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www.northwestern.edu/collegeprep | http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-infocus.php
GETTING STARTED

WELCOME TO THE NORTHWESTERN UNIVERSITY COLLEGE PREPARATION PROGRAM!

This handbook will provide you with important information about the program. It’s intended to guide you through the various practical and administrative aspects of the program—from information about your seminar, moving into your dorm room, finding your way around campus, and requesting your transcript at the end of the summer.

Please review the handbook closely, and contact our office if you have any questions. Also, be sure to visit our website for accepted College Prep students and parents at http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-infocus.php for up-to-date information, announcements, and downloadable forms.

We look forward to welcoming you to Northwestern this summer!

How to Enroll in the Program

1. Read all information in the “Academics and Seminars” section of this handbook
2. Review and the preliminary syllabus included in your admission folder to learn more about the IN FOCUS seminars you'll be taking this summer.
3. Visit http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-infocus.php to download your enrollment forms.
4. Fill out all necessary forms and submit these forms to the College Prep Program office as soon as possible.

After Enrolling

1. Make sure you and your parent(s) add cpp@northwestern.edu to your “safe senders” lists so that you don’t miss important announcements that will be emailed before the program begins.
2. After your enrollment forms are received in the College Prep Program office, you and your parent/guardian will receive an email confirming we have received all your forms. If you’ve forgotten to return a necessary enrollment item to our office, this email will indicate what you need to do.
3. Registration begins April 13th. After this date, you can expect to receive your registration confirmation letter in the mail within approximately two weeks.
4. Beginning on May 10th, bills for tuition and room and board will be sent from the Office of Student Accounts. See the “Financial Information” section (p. 11) for details on payments and billing.
5. If necessary, contact Services for Students with Disabilities at least a month prior to the start of the program. See p. 20 for more information.
6. If you are a residential student and have special dietary needs, contact NuCuisine at least two weeks before the program begins. See p. 22 for more information.
7. Approximately two weeks before the program begins, residential students will receive an email with their roommate’s name and email address.
8. On the first day of the program, all students attend College Prep orientation and residential students move into the residence hall. See p. 6 for details.
LOGISTICS

Seminar Dates

The 2015 College Prep Program IN FOCUS seminar dates are:

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Course Dates</th>
<th>Check-in &amp; Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insight into Medicine</td>
<td>June 22 - July 3 (meets Monday-Friday)</td>
<td>Sunday, June 21</td>
</tr>
<tr>
<td>Modern Cosmology: The Story of the Universe</td>
<td>June 22 - July 3 (meets Monday-Friday)</td>
<td>Sunday, June 21</td>
</tr>
<tr>
<td>Sustainability, Climate Change and the Innovating City</td>
<td>July 6 -17 (meets Monday-Friday)</td>
<td>Sunday, July 5</td>
</tr>
<tr>
<td>Bioethics</td>
<td>July 6 -17 (meets Monday-Friday)</td>
<td>Sunday, July 5</td>
</tr>
<tr>
<td>Humanitarianism and Global Justice</td>
<td>July 6 -17 (meets Monday-Friday)</td>
<td>Sunday, July 5</td>
</tr>
<tr>
<td>The Art of Narrative: Fiction Writing</td>
<td>July 6 -17 (meets Monday-Friday)</td>
<td>Sunday, July 5</td>
</tr>
<tr>
<td>Bioscience Research</td>
<td>June 20 - July 31 (meets Monday-Friday)</td>
<td>Sunday, July 19</td>
</tr>
<tr>
<td>Humanitarianism and Global Health</td>
<td>July 20 - July 31 (meets Monday-Friday)</td>
<td>Sunday, July 19</td>
</tr>
<tr>
<td>Legal Interpretation and Communication</td>
<td>June 20 - July 31 (meets Monday-Friday)</td>
<td>Sunday, July 19</td>
</tr>
<tr>
<td>Writing for College Success</td>
<td>July 20 - July 31 (meets Monday-Friday)</td>
<td>Sunday, July 19</td>
</tr>
</tbody>
</table>

First Day of the Program

Sunday, June 21, 2015
Shepard Residence Hall
626 University Place
Evanston, IL 60201. See p. 8 for directions.

- All students (residential and commuter) must check-in with the Resident Advisors and Resident Director during the times listed below.
- At check-in, you'll will be assigned a Resident Advisor who will assist you during your time at Northwestern.
- Residential students will receive their keys to the residence hall and roommate assignments.

<table>
<thead>
<tr>
<th>Check in Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Students</td>
</tr>
<tr>
<td>Commuter Students</td>
</tr>
<tr>
<td>All-Student Orientation</td>
</tr>
</tbody>
</table>

We cannot accommodate students who arrive before 3:30 p.m.

College Prep All-Student Orientation is the official start of the program. We’ll eat pizza, get acquainted, take a campus tour and review some important policies. All residential students are expected to attend. Orientation is for students only, so this is a good time to tell parents/guardians goodbye.

If you cannot attend College Prep orientation, notify our office at least a week in advance. You’ll need to arrange a time to pick up your materials.
For residential students, your official move-out date will be the Saturday (by noon) of the week your IN FOCUS seminar ends.

This means that if your seminar ends on a Friday, you are able (though not required) to stay in the residential hall until the following Saturday. Students must move out by noon on Saturday.

<table>
<thead>
<tr>
<th>Program Length</th>
<th>Move-out by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insight into Medicine</td>
<td>Saturday, July 4th</td>
</tr>
<tr>
<td>Modern Cosmology: The Story of the Universe</td>
<td>Saturday, July 4th</td>
</tr>
<tr>
<td>Sustainability, Climate Change and the Innovating City</td>
<td>Saturday, July 18th</td>
</tr>
<tr>
<td>Bioethics</td>
<td>Saturday, July 18th</td>
</tr>
<tr>
<td>Humanitarianism and Global Justice</td>
<td>Saturday, July 18th</td>
</tr>
<tr>
<td>The Art of Narrative: Fiction Writing</td>
<td>Saturday, July 18th</td>
</tr>
<tr>
<td>Bioscience Research</td>
<td>Saturday, August 1st</td>
</tr>
<tr>
<td>Humanitarianism and Global Health</td>
<td>Saturday, August 1st</td>
</tr>
<tr>
<td>Legal Interpretation and Communication</td>
<td>Saturday, August 1st</td>
</tr>
<tr>
<td>Writing for College Success</td>
<td>Saturday, August 1st</td>
</tr>
</tbody>
</table>

If you cannot attend College Prep orientation, notify our office at least a week in advance. You’ll need to arrange a time to pick up your materials.
Directions to the CPP Residence hall:
Shepard Residence Hall
626 University Place
Evanston, IL 60201

Travel by Car
From the North (via I-94)
Take I-94 East south to Skokie Highway (U.S. 41).
Go south on Skokie Highway for two miles.
Turn left on Golf Road.
Continue on Golf Road approximately 3.5 miles (it will turn into Emerson Street).

From the West/Northwest (via I-88, I-90 or I-190)
Take I-88, I-90 or I-190 east to I-294 North.
Take I-294 North to the Dempster Street exit.
Take Dempster Street east for 9 miles through a number of suburbs.
Turn left at the stoplight at Asbury Avenue in Evanston.
Continue north on Asbury Avenue for less than 1 mile.
Turn right onto Emerson Street.
Continue east on Emerson Street for 1/3 of a mile.

From the South/Southeast (via I-90, I-80 or I-57)
If taking I-80, take I-80 East to I-94 North.
Take I-94 North to the Dempster Street exit.
Take Dempster Street east for 3.5 miles.
Turn left at the stoplight at Asbury Avenue in Evanston.
Continue north on Asbury Avenue for less than 1 mile.
Turn right onto Emerson Street.
Continue east on Emerson Street for 1/3 of a mile.

From the West/Southwest (via I-55 or I-80)
If taking I-80, go east to I-55 North.
Take I-55 North to I-90/I-94 North.
I-90/I-94 will split; bear right at the split and stay on I-94 West.
Take I-94 West north to the Dempster Street exit.
Take Dempster Street east for 3.5 miles.
Turn left at the stoplight at Asbury Avenue in Evanston.
Continue north on Asbury Avenue for less than 1 mile.
Turn right onto Emerson Street.
Continue east on Emerson Street for 1/3 of a mile.

At the traffic light where Emerson Street meets Sherman Avenue, turn right onto Sherman Avenue. Proceed south approximately 300 feet to University Place and turn left. Travel along University Place for approximately 500 feet, and Shepard hall will be on your right (the second to last building on the right side of the street). There is ample street parking for stopping and unloading.

Transportation from the Airport

If you are flying to O’Hare International or Midway Airport, we suggest taking either a taxi (approximately $30 - $50) or making a reservation on the Airport Express shuttle: www.airportexpress.com (approximately $20- $30).

The Airport Express shuttle service is not affiliated with Northwestern University, but it does have a drop-off and pick-up point near the Shepard Residence Hall. Reservations are required and must be made at least 24 hours in advance of your flight departure on the Airport Express website: www.airportexpress.com. When making your reservation, choose your Drop-Off Location from the “Universities” drop-down tab. You should choose “Northwestern-University Place”. See campus map on page 30. If you have questions about your reservation, call Airport Express at 888-284-3826.
ACADEMICS AND SEMINARS

The IN FOCUS seminars offer high school College Prep students an intensive learning experience in a specific subject area. These two-week seminars are structured like a college seminar course. Challenging readings and discussion led by Northwestern faculty and instructors make for a rich learning experience. We are confident that you will find your IN FOCUS seminar to be thought-provoking and enjoyable.

Seminar Information

Syllabus

The detailed preliminary syllabus includes a sample day’s schedule, course objectives, instructor bios, etc. A preliminary syllabus for your seminar is is available as a PDF on the accepted student website: http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-infocus.php.

Daily Schedule

Typical classroom schedule: 9:30am-12:45pm Monday-Friday

Additional meeting times: IN FOCUS seminars consists of a mixture of half days and full days. On the full days, there will be field trips or other seminar activities that will require attendance beyond the typical classroom schedule. See your seminar’s preliminary syllabus for some tentative activities. A detailed daily schedule will be provided closer to the start of the program.

Seminar Classroom Location

All IN FOCUS seminars will meet on the Evanston campus. You will be notified of the building and room number closer to the start of the program.

Transportation to/from Field Trips

Some of the field trips locations may be in Chicago or off-campus. You will travel to/from these field trips as a group with program staff. Commuter students must travel with the group from the Evanston campus.

Books and Assigned Readings

If a book is required for your seminar, you will be notified by email prior to the start of the seminar. Other readings may be provided for you when you arrive on campus, or as email attachments.

Important Seminar Policies

Attendance and Class Participation

You must attend all class sessions/meetings to successfully complete this seminar. You are also expected to be fully engaged in the seminar and actively participate in class activities and discussions, and complete all assigned readings and assignments.

Grades

Though these courses do not carry a letter grade, you will receive a grade of Satisfactory (S) or Unsatisfactory (U).

Credit

While the IN FOCUS seminars are 0-credit courses at Northwestern, you may wish to request credit from your high school. We suggest you discuss this with your counselor ahead of time, since the acceptance of credit depends on your school’s policy.

Viewing Your Grade and Requesting an Official Transcript

Your IN FOCUS seminar will be listed on your official Northwestern University transcript; it is part of your student record at Northwestern. As these courses do not carry college credit, no college credit earned will appear on the transcript with the seminar.

Northwestern University will not mail you a transcript unless you request it from the Office of the Registrar. Instructions are here: www.registrar.northwestern.edu/academic_records/obtaining_a_transcript.html.

After your course is completed, you can log in to CAESAR with your NetID and password to view your grade and print an unofficial transcript. See page 20 for further information on CAESAR and your NetID.

Registration Details

You have been admitted to a specific IN FOCUS seminar. Please indicate this seminar on the online registration form. Remember, you must pay your nonrefundable program fee to reserve your space in the program.

Registration Changes

Please see page 14 for information on changing your course selections after your initial registration.
Alternate Courses (in case of closed or cancelled courses)

Please remember, acceptance into the program does not guarantee registration in your course. In order to reserve your space you must submit a nonrefundable program fee deposit. Students accepted into the program should access the online system to submit their deposit and reserve their space. This means space will become limited as more students submit their deposits, so be sure to complete these steps ASAP.

Northwestern University reserves the right to cancel courses due to inadequate enrollment or other issues. If your seminar is cancelled, you will be contacted and will have the opportunity to choose an alternate course or withdraw from the program.

Registration Confirmation

Registration for Summer Session begins on April 13, 2015, which is when we begin registering students in classes and seminars. After this happens, we will email registration confirmation to you with your class. You may also confirm your registration by logging into CAESAR.
FINANCIAL INFORMATION

Program Costs

Below are listed program costs for the 2015 College Preparation Program. The itemized costs will appear as individual line items on your bill from Student Accounts and, depending on when the charge is applied, may not all appear on the first statement.

These costs do not reflect fees which may be applied to your student account as a result of late payment, delinquency, etc. Nor do they include costs associated with course materials, books, supplies, transportation and other expenses not mentioned below. Tuition is assessed for each course in which you are registered.

<table>
<thead>
<tr>
<th>Itemized Program Costs for 1 IN FOCUS Seminar</th>
<th>Program fee</th>
<th>Room and board for 2 weeks</th>
<th>Tuition</th>
<th>Total program cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident/Commuter</td>
<td>$500</td>
<td>Not applicable</td>
<td>$2,000</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Commuter student</td>
<td>$500</td>
<td>$862</td>
<td>$2,000</td>
<td>$3,362.00</td>
</tr>
</tbody>
</table>

Financial Obligations

Students and/or their parents or legal guardians are responsible for fulfilling their financial obligations to Northwestern University. Any student whose account becomes overdue must pay a late payment fee(s). In addition, the student and/or the parents or legal guardians are liable for any costs associated with the collection of the past due account, including, but not limited to, collection agency costs, court costs, and legal fees.

