



# BRIDGE ACADEMY MAINE

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*Where Rigor and Relevance Meet*

*Revised April 2019*

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# Student / Parent Handbook

# Table of Contents

Bridge Academy Maine Overview.....	1
Bridge Academy Admissions Process.....	4
Admissions Checklist .....	5
Summer Academy Overview.....	6
Parental / Student Obligations .....	7
Frequently Asked Questions (FAQ's).....	10
Scholarships / Financial Assistance.....	12
CSSP Scholarship .....	12
Non-CSSP Scholarship .....	15
Questions - Who to Contact.....	17
Glossary.....	19
Summer Academy Checklist .....	21
Aknowledgement Form .....	22

This Handbook will address many questions about the Bridge Academy program and serves as a general reference guide regarding the policies, procedures and services of the Bridge Academy program. Bridge Year Educational Services, Inc. reserves the exclusive right to revise, interpret, amend or change items set forth in this Handbook. This Handbook is neither a contract nor an offer to contract.

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# Bridge Academy Maine Overview

The Bridge Academy is about more than just earning college credits while in high school. The Bridge Academy is a *program* designed to prepare students for success in careers and/or in college after high school graduation. Our program is based on the beliefs that high school students should:

- Make a career plan before investing money and time in education and training after high school
- Develop employable skills while in high school
- Connect classroom learning to real world experiences
- Acquire the skills to be successful in college
- Earn useful and transferable college credits while in high school

It is our goal that each Bridge Academy student leave high school with a career strategy that will save them money and time, with not only college credits but also with the skills necessary to be successful in college and with employable skills to sustain them along the way.

## Who are Bridge Academy Students?

Bridge Academy students come from all kinds of backgrounds. Many of our successful students come from families where the student may be the first person to attend college, or where the cost of college may appear to be too expensive. Some of our students have dreams of becoming



doctors, nurses or engineers, and realize that the time required, and cost needs a career and education plan with several careers along the way. Other Bridge Academy students plan to begin working in lucrative fields of the trades like electricians or machinists right out of high school. And then there are those students who want to serve the public as teachers, law enforcement, game wardens, firefighters and paramedics.

Bridge Academy students don't need to be AP or honors students, although some are. Many of the students who are admitted to the Bridge Academy have average grades and are looking for some inspiration. Inspiration like relevance and learning a hands-on, useful skill.

## How Do We Do It?

The Bridge Academy is based on high school juniors and seniors taking prescribed college courses while pursuing a Career and Technical Education ("CTE") program. A CTE program, what's that? It's one of the programs offered by the Career and Technical school partnered with your high school. It's a place where students learn real world skills in fields like healthcare, law enforcement, emergency services, marketing, computer and video technology, construction, engineering, and auto and truck technology. And these skills are based on what students are learning at their high schools. Some details of our program are:

- Tie an integrated technical skill-based education to real world careers through a CTE program.
- Earn significant college credits by the time of high school graduation from universities and colleges of the University of Maine System (“UMS”) and the Maine Community College System (“MCCS”) through dual enrollment.
- Take dual enrollment courses that allow students to earn both high school and college credit by taking college level courses that are taught mostly at their high school by their high school instructors who have been approved by the sponsoring college.
- Support students in a cohort environment, that gives them the opportunity and confidence to develop the rigor and capacity to work at a college level
- Teach most dual enrollment college courses over 35 weeks rather than the standard 15-week college semester
- Provide students with career assessment, exploration, and advising as well as exposure to the workplace and employers
- Attend two Summer Academies to explore their ambitions, colleges and careers
- Create the potential for students to complete an Associate’s degree in Applied Science within 12 months and/or a Bachelor’s Degree within 36 months following high school graduation, saving time and money.

## **Who are we?**

We are Bridge Year Educational Services, Inc., a not-for profit Maine corporation (now known as “Bridge Academy Maine”). We began as a collaborative of Maine high schools, the Maine Community College System, the University of Maine System and your Career and Technical Education (“CTE”) School. In 2019-20, we will celebrate our eighth year of supporting Maine students. We are continuing to expand around the State.

