



# Hagerstown Community College Upward Bound Program 2024-25 Preliminary Application

Upward Bound is a grant funded college-prep program implemented collaboratively by Hagerstown Community College and Washington County Public School personnel. At no cost to the family, Upward Bound provides a variety of college related activities as well as academic support services to students year-round. All paperwork must be fully completed.



## **Program activities include:**

- Tutoring offered directly after school twice per week
- Saturday Session from 9am to 1pm offered once per month at HCC – workshops including financial aid and scholarship information, academic and career advising, college and career research, guest speakers and more
- Field trips and college campus tours throughout the year
- Opportunities to earn college credit prior to attending college (all tuition and fees are paid for by grant funding)
- Six-week summer academy on college campus opportunity
- Student service learning events
- Transportation to and from activities
- Breakfast and lunch provided at all activities



## Hagerstown Community College TRiO Upward Bound Program Program Eligibility Information 2024-2025



TRiO Upward Bound Program is a nationwide federally funded college-preparatory program that serves first generation college-bound high school students and/or students who reside in income-eligible households. Program benefits include individual academic tutoring, group and individual advising, field trips, college tours, career planning and guest speakers, Saturday workshops, and an annual summer academy.

The HCC Upward Bound program serves 72 students each year from four high schools in Washington County. Program eligibility is listed below.

- Must be a citizen of the United States or a permanent resident
- Must be either or both:
  - Meet federal income guidelines for TRiO programs  
<http://www2.ed.gov/about/offices/list/ope/trio/incomelevels.html>
  - A first generation college student (the parents/guardians with whom the student lives has not earned a bachelor's degree)
- Must be a rising or current 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade student enrolled at one of the following schools:
  - North Hagerstown High School
  - South Hagerstown High School
  - Williamsport High School
  - Hancock Middle Senior High School

Please complete the following pages of the preliminary application and return it to your guidance counselor, or Upward Bound staff directly. As applications are submitted, UB staff will be in contact with each student regarding a brief interview and next steps. You are welcome to contact staff with further questions.

James Mankins  
Upward Bound Manager  
240-500-2584  
[jemankins@hagerstowncc.edu](mailto:jemankins@hagerstowncc.edu)

Alexis Goveo  
Upward Bound Advisor  
240-500-2713  
[agoveo@hagerstowncc.edu](mailto:agoveo@hagerstowncc.edu)

### **Confidentiality and Information Assurance**

The personal information requested of you in the Upward Bound Application and by the Upward Bound staff is a requirement of the U.S. Department of Education, and is considered necessary to substantiate your eligibility to participate.

The Federal Privacy Act protects this information. No one may view this information, unless they work for the Upward Bound Program, or are otherwise specifically authorized to see the information.

*The information on the HCC Upward Bound application will be used to determine whether students are eligible for the Upward Bound program. Admission into the program is based upon eligibility, need, and readiness for the program. We may not be able to admit every student who is eligible, depending on the number of applications received.*



**Hagerstown Community College  
TRiO Upward Bound Program  
Student Information Form  
2024-2025**



*Please print clearly using ink.*

First name, Last name, M.I. \_\_\_\_\_

Sex (M/F): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Student e-mail: \_\_\_\_\_

**Student Citizenship Status:** (Please check one)

U.S. Citizen     U.S. Permanent Resident     Other: \_\_\_\_\_

**Ethnicity:** Are you Hispanic or Latino?     No     Yes

**What is your race?** (Choose all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> White or Caucasian                  |
| <input type="checkbox"/> Asian                             | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Black or African American         | <input type="checkbox"/> Other: _____                        |

**Which high school do/will you attend?**

- |   |  |
|---|--|
| <input type="checkbox"/> North Hagerstown High School | <input type="checkbox"/> Williamsport High School          |
| <input type="checkbox"/> South Hagerstown High School | <input type="checkbox"/> Hancock Middle Senior High School |

**Current Grade:**     8     9     10     11     12    **Expected Graduation Year:** \_\_\_\_\_

**Do you plan to attend college after graduating from high school?**     No     Yes     Not sure

**How did you hear about the Upward Bound program?** \_\_\_\_\_

**Do you plan to work this school year or next summer?**     No     Yes

**If yes, when?**     While in school     During the Summer    Estimated hours per week: \_\_\_\_\_

**Student Certification:**

I, \_\_\_\_\_, applicant for admission to the Hagerstown Community College Upward Bound Program, verify that all the information within this entire application, to the best of my knowledge, is factual and that no information was presented with any intent to defraud.

