Summer Programs for High School Students
2015 Welcome Packet

The Institutes

June 14-June 21
June 21-June 28
June 28-July 5
July 5-July 12
July 12-July 19
July 19-July 26
July 26-August 2
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CONGRATULATIONS!

Congratulations on your acceptance to the Institute program at Georgetown University’s Summer Programs for High School Students! We hope you are looking forward to joining us on the Hilltop soon. Please make sure you take advantage of the resources offered by Georgetown University!

The Summer and Special Programs office, a part of the School of Continuing Studies at Georgetown University, provides world renowned summer programs that attract students from around the United States of America and the world. As you prepare for your arrival on Georgetown’s campus, our staff is available to provide you with academic advising and to help you plan and prepare for your college experience at Georgetown.

This Welcome Packet provides information to help you prepare for your summer experience, such as what to bring and what to wear, so please review the material carefully. You can also find an electronic version of this Welcome Packet on our Summer Programs for High School Students’ Website: summer.georgetown.edu

JACK THE BULLDOG AT HEALY HALL
YOUR PRE-ARRIVAL CHECKLIST

Whether this is your first time participating in our Summer Programs for High School Students or you are returning for your second or third summer, preparing for your Institute on Georgetown’s campus starts with you and it starts today!

Refer to this checklist frequently as you prepare for your 8 day Institute!

Preparing for Georgetown

◊ Set a permanent NetID password through the NetID Password Station at password.georgetown.edu!
◊ Register for your Institute(s).
◊ Apply for your GOCard (student identification).
◊ Download, complete, and submit your Campus Life Forms at summer.georgetown.edu/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
   ◯ Students who register in the Medical Institute must submit the Research Consent Form
   ◯ Students who register in the Leadership Institute must submit the Ropes Course Form
◊ Plan for your trip (flight, train, or car ride) to campus on Check-In Day. Check-In day is on the following Sundays:
  
  June 14 Leadership Institute, Creative Writing Institute, International Relations Institute
  June 21 Digital Journalism Institute, Entrepreneurship Institute, Law Institute, Medical Institute
  June 28 Sports Industry Management Institute, Medical Institute
  July 5 American Politics Institute, Medical Institute
  July 12 International Relations Institute, Medical Institute
  July 19 National Security & Counterintelligence Institute, International Law Institute, Forensic Science Institute
  July 26 Law Institute

Check-In Day

◊ Pack your bags and know what to bring!
◊ Arrive on time - no early check-ins are allowed.
◊ Know where to park (or where to be dropped off).

Know Before You Go: Learn the Georgetown Systems

◊ NetID and Password ◯ Blackboard
◊ Email/Google Apps ◯ HOYAlert
◊ GOCard ◯ LiveSafe App

Know Before You Go: Read the Student Conduct Policies:

◊ Off-Campus Leave and Overnight Stays
◊ Early Dismissal Requests
◊ SCS Pre-Collegiate Student Conduct Sanctioning Guidelines

Upcoming Future Correspondence; sent only to students who are registered in an Institute.
◊ An email containing a detailed itinerary for your Check-In Day.
Selecting an Institute

Now that you are admitted to the Institute program, we are providing you with the tools you need to select your Institute and complete your Institute registration. While many students will attend only one Institute, about 25% of Institute students will register in back-to-back Institutes in order to maximize their Georgetown summer experience.

To assist in your Institute registration process, we have provided a program calendar below, highlighting complementary programs that you may be interested in pairing together. If your interests span more than one area of study, we encourage you to mix and match Institutes in order to design a schedule that fits your interests. For all Institutes, registration is on a first come, first serve basis. To reserve your spot in an Institute, you must complete the registration process outlined on the next page!
PREPARING FOR YOUR SUMMER AT GEORGETOWN

TAKE ACTION AND COMPLETE THESE REQUIRED STEPS NOW!

1. Enroll in the NetID Password Management System [(password.georgetown.edu)](https://password.georgetown.edu)
   
   Sign up immediately for the NetID Password Station at [https://password.georgetown.edu](https://password.georgetown.edu)! Password Station is a self-service NetID password management tool that allows you to select and answer three security questions that you can use in the future to reset your NetID password. If you do not enroll in the NetID Password Station you may be electronically locked out of your Georgetown accounts due to password expiration. Use your NetID and current password to sign up!

2. Register for your Institute(s)!
   
   The Institutes reach capacity quickly. You should register and submit your tuition payment as soon as possible in order to secure your spot in your preferred Institute! You will only be guaranteed a spot in your Institute after you complete registration and submit tuition payment, as course availability allows.

   **To register in your Institute(s), please follow these steps:**
   
   ➞ Click on "My SCS Student Portal" and log in using your University NetID and password. Upon logging in, you will be brought to the My SCS student Portal home page. The page will say "Welcome, (your first name)."
   
   ➞ Next, locate the "Search For" field and click "Courses." The page will refresh to "Course Search."
   
   ➞ On the "Course Search" page:
     
     ➞ Use the "Course Category" drop down menu to select "High School Programs."
     
     ➞ Click the "Search Now" button. You will now be presented with a list of available programs.
   
   ➞ Select your preferred program and section.
   
   ➞ Click on "Add to Cart."
   
   ➞ If you are an international student and do not have U.S. Citizenship or U.S. Permanent Residency, then please select the international student tuition charge. For more information, please review our [international student webpage](https://www.georgetown.edu/admissions/international-students/).
   
   ➞ After selecting your correct tuition enrollment option, click "Continue Checkout."
   
   ➞ Re-enter your NetID and Password as a returning student. This is required for security purposes.
   
   ➞ Select the "Continue Checkout" button.
   
   ➞ Submit your credit card payment. Please note: only electronic credit card payment is accepted.
   
   ➞ Print your payment confirmation page and retain for your records.

Need to look up your NetID?

⇒ Your NetID and password were provided to you when you created your Institute application. If you forget your NetID, please refer to your “Welcome to the MySCS Student Portal” email, delivered to the email account that you used to initiate your Institute application. This email contains your NetID and GUID and should be saved in a safe and secure location.

What is a GUID?

It is a random number assigned to all individuals affiliated with the University for purposes of identification. The University ID number will be used to identify you in a variety of on-campus systems. It replaces using the social security number as an inter-campus ID. This ID number will stay with you for the entire duration of your affiliation with Georgetown.
3. Apply for your GOCard — Your Student identification card
To apply for your GOCard, you must submit a “passport sized” photo to the GOCard office by emailing your photo to GOCardphoto@georgetown.edu at least one month in advance of your Institute start date. Your email must include your name, NetID, and Institute name(s). For more information on how to submit your photo, please visit the GOCard Office’s website: http://gocard.georgetown.edu. If you have attended a Summer program at Georgetown in the past, please bring your GOCard from your previous program. For more information for new students, please review our requirements for acceptable photo submissions.

4. Submit your required pre-arrival Campus Life Forms at summer.georgetown.edu/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
⇒ Students who register in the Medical Institute must submit the Research Consent Form
⇒ Students who register in the Leadership Institute must submit the Ropes Course Form

Tuition and Fees: Refund Policy
Students may drop their registration up to three weeks before their program begins and receive a full refund. After that time, no refund will be granted. Students who are dismissed from any high school summer program for any reason do not receive a refund or academic credit, where applicable.

Health Insurance
The Summer Programs for High School Students requires all students to have proof of health insurance coverage during the student’s enrollment period. To assist in meeting this requirement, all international students will be 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. U.S citizens and U.S. permanent residents are required to provide a front and back copy of their health insurance card as part of the required Medical Permission Form.

Dining at Georgetown
In the Institute program, meals are included! When visiting the Leo O’Donovan Dining Hall, students are offered a wide variety of buffet-style meal options daily. If you have specific concerns, please feel free to contact University Dining directly. When entering the dining hall, students will swipe their GOCard to gain access to the facility!
KNOW BEFORE YOU GO: LEARNING THE GEORGETOWN SYSTEMS

Before arriving to campus, take the time to explore the following electronic systems used by Georgetown faculty, staff, and students. These systems are used for both student security and academic learning purposes. Each system helps keep the Georgetown community connected. By becoming familiar with these resources now, you will be ready to start your Institutes this summer!

NetID and Password
Your NetID and password are your electronic identifiers that give you access to all of Georgetown’s student electronic systems. You will need to remember your NetID and password to use your Georgetown University email, log into Blackboard, apply for your GOCard, etc. In other words, your NetID and password are incredibly important as these two identifiers are the gatekeeper to Georgetown’s systems. If you forget your NetID, please refer to your “Welcome to the MySCS Student Portal” email, delivered to the email account that you used to initiate your Institute application. This email contains your NetID and GUID and should be saved in a safe and secure location.

Tip: Georgetown University requires all students to reset their passwords every six months.

Password Station (password.georgetown.edu)
If you have not done so already, sign up immediately for the NetID Password Station at https://password.georgetown.edu. The NetID Password Station is a self-service password management tool that allows you to select and answer three security questions which you can use in the future to reset your NetID password. If you do not enroll in the NetID Password Station you may be locked out of your Georgetown accounts. If you cannot use Password Station to reset your NetID 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.

Georgetown Google Apps: Using Your Student Email (apps.georgetown.edu)
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 (campus.georgetown.edu)
Blackboard is the learning management system used by Georgetown University. All of the Institutes use Blackboard to electronically share class and reading materials. Closer to the start of your program and during your Institute, reading and lecture material will be added to your Blackboard course site. You will receive an email at your Georgetown University email address when materials have been added to the course site. You can login using your NetID and password by visiting Blackboard or visiting https://campus.georgetown.edu.

HOYAlert — Emergency Notification System
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.
**LiveSafe App** — Download the LiveSafe Safety App
The LiveSafe App is a mobile safety app for Georgetown students, faculty, and staff.

**GOCard** — Your Student Identification Card  [https://gocard.georgetown.edu/](https://gocard.georgetown.edu/)
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.

All Summer Hoyas must apply in advance for their GOCard. To apply for your GOCard, you must submit a "passport sized" photo to the GOCard office by emailing your photo to GOCardphoto@georgetown.edu at least one month in advance of your program start date. Your email must include your name, NetID, and Institute name(s). For more information on how to submit your photo, please visit the GOCard Office’s website: [http://gocard.georgetown.edu](http://gocard.georgetown.edu). If you have attended a Summer program at Georgetown in the past, please bring your GOCard from your previous program.

Students will receive their GOCards during check-in after showing their government issued ID. Please note that ID policies vary by state and country. 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](http://www.dmv.org/id-cards.php)

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**What kind of photo should be submitted?**

- **Sun glasses** Not Allowed
- **Partial photo** Not Allowed
- **Non solid background** Not Allowed
- **Facing away from the camera** Not Allowed
- **Hats are** Not Allowed
- **Color photo, solid background & facing the camera** Allowed

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**What is a UID?**
It is a random number assigned to all individuals affiliated with the University for purposes of identification. The University ID number will be used to identify you in a variety of on-campus systems. It replaces using the social security number as an inter-campus ID. This ID number will stay with you for the entire duration of your affiliation with Georgetown. Some University offices refer to this number as the “GUID.”
Rules & Regulations
As a Summer Hoya, you are expected to adhere to the Program Expectations and Campus Regulations for Pre-Collegiate Students Campus Life Form. 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.

Though curfew and bed checks are done each evening by the Resident Adviser and supervision is provided at all planned program activities, 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 time and unscheduled breaks.

Students are not allowed to leave campus overnight.

Safety and Security
The safety and security of all members of the University community are preconditions of learning, dialogue and personal growth at Georgetown. We work comprehensively to promote public safety on our campuses, in all University facilities, at our events, and in international exchange programs.

Georgetown University has a Protection of Minors Policy to protect those under 18 years of age who participate in programs and activities associated with the University and to provide guidance and requirements that apply to University students, faculty and staff who are involved with such programs and activities. The policy also includes requirements for non-University organizations that operate programs or activities involving minors on campus. Additional information about the policy may be found at: http://protectionofminors.georgetown.edu/policy.

Georgetown's Department of Public Safety (DPS) conducts coordinated patrols on a regular basis to ensure campus security. DPS is vested through the District of Columbia Metropolitan Police Department with full arrest power on all campus property. DPS also works closely with the Metropolitan Police Department and District of Columbia Fire Department to address issues surrounding campus and respond quickly to incidents.

Summer at Georgetown has mature and experienced staff members who are trained to respond to student needs and emergencies. In the Residence Halls, there is a Resident Adviser on Duty from 7:00pm—9:00am every day. The Resident Adviser on Duty can be reached at (202) 230-7111 from 7:00pm—9:00am. DPS can be reached 24 hours a day at (202) 687-4343.
Student Health Services
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. Campus Life Forms should be submitted online at summer.georgetown.edu/forms.

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 the Student Health Center’s website at http://studenthealth.georgetown.edu/medical-care.

Codes of Conduct
High school students are expected to adhere to the Program Expectations and Campus Regulations, which you will need to sign in order to attend the program. Safety is a top priority, and students must follow these Expectations to ensure the well-being of the community. Any rule violation will result in some level of adjudication. If found committing a violation, students 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.

SCS Pre-Collegiate Student Conduct Sanctioning Guide – (Review this guide prior to attending)
The fundamental principle guiding the imposition of sanctions in the SCS Pre-Collegiate Student Conduct Sanctioning Guide is founded on the University’s effort to balance and uphold community standards with the educational development of its students in addressing individual behavior. The sanctioning component of the SCS Pre-Collegiate Student Conduct Sanctioning Guide is designed to achieve the following goals:

- Reestablishment of order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender.
- Mechanism within which offenders can reflect upon their actions and their impact on both themselves and others.
- Restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals’ presence or return.
- Restitution to those harmed by the offender’s actions to the degree possible.

Unstructured Time Policy
Given the highly structured and connected nature of Institute academic schedules and the resulting small amount of unstructured time (maximum of 2 hours/night), students are not permitted to leave the Georgetown neighborhood at any time. Summer Resident Assistants provide social opportunities for students to gather and participate in a variety of activities around campus and the Georgetown neighborhood. The Georgetown neighborhood is defined on the north border by Reservoir Road, on the east by Wisconsin Ave, and on the south by the M St Corridor (up to 30th Street). We encourage all students to adhere to safety recommendations: never walk alone at any time of the day but especially at night, lock your door and always carry your keys, wear your Summer SCS lanyard with contact information, and stay aware of one’s surroundings while walking (not listening to music/talking on the phone).
Off-Campus Leave and Overnight Stays
Given the intense academic nature and truncated timeframe for socializing, Institute students are not permitted to arrange time away from structured program activities, late curfew or to spend nights away from campus during the Program. There are no exceptions to this policy.

Early Dismissal Requests
Requests to depart a program prior to its official conclusion must be filled out by the parent/guardian and are preferred at least 72 business hours PRIOR TO THE DATE OF DEPARTURE by filling out the following form:  [http://tinyurl.com/EarlyDepartureRequest2015](http://tinyurl.com/EarlyDepartureRequest2015)

Any requests conflicting with structured academic programs are not approved. The Office of Residential Living manages all requests and starts accepting requests on May 1, 2015. Staff will begin processing and responding to requests on June 1, 2015, reply to them in the order they are submitted throughout the summer, and strive to reply within 72 business hours. Please keep in mind, during high peak times the response might be delayed.

The Office of Residential Living retains ultimate decision authority on all requests. All requests, both confirmed and denied, are shared with Residential Living and SCS staff.

Important Contacts to Share with Your Parents
For emergencies outside of business hours, 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 Residential Community Director on duty.

For judicial concerns and housing issues while on campus, students should contact the Office of Residential Living at 202-687-4560 between the hours of 9am and 5pm Monday through Friday.

For all other questions Monday-Friday from 9am-5pm, please contact a Parent Services Advisor at 202-687-7087 or via email at highschool@georgetown.edu.
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.

Residence Halls
A student learns the residence hall in which he or she will be staying two weeks prior to the start of his or her program. The residence hall assignment will be e-mailed to the student. 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.

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.

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

Each night after 7:00pm, Resident Assistants are available to high school students.

Curfew, Quiet Hours, 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. Twenty-four hours a day reasonable quiet must prevail in University-owned housing. An atmosphere of quiet is especially to be maintained between the hours of 9:00 pm to 9:00 am.

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.

Guests
As outlined in the Program Expectations form, student hosts are responsible for the behaviors of any individuals one allows access to the residence halls. Guest(s) of a different sex from the host may visit in the common room of the residence hall only and may not be in the hallway or individual room of the host.

A. The right to quiet takes precedence over a roommate’s privilege to have guests of the same sex in their residence hall room. If one roommate wishes to have quiet time and another roommate’s guests are interfering with the necessary quiet, the guests shall be asked to leave the room.

B. No overnight guests are permitted at any time. No persons of college age are permitted at any time. No guests are allowed after curfew and/or during quiet hours.
Security
Students use their GOCard to access their residence hall. 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.

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

Mail
Please address packages and letters to your Summer Hoya's Residence Hall Office (e.g., New South Residence Hall Office, Kennedy Residence Hall Office, etc.) at 37th and O Streets, N.W., Washington, DC 20057. Please be sure the student's name and Institute name are written clearly on the package. Summer Hoyas will need to present a photo ID when picking up a package.

Property Damage
All students are expected to maintain their rooms in a clean manner and are responsible for the care and condition of the rooms and corridors they occupy. Students will be held financially responsible for the cost of repairs for any damages and the cost of any special cleaning needed to return the room or corridor to their move-in condition. Georgetown University is not responsible for the loss of, or damage to, any property of the student. The University recommends that individuals carry insurance on their belongings. Items left behind after a student checks-out of the program will be donated to charity.

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).

Students in the Medical Institutes are required to wear long pants and closed-toe shoes in the labs. There are no exceptions to this policy.

Packing List
- Blanket or comforter
- Towels, toiletries, and linens*
- Alarm Clock
- Clothing hangers
- Umbrella
- Cell phone/charger
- Laundry detergent (High-Efficiency)
- Sunscreen
- Shower Bucket and Shoes
- First-Aid kit
- Government Issued Photo ID
- Health Insurance Card
- Medications (if applicable)

*Linen Service is provided for Institute students and includes 2 flat sheets, 1 pillow, 1 pillowcase, 1 blanket, and 1 small towel.
ON CAMPUS RESOURCES

Bookstore and Leavey Student Center
The Main Campus University Bookstore is located in the Leavey Center. Purchase souvenirs and school supplies here, or pick up some Georgetown apparel to remember your summer!

The Thomas & Dorothy Leavey Center, also known as the student center, is a 255,000-square-foot structure providing recreational and meeting places for students, faculty and staff, as well as a 146 room hotel and conference center and various eating facilities.

Recreational Facilities
Take advantage of the extensive sport and recreational facilities at Yates Field House. Access is free during your program(s) with your GOCard.

Libraries
Students are able to read or study in one of the many on-campus libraries. The main on-campus library is Lauinger Library. Students need to present their GOCard in order to gain entry to Lauinger Library. More information regarding Georgetown library services can be found at http://www.library.georgetown.edu.

Computers & Internet
All Summer Hoyas have computer access at various library locations across campus. 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.
DURING CHECK-IN, YOU WILL SIGN INTO YOUR PROGRAM AND WILL BE GIVEN A VARIETY OF PROGRAM MATERIALS, CAMPUS INFORMATION, A KEY TO YOUR RESIDENCE HALL ROOM, YOUR GOCARD, AND ADDITIONAL PROGRAM INFORMATION THAT YOU WILL USE THROUGHOUT YOUR TIME ON CAMPUS.

Check-in Day Itinerary
(By Check-In Date)

<table>
<thead>
<tr>
<th>Schedule I</th>
<th>Schedule II</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14</td>
<td>June 21</td>
<td>4:00—6:00PM Program Check-in and Pre-printed GOCard Pickup</td>
</tr>
<tr>
<td>June 28</td>
<td>July 5</td>
<td>2:00—6:00PM</td>
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<td>July 12</td>
<td></td>
<td>4:00—6:00PM Housing Key Pickup</td>
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<td>July 19</td>
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<td>4:00—6:00PM</td>
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<td>July 26</td>
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<td>5:00—8:00PM</td>
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<td></td>
<td></td>
<td>12:00AM</td>
</tr>
</tbody>
</table>

Check-in Day
◊ Pack your bags and know what to bring!
◊ Arrive on time
◊ Know where to park (or be dropped off)

Packing List
☐ Blanket or comforter
☐ Towels, toiletries and linens*
☐ Alarm Clock
☐ Clothing hangers
☐ Umbrella
☐ Cell phone/charger
☐ Laundry detergent (High-Efficiency)
☐ Sunscreen
☐ Shower Bucket and Shoes
☐ First-Aid kit
☐ Government Issued Photo ID
☐ Health Insurance Card
☐ Medications (if applicable)

*Linen Service is provided for Institute students and includes 2 flat sheets, 1 pillow, 1 pillowcase, 1 blanket, and 1 small towel.

In order to receive your GOCard at check-in you must have an official, government-issued photo ID with you to present in person. 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.

In order to check-in, you must complete the following items prior to your arrival to campus:
1. You must apply for your GOCard in advance. To apply for your GOCard prior to your arrival, please email your passport sized photo to GOCardphoto@georgetown.edu at least one month in advance of your program start date. Your email must include your name, NetID, and Institute name(s).
2. You must complete and submit your Campus Life Forms at summer.georgetown.edu/forms
3. You must register and submit your tuition payment for your Institute in order to secure your spot.

A note for students who have registered in more than one Institute:
If you have registered in more than one Institute, this means that you will participate in more than one check-in day. To facilitate your transition from your first Institute to your second Institute, we will provide you with a separate itinerary to guide you through your second check-in day. We will provide these details to you later this summer.
CHECK-IN DAY FREQUENTLY ASKED QUESTIONS

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.

If I arrive early, what should I do with my luggage?
For students who are driving to campus, we recommend that you leave your luggage in your car until after you have picked up your housing key. For students who have flown or arrive to D.C. by train, a luggage room with limited capacity will be available.

Look for the HOYA SAXA sign as you arrive via the Canal Road entrance!
**CHECK-OUT**

**Check-out and Leaving Georgetown University**
The check-out process begins Saturday night. 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. On your envelope, you are expected to clearly print your full name. When you are ready to check-out the next morning, place your key in your envelope and return your envelope to your Resident Hall Office.

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

Check-out is on the last Sunday of your Institute. Check-out begins at 7:00 AM and must be completed by 8:00 AM. During this time, students will be directed to store their luggage in a secured room. After storing your luggage, students will have time to attend breakfast between 8:00 AM and 9:00 AM. Beginning promptly at 9:00 AM, your Institute will hold a closing ceremony.

Immediately following the closing ceremony, students depart campus. For students who are being picked up by parents or family, you should arrange for pick up on the Southwest Quad, shortly after 10:00 am. 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
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### Sunday Check-Out Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>7:00 AM—8:00 AM</td>
<td>Check-out</td>
</tr>
<tr>
<td>8:00 AM—9:00 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:00 AM—10:00 AM</td>
<td>Closing Ceremony</td>
</tr>
</tbody>
</table>

**Early Dismissal Requests**
Requests to depart a program prior to the Sunday morning Institute Closing Ceremony, must be filled out by the parent/guardian and are preferred at least 72 business hours PRIOR TO THE DATE OF DEPARTURE by filling out the following form: [http://tinyurl.com/EarlyDepartureRequest2015](http://tinyurl.com/EarlyDepartureRequest2015)

Any requests conflicting with structured academic programs are not approved. The Office of Residential Living manages all requests and starts accepting requests on May 1, 2015. Staff will begin processing and responding to requests on June 1, 2015, reply to them in the order they are submitted throughout the summer, and strive to reply within 72 business hours. Please keep in mind, during high peak times the response might be delayed.

The Office of Residential Living retains ultimate decision authority on all requests. All requests, both confirmed and denied, are shared with Residential Living and SCS staff.