## **Are You Ready for A Challenge?**

Our students are high school students who pursue a program at a CTE school, who are committed to fully utilizing their educational opportunities, who learn best through real life experiences, and who are willing to put forth extra effort for their future. The Bridge Academy Program is an extraordinary opportunity to be taken only after thoughtful consideration and with a strong commitment to learning and working to achieve career success.



## A Few More Details . . .

- The Bridge Academy Program offers increased levels of career assessment, career exploration, and job shadowing opportunities to help students learn more about career opportunities and the necessary education needed to achieve each student's individual career goals.
- Bridge Academy students have the opportunity to receive up to approximately 24 college credits by the end of the summer following the student's senior year in high school. This means it is possible for a high school student, depending on motivation and course availability, to earn almost half or more of the 60 credits required for an Associate's degree or almost a quarter of the 120 credits required for most Baccalaureate degrees
- The cost of a dual enrollment course will typically range from \$0 to \$40 per credit, offering a significant savings for each student. **All college courses taken after high school graduation will be at the tuition rate of the chosen institution.**
- The Bridge Academy Program includes attendance at two Bridge Summer Career Academies.

### **Some well-grounded observations:**

- Students who completed the Bridge Academy Program had greater success in their course work and a higher **graduation rate from their colleges.**
- Students who completed the Bridge Academy Program developed a better sense of what career pathways to pursue.
- Students who completed the Bridge Academy Program experienced greater satisfaction from their educational experience.
- Students who completed the Bridge Academy Program had less student debt upon graduation from college.



# BRIDGE ACADEMY

## — MAINE —

## Bridge Academy Admissions Process / Entry Requirements

The admission process seeks to understand whether the Bridge Academy Program is a good fit for a student's goals, talents and desires. The admissions process is as follows:

- Presentations concerning the program may be delivered at your school by the guidance office and others.
- Information materials for students and parents will be available in print as well as on-line at our web site [www.bridgeacademymaine.org](http://www.bridgeacademymaine.org) (coming soon)
- Application packets will be provided to interested students by their high school Bridge Academy advisor in the guidance office by the date set by your school. (Please check with your Advisor.)

### Entry Requirements Are:

- A completed application submitted to your high school Bridge Program advisor by the deadline established by your high school.
- At least one recommendation on the designated form from a teacher, guidance counselor or a school administrator.
- Admissions and Academic Affairs Committee members' confidence that the applicant (1) will be well-matched to the program's workload requirements, (2) will demonstrate great attendance and dedication, and (3) will have scheduling availability and access to transportation.

### The Admissions and Academic Affairs Committee may be comprised of:

- High School Guidance, Faculty and/or Administration
- Bridge Academy personnel
- Other individuals selected by the CTE/High School

## Admissions Checklist

Each student who is interested in applying for the Bridge Academy needs to submit a completed packet. The process should not take too much time, but it must be done for The Bridge Academy Admissions Committee review!

To ensure that your application is ready for review by the Bridge Academy Admissions Committee, each student must complete each of the following items by the date set by your school.

- Completed Bridge Academy Application Form** - Bridge Academy Admission and Academic Affairs Committee will inform students of Admission decision within two weeks after the closing date.
- Completed The Bridge Academy Parental/Guardian Agreement Form, (cut and return signature box)
- Completed 1 Page Essay
- Completed Reference Forms

## Summer Academy Overview

Bridge Academy students are expected to attend two Summer Academies. One is during the summer between the student's sophomore and junior years, and is intended to introduce students to the Bridge Academy Program. The second is during the summer between the student's junior and senior year and focuses on college selection and post-high school graduation. There is no cost to the student for attending either of these Academies.

### **Rising Junior Academy**

The first Summer Academy is a three-day intensive experience designed as an orientation and cohort-building experience for the students entering the Bridge Academy. Specific goals and activities for the Rising Junior Academy include:

- Career exploration experiences with targeted business visitations
- Cohort building with team building activities
- Introduction to college campuses with students residing for two nights at Eastern Maine Community College ("EMCC") and spending a day and a half at UMaine.
- Evening activities may include an escape room and an amusement center with miniature golf, batting cages and go-carts.

