



MSEN POLICIES AND PROCEDURES

Parents and students must read the following information. Once you apply for the program, you are agreeing to all the below stipulations.

Student Criteria: This program is an academic enrichment program that provides engineering, mathematics, science, and technology enrichment to students who have the ability to complete enhanced course work. Each student is required to have at least a “C” (2.0) average in his/her core classes (Math, Science, Language Arts/English, Social Studies).

The program is intended for average to above-average students who meet one of the following criteria:

- Underrepresented minority (African-American, Hispanic, Pacific Islander, Native American)
- First-generation college (none of the parents have completed a college degree)
- Low-income background (family qualifies for free/reduced lunch)
- Have an interest in STEM (science, technology, engineering, & mathematics)

Mandatory Online Registration: Annually, parents must complete a mandatory online registration form for the NC MSEN Pre-College Program.

Attendance Policy: All students are expected to arrive on time and attend every scheduled class and activity for the day, unless otherwise notified in writing by the parent.

- Students may miss **ONE** Saturday Academy date during the fall session and **ONE** Saturday Academy date in the spring session for academic or school reasons (i.e., SAT/ACT exam, band competitions, Science Olympiad, etc.). **It is the responsibility of the parent/student to email our office to notify us of any absences.** All other reasons for absences are not allowed; student will receive an unexcused absence.
- **Excessive absences:** Students will not be eligible for end of the year awards or be allowed to continue program participation for excessive absences.
- **Emergency absences:** If a student must miss a Saturday Academy for emergency reasons, the NC-MSEN Pre-College Program Office must be contacted by email or voice mail that states the emergency. At the discretion of the coordinator or his designee, the absence may or may not be excused.
- **Late arrival:** Students are expected to arrive by 9:15 a.m. If the student arrives after 9:15 a.m., student will be considered tardy. Two tardies will count as an unexcused absence.

Early Dismissal: The parent/guardian should notify the MSEN office during the week via email stating the name of the person who will pick up the student. The parent/guardian must be prepared to show a picture id to sign the student out. The student will be released during lunch time.

Probation: If a student fails to maintain at least a “C” (2.0) average in his/her core classes (Math, Science, Language Arts/English, Social Studies) each nine-week grading period, he/she will be placed on probation for the next grading period. The student will be terminated from the program if he/she does not pull up the overall grade point average to a “C” or 2.0 by the end of the next grading period.

Behavior: All students are expected to:

- Obey all rules and regulations relative to the NC-MSEN Pre-College Program.
- Be respectful and conduct themselves in a dignified manner at all times.
- Listen and give immediate attention to those persons in charge.
- Cell phones should be used only during lunch. Cell phones may be collected at the beginning of classes to ensure student focus on class activities. Exceptions may be made in the classroom or during presentations as directed by the instructor or the coordinator as part of a lesson or activity. If the student fails to comply after multiple warnings, the cell phone will be removed and returned at the end of the day.
- **Students must remain on campus during lunch time. Students are not allowed to leave campus for lunch unless they are under the supervision of a MSEN staff member or teacher.**

Multiple warnings due to failure to comply with any of the above expectations will result in a parent conference with the coordinator or his designee. After a parent conference, if the behavior persists, the student will be removed from the program without refund or recourse.

Any of the following behaviors at Saturday Academy, an MSEN trip, or at school will result in immediate termination from the NC-MSEN Pre-College Program.

This includes any behavior such as: 1) hitting a student, MSEN staff member or teacher, 2) using inappropriate language (profanity or speaking disrespectfully) to MSEN staff members, teachers or students, 3) school suspension at the student’s school.

Property Damages: If a student causes damage to property or equipment at NC State University, the parent is responsible for the cost of all damages.

Personal Property: Each student is responsible for his/her personal property. Electronics (cell phones and calculators) are allowed. Lost or stolen items are the student’s responsibility. MSEN staff will not investigate claims of loss or stolen items.

Dress: All clothing must be modest and appropriate. Clothing that is distracting, indecent, or has inappropriate images or slogans is not allowed. Male or female students should not wear hats, bandanas, and other headgear. Pants must be worn at the waist with no underclothing showing. Closed-toe shoes are required for all tours.

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS