

GEORGETOWN UNIVERSITY School of Continuing Studies

Summer and Special Programs

Summer Programs for High School Students 2017 Welcome Packet

One-Week Institute Programs: June 11 - August 11, 2017

Three-Week Immersion Programs: June 18 - July 29, 2017

College Preparatory Programs: June 18 - July 7, 2017

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Welcome to Summer at 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.

In order to provide you with a diverse and exciting summer experience, in and outside of the classroom. The evening and weekend programming typically includes off campus visits, trips to Washington D.C. landmarks, ice cream socials, carnivals, and many more exciting opportunities for you to relax on campus and enjoy your time experiencing college life. We hope you will fully explore life on Georgetown's campus and to take advantage of the campus and the resources available to you during your summer.

The Summer and Special Programs office, 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. In preparation for your arrival and time 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 University.

This Welcome Packet provides information to help you prepare for your summer experience at Georgetown University, so please review the material carefully. You can also find an electronic version of this Welcome Packet on our Summer Programs for High School Student's Website: summer.georgetown.edu. Please note, this document is intended to function as a living document that will be periodically updated as new information becomes available. When referring to the Welcome Packet, be sure it is the most current version which can be viewed and downloaded by clicking here.

Important Phone Numbers

Who should the student or parent call with questions or concerns about the program? Such as Academic, Registration, Campus Life, Student Conduct, Unstructured Time Policy, Extended Leave Request, and Early Departure Notification.

Monday-Friday, 9:00 a.m.-7:00 p.m.

Call: Student & Parent Advisors (202) 687-7087

Email: HighSchool@georgetwon.edu

After business hours Monday-Friday, 7:00 p.m.-11:00 p.m.

Weekends and holidays, 7:00 a.m.-11:00 p.m.

Students and parents will be emailed the after-hours phone one week prior to the program start date

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 time Georgetown's campus starts with you and it starts today! The Student Checklist contains important information so be sure to carefully read and complete required items on the checklist in order to ensure a smooth transition to Summer at Georgetown. Refer to this checklist frequently as you prepare for your summer!

After y	ou Apply:
	Enroll in Password Station and set your permanent password
	International students: Review the international student information page
After y	ou Have Been Admitted:
	Register and pay tuition for program(s)
	Activate your Georgetown email using your NetID (apps.georgetown.edu)
	Complete your Post-Admissions Form
	Submit your Campus Life Forms (Available January 9, 2017)
	Apply for your GOCard (Starting Late February 2017)
Before	You Attend & Preparing for Check-in:
	Pack your bags and know what to bring!
	Learn the Georgetown systems
	Arrive on time - no early check-ins are allowed
	Have a government-issued photo ID
	Know where to park (or where to be dropped off)
	Review and discuss with your parents the university's <u>Protection of Minors Policy</u> and
	information for Parents and Families, Sexual Misconduct Policy, Youth Bullying Prevention
	Policy, and Program Expectations and Campus Regulations for Pre-College Students (Link
	Available January 9, 2017)
While y	you Attend the Program:
	Review all Georgetown policies
	Review campus resources
	Register for HOYAlerts
	Download the <u>LiveSafe App</u>
Prepar	e for Check-out and Your Final Day
·	Review Check-out details and FAQ's and make a plan for your departure
	Review the Program Check-In & Check-Out Time Table

Review the FAQs at the end of each section in this packet for more information.

After You Apply

Enroll in Password Station and Set Your Permanent Password

Sign up immediately for <u>Password Station</u> at <u>password.georgetown.edu</u> and set your permanent password! 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 electronically locked out of your Georgetown accounts due to password expiration. To sign up you will need your NetID.

After You Have Been Admitted

Complete the Post-Admissions Form

The information you provide in this form will help us in matching you with your roommate and help us to know what campus life programs to offer in the evenings and on weekends.

Click here for the Post-Admissions Form

How Do I Register For My Program(s)?

The summer programs reach capacity quickly. You should register and submit your tuition payment as soon as possible in order to secure your spot in your preferred program! You will only be guaranteed a spot in your program after you complete registration and submit tuition payment.

Once you receive an email from the School of Continuing Studies informing you that your application has been approved, please follow these steps:

- Click on "My SCS Student Portal" and log in using your University NetID and password. Your NetID and password were provided to you when you initiated your application. If you have forgotten your electronic credentials or need to reset your password, please click here for reset instructions.
- 2. Next, locate the "Search For." section and click "Courses." The page will refresh to "Course Search."
- 3. On the "Course Search" page:
 - A. Use the "Course Category" drop down menu to select "High School Programs."
 - B. Click the "Search Now" button. You will now be presented with a list of available programs.
- 4. Select your preferred program.

Please Note:

- A. Students registering for the College Prep Program must be admitted to the College Prep Program.
- B. Students registered for the English Intensive College Preparatory Program must be admitted to the English Intensive College Preparatory Program.
- C. Students registering for the One-Week Institutes and Three-Week Immersions must be admitted as well. Students approved for the Institutes and Immersions can register in either an Institute, Immersion, or both. Students can register in back-to-back Institutes or select an Institute plus an Immersion program and can attend multiple programs.
- 5. Click on "Add to Cart" next to your preferred summer program(s).
- 6. Proceed with checkout and online credit card payment.