### **Rising Senior Academy**

The second academy is a two-day, one-night experience during which students will:

- Tour 5 college campuses in both the UMS and MCCS
- Learn about ways to evaluate college programs, value and fit.
- Learn about college life
- Explain the inner workings of college administration



## Parent and Student /Obligations



The Bridge Academy Program presents exciting options and opportunities for students, but with these opportunities also comes increased responsibility and obligations on the part of the student and parents/guardians. Once accepted into the Bridge Academy program, parents and students will be asked to carefully review the obligations listed below, sign the Acknowledgement Form at the end of this Handbook and submit it to the Guidance Office. Below are listed some of the responsibilities and obligations that are expected as part of the Bridge Academy Program:

- With college level work, students are expected to meet and exceed the required college level effort and dedication.
- **The Codes of Conduct Policies of the partnering schools must be followed at all times while concurrently enrolled in Bridge Academy course work.** If, for example, a student is concurrently enrolled in UMaine and University of Maine at Augusta (“UMA”) courses as well as at a participating high school and a CTE school, all four Codes of Conduct will apply. Therefore, students should review in advance, the university/college Student Code of Conduct (usually online), their high school Code of Conduct and their CTE’s Code of Conduct. ***Please understand that student actions requiring disciplinary action at any one school may lead to dismissal from the Bridge Academy program.***

### **Student Tuition, Fees and Other Costs**

Traditionally students at UMaine (as of this Handbook printing date) are required to pay \$1,117.00 for tuition and fees for a 3-credit course. *The anticipated cost for a Bridge Academy student taking dual enrollment courses associated with any of the participating universities and colleges for the 2019/20 school year will vary but will not exceed \$40/credit (\$120 per 3 credit course), providing a significant savings per course.* This fee schedule will apply only to courses taken while the student is still in high school. Bridge Academy students will have the opportunity to earn up to 24+ college credits by high school graduation. Continued course work after high school graduation in order to complete a student’s Associate’s degree or Bachelor’s Degree will be at the respective institution’s regular tuition rate.

*It is important that students and parents understand their obligation to make timely payments to colleges.* If they don’t make such payments, a student may be unenrolled from a course. In addition, all the campuses of either the UMS or MCCS will not enroll a student for other courses and will decline to issue a grade transcript, that are necessary for the transfer of credit and for admissions to other colleges. If the student has been awarded a scholarship, the responsibility to pay tuition and fees may be modified by the terms of the scholarship.

### **Transportation**

Courses will be offered either at a participating high school or at your CTE school; however, the Summer Academies, and some additional class opportunities may be on-line or held at post-secondary institution campuses. In this situation, students will be responsible for their own transportation to and from classes and the Summer Academies.

**Attendance** Due to the increased academic rigor and commitment involved with this program, students need to have excellent attendance, which we define as missing no more than 5% of the available class hours from any Bridge Academy course.

**Academic Policies** The opportunity to earn credit simultaneously from two institutions brings some additional complexity. While in the Bridge Academy Program all traditional high school rules are in effect since the student is seeking to earn high school credit as well as these Bridge Academy rules. In addition, when dually enrolled in a college course for college credit, the college's academic policies (typically found in the college's Catalog posted on line) will also apply. For example: colleges have strict rules concerning plagiarism (the taking of any other person's work or words as your own). A breach of the college plagiarism policy by a Bridge Academy student under certain circumstances may lead to dismissal from the college course but may have different consequences for the student concerning the high school credit.

- Grading

When taking a dual enrollment course, a course grade may be reported two ways. The first is the traditional manner of the participating high school and the second is the traditional manner of the college. To receive college credit students must earn a minimum grade prescribed by the college. Please be aware that there may be some different grade requirements for students to remain or continue in specific college majors and programs. Also, there may be specific, higher grades needed to satisfy pre-requisite requirements to take other courses in the subject, program or in the course sequence.

