

STUDENT HANDBOOK



2009

University of North Carolina Wilmington

**2009 SUMMER VENTURES IN SCIENCE AND MATHEMATICS
STATEWIDE STUDENT POLICIES
REVISED FOR UNC WILMINGTON
(910) 962-3168/4266**

Dr. Gabriel Lugo
Coordinator, SVSM

Mrs. Karen S. D. Shafer
Director, SMEC

Mr. Rick Demolina
Assistant Director, SMEC

Mrs. Kim Cavender
Residence Hall Administrator, SVSM

Ms. A.C. Hosea
Administrative Assistant, SMEC

Ms. Tamsen Foote
Office Assistant, SMEC

The UNCW Summer Ventures in Science and Mathematics Program has a responsibility to assure that students are provided with a safe environment in which to live and study. To fulfill this responsibility, the SVSM Program has adopted policies which are designed to protect both the participating students and the University of North Carolina Wilmington.

Attendance

SVSM is a significant financial investment by the state of North Carolina. The four-week program is an intense academic program involving students in coursework, research projects, and related extracurricular activities.

Due to the nature of the SVSM experience, **students are required to be in attendance during the entire four-week period, including weekends** (with the exception of the planned break). Students will be released from the program by the Coordinator if they require extended absence as a result of medical or family issues.

Discipline

In the SVSM Program, as in any community, there are guidelines for behavior that all members of the group are expected to follow, and there are consequences for infractions of these guidelines.

On the opening day of the SVSM Program, the staff will review regulations with students; any additional regulations not included in this document will be given to the students in writing. The disciplinary process and the specific actions that will be taken in case of infractions will be described.

Discipline for violations of regulations, either academic or residential, will be handled by the SVSM Program Coordinators. Parents will be notified of serious infractions of the rules and of the disciplinary action taken.

All violations covered by North Carolina law, including but not limited to certain infractions involving alcohol, tobacco and drugs, will be reported to local law authorities as is legally required. Such violations will also result in automatic and immediate dismissal from the SVSM Program.

The following infractions will result in disciplinary action and may lead to dismissal from the program: violation of policies on intervisitation, dating, and visitors; use of an automobile or other motorized vehicle; riding with an

unauthorized driver; failure to follow sign-in/sign-out procedures; breaking curfew; threatening or otherwise disruptive behavior; misuse of academic or residential facilities; unethical use of the Internet or equipment; cutting classes; non-participation in academic activities or chronic failure to complete academic assignments; violation of the four-week attendance policy; or academic dishonesty.

Students may be disciplined or dismissed for any single gross or excessive violation or for repeated violations of any nature.

Automobiles and Other Motorized Vehicles

Motorcycles, mopeds, and other motorized vehicles are not allowed in the SVSM Program, and students are strictly prohibited from driving or riding in such vehicles.

Students may not have cars at the program and they will not be allowed to drive state cars or private vehicles during the four-week period. Students are highly encouraged to bring bicycles to travel the distance between classes, meals, and the dorm. Sturdy bicycle locks are a must. Bikes are not allowed inside the residence hall except for storage during break weekend.

By enrolling students in the program, parents extend permission for them to travel in school and private vehicles operated by the faculty and staff, by any driver hired by the program, and by other adults officially connected with the program. All drivers complete a defensive driving course prior to the beginning of the program.

During SVSM, students are not allowed to ride in cars operated by persons other than adults connected with the program, with the following two exceptions:

- a. During visits by a parent or other adult relative (over 21 years old), a student may ride in the vehicle operated by that adult.
- b. Students will be allowed to ride to religious services of their choice in vehicles operated by representatives of the church, synagogue, or temple.

Transportation

SVSM is not responsible for the transportation of students to or from the program. Students and parents may wish to arrange carpools to and from the campus. The SVSM office staff will provide participants with the names, address and phone numbers of fellow participants to facilitate carpooling, however, the office will not be involved in arranging carpools.

Students who receive financial aid to cover travel expenses will still be responsible for making their own travel arrangements.

The SVSM staff will request information from students about their means of transportation to the campus. Students who choose to travel by public transportation will be met at the nearest bus, train depot, or airport by SVSM representatives. SVSM staff will also transport these students to their departure point at the end of the institute. Any scheduled transportation must be coordinated within the established hours of the program.

If a student must return home because of dismissal, illness, or family emergency, but the parents cannot travel to the campus, the student will be sent home by public transportation. Unless the student has a financial aid grant, the cost of the student's travel home will be at the parent's expense.

Sign-outs, Rolls and Curfews

For the safety of the participating students, it is essential that SVSM staff know the students' whereabouts at all times. To assure this, the institute will follow these procedures:

- a. There will be a sign-out, sign-in system that students **must** use when leaving their residence hall and when leaving campus.
- b. Roll will be taken in every academic class during the day. If a student is missing, the instructor will report this to the coordinator immediately.
- c. The institute has curfews (**mandated by the state**) to ensure the safety of students and to assure that they obtain adequate sleep. Curfews include times that students must be on campus, be in their residence hall, be in their rooms and have their lights out.