Payments and Billing

You must submit your nonrefundable $500 program fee with your registration form in order to reserve your space in the program. After this initial payment, the Office of Students Accounts, which is part of Student Financial Services at Northwestern University, handles billing and payments for College Prep students.

On or about May 10 (or June 10), an email will be sent to your new Northwestern email address, indicating that your bill is available for viewing online. You can pay the bill by making an electronic transfer from your bank account or by credit card. Please note: there is a vendor service fee surcharge of 2.75% for credit-card transactions. Bills are to be paid by June 1 (or July 1).

How Bills are sent

Bills are sent by the Office of Student Accounts through CAESAR, Northwestern’s electronic registration and billing system, to your NU email account. By now, you should have set up “guest access” to your account for a parent or guardian who will pay your bill. You (and your guest) will receive email notification when a bill is available online. To be able to view and pay your bill, log onto CAESAR.

Payment Methods

For information regarding payment methods accepted by the Office of Student Accounts see: www.northwestern.edu/sfs/payments/methods.html.

Northwestern University accepts the following three methods of payment for your student account tuition and fees bill:

A. ePay through QuikPAY®

The QuikPAY® ePay service allows you to make convenient and secure electronic payments from U.S. bank accounts. Credit cards accepted by the University are American Express, Discover, MasterCard, and VISA. Note that there will be a 2.75% service fee for all credit card payments. You may make payments online regardless of whether you are receiving an electronic or paper bill. A payment receipt will automatically be provided.

How to pay your bill online

1. Navigate to the CAESAR site at: http://www.northwestern.edu/caesar/ and logon with your NetID and password (or parents/guardians can log on with their Guest IDs).
2. On the home screen, locate the “Student Financial Services” module. Select “View or Pay Tuition Bill (Monthly Snapshot).”

www.northwestern.edu/collegeprep | http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-infocus.php
3. From the “Message Board for Tuition & Fees Invoice,” page, click “Make Payment” under the “Payments” category. Your balance due will be displayed on the screen (If you wish to see an itemized bill, select “Monthly Statement” under the “Bills” category of the “Message Board for Tuition & Fees Invoice”).

4. Locate the “Amount Due” and the “Statement Balance.” Type your payment amount into the “Payment Amount” input box. Follow the on screen prompts to select your payment type, and complete the transaction.

If you have trouble viewing or paying your bill, contact Student Accounts via email at studentaccounts-ev@northwestern.edu or call 847-491-5224.

B. Check or money order
Checks and money orders (in U.S. dollars from U.S. banks) should be made payable to Northwestern University. The student’s name and student ID number (Northwestern ID card) number must also be included. The cancelled check will serve as your receipt (To request a receipt displaying the University seal, contact the Office of Student Accounts). Postdated checks will not be honored. Please Note: Allow 5 business days for payments by mail.
C. International Transfer

Northwestern has partnered with peerTransfer to streamline tuition payments for international students. Tuition can now be paid from any country, any bank and most foreign currencies, with excellent foreign exchange rates. The progress of a payment in the transfer process may be tracked via the peerTransfer dashboard. The payer is notified via email when the payment is received by Northwestern. Please visit: [http://www.northwestern.edu/sfs/payments/intl.html](http://www.northwestern.edu/sfs/payments/intl.html)

Tuition and Fees Billing Schedule

The Office of Student Accounts sends bills on the 10th of the month, with payment due the 1st of the following month. Email notification is sent to the student's Northwestern email (and guest email) when the bill is available to view and pay online. Email notification will be sent to the email address provided on the student registration form, if an NU email account has not been set up. Please note: You will receive your NetID, activation code and instructions when you submit your online registration form.

<table>
<thead>
<tr>
<th>If you sign up for the program:</th>
<th>Your 1st ebill available online. Will be emailed to your NU email on:</th>
<th>Payment deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>before May 10</td>
<td>May 10</td>
<td>June 1</td>
</tr>
<tr>
<td>Between May 10 and June 9</td>
<td>June 10</td>
<td>July 1</td>
</tr>
</tbody>
</table>

Charges to your account

Your student account may reflect, but is not limited to the following: your individual program fee, tuition, any lab fees, room/board charges, and any additional charges you may have requested (i.e. munch money added to your account, parking fees, etc.). You can view your account as a monthly snapshot and in Real-Time which shows daily activity.

Changes to your account

Your student account may reflect, but is not limited to the following: your individual program fee, tuition, any lab fees, room/board charges, and any additional charges you may have requested (i.e. munch money added to your account, parking fees, etc.). You can view your account on CASEAR as a monthly snapshot and in Real-Time which shows daily activity.

Changes to Your Charges

If you change your course or your room and board dates, any adjustments to charges will appear on your next bill. For example, if a student adds a course to their schedule on June 22nd the new tuition charges will appear on the July 10th bill and will be due August 1st.

Billing and Payment Questions

Please have your Northwestern Student ID number available when you call. This number can be found on your bill.

Office of Student Accounts
555 Clark St.
Evanston, IL 60208
(847) 491-5224
studentaccounts-ev@northwestern.edu

For further information on how to pay your bill, visit the Student Financial Services website: [www.northwestern.edu/sfs](http://www.northwestern.edu/sfs).

CPP Tuition Scholarships

Deadline: March 6, 2015

A limited number of tuition scholarships will be awarded to domestic students who demonstrate financial need and strong academic and extracurricular achievement. Interested students should download the Application for Tuition Scholarship from [www.northwestern.edu/collegeprep/financial](http://www.northwestern.edu/collegeprep/financial), complete it and send by the above deadline. Tuition scholarships will not be available past this deadline.

Please note: not all students who are eligible will be awarded scholarships.

All scholarship applicants will be notified of the Scholarship Evaluation Committee’s decision after the deadline.

Other Resources for Financial Assistance

You may wish to search for other financial assistance opportunities by talking with your high school guidance or career counselor, local PTA, civic (Rotary, Lions, Kiwanis, AAUW, etc.), high school alumni associations and religious organizations.
CHANGE OF REGISTRATION AND REFUND POLICY

We strongly encourage you to choose your seminar carefully and consult with your parents and teachers about which seminar will best fit your academic goals and interests. However, you may be permitted to make changes to your registration before the seminar begins. See below for College Prep Program policies regarding add, drops, and withdrawals.

You are academically and financially responsible for the courses for which you have registered. If an enrollment change becomes necessary, you must follow these procedures. Please remember that the CPP staff is here to help you.

Registration Change Policies

• You may be able to add a seminar (meeting during another session) to your schedule if space is available, you have approval from the CPP staff, and permission from your parent/guardian.
• Tuition for added courses will be billed to your student account. Refunds for dropped courses will be credited to your student account.
• Certain courses may require attendance at the first class meeting, and therefore may not be available for you to add to your schedule.
• Registration changes of any kind (adds, drops, or withdrawals) are accepted in writing only (see below).
• Failure to attend a course does not constitute a drop or withdrawal under any circumstances and will incur a failing grade (U) on official transcripts. Simply notifying the instructor, not attending class or not paying tuition does not constitute an authorized withdrawal and may result in academic and financial penalty.
• College Prep participants are required to be enrolled in at least one class/seminar at all times for the duration of their stay at Northwestern.
• You may not withdraw from a class/seminar after it has finished.