- Dismissal from a Course

Dismissal from a course can occur upon the recommendation of the high school or CTE instructor and the review and approval by the Bridge Academy Admissions and Academic Affairs Committee after consideration of the rules of the concurrent enrolled college and high school. If dismissal occurs after the add/drop period, no refunds will be issued.

- Failure of a Bridge Course

Receiving a grade lower than the college's minimum grade in a Bridge Academy course will result in no college credit being granted to the student. A decision of whether to grant the high school credit, will be determined by the participating high school. Upon failing to earn college credit in a Bridge Academy course, the student's enrollment in the Bridge Academy Program will be reviewed by the Admissions and Academic Affairs Committee and the student will be automatically placed on academic probation for the purposes of the Bridge Academy Program. Students may (if logistically possible) take the Bridge Academy course again if he or she wishes to replace the failing grade, depending on the policies of the college and the high school. The student will be required to pay the course fee again.

*Failure or dropping of a Bridge Academy course after the add/drop period will remain on the student's college transcript and may affect future college admissions and ultimate GPA, according to the college's policies.*

- Academic Probation

A student on academic probation during the Bridge Academy Program may receive additional advising and will remain on probation until the failed course has been retaken and successfully completed.

- Dismissal from the Bridge Academy Program

Dismissal for academic or disciplinary reasons from the Bridge Academy Program may occur upon the review and approval of the Bridge Academy Admissions and Academic Affairs Committee in consideration of the rules of the concurrent enrollment college and high school. Failure of a second Bridge Academy course after being placed on Academic Probation may also lead to dismissal from the program.



- Dropping a Bridge Course

Students may choose to drop a Bridge Academy course at any time. If the drop occurs after the add/drop deadline the resulting grade will appear on the student's official respective college transcript, according to the college's policies. Tuition, textbook and any other fees will not be refunded.

- Dropping from the Bridge Academy Program

To remain a Bridge Academy student (a student in good standing) a student must be on track to complete no less than 18 college credits by the end of the senior year in high school.

Students may drop from The Bridge Program at any time and continue with a traditional high school curriculum (providing it would be consistent with high school policy) without any penalty from their high school. However, students should fully understand the financial and higher education ramifications.

## Frequently Asked Questions

**How Much Does Bridge Academy Cost?**

The current (2019-20) college credit hour cost for a Bridge Academy student ranges from \$0 to \$ 40 per credit which is a significant discount from the usual UMS and MCCS rates. There is no cost for the concurrently earned high school credit. Most college courses are 3 credits (total maximum tuition cost of \$120), with an additional credit earned if the course involves a science lab (total of 4 credits with a total maximum tuition cost of \$160).

**How Many College Credits Can I Earn?**

Bridge Academy students will have the opportunity to complete up to 18 and more college credits (depending on your motivation and high school's curriculum). Additional college credit may be earned through the student's program at his/her CTE school and through summer course work.

**Are These Credits Transferable?**

Because these college credits are awarded by UMS or MCCS campuses, they are part of the transfer of credit agreements among the campuses of both UMS and MCCS. The student must receive a grade of a C or better in some courses to transfer that credit between or within the UMS or MCCS. In addition, since UMS and MCCS campuses are fully accredited by the New England Association of Schools and Colleges, these course credits are often accepted by other colleges and universities. Each situation will be different for specific schools and, of course, specific programs. Check with colleges you are thinking about and ask. **You are expected to research different colleges and programs and determine how many Bridge Academy courses would transfer.**

**Are These Credits Useful?**

Just because a college credit is transferable, it does not always mean it is useful. The courses selected for Bridge Academy students tend to be the most common courses required for college majors. In some specialty college programs, some of these courses may not be required, but might be used to satisfy elective requirements. In other instances, a college may have specific reasons that require a student to take its version of the course. Students need to check with the colleges to which they wish to apply, to determine which credits may transfer, which credits fulfill program or elective requirements, and whether there are other dual enrollment courses offered that might advance a student's standing.

