GEORGETOWN UNIVERSITY

Summer Programs for High School Students

2014 Welcome Packet

Credit Programs

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Welcome to Georgetown!

Congratulations on your acceptance to Georgetown University's Summer Programs for High School Students! We hope that you are looking forward to joining us on the Hilltop soon. Please make sure you take advantage of all the resources offered by Georgetown University and experience college life.

This Welcome Packet provides information to help you prepare for your stay at Georgetown University, such as what to bring and what to wear, so please review the material carefully.

Campus Map
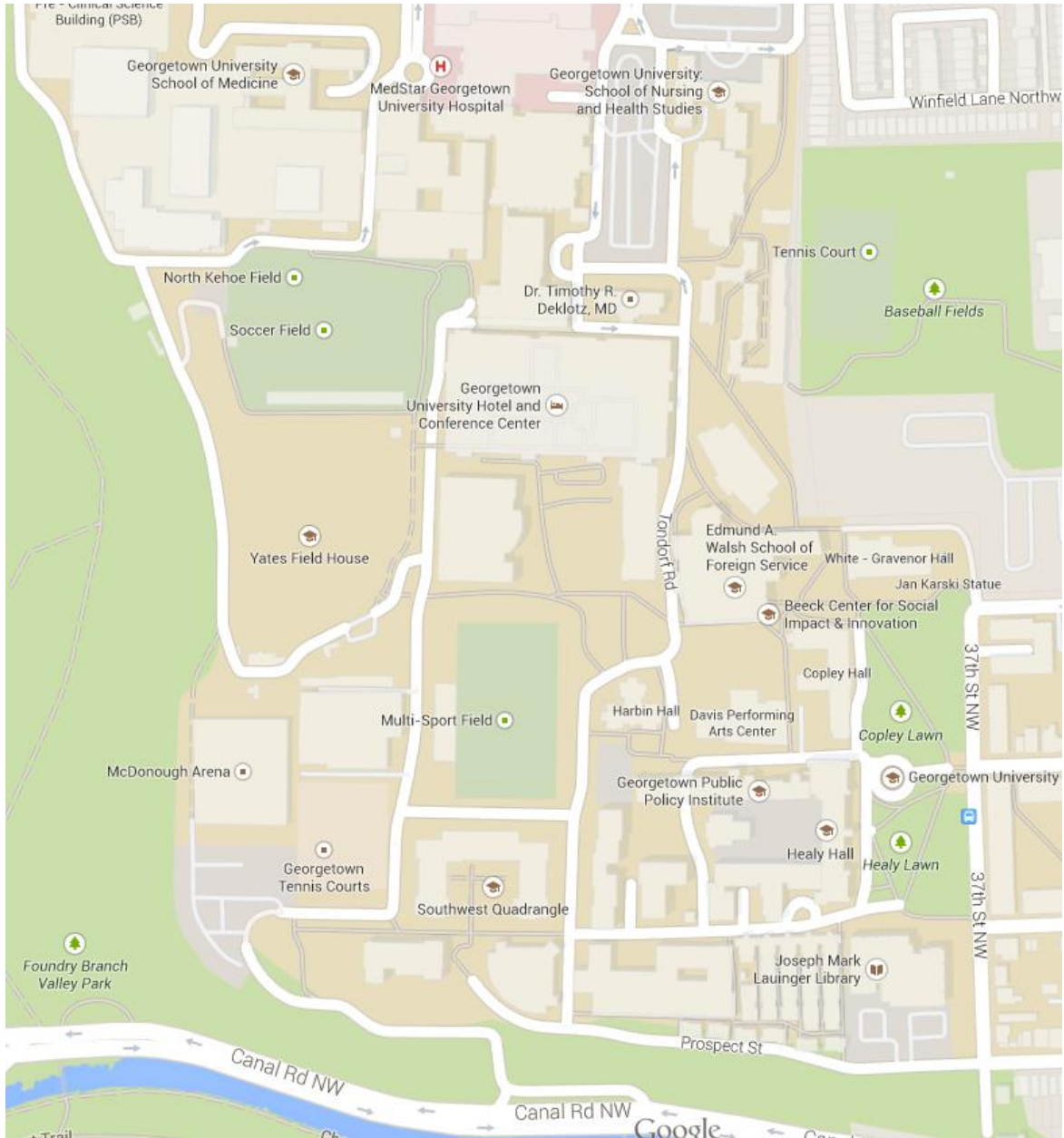
For a more detailed map with directions, visit: http://maps.georgetown.edu

Navigating the Georgetown Networks

Below are brief descriptions of the various electronic tools to use while attending the Summer Programs for High School Students at Georgetown.

Georgetown Google Apps: Using Your Student Email

Georgetown Google Apps is the email provider supporting your Georgetown University email address. Before and during your program, you will receive University emails. As such, you should regularly check your new email account for correspondence.

Your email address uses the following format: NetID@georgetown.edu. You can access your email by logging in with your NetID and password at Georgetown Google Apps or by visiting http://apps.georgetown.edu.

Blackboard

Blackboard is the learning management system used by Georgetown University. Many of the summer programs use Blackboard to electronically share class and reading materials. Closer to the start of your program, material may be added to the Blackboard course site. If your specific course is using Blackboard, you will receive an email at your Georgetown University email address announcing that materials have been added to the course site. You can login using your NetID and password by clicking Blackboard or visiting https://campus.georgetown.edu.

NetID and Password

Your NetID and password are your electronic credentials. You will need to remember your NetID and password to use your Georgetown University email, log into Blackboard, apply for your GOCard, check your library account, etc.

Your final step is to enroll in Password Station at https://password.georgetown.edu. Password Station is a self-service password management tool that allows you to select and answer three security questions that you can use in the future to reset your password. If you do not enroll in Password Station you may be locked out of your Georgetown accounts. If you cannot use Password Station to reset your password you will need to submit a government-issued photo ID to University Information Services so that your identity can be verified and your password can be reset. This process can take between 3-5 business days.

Your NetID and Password were created when you began your application. If you forget your NetID you can look up your electronic credentials by returning to your application account and then click on "Post Submission Updates."

TIP: Georgetown University requires all students to reset their passwords every six months. To reset your password you are required to enroll in Password Station.

Navigating the Georgetown Networks

Is a laptop computer required?

A laptop computer is not required. All Summer Hoyas have computer access at various library locations across campus. More information regarding Georgetown library services can be found at http://www.library.georgetown.edu. There are also kiosks located in the Leavey Center and on the ground floor of the Edward B. Bunn, S.J. Intercultural Center (ICC). All residence hall rooms have access to the internet using an Ethernet or wireless connection.


GOCard – Your Student Identification Card

All Summer Hoyas must apply in advance for their GOCard. The GOCard is your student ID and access card to many campus services such as dining, laundry, printing, and residence halls. Students must carry their GOCards with them at all times.

If the student has a GOCard from a previous program, please make sure to bring that GOCard with you. To apply for your GOCard, you must submit a passport photo to the GOCard office by emailing your photo to GOCardphoto@georgetown.edu at least a month in advance of your program start date. Your email must include your name, NetID, and program name(s). For more information on how to submit your photo please visit the GOCard Office's website: http://gocard.georgetown.edu.

Students will receive their GOCards during check-in after showing their government issued ID. If you need a government-issued photo ID, please visit the following website for guidance on obtaining an ID: http://www.dmv.org/id-cards.php. Please note that ID policies vary by state and country.
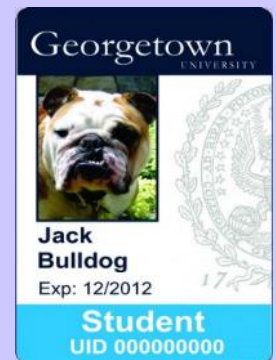
Navigating the Georgetown Networks

How do I know when and where my course(s) meet?

Students can find the room location and meeting times of their individual courses on MyAccess or through the University Registrar's Website. Please visit https://myaccess.georgetown.edu or http://registrar.georgetown.edu. To look up your course schedule using MyAccess, please follow these steps:

♦ Click on MyAccess and log in using your NetID and password
   Please Note: If you forget your NetID and password you can look up your electronic credentials by returning to your application account and then click on "Post Submission Updates." After obtaining your NetID, you must enroll in Password Station at https://password.georgetown.edu
♦ Click on "Student Services"
♦ Click on "Registration"
♦ Click on "Student Week at a Glance" — You will now be able to review the schedule and meeting times for your course(s)

Will I need to purchase books?

Students who are in Summer Honors Intensive, Summer College, and the Fundamentals have required texts. Books may be purchased at the Georgetown University Bookstore, located in the Leavey Center on campus. Students should plan to budget approximately $150.00 for textbooks.

I want to take an additional class. What do I do now?

If you are interested in taking an additional class, please add the course to your schedule. To register in an additional course, please follow these steps:

♦ Click on MyAccess and log in using your NetID and password
   Please Note: If you forget your NetID and password you can look up your electronic credentials by returning to your application account and then click on "Post Submission Updates." After obtaining your NetID, you must enroll in Password Station at https://password.georgetown.edu
♦ Click on "Student Services"
♦ Click on "Registration"
♦ Click on "Registration (Add, Drop, or Waitlist Courses)"
♦ Select the "Summer 2014" term
♦ Select and submit registration for your preferred course(s)
♦ After 2-3 business days, please review your student bill for additional tuition charges and submit payment

Residential Living

Residential living at Georgetown is as much a part of the college experience as the actual classwork. Special floors are designated for the Summer Hoya residents and each room has wireless access allowing you to study after class.

Social Events and Activities

We encourage you to engage in the rich and varied cultural life of the University during the summer. All Summer Hoyas receive direction and supervision from Resident Assistants in the evenings and through the nights. Students are encouraged to participate in organized events such as cook-outs, evening lectures, ice cream socials, dances, movie nights and, other activities.

Housing Charges

For students living on campus, the housing charge is automatically applied to your student tuition bill. If you are planning to live off campus and want to opt-out of the housing charge, please email Julie Lundgren, Director of High School Programs at jml274(at)georgetown.edu. Please make sure to review your student tuition bill in MyAccess and submit payment by your payment due date.

Meal Plans

For students living on campus, you must self-enroll into your preferred meal plan option. Several meal plan options are available, which are 10 meals per week, 14 meals per week, or 19 meals per week. To sign up for a meal plan, please visit Georgetown Dining at http://www.campusdish.com/en-US/CSE/Georgetown/MealPlans/SummerMealPlans.htm

Leo O'Donovan Dining Hall offers students a wide variety of buffet-style meal options daily. If you have specific concerns, please contact Georgetown Dining directly. Please note that students who purchase a meal plan must dine at Leo O'Donovan Dining Hall.

When entering the dining hall, students will use their GOCard to debit their meal plan account.

Residential Living

Roommates

In order to support a true college living and learning experience the Summer Programs for High School Students does not accommodate roommate requests. Students will meet their roommates on check-in day, however, students are not guaranteed a roommate and may be assigned to a single room.

Clothing

Summer in Washington is hot and humid at best and sweltering and very humid at worst. Keep this in mind when packing clothes and bring cool, comfortable clothing. Generally, dress is informal. Students should plan on packing a couple of business casual outfits (khaki pants and button-down shirt or skirt/blouse/dress) for any special outings or events. A good pair of walking shoes is highly recommended, as is a bathing suit -- you will have use of the pool in Yates Field House (http://recreation.georgetown.edu/yates).

High-Efficiency laundry facilities are available in the residence halls. Students pay for laundry services using funds that you add to the GOCard.

Students in the medical programs (Fundamentals of Medicine I and II, Anatomy, and Neuroscience) are required to wear long pants and closed-toe shoes in the labs. There are no exceptions to this policy.

Packing List

RESIDENCE HALL ITEMS

- ☐ Blanket or comforter
- ☐ Sheets for the bed (extra-long twin)
- ☐ Pillow and pillow cases
- ☐ Towels and Toiletries
- ☐ Alarm Clock
- ☐ Clothing hangers
- ☐ Umbrella
- ☐ Cell phone/charger
- ☐ Laundry detergent (High-Efficiency)
- ☐ Sunscreen
- ☐ Kitchen Supplies
- ☐ Shower Bucket and Shoes
- ☐ First-Aid kit
- ☐ Government Issued Photo ID
- ☐ Health Insurance Card
- ☐ Medications (if applicable)
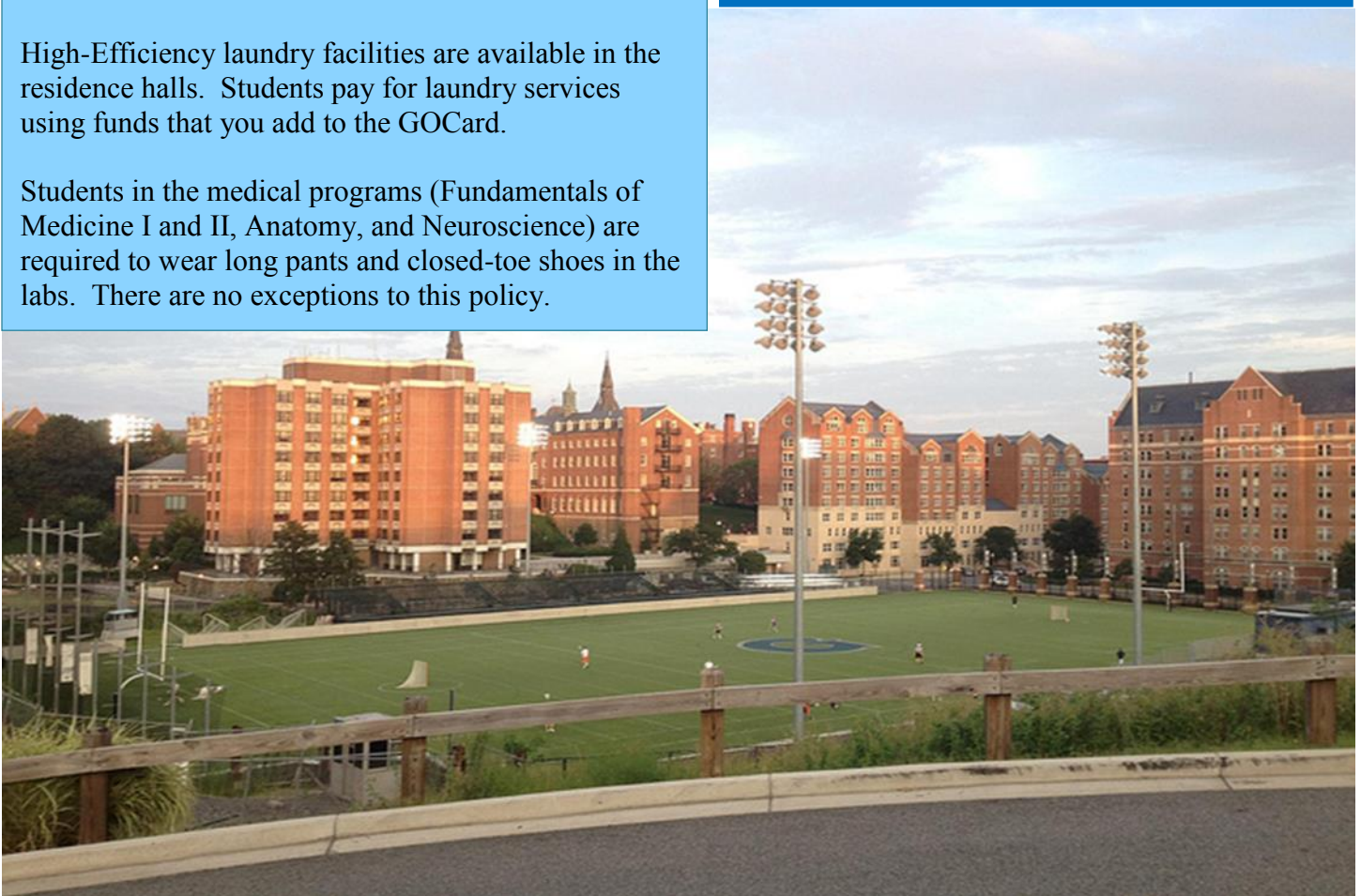
Residence Halls

All of the residence halls are air-conditioned; however, students may bring fans if they wish. Every room is carpeted and furnished with a bed, a desk, and a chair for each resident. Bookshelves, drawers, and closets are built into the rooms. If you have any additional housing questions, please visit Student Living at http://studentliving.georgetown.edu.

As a Summer Hoya, you are expected to adhere to the Program Expectations and Campus Regulations for Pre-Collegiate Students Campus Life Form, which you read and signed in order to attend the program. Safety is a top priority, and students must follow these expectations to ensure the well-being of the Hoya community. Any rule violation will result in some level of adjudication. Students that have committed a violation will meet with a member of the professional staff who will then decide the best course of action. Students found committing major infractions will be sent home.

Each night after 7:00pm, Georgetown University Resident Assistants (RAs) are available to high school students. The RAs are members of the Office of Residential Living.

Students are assigned to a Resident Assistant (RA).

Resident Assistants live in the residence halls with students and receive extensive training. RAs will work with you to maintain a positive community on the floor through community-building activities. RAs are assigned to groups of approximately 50 high school students at a time.

Though curfew and bed checks are done each evening and supervision is provided at all planned programs, it is important to note that students may not be supervised at all times if they choose not to participate in planned activities or during free times and unscheduled breaks.

Students are not allowed to leave campus overnight except in special circumstances approved in advance by the Office of Residential Living. Parents must submit campus leave requests at least 72 hours in advance by submitting the 2014 SCS Program Extended Leave Request.

To ensure safety, security guards are stationed at major residence hall access points. The Department of Public Safety supervises all security guards. Additionally, the University operates an emergency response team 24 hours a day to respond in the event of significant emergency situations.

Residence Halls

Curfew and Bed Checks

Please note that Monday-Thursday, floor curfew is at 11:00pm and bed checks are at midnight. On Friday and Saturday, floor curfew is at midnight and bed checks are at 1:00am. Please be aware that these Residential Living policies are designed to ensure the safety and security of all high school Summer Hoyas living on the Georgetown campus.

Medical Concerns

If you have any medical problems, you may visit the Georgetown University Student Health Center, located on the ground floor of Darnall Hall. To utilize the Student Health Center services, the Medical Permission Form, Immunization Form and a submitted copy of your health insurance card or purchased international student health insurance plan are required. These forms are part of the required Campus Life Forms (See Page 13).

The Student Health Center charges for all services. Students are responsible for paying all charges at the time service is provided. In case of emergency, all students should carry their health insurance card. For more information please visit Student Health Center at http://studenthealth.georgetown.edu/medical-care.

Room Key

At check-in, all students are given a room key. At the end of your stay, you are expected to return the key at check-out. Failure to return the key will result in a $50 lock change fee.

Check-in Day

Check-in Day Schedule	
4:00PM — 6:00PM	Check-in
5:00PM — 7:30PM	Dining Hall Hours
6:00PM — 6:45PM	Orientation
7:00PM — 8:00PM	Campus Tour
8:00PM — 9:00PM	Settle into Residence Hall
9:00PM — 10:30PM	Residence Hall Floor Meeting
11:00PM	Curfew

Check-in Day for Summer Honors Intensive, Summer College, and the Fundamentals programs takes place on June 1st, 2014 for Session I and July 6th, 2014 for Session II from 4:00-6:00pm.

Students are not permitted to check-in early. If you arrive to campus early, we recommend that you explore campus, stroll through M Street, or visit the National Mall.

The exact check-in location and time-table will be posted to the website. Your residence hall assignment will be emailed to you two weeks prior to the start of your program. At check-in, you will receive campus information, a key to your residence hall room, your GOCard, and additional program information.

In order to receive your GOCard at check-in you must have an official, government-issued photo ID. There are no exceptions to this policy. If you need a government-issued photo ID, please visit the following website for guidance on obtaining an ID: http://www.dmv.org/id-cards.php. Please note that ID policies vary by state and country. It is your responsibility to arrive at check-in with your government-issued photo ID so please plan accordingly.

Please note that you are required to apply for your GOCard in advance. To apply for your GOCard prior to your arrival, please email your passport photo to GOCardphoto@georgetown.edu at least a month in advance to your program start date. Your email must include your name, NetID, and program name(s).

Non-resident / Commuter Students

Non-resident students have the same access and privileges to all University resources as resident students including University libraries, the Yates Field House, and the Student Health Center. In addition, all non-resident students are assigned a Resident Assistant for safety and supervision while on campus.

Non-resident students are encouraged to participate in the full range of summer events—from organized movie nights and social activities to cook-outs and dances. The Summer Hoya events may take place in the evening as well as during the weekend. If you have any questions regarding social events and activities please contact your assigned Resident Assistant.

Non-resident students should arrive on campus in time for the first class meeting of each day.

Check-in Day

Can I arrive to campus a day early or stay a day late?

No, students must adhere to the program check-in and check-out times.

Does Georgetown University provide transportation to campus?

Georgetown University does not pick up students and bring them to campus. To get to campus, students must make arrangements to travel to and from area airports, train stations, and bus stations.

Students can easily arrange ground transportation from the three area airports:

Reagan National Airport is minutes from Georgetown

Dulles International Airport is 25 miles from Washington, D.C.

Baltimore/Washington International Airport is 40 miles from Washington, D.C.

Where should I be dropped off?

If arriving to campus by car, please have your driver drop you off at the University via the entrance on Canal Road. The address for the Canal Road entrance is 3609 Canal Road, N.W., Washington D.C. 20057. Students can take a taxicab or arrange to be picked up by Super Shuttle found at http://www.supershuttle.com.

If I am driving to Georgetown, where can my family and friends park?

If you are arriving by car with family or friends, please plan on entering the University via the entrance on Canal Road. The address for the Canal Road entrance is 3609 Canal Road, N.W., Washington D.C. 20057. You can find parking in the Southwest Quad parking garage. More information on parking can be found at the Office of Transportation Management or by visiting http://otm.georgetown.edu. Parking is on a first come, first served basis.

Look for the HOYA SAXA sign as you arrive via the Canal Road entrance!

Can I bring a car to campus during my program?

No, students are not permitted to have a car on campus. Some non-resident students may choose to drive to campus for their classes, however, please be aware that parking is extremely limited.

What if I haven't submitted my Campus Life Forms?

If you have not yet submitted your Campus Life Forms, you will not be able to check-in. As a reminder, here are the links to your Campus Life Forms:

Medical Permission Form

Immunization Certificate Form

Meningitis Vaccine Waiver (if applicable)

Program Expectations and Campus Regulations for Pre-Collegiate Students

Statement of Responsibility Form

Photo Release Form

Lab Safety Form (required for medical students)

For Parents

Do students receive grades?

Students in Summer Honors Intensive, Summer College, and the Fundamentals receive grades that can be accessed online through MyAccess. After the course has ended, please allow 3-4 weeks for grades to be posted to MyAccess. To look up your course grade using MyAccess, please follow these steps:

- Click on MyAccess and log in using your University NetID and password
  Please Note: If you forget your NetID and password you can look up your electronic credentials by returning to your application account and clicking on "Post Submission Updates." After obtaining your NetID, you must enroll in Password Station
- Click on "Student Services"
- Click on "Student Records"
- Click on "Final Grades"
- Select Term "Summer 2014"
- Click submit — You will be able to view your grade if it has been submitted by your professor

How do students receive transcripts?

At the time of course registration, all students pay a one-time $20 transcript fee, which covers any current and future transcript requests.

Students can request an official transcript through the Office of the University Registrar. To review your options for requesting a transcript, please visit http://registrar.georgetown.edu. You can choose from the following options to request a transcript:

1. Online through MyAccess
2. Mail or fax (202-687-3608) by completing a signed Transcript Request Form at http://registrar.george-town.edu/document/1242766991543/transcriptrequestformold.PDF
3. In person at the Office of the University Registrar
4. Email with an electronic signature

Please provide complete information to facilitate accurate processing of transcript requests:

- Former students and alumni must provide full name while attending Georgetown
- GU ID#
- Academic program and years of attendance
- Complete mailing address
- Signature

For Parents

For emergencies, you may contact the Resident Assistant on duty at 202-230-7111. You can also contact the Department of Public Safety at 202-687-4343 and ask to be connected to the Community Director on duty. For all other questions please contact a Parent Services Advisor at 202-687-7087 or via email at highschool@georgetown.edu.

HOYAlert is a notification system that may be used to alert members of the university community in the event of a campus emergency or closure. Please sign up for the HOYAlert Service by visiting https://netid-mgmt.georgetown.edu/emergencycontact. You will log on to the system with your Georgetown University NetID and password. Each student may enter one phone number to receive a text message, one non-Georgetown email address, and up to two phone numbers to receive a voice message.

For judicial concerns and housing issues while on campus, students should contact the Office of Residential Living at 202-687-4056.

For all academic issues, students are encouraged to contact Julie Lundgren, Director of High School Programs at 202-687-5992 or send an email to jml274(at)georgetown.edu.

What is the pre-college fee?

We assess the $598.00 Pre-College fee to all Summer Hoyas in credit programs, whether or not they are residents. The fee is used for additional campus support and supervision that high school programs warrant due to the younger age of student participants.

Billing & Payment Services

Summer 2014	
Billing Statements Available Online	Now
Session I Payment Due Date	May 30, 2014
Session II Payment Due Date	July 3, 2014

IMPORTANT: Billing statements are issued electronically through Student Account Services (accessible via MyAccess). The Office of Billing and Payment Services does not mail out paper bills. Email notifications (of the availability of new billing statements) are, by default, only sent to students at their Georgetown University e-mail address. Students may authorize parents or other individuals to receive notifications, and to view and pay billing statements, via Student Account Services. For instructions on how to add authorized users see page 18.

Items to Expect on your Billing Statements	
Pre-college Fee	Mandatory charge for students; assessed only once
Transcript Fee	Mandatory charge covering transcript generation for the student's lifetime; assessed only once
Tuition	Students are assessed tuition based on number of credits
Course Fees	Fees for specific courses may be added as students are registered for classes
Housing	Housing is optional. Students who indicated that they required housing on their admission application will receive a housing charge. For more information visit: studentliving.georgetown.edu
Student Health Insurance	U.S. citizens and permanent residents are required to provide a copy of a valid health insurance card that is approved for use in the United States. International students will automatically be charged a mandatory health insurance fee

Need to register and pay for your meal plan?

For students who need to purchase a meal plan, please note that summer meal plans are purchased directly from Georgetown University Dining. You will register and pay through the system they provide. Please refer to page 8 for more information on how to purchase a meal plan.

Paying the Student Bill

What if I haven't paid my tuition bill by the check-in time?

Any outstanding balance (tuition, housing, pre-college fee, transcript fee, and health insurance fee, if applicable) **must** be paid before you arrive and before you can check-in. We will not check you in if your program costs have not been paid in full. If you are living on campus, please make sure that you have been assessed housing and have enrolled in a meal plan. If you are an international student, please make sure that you are charged for health insurance and have paid this charge.

Please log onto MyAccess to confirm that your billing balance has been paid and reflects $0. To view your account activity since your last eBill, please follow these steps:

- Click on MyAccess and log in using your NetID and password
    Please Note: If you forget your NetID and password you can look up your electronic credentials by returning to your application account and then click on "Post Submission Updates." After obtaining your NetID, you must enroll in Password Station
- Click on "Student Services"
- Click on "Student Account"
- Select "Student Account Services."
- You will be prompted to click on a button labeled "Student Account Services." This will take you to our secure payment gateway
- Click on the tab labeled "My Account," which will reveal a new row of tabs underneath
- Click on the tab "Account Activity"
- All activity since your recent bill will be displayed

What is an eBill?

Your eBill reflects your account status at a given point in time. You may have made changes to your registration, housing, etc. since the last bill was produced. If you are expecting changes to your student bill, then you should use the steps listed above to review the most current account activity.

Paying the Student Bill

How can I give access to my parent to pay my student bill?

Please use the following steps to grant permission to your parent for accessing and paying your student bill: Click on MyAccess and log in using your NetID and password.

Please Note: If you forgot your NetID and password you can look up your electronic credentials by returning to your application account and then click on "Post Submission Updates." After obtaining your NetID, please enroll in Password Station

- Click on "Student Services"
- Click on "Student Account"
- Click on "Student Account Services"
- Click on "Student Account Services" again to be redirected to our secure payment gateway
- Under the "My Account" tab, click on the tab labeled "Authorized Users"
- Enter the email address of the person whom you wish to have access to your account and click the green button labeled "Continue"
- You will be presented with an agreement stating that you are granting the user access to your account. Review this agreement
- Click the "I Agree" box
- Click the green button labeled "Continue"
- Beginning in April, you and the person designated will begin receiving billing statements from the Office of Billing and Payment Services

International Student
Health Insurance

Georgetown University's Summer Programs for High School Students requires all international students to carry sufficient medical insurance coverage for the duration of their program.

To assist in meeting this requirement, all international students will be automatically assessed an insurance charge on their student account and will be enrolled in a health insurance plan administered by HTH Worldwide.

More information regarding this requirement can be found by visiting the International Students website: http://scs.georgetown.edu/departments/21/summer-programs-for-high-school-students/about-the-program/international-students

Check-out

The check-out process begins the night before the last day of your session. For Session I, you will begin the check-out process on July 2nd and Session II students will begin the check-out process on August 7th. On your last night, you are responsible for packing your belongings, cleaning your room, and removing all trash. Also, your Resident Assistant will distribute key return envelopes.

Failure to return your key will result in a $50 lock change fee.

After completing your final exam or assignment on either July 3rd or August 8th, you are expected to check-out of your Residence Hall room. To check-out, please clearly print your full name on your key return envelope, place your room key inside, and return your envelope to your Resident Hall Office.

