ACCEPTANCE CHECKLIST FOR COMMUTER STUDENTS

Welcome to the 2018 College Preparation Program!

Please keep in mind that all enrollment forms must be returned within 2 weeks of acceptance. Admission into the College Prep Program is on a rolling basis, so we cannot guarantee your spot will be held after this time. You will not be registered in your course(s) or seminar or assigned housing until all applicable forms have been returned to us.

Please keep copies of all your materials. All forms must include original HAND-WRITTEN SIGNATURES in blue or black ink; we accept scanned, original signatures. We cannot accept computer-generated signatures.

Required forms:

☐ Standards of Conduct Contract (Commuter)
☐ Waiver and Release Form

International students only:

☐ I-20/DS 2019 Request Form and all required documentation must be submitted to the International Office. See your admission letter for details.

Contact our office if you already have an I-20 from another institution, such as a US high school, as you may not be required to request a student visa from Northwestern University.

Please return all forms by one of the following methods:

<table>
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<tr>
<th>Email(preferred):</th>
<th>Fax: 847-491-3660</th>
<th>Mail: Northwestern University</th>
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<tbody>
<tr>
<td><a href="mailto:cpp@northwestern.edu">cpp@northwestern.edu</a></td>
<td></td>
<td>The College Preparation Program</td>
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<td>405 Church St.</td>
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<td>Evanston, IL 60208-4220</td>
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STANDARDS OF CONDUCT CONTRACT (COMMUTERS)

To ensure a beneficial, enjoyable, and safe experience while enrolled in our program, we require that you adhere to the following standards of conduct. Please discuss the terms of this contract with your parents, then sign and return.

**Attendance**: Except in cases of serious illness, students are required to attend the College Prep seminars and 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 must obtain advanced written permission from the Resident Director. The course instructor’s approval may be required as well. 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 or Facebook.

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 & Open Flames**: 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. Issues involving alcohol, drugs or other questionable substances will be addressed at the discretion of the College Prep Program.

**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**: 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, parking fees, etc.). Program costs are listed on the CPP website and in your student handbook.

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.

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.

Please note: Students may be photographed, video recorded, or interviewed by Northwestern University staff to promote the College Preparation Program. Student and Parent/Guardian(s) grant Northwestern University permission to use the Student's likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Northwestern University, in perpetuity, and for other use by the University. Neither the Student nor Parent/Guardian(s) will make any monetary or other claim against Northwestern University for the use of the interview and/or the photograph(s)/video.

Student and Parent/Guardian hereby indicate their understanding and acceptance of the regulations and disclosures contained in this document. The Student further authorizes representatives of Northwestern University's College Preparation Program to discuss with his or her parent/guardian(s) any significant academic, administrative or disciplinary matter related to the student's enrollment in the program.

Student name     Student Handwritten Signature     Date

Parent/Guardian name    Parent/Guardian Handwritten Signature    Date

Please return form by:

Email(preferred): cpp@northwestern.edu

Fax: 847-491-3660

Mail: Northwestern University
The College Preparation Program
405 Church St.
Evanston, IL 60208-4220
WAIVER AND RELEASE

Please read this form carefully and be aware that by registering and participating in the College Preparation Program (CPP) sponsored by the School of Professional Studies Summer Session at Northwestern University, you will be waiving all claims for injuries your child might sustain arising out of program activities, including field trips.

I recognize and acknowledge that there are certain risks of physical injury to participants in the College Preparation Program, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward may sustain as a result of said participation. I further agree to waive and relinquish all claims against Northwestern University, its officials, agents, volunteers and employees that my minor child/ward or I may have (or that may accrue to me or my minor child/ward) as a result of participating in the College Preparation Program.

I do hereby fully release and forever discharge Northwestern University from any and all claims for injuries, damages, or loss including transportation services when provided, that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the College Preparation Program.

I have read and fully understand the above waiver and release of all claims.

Authorized handwritten signature (parent/legal guardian)       Printed name       Date

Student name (Name of College Preparation Program participant)

Please return form by:

Email(preferred):
cpp@northwestern.edu

Fax: 847-491-3660

Mail: Northwestern University
The College Preparation Program
405 Church St.
Evanston, IL 60208-4220