How to Add or Drop a Course

Parent or guardian must provide written permission for you to add or drop a course.

1. Complete a Change of Registration Form available as a PDF at: http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-credit.php. Include specific course information for both adds and drops.
2. Fax form to: 847-491-3660; please address faxes to the attention of the College Preparation Program.
3. Obtain the signature of a CPP administrative staff member. No registration changes will be made without this signature.
4. Retain a copy of the form for your records.
5. The program fee deposit ($500) is non-refundable.

Drop requests submitted after the seminar has begun must be discussed with the Resident Director and Summer Session Director prior to approval.

Refund Policy and Schedule

In general, if you withdraw before the seminar begins on June 22, 2015, 100% of tuition is refunded. You must also withdraw before the program begins on June 22, 2015 to receive a refund on housing (room and board).

The Office of Student Accounts considers the date the completed Change of Registration Form is received at the Office of the Registrar the effective date in making financial adjustments. The program fee ($500) is nonrefundable. You must complete a Change of Registration Form (available as a PDF at: http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-credit.php) to officially drop a seminar. This form must be submitted before the program begins on June 22, 2015.
RESIDENTIAL STAFF, COMMUNITY, AND ACTIVITIES

Residential Staff

The CPP residential staff consists of our Resident Advisors (RAs) and our experienced Resident Director (RD). The entire residential staff team lives in the Shepard residence hall during the program. They help build a strong community within the program, as well as plan extracurricular activities (see below for some examples).

Bios of our staff will be available in the spring on the CPP accepted student website (http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-infocus.php).

Roles, Responsibility, Supervision

Please read the Standards of Conduct Contract carefully (see page 27-29), which define the rules and regulations for students in the College Prep Program. The RAs and RD are on campus to help facilitate our community, and also to enforce these rules and policies outlined in this handbook, which are set with your safety in mind.

Residential Students are permitted to explore the area on campus and off campus unaccompanied by program staff, but must check out of the residence hall before doing so and must return for check-in by the specified time. Please note: this rule does not apply to off-campus stays approved by parental consent (see pages 24-25).

Importance of Community

Community is central to the College Prep experience.

For residential students, the RAs and RD will be there from the very beginning—to help you move in to the dorm and get adjusted in your life on campus. They are there to help you learn to balance your study time with your extracurricular time, so that you get the most out of your classes and have fun.

Commuter students are also an important part of the College Prep community. You’ll be invited to participate in College Prep extracurricular events. And, you’ll have the option of checking out a key to the main area of the College Prep dorm so that you can use the common lounge to study and spend time with your peers.

Extracurricular activities

The RAs plan a wide variety of activities designed to balance your coursework with non-academic pursuits. The University's proximity to Chicago affords program participants a unique opportunity to explore a city noted for its rich cultural diversity. Visits to one of Chicago's numerous museums, the chance to attend a major league baseball game or going out to the theater are just a few of the many experiences you'll be able to share with new friends. If you've just finished studying for the next day's quiz and need to relax, you can easily unwind with a game of Ultimate Frisbee, a snack at the ice cream social or a quiet walk on the beach. In addition to social activities, our RAs also schedule community service events for student participants.

Some of the activities our RAs organized in the past are:

On campus

• Bonfires on the beach
• Free outdoor movie nights on campus
• Paint the Rock (an NU tradition)
• Movie nights in the dorm
• Fourth of July BBQ and Fireworks
• Campus Kitchens volunteer opportunities

Off campus

• Chicago Cubs game
• Field Museum
• Museum of Contemporary Art
• Chicago's Michigan Avenue
• Museum of Science and Industry
• Chicago’s Chinatown neighborhood
• Second City Comedy Club

Plan-It-Purple: On-Campus Events Calendar

Plan-It-Purple is an online resource for all upcoming events on the Northwestern Campus. For events taking place on campus, including concerts, art shows, literary readings, lectures, etc., check out the Plan-It-Purple calendar: http://planitpurple.northwestern.edu/.
Your Free Time

You should remember that as mature participants in the College Preparation Program, attendance is not required at most extracurricular activities. The aim of the program is to give you a realistic and rewarding experience of college life. This includes you assuming responsibility for scheduling your time and fulfilling all academic obligations before participating in extracurricular activities. You should always consider academic priorities before accepting an invitation to an outing.
GENERAL INFORMATION FOR PARENTS AND STUDENTS

Get connected to CPP and stay up-to-date!

Accepted Student website

Up-to-date information for accepted students and parents and downloadable acceptance forms are available online at http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-infocus.php.

Getting around campus

Automobiles and Parking

For College Prep rules regarding operation of motor vehicles, see the Standards of Conduct Contract. Commuting students may use cars to travel to and from campus but may not transport other participants in those vehicles. Commuters are responsible for purchasing their own parking passes. For an interactive parking map and instructions on obtaining a permit, see www.northwestern.edu/up/parking.

Parents of residential students must submit written permission for their son or daughter to travel in the car of a third party, such as a relative or other adult who is not the parent/guardian. See p. 24 for instructions.

Bicycles

You may bring your bicycle and helmet to campus. Bike racks are available throughout campus; please bring a secure bike lock. The University bears no responsibility for the loss or theft of or damage to personal property of students. You should register your bike with the University Police. You can do so here, as well as read tips for bicycle safety and security: http://www.northwestern.edu/up/crime/bicycle-safety.html.

Intercampus Shuttle

Northwestern's intercampus shuttles are available during the Summer Session. The intercampus shuttle provides service between the Chicago and Evanston campuses. It's free—just show your WildCARD when you board the bus. It operates Monday through Friday, excluding University holidays. Visit the following website for schedule information:

- Northwestern Shuttle: www.shuttle.northwestern.edu

Public Transportation

Northwestern University is conveniently located close to several public transportation options. Chicago Transit Authority (CTA) buses and elevated trains run regularly between Evanston and Chicago, and Metra commuter rail service is available to and from the surrounding suburbs.

- CTA buses and trains: www.yourcta.com
- Metra commuter rail: www.metrarail.com

Family Educational Rights and Privacy Act

Under the Family Education Rights and Privacy Act (FERPA), all students have certain rights with regard to their educational records. A copy of Northwestern’s student records policy is available at www.registrar.northwestern.edu/academic_records/FERPA_policy.html. FERPA grants students the rights to: inspect and review their educational records at Northwestern University; request an amendment of their records to ensure the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights; consent to release or to restrict disclosure of personally identifiable information contained in their educational records, except under certain limited circumstances when, by law, consent is not required; and file a complaint with the U.S. Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements.

Lost and Found

Lost possessions are held at the Public Safety Operations Center, 1819 Hinman Avenue, 847-491-3254 or at the Norris University Center information desk, 847-491-2300.