Immediately following check-out, students depart campus. For students who are being picked up by parents or family, you should arrange for pick up on the Southwest Quad. Parents and family should enter the University via the entrance on Canal Road. The address for the Canal Road entrance is 3609 Canal Road, N.W., Washington D.C. 20057.

Students can also easily arrange ground transportation to the three area airports:

- Reagan National Airport is minutes from Georgetown

- Dulles International Airport is 25 miles from Washington, D.C.

- Baltimore/Washington International Airport is 40 miles from Washington, D.C.
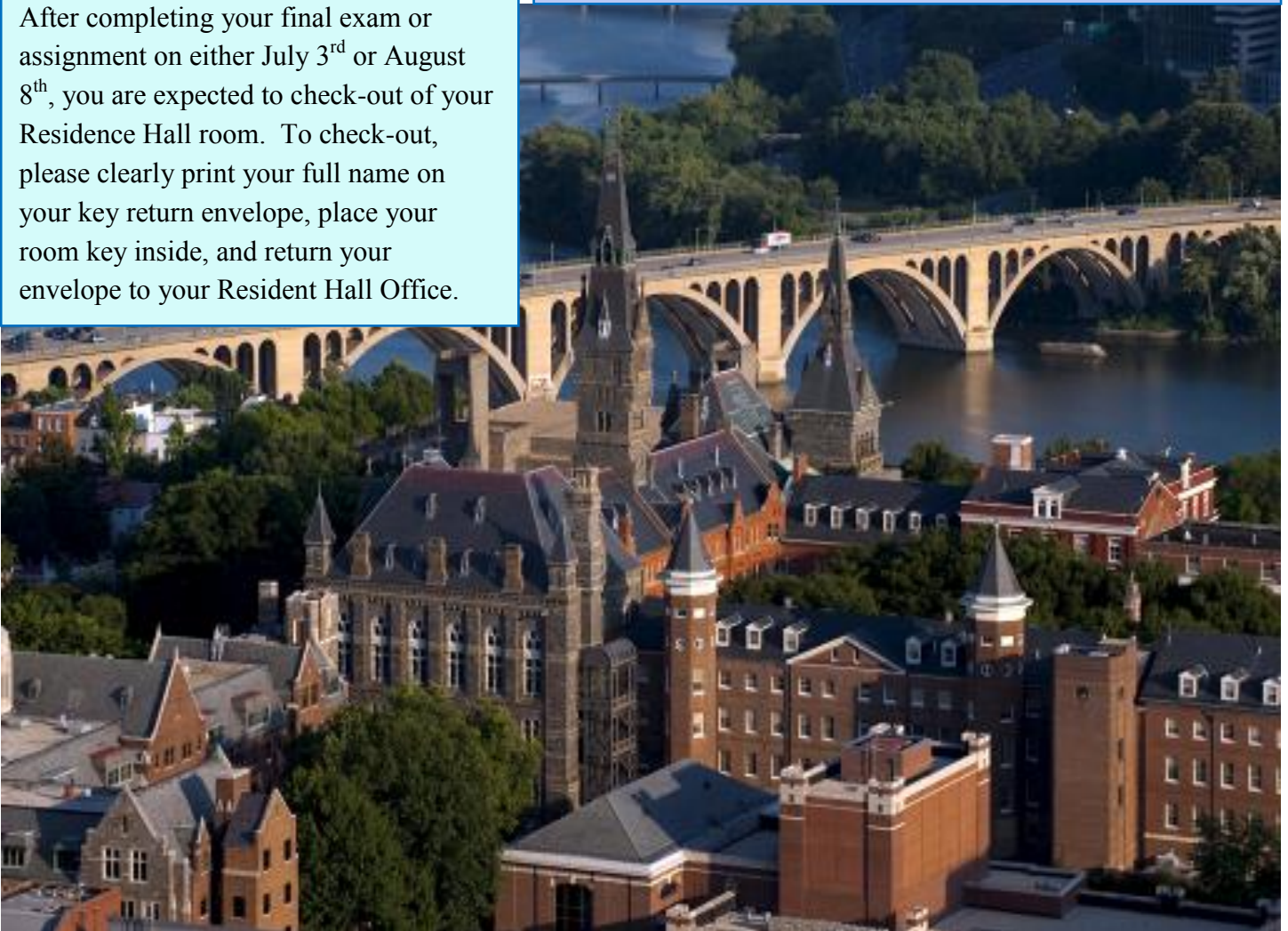
Looking forward to your stay on The Hilltop!