ON CAMPUS	9:30	PM
IN RESIDENCE HALL	10:00	PM
IN ROOM	11:00	PM
LIGHTS OUT	11:30	PM

d. Identification cards will be issued to each student and **must be carried at all times**. These ID cards will also be the standard meal card. Any student not carrying his/her ID card will not be allowed to eat without paying. The ID card is also required for access to the residence hall, library, book store and other campus facilities. Failure to carry this card could result in disciplinary action.

e. Restriction Policies:

Lights Out	1 st Offense – Warning / 2 nd – 1 Day Dorm Restriction
Card Flipping	Duties assigned by RA or RHA
Breaking Curfew	Dorm Restriction (1-day increments)
Visitors After Lights Out	1 Day Room Restriction
Oversleeping/Late	2 Days Room Restriction
Messy common areas	1 Day Closure by RA/RHA
Unauthorized Cell Phone Use	1 Day Increments of Dorm Restriction
Rude and Disrespectful	(in dorm) Conference with RHA (in class) Conference with Program Coordinator
Vandalism	Referral to Program Coordinator

Home Weekend

The program will have one “break” weekend during the four-week period. Home weekend is scheduled for July 2-5. Students will be permitted to leave after class (4 PM) on Thursday, July 2nd. The residence hall will be closed at 7 PM on July 2nd. Food service is available for Thursday dinner. Students are required to leave the campus and must return home or, with their parents’ permission, may spend the weekend at the home of an SVSM friend or elsewhere. If arrangements have been made for the participant to travel home by some means other than a ride from the parent, the SVSM office must be notified via fax or e-mail. Bicycles may be stored in the student’s room during the home weekend.

The residence hall will reopen on Sunday, July 5th at 3:00 PM and students may return at anytime between the hours of 3:00 PM and 8:00 PM. Food service **will not** be available during this weekend, except Sunday dinner.

Visits from Family Members

SVSM is an intense four-week experience for students. A great deal of time has been spent planning both academic and social/recreational activities for the participants to ensure that students have a well-balanced summer. As such, visits by adult family members at times other than the designated home weekend are **strongly discouraged** since such visits prevent students from participating in some SVSM activities/classes.

Once a student has arrived and registered at the SVSM institute, the coordinator and staff of the institute have certain responsibilities toward that student. In order to assure that these responsibilities can be met, it is important that parents and other adult family members follow these guidelines:

- a. Program staff must be notified in advance (24 hrs.) via fax or email of any visits by family.
- b. Students leaving a residence hall or the campus with parents or other family members (over 21 years of age) must follow normal sign-out procedures and must meet curfews. Picture ID will be required to check-out a student.
- c. In the unlikely event that a student decides to withdraw from the program, the parents must contact Dr. Gabriel Lugo by telephone at (910-962-3168/4266) to make the necessary arrangements before they travel to campus to pick up the student.

Intervisitation and Dating

SVSM students are not allowed to visit in the rooms of the opposite sex. Common areas are provided in the residence hall for SVSM students and visitation.

SVSM students will have a full schedule of social activities in which they may choose to participate.

During the program, students will not be allowed to date, receive visits from, or otherwise fraternize with friends who are not SVSM participants. This prohibition includes but is not limited to friends from home, high school students in other programs on campus, and college students enrolled at the campus.

Doing so may result in automatic and immediate dismissal from the program.

Personal Belongings

All personal items brought to the SVSM Program are brought at the students' risk. Dorm rooms can be locked at all times. Students are welcome to bring musical instruments, personal computers, sports equipment, bicycles (highly encouraged), skateboards, radios, and stereos. Portable radios, CD players, cell phones and pagers are allowed, but students **may not use them in classes, other academic activities, or after "lights out" at 11:30 pm!**

Students may not have televisions (unless used solely as computer monitors), conventional or microwave ovens, pets, refrigerators, hot plates, air conditioners, weapons of any sort, alcoholic beverages, tobacco products, or illegal drugs. A phone is located at the main desk. Local calls are no charge. Long-distance calls may be made collect or by credit card.

Suggested List of Items to Bring:

- Sheets (2, top and bottom for single bed)
- Pillow and pillow cases
- Warm Blanket (2)
- Soap (laundry soap and shower soap)/Dryer sheets
- Mattress pad (if desired)
- Laundry Bag
- Walking Shoes (sneakers)
- Shampoo, Conditioner, Hair Dryer
- Light Jacket or Sweater
- Umbrella
- Towels (bath, beach), Wash Cloths
- Bathing Suit for residential life beach trips (can be 2-piece)
- Sunscreen or Suntan lotion (SPF 30 or higher)
- Calculator

- Pens, Pencils, Notebook Paper and Binder
- Alarm Clock
- Extension cord (if needed)
- Recreation gear (ball glove, bat, ball, tennis racket, etc.)
- Medication (if needed)
- Musical instrument (if desired)
- Other personal toiletry items
- Iron (if desired)
- Outdoor Courses:** 2 extra beach towels/one-piece bathing suit, old sneakers
- Pajamas
- Shower shoes
- Trash can
- Bicycle (with sturdy lock) – All bicycles will be registered with the UNCW police at the beginning of the program.

