Trips, workshops, cultural activities, or an orientation.

Option Two:

Sign up with a tutor and complete at least three (3) hours per week for eight weeks in a given subject, and two (2) hours per week of computer instruction (40 hours total). This tutoring contact will also earn \$60.00 toward your stipend. You may earn an additional \$20.00 at ten dollars at a time by attending two VUB sponsored events: Trips, workshops, cultural activities, or an orientation. For either option you must take the PERT test before and after each VUB term to measure your academic improvement.

3. Each VUB term, academic work will be reviewed and participation in activities/workshops verified. Sign in sheets or coordinator notes will verify participation in activities and workshops. If qualifications for the stipend are met, a check requisition will be issued by PSC and mailed to your address.
4. Stipends can be earned for up to one year of involvement in the VUB Program, as long as you are considered an **ACTIVE** participant.

Negative and Positive Feedback

You are encouraged and expected to bring any grievances to the attention of the Project Director, Rob Gregg, without fear of retaliation. We strive for excellence and value your feedback. We also welcome any positive remarks about the program or staff. Rob Gregg can be reached at (850)484-1438 or rgregg@pensacolastate.edu

Family involvement

Spouses and significant others are invited to attend orientation and workshops.

Receipt of Handbook

The VUB Program Handbook is a living document and will be amended as needed based on the needs and growth of the program on a yearly basis. A copy of this program handbook is provided to each participant. Throughout the program, participants will be able to refer back to his/her copy.

I have read and understand the information contained in this handbook and was given a copy for my own reference.

Participants Signature: _____ Date: ____/____/____

I have given the participant his/her own copy of the handbook to refer to as needed.

VUB Staff Signature: _____ Date: ____/____/____

Program Staff



Rob Gregg USN, CPO (Ret), Project Director
1000 College Blvd – Pensacola, FL
(850)484-1438
rgregg@pensacolastate.edu



Keith Wise U.S. Air Force, (Ret) - Academic Coordinator
1000 College Blvd – Pensacola, FL
(850)484-1715
kwise@pensacolastate.edu



Ingrid Davis, Recruitment & Retention Specialist
1000 College Blvd – Pensacola, FL
(850)484-2087
idavis@pensacolastate.edu

LINKS and CONTACT INFORMATION for OUTSIDE RESOURCES

Contact Numbers to VA Services:

VA Education Office	(888) 442-4551	
VA Healthcare Office	(877) 222-8387	
VA Benefits	(800) 827-1000	
VA's Gulf War Helpline	(800) 749-8387	
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)	(877) 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 for Non-Traditional Education Support (DANTES):

http://www.dantes.doded.mil.dantes_web/danteshome.asp

Veterans Service Organizations:

The American Legion	www.legion.org	(800) 433-3318
Veterans of Foreign Wars	www.vfw.org	(800) VFW-1899
Disabled American Veterans	www.dav.org	(877) 426-2838
Paralyzed Veterans of America	www.pav.org	(800) 424-8200
AMVETS	www.amvets.org	(877) 726-8387
Vietnam Veterans of America	www.vva.org	(800) 882-1316

Operation Vets:

Resources for veterans, families, and civilians www.operationvets.com

Fleet and Family Services Pensacola www.navymwrpensacola.com/programs

National Center for PTSD: www.ncptsd.va.gov/ncmain/index.jsp

Service members Opportunity Colleges (SOC): <http://www.soc.aascu.org/>

SOC Consortium member institutions provide flexibility to service members, their families, and veterans seeking college degrees. In turn, SOC Consortium colleges and universities benefit from the enrollment of mature, highly-motivated adult students who are making use of tuition assistance or Montgomery G.I. Bill benefits to pay their education costs.

Student Veterans of America: www.studentveterans.org

Non profit, non partisan organization, 200+ schools involved. Mission: To develop student veteran groups on college and university campuses and connect student groups with resources. Pensacola State College has a chapter on the main campus.

Prior Credit:

Where to obtain necessary documents for the evaluation of military education and training

The ACE Military Guide – www.militaryguides.acenet.edu

Helpful Job Hunting and other work related websites and resource:

The websites listed below contain listings for various jobs. Veterans who do not have access to a personal computer may access these sites at our computer lab. Veterans not familiar with computers are strongly encouraged to attend our computer concepts class or our tutoring lab.

www.usajobs.com (federal employment)

www.indeed.com

www.monster.com

www.hotjobs.com

www.pensacolastate.edu/student-services/cte

www.careerbuilder.com

www.careersourcecarosa.com

www.employflorida.com

www.floridareadytowork.com

www.floridajobs.org/job-seekers-community-services/reemployment-assistance-center/connect-general-information