



# Northwestern

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## COLLEGE PREPARATION PROGRAM

### **Student Handbook**

College Credit  
Courses

**SUMMER 2019**

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# GETTING STARTED

## WELCOME TO THE NORTHWESTERN UNIVERSITY COLLEGE PREPARATION PROGRAM!

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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—from selecting your courses, moving in to your 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 [Accepted Students Website](#) for up-to-date information, announcements, and downloadable forms.

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

We look forward to welcoming you to Northwestern this summer!

### How to Register and Enroll in the Program

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Your acceptance email contains information on how to enroll in the program. **Please refer to the “Registration Details” section of this handbook for details (p. 5).** Please follow instructions carefully.

1. Review your acceptance letter to see if you should contact our office for academic advising prior to choosing your courses.
2. Read all information in the “Course Selection and Registration” section of this handbook to learn more about the Northwestern University courses you will be taking this summer (pp. 6-8)
3. **Activate** your NetID
4. **Set up** guest access to your account
5. **Set up** your Northwestern email account
6. **Pay your program fee deposit**
7. **Complete and submit** all required program enrollment forms  
Forms are available to download on the Accepted Students Website
8. **Complete and submit** the CPP College Credit Courses Registration Form.  
**Please note: The CPP College Credit Courses Registration form will be available on March 4th, 2019. CPP staff will send you an email when the form is available.**

**Accepted Students Website:** <https://sps.northwestern.edu/college-preparation/accepted-students/index.php>

**Important! You will not be enrolled until all steps above are complete.**

### Before Arriving

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1. The CPP staff will register all students in their courses. You'll be able to confirm your registration shortly after April 15 by logging into the registration system (CAESAR) and checking your schedule.
2. In the late spring, you can check the campus bookstore websites to find out if you'll need to get any books or course materials for your class. See p. 8 for details.
3. Beginning on May 10, bills for tuition and room/board will be sent from the Office of Student Accounts. See the “Financial Information” section (pp. 11-14) for details on payments and billing.
4. If necessary, please contact our office as soon as possible to discuss any special accommodations you may need. See p. 20 for more information.
5. If you are a residential student and have [special dietary needs](#), contact [Northwestern's dietitian](#), Karen Sechowski, at least two weeks before the program begins. See p. 24 for more information.
6. Students attend College Prep orientation and residential students move into Ayers Residence Hall one day before your class begins. See p. 9 for details.

# REGISTRATION

## Registration Details

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You have been admitted to a specific course(s) for credit. Please indicate this course(s) on the online registration form. To register:

1. **Activate** your NetID.
2. **Set up** guest access to your account.
3. **Set up** your Northwestern email account.
4. **Pay** your program fee deposit: Using the **NetID** and **password** you receive, go to the [CAESAR](#) student portal and pay your nonrefundable program fee deposit of \$900 as soon as possible. Please note, the program fee deposit is nonrefundable and is **not** applied toward tuition or room/board charges.
5. **Complete, sign, and submit** all required enrollment forms on the [Accepted Students Website](#).

**Important! You will not be enrolled until all required forms are received in our office.**

6. **Complete and submit** the CPP College Credit Registration Form  
This form creates your student record and account in CAESAR, Northwestern's online registration and payment system. **Please note: The CPP College Credit Courses Registration form will be available on March 4th, 2019. CPP staff will send you an email when the form is available.**
7. **On April 15th**, CPP staff will begin enrolling students in their courses. You can confirm your registration shortly after this date by logging into the registration system (CAESAR) and checking your schedule.

**IMPORTANT:** please contact our office if you notice any errors or have concerns about your registration.

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.

### Alternate Courses (in case of closed or cancelled courses)

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 15, 2019, which is when we begin registering students in classes and seminars. After this date you must confirm your registration by logging into CAESAR.

### Registration Changes

Please see p. 15 for information on changing your course selections after your initial registration.

# COURSE SELECTION

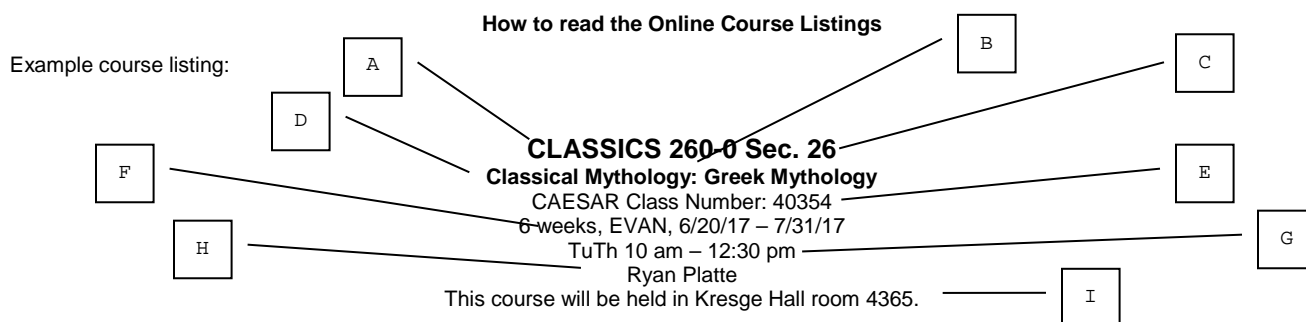
You will be enrolling in undergraduate Summer Session courses at Northwestern University, and you will earn college credit for courses you successfully complete. Summer Session courses are taught by Northwestern faculty who expect the same level of commitment and involvement from you that they do from the rest of Northwestern's undergraduate student body. Other students in the courses will be Northwestern and visiting undergraduates.

Indicate your course choices on the online CPP College Credit Courses Registration Form. You can enroll in a maximum of three courses. We encourage you to submit your online registration form as soon as possible for the best chance of placement in the courses of your choice.

## 2019 College Prep Course Listings

The course listings can be found online on the [Summer Session website](#).

You will find an excellent selection of introductory and intermediate college courses: from art and public speaking to chemistry and international studies. Whatever your interests, we are confident that you will find all of the courses you take this summer to be thought-provoking and enjoyable. Courses are subject to change without notice, so please visit the website for up-to-date course availability.



The ancient Greeks understood their myths as traditional tales about the origins of the world, the gods, human society, and institutions as well as about the relationship between gods and mortals. Some myths, in particular, constitute an invaluable anthropological basis for investigating the Greeks' attempt to define themselves in opposition to a whole series of "others," including the divine, the feminine, and the foreign. Through a selection of mythological narratives involving gods and goddesses, legendary heroes and heroines, Centaurs, Gorgons, Amazons, exemplars of feminine virtue, and barbarian enchantresses, students examine how the Greeks used the divine/human, male/female, Greek/barbarian dichotomies to shape their notions of "self" and "otherness" and mark the boundaries between what they perceived as "us" and what they categorized as "them." This course counts toward the Weinberg College literature and fine arts distribution requirement, Area VI.

### Key

- A The *subject code*, indicating the area of study.
- B The *course number*.
- C The *section number*, indicating the section offered. Courses such as those designated as Special Topics and Music Courses for Non-majors may offer multiple sections, so be sure to register for the correct section.
- D The *course title*.
- E The *CAESAR Class Number* will probably not be posted until April, so do not worry if you're not able to fill it in on your Course Registration Form.
- F This line shows the *number of weeks* the class meets for, the *campus* on which it meets (EVAN indicates the course meets on Northwestern's main campus in Evanston, CHIC indicated the course meets on Northwestern's lakeshore campus in downtown Chicago), and the specific *start and end dates* for the course.
- G The *days of the week and time* that the course meets.
- H The *instructor's name*.
- I The *building and room locations* are not posted until 1-2 weeks before classes begin.
- J The *course description* will give you a good idea of the topics covered in the course, and will list any prerequisites (see p. 9).

## Choosing Your Courses

Read all the policies and information in this section, and take some time with your parents/guardian and teachers to examine the course listings. We are certain you will find classes that you find both interesting and intellectually challenging. Do not hesitate to contact our office if you would like assistance in choosing courses.

### Course Choice Approval

One of the primary goals of the program is to set you up for academic success in your courses. If you indicated a preference for a specific course or course(s) in your online application for admission to the program, your acceptance letter should indicate if you are already approved for these courses. You are welcome to choose a different course and return your registration form with this course choice. We will contact you for academic advising if your academic record does not support your course choice. Approval for a course does not mean you are guaranteed a spot in the course. Registration is first-come, first-served, and spaces cannot be reserved for you before you submit your registration materials.

### Course Length

Summer Session courses meet for a varying number of weeks, as indicated in the course listing. The shorter the class duration (i.e., the fewer number of weeks it meets for), the faster the pace of the class and the more hours it meets each week.

### Course Load

For the full experience, we recommend taking two six-week courses or one intensive course sequence. However, we understand that courses at Northwestern are both challenging and expensive. Taking one course is perfectly acceptable. You may not register for more than three courses during the College Preparation Program. Try to think about meeting times and days. For example, consider registering for one Monday/Wednesday and one Tuesday/Thursday course, or a morning class and an afternoon or evening class.

**NOTE FOR INTERNATIONAL STUDENTS:** International students **must** enroll as full-time students (three courses) to meet visa requirements and obtain their I-20 from Northwestern. International students who currently hold a valid I-20 from another institution are not required to enroll full-time (three courses) and may enroll in one or two courses. You will be required to submit a copy of your current I-20 to our office for approval to enroll in fewer than three courses. Please contact our office with any questions.

### Course Location

Consider the campus location when choosing courses, which is indicated on the online course listings. Most Summer Session courses meet on Northwestern's main campus in Evanston, where the CPP residence hall is located. Some courses meet on Northwestern's downtown Chicago campus. The campuses are located approximately 15 miles apart. There is a free campus shuttle that you can take between the two campuses. The shuttle ride takes approximately 45 minutes, depending on the time of day.

Specific building and room assignments are posted online approximately 1-2 weeks before the Summer Session begins.

### Course Numbering

Undergraduate courses at Northwestern University are numbered from 100 to 399. Our 100-level courses are considered introductory, 200-level courses are considered intermediate, and 300-level courses are considered advanced. We encourage students to enroll in 100- or 200-level courses, as this is typically the appropriate level for a College Prep student.

The number -1, -2, or -3 following the course number indicates that the course is part of a sequence, and whether it is the first, second, or third course of that sequence. Thus, PHYSICS 130-2 is the second course of College Physics.

Certain 300-level courses may be available to College Prep students. Enrollment in 300-level courses requires approval, and you must have met any prerequisites indicated in the course descriptions.

### Prerequisites

Some course descriptions will list prerequisites. Prerequisites indicate the expected background for a course. If no prerequisite is noted, none is required. If you have questions about whether you meet the prerequisite for a specific course, contact our office.

For example, the prerequisite listed in the course description for MATH 220-0 Sec. 28 (Differential Calculus of One-Variable Functions) is "three years of high school mathematics, including trigonometry." This means that students need to have completed three years of high school mathematics, including trigonometry, in order to register for Math 220-0 Sec. 28.

### Intensive Course Sequences

Most three-week courses are part of an *intensive course sequence*. They compress three quarters of academic work into nine weeks. You are not required to enroll in all three courses in the sequence, though you must begin with the first course in the sequence (i.e., Chem 101 must be completed before you can enroll in Chem 102). Tuition is billed separately for each course.

These courses are called intensive because they move at an accelerated rate, and students who enroll in three-week courses are not permitted to register for any other courses that meet at the same time. Students in these courses spend the majority of their time in class or studying. Between the lecture, lab and study time, the intensive *science* courses (Chemistry and Physics) are a full-time commitment; students in these courses may spend 20 hours or more studying each week in addition to attending lecture and lab each day. Your time to participate in extracurricular activities outside of class will be very limited.

This summer's intensive course sequences are:

- ARABIC 111-1, 111-2, 111-3 Elementary Arabic
- ARABIC 121-1, 121-2, 121-3 Intermediate Arabic
- CHEM 110-0, 131-0, 141-0 General Chemistry
- FRENCH 111-1, 111-2, 111-3: First-Year French
- FRENCH 121-1, 121-2, 121-3: Second-Year French
- GERMAN 101-1, 101-2, 101-3: Elementary German
- ITALIAN 101-1, 101-2, Elementary Italian
- JAPANESE 111-1 Japanese I (rising seniors only)
- PHYSICS 130-1, 130-2, 135-1, 135-2: General Physics
- SPANISH 101-1, 101-2, 101-3: Elementary Spanish
- SPANISH 121-1, 121-2, 121-3: Intermediate Spanish

## Foreign Language Placement Exams

If you wish to enroll in a foreign language course that is not elementary level, **contact our office before submitting your registration form.** The department may require you to take their online placement exam or interview you in order to determine the correct placement.

## Registration Changes

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Please see p. 15 for information on changing your course selections after your initial registration.

### Alternate Courses (in case of closed or cancelled courses)

If a class fills to capacity, the online course listings will indicate the course as closed. Occasionally, a Summer Session course may be cancelled due to inadequate enrollment or other issues. If you submit your registration form for a closed course, we will contact you and you will be able to choose an alternate course.

## Grades and Transcripts

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The course, grade, and credit you earn in the College Prep Program will be part of your official record at Northwestern University.

### Viewing Your Grades and Requesting an Official Transcript

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

Northwestern University will not mail you a transcript unless you request it from the [Office of the Registrar](#).

### Grading System

Summer Session courses use the following four-point system in evaluation performance. D is the lowest grade that bears credit.

Grade	Grade Points	Grade	Grade Points
A	4.0	C+	2.3
A-	3.7	C-	1.7
B+	3.3	D	1.0
B	3.0	F	0.0
B-	2.7	X	0.0 (Failed to earn credit, unauthorized withdrawal – see p. 15)
C	2.0	W	Not computed (Official Withdrawal)

### Grade Point Average (GPA)

Your GPA is computed by dividing the total number of quality points accumulated by the total number of credit units with assigned quality points attempted. Therefore, if you complete two Summer Session courses, receive an A in one and a B+ in the other, your GPA reflected on your Northwestern University transcript would be 3.65.

## Credit Hours

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Each Summer Session course is worth one credit unit, unless otherwise noted in the course description. One credit unit is typically equivalent to four quarter hours or two and two-thirds semester credit hours at other colleges. This information may be useful when you are an undergraduate student looking to transfer your Northwestern college credit unit(s) towards your undergraduate degree.

## Books and the Bookstores

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Textbooks for Summer Session courses are ordered through the campus bookstores. If your class is taught in Evanston, you will purchase your books from the Norris University Center bookstore. If your class is taught in Chicago, you will purchase your books from the Abbott Hall bookstore. We generally recommend you wait until after the first class meeting to purchase your books. However, once you have your class schedule, you can pre-order and pay for books online, and pick them up when you get here. Prices vary, but we recommend that you bring at least \$100 for each class (more for science texts) if you plan to purchase them after you arrive.

- [Norris University Center bookstore](#): (847) 491-3990
- [Abbott Hall bookstore](#): (312) 503-8486

## Registration Confirmation

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Registration for Summer Session begins on April 15, 2019, which is when we begin to register students in classes. After this happens, you will be able to view your registration confirmation and class schedule in CAESAR.



# CHECK IN/CHECK OUT & PROGRAM LOGISTICS

## First Day of the Program

**Sunday, June 23, 2019\***

**Ayers Residence Hall**

**2324 Campus Dr.**

**Evanston, IL 60201**

\*If your course does not begin the week of June 24th, please contact [cpp@northwestern.edu](mailto:cpp@northwestern.edu)

- All students (residential and commuter) must check-in with the Resident Advisors and Resident Director during the times listed below.
- At check-in, you 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.

Check-in Schedule	
Residential Students	3:30 – 5:30 p.m.
Commuter Students	5:00 – 5:45 p.m.
All-Student Orientation	6:00 – 7:30 p.m.

College Prep 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 residential and commuter 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.**

## Residential Students Move-out Dates

- For residential students, your move-out date will be the Saturday of the week your course ends.
- This means that if your course ends on a Thursday, you are able (though not required) to stay in the residential hall until the following Saturday.

Program Length	Move Out Schedule
3 weeks	Saturday, July 13 by noon
4 weeks	Saturday, July 20 by noon
5 weeks	Saturday, July 27 by noon
6 weeks	Saturday, August 3 by noon
8 or 9 weeks*	Residential Option not available for 8 or 9 Week Courses

## Program Length

Summer Session begins Monday, June 24, 2019. Because Summer Session courses meet for varying number of weeks, your program length will be determined by the course(s) you choose.





Course Length	Courses will be completed by:
3 weeks	Friday, July 12
4 weeks	Friday, July 19
5 weeks	Friday, July 26
6 weeks	Friday, August 2
8 weeks	Friday, August 16
9 weeks*	Friday, August 23

\*In the nine-week program, students enroll in all three three-week courses in one of the intensive course sequences. If you want to take an intensive three-week course, you are not required to enroll in the nine week program. You can enroll in one, two, or all three courses in any of the sequences. See the Academics and Courses section for more details.

## Traveling to campus

Directions to the CPP Residence hall:  
Ayers Residence Hall  
2324 Campus Dr.  
Evanston, IL 60201

### Travel by Car

From the North (via I-94)	From the West/Northwest (via I-88, I-90 or I-190)	From the West/Southwest (via I-55 or I-80)	From the South/Southeast (via I-94, I-90, I-80 or I-57)
Take I-94 East south to Skokie Highway (US 41).  Go south on Skokie Highway for 2 miles.  Turn left on Golf Road.  Continue on Golf Road approximately four miles. It will turn into Emerson Street.  Bear right at the fork in road onto Clark Street.  Follow Clark Street through downtown Evanston.  Turn left (North) on Chicago Avenue and proceed one block.  	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 10 miles through a number of suburbs.  Turn left at Chicago Avenue in Evanston.  Continue north on Chicago Avenue for less than 1.5 miles.  	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 5 miles.  Turn left at Chicago Avenue.  Continue north on Chicago Avenue for less than 1.5 miles.  	If taking I-80, take I-94 North when it splits from I-80 south of Chicago.  If taking I-57, merge with I-94 North when I-57 ends in south Chicago.  If taking I-90, merge with I-94 North in south Chicago.  Take 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 5 miles.  Turn left at Chicago Avenue.  Continue north on Chicago Avenue for less than 1.5 miles.  

At the traffic light where Chicago Avenue meets Sheridan Road, continue straight onto Sheridan Road. In three quarters of a mile, turn right onto Lincoln Street. At the stop sign, Lincoln Street curves and becomes North Campus Drive. Proceed approximately half a block to the [North Parking Garage](#) (located at 2311 N. Campus Drive). No permit/fee is required to park in this garage on weekdays at 4:30 and all day Saturday and Sunday. Ayers Hall is just east of the garage (across the street). See the [Campus Parking Map](#) or campus map on p. 31.

### Airport Transportation Options

Two major airports serve the Chicago area, O'Hare International Airport and Midway International Airport. O'Hare is located northwest of Chicago, and Midway is located on the south side of Chicago. Northwestern University does not provide free transportation service to these airports, but both airports are accessible to campus via public transit or car. [View directions from both airports.](#)

### GO Airport Express

GO Airport Express Shuttle is a ground transportation provider for Chicago's O'Hare and Midway Airports. The Airport Express shuttle service is not affiliated with Northwestern University, but it does have a drop-off and pick-up point near the Ayers Residence Hall. Reservations are required and *must be made at least 24 hours in advance of your departure*. Make your reservations on the [Airport Express website](#). When making your reservation, choose your Drop-Off Location from the "Universities" drop-down tab. You should choose "Northwestern-Sargent Hall" (approx. \$50 one-way). See campus map on p. 31. If you have questions about your reservation, call Airport Express at (888) 284-3826.

### Taxi Service

Taxi service to the Evanston and Chicago campuses is available from both airports. Use [Taxi Fare Finder](#) for a cost estimate. Uber and Lyft now offer pick-ups from O'Hare and Midway International Airports. Please note the specific pick-up location on the "departures" level of O'Hare.

# FINANCIAL INFORMATION

## Program Costs

Below are costs for the 2019 College Preparation Program. The 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 your 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.

Itemized Costs	
College Prep Program Fee (nonrefundable)	\$900
Tuition, per course	\$4,510
Room and Board for residential students including meal plan, per week (single or double occupancy air-conditioned room with 3 meals per day) <b>RESIDENTIAL STUDENTS CANNOT OPT OUT OF THE MEAL PLAN</b>	~\$444
Lab fee (Only applicable to Chemistry/Physics Courses)	\$250

Residential Student Program Costs - Subtotals				
Number of weeks and courses	Program fee (one time)	Room and board	Tuition	Subtotal
3 weeks, 1 course	\$900	~\$1,410	\$4,510	~\$6,820
4 weeks, 1 course	\$900	~\$1,893	\$4,510	~\$7,303
5 weeks, 1 course	\$900	~\$2,376	\$4,510	~\$7,786
6 weeks, 1 course	\$900	~\$2,859	\$4,510	~\$8,269
6 weeks, 2 courses	\$900	~\$2,859	\$9,020	~\$12,779
6 weeks, 3 courses	\$900	~\$2,859	\$13,530	~\$17,289
8 weeks, 1 course	\$900	Residential option not available for 8- or 9-week courses	\$4,510	~\$5,410
8 weeks, 2 courses	\$900		\$9,020	~\$9,920
8 weeks, 3 courses	\$900		\$13,530	~\$14,430
9 weeks, 3 courses*	\$900		\$13,530	~\$14,430

Commuter Student Program Costs: 3, 4, 6, 8, or 9* weeks - Subtotals			
Number of courses	Program fee (one time)	Tuition	Subtotal
1 course	\$900	\$4,510	\$5,410
2 courses	\$900	\$9,020	\$9,920
3 courses	\$900	\$13,530	\$14,430

\*In the nine-week program, students enroll in all three three-week courses in one of the intensive course sequences. For example, if you enroll in Chem 101, Chem 102, and Chem 103, you would be in the nine-week program. If you want to take an intensive three-week course, you are not required to enroll in the nine-week program. You can enroll in one, two, or all three courses in any of the sequences. See the Academics and Courses section for more details. Please be aware that housing is not available for students after Aug 3. Only commuter students may enroll in the third section of any three-course series. Please contact our office to confirm enrollment in these courses.

## 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** \$900 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 the Student Financial Services at Northwestern University, handles billing and payments for College Prep students.

After your deposit is received, an email will be sent to your Northwestern email address on the tenth of the next billing cycle. 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 first of the following month.

PLEASE NOTE: Depending on when you **register**, when your **housing charges are applied**, and **Northwestern's billing cycle**, not all of your program charges **may** appear on your first bill. (**See p.14 for billing schedule.**) This means your first bill may **only** reflect your tuition. Your next bill will then show your room and board charges. 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 Northwestern (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, Northwestern's electronic registration and billing system, to your Northwestern 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 in to CAESAR.

You may also add a billing address, if desired, and choose the paper option [here](#).

### Payment Methods

Please visit the [Office of Student Accounts](#) for information regarding acceptable payment methods.

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 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 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)."



- From the "Message Board for Tuition & Fees Invoice", 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".)

- 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](mailto: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 (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 allow five 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 Northwestern email (and guest email) when the bill is ready to view and pay online. If you have not set up your Northwestern 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.

If you sign up for the program:	Your first ebill available online, emailed to your NU email on:	Payment deadline:
<i>before May 10</i>	<i>May 10</i>	<i>June 1</i>
<i>Between May 10 and June 9</i>	<i>June 10</i>	<i>July 1</i>

### Charges to your account

Your student account may reflect, but is not limited to, the following: program fee, tuition, any lab fees, room/board charges, and any additional charges you may have requested or incurred (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

If you change your course schedule or your room/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 15 the new tuition charges will appear on the July 10 bill and will be due August 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 St.  
Evanston, IL 60208  
(847) 491-5224  
[studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu)

For further information on how to pay your bill, visit [Student Financial Services](#).

### 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.) and religious organizations. See our [Scholarships](#) page for our fundraising guide for summer.

## CHANGE OF REGISTRATION AND REFUND POLICY

We strongly encourage you to choose courses carefully and consult with your parents and teachers about which classes will best fit your academic goals and interests. However, if after the first or second meeting you feel unprepared for the level of work in a particular class, you are permitted to make changes to your registration **during the first week of classes**. See below for College Prep Program policies regarding adds, 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

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- You may add courses up until 5:00pm on June 28, 2019. 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 (F) 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. A student who fails to withdraw officially will receive a grade of X (unauthorized withdrawal) for the course, which will be entered on the permanent record and computed as a 0 in the GPA.
- College Prep participants are required to be enrolled in at least one class at all times for the duration of their stay at Northwestern.
- You may not withdraw from a course after it has finished.

### How to Add or Drop a Course

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

1. Contact [cpp@northwestern.edu](mailto:cpp@northwestern.edu) and complete a Change of Registration Form. Include specific course information for both adds and drops.
2. Email form to [cpp@northwestern.edu](mailto:cpp@northwestern.edu) or 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 (\$900) is nonrefundable.

*Drop requests submitted after June 28, 2019 must be discussed with the Resident Director and Summer Session Director prior to approval.*

### Refund Policy and Schedule

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The Office of Student Accounts considers the date the completed Change of Registration Form is received at the Office of the Registrar as the effective date in making any financial adjustments (refunds). **The program fee (\$900) is nonrefundable.**

During the Summer Session, classes meet for various durations and have different start/end dates throughout the summer. 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.

\*not including any nonrefundable fees and tuition deposits

As Summer Session classes begin and end on different dates throughout the summer, you should consult the Office of Student Accounts for help with determining your potential refund.

Housing Charges - For a refund on housing charges, you must withdraw before the program begins on June 24, 2019. Please contact the College Prep Program office for assistance in requesting a potential refund



# 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 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 College Prep Program [Accepted Student Website](#).

## Roles, Responsibility, Supervision

Please read the Standards of Conduct Contract carefully (pp. 27-30), which defines 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 the 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 (pp. 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 residence hall 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 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 room so that you can use the common lounge to study and spend time with your peers.

## Extracurricular Activities

CPP 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 will be able to share with new friends. If you have 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. Please note that most program activities are free, but there are some that require payment. (See spending money section on p. 24.) Some of the activities our RAs organized in the past are:

### On campus

- All student picnic/barbeque
- Visit to [farmers' market](#) in Evanston with discussion on local farming
- 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
- Bonfires on the beach
- Free [Outdoor movie](#) nights on campus
- Fourth of July BBQ and Fireworks
- Attend dance and theatre performances at [Northwestern's School of Communication Theatre and Interpretation Center](#)
- Visit to the [Dearborn Observatory](#) on Northwestern's campus
- Paint the Rock (a Northwestern tradition)
- Movie nights in the residence hall
- Campus Kitchen volunteer opportunities

### Off campus

- Chicago Cubs game
- Museums: The Field Museum, Museum of Science and Industry, Museum of Contemporary Art
- 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 at Northwestern. For events taking place on campus, including concerts, art shows, literary readings, lectures, etc., check out the [Plan-It-Purple calendar](#).

### Norris Center Mini Courses

The Norris Mini Course program is a recreational program that offers something for everyone: from dance to photography, ceramics to Pilates. All courses are non-credit and require pre-registration. Fees vary depending on the course. Please note: mini courses may not be substituted for credit bearing courses. Check the [Norris Mini Courses](#) website for complete listings. The summer mini course schedule is usually posted online in May.

### Your Free Time

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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!

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### Accepted Student Website

Up-to-date information for accepted students and parents and downloadable program enrollment forms are available on the [Accepted Student Website](#).

### Getting around campus

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#### 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. See [Evanston Parking](#) for an interactive parking map and instructions on obtaining a permit.

Parents of residential students must submit written permission for their child to travel in the car of a third party, such as a relative or other adult who is not the parent/guardian. See p. 25 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. To register for free, go to the menu toolbar, select "Special Services" then "Bike registration and locks".

#### 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

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Under the Family Education Rights and Privacy Act (FERPA), all students have 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](http://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 US Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements.

## Lost and Found

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Norris University Center  
Information desk, (847) 491-2300

## Smoking, Alcohol, and Drugs

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Students may not smoke while they are a part of the program. Matches, cigarette lighters, candles, blunt wrappers, chewing tobacco, cigarettes, cigars, dipping tobacco, e-cigarettes, hookah, queen's tobacco-pipe, loose leaf, shag (tobacco), smokeless tobacco, snuff, snus and vapers 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. 27-30) for more details on this policy.

## Weather

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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 SPAC for cooling off!

# CAMPUS FACILITIES & RESOURCES

## Athletic Facilities

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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](mailto:FitRec@northwestern.edu)
- [The Sailing Center](#), (847) 491-4142 – [recreation@northwestern.edu](mailto:recreation@northwestern.edu)
- [Norris Outdoors](#), (847) 491-2345 - [norrisoutdoors@northwestern.edu](mailto:norrisoutdoors@northwestern.edu)

## Campus Bookstores

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Please see p. 8 for information about ordering books for your classes.

- [Norris University Center bookstore](#): (847) 491-3990
- [Abbott Hall bookstore](#): (312) 503-8486

## International Office

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Northwestern University's International Office provides information about visas, housing, meal plans, 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](mailto:intoff@northwestern.edu)  
[www.northwestern.edu/international](http://www.northwestern.edu/international)

## Campus Libraries

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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.

## Norris University Center

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[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

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The [Office of Undergraduate Admission](#) is located at 1801 Hinman Avenue. Visit their website for more details about applying to Northwestern for undergraduate admission.

### Northwestern Campus Tours and Info Sessions

The [Segal Visitors Center](#) is located 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 from the Segal Visitors Center, and last about an hour and a half. Reservations are required and tours start at the Office of Undergraduate Admission.

An [interactive virtual tour](#) of Northwestern University's Evanston campus is also available.

## Office of Student Accounts

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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. 13 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) 491-5224  
555 Clark Street  
Evanston, IL 60208  
studentaccounts-ev@northwestern.edu  
[www.northwestern.edu/sfs/](http://www.northwestern.edu/sfs/)

## Services for Students with Disabilities

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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 [AccessibleNU](http://AccessibleNU), and the College Preparation Program office at (847) 467-6703 or at [cpp@northwestern.edu](mailto:cpp@northwestern.edu) as soon as possible to discuss any accommodations you may need.

## Technology Resources

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### Student ID, NetID and Password

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.

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.

#### CAESAR: Up-to-Date Account/ Course Availability

[CAESAR is Northwestern's online registration system](#). If you wish to add a class during the week of June 20 - 24, CAESAR is useful in determining which classes are still open for enrollment.

When your NetID is activated, you will be able to pay your bill online through CAESAR using an eCheck or credit card, or authorize someone else (such as a parent or legal guardian) to pay your bill online. See p. 12 for more information. You will also be able to view your grades on CAESAR when your course is finished.

#### 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.

#### Computer Labs

[NUIT Computer Labs](#) are located in the University Library on the lower level, as well as in the Technological Institute. For specific locations, contact information, and hours, see their website.

