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GETTING STARTED

WELCOME TO THE EDUCATIONUSA ACADEMY AT NORTHWESTERN UNIVERSITY!

This handbook will provide you with important information about the program. It is intended to guide you through the various practical and administrative aspects of the program: information about your course, arrival on campus, moving into your residence hall, 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 Accepted Student Website for up-to-date information, announcements, and downloadable forms.

Make sure you and your parent(s) add cpp@northwestern.edu to your “safe senders” lists so that you do not miss important announcements that will be emailed before the program begins.

How to Enroll in the Program

You have been admitted to EducationUSA Academy. To register:

1. Go to the Accepted Student Page and submit the EducationUSA Academy Registration Form (requires Java): This form creates your student account. In about two days, we will email your NetID and activation code along with instructions to activate your NetID, access the online payment system, set up your guest access, and set up your Northwestern email account.

2. Activate your NetID

3. Set up guest access to your account

4. Set up your Northwestern email account

5. Request your I-20/DS-2019 (see below) with your NetID following instructions on the International Office website.

6. Pay your program fee deposit: Using the NetID and password you receive, go to the CAESAR student portal and pay your non-refundable program fee deposit of $500 as soon as possible.

7. Complete and return all required enrollment forms which were attached to your acceptance email. Forms are also available to download from the Accepted Student Website.
   - Email competed forms to cpp@northwestern.edu.
   - Signatures must be handwritten.
   - After your enrollment forms are received in the College Prep Program office, we will email you and your parent/guardian. If you are missing any items, we will let you know at that time. Remember to keep copies of all paperwork for your records.

8. Review this Student Handbook.

Important! You will not be enrolled until all required forms are received in our office. Please contact our office if you have questions or concerns about your registration.

After Enrolling

1. We will register you in your course. You can confirm your payment and registration by logging into the registration system (CAESAR) and checking your account. Please note: Tuition will be posted on or shortly after April 10, when registration opens.

2. You will receive emails with program information, course, and orientation details about one month before your course begins.

3. Beginning on May 10, bills for tuition (and room and board, if applicable) will be sent from Northwestern’s Office of Student Accounts. See the “Financial Information” section (p. 8) for details on payments, billing and charges to your account.

4. Please contact our office as soon as possible to discuss any special accommodations you may need. See p. 15 for more information.

5. If you have special dietary needs, please contact our office as soon as possible. You may also contact Northwestern’s dietitian, Karen Sechowski, at least two weeks before the program begins. See p. 17 for more information.

6. On the first day of the program, all students attend College Prep orientation and residential students move into the residence hall. See p. 5 for details.
Course Dates

**Education USA Academy** meets Monday – Friday beginning Monday, July 3 through Friday, July 21, 2017. Your course meets from 9 a.m. – 12 p.m. and 1 – 3 p.m. on Mondays, Wednesdays, and Fridays, and from 9 a.m – 1 p.m. Tuesdays and Thursdays. Students will receive a final schedule before the program begins.

Check-in

**Date:** Sunday, July 2, 2017

**Location:**
EducationUSA Academy/CPP Residence hall
Ayers Residence Hall
2324 Campus Drive
Evanston, IL 60201

**Check-in time:**
3:00 – 5:00 p.m.
- All students must check in with the Resident Advisors and Resident Director during the check-in time.
- You will be assigned a Resident Advisor who will assist you during your time at Northwestern.
- Students will receive their keys to the residence hall and roommate assignments.

**All Student Orientation 5:30 – 7:00 p.m.**

All Student Orientation is the official start of the program. We will eat pizza, get acquainted, take a campus tour and review some important policies. **All students must attend.**

Traveling to Campus

**EducationUSA Academy** students will be picked up at the airport by program staff. Students must provide their travel details (arrival time, airport) to the program staff one month before the program begins. We will email details to you about where and who will meet you at the airport and transport you to and from campus.

