Four Corners Upward Bound Math Science
“A life-enhancing college-prep program for students in the southwest”

Upward Bound

Nizhoni

THE ACADEMY MISSION
Empower students from diverse communities to develop academic, emotional, interpersonal, citizenship, leadership, and life-long learning skills; in order to achieve personal growth and life success in higher education. Students in the Academy learn to embrace their own identity, respect themselves and others.
# Table of Contents

**Handbook Glossary** .......................................................... 3

**Section 1: Welcome**
- Letter to Students .................................................................. 5
- What is The Academy? ......................................................... 6
- The Academy Campus and Map ............................................ 7
- Calendar .................................................................................. 8

**Section 2: Campus Life**
- The Academy ......................................................................... 11
- Dress to Impress .................................................................... 11
- Insurance and Health Facilities ............................................ 12
- ID Cards, Keys, and Meals .................................................... 13
- Check-Out/Check-In Procedures .......................................... 13
- Curfew and Bed Check .......................................................... 14
- Custodial Policy ..................................................................... 14
- Laundry Services & Classroom Building Rules .................. 15
- Cell Phone Policy ................................................................... 16
- Personal Computer Policy .................................................... 17
- Bystander Policy and Expectations ....................................... 18
- Physical Intimacy Policy ....................................................... 18
- Disciplinary Policy ............................................................... 19
- Examples of Violation Levels ............................................... 20
- Personal Property Liability, Transportation & Student Leave ................................................................. 22

**Section 3: Academic Experience**
- Four Corners Upward Bound Math Science Academic Overview ......................................................... 24
- Four Corners Upward Bound Math Science Attendance Policy and Grading System ......................................... 24
- Upward Bound Academic Overview .................................... 25
- Upward Bound Grading System ........................................... 26
- Upward Bound Attendance Policy ....................................... 27
- Nizhoni Academic Overview ................................................ 28
- Nizhoni Grading System and Attendance Policy ................ 28
Section 4: Student Resources
NAU Network Acceptable Use Policy for Students…………………………………………………31

Section 5: Academy Directory
Academy Directory………………………………………………………………………………………….35
Keeping in Contact…………………………………………………………………………………………36

Section 6: Release Forms and Agreements That Require Parent/Guardian
Signatures & Copy of Government Issued Photo ID
• NAU Assumption of Risk, Waiver, Release, Consent for Participation in The Academy
• Copy of Government issued photo ID
• Internet Release Form
• Academic and Financial Aid Information Release Form
• NAU ORD Form
• Yellow Bike Program
• 2014 Academy Parent/Student Handbook Sign-off Forms (2 copies)
ACADEMY MANAGER
Manager of the residence hall where the students live

ACADEMIC ADVISOR
Staff member who works with students in preparing for postsecondary education

BASICS
A program of activities offered during the evening in the residence hall that allows students time to do laundry and personal care and time to hang-out.

BLACKBOARD
Course platform for online communication between professors and students (also called VISTA or BbLEARN)

DESK ASSISTANT (DA)
Point of contact for Academy communication

FAFSA
Free Application of Federal Student Aid

FOUR CORNERS (FC or 4C)
Four Corners Upward Bound Math Science program

FREE TIME
When a student is not scheduled for a class, or programming activity. The student must be within the campus boundaries, signed out of the residence hall, or in the hall

IDENTIFICATION CARD
Student ID also called the NAU Jack’s Card for students to access dining hall, residence hall and pay for laundry

INCIDENT REPORT (IR)
Documents designed to provide Academy staff information to appropriately handle student incidents, such as policy violations or injury

NIZHONI (NZ)
Nizhoni College Prep Academy

PROGRAMMING
Activities provided by the Summer Leaders on evenings and weekends

SAGE (Student Assistant Group Experience)
An evening group experience when students check-in with their summer leaders. SAGE will be held in designated SAGE rooms.

SAP—SATISFACTORY ACADEMIC PROGRESS
2.5 (CR) grade point average

SUMMER LEADER (SL)
Staff Member in charge of a group of high school students who live in the residence hall near the students

SUPPLEMENTAL INSTRUCTOR (SI) for FOUR CORNERS UPWARD BOUND MATH SCIENCE
Tutor who attends class and facilitates review sessions.

SUPPLEMENTAL INSTRUCTOR (SI) for UPWARD BOUND
College course facilitator for year 3 Upward Bound students

TEAM LEADER (TL)
Staff member who assists the Academy Manager and SLs with providing a fun yet safe environment for the students

UPWARD BOUND (UB)
Upward Bound program
Welcome!
Welcome to the 2014 Academy! You have worked hard to earn the privilege to be here. Each day offers opportunities to help you grow – both personally and academically.

The Academy will challenge, encourage, and support you to do your best at all times. You can succeed with continued dedication and commitment to yourself, your classmates, and the Academy staff. A lot is expected of you and, although it won’t always be easy, it will be memorable and fun.

Make the most of your Academy experience. Challenge yourself. Take advantage of every opportunity. Ask for help when needed. Remember we’re here for you and support you. You can – and will – succeed!

Sincerely,

Erin Grisham
Executive Director, Educational Support Services
Northern Arizona University
What is The Academy?

The Academy is comprised of three programs working together that spell FUN:

Four Corners Upward Bound Math Science

Upward Bound

Nizhoni Academy

TRiO Four Corners Upward Bound Math Science

Four Corners helps low income and first generation college students strengthen their math and science skills. In addition, students learn English, foreign language, study skills and develop college-prep habits. More than 166 Upward Bound Math Science programs are serving students throughout the world.

TRiO Upward Bound

Upward Bound prepares students for higher education. During The Academy, NAU Upward Bound students receive instruction in literature, composition, mathematics, and science. Throughout the academic school year, Upward Bound students receive guidance toward the pursuit of their post-secondary education. Currently, 750 programs are in operation throughout the United States.

TRiO Four Corners UBMS and Upward Bound are TRiO Programs.

Federal TRiO Programs (TRiO) are outreach and student service programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRiO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities, to progress through the academic pipeline from middle school to post-baccalaureate programs.