#### Internet Access

[Wireless internet](#) is available throughout campus.

#### NUIT Support Center

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

NUIT Support  
(847) 491-HELP (4357)  
1800 Sherman St.  
Evanston, IL 60208  
[www.it.northwestern.edu/](http://www.it.northwestern.edu/)  
[consultant@northwestern.edu](mailto:consultant@northwestern.edu)  
[Submit a Support Request](#)

## University Health Service (for Residential Students Only)

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### 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.

### 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

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1201 Davis Street, Evanston, IL

[www.northwestern.edu/up](http://www.northwestern.edu/up)

Non-emergency: (847) 491-3456

Emergency: 911

## Student ID (WildCARD)

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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 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](#) website 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 (especially residential 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.

## Get Ready Series

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College Prep students will have an opportunity to attend a series of panel discussions and workshops concerning college admissions and transitioning into college life. These workshops/panel discussions feature select Northwestern faculty, staff and college students speaking about adjusting to life on campus, college academics and ways to balance active involvement in the campus community with academic success.

You will receive a schedule of workshops/panels during the first week of your program.

### College Admissions Presentation

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](#).

## The Writing Place

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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.

# DINING ON CAMPUS

## Meal Plans for Residents

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The dining hall offers a variety of meal choices daily, including low 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 Ayers Residence Hall.

**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

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

Breakfast:	~\$8.00	Lunch:	~\$10.00	Dinner	~\$12.00
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More information can be found on the [Northwestern Dining](#) website.

## Cat Cash

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Both residential and commuter students can 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

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If you are a residential student and have [special dietary needs](#), contact [Northwestern's dietitian](#), Karen Sechowski, at least two weeks before the program begins. See p. 24 for more information.

# LIVING ON CAMPUS

## The College Prep Residence Hall: Ayers

College Prep Program participants will stay in Ayers, located at:

**Ayers Residence Hall**  
**2324 Campus Dr.**  
**Evanston, IL 60201**

\*Note: this is not the mailing address for residential students. Please use the College Prep office address.

Housing will be separated into different floors/wings by gender. CPP residential students share double rooms with a fellow CPP participant 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.

- |  |   |
|--|---|
| <input type="checkbox"/> Pillows, blankets, and extra long twin bed sheets (room beds are 80" long)    | <input type="checkbox"/> Sports equipment   |
| <input type="checkbox"/> Shower sandals, bathroom caddy, towels, bath robe, and wash cloths            | <input type="checkbox"/> Camera   |
| <input type="checkbox"/> Toiletries (toothpaste, toothbrush, shampoo, conditioner, soap, lotion, etc.) | <input type="checkbox"/> Dry-erase board, markers, adhesive for posters, adhesive hooks, etc. |
| <input type="checkbox"/> Hair dryer  | <input type="checkbox"/> Notebooks, pens, pencils   |
| <input type="checkbox"/> Laundry bag or hamper, detergent, etc.  | <input type="checkbox"/> Reference materials (dictionary, thesaurus, etc.)                    |
| <input type="checkbox"/> Cellular phone  | <input type="checkbox"/> Reusable water bottle  |
| <input type="checkbox"/> Clock radio or alarm clock  | <input type="checkbox"/> Bathing suit, beach towel, sunscreen, sunglasses, bug spray          |
| <input type="checkbox"/> Small desk or clip-on lamp for reading  | <input type="checkbox"/> Dress clothes for parties and photos (optional)                      |
| <input type="checkbox"/> Power strip electrical adapter  | <input type="checkbox"/> Raincoat or umbrella   |
| <input type="checkbox"/> Ethernet cable  | <input type="checkbox"/> Sweater, sweatshirt, and/or light jacket                             |
| <input type="checkbox"/> Musical instrument  | <input type="checkbox"/> Photo ID such as a driver's license, state ID card, passport         |

### Items Not Permitted Under Any Circumstances

- ☐ Air conditioning units
- ☐ Refrigerators larger than 3 cubic feet
- ☐ 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

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### 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

Students who bring their own computers with wireless capability or Ethernet cables will be able to access the internet in their rooms. We recommend bringing an Ethernet cord for a more stable connection. Wireless internet is available throughout campus.

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. 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, etc. We recommend that you have about \$75 per week available as spending money in addition to money for textbooks and class supplies. A 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

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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	You may pick up large packages during our regular business hours: Monday – Thursday: 8:30 a.m. – 6 p.m. Friday: 8:30 a.m. – 5 p.m.
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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 College Prep mailing address.**

## Off-Campus Overnight Stays & Automobile Permission

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### 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 granted when your parent/guardian submits the appropriate 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.



- You may request no more than two weekday evenings and one weekend away from CPP throughout the duration of the program.

#### **Off-Campus Stay and Automobile Permission Forms**

The *Off-Campus Stay Form* and *Automobile Permission Form* are available for download at the [Accepted Student Website](#).

Parent(s)/guardian(s) must download and submit these forms if their child 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**. PLEASE NOTE: Telephone or email messages from parents, guardians, friends, or siblings are not sufficient. A completed permission form is required, either by mail or fax.