- 7. Submit credit card payment. <u>Please note that only electronic credit card payment is accepted.</u> If you have questions regarding payment, please contact the Non-Credit Student Accounts Manager by calling (202) 687-7696.
- 8. Print your payment confirmation page and retain for your records.

What Are the Campus Life Forms?

Campus Life Forms will be available to registered students starting January 9, 2017. Student will immediately need to complete a number of important documents and <u>submit them online</u> to the Summer Programs for High School Students Office. These documents include:

Medical Permission Form
Immunization Certificate Form
Meningitis Vaccine Waiver Form, if applicable
Program Expectations and Campus Regulations for Pre-College Students
Statement of Responsibility Form
Release Form

These forms must be completed and submitted by May 19, 2017 for any student admitted before April 24, 2017. Anyone admitted to the program after April 24, 2017 must submit their forms within two weeks of their program start date. Students who have not completed and returned their forms will not be permitted to stay in Georgetown housing or attend any aspect of the program nor refunded for any paid tuition or fees.

Applying for Your GOCard

To apply for your GOCard, you must submit a <u>"passport sized" photo</u> to the GOCard office by emailing your photo to GOCardphoto@georgetown.edu <u>starting late February 2017</u> and no later than 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 <u>GOCard Office's</u> 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.

In order to receive your GOCard at check-in you must present an official, government-issued photo ID. There are no exceptions to this policy. If you need a government-issued photo ID, please visit DMV.org for guidance on obtaining a state ID. 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.

After You Apply & After you Have Been Admitted FAQs

Do I have a Georgetown University email address?

Yes, as a Summer High School Student at Georgetown University, you are given a Georgetown University email address with mail forwarding options. Your Georgetown email address is your NetID@georgetown.edu (e.g. ab123@georgetown.edu). You can set up mail forwarding to have messages forwarded directly to any other email account you have (Gmail, Yahoo, etc). Students are strongly advised to set up the forwarding feature to remain aware of class updates, announcements, and assignments.

Once a student is admitted, is he/she guaranteed a spot in his or her selected program?

No, a student does not have a spot in his or her selected program until online registration and full payment are completed on My SCS Student Portal. We cannot guarantee or hold any student's spot. It is up to the student to register and pay online in order to secure a spot in his/her preferred program. Confirmation can be viewed in My SCS Student Portal.

What is the refund policy?

Students may drop 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.

What if a student decides not to attend the non-credit program?

If a student enrolls in a program and then decides not to attend, the student must initiate a drop three weeks before their program begins in order to receive a full refund. After that time, if a student decides to no longer attend, the student should still drop the program but will not receive a refund.

When will students know their residence hall assignments?

Students will learn their residence hall assignment upon check-in.

I have a documented disability and require academic accommodations and/or special physical needs. Who must I contact to make sure these needs are met?

For special academic accommodations please contact the <u>Academic Resource Center (ARC)</u>. The ARC provides accommodations for students with disabilities based on documentation from a medical professional. Accommodations are provided on a case-by-case basis following review of this documentation and a meeting with an ARC administrator. Students are highly encouraged to submit documentation prior to arriving on campus so that they may begin the accommodation process as soon as possible. Review of documentation may take 3 - 4 weeks. The ARC can be contacted via email at arc-scs@georgetown.edu, or by phone at (202) 784-7366.

Before You Attend & Preparing For Check-In

Packing List

Below is our packing list to assist you as you pack for your time at Georgetown. Please note, students in Institute Programs are provided with bedding.

Residence Hall:		Clothing & Footwear:			Classroom:		
	Blanket or comforter		1 Pair of Sneakers		Notebook		
	Sheets for the bed (Extra-		(Mandatory for labs and		Pens and Pencils		
	Long Twin 39 x 80 inches)		some off-site visits)		Laptop Computer		
	Pillow and Pillow Case		2-3 Pairs of Jeans		(Optional)		
	Bath Towels		4-5 Pairs of Shorts				
	Toiletries		10 Short Sleeve Shirts				
	Alarm Clock		10 Pairs of Underwear	Oth	er:		
	Clothes Hangers		8 Pairs of Socks		Spending Money		
	Umbrella		1 Light Sweater or		Camera		
	U.S. Cell Phone & Charger		Sweatshirt		Athletic Gear		
	Laundry Detergent (High-		2-3 Business Casual Outfits		Small Musical Instrument		
	Efficiency)		1 Pair of Sandals/Flip-Flops				
	Sunscreen		Raincoat (For				
	Shower Caddy and Shoes		thunderstorms)				
	First-Aid Kit		Hat				
	Government Issued ID		Sunglasses				
	Health Insurance Card						
	Personal Medications						
	Laundry Bag						

Learn the Georgetown Systems

Before arriving on campus, take 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 classes 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, check your library account, request a transcript, access your final grades, 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 you can look it up by returning to your application account and clicking on "Post Submission Updates."