Smoking, Alcohol, and drugs

Students may not smoke while they are a part of the program. Matches, cigarette lighters, candles or any other device producing an open flame are not permitted in the residence hall.

Alcoholic beverages, narcotics, and any other controlled substances are prohibited, except in the case of valid prescriptions.

See the Standards of Conduct Contract (pages 27-29) for more details on this policy.
Weather

Generally, Midwestern summers tend to be hot and humid. Temperatures can vary from the lower 60s to the upper 90s in just one week. Good thing we have Lake Michigan and an Olympic size swimming pool at Sports Pavilion and Aquatic Center (SPAC) for cooling off!
CAMPUS FACILITIES & RESOURCES

Athletic Facilities

With your WildCARD, you will have access to campus sports facilities. If you plan to participate in sports, remember to bring equipment and appropriate clothing. The Henry Crown Sports Pavilion and Aquatics Center (SPAC) has a running track; tennis, basketball, squash and racquetball courts; an Olympic-size swimming pool; and a conditioning room with weights and cardiovascular equipment. The private beach is located north of the sports pavilion. The Sailing Center offers sailing and windsurfing lessons. Norris University Center rents outdoor equipment such as rollerblades, Frisbees, soccer balls, volleyballs, and nets.

- Henry Crown Sports Pavilion and Norris Aquatics Center (SPAC) 847-491-4300 - FitRec@northwestern.edu
- The Sailing Center, 847-491-4142
- Norris Outdoors, 847-491-2345 - norrisoutdoors@northwestern.edu

Campus Bookstores


International Office

Northwestern University’s International Office provides information about visas, health services, travel, banking and pre-arrival information. All international students are required to register with the International Office upon arrival to Northwestern University.

International Office
630 Dartmouth Place
Evanston, Illinois 60208
Phone: 847-491-5613
intoff@northwestern.edu
www.northwestern.edu/international

Libraries

With your WildCARD, you can access Northwestern’s library system and its resources. The main University Library and three branch libraries are on the Evanston campus, as well as three libraries on the Chicago campus. The combined collections total almost four million volumes. For summer hours of operation, call the library at 847-491-7658 or check www.library.northwestern.edu.

Norris University Center

Norris University Center is Northwestern’s community center. It has a food court, a coffee shop, study areas, banking services, art studios, a game room, an art gallery, a bookstore and more. Additional information is at: www.norris.northwestern.edu.

Office of Undergraduate Admission

The Office of Undergraduate Admission is located at 1801 Hinman Avenue. Visit their website for more details about applying to Northwestern for undergraduate admission: www.ugadm.northwestern.edu.

A representative from the Office of Undergraduate Admission will give students advice about the application process. This presentation will cover the importance of the application and essays as well as provide students with tips for enhancing and highlighting their achievements. Walking tours and info sessions are given daily, and last about an hour and a half. Reservations are required and tours start at the Office of Undergraduate Admission. Visit this website to register for a tour: https://ugadmision.northwestern.edu/portal/general.

An interactive virtual tour of Northwestern University’s Evanston campus is available at www.ugadm.northwestern.edu/pan (requires Flash and QuickTime).
Office of Student Accounts

After your initial program fee payment, the Office of Student Accounts will issue a bill for your tuition and other charges if applicable (such as room and board). Please see page 11 for detailed information regarding payments and billing.

If you have questions regarding your bill, contact the Office of Student Accounts Monday through Friday between 8:30 am to 5:00 pm.

Office of Student Accounts
(847) 491-8950
555 Clark Street
Evanston, IL 60208
studentaccounts-ev@northwestern.edu
www.northwestern.edu/sfs/

Services for Students with Disabilities

It is Northwestern University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from the participation in, or otherwise subjected to discrimination in any University program or activity. Northwestern provides a variety of services to assist students with disabilities in becoming active members of the University community. For more information, please visit www.northwestern.edu/disability/ or contact the Office of Services for Student with Disabilities at 847-467-5530.

Technology Resources

Student ID, NetID and Password

Your Northwestern Student ID number is a seven-digit number found on your bill and WildCARD. Your NetID is a six-digit combination of letters and numbers.

Your NetID is your electronic identity at Northwestern. You will use your NetID and password to access CAESAR (the online registration and billing system through which you can view/pay your bill online and view your grades), wireless internet throughout campus, and your NU email account. More information is here: www.it.northwestern.edu/netid/overview.html.

Students in the College Prep Program receive their Student ID, NetID and password after they complete the online CPP Registration form. You will receive a link to the form, along with instructions on how to activate your NetID. You must activate your NetID as soon as you receive it.

Blackboard/Canvas

Blackboard/Canvas is a web-based learning, discussion, and class administration tool. Some instructors use Blackboard, others use Canvas to post assignments, the course syllabus, readings, and discussion boards. If your course uses Blackboard/Canvas, you will use your NetID and password to log in: www.it.northwestern.edu/education/course-management/.

Computer Labs

NUIT Computer Lab and NU MediaWorks are located in University Library on the lower level, as well as in the Technological Institute. For specific locations, contact information, and hours, see www.it.northwestern.edu/education/complabs/index.html.

Internet Access

Wireless internet is available throughout campus. Locations are listed here: www.it.northwestern.edu/oncampus/wireless/locations.html.

NUIT Support Center

The NUIT Support Center is available to assist you with any IT problems that may arise during your stay.

NUIT Support
(847) 491-HELP (4357)
1800 Sherman Street, Evanston
www.it.northwestern.edu/
consultant@northwestern.edu

University Health Service (for Residential Students Only)

Infirmary and Prescription Refills

University Health Service is located in Searle Hall at 633 Emerson, phone (847) 491-8100.

The Northwestern University Health Service provides quality medical care to College Prep residential students. Services include general medicine, women’s health, health education, pharmacy, laboratory, radiology, and allergy clinic.

Nurses, nurse practitioners, and physicians are on duty during normal business hours. You may consult the Health Service for routine health concerns and to have prescriptions filled.
All office visits with the practitioners and some basic diagnostic tests done at the Northwestern University Health Service are free of charge to residential students enrolled in the College Prep Program. You and your parents/legal guardian are financially responsible for all costs of services rendered at the Health Service beyond those covered above or for any health care received outside the Health Service.

Health Service hours are: 8:30am to 5:00pm on Monday, Wednesday, Thursday and Friday; 8:30 a.m. to 6:00 p.m. on Tuesday; Saturday 9:00 a.m. to 11:30 a.m. (urgent care only); the center is closed on Sunday and University holidays. You can find more information here: www.nuhs.northwestern.edu/evanston/Default.aspx.

Health Insurance

Medical insurance coverage is not provided by the program. Students should have medical insurance while participating in the program, and we request that a copy of your insurance card be provided to the program. Families without a medical insurance policy may be able to purchase temporary health insurance for their child.

In the event of a medical emergency, our staff will call 911 and we will contact a parent/guardian as soon as possible. If medical service or ambulance transport is required, the family is responsible for the costs.