Nizhoni Academy

Northern Arizona University’s Nizhoni Academy was established in 1984 to serve Native American high school students. Since then, the academy continues to serve all Native American high school students by focusing its purpose on promoting academics while supporting recreational and social activities.

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Northern Arizona University is an Equal Opportunity/Affirmative Action Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply. The NAU TRiO Programs are funded by two different grants from the U.S. Department of Education: Upward Bound Math and Science Grant #P947M001501 Upward Bound Grant #P947A071065
*A member of a Federally-recognized tribe.
The Academy enforces a CLOSED campus policy for all summer participants. Academy campus boundaries are marked by a solid line.

Check-in
Tinsley Hall, building 44

Academy Campus Important Buildings

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<td>Health and Learning Center</td>
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<td>Cline Library</td>
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<td>Communication Building</td>
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<td>Prochnow Auditorium</td>
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<td>University Union</td>
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Campus Life
The Academy

EXCELLENCE
A. Strive to be the best you can be
B. Show eagerness for assignments
C. Perform assignments with cheerfulness
D. Manage time and material effectively

POSITIVE SELF-CONCEPT
A. Demonstrate personal confidence
B. Take pride in workmanship and behavior

HONESTY
A. Be honest in all dealings
B. Accept responsibility for own actions
C. Allow credit to go to proper person

TEAM MEMBER
A. Behave courteously
B. Respect opinions of team members
C. Utilize team members as resource persons
D. Cooperate with all participants
E. Encourage team participation

DISPLAY PROFESSIONAL BEHAVIOR
A. Be on time
B. Dress appropriately
C. Perform duties with self-motivation
D. Perform tasks with minimum supervision
E. Use appropriate language

RESPECT OTHERS
A. Listen to assignments attentively
B. Ask questions for better understanding
C. Treat others with the utmost respect

Dress to Impress

Due to the diversity of age and culture of The Academy, we feel it is imperative that all participants represent The Academy, NAU and themselves in a professional manner at all times. It is important The Academy and its participants have confidence and pride in themselves when interacting with others. To help present this image and foster public confidence, students must dress appropriately. Below are guidelines for students to use to
determine what is appropriate and inappropriate. Students found in violations of these
guidelines will be asked to change by Academy staff.

Guidelines:
• Tops and dresses must be considered “non-revealing”.
• Tank top straps must be a minimum of three inches wide.
• No “spaghetti straps” are allowed.
• Tops must reach past the top of your shorts. No exposed midriffs.
• No “offensive” logos, wordage, or graphics.
• Shorts and/or dresses/skirts should extend 4 inches below the end of your middle fingertip
  when you are standing.
• Appropriate footwear for activities needs to be worn.
• No house slippers on the first floor or outside.

These guidelines are true for ALL Academy events including academics, programing, field trips, and parent involved events.

Insurance

Each student will be covered by minimal Academy insurance for the duration of The Academy. Any pre-existing condition(s) will not be covered by this insurance. The insurance company will review each incident and determine whether it will be covered by the insurance. Expenses incurred by the student not covered by The Academy insurance will be the sole responsibility of the parent(s)/guardian(s).

Health Facilities

NAU - Campus Health Services (CHS) has a regular staff of doctors and nurses. If you need to go to the CHS, you must first contact your Summer Leader (SL). If you need to go during class hours, you must ask your instructor to call Tinsley Academy front desk to locate an SL, and the SL will escort you to the CHS.

NAU Campus Health Services hours:
  Monday–Friday: 7:30 AM–4:30 PM

Outside of these hours, Flagstaff Medical Center has a regular staff of doctors and nurses.
JacksCard and Room Key

A JacksCard will be issued to you. It will identify you as a member of The Academy. Please carry your ID with you at all times. Your ID card will enable you to get into the residence hall, get your meals in the Hot Spot Dining Hall, pay to use laundry machines, and participate in many other activities on the Northern Arizona University campus. If you lose your ID, or room key, during the Academy, contact your SL to find out where you can get a replacement. REMEMBER! You pay $25 to replace each lost ID. Lost ID cards must be paid for at the time the new card is issued.

Lost room key charges must be paid by the final day of the Academy, during check-out. If you lose your room key, you and your roommate must each pay $30 to rekey the room. If you pay for the re-key, request a receipt and submit it to the Tinsley Hall Conference Manager at check-out to verify your payment was made at the time of the re-key.

Breakfast, Lunch and Dinner

You will be provided with a meal plan (14 meals per week) during the Academy. Snacks may be brought from home. If you are sick and cannot go to the cafeteria, have your roommate check with a Summer Leader to get a meal tray taken to your room.

Meal times: Monday-Sunday
   Breakfast: 7:00-7:50 AM
   Lunch: 12 PM-1 PM
   Dinner: 4:30 PM-6 PM

Weekend Check-Out/Check-In Procedures

Students may go home on Saturday nights after class! All students must return by Sunday before 6 PM. Only the people listed on the Parental Release Authorization form can check out students. Check-out and check-in procedures occur at the residence hall and involve the following:

Check-In
1. Students must officially sign-in with a residence hall staff member. The staff member will sign and date a release authorization form verifying the student has returned.
2. ID Card and room keys will be returned at this time.

Check-Out
1. Students and their parents, guardians, or authorized persons must complete and sign a release form at the residence hall Academy front desk (Academy Staff cannot sign as authorized persons on student release forms).
2. Parents, guardians, or authorized persons will be required to show a photo ID with proof of age (at least 25 years old) at check-out.
3. Students must leave their ID Card and room keys at the residence hall Academy front desk.
**Dinner Check-Outs**

Students may be checked out for dinner Monday through Sunday evenings. It is the student’s responsibility to know his/her evening schedule and plan with his/her family accordingly so that being checked out does not interfere with Academy classes, activities and/or meetings. In general, students may be checked out at 5 PM, and must return to The Academy before 6 p.m.

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**Curfew and Bed Check Policy**

**Sunday through Friday**

Students must sign-in to their residence hall by 8:25 PM. Students must be involved in SAGE from 8:30 – 9:30 PM. Quiet hours are from 9:30 PM to 7:00 AM. Students must be on their floors at 9:30 PM. Lights out is at 10:30 PM, bed-checks will be done at this time. Students must remain in their rooms until 7:00 AM.

**Saturday**

Students must sign-in to the residence hall by 9:30 PM and be on their floors by 10:00. Quiet hours are from 10:00 PM to 7 AM. Students must be in their rooms by 11:00 PM. Lights-out at 11:30 PM, bed-checks will be done at this time. Students must remain in their rooms until 7:00 AM.

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**Custodial Policy**

1. When cleaning your room, sweep dirt into a dustpan, not into the halls or stairwells.
2. Screens on residence hall windows must be left in place. Students/parents will be charged for repair and replacement of damaged screens or windows.
3. You are responsible for removing all personal trash from your rooms.
4. Room checks will be conducted Sunday afternoon (personal trash must be removed and room vacuumed if necessary).
5. Graffiti or drawing on walls, halls, rooms, bathrooms, Academy signs or other university property is not allowed.
6. Leave custodial equipment where it is located, unless you receive permission to move it to another floor.
7. Return all items you check out from the students’ cleaning closet to their proper places.
8. Leave lobby furniture in its original location.
9. Keep shoes off the furniture.
10. Throw baseballs, softballs, footballs, frisbees, and other items outdoors, not in the hallway, or the lobby. If you do throw them indoors, they will be confiscated.
The Laundry Room

You must add money to your Jacks Card in order to use the washing machine and dryer. There are a number of ways to deposit money on your Jacks Card:
1. Online transaction at nau.edu/JacksCard
2. By phone 928-523-1905
3. Visit any value transfer station or the JacksCard cashier both located in the University Union (Building 30).

LAUNDRY FACILITIES

Tinsley Hall has laundry rooms with washers and dryers. The washers require $1.25 per load and the dryers require $1.00 per cycle. You must use your NAU JacksCard in order to use the washers and dryers.

LAUNDRY ROOM RULES:

• No tinting or dyeing — the washers are for washing ONLY!
• Contact the front desk if the machines fail to operate properly.
• Laundry room hours: 7 a.m. to 10 p.m.
• You may not do laundry during study time, quiet hours, or other scheduled events.
• You may sign up for BASICS to do your laundry during programing time.

Classroom and Building Rules

Classroom

As a visitor to the Northern Arizona University campus, you are responsible for assisting The Academy in providing a positive learning environment and in keeping the rooms clean.

Equipment and Furniture

Some of the classrooms have special equipment that should not be damaged in any way. When class is over, if furniture was moved, it should be moved back to its original position.

Noise

No music will be allowed in the classroom buildings. Any musical equipment that can interfere with your learning will be taken away. Should this rule be disobeyed twice, the equipment will be taken to the administrative office and will be returned to you at the end of The Academy. In addition, no running or loud talking will be permitted in the hallways. Do not
have your portable music device on while in the classroom or any other time you are receiving instruction (study hall, tutoring, programing etc.).

Breaks and Snacks

Breaks are to be kept to a minimum. **Drinks and food are not allowed in the classrooms.** Change is not provided by university departments.

**Cline Library**

Northern Arizona University’s Cline Library is named in honor of Platt and Barbara Cline; distinguished alumni, benefactors of education, and long-time residents of northern Arizona. Cline Library is the keystone to academic life at NAU and assists students, faculty, and staff in their academic endeavors.

**Computer Lab**

Academy students will have access to the internet during and after class sessions sometimes using university computer labs. The purpose of the computer lab is to provide Academy students support for their academic, instructional, and research endeavors. The use of network activities which are not educational is unacceptable during academic class time.

**Cell Phone Policy**

If a student chooses to bring his or her cell phone to The Academy, please note the following policy is in place.

**When can I use my cell phone?**

- Cell phones may be used if a student has periods of FREE TIME (7 AM- 10 PM weekdays and Sundays, 7 AM - 11:30 PM Fridays and Saturdays). Cell phones must be turned off and MAY NOT be used after lights out or before 7 AM. This includes text messaging and alarm clock features.
- Cell phones must be OFF AND PUT AWAY during classes, programing, SAGE, and quiet hours.

**What happens if I use my cell phone during restricted times?**

- The FIRST TIME a cell phone is seen during class, programing, or SAGE time, the cell phone will be taken away for one day. The action will be documented in an Incident Report. Parents will be notified that the student will not have access to his or her phone for 24 hours.
• The SECOND TIME a cell phone is seen during a class, programing, or SAGE time, the cell phone will be taken away for the rest of The Academy. The student will be documented in an Incident Report. The program Director of the program your student is in will notify the parents that the phone has been taken away for the rest of The Academy. The Director will turn the cell phone over to the parents.

• If a student abuses cell phone privileges with another student’s cell phone, the above consequences still apply, but both students will be noted in an Incident Report. If a student repeatedly abuses cell phone privileges with other students’ cell phones, this may be grounds for dismissal from The Academy.

**How can I call my child and stay within the cell phone policy guidelines at the residence hall?**

• The best way to reach your child is to call and leave him/her a message at the residence hall since your child’s phone will be OFF most of the day. Then your child can decide an appropriate time to return your call. Keep in mind that students’ schedules are quite packed during the day and it may take them a while to find an appropriate time to return your call.

• If you need to **contact your child in case of an emergency**, call the Tinsley Hall front desk at 928-523-1423 and ask the desk assistant to track down your student and to call the director of your student’s program to inform her of the emergency.

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**Personal Computer Policy**

Students are **NOT** required to bring a personal computer to The Academy. If a student chooses to bring his or her personal computer, please note the following policy is in place.

**When can I use my personal computer?**

• Personal computers may be used in class only for academic purposes and with permission from the instructor.

• Personal computers may be used if a student has periods of FREE TIME (between 7 AM–10 PM weekdays and Sundays, and 7 AM–11:30 PM Fridays and Saturdays), class, programing, and SAGE times not included.

**When may I NOT use my personal computer?**

• Personal computers must be turned off and MAY NOT be used after lights out or before 7 AM.

• Personal computers must be OFF AND PUT AWAY during programing (transportation included) and SAGE time.