NetID Password Station (password.georgetown.edu)

If you have not done so already, sign up immediately for the NetID Password Station at password.georgetown.edu! The NetID 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 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 the NetID Password Station to reset your password, you will need to submit a government-issued photo ID to University Information Services so that UIS can confirm your identity and reset your NetID password. 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 University correspondence. Your University NetID functions as your Google Apps username. In other words, your Georgetown e-mail address will be NetID@georgetown.edu. Your NetID password functions as your password. You can set up mail forwarding to have messages forwarded directly to any other email account you have (Gmail, Yahoo, etc). Students are strongly advised to set up the forwarding feature to remain aware of class updates, announcements, and assignments.

Online Classroom Management Systems: faculty will use one of the two systems for engaging with students online. Blackboard or Canvas are Web-based course management systems currently used at Georgetown University. Your instructor will send a welcome email to your Georgetown email no later than four weeks prior to your program start date telling you if you need to use Blackboard or Canvas as part of your coursework. You can log in to Blackboard and Canvas with your NetID and password to identify your course sites.

HOYAlert: Emergency Notification System (EmergencyManagement.georgetown.edu/HOYAlert) 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 (uis.georgetown.edu/services/LiveSafe)

The LiveSafe app is a mobile safety app for Georgetown students, faculty, and staff. To learn more about the LiveSafe app or download it visit <u>uis.georgetown.edu/services/LiveSafe</u>.

GOCard (gocard.georgetown.edu)

Your GOCard is your student ID and access card for many campus services such as dining, laundry, printing, and residence halls. Students receive their GOCard at check in and must carry them at all times.

Check-In Day

During check-in, you will sign into your program and will be given a variety of resources, campus information, your GOCard, and additional program information that you will use throughout your time on the Hilltop.

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 DMV.org for guidance on obtaining an state ID. 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.

Students are not permitted to check-in early. If you arrive early, we recommend that you explore campus, stroll through M Street, or visit the National Mall. 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 at DC by train, a luggage room with limited capacity will be available.

Check-In Day Schedule

Location: Healey Family Student Center						
Schedule I	Schedule II					
Sunday, June 18, 2017 Sunday, July 9, 2017	Sunday, June 11, 2017 Sunday, June 25, 2017 Sunday, July 16, 2017 Sunday, July 23, 2017 Sunday, July 30, 2017 Saturday, August 5, 2017	Event				
2:00 - 6:00 p.m.		Program Check-in & Pre-printed GOCard Pickup				
4:00 - 6:00 p.m.	4:00 - 6:00 p.m.	Housing Key Pickup				
5:00 - 8:00 p.m.	5:00 - 8:00 p.m.	Dinner				
7:00 p.m.	7:00 p.m.	Campus Tour				
9:00 p.m.	•	Residence Hall Floor Meeting (For Residential Students)				
11:00 p.m.	11:00 p.m.	Curfew (For Residential Students)				
12:00 a.m.	12:00 a.m.	Bed Check (For Residential Students)				

Before You Attend & Preparing For Check-In FAQs

Can students arrive at campus a day early?

No, students must adhere to the program check-in and check-out times. Students are not permitted to check-in prior to the start of their program.

What time is program check-in?

Student check-in begins at 2:00 p.m. or 4:00 p.m., depending on their program, on the Sunday they arrive at Georgetown. Please refer to the Program Check-in & Check-out Time Table at the back of this Welcome Packet.

What time can I move into my residence hall room?

Residence halls are not available for move in until 4:00 p.m. regardless of program check in time.

Can a student arrive late to the program?

It is preferred that students arrive on time to the program check-in in order to not miss any academic instruction. If you are running late please email to highschool@georgetown.edu.

I am an Institute Student, do I need to bring bedding?

No, bed linens, a pillow, a blanket and one towel are provided for students in the one-week Institute Programs.

I am in a three-week program, do I need to bring bedding?

Yes, students in the three-week College Preparatory Program, International College Preparatory Program, and Immersions, are required to bring their own extra-long twin sheets, pillow, blanket, and towel.

Are residence halls air-conditioned and what is included in a residence hall room?

Yes, 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. Residence halls have laundry facilities available to students (machines work with students' GOCards).

Are the residence halls co-ed?

Yes, male and female students are housed in single sex rooms, however male and female areas do connect. Students are not allowed to enter the rooms of students of the opposite gender.

Is a laptop computer required?

A laptop computer is not required. All students have library access. However, students are allowed to bring their own laptop computers to campus. All rooms have access to the Internet using an Ethernet cable or wireless connection.

Should I bring any athletic gear?

Yes, students are welcome to bring athletic gear as they have access to Yates Field House. Equipment such as volleyballs, soccer balls, and basketballs are provided.

Should I bring a TV or stereo?

No, there are common areas with this equipment.

Can I bring a musical instrument?

Yes, students are welcome to bring musical instruments.

How much spending money should I bring with me?

All meals and off-site visits are included in the cost of the program. However, students will need pocket money. It is recommended that each family discuss the amount prior to attending the program. If you do not have a bank card you may want to consider using a gift card with a credit card logo (Visa, MasterCard, American Express, etc.) to avoid carrying cash. Another option is to put money on your GOCard which is accepted at many places on and off campus. Students will receive their GOCards at check-in.

How can I make deposits on my GOCard account?

Deposits can be made to your GOCard account at the GOCard Office or online.

What school supplies should students bring?

Students should plan on bringing a notebook or binder, pens, and pencils. Additionally, students should check Canvas or Blackboard for any special books or materials individual instructors may require.

Is there a dress code?

Generally, dress is informal. Please be aware that summer in Washington, DC can be very hot and humid, so be sure to bring cool, comfortable clothing. A good pair of walking shoes is highly recommended, especially for off-site visits. Laundry facilities are available in residence halls. For programs that have off-site visits, business dress is required. Students participating in any medical program must bring closed-toed shoes and pants for lab work. Students who are not dressed properly will be unable to participate in the labs.

Where can parents park on check-in day?

If you are driving to Georgetown, please use <u>3611 Canal Road NW</u> to enter the campus. Parking is free (only on Saturdays and Sundays) and on a first come, first served basis at the <u>Southwest Quadrangle parking garage</u> (located inside the Canal Road entrance to campus). Follow signs to <u>visitor parking</u>. Follow the 'Elevator' signs inside the garage to exit the garage on foot (elevator exits are located in Kennedy Hall and O'Donovan Hall).

Does Georgetown provide transportation to campus?

No, Georgetown 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 should enter the University via the Canal Road entrance. The address is <u>3611 Canal Road NW</u>. Students can take a taxicab or arrange to be picked up by Super Shuttle. From the main gates, students will be able to walk to the check in location. Students can easily arrange ground transportation from the three area airports:

- 1. Reagan National Airport is about 6 miles from Georgetown University
- 2. Dulles International Airport is about 25 miles from Georgetown University
- 3. Baltimore/Washington International Airport is about 40 miles from Georgetown University

Can students bring a car to campus?

No, students are not permitted to have a car on campus.

How do students find out where their program meets?

Students in non-credit programs will find out where their program meets on the day of check-in.

While You Attend the Program

Rules & Regulations

High school students are expected to adhere to the Program Expectations and Campus Regulations, found in the Campus Life Forms. These policies must be reviewed and accepted prior to arriving for your program. Safety is a top priority, and students must follow these Expectations to ensure the wellbeing of the community. Any rule violation will result in adjudication. If found committing a violation, students meet with a member of the Summer professional staff who will then decide the best course of action. Students found committing major infractions, such as bullying, smoking, vaping, theft or alcohol or drug violations will be sent home.

Georgetown University Policy on Alcohol and Other Drugs

Consistent with the Drug-Free Schools and Communities Act, Georgetown University is providing this summary of Georgetown University's alcohol and drug policy. Georgetown's policies on alcohol and other drugs reflect the requirements of Federal and D.C. law and impose additional sanctions and penalties for violations by students.

- Smoking and Vaping: A strict non-smoking and non-vaping policy will be enforced at all times during the summer programs for all pre-collegiate students.
- Alcohol: No high school student shall drink, possess, purchase or attempt to purchase an alcoholic beverage. Likewise, no person, regardless of age, shall serve, offer, give, purchase, provide or in any way make available alcoholic beverages to any persons.
- Drugs: The possession, use, manufacture and/or distribution of illegal drugs, as defined under D.C. and federal law, are prohibited at all times on University property, in University vehicles, or in connection with any University activity or business. [Please note that despite changes in District of Columbia law relating to marijuana, the possession, use, and distribution of marijuana is still a violation of federal law and is not permitted under Georgetown policy.]
- Summer Programs for High School Students participants are strictly forbidden from possessing, consuming, asking others to purchase, asking others to consume or otherwise being in the presence of alcoholic beverages, illegal drugs, and/or drug paraphernalia. Students are forbidden from attending any establishment (including restaurants) after 9:00 p.m. where alcoholic beverages are served.
- Sanctions for Summer Programs for High School Students: Students who violate the Program
 Expectations will be dismissed from the Program and residence halls. Additional action by the
 University may include referral for prosecution, permanent separation from the University, or
 any action the University deems appropriate. See the full <u>University Policy on Alcohol and
 Other Drugs</u>.

Safety and Security

The <u>safety and security</u> 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 <u>Protection of Minors Policy</u> 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.

<u>Georgetown University Police Department</u> (GUPD) conducts coordinated patrols on a regular basis to ensure campus security. GUPD is vested through the District of Columbia Metropolitan Police Department with full arrest power on all campus property. GUPD also works closely with the

Metropolitan Police Department and District of Columbia Fire Department to address issues in the area surrounding campus and respond quickly to incidents that may arise.

Summer at Georgetown has professional and experienced staff members who are trained to respond to student needs and emergencies. In the Residence Halls, there is a Resident Counselor (RC) on Duty throughout the day.

Unstructured Time Policy (One-Week Programs Only)

Given the highly structured and connected nature of Institute academic schedules and the resulting small amount of unstructured time (maximum of 2 hours/nights), students are not permitted to leave the Georgetown neighborhood at any time. Resident Counselors 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 especially at night, lock your door and always carry your keys, wear your SCS Summer Programs for High School Students lanyard with contact information, and stay aware of your surroundings while walking (do not listen to music/talk on the phone).

Extended Leave Policy (One-Week Programs Only)

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 made for students in Institute programs.

Any student found to have left a program without prior approval will be subject to immediate dismissal from the program.

