

# Northwestern

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## COLLEGE PREP PROGRAM

### STUDENT HANDBOOK SUMMER 2026

WELCOME TO THE NORTHWESTERN UNIVERSITY COLLEGE PREPARATION PROGRAM!

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This handbook It is intended to guide you through the various practical and administrative aspects of the

program—from information about your seminar, moving into your residence hall, finding your way around campus, and requesting your transcript at the end of the summer.

Please review the handbook closely and contact our office if you have any questions. Also, be sure to visit our [Accepted Student Website](#) for up-to-date information, announcements, and downloadable forms.

Make sure you and your parent(s) add [cpp@northwestern.edu](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.

## TABLE OF CONTENTS

### Registration Process

Change of Registration and Refund Policy

### Course Information

Credit Courses (On Campus or Online)

In-Focus Seminars (On Campus only)

e-Focus Seminars (Online Only)

In-Focus and e-Focus Seminar Information

### On Campus Information

Standards of Conduct – Commuters

Standards of Conduct – Residential

Check-In & Orientation, and Move-Out Dates: In-Focus Seminar and Credit Courses

Residential Staff, Community, and Activities

Campus Resources and Facilities

Dining On Campus

Living On Campus

Campus Maps

### Online Programs (Credit or e-Focus Seminars)

Standards of Conduct - Online

Online Student Resources

Permissions

### General Information

Academic Resources

Technology Resources

Important Contacts

Statement of Academic Integrity

### Financial Information

Payments and Billing

### College Bridge Program

Registration

## Registration Process

Your acceptance email contains information on how to enroll in the program. Please follow the instructions

carefully.

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
5. Once we receive your deposit, you will receive an email with information to access your SchoolDoc account to complete your program registration.

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

1. You will continue to receive reminders from SchoolDoc to complete your registration process. You and your parent/guardian will receive an email confirming we have received all your forms. If you have forgotten to return a necessary enrollment item to our office, this email will indicate what you need to do.
2. Once you have completed your registration process through SchoolDoc the CPP staff will manually register you in your course(s) after April 7<sup>th</sup>. You'll be able to view your enrollment shortly after April 7<sup>th</sup> by logging into the registration system (CAESAR) and checking your schedule.
3. You will receive orientation details 1-2 weeks before your course begins.
4. Beginning May 10<sup>th</sup>, bills for tuition (room and board, if applicable) will be sent from Northwestern's Office of Student Accounts. See the "Financial Information" section for details on payments, billing, and charges to your account.
5. Email [cpp@northwestern.edu](mailto:cpp@northwestern.edu) as soon as possible to discuss special accommodations you may need. Review [AccessibleNU](#) for more information.

**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. To reserve your space, you must submit a nonrefundable 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 course is cancelled, you will be contacted and will have the opportunity to choose an alternate course or withdraw from the program.

**CHANGE OF REGISTRATION AND REFUND POLICY**

You will be registered in the seminar which you have selected on our application and entered on the Online Registration Form. You *may* be permitted to make changes to your registration **before** the program begins. See below for College Prep Program policies regarding adds, drops, and withdrawals. You are academically and financially responsible for the course for which you are registered. If a registration change becomes necessary, you must follow the change of registration policies outlined below. Please remember that the CPP staff is here to help you, so contact us as soon as possible if you need to change your registration.

**Registration Change Policies**

- You may be able to add a seminar (meeting during another session) to your schedule if space is available, you have approval from the CPP staff, and permission from your parent/guardian.
- Tuition for added courses will be billed to your student account. Refunds for dropped courses (if applicable) will be credited to your student account.
- Registration changes of any kind (adds, drops, or withdrawals) are accepted in writing only (see below).
- Failure to attend a course does not constitute a drop or withdrawal under any circumstances and will incur a failing grade (U) on official transcripts. Simply notifying the instructor, not attending class, or not paying tuition does not constitute an authorized withdrawal and may result in academic and financial

- penalty.
- College Prep participants are required to be enrolled in at least one class/seminar at all times for the duration of their stay at Northwestern.
- You may not withdraw from a class/seminar after it has finished

### How to Add or Drop a Course

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

1. Email [cpp@northwestern.edu](mailto:cpp@northwestern.edu) to discuss your change of registration. If approved, you will be provided with a Change of Registration Form. Be sure to include specific course information for both adds and drops.
2. Obtain the signature of a CPP administrative staff member. No registration changes will be made without this signature.
3. Retain a copy of the form for your records.
4. The deposit is nonrefundable.

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

- You may drop a course up until 60% of the course has elapsed without receiving academic penalty (no W on transcript).
- If 60% or more of the course has elapsed on the date of the drop request, the course remains on your transcript with a grade of W.
- Failure to attend a course does not constitute a drop or withdrawal under any circumstances and incurs a failing grade (F) on official transcripts.
- You may withdraw entirely from Summer Session by filling out the Cancellation/Withdrawal Form available in the Office of the Registrar.
- Students who drop courses or withdraw from Summer Session may be eligible for a tuition refund. Please visit [Tuition & Fees](#).

## Course Information

### CREDIT COURSES (ON CAMPUS OR ONLINE)

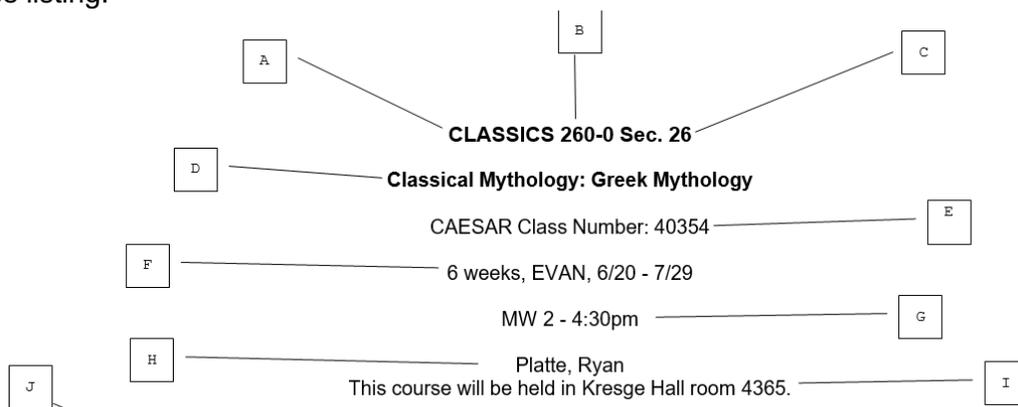
#### Credit Course Listings

The course listings can be found online on the [CPP Credit Courses](#). Among the courses listed here, 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 availability.

#### How To Read the Course Listings on Our Website

Sample course listing:



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.