**What happens if my personal computer is used during restricted times?**

• The FIRST TIME a personal computer is seen during programing or SAGE time, the personal computer will be taken away for one day. The action will be documented in an Incident Report. Parents will be notified that the student will not have access to his or her personal computer for 24 hours.

• The SECOND TIME a personal computer is used during programing, or SAGE time, the
personal computer will be taken away for the rest of The Academy. The action will be documented in an Incident Report. The program Director of the program your student is in will notify the parents that the personal computer has been taken away for the rest of The Academy. The Director will turn the personal computer over to the parents.

- If a student abuses personal computer privileges with another student’s personal computer, the above consequences still apply, but both students will be noted in an Incident Report. If a student repeatedly abuses personal computer privileges with another student’s personal computer, this may be grounds for dismissal from The Academy.

**Bystander Policy and Expectations**

Northern Arizona University’s policies and expectations ensure we continue to provide a safe learning and working environment for faculty, staff, students and visitors.

It is imperative that each of us acts immediately in response to a suspected crime. This is the responsibility of every individual, not solely as members of the university community but also as citizens.

If you see a crime in progress or have reason to believe a crime may have occurred, call 911 or contact the Northern Arizona University Police Department at (928) 523-3000. Anonymous tips may be submitted through the NAUPD website, and non-emergency calls to the police department should be directed to (928) 523-3611.

**Physical Intimacy Policy**

The Academy is a program designed to enhance students’ understanding of and desire to pursue a post-secondary education. We do this by promoting academic excellence through rigorous coursework; creating an environment that approximates the college experience; emphasizing responsibility and advocacy; and, above all, instilling in our students the importance of self-respect and motivation. The path to higher education is not easy and The Academy staff does everything in its power to ensure students are aware of potential obstacles in that already difficult path. With this in mind The Academy staff have found it necessary to create a policy that addresses physical intimacy and intimate relations among our participants. This policy has the students’ best interest, safety, focus on academics, and higher education aspirations in mind. The Academy staff appreciates your support in the implementation of this policy.

It is prohibited for students to be involved in Excessive Physical Intimacy defined as any behavior that can be construed as sexual conduct including but not limited to:

- Kissing
- Cuddling
- Groping
- Hugging
- And/or any other behavior deemed as intimate or sexual in nature according to the professional judgment of The Academy Staff.
Permissible behavior limited to:

- Hand holding
- Hugging in greeting or farewell

*Students found in violation of this policy will be subject to immediate dismissal from The Academy.*

**Disciplinary Policy**

The following procedures describe the process Academy staff will use to enforce the disciplinary policy in all facets of The Academy.

**INCIDENT REPORTS**

Incident Reports (IRs) are designed to provide Academy staff documentation to appropriately handle student incidents, such as policy violations or injury. These reports can be generated by any member of the Academy staff. If a student is found in violation or is suspected of violating an Academy policy an IR will be filled out and given to the Academy Manager. When an IR is documenting a medical incident, and a medical insurance claim is being processed, the **IR will be filled out and given to the Academy Manager and a copy given to Academy directors within a twelve-hour period.**

**DISCIPLINE PROCESS**

Following the receipt of an IR, the Academy Manager will determine the type of policy violation the report represents and determine appropriate action (see page 20 for examples of different levels of violations).

**Minor or moderate student violations:**

1. If the policy violation requires a conduct meeting, the Academy Manager, or the Residential Team Leaders (TL) will conduct a disciplinary meeting with the student.
2. The conduct meeting will provide the student an opportunity to explain himself or herself. However, if following the discussion, the Academy Manager/TL determines a suitable disciplinary action is required, the student may be restricted from privileges and/or assigned duties.
3. Once a student has completed his/her disciplinary action, the Academy Manager/TL will document completion of service.

Consequences for *minor* violation:

**1st offense:** Documented Warning

**2nd offense:** 15 minute assigned duty and/or loss of privilege

**3rd offense:** 30 minute assigned duty and/or loss of privilege

**4th offense:** 1 hour assigned duty and/or loss of privilege and meeting with administrative staff

**5th offense:** Possible dismissal from The Academy
Consequences for moderate violation:

1st offense: 30 minute assigned duty and/or loss of privilege
2nd offense: 1 hour assigned duty and/or loss of privilege and meeting with administrative staff
3rd offense: 1 hour disciplinary action and meeting with administrative staff. A contractual agreement regarding future violations and consequences will be signed by the student and administrative staff.
4th offense: Possible dismissal from The Academy

Major student violations result in students being immediately dismissed:

1. Academy administrative staff will be notified immediately.
2. Academy directors and coordinators will meet with student to provide an opportunity for the student to explain. However, after the discussion, if Academy directors believe the student knowingly and willfully committed violations (either severity or frequency) requiring dismissal, the student will be dismissed from The Academy.
3. Parents will be notified and required to pick the student up from campus within a 24-hour period.
4. The student and his/her belongings will be isolated from the rest of the group awaiting parent arrival. The student’s cell phone will be taken away and returned when the student is signed out of the academy.

Examples of Different Levels of Violations

The following procedures describe the process staff will use to enforce the disciplinary policies.

Minor Violation Examples:

- Failure to sign-in and sign-out of the residence hall properly.
- Tardy more than 5 minutes and under 15 minutes to any scheduled Academy activity.
- Failure to observe Academy Curfew and Bed-Check Policies.
- Failure to sign-in for lunch
- Use of cell phone or any other electronic device during any scheduled Academy activity.

Moderate Violation Examples:

- Unauthorized exiting or entering residence hall and/or providing access to unauthorized individuals which includes letting someone in or propping doors.
- Cooking or burning of any unapproved substance in residence hall (examples incense, candles, cigarettes, hot plates, crock pots, popcorn poppers, etc.)
- Verbal abuse including swearing, vulgar language, or gestures.
- Possession or use of a radio, MP3, or iPod speakers, television, or other electronic devices that project sound (devices with headphones acceptable).
- Tardy more than 15 minutes to an activity or Basics.
• Being in another student’s room after lights out.
• Failure to comply with directions from Academy personnel (including residence hall staff, instructors, administrative staff etc.)
• Failure to abide by classroom rules and procedures.
• Disrespectful behavior toward peers or instructors; lack of participation or disruption of classroom activities.
• Verbal abuse, swearing, vulgar language, or gestures.
• Withholding information in application process
• Having unauthorized guests (only students officially registered in the program may reside in the residence hall and may enter the residence hall assigned rooms). Guests are limited to entering only residence hall lobbies. There will be NO overnight guests.