Family Emergencies

If an unforeseen personal or family emergency may impact attendance, please call the Georgetown University Police Department (202) 687-4343; ask for the Community Director on Duty.

Unstructured Time Policy (Three-Week Programs Only)

Students in three-week programs have some unstructured time. Resident Counselors provide social opportunities for students to gather and participate in a variety of activities around campus, the Georgetown neighborhood, and sometimes, in DC. The three week students are permitted to go into the Georgetown neighborhood, 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). Map above.

Academic programing typically ends at 3:30 p.m. Monday-Friday, for students in three-week Immersion Programs. After this time students may choose to study, work on group projects, take part in organized enrichment activities such as: local college tours, intramural sports, time management and other workshops, or guided cultural exploration of the city, or have optional free time.

During free time three-week students may leave the campus and the Georgetown Neighborhood for short, non-supervised trips. Students can only leave the Georgetown Neighborhood in groups of two or more. They must sign out with their Resident Counselor, give a destination, contact information and a time of return and sign back in upon return. The farther students travel from the Georgetown Neighborhood the more difficult it is for staff and GUPD to assist should they need help. Students and their parents/guardians are strongly encouraged to discuss and agree upon appropriate boundaries when leaving the Georgetown Neighborhood. Failure to abide by this policy will result in judicial repercussions and possible dismissal from the program.

We encourage all students to adhere to safety recommendations: never walk alone at any time of the day especially at night, lock your door and always carry your keys, wear your SCS Summer Programs for High School Students lanyard with contact information, and stay aware of your surroundings while walking (do not listen to music/talk on the phone).

Extended Leave Policy (Three-Week Programs Only)

To request a leave, the parent/legal guardian of the student must complete the online form, acknowledge the leave policies and procedures, and authorize the student to leave the program. No leave requests will be accepted via telephone. Any requests conflicting with academic programing are not approved. Request for leave cannot be used to adjust curfew hours. For all approved leave, the parent/legal guardian assumes responsibility for the student's safety and whereabouts.

Requests must be received at least THREE business days PRIOR TO THE PROGRAM START DATE. Requests received after the deadline will only be considered under special circumstances. Leave requests may be approved, approved with modifications, or denied on academic and/or administrative grounds. Approval will not be granted if the form is incomplete. Summer Programs for High School Students manages all requests and starts accepting requests on May 1, 2017. Staff will process and respond to requests beginning June 1, 2017 in the order they are submitted throughout spring and summer. Once initial requests are approved we will strive to reply to new requests within 3 business days. Please note: during peak times response might be delayed. Summer Programs for High School Students retains final decision authority on all requests. Requests received prior to May 1, 2017 will not be considered or approved.

Any student found to have left a program without prior approval will be subject to immediate dismissal from the program.

Extended Leave Request Form: http://tinyurl.com/2017programdeparture

Family Emergencies

If an unforeseen personal or family emergency may impact attendance, please call the Georgetown University Police Department (202) 687-4343; ask for the Community Director on Duty.

Early Departure Policy For One & Three-Week Programs

A notification if departure from a program prior to its official conclusion must be filled out by the parent/guardian and is preferred at least 72 hours prior to the date of departure. Please note, students who leave a program early may not receive a certificate of completion.

Notification of Early Departure Form: http://tinyurl.com/2017programdeparture

Dining

Students receive a 19 meals per week meal plan loaded on their GOCard to be used at <u>Leo O'Donovan Hall</u>. Monday-Friday students attend Breakfast, Lunch and Dinner. On the weekends students attend Brunch and Dinner.

Leo O'Donovan Hall offers students a variety of buffet-style meal options. If you have meal related concerns, please <u>contact</u> University Dining directly. Please note that meal plans may only be used at Leo O'Donovan Hall. Please <u>click here</u> for other on campus eating locations that accept cash, credit cards, and GOCards.

Please note Leo O'Donovan Hall will be under renovation during Summer 2017. Alternative dining facilities will be available to students throughout the summer.

Campus Life

Campus life during the summer at Georgetown is as much a part of the college experience as the classwork. Special floors are designated in the residence halls for the summer high school students.

Residence Halls

A student learns which residence hall he or she will be staying in at check-in. After 4:00 p.m. on the day of check-in students will pick up their room key at their Residence Hall Office (RHO). At the end of your stay, you are expected to return the key at check-out.

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. Students in three-week programs are required to bring their own linens. Please be sure to pack extra-long twin sheets. Bookshelves, drawers, and closets are built into the rooms.

Resident Counselors (RCs)

Students are assigned to a RC, a professional who lives in the residence halls with students and receives extensive training. RCs will work with you to maintain a positive community on the floor through community-building activities.

Curfew, Quiet Hours, and Bed Checks

Please note that Monday-Thursday, floor curfew is at 11:00 p.m. and bed checks are at midnight. On Friday and Saturday, floor curfew is at midnight and bed checks are at 1:00 a.m. These policies are designed to ensure the safety and security of all high school Summer Students 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 p.m. to 9:00 a.m. each day.

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.