\_\_\_\_\_  
**Student Applicant Signature**

\_\_\_\_\_  
**Date**



**Hagerstown Community College  
TRiO Upward Bound Program  
Needs Assessment  
2024-2025**



PLEASE CHECK ALL THAT APPLY. (You may check more than one in each category)

**Career Choices/Planning:**

- I am undecided about my choice of career and would like assistance/information about careers.
- My career choice is: \_\_\_\_\_
- I would like information on the following careers: \_\_\_\_\_

**Tutoring/Academic Assistance:**

- I would like to increase my grade point average. My grade point average is: \_\_\_\_\_
- I would like assistance with study skills/test taking skills and strategies.
- I would like assistance with communication skills.
- I would like assistance with SAT/ACT preparation.
- I need assistance in deciding whether or not I should take/retake the SAT/ACT.
- I have not taken the SAT/ACT.
- I would like a tutor to assist me with: \_\_\_\_\_
- I need to turn in homework on a more consistent basis.
- I need to learn how to take better notes.
- I need to learn how to have better relationships with my teachers.

**School Choice:**

- I would like assistance in choosing a school to attend after high school graduation.
- I would like information on the following schools: \_\_\_\_\_  
\_\_\_\_\_
- My school choice is: \_\_\_\_\_  
\_\_\_\_\_
- I plan on obtaining:     Associate’s degree                       Master’s degree  
    Bachelor’s degree                       Doctorate or professional degree

**Financial Assistance:**

- I would like financial aid assistance and help applying for the FAFSA.
- I would like information about the financial aid programs available.
- I would like information about scholarships, and assistance applying for scholarships.

**Counseling:**

- I would like personal counseling.
- I would like academic counseling.
- I need to talk with a counselor about a career plan.
- I would like to improve my confidence, self-esteem, and/or social skills.
- I feel that I need additional guidance and support.



**Hagerstown Community College  
TRiO Upward Bound Program  
Student Writing Sample  
2024-2025**



As part of the selection process, the Upward Bound Program asks each student to tell us in writing about yourself and your interests, why you want to participate in UB, and what reasons you have for attending college or another post-secondary training program after high school. Be specific and tell us as much about yourself as possible. Not only will this writing sample be used for selection, it will also be used to determine how we can help you develop your writing skills.

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**Hagerstown Community College  
TRiO Upward Bound Program  
Parent/Guardian Information Form  
2024-2025**



*Please print clearly using ink.*

**Student Applicant Information:**

Child's Name: \_\_\_\_\_ High School: \_\_\_\_\_

**Natural or Adoptive Parent / Legal Guardian 1:**

First & Last Name: \_\_\_\_\_ Male \_\_\_\_\_ Female

Occupation/Job Title: \_\_\_\_\_

Has this person earned a bachelor's degree from an accredited institution? \_\_\_\_\_ No \_\_\_\_\_ Yes

Parent/guardian email: \_\_\_\_\_

Parent/guardian phone: \_\_\_\_\_

**Natural or Adoptive Parent / Legal Guardian 2:**

First & Last Name: \_\_\_\_\_ Male \_\_\_\_\_ Female

Occupation/Job Title: \_\_\_\_\_

Has this person earned a bachelor's degree from an accredited institution? \_\_\_\_\_ No \_\_\_\_\_ Yes

Parent guardian email: \_\_\_\_\_

Parent/guardian phone: \_\_\_\_\_

**Household Income Information:**

With whom does the applicant live? \_\_\_\_\_ Parent 1 \_\_\_\_\_ Parent 2 \_\_\_\_\_ Both Parent 1 & Parent 2