Please note: A combination of minor and moderate violations may result in dismissal from The Academy

Major Violation Examples: Please note: major violations constitute immediate dismissal from The Academy.

• Any behavior which is in violation of federal, state, or local, laws. Law enforcement will be notified.
• Possession or consumption of alcohol, tobacco, and/or any illegal drugs including paraphernalia and prescription medications (not prescribed to the individual by a physician’s prescription) on university property or in conjunction with any program activities whether such activities occur on or off university property. Law enforcement will be notified.
• Tampering with fire/life safety alarm and equipment or the instigation of false fire alarm on university property or in conjunction with any program activities whether such activities occur on or off university property. Law enforcement will be notified.
• Theft, on or off campus. This applies to any field trip or activity (whether formal or informal), beyond the university campus, as well as the campus itself.
• Possession, use, or sale of any firearms, explosives, firecrackers, or destructive devices such as knives, blades, clubs, or other weapons as defined by law enforcement.
• Vandalism, arson, malicious destruction, damage, or misuse of private, public, or university property, including library materials and all computer-related hardware, network, and software.
• Endangering, threatening, bullying, intimidating, or causing physical harm to any member of the university community or to oneself, causing reasonable apprehension of such harm or engaging in conduct that a reasonable person would interpret as a serious expression of intent to harm. (Students will be referred to NAU Counseling Services for the purpose of assessing his/her level of threat to self or others. The counselor/psychologist will be requested to man an assessment of the student’s ability to be successful as a residential student at NAU.
• Leaving campus or field trip sites (whether formal or informal) without written permission
of Academy personnel.

- Excessive displays of physical intimacy as defined in the Physical Intimacy Policy
  - Being in a hallway designated for persons of the opposite gender.
- Fighting: including initiation of or participation in and/or self-defense
- Body modification while enrolled in The Academy, such as tattooing and piercing, on self or on another student.
- Operating a motor vehicle (cars, trucks, mopeds, motorcycles etc.) during the Academy.
  (NOTE- Bicycles are allowed during the Academy, but must be locked outside on bike racks and registered with Parking Services.)

**Personal Property Liability and Privacy**

- Neither Northern Arizona University nor The Academy (including Four Corners UBMS, Upward Bound and/or Nizhoni College Prep Academy) staff assume(s) responsibility for the loss, theft or damage to personal property belonging to a program participant.
  Residents are advised to carry homeowner’s or renter’s insurance coverage on their personal belongings. Parents/guardians and students agree that we are indemnifying and holding harmless Northern Arizona University from any such damage or loss.

- Northern Arizona University recognizes the basic right of each student to privacy in the residence hall room. While every effort will be made to respect this right of privacy, the university must reserve the right to enter any student’s room when any of the following conditions occur:
  (a) The overall well-being and order of the residential community is in jeopardy
  (b) In emergencies such as flood or fire
  (c) To check the unoccupied portion of a double room in order to prepare it for occupancy
  (d) To discuss with the resident matters pertaining to health and safety
  (e) For the purpose of maintenance or repair

**Transportation and Student Leave**

- Parents, or other authorized adults, are responsible for transportation of their student to and from Northern Arizona University for check-in, check-out, weekend trips or dismissal from The Academy.
- Neither Northern Arizona University nor the Academy will be held liable for the student during any leave without authorization from The Academy, and we agree that we are indemnifying and holding harmless Northern Arizona University from any harm caused to or by the student during such unauthorized leave.
SECTION 3

Academic Experience
Four Corners Upward Bound Math Science Academic Overview

The Four Corners Summer Classes reflect a rigorous secondary program of study: 1) science: biology, chemistry and physics 2) math: geometry, algebra II, and pre-calculus 3) foreign language: Latin & Greek for science majors, 4) English literature and composition, and 5) Academic Advising. Classes are paced to require two hours of study for every hour of instruction.

Academic Year Component The academic year curriculum module "Personalized Resources for Educational Persistence" (PREP) has been developed to provide staff with guidelines to offer a standard of academic advising that compliments information participants receive from school counselors.

The PREP curriculum will assist participants with preparing to earn postsecondary degrees in math, science or engineering. Non-seniors will explore career interests, goal setting and financial literacy skills.

Students will create and build resumes, prepare for grade appropriate exams and research postsecondary schools and scholarship opportunities that will best fit each student's interest.

Seniors and their families will receive instruction on family economic literacy (personal and family budget planning, understanding credit building principles to meet goals loan/debt ratio, credit scoring, negative impacts of low credit scores, cost planning for postsecondary education, spending, saving, personal budgeting, cost of college attendance tuition, fees, personal costs, Financial assistance differences between private and government loans, assistantships, assistance with completing the Free Application for Federal Student Aid (FAFSA), assistance with applying for postsecondary schools and verification of completion.

All students will be advised to enroll in a rigorous secondary school program of study and submit monthly grade checks.

Four Corners Upward Bound Math Science

ATTENDANCE POLICY

Attendance will be taken in class, at lunch, during group meetings, and activities.

TARDINESS

• Tardiness is defined as a student not being in class, group meetings, or activities when attendance is being taken.
• The Director will determine if the student's tardy is excused or unexcused.
• If the tardy is unexcused, it will be handled as an attitude and disciplinary problem.
• Tardiness is considered a partial unexcused absence.
• Three tardies equal one unexcused absence.
• If a student is ten minutes late to class, (or more), then the tardy will count as a full,
unexcused absence.

UNEXCUSED ABSENCES

- Unexcused absences occur when a student misses required event(s) without approval from the Director.
- An unexcused absence occurs whenever a student is more than ten minutes late; or whenever a student leaves his/her assigned area.
- Three unexcused absences will result in immediate expulsion.
- Unexcused absences include, but are not restricted to: personal reasons, oversleeping, and not checking in on time from weekend visits.