Check-out

All students must move out of the residence hall on **Saturday, July 22, 2017**. Please plan to check out by 12:00 p.m. Please let us know if you need a later check-out time.
Students in the EducationUSA Academy at Northwestern University will receive instruction in English, college preparatory content, become more familiar with the US higher education system, academic culture, campus life, and application processes for admission to US colleges and universities. Students will also tour local college and university campuses. This three-week course is structured like a college seminar course and taught by Northwestern faculty.

Course Information

**Syllabus**

The detailed preliminary syllabus with a sample day’s schedule, course objectives, instructor bios, etc. will be available as a PDF on the Accepted Student Website in early May. You will receive a final course schedule closer to the start of the course.

**Daily Schedule**

All seminars meet Monday – Friday.

Additional meeting times: There will be field trips or other activities that will require attendance beyond the typical classroom schedule. A detailed daily schedule will be provided closer to the start of the program.

**Books and Assigned Readings**

Books and/or any required reading materials will provided for you when you arrive on campus. Any pre-reading assignments will be emailed to you before the course.

**Seminar Classroom Location**

EducationUSA Academy will meet on Northwestern’s main campus in Evanston. 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 may be on Northwestern’s Chicago campus or off-campus. You will travel to/from these field trips as a group with program staff.

**Important Seminar Policies**

**Attendance and Class Participation**

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

**Grades**

You will receive a grade of Satisfactory (S) or Unsatisfactory (U).

**Credit**

While the course does carry credit 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 course will be listed on your official Northwestern University transcript; it is part of your student record at Northwestern. Northwestern University will not mail you a transcript unless you request it from the Office of the Registrar.

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 p. 15 for further information on CAESAR and your NetID.
FINANCIAL INFORMATION

Program Costs

Below are program costs for EducationUSA Academy at Northwestern University. Itemized costs will appear as individual line items on the bill you receive from Student Accounts. 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 additional costs such as Car Cash, or lost key charges and other expenses not mentioned below.

<table>
<thead>
<tr>
<th>Itemized Program Costs for EducationUSA Academy</th>
<th>Program fee</th>
<th>Room and board for three weeks</th>
<th>Tuition*</th>
<th>Total program cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500</td>
<td>$1,600 (housing and meal plan)</td>
<td>$3,000</td>
<td>$5,100</td>
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*Books, supplies, ground transportation during program, transportation to/from airport, cultural activities, and health insurance will be covered by the program and students do not need to pay for these items.

Students should budget approximately $75 per week for spending money.

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 deposit through CAESAR, Northwestern’s electronic registration and billing system, in order to reserve your space in the program. After this initial payment, the Office of Students Accounts handles billing and payments for College Prep students.

On May 10 (or June 10), an email will be sent to your Northwestern email address (and also to your guest’s email address) letting you know that you bill is ready to view and pay. 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 depending on when you enrolled in the program).

PLEASE NOTE: You will be responsible for paying your bill by the due date. Payments received after the due date will incur a $200 late fee. You may pay all charges (including those not on your bill) by viewing your bill in real-time and submitting payment online (see payment methods below).

IMPORTANT: Please read all emails sent to your NU (and your guest’s) email from the Office of Student Accounts.

How Bills Are Sent

Bills are sent by the Office of Student Accounts through CAESAR to your NU email account. As soon as possible, please 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 your bill is available online. To be able to view and pay your bill, log on to CAESAR.

See how to add a billing address, if desired, and choose the paper option at Student Financial Services.

Payment Methods

Please visit the Office of Student Accounts for information regarding acceptable payment methods.

Northwestern University accepts three methods of payment for your tuition and fees bill:

A. ePay through QuikPAY®

The QuikPAY® ePay service allows you to make convenient and secure electronic payments from US 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 CAESAR and log on 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).”
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 at studentaccounts-ev@northwestern.edu or call (847) 491-5224.

B. Check or Money Order
Checks and money orders (in US dollars from US banks) should be made payable to Northwestern University. The student’s name and student ID number (found on the WildCARD) 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 Flywire by 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 Flywire by peerTransfer dashboard. The payer is notified via email when the payment is received by Northwestern. Please visit Student Financial Services – Payment Methods for more information.

Tuition and Fees Billing Schedule
The Office of Student Accounts emails bills on the tenth of the month, with payment due the first of the following month. Email notification is sent directly to your NU email (and guest email) when the bill is ready to view and pay online. If you have not set up your NU email account, emails will be sent to the email address you provided on the online registration form.
You may pay your bill online through CAESAR using your NetID and password. Please review the “payment methods” section.

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<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>
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<tr>
<td>before May 10</td>
<td>May 10</td>
<td>June 1</td>
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<tr>
<td>Between May 10 and June 9</td>
<td>June 10</td>
<td>July 1</td>
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Charges to your account
Your student account may reflect, but is not limited to the following: program fee, tuition, room/board charges, and any additional charges you may have requested (i.e. Cat Cash 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
Any adjustments to charges will appear on your next bill. For example, if a student adds add Cat Cash on July 15, these new charges will appear on the August 10 bill and will be due September 1.

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 Street
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.
CHANGE OF REGISTRATION AND REFUND POLICY

You will be registered in the EducationUSA Academy course and you may be permitted to make changes to your registration before the program begins. See below for College Prep Program policies regarding withdrawals.

You are academically and financially responsible for the course for which you are registered. If a registration change becomes necessary, you must follow the change of registration policies outlined below. Please remember that the CPP staff is here to help you, so contact us as soon as possible if you need to change your registration.

Registration Change Policies

- Registration changes of any kind 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.
- EducationUSA Academy students are required to be enrolled for the duration of their stay at Northwestern.
- You may not withdraw from the course after it has finished.

How to Withdraw from the Course

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

1. Email cpp@northwestern.edu to discuss your change of registration and complete the Change of Registration Form. Be sure to include specific course information for both adds and drops.
2. Email form to cpp@northwestern.edu or fax to: (847) 491-3660; please address all correspondence 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 nonrefundable.

Drop requests submitted after the seminar begins must be discussed with the Resident Director and Summer Session Director for approval.

Refund Policy and Schedule

Tuition

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 any financial adjustments (refunds). The program fee ($500) is nonrefundable. You must complete a Change of Registration Form to officially drop the course. Please contact the CPP office if you need to withdraw from the course.

Please visit the Student Financial Services website to calculate any potential refund.

In general, if you drop or withdraw:

- Before the course begins, 100% of the tuition is refunded.*
- When or before 10% of the course has elapsed, 95% of the tuition is refunded.*
- After 10% and when or before 25% of the course has elapsed, 75% of the tuition is refunded.*
- After 25% and when or before 50% of the course has elapsed, 50% of the tuition is refunded.*
- After 50% of the course has elapsed, no refunds are given.

*less any non-refundable fees and tuition deposits

Housing Charges - For a refund on housing charges, you must withdraw before the program begins on June 19, 2017. Please contact our office for assistance in requesting a potential refund.
Residential Staff

The CPP residential staff consists of our Resident Advisors (RAs) and our experienced Lead RA and Resident Director (RD). The entire residential staff lives in the Ayers residence hall (located at 2324 Campus Drive) 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 EducationUSA Academy Accepted Student Website.

Roles, Responsibility, Supervision

The Standards of Conduct Contract (pp. 21-22) defines the rules and policies for students in the EducationUSA Academy at Northwestern University and the College Prep Program. The RAs and RD are on campus to help facilitate our community, and to enforce the rules and policies outlined therein. These rules and policies are set with your safety in mind. Please read the Standards of Conduct Contract carefully.

Students are not permitted to explore off-campus areas unless accompanied by program staff or current Northwestern University undergraduate students. They must must check out of the residence hall before doing so and return for check-in by the specified time.

Importance of Community

Community is central to the College Prep experience.

For residential students, the RAs, Lead RA, and RD will be there from the very beginning to help you move in to the residence hall and get adjusted to 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 time here at Northwestern.

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

Extracurricular Activities

Program staff 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 will be able to share with new friends. If you have just finished studying 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, staff can also schedule community service events for students. Please note that most program activities are free, but there are some that require payment. (See spending money section on p. 19.)

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

On-campus activities

- All student picnic/barbeque (free)
- Visit to farmers’ market in Evanston with discussion on local farming (free)
- Attend a series of free concerts presented by Northwestern’s Henry and Leigh Bienen School of Music
- Visit Northwestern’s Mary & Leigh Block Museum of Art
- Dinner at local restaurants
- Karaoke nights
- Attend dance and theatre performances at Northwestern’s School of Communication Theatre and Interpretation Center
- Visit the Dearborn Observatory on Northwestern’s campus
- Campus Kitchens volunteer opportunities
- Paint the Rock (an NU tradition)
- Movie nights in the residence hall
- Bonfires on the beach
- Free Outdoor movie nights on campus
Off-campus activities

- Chicago Cubs game
- Field Museum
- The Art Institute of Chicago
- Museum of Contemporary Art
- Museum of Science and Industry
- Chicago’s Michigan Avenue
- 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.

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 EducationUSA Academy and CPP and stay up-to-date!

Accepted Student website

Up-to-date information for accepted students and parents and downloadable forms are available on the Accepted Students Website.

Once accepted, students will be invited to stay connected through CPP’s social media outlets – Facebook, Instagram, and YouTube.

Getting Around Campus

Intercampus Shuttle

Northwestern’s intercampus shuttle is 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.

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.

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 here. 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 US Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements.

Lost and Found

Norris University Center

Center Desk 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 (pp. 21-22) 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 Henry Crown Sports Pavilion and Aquatic Center (SPAC) for cooling off! Be sure to bring a jacket or sweater.
CAMPUS RESOURCES & FACILITIES

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 tennis; 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

- Evanston campus: Norris University Center bookstore: (847) 491-3990
- Chicago campus: Abbott Hall bookstore: 312-503-8486

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.** Program staff will assist you with check-in.

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

Northwestern Libraries

With your WildCARD, you can access the Northwestern University Libraries 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, check out their website or call the library at (847) 491-7658.

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.

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.

Office of Undergraduate Admission

The Office of Undergraduate Admission is located at the Segal Visitors Center at 1841 Sheridan Road. Visit their website for more details about applying to Northwestern for undergraduate admission.

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.

An interactive virtual tour of Northwestern University’s Evanston campus is also available.
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 p. 9 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 a.m. to 5:00 p.m.

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 accommodations to provide students with disabilities with equal access to the University community. Please contact the College Preparation Program office at (847) 467-6703 or at cpp@northwestern.edu as soon as possible to discuss any accommodations you may need.

Technology Resources

Student ID number
Your Northwestern Student ID number is a seven-digit number found on your student bill.

NetID and Password
Your NetID is a six-digit combination of letters and numbers and 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 Northwestern email account. You can find more information here.

Students in the College Prep Program receive their Student ID, NetID and password after submitting the online CPP Registration form. You will receive a link to the registration form. After you submit your registration form, your NetID, password and instructions on how to activate your NetID will be emailed to you. PLEASE activate your NetID as soon as you receive it.

Canvas
Canvas is a web-based learning, discussion, and class administration tool. Some instructors use Canvas to post assignments, the course syllabus, readings, and discussion boards. If your course uses Canvas, you will use your NetID and password to log in here.

Computer Labs
NUIT Computer Lab and Northwestern MediaWorks are located in University Library on the lower level, as well as in the Technological Institute. For specific locations, contact information, and hours, check out their website.