OUTDOOR COURSES: It is recommended that you bring >30 SPF Sunscreen, Bug Repellant, Sunglasses, Hats, and Old Sneakers (that can be thrown away after the program) to avoid cutting your feet while collecting specimens (**DO NOT RELY ON FLIP FLOPS OR SANDALS FOR YOUR FOOTWEAR**). Only one-piece bathing suits may be worn in outdoor courses.

Students will need to bring their own pens and pencils along with notebook paper and a binder.

Laundry facilities are available on the second floor of the residence hall and are available free of charge.

The student's ID card serves as a debit card that can be used to purchase items from vending machines. A debit card account can be opened with UNCW Auxiliary Services the first Monday of the program. (A minimum deposit of \$5.00 is required to open a debit card).

Miscellaneous Residential Information

All students attending the SVSM Institute will live in Honors Residence Hall. Commuting will not be allowed. The staff of the institute will assign roommates. Each student is responsible for his/her key. A \$25 fine will be charged for each lost key. Also, a \$10 fee is charged to replace a lost SVSM ID card.

Supervision and everyday guidance will be provided by a residential staff. Emergency health services will be available to SVSM students. However, **all** expenses for medical care are the responsibility of the SVSM student including copays.

Each student will be part of a POD, a group of 10-14 students or 5-7 rooms. Each POD is supervised by an "RA" or residence assistant. The RA will provide them with guidelines, general information, activity updates, dorm life concerns and overall help. Weekly POD meetings are held to discuss the upcoming week's schedule and address any issues that have arisen.

Throughout the program, students will participate in POD activities arranged and facilitated by their RA. Activities can range from eating out in local restaurants to beach trips. Students should budget spending an approximate total amount of \$30 for these activities.

Residence Hall Administrators

Kim and Gary Cavender
Honors Residence Hall – R. 221

Religious Matters

Because SVSM is a state-run program, it cannot provide religious services for students. No person officially connected with the SVSM Program will provide students with transportation to or from religious services, either in state vehicles or in private ones.

The decision to attend or not to attend religious services is a private one for each student and will not be questioned or influenced by any member of the SVSM staff. If at all possible, the coordinator will make arrangements for special meals for students whose religious beliefs involve dietary restrictions.

No official SVSM activities will be planned for Sunday mornings. If any of the students at the institute belong to a religious group that has services on days other than Sunday, the director and staff will take this into consideration in scheduling activities.

Students who have a conflict between a scheduled SVSM activity and a religious service they wish to attend will be excused from the SVSM activity.

Emergency Numbers

SVSM Office	Office: 910-962-3168/4266
Dr. Gabriel Lugo, Coordinator - SVSM	Home: 910-392-4345
Residence Hall Administrator	Dorm: 910-962-5801
Mrs. Karen S. D. Shafer, Director	Home: 910-791-0349
Mr. Rick Demolina, Assistant Director	Home: 910-681-1419

UNCW SVSM Boundaries

In the interest of safety and security, the SVSM staff has set certain physical boundaries. Students may travel without prior approval within these boundaries, but assume responsibility for their own safety.

a. The UNCW campus is located on the east side of Route 132 (S. College Road). Students will be limited to the campus itself and may travel in their roam zone as far south as the K-MART shopping center at 815 S. College Rd. and as far north as Best Buy at 309 S. College Rd. Students must travel in pairs or groups when leaving campus.

b. Students are not allowed to leave campus during the 11:30-1 pm lunch break.

c. There are various shops within this specified area which will accommodate any necessary shopping needs. As you can see there is something for everyone!

ROAM ZONE

Places to "Venture" to:

FOOD

HARDEE'S
BURGER KING
CHILI'S
PITA DELITE
LOWES GROCERY
BDOBO MONGOLIAN GRILL
JETER'S HOT DOGS
SZECHWAN 132
KRAZY'S PIZZA & SUBS
CICI'S PIZZA
STARBUCKS
EL CERRO GRANDE
HIBACHI EXPRESS
HONEY BAKED HAM

NON-FOOD

BEST BUY
SIR SPEEDY PRINTING
K-MART
STATE CREDIT UNION ATM
WACHOVIA BANK ATM
BANK OF AMERICA ATM
T-J MAXX
BLOCKBUSTER VIDEO
A.C. MOORE CRAFTS
CATO'S
UPS STORE
YELLOW DOG DISCS
SPORT CLIPS
ALLTEL

EUPHORIA SMOOTHIES
SMOOTHIE KING
PRIDDY BOYS SANDWICH SHOP
JERSEY MIKE'S
MINEH SUSHI
JAMACIAN COMFORT ZONE
DRAGON GARDEN
COOK OUT

GAME GIANT
AT&T WIRELESS
CASUAL MALE XL
FRIENDLY BOUTIQUE
HOME GOODS
TT NAILS
FOOT LOCKER
DOLLAR TREE

DELIVERY TO DORM AVAILABLE FROM:

DOMINOS
FAT TONY'S PIZZA & DELI
MICHAELANGELO'S PIZZA
HUNGRY HOWIE'S PIZZA & MORE
CHOPSTIX CHINESE