GRADING SYSTEM

Grades earned during the summer component are evaluated on a weekly basis. Summer grading criteria include academic achievement, motivation, effort, and participation. Academic achievement will be measured through graded student assignments, both written and oral. Motivation, effort, and participation are noted by instructors through their observation of students' individual performance and group interaction within The Academy setting.

If a student has an “F” at the end of any week, the student will be placed on academic probation. The student will be advised that he/she may be leaving the following week. In a college or university setting, this could lead to a student losing his/her financial aid and/or being dismissed from the college or university.

DISMISSAL

Academic dishonesty including: plagiarism, cheating, forgery, copying others work, altering grades or records, etc.

Chronic tardiness or truancy will be considered disruptive to The Academy, resulting in dismissal from The Academy as stated in the student/parent agreement.

Students with a grade below a C at the end of week two may be dismissed from the program, pending a student/parent/staff meeting to create an academic success plan.

Upward Bound Academic Overview

(Year 1, Year 2, and Year 3)

The college preparatory Academy is designed to provide an educationally enriching residential experience by introducing participants to a university environment while preparing them academically for institutions of higher learning.

During The Academy, Upward Bound will:
1. Provide students 120 hours of integrated instruction in science, humanities, mathematics, reading, writing, computer literacy, and supplemental instruction.
2. Work to improve students' knowledge and academic skills in the areas of reading, composition, and mathematics (necessary for a successful college career).
3. Provide goal-setting, self-esteem building, values clarification, and career development
activities.
4. Provide cultural and recreational activities that reflect many facets of university life.
5. Provide academic and postsecondary advisement (course requirements, college admission, financial aid, scholarships, and other student services.

The first two years of the Academy curriculum focus on the environment and sustainable practices of communities, governments, businesses, and individuals. The integrated curriculum incorporates instruction in math, science, composition, and literature. First year participants meet with community members and groups committed to local sustainable products, foods and services. Second year participants explore the positive and negative effects of climate change, the reasons behind climate change, and positive creative solutions to address these changes. Students work hands-on with public and private groups that are engaged in sustainability programs and initiatives.

The Upward Bound third year curriculum prepares participants for postsecondary education, by enrolling students in a five-week college class (English and Cultural Anthropology) at Coconino Community College (CCC). CCC faculty teach classes for third-year participants. A supplemental instructor accompanies third-year participants to class and meets with them in the afternoon to provide additional explanation of content; model study skills; oversee study groups and provide tutoring. Third year participants will receive college credit/grades for their five-week CCC course.

**GRADING SYSTEM—YEAR 1 & 2**

Students will earn only one grade for their combined mathematics/science/humanities class, because of the integrated, project-oriented nature of our Academy curriculum and classes. Students are graded on a scale of A, B, C, or F depending on: academic achievement, motivation, effort, and class participation. Academic achievement is measured through graded student projects, both written and oral. Students are responsible to ask teachers what his/her cumulative grade is each Friday.

The Academy offers one elective high school credit to students who complete The Academy and who earn a final grade of C or above. The student’s final grade in his/her mathematics/science/humanities class will represent 33 percent of time spent in mathematics, 33 percent in science, and 33 percent in humanities. However, credit disbursement will be at the discretion of each high school registrar and principal.

If a student has an “F” at the end of any week the student will be placed on academic probation. Here they will be advised that they may be leaving the following week. In a college or university setting, this could lead to a student losing his/her financial aid or being dismissed from college.
Upward Bound

ATTENDANCE POLICY

Attendance will be taken in class, at lunch, during group meetings, and activities. CLASS ATTENDANCE IS REQUIRED! A petition for excused absences may be completed and communicated with UB Director 24 hours in advance. Petitions for an excused absence include: Personal illness, family emergencies, and professional appointments (medical and legal appointments that cannot be scheduled before or after The Academy). If an appointment must be scheduled during The Academy, it should be after 12 PM so the student will not miss core class time (8 a.m.—12 p.m.).

TARDINESS

- Tardiness is defined as a student not being in his/her assigned classroom when the teacher is taking attendance.
- The teacher will determine if the student’s tardy is excused or unexcused.
- If the tardy is unexcused, it will be handled as an attitude and disciplinary problem.
- Tardiness to class is considered a partial class absence.
- Three tardies equal one unexcused absence.
- If a student is ten or more minutes late to class in the morning, then the tardy will count as a full, unexcused absence.
- If a student is ten or more minutes late to class in the afternoon, then the tardy will count as a full unexcused absence.

UNEXCUSED ABSENCES

- Unexcused absences are those of truancy in which a student misses one or more classes without the knowledge and permission of Academy staff.
- An unexcused absence occurs whenever a student is more than ten minutes late to class in the morning or to class in the afternoon; or whenever a student leaves his/her assigned class area and school premises without checking out through the administrative office.
- Three unexcused absences will result in immediate expulsion and a loss of credit.
- Unexcused absences include but not limited to: personal reasons, oversleeping, and not checking in on time from weekend visits for Monday classes.

DISMISSAL

- Academic dishonesty including: plagiarism, cheating, forgery, copying others work, altering grades or records, etc.
- Chronic tardiness or truancy will be considered disruptive to The Academy, resulting in dismissal from The Academy as stated in the student/parent agreement.
- Students with a grade below a C at the end of week two may be dismissed from the program, pending a student/parent/staff meeting to create an academic success plan.
Nizhoni Academy Academic Overview

The Nizhoni Academy is offered annually to Native American high school freshmen and sophomores. This intensive four week college preparatory academy is designed to provide an educationally enriching, residential experience by introducing participants to a university environment while preparing them academically for institutions of higher learning.