Course Listings Key	
<b>A</b>	This is the <i>subject code</i> , indicating the area of study.
<b>B</b>	This is the <i>course number</i> .
<b>C</b>	This is the <i>section number</i> , indicating the section offered. Please note: 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.
<b>D</b>	This is the <i>course title</i> .
<b>E</b>	The <i>CAESAR Class Number</i> will probably not be posted until April, so don't worry if you're not able to fill it in on your Course Registration Form.
<b>F</b>	This line shows the <i>number of weeks</i> the class meets for, the <i>campus</i> 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 <i>start and end dates</i> for the course.
<b>G</b>	The <i>days of the week and time</i> that the course meets.
<b>H</b>	This is the instructor's name.
<b>I</b>	The <i>building and room locations</i> are not posted until 1-2 weeks before classes begin.
<b>J</b>	The <i>course description</i> will give you a good idea of the topics covered in the course and will list any prerequisites.

## Choosing Your Course

### Course Choice Approval

One of the primary goals of the program is to set you up for academic success in your course. 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 register.

### Course Length

Summer Session courses meet for varying number of weeks, as indicated in the course listing. The shorter the class duration (i.e., the fewer the weeks), the faster the pace of the class and the more hours it meets each week. Think about your other time commitments when choosing your course. Three-week courses necessitate a full-time study commitment, so if you have other obligations that will cut into your study time, it may be best to select a six- or eight-week course.

### Course Location

The campus location is indicated on the course listings. Most Summer Session courses meet on Northwestern's main campus in Evanston. However, some courses meet on Northwestern's downtown Chicago campus or online. Please consider the campus location when choosing courses. Specific building and room locations will be posted on the course listings 1-2 weeks before Summer Session begins.

### Course Numbering

Undergraduate courses at Northwestern University are numbered from 100 to 399. 100-level courses are considered introductory, 200-level courses are considered intermediate, and 300-level courses are considered advanced. We encourage you to enroll in a 100- or 200-level course, as this is generally the appropriate level for a high school 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 open to high school 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.

For example, the prerequisite listed in the course description for MATH 220-0 Sec. 24 (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. 24.

## Intensive Course Sequence

Most three-week courses are part of an *intensive course sequence*. They compress one full quarter of academic work into three weeks.

With the exception of foreign language courses that you have previously studied, you must begin with the first course in the sequence (i.e., CHEM 131 must be completed before you can enroll in CHEM 132).

## Foreign Language Placement

If you wish to enroll in a foreign language course that is not elementary level, please contact our office a month before classes start. The department may wish for you to take their online placement exam or interview you in order to determine the correct placement.

## Alternate Courses

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

## Grades and Transcripts

### Viewing your Grades and Requesting an Official Transcript

After your course is completed, you can log in to CAESAR (Northwestern's online registration system) with your NetID and password to view your grades and print an unofficial transcript. You will learn more about CAESAR and your NetID at Orientation.

Northwestern University will not mail you a transcript unless you request it from the School for Professional Studies Office of the Registrar. Information on how to request your transcript is available here:

<https://www.registrar.northwestern.edu/records/transcripts-verification/>

### Grading System

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

Grade	Quality Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0
W	not computed (official withdrawal)
X	0 (unauthorized withdrawal)

### Credit Hours

Each Credit course is worth 1 credit unit at Northwestern University, unless otherwise noted in the course description. One Northwestern credit unit is typically equivalent to 4 quarter hours or 2⅔ semester credit hours at other colleges and universities. This information may be useful when you are an undergraduate student looking to transfer your Northwestern college credit towards your undergraduate degree.

**SESSION 1: June 21 – July 3 (class M-F; no class July 3rd)**

**SESSION 2: July 5 – 17 (class M-F)**

**SESSION 3: July 19 – 31 (class M-F)**

## IN-FOCUS SEMINAR INFORMATION

The IN FOCUS Seminars and e-FOCUS Seminars offer high school students an

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

### Syllabus

The detailed preliminary syllabus includes a sample day's schedule, course objectives, instructor bios, books, assignments, classroom location or zoom link, potential field trips, etc. Students can find their seminar syllabus by logging in to [Canvas](#). Syllabi are generally posted on Canvas in the week before class begins. For your class to appear in Canvas, you must be fully registered.

### Canvas

This course will involve several different types of interactions. Many of these interactions will take place through the Canvas system. Please take the time to navigate through the course website and become familiar with the course syllabus, structure, and content and review the list of resources.

The [Canvas Student Center](#) includes information on communicating in Canvas, navigating a course, grades, additional help, and more. The [Canvas at Northwestern](#) website provides information of getting to know Canvas at Northwestern and getting Canvas support. The [Canvas Student Guide](#) provides tutorials on all the features of Canvas. For additional Canvas help and support, you can always click the Help icon in the lower left corner to begin a live chat with Canvas support or contact the Canvas Support Hotline. The [Canvas Accessibility Statement](#) and [Canvas Privacy Policy](#) are also available.

### Important Seminar Policies

#### Attendance and Class Participation

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

#### Grades

You will receive a grade of Satisfactory (S) or Unsatisfactory (U). In order to receive a satisfactory (S) grade you must meet all expectations listed above.

#### Communication and Interaction Expectations

Beyond interacting with your instructor and peers in discussions, you will be expected to communicate by Canvas message, email, and sync session. In all contexts, keep your communication professional. To learn more about professional communication, please review the [Communicating Effectively with Faculty](#) guide. Please CC [cpp@northwestern.edu](mailto:cpp@northwestern.edu) on all email communication.

Just as you expect a response when you send a message to your instructor, please respond promptly when your instructor contacts you. Your instructor will expect a response within one business day. This will require that you log into the course site regularly and set up your notifications to inform you when the instructor posts an announcement, provides feedback on work, or sends you a Canvas message. For guidance on setting your notifications, please review [How do I set my Canvas notification settings as a student?](#) It is also recommended that you check your Northwestern e-mail account regularly, or forward your Northwestern e-mail to an account you check frequently.

### Students should:

1. agree to wear appropriate attire. No slogans or images promoting swear words, alcohol, sex, drugs, or gang-related will be allowed.
2. not be allowed to record or share any sessions.
3. not "friend" or contact instructors on social media during the program.
4. not post pictures on social media of yourself or other during the program.
5. not engage in personal abuse, written or verbal, directed against other participants or members of the academic or administrative staff.
6. Concerns about inappropriate behavior: harassment, bullying, or inappropriate behavior by students should be reported immediately to CPP staff.

### **Permissions Instructional Materials**

Every effort has been made to responsibly acquire instructional materials for this class, by adhering to copyright law, obtaining permission from copyright holders, selecting Open Educational Resources (OERs) and Creative Commons (CC) materials, and using citations to credit the work of others.

The same is expected of students in this course. Please review the [Academic Integrity statement](#) for more information.

### **Sharing Course Content**

Content within this course—including assignment descriptions and other course components—may not be distributed outside of the course, either to other students or on the Internet more broadly.

### **Student Ownership of Content**

Students retain ownership of all content developed while completing this course, as dictated by the university [Copyright Policy](#) (“copyright ownership resides with the Creator(s) of copyrightable works”). Per the Family Educational Rights and Privacy Act ([FERPA](#)), if your instructor wishes to share your work with future students, your permission must be obtained in writing. Your instructor may limit access to the course after a cutoff date. When you complete the course, please ensure that you have saved all work. You may not be able to return to the course to download your submissions.

## **On Campus Information (Credit or In-Focus Seminars)**

### **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.

All students are required to adhere to the Northwestern University Community Standards found in the [Student Handbook](#).

**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 permits](#).

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

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

**Smoking & Open Flames:** In conjunction with Northwestern University's Student Code of Conduct Policy 11f, smoking, including but not limited to cigarettes, ecigarettes, and hookas, is prohibited in all areas of all university housing buildings, including but not limited to sleeping rooms, lounges, suite living rooms, dining rooms, corridors, stairwells, courtyards, washrooms, and within 25 feet of any entrance, open window, ventilation intake, or similar feature of a university building.

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

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

**Consequences of dismissal:** The College Prep Program reserves the right to provide the fact and reason for this dismissal to the Northwestern University Office of Undergraduate Admissions. If a student is dismissed from the program and has reason to believe the dismissal is unjustified, they may file an appeal to the NU CPP Appeals Committee. Appeals will be limited to errors in procedures, the interpretation of regulations or the question of whether the student was in actual violation of a rule. The decision of the Appeals Committee is final. Students are responsible for any costs associated with dismissal and must depart from the site within 24 hours of dismissal. There will be no refunds of any kind for a student who is dismissed from the College Preparation Program for rules infractions.

**Financial obligations:** Students and/or their parents or legal guardians are responsible for fulfilling their financial obligations to Northwestern University. Any student whose account becomes overdue must pay a late payment fee(s). In addition, the student and/or the parents or legal guardians are liable for any costs associated with the collection of the past due account, including, but not limited to: collection agency costs, court costs, and legal fees. Your student account will be charged the following: your individual program fee, tuition, any lab fees, international student health insurance (international students only), and any other additional charges you may have requested or incurred (i.e. Cat Cash added to your account, parking fees, etc.). Program costs are listed on the CPP website and in your student handbook.

These regulations are for your safety and cannot realistically cover all situations. The 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.

**Note:** Northwestern's College Prep Program requires that any student living off campus must be housed with a responsible adult over the age of 18 for the duration of the program. Students found to be living without a responsible adult will be required to make alternative arrangements to rectify the situation. Commuting students who are unable to make suitable living arrangements for the duration of the program may be dismissed.

## STANDARDS OF CONDUCT – RESIDENTIAL

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.

All students are required to adhere to the Northwestern University Community Standards found in the [Student Handbook](#).

**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:** Students are required to live in the room and residence hall designated to them by the College Prep Program and may not sleep over in any other hall or room. Residential students staying off campus must complete an "Off Campus/Overnight Stay Form" and receive approval by the residential team before departure.

**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, students may request up to two evenings away for every 2-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. For special circumstances, please contact the College Prep Office and/or Resident Director.

**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.

**Smoking:** In conjunction with Northwestern University's Student Code of Conduct Policy 11f, smoking, including but not limited to cigarettes, ecigarettes, and hookas, is prohibited in all areas of all university housing buildings, including but not limited to sleeping rooms, lounges, suite living rooms, dining rooms, corridors, stairwells, courtyards, washrooms, and within 25 feet of any entrance, open window, ventilation intake, or similar feature of a university building.

**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.

**Prescriptions:** Participants should be able to keep their own medications in their personal living space while on campus. Students are responsible for their own medications while in the program. Students should bring only enough prescription medication for the duration of the program including a few extra in case of travel delays or other unforeseen delays, including any over-the-counter medicines they would take at home (such as acetaminophen, ibuprofen, antihistamine, etc).

Controlled substances should be kept in the original bottle with the prescription label including the student's name and maintained in a secure location where only the student for whom the medication is prescribed would have access. When sharing a room this may be in a dresser drawer, cabinet, or other location kept out of public view. A student is prohibited from giving another student medication, any violation of this rule will result in immediate dismissal from the program.

**Firearms and weapons:** Students must adhere to Northwestern University's Weapons on Campus Policy. The possession or use of firearms, ammunition, BB guns, air rifles, firecrackers, explosives, sling-shots, knives (including pocket knives), or other weapons of any description, for any purpose, is prohibited. Any violation of this rule will result in immediate dismissal from the program.

**Consequences of dismissal:** The College Prep Program reserves the right to provide the fact and reason for this dismissal to the Northwestern University Office of Undergraduate Admissions. If a student is dismissed from the program and has reason to believe the dismissal is unjustified, they may file an appeal to the NU CPP

Appeals Committee. Appeals will be limited to errors in procedures, the interpretation of regulations or the question of whether the student was in actual violation of a rule. The decision of the Appeals Committee is final. Students are responsible for any costs associated with dismissal and must depart from the site within 24 hours of dismissal. There will be no refunds of any kind for a student who is dismissed from the College Preparation Program for rules infractions.

**Insurance** International students who do not have US-based medical insurance will be charged a weekly insurance fee of \$67 per week.

**Financial obligations** Students and/or their parents or legal guardians are responsible for fulfilling their financial obligations to Northwestern University. Any student whose account becomes overdue must pay a late payment fee(s). In addition, the student and/or the parents or legal guardians are liable for any costs associated with the collection of the past due account, including, but not limited to: collection agency costs, court costs, and legal fees. Your student account will be charged the following: your individual program fee, tuition, any lab fees, international student health insurance (international students only), and any other additional charges you may have requested or incurred (i.e. Cat Cash added to your account, parking fees, etc.). Program costs are listed on the CPP website and in your student handbook.

These regulations are for your safety and cannot realistically cover all situations. The 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.