Internet Access
Wireless internet is available throughout campus. Locations are listed here. All residence halls on the Evanston campus are equipped with wireless access.

NUIT Support Center
The NUf 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, IL 60208
www.it.northwestern.edu/
consultant@northwestern.edu
Submit a Support Request
University Health Service

Infirmary and Prescription Refills

University Health Service is located at 633 Emerson Street, 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: 8:30 a.m. to 5:00 p.m. on Monday, Wednesday, Thursday, and Friday; 8:30 a.m. to 6:00 p.m. on Tuesday; and 9:00 a.m. to 11:30 a.m. on Saturdays. The center is closed on Sunday and University holidays.

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

1201 Davis Street
Evanston, IL 60208
www.northwestern.edu/up
Non-emergency: (847) 491-3456
Emergency: 911

WildCARD Identification card

Every College Prep Program student is issued a WildCARD, the official Northwestern photo identification card. Your WildCARD provides:

- library privileges
- access to campus sports facilities
- access to Northwestern’s free intercampus shuttles
- access to the dining hall for residential students
- ability to add Cat Cash
- discounts at many area stores and restaurants

Please visit the WildCARD website for more information.

You can obtain your WildCARD in two ways:

1. When you arrive on campus,
   a. Bring your state issued picture ID (driver's license, state ID, or a valid, unexpired passport) to the WildCARD office. **School IDs are not acceptable!**
   b. Have your picture taken and wait for your card to be processed. You will need to do this on your first day, before or after your first class.

2. Request your WildCARD ahead of time,
   a. Visit the WildCARD page and review the Online Photo Submission requirements, under Quick Links on the right side of the page.
   b. Then upload your photo. (Note: This link requires you to login with your Northwestern NetID and password.)

**Please note:** Students who upload their pictures approximately two weeks before their program begins may pick up their WildCARD during their program orientation. **We strongly encourage all students to submit a photo online.** Students who are unable to submit a photo ahead of time will need to allow extra time on your first day to obtain your WildCARD. This office will be very busy the first few days of the summer quarter with many new students requesting WildCARDS.
DINING ON CAMPUS

Meal Plans for Residents

The dining hall offers a variety of meal choices daily, including low fat, vegetarian, vegan, and traditional menu items. Your meal plan includes three meals per day while you are on campus. EducationUSA Academy and College Prep students will eat in a campus dining hall located a short walk from the Ayers residence hall. Details will be provided at orientation.

Important: Students cannot opt out of the meal plan. You will be charged for room and meals for the time you are on campus.

Cat Cash

Students may also open a Cat Cash account. Cat Cash 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 Cat Cash when you arrive on campus, or after you receive your registration confirmation letter when you are registered for classes.

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 or contact us for assistance.
LIVING ON CAMPUS

The College Prep Residence Hall: Ayers

EducationUSA Academy and CPP students will stay in Ayers Residence Hall, located at:

Ayers Residence Hall
2324 Campus Drive
Evanston, IL 60201

Boys and girls will be housed in separate floors/wings. Students share double rooms with a fellow EducationUSA Academy or CPP student of the same gender. On your housing application form, you may indicate any special housing needs.

Learning to interact with new people is an important part of the college experience. Therefore, we do not allow you to choose your roommate. Roommate assignments are binding for the duration of the program.

Ayers 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: desks with built-in bookshelves and lights, chairs, beds, closets, clothes storage units, and under-bed storage. All rooms also have air conditioning. Wireless internet is available in Ayers, but we recommend bringing an Ethernet cord for more stable internet access.

- 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 (passport)

Items Not Permitted Under Any Circumstances

- Air conditioning units
- Refrigerators
- Microwaves or combination microwave/fridge units
- Coffee makers or hot plates
- Any appliance used to heat food or beverages
- Halogen lamps or holiday lights
- Candles, incense, matches
- Pets
- 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
Ayers Residence Hall is air-conditioned.