University Police
1819 Hinman Ave., Evanston
www.northwestern.edu/up
Non-emergency: 847-491-3456
Emergency: 911

WildCARD Identification card

You will pick up your Northwestern University Identification Card (WildCARD) during your first day of class. Among other things, this card provides you with library privileges, admittance to athletic facilities and dining halls, and discounts at many area stores and restaurants. You can also add value to your WildCARD for use in vending machines. More information is here: www.univsvcs.northwestern.edu/WildCard/.

If you're a residential student, you will use your WildCARD to access the dining hall.

The Writing Place

As a College Prep student, you may schedule individual appointments for writing consultation at Northwestern's Writing Place, an undergraduate peer advising service that is open throughout the Summer Session.

Whether you are writing a paper for class, composing application letters and essays or working on some other writing project, a Writing Place consultant can help you at any stage of the writing process. The Writing Place is located in the main library on campus. For more information on their services and to make an appointment, please visit: www.writing.northwestern.edu.
DINING ON CAMPUS

Meal Plans for Residents

The dining hall offers a variety of meal choices daily, including lower fat, vegetarian, vegan, and traditional menu items. If you are a residential student, you will have a meal plan that includes three meals per day while you are on campus.

College Prep students will eat in a campus dining hall located a short walk from the Shepard residence hall. College Prep students who are enrolled in intensive science courses may be assigned to a different dining hall closer to their classroom for lunch. Details will be provided at College Prep orientation.

Important: Residential students cannot opt out of the meal plan. If you select the residential housing option, you will be charged for room and meals for the time you are on campus.

Commuter A La Carte Meals

Commuter students who would like to eat in the dining hall may open a Munch Money account or pay cash in the dining hall. A la carte meal prices are:

- Breakfast: $7.00
- Lunch: $9.00
- Dinner: $11.00
- Late Night: $8.00
- Sunday Brunch: $11.00

Munch Money

Both residential and commuter students can open a Munch Money account. Munch Money is a prepaid debit account attached to your WildCARD that may be used for food or beverage purchases, extra meals or guest meals in residential dining halls and authorized a la carte locations. An initial account deposit of $25 is required. You will be able to sign up for Munch Money when you arrive on campus, or after you receive your registration confirmation letter when you are registered for classes. More information can be found here: www.northwestern.edu/nucuisine/plans/munch_money.html.

Special Dietary Needs

If you have special dietary needs, contact the nuCuisine dietician in advance to discuss your situation at 847-491-DIET (3438) or diet-food@northwestern.edu. You may visit www.northwestern.edu/nucuisine/ to see available food choices.
LIVING ON CAMPUS

The College Prep Residence Hall: Shepard

CPP participants will stay in Shepard Residence Hall, located at:

Shepard Residence Hall
626 University Place
Evanston, IL 60201

Boys and girls will be housed in separate floors/wings. On your housing application form, you may indicate your preference for staying in a single room by yourself, or sharing a double room with a fellow CPP participant of the same gender. The cost is the same for singles and double rooms. We'll do our best to honor these requests, but cannot guarantee you will receive your first choice.

Learning to interact with new people is an important part of the college experience. Therefore, if you are assigned to a double room, we don't allow you to choose your roommate. Roommate assignments are binding for the duration of the program.

Shepard has common areas where you can watch television or hang out with friends, and quiet study rooms for those late-night study sessions.

Items to bring or purchase upon arrival

Double room furnishings include two each of the following, and single rooms have one of each: desks with built-in bookshelves and lights, chairs, beds, closets, clothes storage units, and under-bed storage. All rooms also have air conditioning, and Ethernet access. Wireless internet is available in Shepard, but we recommend bringing an Ethernet cord for more stable internet access.

- Pillows, blankets, and extra long twin bed sheets (dorm beds are 80” long)
- Shower sandals, bathroom caddy, towels, bath robe, and wash cloths
- Toiletries (toothpaste, toothbrush, shampoo, conditioner, soap, lotion, etc.)
- Hair dryer
- Laundry bag or hamper, detergent, etc.
- Cellular phone
- Clock radio or alarm clock
- Small desk or clip-on lamp for reading
- Power strip electrical adapter
- Ethernet cable
- Musical instrument
- Sports equipment
- Camera
- Dry-erase board, markers, adhesive for posters, adhesive hooks, etc.
- Notebooks, pens, pencils
- Reference materials (dictionary, thesaurus, etc.)
- Reusable water bottle
- Bathing suit, beach towel, sunscreen, sunglasses, bug spray
- Dress clothes for parties and photos (optional)
- Raincoat or umbrella
- Sweater, sweatshirt, and/or light jacket
- Photo ID such as a driver's license, state ID card, passport
- Ironing boards
- Hanging blankets, fishnets, mosquito netting
- Any device used to “loft” a bed
- Explosives, incendiary materials, and firearms or weapons of any description
- Martial arts equipment
- Alcoholic beverages or cigarettes
- Drugs other than valid prescriptions

General Information for Residential Students

Air Conditioning

Shepard Residence Hall is air-conditioned.

Curfew and Check-in

All residential students must check-in at the residence hall with an RA by 10pm, Sunday–Thursday and 11pm, Friday–Saturday, unless accompanied by a staff member of the College Preparation Program. Residents are required to remain inside the residence hall from curfew until 6am every day. Failure to check in and leaving the hall after check-in without permission are serious violations and will be dealt with accordingly.
Internet Access

Students who bring their own computers with wireless capability or Ethernet cables will be able to access the internet in their dorm rooms. We recommend bringing an Ethernet cord for your dorm room for a more stable connection. Wireless internet is available throughout campus. Locations are listed here: [http://www.it.northwestern.edu/oncampus/wireless/locations.html#evanston](http://www.it.northwestern.edu/oncampus/wireless/locations.html#evanston)

Information on computer labs can be found in the “Campus Facilities” section (p. 20).

Laundry

There are washers and dryers in the residence hall that can be used for a fee.

Phone Service

We recommend that you bring a cell phone if you have one. Northwestern residence halls no longer provide free telephone service for summer residents. Pay as you go cell phones and traditional cell phones are available for purchase at several locations in downtown Evanston—within walking distance from campus.

Spending Money

Decisions regarding spending money are left to individual students and their families. Some optional activities may require a contribution from students who wish to participate, such as attending movies, museums, etc. We recommend that you have about $50 per week available as spending money in addition to money for textbooks and class supplies. A debit card is a good idea—a think twice about bringing a significant amount of cash with you. There are cash machines located on the Northwestern campus as well as multiple ATMs located in downtown Evanston. Norris University Center has an ATM on the lower floor.

Valuables

You are permitted to bring electronic equipment such as computers and printers. However, the College Prep Program has no facilities for storing valuables—you will be responsible for any items you bring and their security. The University bears no responsibility for the loss or theft of or damage to personal property of students. We recommend you leave unnecessary valuables at home.

Worship

There are several places of worship on campus and in Evanston. Visit [www.northwestern.edu/chaplain](http://www.northwestern.edu/chaplain) for information on religious life at Northwestern University.