## CHECK IN, ORIENTATION, AND MOVE OUT INFORMATION

On Campus: IN FOCUS/CREDIT

Sessions	*Check-in (Residential Only)	*Check-in (Commuters Only)	*Orientation (Residential and Commuter)	Move Out Details (Residential Only)
(Credit students only) SESSION 1: June 21 – depends	Sunday, June 21 At 3:30 pm	Sunday, June 21 At 5 – 6 pm	Sunday, June 21 At 6 – 7 pm	Friday, after last class by 7pm
(IN Focus students) SESSION 1: June 21 – July 3 (no class July 3 <sup>rd</sup> )	Sunday, June 21 At 3:30 pm	Sunday, June 21 At 5 – 6 pm	Sunday, June 21 At 6 – 7 pm	Friday, July 3 <sup>rd</sup> by 7pm
SESSION 2: July 5 - 17	Sunday, July 5 At 3:30 pm	Sunday, July 5 At 5 – 6 pm	Sunday, July 5 At 6 – 7 pm	Friday, July 17 <sup>th</sup> by 7pm
SESSION 3: July 19 - 31	Sunday, July 19 At 3:30 pm	Sunday, July 19 At 5 – 6 pm	Sunday, July 19 At 6 – 7 pm	Friday, July 31 <sup>st</sup> by 7pm

### Check-In

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

### Student Orientation

- Location: TBD
- 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 students are expected to attend. Orientation is for students only, so this is a good time to tell parents/guardians good-bye. **If you cannot attend orientation, notify our office at least a week in advance. You will need to arrange time to pick up your materials.**

### Traveling to Campus

#### By Car

Please use your digital navigation system for directions to the CPP residence hall if traveling by car.

#### Airport Transportation Options

- CPP does not provide transportation from the airports to campus.
- 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.
- 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 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 - Dorm Name.” The dorm name will be provided by April, 2026. Please check correspondence for the dorm name and address. If you have questions about your reservation, call Airport Express at 888-284-3826.

### **Taxi / Ride Share Services**

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.

## RESIDENTIAL STAFF, COMMUNITY, AND ACTIVITIES

### Residential Staff

The CPP residential staff consists of Front of House Staff (FOHs), Residential Advisors (RAs), Assistant Residential Directors (ARD), and a Residential Director (RD). The entire residential staff lives in the residence hall during the program. They help build a strong community within the program, as well as plan extracurricular activities.

### Roles, Responsibility, Supervision

The Standards of Conduct defines the rules and policies for students in the College Prep Program. The RAs, ARDs, and RD are on campus to help facilitate our community, and to enforce the rules and policies outlined therein. These rules and policies are set with your safety in mind.

### Importance of Community

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Community is central to the College Prep experience. For residential students, the FOHs, RAs, ARDs, and RD will be there from the very beginning to help you move into the residence hall and get adjusted to your life on campus. They are there to help you learn to balance your study time with your extracurricular time, so that you get the most out of your classes and time here at Northwestern.

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

### Extracurricular Activities

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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, RAs also schedule community service events for students. Please note that most program activities are free, but there are some that require payment.

### Plan-It-Purple: On-Campus Events Calendar

Plan-It-Purple is an online resource for all upcoming events on the Northwestern Campus. For events taking place on campus, including concerts, art shows, literary readings, lectures, etc., check out the [Plan-It-Purple calendar](#).

### Your Free Time

You should remember that as mature participants in the College Preparation Program, attendance is not required at most extracurricular activities. The aim of the program is to give you a realistic and rewarding experience of college life. This includes you assuming responsibility for scheduling your time and fulfilling all

academic obligations before participating in extracurricular activities. You should always consider academic priorities before accepting an invitation to an outing. You are permitted to explore the on- and off-campus areas 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.

## Getting Around Campus

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### Transportation and Parking

Residential 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. 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 permits](#).

Parent(s) of residential students must submit an “Off-Campus Overnight Stays & Automobile Permission” (pg 16) 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.

### 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 Community Services menu, then select “Bike Registration and Locks”.

### 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.

### Weather

Generally, midwestern summers tend to be hot and humid. Temperatures can vary from the lower 60s to the upper 90s in just one week. Good thing we have Lake Michigan and an Olympic-size swimming pool at Henry Crown Sports Pavilion and Aquatic Center (SPAC) for cooling off! Be sure to bring a jacket or sweater.

## CAMPUS RESOURCES & FACILITIES

### Athletic Facilities

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If you are 16+, 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. Individuals under the age of 16 must be accompanied by an adult.

- [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
- [Norris Outdoors](#), (847) 491-2345 - [norrisoutdoors@northwestern.edu](mailto:norrisoutdoors@northwestern.edu)

### Campus Bookstores

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

## [Northwestern Libraries](#)

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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. Computer location at Northwestern's libraries can be found [here](#).

## [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.

## **Internet Access**

Wireless internet is available throughout campus. Locations are listed [here](#). All residence halls on campus are equipped with wireless access.

## **NUIT Support Center**

The [NUIT Support Center](#) is available to assist you with any IT problems that may arise during your stay. They can be reached at 847-491-4357 or [consultant@northwestern.edu](mailto:consultant@northwestern.edu).

## [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**

Students must have medical insurance while participating in the program. We require that a copy of your insurance card be provided to the program via SchoolDoc. Families without a medical insurance policy must purchase a short-term U.S. health insurance policy for their child.

International students who do not have US-based medical insurance will be charged a weekly insurance fee of \$67 per week

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.

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## [Get Ready Series](#)

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, college students, and industry professionals 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 Orientation.

### 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](#).

## DINING ON CAMPUS

### Meal Plans for Residents

The dining hall offers a variety of meal choices daily, including low fat, vegetarian, vegan, and traditional menu items. 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 residence hall. College Prep students who are enrolled in intensive science courses may be assigned to a different dining hall closer to their classroom for lunch. Details will be provided at College Prep orientation.

**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.**

### Special Dietary Needs

Residential students who have special dietary needs contact Lisa Carlson, [dining@northwestern.edu](mailto:dining@northwestern.edu) and CC [cpp@northwestern.edu](mailto:cpp@northwestern.edu), at least two weeks before the program. Also, complete the section in SchoolDoc regarding special dietary needs. Review Northwestern's [Allergen Guide](#).

## LIVING ON CAMPUS

### The College Prep Residence Hall: TBD

Boys and girls will be housed in separate floors/wings. CPP residential students share double rooms with a fellow CPP participant who share the same gender identity. 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. The residence hall has common areas where you can watch television, hang out with friends, and quiet study rooms for late-night study sessions. A student will be charged \$10 for a Lock Out Fee, if they are locked out from their room and a CPP Staff member needs to assist the student. A student will be charged \$200 if they lose their key and a new key is needed.

### Items Recommended 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 the residence hall.

- Pillows, blankets, and extra-long twin bed sheets (beds are 36" by 80")
- Shower sandals, bathroom caddy, towels, bath robe, and wash cloths
- Toiletries (toothpaste, toothbrush, shampoo, conditioner, soap, lotion, etc.)
- Hair dryer
- Laundry bag or hamper, detergent, etc.
- Small clip-on lamp for reading
- Power strip electrical adapter
- Sports equipment
- Notebooks, pens, pencils
- Reusable water bottle
- Bathing suit, beach towel, sunscreen, sunglasses, bug spray
- Dress clothes for parties and field trips (optional)
- Raincoat or umbrella

Sweater, sweatshirt, and/or light jacket

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, except for service animals
- 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, cigarettes, or vaping devices
- Drugs other than valid prescriptions

### General Information for Residential Students

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#### Air Conditioning

The Residence Hall is air-conditioned.

#### Curfew and Check-in

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

#### Internet Access & Phone Service

Students should bring a cellphone or computer with wireless capability. You will be able to access the Internet in the residence hall rooms. Wireless internet is available throughout campus.

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. Computer location at Northwestern's libraries can be found [here](#).

#### Laundry

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

#### Spending Money

Decisions regarding spending money are left to individual students and their families. There are many free activities to participate in during your stay here. Optional activities may require a contribution from students who wish to participate, such as attending movies, museums, etc. We recommend that you have about \$100 per week available as spending money in addition to money for textbooks and class supplies. A debit card is a good idea – do not bring or carry 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

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., or 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 conference card when you come in. **Parents and guardians: please retain a copy of your child's College Prep mailing address**

## Off Campus Stay Forms

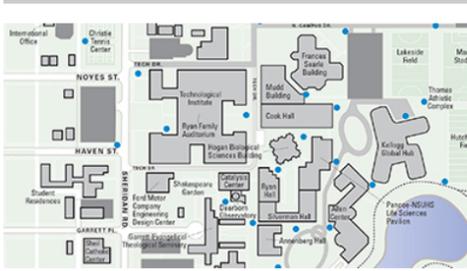
- It is essential that your parent/guardian grant permission if you are planning to be off-campus overnight or if you will be riding in the vehicle of someone who is not your parent/guardian.
- Permission is requested when your parent/guardian submits the appropriate permission form in SchoolDoc at least **24 hours in advance** of your departure and emails [cpp@northwestern.edu](mailto:cpp@northwestern.edu) to notify them of the submission. Both forms are available via SchoolDoc.
  - The *Off-Campus Stay Form*: If student will be away from campus overnight
  - The *Automobile Permission Form*: If students are riding in a vehicle with someone other than a parent/guardian.
- Parents and guardians may only grant consent for their own child. If another CPP participant will accompany the student, his or her parent/guardian must also complete the *Off-Campus Stay Form* and/or *Automobile Permission Form* in SchoolDoc.
- Telephone or email messages from parents, guardians, friends, or siblings are not sufficient.
- Not only does this help to avoid confusion at the nightly check-in, but it is also for your own safety.
- Since you will only be on campus for two weeks, you may request an evening away from CPP, but only under exceptional circumstances.

## CAMPUS MAPS

[Maps : Northwestern University](#)

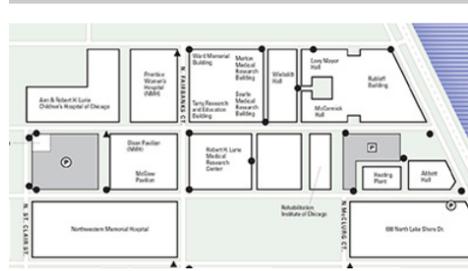
# Printable Maps

## Evanston



- [Evanston campus map](#)
- [Evanston campus parking map](#)
- [City of Evanston map](#)

## Chicago



- [Chicago campus map](#)
- [Chicago campus parking map](#)

## Online Programs (Credit Seminars)

### STANDARDS OF CONDUCT - ONLINE

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

All students are required to adhere to the Northwestern University Community Standards found in the [Student Handbook](#).

**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 9 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 e-FOCUS seminars may be cause for dismissal from the program and from the University. Please read the Statement of Academic Integrity carefully.

**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.

**Consequences of dismissal:** The College Prep Program reserves the right to provide the fact and reason for this dismissal to the Northwestern University Office of Undergraduate Admissions. If a student is dismissed from the program and has reason to believe the dismissal is unjustified, they may file an appeal to the NU CPP Appeals Committee. Appeals will be limited to errors in procedures, the interpretation of regulations or the question of whether the student was in actual violation of a rule. The decision of the Appeals Committee is final.

**Financial obligations:** Students and/or their parents or legal guardians are responsible for fulfilling their financial obligations to Northwestern University. Any student whose account becomes overdue must pay a late payment fee(s). In addition, the student and/or the parents or legal guardians are liable for any costs associated with the collection of the past due account, including, but not limited to: collection agency costs, court costs, and legal fees. Your student account will be charged the following: your individual program fee, tuition, and any lab fees. Program costs are listed on the CPP website and in your student handbook. If a student is dismissed from the program for disciplinary reasons, no refund will be issued.

These regulations are for your safety and cannot realistically cover all situations. The Director of Summer Session will determine whether rules have been violated and what disciplinary action, if any, should be taken.

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

Please note: Students may be photographed, video recorded, or interviewed by Northwestern University staff to promote the College Preparation Program. Student and Parent/Guardian(s) grant Northwestern University

permission to use the Student's likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Northwestern University, in perpetuity, and for other use by the University. Neither the Student nor Parent/Guardian(s) will make any monetary or other claim against Northwestern University for the use of the interview and/or the photograph(s)/video.

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

## ONLINE STUDENT RESOURCES

Northwestern is committed to ensuring students remain connected to courses and learning resources while participating in courses remotely. This [page](#) provides you with access to information to ensure you are prepared for—and can excel at—studies and participation in courses via Canvas, Zoom, and other online tools.

### Online Communication and Interaction Expectations

Specific to the online environment, it is recommended that students should:

- agree to wear appropriate attire during the online sessions. Students should wear a full attire with no slogans or images promoting swear words, alcohol, sex, drugs, or gang-related.
- not be allowed to record or share any sessions.
- be stationary during all sessions. Students should not be driving, skateboarding, bike riding or walking around during sessions.
- not "friend" or contact instructors on social media during the program.
- not post pictures on social media or other platforms of yourself or other during the program.
- have a suitable place to work on and participate in their course which is free from distractions and excessive noises.
- have cameras active and will remain on "mute" when students are not participating verbally in a session.
- have an appropriate background (including virtual backgrounds). These backgrounds should not contain inappropriate content such as slogans or images promoting swear words, alcohol, sex, drugs, or gang-related activity will be allowed.
- not engage in personal abuse, written or verbal, directed against other participants or members of the academic or administrative staff.
- Any concern about inappropriate behavior such as harassment, bullying, or inappropriate behavior by students should be reported immediately to College Prep administration.

### Systems Requirements for Distance Learning

Students and faculty enrolled in CPP online classes should have access to a computer with the [Minimum System Requirements](#).

### Zoom

We will use Zoom for e-Focus class meetings. The [Zoom support page](#) provides additional guidance for using Zoom, and the [Zoom for Students in Canvas](#) page has guidance specifically for students. The [Zoom Privacy Policy](#) and the [Accessibility Features on Zoom](#) are also available.