**What Degree Will I Earn?**

This is up to you and where you choose to continue your education. You may, for instance, choose to pursue an Associate's degree at EMCC, SMCC, NMCC or another community college, or pursue a Bachelor's Degree at UMaine, UMA, USM, UMFK or elsewhere with your earned college credits. Please request a transcript analysis from colleges before you make an enrollment commitment in order to learn which Bridge Academy courses will be accepted into various programs.

**How Long Does the Program Take?**

The Bridge Academy program is a 2-year program covering a student's high school junior and senior years.

**Where Will I Go to School?**

Most academic courses will be offered at your high school, technical classes at your CTE school and some classes and summer activities may be held on the campuses of UMS and MCCS. For additional courses, you may attend another campus or take a college course online.

**What Academic and Other Qualifications Will I Need to Apply Successfully?**

A student wishing to join the Bridge Academy Program will need to complete and submit in a timely manner, the admissions packet and be in good standing with their high school. The Bridge Academy Admission Committee will carefully review each applicant in regard to his/her potential for success and if she/he is a good fit for the program.

**What Will My College Student Status Be?**

Students accepted into the Bridge Academy Program may receive some of the privileges of an UMS and/or MCCS student which could include: an identification card(s), e-mail address(es), use of library resources, tutoring services, writing center and some recreational resources. Additionally, students who successfully complete the Bridge Academy Program may also be offered simplified admissions at University of Maine System universities and Maine Community College System colleges.

**Who is Responsible for Purchasing Textbooks and Other Materials?**

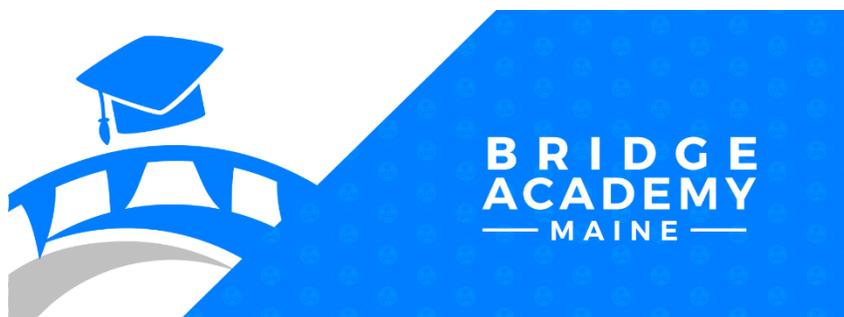
Each high school and CTE handles this question differently; however, in many instances the student is responsible for these costs. We continue to work with university and college faculty to minimize, the costs for high schools and students. However, some courses may require a latest edition new text or on-line access code costing upwards of \$125.00 for each text/code and those costs may be the responsibility of each student.

**What Happens If I Do Not Pay My College Bills?**

If college bills for dual enrollment courses aren't paid, the student will not be enrolled for the course, and will not receive a college grade for the course. The student will continue to be enrolled in the high school portion of the class. Also, if bills are unpaid at any campus of the UMS or MCCS, a college will not issue an official transcript which is required to transfer college credits or that may support a college application.

**What is the Difference between a University and a College?**

Today there is not much difference between a college and a university. In the past, a university might consist of several specialized colleges which offer both undergraduate and graduate degrees, while a college would be a smaller, more general institution offering undergraduate and/or associate degrees. In this Handbook, we have used the more modern and casual sense of "college", referring generally to all post-secondary (after high school) institutions.



## Scholarships / Financial Assistance

Scholarships are established for the purpose of helping students and their families to afford the cost of a college education. Those who create scholarships want them to be used. But scholarships can't be awarded unless students apply. Part of the Bridge Academy Program is to encourage students to seek out scholarships for which they may be eligible, and to apply. The following information relates to 2 scholarship programs that specifically apply to Bridge Academy students who have financial need. If you think you may be eligible, you are encouraged to apply.

The first and most generous of these is the CSSP Scholarship that is funded and administered by the Maine Department of Labor. The second comes from funds of the Bridge Academy Program.



### CSSP/Competitive Skills Scholarship (CSSP-Bridge)

#### **GOAL:**

CSSP-Bridge scholarship is offered by Maine's Department of Labor (MDOL). It provides eligible high school juniors and seniors in a CTE program with financial support while enrolled in Bridge Academy dual enrollment classes and continued support once enrolled in post-secondary education and training for occupations leading to skilled, well compensated jobs in demand by Maine employers.

#### **ELIGIBILITY:**

Bridge Program Participants are the only high school students in Maine eligible for this scholarship program. Historically, this MDOL program has been available only to adults 18 years of age or older, who already have a high school diploma.

#### **Initial Eligibility for a Bridge Academy Applicant:**

1. Has a career goal that is identified by the Maine Department of Labor as "high-wage, high-demand", and
2. Has a household income of less than 200% of the Federal Poverty Level for the household size.

#### **Stage Two Eligibility:**

1. Provides proof of income and other required documents required by MDOL,
2. Demonstrates a lack of marketable post-secondary degree,
3. Demonstrates the ability to succeed in the career program, and
4. Creates a plan with the CSSP Bridge Consultant

It is expected that candidates for CSSP-Bridge will seek out other sources of funding in order to maximize available dollars. CSSP pays only for the least expensive education or training program or support service provided that is offered within the participant's normal commuting area. Training programs located outside of Maine shall not be approved unless appropriate training is

not available within the state and within her or his commuting area. Participants in post-secondary degree and certificate programs must complete their education or training program within 6 years for a four-year degree; 3 years for a two-year degree, and 18 months for a one-year diploma or certificate program.

**Financial assistance to eligible Bridge Students:**

Bridge HS Students can receive financial assistance to pay for:

- Bridge Academy dual enrollment class fees of \$40.00 per credit hour
- Bridge class textbooks and required CTE course materials if they are not provided by the high school in collaboration with the CTE for all students

Participating post-secondary students in approved high wage, high demand occupations may receive financial assistance of up to \$6,000.00 annually for a Full-Time student, or \$3,000.00 for a Part Time student. CSSP Financial assistance may help pay for:

- Tuition and Fees – CSSP-Bridge may assist with tuition, on-campus room and board, mandatory fees
- Books, supplies, tools, equipment, uniforms: CSSP pays for required (*not recommended*) books, supplies, tools, equipment such as a computer, services and uniforms not covered by other Financial Aid
- Other Costs: Other costs such as child care and/or mileage for commuting, may qualify for financial support as determined on a case-by-case basis.

**How it works in High School:**

Even though a CSSP Scholarship comes from and is administered by the Department of Labor, while in high school the Bridge Academy is the entity that actually pays the bills and then obtains reimbursement from the Department. It is a recipient’s obligation to submit his/her bills directly to Bridge Academy and then Bridge Academy will pay them. Do not assume that your bills are automatically sent to Bridge Academy, as our experience tells us that we often are not in the loop.

After graduation from high school, a CSSP scholarship student will begin submitting bills directly to the staff professional at the Department of Labor who is your contact for scholarship administration.

## **Bridge Academy Scholarship**

**PROGRAM GUIDELINES:**

The Bridge Academy may provide its own scholarships, as funds are allowed by the BYES Board, to students in two situations. The first is for students who apply for and barely miss the financial eligibility requirements for a CSSP scholarship as described below. The second situation is for students whose financial situations deteriorate and can demonstrate significant financial need. In both instances, the decision to award scholarship support is in the sole discretion of Bridge Academy. Neither of these scholarships need to be repaid.

Bridge Academy scholarships are limited to tuition and required books and materials in a student's junior or senior year in high school and does not extended to college or other education or training after high school. In addition, a Bridge Academy scholarship is limited to assistance for one academic year. A student may apply for a second scholarship during high school.