Your Mailing Address

During the Summer Session, University mail services will not deliver directly to the residence hall. **All personal mail and packages for CPP participants will be delivered to the College Prep administrative offices at 405 Church Street and must be addressed as follows:**

[Student's name]  
Northwestern University  
The College Preparation Program  
405 Church Street  
Evanston, Illinois 60208

An RA will bring mail to the dorm, and will notify you if you need to pick up a large packages at the office. In these cases, you must show the receptionist your WildCARD (issued upon arrival at NU) when you come in.

You may pick up large packages during our regular business hours:

Monday – Thursday: 8:30 a.m. – 7 p.m.  
Friday: 8:30 a.m. – 5 p.m.

Parents and guardians: please retain a copy of your child’s College Prep mailing address.

Off-Campus Overnight Stays & Automobile Permission

Guidelines

- It is essential that your parent/guardian notify the Resident Director and Resident Advisors if you are planning to be off-campus overnight or if you will be riding in the vehicle of someone who is not your parent/guardian.
- Permission is requested when your parent/guardian submits the appropriate permission form to our office (see below for details).
- Not only does this help to avoid confusion at the nightly check-in, but it is also for your own safety.
- Since you will only be on campus for two weeks, you may request an evening away from CPP, but only under exceptional circumstances only.
Off-Campus Stay and Automobile Permission Forms

The Off-Campus Stay Form and Automobile Permission Form are available for download at www.northwestern.edu/collegeprep/accepted. Parent(s)/guardian(s) must download and submit these forms if their son/daughter will be away from campus overnight or riding in a vehicle with someone other than a parent/guardian.

- The appropriate permission form must be submitted to our administrative offices at least **24 hours in advance** of your departure.
- Parents and guardians may only grant consent for their own child. If another CPP participant will accompany the student, his or her parents must also submit written consent.
- Telephone or e-mail messages from parents, guardians, friends, or siblings are not sufficient. A completed permission form is required, either by mail or fax.

Mail or fax off-campus Off-Campus Stay Form or Automobile Permission Form to:

Northwestern University
The College Preparation Program
Attention: Resident Director
405 Church Street
Evanston, IL 60208
Fax: 847-491-3660
IMPORTANT CONTACT INFORMATION

CPP Administrative Office*
405 Church St.
Evanston, IL 60208
Phone: (847) 467-6703
cpp@northwestern.edu

*this is the mailing address for residential students

CPP Resident Director, Toya Fulbright
Phone: (847) 467-1625

The Resident Director does not arrive to the campus office until June, so until then it’s best to contact them by email.

CPP Residence Hall
Shepard Residence Hall
626 University Place
Evanston, IL 60201

Office of Student Accounts
555 Clark St.
Evanston, IL 60208
www.northwestern.edu/sfs
Phone: (847) 491-8950
studentaccounts-ev@northwestern.edu

NUIT Support Center
1800 Sherman Ave.
Evanston, IL 60208
www.it.northwestern.edu
Phone: (847) 491-HELP
consultant@northwestern.edu

University Police
1819 Hinman Ave.
Evanston, IL 60208
www.northwestern.edu/up/
Non-emergency: (847) 491-3456
Emergency: 911

University Health Service
Searle Hall
633 Emerson St.
Evanston, IL 60208
www.nuhs.northwestern.edu/evanston/Default.aspx
Phone: (847) 491-8100
STANDARDS OF CONDUCT - RESIDENTS

To ensure a beneficial, enjoyable, and safe experience while enrolled in our program, we require that you observe the following standards of conduct. One of the forms you and your parents must download, sign and return to our office is a Standards of Conduct Contract.

Attendance: Except in cases of serious illness, students are required to attend all classes for which they are registered and the College Prep Get Ready Series. If a student is to be absent from the campus during any of these scheduled classes, he/she must obtain advanced written permission from the Resident Director. The course instructor’s approval may be required as well. Students who miss more than two classes or one IN FOCUS seminar meeting must meet with the Resident Director for counseling. If the Resident Director concludes that all academic obligations are not being met, she will consult with the student and the student’s parents about securing additional help, or may suggest withdrawal from the program.

Academic conduct: Students must abide by the academic rules of conduct established by Northwestern University, including the guidelines of the Statement of Academic Integrity included in the CPP Student Handbook. Cheating or plagiarism in any Summer Session class or in the IN FOCUS seminars may be cause for dismissal from the program and from the University. Please read the Statement of Academic Integrity carefully.

Living arrangements: Residents are required to live in the room and residence hall designated to them by the College Preparation Program and may not sleep over in any other hall or room.

Curfew: All College Prep students must check-in at the residence hall with a Resident Advisor by 10pm, Sunday–Thursday and 11pm, Friday–Saturday, unless accompanied by a staff member of the College Preparation Program. Residents are required to remain inside the residence hall from curfew until 6am every day. Failure to check-in and leaving the hall after check-in without permission are serious violations and will be dealt with accordingly.

Quiet hours: Monday–Friday 11pm–9am, and 12am–10am, Saturday–Sunday. Students may play music softly with room doors closed. This rule does not apply to common areas designated by Resident Advisors.

Off-campus stays: Except in the case of emergencies, college credit course students may request up to two weekend evenings and one weekend away from the residence hall during the course of the program. Off-campus stays must be authorized at least 24 hours in advance by the student’s parent or legal guardian and the Resident Director. CPP IN FOCUS participants will be permitted off-campus stays in special circumstances only, and should discuss this with the Resident Director individually.

Visitors: Anyone who is not a participant or employee of the College Preparation Program must vacate the residence hall by curfew. Overnight guests are not permitted.

Extracurricular activities: The program staff organizes many supervised extracurricular excursions beyond campus during the summer, all of which provide students with ample opportunity to explore the area. Sign-up sheets for such events will be available in the residence hall or conducted through email.

Students may explore the area unaccompanied by program staff, but must check-out of the residence hall before doing so and must return for check-in by the specified time. Note: this rule does not apply to absences approved by parental consent.

Students should remember that as mature participants in the College Preparation Program, attendance is not required at most extracurricular activities. The aim of the program is to give students a realistic and rewarding experience of college life. This includes individuals assuming responsibility for scheduling their time and fulfilling all academic obligations before participating in extracurricular activities. Students should always consider academic priorities before accepting an invitation to an outing.

Automobiles: Students may not operate motor vehicles on campus while enrolled in the program, and may not ride in motor vehicles except those operated by immediate family members, Northwestern staff, or when accompanied by staff members of the program.

Respect for self and others: Students must maintain a high level of respect for each individual in the program and in the University community at all times. Verbal, written, sexual, or physical harassment/harm of any kind to any person including self will not be tolerated and may be cause for dismissal from the program and the University.

Respect for property: Students may not physically damage or vandalize the residence hall and classrooms, or any other University or private property. This includes but is not limited to defacing trees, walls, sidewalks, and structures on or off campus. Students may not physically damage or vandalize another student’s personal property. Such damage or vandalism will not be tolerated and may be cause for dismissal from the program and from the University.