### Technology Policy

Students will adhere to Northwestern University's Technology Use and Access Policy: <https://www.it.northwestern.edu/policies/index.html>

### Required Technical Skills

Students in a CPP program should be able to do the following:

- Communicate via email and Canvas discussion forums.
- Use the learning management system Canvas.
- Use integrated Canvas tools (e.g., Zoom, Course Reserves).
- Use web browsers and navigate the World Wide Web.
- Use applications to create documents and presentations (e.g., Microsoft Word, PowerPoint).
- Use applications to share files (e.g., OneDrive, Google Drive).

### **Required Digital Literacy Skills**

In order to be successful in an online course, students should be able to locate, evaluate, apply, create, and communicate information using technology.

Students in this online course should be able to do the following:

- Create, name, compose, upload, and attach documents.
- Download, modify, upload, attach document templates.
- Create, name, design, and upload presentations.
- Access and download Course Reserve readings; read and review PDF documents.
- Use the library website for scholarly research tasks.
- Search the Internet strategically and assess the credibility of Internet sources.
- Participate in threaded discussions by contributing text responses, uploading images, sharing links.
- Coordinate remote work with peers, which may include contacting each other by e-mail, phone, video conference, or shared document.
- Use a video player to review content, including pausing and restarting video.

### **Technology Recommendations**

It is the expectations that students will have a computer with reliable internet access, a speaker and microphone, a camera (either a webcam or built-in laptop camera). Northwestern University will not be responsible for any loss or damage to your devices and we are not able to provide computers to students who do not own one. In order to protect the privacy of all students, parents, friends, or family members are not allowed to participate in any College Prep sessions. Enrolled students should be the only participants attending sessions unless an exception has been made through the College Prep office to accommodate a student's disability.

### **Technical Help and Support**

The [SPS Help Desk](#) is available for Faculty, Students and Staff to support their daily IT needs. For additional technical support, contact the [Northwestern IT Support Center](#).

## **PERMISSIONS**

### **Instructional Materials**

This course was developed in partnership with Distance Learning staff in the School of Professional Studies at Northwestern University. Every effort has been made to responsibly acquire instructional materials for this class, by adhering to copyright law, obtaining permission from copyright holders, selecting Open Educational Resources (OERs) and Creative Commons (CC) materials, and using citations to credit the work of others. The same is expected of students in this course.

### **Recording of class sessions**

The instructor will record all e-Focus class sessions and make them available to students on Canvas. Unauthorized student recording of classroom or other academic activities is prohibited. Unauthorized recording is unethical and may also be a violation of University policy and state law. Unauthorized use of classroom recordings – including distributing or posting them – is also prohibited. Under the University's Copyright Policy, faculty own the copyright to instructional materials – including those resources created specifically for the purposes of instruction, such as syllabi, lectures and lecture notes, and presentations. Students cannot copy, reproduce, display or distribute these materials. Students who engage in unauthorized recording, unauthorized use of a recording or unauthorized distribution of instructional materials will be referred to the appropriate

University office for follow-up.

### **Sharing Course Content**

Content within this course—including assignment descriptions and other course components—may not be distributed outside of the course, either to other students or on the Internet more broadly.

### **Student Ownership of Content**

Students retain ownership of all content developed while completing this course, as dictated by the university [Copyright Policy](#) (“copyright ownership resides with the Creator(s) of copyrightable works”). Per the Family Educational Rights and Privacy Act ([FERPA](#)), if your instructor wishes to share your work with future students, your permission must be obtained in writing. Your instructor may limit access to the course after a cutoff date. When you complete the course, please ensure that you have saved all work. You may not be able to return to the course to download your submissions.

## **General Information**

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### **AccessibleNU**

Northwestern University and [AccessibleNU](#) are committed to providing a supportive and challenging environment for all undergraduate, graduate, professional school, and professional studies students with disabilities who attend the University. Additionally, the University and AccessibleNU work to provide students with disabilities and other conditions requiring accommodation in a learning and community environment that affords them full participation, equal access, and reasonable accommodation. The majority of accommodations, services, and auxiliary aids provided to eligible students are coordinated by AccessibleNU, which is part of the [Dean of Students Office](#).

### **Family Educational Rights and Privacy Act**

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

## **ACADEMIC RESOURCES**

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### **Read & Write Gold**

Read & Write Gold is an optional text reading and writing program with numerous beneficial features. Originally developed to assist users with print disabilities, such as visual impairments, dyslexia, ADHD, etc., this program provides a wide array of tools to assist with reading, writing, and notetaking. One of the most useful tools is the text-to-speech function, which students may use to convert digital text into an audio format.

Read & Write Gold is available for free to all Northwestern students, faculty, and staff. Visit the [Northwestern IT site on Read&Write Gold](#) for more information about the software, as well as instructions on how to download it.

### **The Writing Place**

Free tutoring services are available to CPP students while enrolled in the program. For more information or to book an appointment, see [The Writing Place, Chicago Campus](#). Students can also set up appointments at [The Writing Place, Evanston Campus](#).

## Services for Students with Disabilities

It is Northwestern University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from the participation in, or otherwise subjected to discrimination in any University program or activity. Northwestern offers a variety of accommodations to provide students with disabilities with equal access to the University community. Please contact the College Preparation Program office at (847) 467- 6703 or at [cpp@northwestern.edu](mailto:cpp@northwestern.edu) as soon as possible to discuss any accommodations you may need.

## Northwestern Libraries

With your WildCARD, you can access the [Northwestern University Libraries](#) and its resources. The main University Library and three branch libraries are on the Evanston campus, as well as three libraries on the Chicago campus. The combined collections total almost four million volumes. For summer hours of operation, check out their website or call the library at (847) 491-7658.

## Office of Undergraduate Admission

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

A representative from the Office of Undergraduate Admission will give students advice about the application process. This presentation will cover the importance of the application and essays, as well as provide students with tips for enhancing and highlighting their achievements.

Hour and a half walking tours and info sessions are given daily. Reservations are required and tours start at the Office of Undergraduate Admission. Visit this [website to register](#) for a tour. Visit the following link for an [interactive virtual tour](#) of Northwestern University's Evanston campus.

## Office of Student Accounts

After your initial program fee payment, the Office of Student Accounts will issue a bill for your tuition and other charges if applicable (such as room and board). Please see p. 20 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. at 847-491-5224 or [studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu)

## International Office

Northwestern University's International Office provides information about visas, health services, travel, banking and pre-arrival information.

**Detailed information for international students can be found [here](#). US based health insurance is a requirement for international students who will take in-person classes.**

## TECHNOLOGY RESOURCES

### Technology Recommendations

It is recommended that students have a computer/ phone with reliable internet access while on campus. Northwestern University will not be responsible for any loss or damage to your devices and we are not able to provide computers to students who do not own one.

In order to protect the privacy of all students, parents, friends, or family members are not allowed to participate in any College Prep sessions. Enrolled students should be the only participants attending sessions unless an exception has been made through the College Prep office to accommodate a student's disability.

Computer location at Northwestern's libraries can be found [here](#).

### Technical Help and Support

The [SPS Help Desk](#) is available for Faculty, Students and Staff to support their daily IT needs. For additional technical support, contact the [Northwestern IT Support Center](#).

## Student ID number

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

## NetID and Password

Your NetID is a six-digit combination of letters and numbers and is your electronic identity at Northwestern. You will use your NetID and password to access CAESAR (the online registration and billing system through which you can view/pay your bill online and view your grades), wireless internet throughout campus, and your Northwestern email account. You can find [more information here](#).

## Canvas

Canvas is a web-based learning, discussion, and class administration tool. Some instructors use Canvas to post assignments, the course syllabus, readings, and discussion boards. If your course uses Canvas, you will use your NetID and password to [log in here](#). Please take the time to navigate through the course website and become familiar with the course syllabus, structure, and content and review the list of resources.

The [Canvas Student Center](#) includes information on communicating in Canvas, navigating a Canvas course, grades, additional help, and more. The [Canvas at Northwestern](#) website provides information of getting to know Canvas at Northwestern and getting Canvas support. The [Canvas Student Guide](#) provides tutorials on all the features of Canvas. For additional Canvas help and support, you can always click the Help icon in the lower left corner to begin a live chat with Canvas support or contact the Canvas Support Hotline. The [Canvas Accessibility Statement](#) and [Canvas Privacy Policy](#) are also available.

## IMPORTANT CONTACTS

CPP Administrative Office	Office of Student Accounts	Information Technology Support Center	Office of Student Accounts (Billing and Payment Questions)
405 Church Street Evanston, IL 60208 Phone: (847) 467-6703 <a href="mailto:cpp@northwestern.edu">cpp@northwestern.edu</a>	555 Clark Street Evanston, IL 60208 <a href="http://www.northwestern.edu/sfs">www.northwestern.edu/sfs</a> Phone: (847) 491-8950 <a href="mailto:studentaccountsev@northwestern.edu">studentaccountsev@northwestern.edu</a>	1800 Sherman Avenue Evanston, IL 60208 <a href="https://www.it.northwestern.edu/students/index.html">https://www.it.northwestern.edu/students/index.html</a> Phone: (847) 491-4357 <a href="mailto:consultant@northwestern.edu">consultant@northwestern.edu</a> <a href="#">Submit a Help Desk</a> <a href="#">Technology Ticket Request</a>	Have your Northwestern Student ID number available when you call.  555 Clark Street Evanston, IL 60208 (847) 491-5224 <a href="mailto:studentaccountsev@northwestern.edu">studentaccountsev@northwestern.edu</a>  For further information on how to pay your bill, visit the <a href="#">Student Financial Services website</a> .
International Office	University Police	University Health Service	Lost and Found
630 Dartmouth Place Evanston, Illinois 60208 Phone: (847) 491-5613 <a href="mailto:intoff@northwestern.edu">intoff@northwestern.edu</a> <a href="http://www.northwestern.edu/international">www.northwestern.edu/international</a>	1201 Davis Street Evanston, IL 60208 <a href="http://www.northwestern.edu/up">www.northwestern.edu/up</a> Non-emergency: (847) 491-3456	Searle Hall 633 Emerson Street Evanston, IL 60208 <a href="http://www.nuhs.northwestern.edu/evanston/Default.aspx">www.nuhs.northwestern.edu/evanston/Default.aspx</a> Phone: (847) 491-8100	Norris University Center Information desk: (847) 491-2300

## 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](#).

## FINANCIAL INFORMATION

### Program Costs

Below are program costs for the College Preparation Program. Itemized costs will appear as individual line items on the bill you receive from Student Accounts. These costs do not reflect fees which may be applied to your student account as a result of late payment, delinquency, etc. Nor do they include costs associated with course materials, books, supplies, transportation, and other expenses not mentioned below. Tuition and program fee is assessed for each course in which you are registered.

Program	Length	Tuition	Program Fee	Room & Board	Total Cost	*Non-Refundable Deposit
<b>Online Program</b>	2-4 Weeks	\$1,895 per course	N/A	N/A	\$1,895 per course	NA
<b>CPP Credit (Online)</b>	3-10 Weeks	\$5,781 per class	N/A	N/A	\$5,781 per class	\$1,000
<b>CPP Credit (In-person Commuter)</b>	3-10 Weeks	\$5,781 per class	\$1,155	N/A	Varies number of classes	\$1,000
<b>CPP Credit (In-person Residential)</b>	3-8 weeks	\$5,781 per class	\$1,155	\$805 per week	Varies dependent on course enrollment	\$1,000
<b>IN FOCUS (In-person Commuter)</b>	2 weeks	\$2,730	\$895	N/A	\$3,625	\$1,000
<b>IN FOCUS (In-person Residential)</b>	2 weeks	\$2,730	\$895	\$1,610	\$5,235	\$1,000

### 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 \$200 late fee. 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** program fee deposit three weeks after receiving your acceptance letter and activating your NetID (review chart above for amount) through CAESAR, Northwestern's electronic registration and billing system, in order to reserve your space in the program. After this initial payment, the Office of Students Accounts handles billing and payments for College Prep students.

On May 10 or June 10, an email will be sent to your new Northwestern email address and your guest, indicating

that your bill is available for viewing online. You can pay the bill by making an electronic transfer from your bank account or by credit card. Please note: there is a vendor service fee surcharge of 2.75 % for credit card transactions. Bills are to be paid by June 1 (or July 1 depending on when you enrolled in the program).

PLEASE NOTE: Depending on when you register, when your housing charges are applied, and Northwestern's billing cycle (pg 22), not all of your program charges may appear on your first bill. 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 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 on to CAESAR.

See how to add a billing address, if desired, and choose the paper option on the [Student Financial Services](#) website.

### Payment Methods

Please visit the [Office of Student Accounts](#) for information regarding acceptable payment methods. Northwestern University accepts three methods of payment for your tuition and fees bill:

#### A. ePay through QuikPAY®

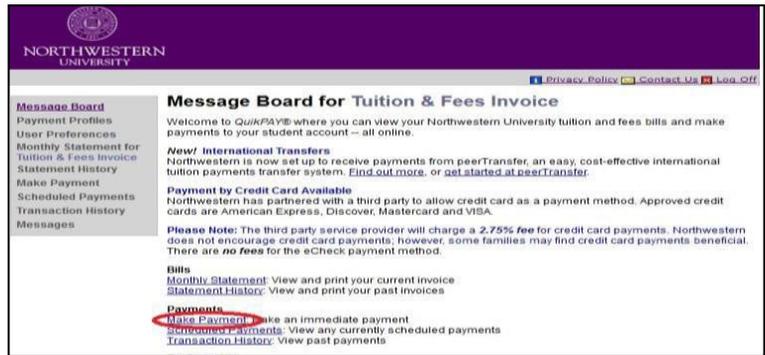
The QuikPAY® ePay service allows you to make convenient and secure electronic payments from US bank accounts. Credit cards accepted by the University are American Express, Discover, MasterCard, and VISA. Note that there will be a 2.75% service fee for all credit card payments. You may make payments online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

### How to pay your bill online

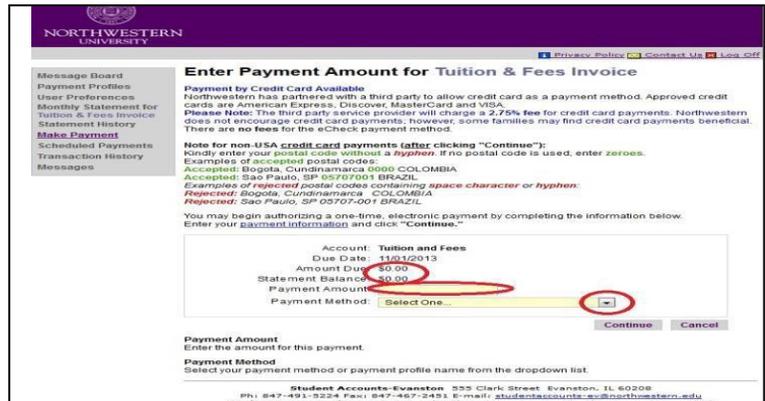
1. Navigate to [CAESAR](#) and log on with your NetID and password (or parents/guardians can log on with their Guest IDs).
2. On the home screen, locate the "Student Financial Services" module. Select "View or Pay Tuition Bill (Monthly Snapshot)."



- 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 (found on the WildCARD) must also be included. The cancelled check will serve as your receipt. (To request a receipt displaying the University seal, contact the Office of Student Accounts.) Postdated checks will not be honored. Please Note: Allow 5 business days for payments by mail.

#### c. International Transfer

Northwestern has partnered with Flywire by peerTransfer to streamline tuition payments for international students. Tuition can now be paid from any country, any bank and most foreign currencies, with excellent foreign exchange rates. The progress of a payment in the transfer process may be tracked via the Flywire by peerTransfer dashboard. The payer is notified via email when the payment is received by Northwestern. Please visit [Student Financial Services – Payment Methods](#) for more information.

### Tuition and Fees Billing Schedule

The Office of Student Accounts emails bills on the tenth of the month, with payment due the first of the following month. Email notification is sent directly to your 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 will be emailed to your NU email on:	Payment deadline:
before May 10	May 10	June 1

between May 10 and June 9	June 10	July 1
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### 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 or your room and board dates, any adjustments to charges will appear on your next bill. For example, if a student adds a course to their schedule on June 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.

### Other Resources for Financial Assistance

You may wish to search for other financial assistance opportunities by talking with your high school guidance or career counselor, local PTA, civic (Rotary, Lions, Kiwanis, AAUW, etc.), high school alumni associations and religious organizations. See our [fundraising guidelines manual](#).

### Refund Policy and Schedule

#### Tuition

The Office of Student Accounts considers the date the completed Change of Registration Form is received at the Office of the Registrar the effective date in making any financial adjustments (refunds). **The deposit is nonrefundable.** You must complete a Change of Registration Form to officially drop a seminar.

During the Summer Session, classes meet for various durations and have start and 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.

\*less 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 from your course and turn in the Change of Registration form to CPP before your program begins. Please contact the College Prep Program office for assistance in requesting a potential refund.

## COLLEGE BRIDGE PROGRAM

As a participant in the College Bridge Program, you will be enrolling in an undergraduate course at Northwestern University, and you'll earn college credit upon successful completion. Summer Session courses are taught by Northwestern faculty and instructors who look forward to the same level of commitment and involvement from youth that they do from the rest of Northwestern's undergraduate student body. The expectations are high, but the rewards are long-lasting. Please review our [Credit classes](#) for more information

## REGISTRATION

At Orientation, you will submit your Course Registration Form, along with your Waiver & Release of Grades Form. At least one parent/guardian must attend with you to sign your forms. Once we have these forms on file, we will register you for your course. Please note that because College Bridge students submit a “waiver and release of grades” form, we will report the coursework you take and grade you earn to Chicago Public Schools Office of Early College Initiatives.

### **On Campus Orientation & Advising Session**

**Date:** TBD

**Location:** Office of Summer Session & Special Programs

Northwestern University

405 Church St. Evanston, IL 60208

### **RSVP**

Via email to [CollegeBridge@northwestern.edu](mailto:CollegeBridge@northwestern.edu) by May 1<sup>st</sup>.

### **Agenda**

Introductions

College Bridge Program Policy Review

### **Registration**

Campus Resources (textbooks)

Course Selection

Campus Tour

## Registration Confirmation

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The College Bridge Program staff will register you for your course. After your registration is confirmed, we will email your Northwestern Student ID number, your NetID and activation code. Your NetID will serve as a very useful tool --- it functions as your log-in and electronic identity when accessing campus internet, online class resources, and CAESAR (Northwestern University’s web-based student access system). We will email information on how to activate your account and access CAESAR. With CAESAR access you will be able to:

- view your class schedule
- view your grades
- view your unofficial transcript
- order an official transcript

## Change Of Registration Policy

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### **Changing your Course Schedule**

We strongly encourage you to choose your course carefully and consult with a parent or teacher about which class will best fit your academic goals and interests. However, if after the first class 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 the term.

Please review the following policies regarding add, drops, and withdrawals. You are academically responsible for the courses for which you have registered. If an enrollment change becomes necessary, you must follow these procedures.

### **Change of Registration/Withdrawal Policy**

- Students are expected to attend all sessions of the course for which they are registered.
- Registration changes of any kind are accepted in writing only and must be discussed with Summer Session staff prior to approval. This includes requests to switch courses or withdraw from a course and the program.
- You may request to switch courses up until the add/ drop period ends. However, certain courses that have met more than once or require students to attend the first class may not be available for registration changes after the term begins.
- If you wish to withdraw from your course once your class is halfway over, you may be required to submit a Student Affairs Petition to request permission to withdraw from the course. Withdrawals after the class is halfway over may result in the course remaining on your Northwestern University transcript with a grade of “W,” which is not calculated in the GPA.

- 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 or not attending class does not constitute an authorized withdrawal and may result in an academic 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.
- You may not withdraw from a course after it has finished.

### **How to change your schedule**

1. Contact College Bridge at [collegebridge@northwestern.edu](mailto:collegebridge@northwestern.edu) if you wish to change your schedule.
2. Set up an appointment to meet with a Summer Session staff member to discuss your request.
3. If approved, complete a Change of Registration Form at the Summer Session office in Evanston.
4. Check CAESAR to confirm that your course schedule has been updated.