**For Students Who Apply for a CSSP Scholarship**

For those students who applied for and did not receive CSSP scholarship and whose household income exceeds 200% of poverty rate for a CSSP scholarship, Bridge Academy Maine will consider students whose household income is 25.5% above the CSSP guidelines for a Bridge Academy scholarship. This scholarship will be limited to the junior and senior years of high school and is not guaranteed to be awarded in both the junior year and the senior year.

For students with a household income 25.5% above the CSSP guidelines the parents/guardians will submit, in writing, rationale for consideration. This scholarship will be limited to the junior and senior years of high school and is not guaranteed to be awarded in both the junior year and the senior year.

**For Students Whose Household Income Changes During the School Year**

Students who experience a significant change in their household income during their Bridge Academy experience may initiate a request for scholarship assistance by having their parent(s) or guardian(s) submit, in writing, rationale for consideration. Bridge Academy Maine administration will evaluate the request and communicate directly with the parent(s)/guardian(s) with any additional questions and regarding the final decision.

**For Students Whose Living Situation Has Changed**

Sometimes students must leave their living situation due to unforeseen circumstances. If that occurs with a Bridge Academy student, the CTE Student Services Coordinator or another approved administrator will meet with the student and inform Bridge Academy Maine administration of the needs of that particular student. Bridge Academy administration will take into consideration that information when determining possible scholarship help. Additional information may be requested by the Bridge Academy administration.

**Eligibility for Bridge Academy Scholarship Program is determined by calculating the sum of the last four weeks of household income at the time of application. The table below is the maximum level of household income that can be eligible for consideration for a Bridge Year Scholarship.**

		<b>4 - Week Income MAX*(2018-9)</b>
<b>Household Size</b>		
1	\$	2,344
2	\$	3,178
3	\$	4,012
4	\$	4,847
5	\$	5,680
6	\$	6,515
7	\$	7,348
8	\$	8,183
9	\$	9,017
10	\$	9,850

\*This table is 25.5% higher than the 200% of poverty level column of the CSSP table, and is current for 2018-9 academic year. The amounts on both tables may be adjusted annually.

If you are thinking of applying or are awaiting a decision on the award of either of these scholarships, you should ask for and save all written receipts of payments for tuition, books, fees and other costs that may be eligible for reimbursement from the scholarship.



## If You Have Questions, Please Ask

Parents and students may have questions about Bridge Academy and how it works. This will be a new experience for your student and you, and we want to be helpful. So, when a question arises please email or call. All of these people who support Bridge Academy are committed to helping. Many of us are “on the road” visiting schools and students, but we’ll try to get back to you within a day or two. And if we can’t answer a specific question, we’ll give you the contact information of a person who can. And yes, we’ll actually talk to you.

So, here is a list of people and their contact numbers who may be able to help, or send you to the right resource.

### ***General Questions about Bridge Academy or if you don’t know whom to call:***

Brian Langley      207-266-6066      [brian@bridgeacademymaine.org](mailto:brian@bridgeacademymaine.org)  
Thom Johnston      207-852-3595      [thom@bridgeacademymaine.org](mailto:thom@bridgeacademymaine.org)

### ***Questions about University of Maine at Augusta (college courses, transcripts, billing, college application, majors, on-line courses, college credits, books)***

Rachael A Magill      207-621-3163      [rachael.magill@maine.edu](mailto:rachael.magill@maine.edu)  
Christine Knight      207-621-3385      [christine.knight@maine.edu](mailto:christine.knight@maine.edu)

### ***Questions about high school, CTE, applying to Bridge Academy, applying to college, applying for a job, school schedules, attendance***

Student Services Coordinator at your CTE  
Guidance Counselor at our high school

### ***Questions about CSSP scholarships, how and where to apply, application status, what should I do with my bills while I am waiting for an answer, how do I get a bill paid or reimbursed, etc.***

Michelle Cameron-Doughty  
Program Manager  
[Michelle.cameron-doughty@maine.gov](mailto:Michelle.cameron-doughty@maine.gov)  
Maine Department of Labor  
45 Commerce Drive  
Augusta, ME 04330-0055  
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Cell: (207) 620-6349  
TTY Users call Maine Relay 711