During the four weeks Nizhoni Academy will:

- Integrate classroom instructions in science, technology, engineering, mathematics, and humanities to increase the students' academic and personal growth
- Develop scientific research skills, such as field research and data analysis, to investigate problems relating to sustainability and climate change
- Water quality and conservation
- Career and academic advising, values clarification, and subsequent self-esteem building
- Financial literacy
- Cultural and recreational opportunities that reflect the many facets of Native American cultural and university life
- Increase academic leadership and life learning skills for a successful transition from high school to post-secondary education
- Earn one elective unit of high school credit upon successful completion of the Academy
- Year Three Rising Seniors - Participate in the above but will also: 1) take a college-level class for credit; 2) university internships; 3) mentor/college retention

GRADING SYSTEM

Students will earn only one grade for their combined class because of the integrated, project-oriented, nature of our curriculum and classes. Students are graded on a scale of A, B, C, or F depending on academic achievement, motivation, effort, and class participation.

Academic achievement is measured through graded student projects, both written and oral. Students are responsible for keeping track of his/her cumulative grade.

The Academy offers one elective high school credit to students who complete the entire four week Academy and who earned a final grade of C or above. The student's final grade in his/her class combination will represent 35 percent of time spent in mathematics, 45 percent in science, and 20 percent in humanities. However, credit disbursement will be at the discretion of each high school registrar and principal.

If a student has an "F" at the end of any week the student will be placed on academic probation. Here they will be advised that they may be leaving the following week. In college or university setting, this could lead to a student losing his/her financial aid or being dismissed from college.

ATTENDANCE POLICY

Attendance will be taken in class, at lunch, during group meetings, and activities. CLASS ATTENDANCE IS REQUIRED! However, a petition for excused absences may be completed and processed 24 hours in advanced. Petitions for an excused absence include: personal illness, family emergencies, and professional appointments (medical and legal appointments that cannot
be scheduled before or after The Academy). If an appointment must be scheduled during The Academy, it should be after 12 PM so the student will not miss core class time (8AM – 12 PM).

TARDINESS

- Tardiness is defined as a student not being in his/her assigned classroom when the teacher is taking attendance.
- The teacher will determine if the student’s tardy is excused or unexcused.
- If the tardy is unexcused, it will be handled as an attitude and disciplinary problem.
- Tardiness to class is considered a partial class absence.
- Three tardies equal one unexcused absence.
- If a student is ten or more minutes late to class in the morning, then the tardy will count as a full, unexcused absence.
- If a student is ten or more minutes late to class in the afternoon, then the tardy will count as a full, unexcused absence.

UNEXCUSED ABSENCES

- Unexcused absences are those of truancy in which a student misses one or more classes without the knowledge and permission of Academy staff.
- An unexcused absence occurs whenever a student is more than ten minutes late to class in the morning or more than ten minutes late to class in the afternoon or whenever a student leaves his/her assigned class area and school premises without checking out through the administrative office.
- Three unexcused absences will result in immediate expulsion and loss of credit.
- Unexcused absences include, but not limited to, personal reasons, oversleeping, and not checking-in on time from weekend visits for Monday classes.

DISMISSAL

- Academic dishonesty including: plagiarism, cheating, forgery, copying others work, altering grades or records, etc.
- Chronic tardiness, non-communication with Staff, or truancy will be considered disruptive to The Academy, resulting in dismissal from The Academy as stated in the student/parent agreement.
- Students with a grade below a C at the end of week two may be dismissed from the program, pending a student/parent/staff meeting to create an academic success plan.
Network Policy
NAU Network Acceptable Use Policy for Students

The NAU network is neither a public forum, nor a limited public forum. Its use is restricted to purposes consistent with the mission of Northern Arizona University.

Access to the NAU computer and network system is limited to current Northern Arizona University students, faculty, and staff who access these resources for legitimate research, teaching, professional service or other academic endeavors whose use complies with these and other policies of the university. Misuse of computer or network privileges will result in the loss of access, and could result in student discipline under the Code of Conduct and criminal or civil prosecution under federal and Arizona law.

NAU network resources are provided by the State of Arizona and the U.S. Government. Misuse of these finite and critical resources poses an enormous threat to their continued availability to the campus. Justification for the support of this system suffers when misuse occurs.

University facilities or properties may not be used for personal profit.

Northern Arizona University has an established independent licensing program to control the use of the name, abbreviations, symbols, emblems, logos, mascots, slogans, and other terminology associated with the university. Unauthorized use of any of the fore stated representations may be trademark infringement. Any unauthorized production or sale of registered marks or names is a violation of federal Lanham Trademark Act of 1946 and the federal Trademark Counterfeiting Act of 1984.

Students using NAU computer and network systems are subject to the United States Copyright Law of 1976, as amended (Title 17, United States Code, the “Copyright Act”), including ensuring that the restrictions that apply to the reproductions of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded.

All publications disseminated on or broadcast from the campus shall conform to the applicable regulations of the Federal Communications Commission and/or to applicable local, state, and federal laws. Students will be legally responsible for the contents of their communications.

Students are responsible for all use of their accounts and/or machines. Use of the university’s resources, including but not limited to its computer system or network, is limited to the educational, academic and research mission and purposes to which such resources are lawfully dedicated by the Constitution and Laws of the State of Arizona. Misuse of computing resources may result in loss of computer and network privileges or disciplinary action. Misuse of computing resources includes, but is not limited to, the following:

• Unauthorized access to the resources of the NAU computer systems or network (e.g., trying to log or break into accounts or computers for which you are not authorized).
• Disruption or obstruction of authorized use of the network.
• Causing excessive and unneeded use of university resources such as staff time, network bandwidth, or computer capacity.
• Destroying the integrity of computer-based information.
• Unauthorized use, or attempted unauthorized use, of the university computer systems, computer networks, computer software, data files, or other computing facilities.
• Compromising the privacy of users, including but not limited to misrepresenting or forging identities on, or through the use of, the NAU network.
• Using university computer and networking systems and resources for obscene purposes or in a pervasively profane manner, including but not limited to use which may bring into public disrepute the university’s identity and image as a tolerant and serious institution of higher learning.
• Using these resources in a manner, or with the intention, to inflict mental harassment, to intimidate, or to invade the privacy of any particular individual in a manner that is extreme or outrageous in the sense of being intolerable to reasonable members of a civilized society and which, in the case of other students, faculty, staff, administrators or members of the university, interferes with their ability to exercise their rights to participate fully in the purpose, mission, education, and life of the university.
• Theft, distribution, or reproduction without lawful authority of copies or reproductions of property or subject matter of any kind belonging to another, including but not limited to that which is protected by federal, state or international law governing patent, copyright, trademark, trade name, trade secrets, privacy, publicity, unfair competition, or licensing agreements, together with tampering with computer software or data files belonging to others, or using the resources in such a manner that would cause the university reasonably to believe that it would be subject to the risk of suit, regulatory action, or liability for vicarious or contributory infringement of federal, state or international laws protecting intellectual property, including but not limited to, laws which protect patents, copyright, trademarks, trade names, trade secrets, privacy, publicity, unfair competition, or licensing agreements.
• Sharing university account passwords with others, or using networked machines to provide NAU network access to people, or organizations, that do not already have such access.
• Using these resources to post material on behalf of other parties, sharing personal access to NAU resources with others, or using personal computers connected to the NAU network to mirror another site (i.e., to make a copy of someone else’s site).
• Using these resources to threaten any particular individual with violence, to engage in that which naturally and directly tends to provoke acts of violence, or a breach of the peace by the person to whom, individually, the conduct or remarks are addressed.
• Using these resources in a manner which violates the laws of the United States of America and the State of Arizona, including but not limited to the policies of the Arizona Board of Regents and Northern Arizona University. Such behavior may also constitute a violation of which would also be deemed to be a violation of the Policy.
• Using these resources in a manner that would lead the University reasonably to believe that continued use of its property and resources in such a manner may subject it to the risk of suit, regulatory action, or liability of any kind under the laws of the United States of
America of the State of Arizona forbidding the creation of maintenance of a hostile working or educational environment involving discrimination based on race, color, sex, religion, national origin, age, veteran’s status or disability, whether physical or mental, or which would cause the university reasonably to believe that continued use of its property and resources in such a manner may result in a determination that it is in breach of its legal duty to take reasonable steps to eliminate such attributes, conditions, or vestiges of a hostile educational environment.

Any individual or group, who participates in conduct which adversely affects the university’s pursuit of its educational objectives, violates or shows disregard for the rights of individuals within the university community, or damages property will be subject to institutional discipline. Officials charged with enforcement of these regulations shall have the authority in execution of such duties to perform such acts as required to maintain the security, well-being, and safety of the university community or and of its members.

Northern Arizona University reserves the right to suspend and examine any account or network access pending review by university officials. Any instance of academic misconduct will be reported to the instructor, chair, or dean of the Student’s college or school, as well as, to the Office of Student Life. Other violations will be reported to the appropriate university office.

The account holder agrees to be responsible for, and to indemnify and hold the Arizona Board of Regents, Northern Arizona University, and their officers and employees harmless from any claim, including attorney’s fees, resulting from the account holder’s acts or omissions which cause direct or indirect damage to another party.

Examples of Misuse of the Network
1. Using someone else’s network access is not acceptable.
2. Using your network access for activities which are not education-related is unacceptable during academic class.
3. Transmitting offensive, harassing statements is not acceptable.
4. Transmitting inappropriate graphics is not acceptable.
5. Transmitting sexual or ethnic slurs, or sexist jokes, is not acceptable.

Penalty for Misuse
Violating the guidelines, prohibitions, or the Student Conduct and Ethics Rules may result in loss of your network access privileges.
SECTION 5

Academy Directory
The Academy Directory

ADMINISTRATION - EDUCATIONAL SUPPORT SERVICES

Administrative office is located in the Health & Learning Center, 3rd Floor, Rm# 2407
Erin Grisham 928-523-1100
Executive Director erin.grisham@nau.edu
Toll Free Line 800-628-4494 (M-F 7:30 AM - 4:30 PM)

FOUR CORNERS UPWARD BOUND MATH SCIENCE

Terry Hubbard 928-523-1315
Director terry.hubbard@nau.edu
Laurie Balenquah 928-523-1351
Program Coordinator laurie.balenquah@nau.edu

UPWARD BOUND

Diana Betoney 928-523-6984
Director diana.betoney@nau.edu
Verlinda Folgheraiter 928-523-6986
Program Coordinator,Sr. verlinda.folgheraiter@nau.edu

NIZHONI

Keith Hovis 928-523-6996
Director keith.hovis@nau.edu
Princess Benally 928-523-5041
Program Coordinator princess.benally@nau.edu

RESIDENTIAL STAFF

Tinsley Hall - Bldg. #44 (Available from May 31 – July 2, 2014)
Academy Front Desk Phone (phone messages only) 928-523-1423
Academy Manager The.Academy@nau.edu

EMERGENCY NUMBERS

NAU Police 928-523-3000 (Emergency)
NAU Police 928-523-3611 (Non-Emergency)
Flagstaff Police 928-774-1414 (Non-Emergency)

Campus Health Services 928-523-2131 (Non-Emergency)
Flagstaff Hospital 928-779-3366
Keeping in Contact

Mailing Letters:
[Student’s name]
Four Corners / Upward Bound / Nizhoni
PO Box 5780
Flagstaff, AZ 86011-5780

Mailing Packages (UPS or FedEx):
[Student’s name]
Four Corners / Upward Bound / Nizhoni
1214 S. Knoles Dr., Tinsely Hall #44
Flagstaff, AZ 86011

Sending Money:
You may send your student money via United States Postal Services money order; paid to the order of your student. This allows students to cash it on campus.

JacksCard:
You can also put money on your students JacksCard (be aware there is no refund on the Jacks Debit Express) via the phone, internet and postal services. Please refer to your JacksCard pamphlet for more information, or call 928-523-1905.

Desk Hours:
Monday - Friday 7 AM - 10 PM
Saturday - Sunday 8 AM - 10 PM

Phone Messages:
Tinsley Hall Academy front desk 928-523-1423

Students will be able to return phone calls:
• Between 12 PM – 1 PM (lunch time)
• Between 5 PM – 6:15 PM (dinner time)
• Briefly between classes
Other opportunities to use the phone may become available, but these are the most likely times students will be able to call home.

Contacting a Director:
Call 1-800-628-4494, or 928-523-1100
(Monday - Friday from 7:30 AM - 4:30 PM)
Ask for the Director by first and last name (refer to Academy Directory)