Social Events and Activities

Students are encouraged to engage in the rich and varied cultural life of the University during the summer. On the first night of their program, all students will have a floor meeting to go over program rules and expectations, and meet their new community members. Toward the end of each week, the Summer Programs for High School Students staff will host a social event. Past events have included dances, carnivals, and game nights.

Guests

Student hosts are responsible for the behaviors of any individuals one allows to access the residence halls. Guest(s) of 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 or during quiet hours.

Residence Hall Security

Students use their GOCard to access their residence hall. To ensure safety, security guards are stationed at major residence hall access points. The <u>Georgetown University Police Department</u> supervises all security guards. Additionally, the University operates an emergency response team 24 hours a day to respond in the event of 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 students Residence Hall Office (e.g., New South Residence Hall Office) at 37th and O Streets, N.W., Washington, DC 20057. Please be sure the student's name and program are written clearly on the package. Students will need to present a photo ID when picking up a package.

Example: New South Residence Hall Office

Jack Hoya, College Preparatory Program

37th and O Streets, N.W. Washington, DC 20057

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.

Campus Resources

Student Health Services

If you have any medical problems, you may visit the <u>Georgetown University Student Health Center</u>, 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 <u>Campus Life Forms</u>. 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.

Bookstore / Leavey Student Center

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

Dining Facilities

Georgetown University offers many options for on campus dinning. From well-known dining options like Subway and Starbucks to the one-of-a-kind Students of Georgetown Inc. coffee shops and convenience stores, dining at Georgetown offers a little bit of everything! For a full list of Georgetown Dining locations click here.

<u>Leo O'Donovan Hall</u> offers students a variety of buffet-style meal options daily and is the primary dining location for Pre-College Students with meal plans. Please note Leo O'Donovan Hall will be under renovation during Summer 2017. Alternative dining facilities will be available to students throughout the summer.

Recreational Facilities

Be sure to take advantage of the extensive sport and recreational facilities at <u>Yates Field House</u>. Access is free during your program(s) when you present your GOCard.

Libraries

Students are able to read or study in one of the many <u>on-campus libraries</u>. The main on-campus library is Lauinger Library. Your GOCard is required for entry. More information regarding Georgetown library services can be found at http://www.library.georgetown.edu.

Computers & Internet

All students have computer access at various <u>library locations</u> 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.

Connecting to the Internet (https://uis.georgetown.edu/internet-access)

You can connect your computer or mobile device to the Internet through wired or wireless connections. Instructions and assistance are available free of charge from the Service Center, the walk-in Service Desk in St.Mary's Hall, the third floor Lauinger Library, or on the Web. You can get wireless internet access on Copley Lawn and other common areas, including all residence halls.

Wireless Network

SaxaNet is the University's secure wireless network. You connect to SaxaNet by logging in with your NetID and password, with a wireless-enabled device.

While You Attend the Program FAQs

Is class attendance in mandatory?

Yes, students must attend every class on time. Given the intense academic nature and truncated timeframe of the program attendance and participation concerns may be used as factors in determining dismissal from the program.

Failure to be on time after three instances will result in a judicial review for behavior and responsibilities. Multiple absences outside of the students control could also lead to non-judicial recommendation for the student to return home on a case by case basis.

Are non-credit students permitted to commute to campus?

No, students are required to live on campus in the residence halls.

Can the Dining Hall accommodate students with specific dietary needs?

Yes, <u>Leo O'Donovan Hall</u> offers students a variety of buffet-style meal options. If you have specific concerns, please feel free to <u>contact</u> University Dining directly. Please note that meal plans may only be used at <u>Leo O'Donovan Hall</u>. Students with dietary concerns and restrictions, including food allergies and/or intolerances, should be in contact with Ivy Mumo, a registered dietitian, who works in Dining Services. Ms. Mumo will be able to discuss your concerns and provide appropriate guidance in food selection. Her contact information is <u>mumo-ivy@aramark.com</u> OR (202) 687-5379.

I am an Institute student, what if I want to visit family and friends outside of Georgetown?

Students in the one-week Institutes are not permitted to leave the Georgetown University area or to have overnight visits off campus. However, students often stay with and visit family and friends in the area the week prior to or following the Institute.

I am in a three-week program, what if I want to visit family and friends outside of Georgetown?

Students in the three-week College Preparatory and Immersion Programs are welcome to visit and stay overnight with family and friends as long as they are pre-approved and not missing any academic programming. Please <u>click here</u>, for the Extended Leave Request from. Students who wish to leave the Georgetown area and not spend the night need to sign out with their Resident Counselor.

What if I do not want to stay in the program I am in?

Students are not able to switch programs once their program has started.

What if there is an emergency and my family cannot get in touch with me?

The Georgetown University Police Department can always be contacted at (202) 687-4343. Please ask to be connected to the Community Director on Duty.

Do students have access to a fitness facility on campus?

Yes, students are encouraged to enjoy the university athletic facilities at Yates Field House outside of academic instruction times.

Is there an ATM on campus?

Yes, there are numerous ATMs located across the campus.

What if a student has an allergy or needs to take a certain medication?

The Medical Permission Form provides the opportunity to explain any medical issues or concerns. Students are expected to manage their individual medications and are responsible for dispensing their medications.

What safety precautions are taken in the residence halls?