Smoking: Students may not smoke while they are a part of the program. Matches, cigarette lighters, candles, or any other device producing an open flame are not permitted in the residence hall.

Alcohol and drugs: Alcoholic beverages, narcotics, and any other controlled substances are prohibited, except in the case of valid prescriptions. Students who purchase, consume, use, sell, distribute, or possess such substances face dismissal from the program. Furthermore, it should be understood that the use of any substance, including but not limited to, over-the-counter medicines, in a manner not in accordance with labeling or common nutritive applications is strictly prohibited and violates the Standards of Conduct.

Firearms and weapons: The possession or use of firearms, ammunition, BB guns, air rifles, firecrackers, explosives, sling-shots, knives (including pocket knives), or other weapons of any description, for any purpose, is prohibited. Any violation of this rule will result in immediate dismissal from the program.

Consequences of dismissal: There will be no refunds of any kind or cancellation of room and board charges for a student who is dismissed from the College Preparation Program for rules infractions. The College Prep Program reserves the right to provide the fact and reason for this dismissal to the Northwestern University Office of Undergraduate Admissions.

www.northwestern.edu/collegeprep | http://sps.northwestern.edu/program-areas/summer/high-school-programs/accepted/index-infocus.php
**Financial obligations:** Students and/or their parents or legal guardians are responsible for fulfilling their financial obligations to Northwestern University. Any student whose account becomes overdue must pay a late payment fee(s). In addition, the student and/or the parents or legal guardians are liable for any costs associated with the collection of the past due account, including, but not limited to, collection agency costs, court costs, and legal fees.

These regulations are for your safety and cannot realistically cover all situations. The Resident Advisors, Resident Director, and Director of Summer Session will determine whether rules have been violated and what disciplinary action, if any, should be taken. This contract includes the “Residence Hall Rules and Regulations,” available at [www.northwestern.edu/reslife](http://www.northwestern.edu/reslife).

The student who signs the Standards of Conduct Contract indicates his or her understanding and acceptance of the regulations contained in this document and authorizes the appropriate representative of Northwestern University’s College Preparation Program to discuss with his or her parent(s) any significant academic, administrative or disciplinary matter related to the student's enrollment in the program.

If a student is dismissed from the program and has reason to believe the dismissal is unjustified, he or she may file an appeal to the NU CPP Appeals Committee. Appeals will be limited to errors in procedures, the interpretation of regulations or the question of whether the student was in actual violation of a rule. The decision of the Appeals Committee is final.
## STANDARDS OF CONDUCT - COMMUTERS

To ensure a beneficial, enjoyable, and safe experience while enrolled in our program, we require that you observe the following standards of conduct. One of the forms you and your parents must download, sign and return to our office is a Standards of Conduct Contract.

**Attendance:** Except in cases of serious illness, students are required to attend all classes for which they are registered and the College Prep Workshops. If a student is to be absent from the campus during any of these scheduled classes, he/she must obtain advanced written permission from the Resident Director. The course instructor’s approval may be required as well. Students who miss more than two classes or one IN FOCUS seminar must meet with the Resident Director for counseling. If the Resident Director concludes that all academic obligations are not being met, she will consult with the student and the student’s parents about securing additional help, or may suggest withdrawal from the program.

**Academic conduct:** Students must abide by the academic rules of conduct established by Northwestern University, including the guidelines of the Statement of Academic Integrity included in the CPP Student Handbook. Cheating or plagiarism in any Summer Session class or in the IN FOCUS seminars may be cause for dismissal from the program and from the University. Please read the Statement of Academic Integrity carefully.

**Extracurricular activities:** The program staff organizes many supervised extracurricular excursions beyond campus during the summer, all of which provide students with ample opportunity to explore the area. Sign-up sheets for such events will be available in the residence hall or conducted through email.

Students should remember that as mature participants in the College Preparation Program, attendance is not required at most extracurricular activities. The aim of the program is to give students a realistic and rewarding experience of college life. This includes individuals assuming responsibility for scheduling their time and fulfilling all academic obligations before participating in extracurricular activities. Students should always consider academic priorities before accepting an invitation to an outing.

**Automobiles:** Commuters may use cars to travel to and from campus but may not transport other participants in those vehicles. Commuters are responsible for purchasing their own parking passes.

**Respect for self and others:** Students must maintain a high level of respect for each individual in the program and in the University community at all times. Verbal, written, sexual, or physical harassment/harm of any kind to any person including self will not be tolerated and may be cause for dismissal from the program and the University.

**Respect for property:** Students may not physically damage or vandalize the residence hall and classrooms, or any other University or private property. This includes but is not limited to defacing trees, walls, sidewalks, and structures on or off campus. Students may not physically damage or vandalize another student’s personal property. Such damage or vandalism will not be tolerated and may be cause for dismissal from the program and from the University.

**Smoking:** Students may not smoke while they are a part of the program. Matches, cigarette lighters, candles, or any other device producing an open flame are not permitted in the residence hall.

**Alcohol and drugs:** Alcoholic beverages, narcotics, and any other controlled substances are prohibited, except in the case of valid prescriptions. Students who purchase, consume, use, sell, distribute, or possess such substances face dismissal from the program. Furthermore, it should be understood that the use of any substance, including but not limited to, over-the-counter medicines, in a manner not in accordance with labeling or common nutritive applications is strictly prohibited and violates the Standards of Conduct.

**Firearms and weapons:** The possession or use of firearms, ammunition, BB guns, air rifles, firecrackers, explosives, sling-shots, knives (including pocket knives), or other weapons of any description, for any purpose, is prohibited. Any violation of this rule will result in immediate dismissal from the program.

**Consequences of dismissal:** There will be no refunds of any kind or cancellation of room and board charges for a student who is dismissed from the College Preparation Program for rules infractions. The College Prep Program reserves the right to provide the fact and reason for this dismissal to the Northwestern University Office of Undergraduate Admissions.

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STATEMENT OF ACADEMIC INTEGRITY

Academic integrity at Northwestern is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student belongs to a community of scholars where academic integrity is a fundamental commitment.

It is the responsibility of each member of this community to be familiar with the following policies. Students who violate these policies are subject to penalties, including but not limited to course failure and expulsion. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending or in which a finding of academic dishonesty is made. Information on University procedures in cases of academic dishonesty is available at the office of the dean of each school. A complete statement of Northwestern’s principles regarding academic integrity is available from the Office of the Provost. Registration at Northwestern requires adherence to the University's standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

Cheating
Using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

Plagiarism
Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

Fabrication
Falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

Obtaining an unfair advantage
(a) Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor
(b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use
(c) unauthorized collaborating on an academic assignment
(d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination
(e) intentionally obstructing or interfering with another student's academic work
(f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

Aiding and abetting academic dishonesty
(a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the above violations
(b) providing false information in connection with any inquiry regarding academic integrity.

Falsification of records and official documents:
Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

Unauthorized access to computerized academic or administrative records or systems
Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.