***Questions about Bridge Academy scholarships, how and where to apply, application status, what should I do with my bills while I am waiting for an answer, how do I get a bill paid or reimbursed, etc.***

Ruey Yehle            207-478-9122    [ruey@bridgeacademymaine.org](mailto:ruey@bridgeacademymaine.org)

***Questions about Bridge Summer Academy (including before, during and after)***

Thom Johnston        207-852-3595    [thom@bridgeacademymaine.org](mailto:thom@bridgeacademymaine.org)

## **Glossary**

The following are some of the terms referred to in the Bridge Academy Maine program:

***Associate's Degree*** –

*A college degree that usually requires approximately 60 credit hours to complete, often involving two years of full-time study*

***AAS*** –

*An Associate's Degree in Applied Science*

***Add/Drop/Withdrawal (from a college course)*** -

*Each college has its own policies for adding, dropping or withdrawing from a course. Adding and Dropping typically are allowed at the beginning of a course (i.e. first or second week of classes) without appearing on a transcript or receiving a grade. There often is a full refund of tuition that has been paid.*

*Once the Add/Drop period has passed, college policies usually allow for additional time to withdraw from a class. This action will often be recorded on the student's transcript as a "W" (it does not usually affect Grade Point Average – GPA). Once the withdrawal period has expired, the student will likely receive the grade she/he earns for the course. The refund policy for withdrawals vary, but if there is a refund, it will be a fraction of the tuition paid.*

***Bachelor's Degree-***

*A college degree that usually requires approximately 120 credit hours to complete, often involving four years of full-time study*

***Cohort*** –

*A group of students going through an educational experience together*

***CTE*** –

*One of the 27 Career and Technical Education high school centers in Maine.*

***EMCC*** –

*Eastern Maine Community College and one of colleges within the MCCS/*

***MCCS*** –

*Maine Community College System – There are 7 colleges within this system*

***UMS*** –

*The University of Maine System – There are 7 universities within this system*

***UMaine*** –

*The University of Maine (Orono) and one of the universities within the UMS.*

***UMA*** –

*The University of Maine at Augusta*

***Dual or Concurrent Enrollment –***

*Dual/concurrent enrollment allows a student to earn college and high school credit prior to high school graduation by taking college level courses. Most Bridge Academy dual enrollment courses are taught at the high school by high school teachers approved by the sponsoring college. The student, if he/she meets all the requirements (attendance, grades, and codes of conduct), earns both high school and college academic credit, which can save time and money.*

## Summer Academy Check List

### *Cost of the program:*

The total cost for both Summer participating organizations as part cost to students.



Academies is paid for by the of the Bridge Academy. There is no

### *Provided to participants:*

- An orientation to the Bridge Academy Program.
- A double occupancy room.
- Meals on college campuses and at local restaurants
- Full day and evening activities.

### *Participants **need** to bring:*

- A positive attitude.
- Towels, pillow, sheets, blanket, toiletries, small backpack.
- Two pairs of comfortable sneakers.
- Appropriate clothing:
  - At least two sets of active outdoor clothes, sneakers, shorts, tee shirts, light rain jacket, hat (at times we will be doing a number of outdoor activities).
  - One set of “business casual” clothes, such as khakis and polo type shirts for men and skirts/slacks and blouses for women for employer visits.
  - Extra shorts and/or pants and tee shirts for evening activities.
- Completed permission forms for various activities. (See Advisor)

### *Participants may want to also bring:*

- Minor purchase spending money
- Music player
- Laptop or tablet
- Cell phone

## Acknowledgement Form

Our signatures below attest that we have received a copy of the Bridge Academy Maine Student/Parent Handbook and have taken the time to read and understand our obligations contained in it. We further understand the commitment required for success in this program and agree to fulfill our responsibilities and adhere to the applicable rules and policies of the partner schools.

Student Name (printed) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian name(s) (printed) \_\_\_\_\_

Parent/Guardian(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_