Security Guards are stationed at major residence hall access points. All Security Guards are supervised by the Georgetown University Police Department. Additionally, throughout the day Resident Counselors (RCs) are available to students. The RCs are members of the Summer Programs for High School Students Team. The University also operates an emergency response team 24 hours a day to respond in the event of significant emergency situations.

What types of rules and regulations are there?

High school students are expected to adhere to the Program Expectations and Campus Regulations, found in the Campus Life Forms. These policies must be reviewed and accepted prior to arriving for your program. Safety is a top priority, and students must follow these Expectations to ensure the wellbeing of the community. Any rule violation will result in adjudication. If found committing a violation, students meet with a member of the Summer professional staff who will then decide the best course of action. Students found committing major infractions, such as bullying, smoking, vaping, theft or alcohol or drug violations will be sent home.

What is the extent of supervision students receive during academic programing?

All students are supervised during academic programming by their assigned Institute Assistant or Mentor.

How are students supervised in the residence halls?

During the program, each student is assigned to a Resident Counselor (RC). The summer RCs are professionals who live on site within the residence halls and work with students to help create a healthy, safe, and engaging environment. There will be RC events that students can participate in every evening. Though curfew and bed checks are conducted each night 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 unscheduled breaks. While enrolled, students experience the independence and responsibility of life on a college campus.

What activities take place outside of the classroom?

At Georgetown, the pre-college experience expands far beyond the classroom walls. When students are not in class, they will have the opportunity to attend campus events and social activities, make new friends, and have summer fun both on and off campus. Our extensive calendar of activities includes events where students can take advantage of dances, performances, carnivals, movies, and more. We also provide off-campus trips including touring the National Mall, cheering on the D.C. Nationals, and enjoying an afternoon of fun at Six Flags America. Our evening discussion workshops focus on a variety of topics such as preparing students for their path to college, engaging in conversations about diversity and inclusion education, and programs that engage students in reflection and action - rooted in Georgetown's identity as a Jesuit and Catholic, student-centered university.

What if I get sick?

Please remember to bring any prescription medication as well as over-the-counter medication with you. Georgetown University Program Staff is unable to dispense medication to students. If a student is in need of medical attention throughout the night he/she will be transported to the emergency room at MedStar Georgetown University Hospital. The Student Health Center on campus is open Monday through Friday 8:30 a.m. to 4:30 p.m. To make an appointment, students may call (202) 687-2200. Students requesting medical attention when the Student Health Center is closed will be required to seek permission from their parents to be transported to the emergency room at MedStar Georgetown University Hospital.

What if I have a medical emergency?

In the event of a medical emergency the student will be transported to the emergency room at MedStar Georgetown University Hospital. All attempts to contact the parents will be made by program staff.

Preparing For Check-Out & After You Attend

Check-Out

The check-out process begins the night before the last day of your final class. On your last night, you are responsible for packing your belongings, cleaning your room, and removing all trash. By 10:00 a.m. you are expected to check-out of your residence hall room. To check-out, please return your key to your Residence Hall Office (RHO). During this time, you will be directed to store your luggage in a secure room. After storing your luggage, you will have time to attend breakfast, any remaining academic programming and the closing ceremony. Some programs go right to the closing ceremony after breakfast. For your program's end time please refer to the Program Check-in & Check-out Time Table at the back of this Welcome Packet. All students are encouraged to depart campus after they conclude their closing ceremony and luggage must be picked up immediately after your program's closing ceremony.

For students who are being picked up by car, you should arrange for pick up on the Southwest Quad. Drivers should enter the University via the entrance on Canal Road. The address is 3611 Canal Road NW.

Preparing For Check-Out & After You Attend FAQs

Can students depart early from the program?

It is preferred that students stay for the full program. However, students who need to leave early due to travel arrangements must submit a Notification of Early Departure Form. Please note, students who leave the program early may not receive a certificate of completion.

What time is check-out of the residence hall?

On the last day of your program all personal items must be removed from your room, and students must check-out of the residential hall by 10:00 a.m. Arrangements will be made for students to store their luggage until after the program has ended.

What time should I pick up my student?

Please pick up your student after his or her program has ended. Please refer to the <u>Program Check-in & Check-out</u> Time Table at the back of this Welcome Packet.

What time should I depart campus if I am traveling on my own?

Students should depart campus after their program has ended. Please refer to the <u>Program Check-in & Check-out Time Table</u> at the back of this Welcome Packet.

Can students stay on campus a day late?

No, students must adhere to the program check-out times. Students must leave campus the day their program ends.

Do students receive grades?

No, students in the Institutes and Immersions will receive completion certificates. College Preparatory Program and International College Preparatory Program students will receive their completion certificates and evaluations by mail approximately four weeks after the program has ended.

Can parents access student applications, academic records, or other information?

Students are protected by the Family Educational Rights and Privacy Act, a federal law that limits the information about a student shared with parties (including parents and guardians) other than that student. The Summer Programs for High School Students office will not provide student record information to parents and third parties unless a student signs a FERPA Privacy Waiver Form granting permission to release information to a parent or third party. To waive this right, the student should complete this form and submit it to the Office of Academic Affairs & Compliance within the School of Continuing Studies.