Curfew and Check-in
All residential students must check-in at the residence hall with an RA by 10 p.m., Sunday–Thursday and 11 p.m., 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 6 a.m. 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 & Phone Service
Students who bring their own computers with wireless capability or Ethernet cables will be able to access the internet in their residence hall rooms. We recommend bringing an Ethernet cord for your room for a more stable connection. Wireless internet is available throughout campus.

We recommend that you bring a cell phone if you have one. 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. Information on computer labs can be found in the “Campus Facilities” section (p. 15).

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

Spending Money
Decisions regarding spending money are left to individual students and their families. There are many free activities to participate in during your stay here. Optional activities may require a contribution from students who wish to participate, such as attending movies, museums, going out to dinner, etc. We recommend that you plan about $75 per week available as spending money. A credit/debit card is a good idea – 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 Religious and Spiritual Life at Northwestern for information.

Your Mailing Address
During the Summer Session, University mail services WILL NOT deliver directly to the residence hall. All personal mail and packages for students will be delivered to the administrative offices at 405 Church Street and must be addressed as follows:

| [Student’s name] | Students 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. |
| Northwestern University |                             |
| EducationUSA Academy |                             |
| The College Preparation Program |                         |
| 405 Church Street |                                     |
| Evanston, Illinois 60208 |                                  |

An RA will bring mail to the residence hall, and will notify you if you need to pick up a large package at the office. In these cases, you must show the receptionist your WildCARD when you come in. Parents and guardians: please retain a copy of your child’s mailing address.

Off-Campus Overnight Stays & Automobile Permission

- Students attending the EducationUSA Academy will not be permitted to stay off-campus overnight or ride in the vehicle of someone who is not your parent/guardian.
- In the event a student needs to stay off-campus overnight or ride in a vehicle with someone who is not a parent/guardian or staff member, the administrative staff will request permission from your parent/guardian. Parents must submit the appropriate permission (in writing) to our office. Please contact our office at cpp@northwestern.edu for details.
IMPORTANT CONTACT INFORMATION

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

* this is the mailing address for residential students

CPP Resident Director
The Resident Director does not arrive to the campus office until June, so until then it’s best to contact her by email at cpp@northwestern.edu
Additional contact information can be located on the Accepted Students Webpage.

CPP Residence Hall
Ayers Residence Hall
2324 Campus Drive
Evanston, IL 60201

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

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

University Police
1201 Davis Street
Evanston, IL 60208
www.northwestern.edu/up
Non-emergency: (847) 491-3456
Emergency: 911

University Health Service
Searle Hall
633 Emerson Street
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 adhere to the following standards of conduct. One of the forms you and your parent/guardian 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. If a student is to be absent from the campus during any of these scheduled classes, he/she/they 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 EducationUSA 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 EducationUSA Academy 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 10 p.m., Sunday–Thursday and 11 p.m., 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 6 a.m. 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 11 p.m. – 9 a.m., and 12 a.m. – 10 a.m., Saturday–Sunday. This rule does not apply to common areas designated by Resident Advisors.

Off-campus stays: Except in the case of emergencies, students are not allowed to stay away from the residence hall during the course of the program. In special circumstances (emergencies only) off-campus stays must be authorized by the student’s parent or legal guardian and the Resident Director.

Visitors: Only staff and residential College Prep students may visit residential floors of the dormitory unless permitted specifically by residential staff. Guests must vacate the residence hall common areas 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, candies, 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.
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.

Your student account will be charged the following: your individual program fee, tuition, any lab fees, and any other additional charges you may have requested or incurred (i.e., Cat Cash added to your account, lost room key, etc.). Program costs are listed on the EducationUSA website and in this student handbook (see p. 9).

These regulations are for your safety and cannot realistically cover all situations. The preclusion of actions or behaviors from those listed in this document does not deem them permissible. 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.

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.
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.
CHICAGO CAMPUS MAP

School of Professional Studies
Chicago Office
339 E. Chicago Avenue