Mail, email, or fax *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\*

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405 Church Street  
Evanston, IL 60208  
Phone: (847) 467-6703  
[cpp@northwestern.edu](mailto:cpp@northwestern.edu)

\*this is the mailing address for residential students

### CPP Resident Director

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Phone: (847) 491-7239

The Resident Director does not arrive to the campus office until June, so until then it is best to contact them by email at [cpp@northwestern.edu](mailto:cpp@northwestern.edu). Additional contact information can be located on the [Accepted Students Website](#).

### CPP Residence Hall

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Ayers Residence Hall  
2324 Campus Dr.  
Evanston, IL 60201

### Office of Student Accounts

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555 Clark Street  
Evanston, IL 60208  
[www.northwestern.edu/sfs](http://www.northwestern.edu/sfs)  
Phone: (847) 491-8950  
[studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu)

### NUIT Support Center

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1800 Sherman Ave.  
Evanston, IL 60208  
[www.it.northwestern.edu](http://www.it.northwestern.edu)  
Phone: (847) 491-HELP  
[consultant@northwestern.edu](mailto:consultant@northwestern.edu)

### University Police

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

### University Health Service

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Searle Hall  
633 Emerson Street  
Evanston, IL 60208  
[www.nuhs.northwestern.edu/evanston/Default.aspx](http://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 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 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, s/he/they 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, s/he 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 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. 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 students may request up to two evenings away for every two weeks attending 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, 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.

**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 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](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 Northwestern 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 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 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, s/he 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, s/he 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.

**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 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.

The student who signs the Standards of Conduct Contract hereby 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 Northwestern 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. While 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.

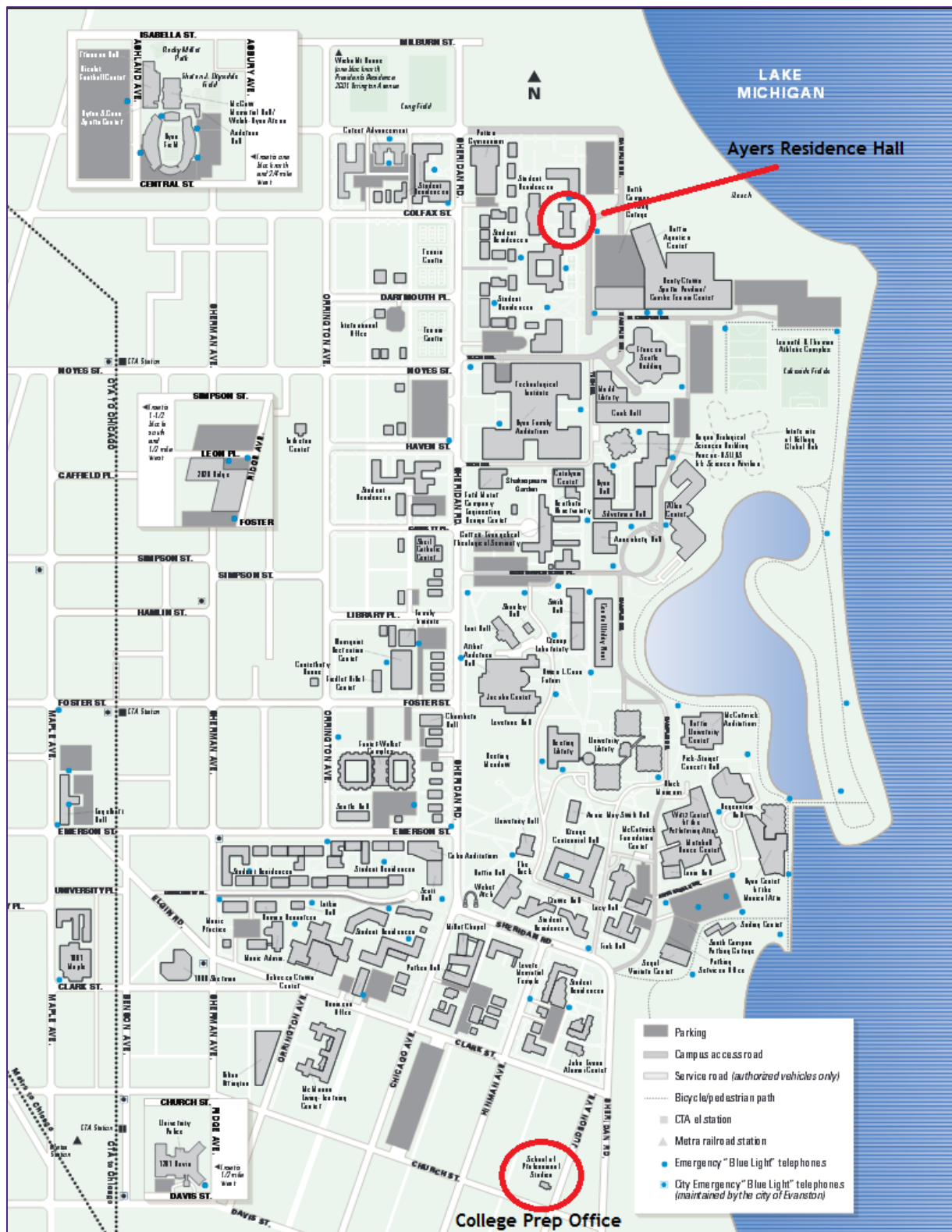
## **Falsification of records and official documents:**

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.

# EVANSTON CAMPUS MAP





# CHICAGO CAMPUS MAP