Total number of people in household (including those away in college) \_\_\_\_\_

Total annual gross income for all parent(s)/guardian(s) living with the student: \$ \_\_\_\_\_

Total **taxable income** (adjusted gross income – deductions and exemptions): \$ \_\_\_\_\_

*This is featured on line 6 of the 1040EZ form, line 27 of the 1040A form, or line 43 of the 1040 form.*

At school, your child receives: \_\_\_\_\_ Full cost meals \_\_\_\_\_ Reduced cost meals \_\_\_\_\_ Free meals

Primary language spoken at home: \_\_\_\_\_ English \_\_\_\_\_ Other \_\_\_\_\_

**Parent Certification (required):**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, verify that all of the information in this application for Hagerstown Community College Upward Bound Program is, to the best of my knowledge, factual and that no information was presented with any intent to defraud.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



Hagerstown Community College
TRiO Upward Bound Program
Consent to Release Information Form



As a federally funded, educational program, the Upward Bound Program is required to maintain student records. Under rules established by the Family Educational Rights and Privacy Act, you are hereby notified that the program's student records, and the information they contain are kept confidential, and that the student (and your parents, if the student is younger than 18 years) have the right to inspect the contents of your record.

I authorize the release of school records for my son/daughter's file that may be requested by the Hagerstown Community College Upward Bound Program for the remainder of their high school career and up to 3 years past high school graduation in accordance with EDGAR 34 CFR 74.53. I understand that the U.S. Department of Education funds the HCC Upward Program and will use these records to provide academic advisement for my son/daughter. I also understand that these records will be handled in a confidential manner and that they will be made only available to program staff and representatives from the Federal and State Department of Education.

As indicated below, please initial the statement if you agree:

I hereby give my permission for the release of any records from my child's file to the Hagerstown Community College Upward Bound Program [Parent or Legal Guardian].

This authorization will provide the following records to be shared with the HCC Upward Bound Program:

- Official school transcript
High School Assessment (HSA) and PARCC test scores
Standardized test results (PSAT, SAT, ACT, etc. if available)
Advanced Placement (AP) or International Baccalaureate (IB) test scores
Attendance records
Student grades/progress reports
Information concerning disciplinary actions
Educational Development Plans
Information regarding special accommodations

Student's Full Name: \_\_\_\_\_

Student's High School: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Note: A photocopy of this Consent to Release Information Form should be accepted as an original and the date indicated below has no bearing on when the information is requested by the HCC Upward Bound Program.

Parent/Guardian Signature

Date





**Hagerstown Community College  
TRiO Upward Bound Program  
School Counselor Recommendation Form  
2024-2025**



Student Name: _____	Student ID Number: _____
School Counselor Name: _____	

In reference to the student indicated above, please provide/attach the information listed below:

- Applicants Cumulative GPA: \_\_\_\_\_
- HSA/PARCC scores, standardized test scores, AP test scores
- High School Transcript
- Most recent grade report

Student's attendance record: ( ) Excellent ( ) Good ( ) Fair ( ) Poor

Student's motivation for enrolling in post-secondary education: ( ) High ( ) Medium ( ) Low

Does the student have limited English proficiency? ( ) Yes ( ) No

Is this student receiving any special accommodations or services? Please explain and attach documentation.

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In your opinion, does this student have a need for academic support? Please briefly explain.

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What is your perception of this student's academic potential? Include academic and social factors.

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On the basis of academic potential/promise, how would you recommend this applicant?

( ) Highly recommend ( ) Recommend ( ) Recommend with reservations ( ) do not recommend

On the basis of character and personal promise, how would you recommend this applicant?

( ) Highly recommend ( ) Recommend ( ) Recommend with reservations ( ) do not recommend

Has the student ever been subject to school disciplinary action or suspension? ( ) yes ( ) no

If yes, please explain: \_\_\_\_\_

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\_\_\_\_\_  
**School Counselor Signature**

\_\_\_\_\_  
**Date**

*Please return to HCC Upward Bound LRC-252, 11400 Robinwood Drive, Hagerstown, MD 21742.*