For International Students

Immigration Matters for Non-Credit International Students

Visa Information

Georgetown University's non-credit programs for high school students are not for full-time study and are informal enrichment experience programs. International students are encouraged to consult with their local consular officer to determine the visa that may be appropriate based on the purpose of a visitor's travel and supporting documentation. Students attending these short-term courses often enter the U.S. on a B-2 visa or through the Visa Waiver Program provided this is their secondary purpose for entering the U.S. Permissible study is viewed as casual and short-term, toward a personal hobby or interest, and is not the main reason for visiting the U.S.

Details on obtaining a B-2 visa can be found on the U.S. Department of State website: http://travel.state.gov/content/visas/english/visit/visitor.html

Other Helpful Links:

Locate a U.S. embassy near you: https://www.usembassy.gov

U.S. Department of State's visa service information: http://travel.state.gov/content/travel/en.html
U.S. Department of State's visa wait times: https://travel.state.gov/content/visas/en/general/wait-times.html/

Non-Credit Application Information

Though TOEFL scores are not required for Non-Credit programs. To fully participate and enjoy our Non-Credit programs we recommend that students be able to:

- In English understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of interest.
- Interact with a degree of English fluency and spontaneity that makes regular interaction with native speakers possible without strain for either party.
- Produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Students who do not meet the above list of recommended skills may be interested in the English Intensive College Preparatory Program.

Mandatory 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 or student invoice and will be enrolled in a health insurance plan administered by HTH Worldwide, underwritten by BCS Insurance Company. Requests for insurance waivers will not be considered.

Students who are dual U.S. citizens living outside of the U.S. and do not have U.S. medical insurance are not eligible for a health insurance plan through HTH Worldwide. Students in this situation will need to obtain their own health insurance for their time at Georgetown University.

Non-Credit International Student Insurance rates for Summer 2017 are assessed according to the length of each program:

Institutes: \$50Immersions: \$100

• College Preparatory Programs: \$100

HTH is the insurance agency that Georgetown University selected. HTH creates customized health plans for international students. HTH is the "third party claims administrator," the company responsible for reviewing claims and all reimbursements.

¹If you are not a U.S. citizen or permanent resident, then you are considered to be an "international student." If you are a U.S. citizen but live in another country, you are not an international student and will be required to show proof of health insurance.
*Insurance rates are subject to change.

Still Have Questions?

Please send an e-mail to highschool@georgetown.edu, and we will be happy to assist you. Or for more information please visit our For International Students page.

Program Check-In & Check-Out Time Table

Check-in takes place early afternoon on the Sunday start date of your registered program. Registered students will receive additional details regarding the logistics of their check-in day such as a check-in time, location, parking, etc. Please Note: The Creative Writing Institute check-in is on Saturday, August 5, 2017.

		Georgetown University Summer Programs for High School Students 2017 Program Check-In & Check-Out Time Table							
Program	Program Start Date	Check-In Time		Program End Date	Program End Time				
International Relations Institute I	Sunday, June 11, 2017	4:00 - 6:00 p.m.		Saturday, June 17, 2017	4:00 p.m.				
English Intensive College Preparatory Program	Sunday, June 18, 2017	2:00 - 6:00 p.m.		Friday, July 7, 2017	10:00 a.m.				
College Preparatory Program	Sunday, June 18, 2017	2:00 - 6:00 p.m.		Friday, July 7, 2017	10:00 a.m.				
Foreign Policy Immersion	Sunday, June 18, 2017	2:00 - 6:00 p.m.		Saturday, July 8, 2017	12:00 p.m.				
Community Impact & Leadership Immersion	Sunday, June 18, 2017	2:00 - 6:00 p.m.		Saturday, July 8, 2017	12:00 p.m.				
Medical Institute I	Sunday, June 18, 2017	2:00 - 6:00 p.m.		Saturday, June 24, 2017	10:00 a.m.				
Law Institute I	Sunday, June 18, 2017	2:00 - 6:00 p.m.		Saturday, June 24, 2017	4:00 p.m.				
Leadership Institute	Sunday, June 18, 2017	2:00 - 6:00 p.m.		Saturday, June 24, 2017	12:00 p.m.				
Journalism Institute	Sunday, June 25, 2017	4:00 - 6:00 p.m.	.	Saturday, July 1, 2017	10:00 a.m.				
Entrepreneurship Institute	Sunday, June 25, 2017	4:00 - 6:00 p.m.		Saturday, July 1, 2017	4:00 p.m.				
Medical Institute II	Sunday, June 25, 2017	4:00 - 6:00 p.m.		Saturday, July 1, 2017	10:00 a.m.				
Business & Leadership Immersion	Sunday, July 9, 2017	2:00 - 6:00 p.m.		Saturday, July 29, 2017	12:00 p.m.				
Medical Immersion	Sunday, July 9, 2017	2:00 - 6:00 p.m.		Saturday, July 29, 2017	12:00 p.m.				
Economics Policy Immersion	Sunday, July 9, 2017	2:00 - 6:00 p.m.		Saturday, July 29, 2017	12:00 p.m.				
Medical Institute III	Sunday, July 16, 2017	4:00 - 6:00 p.m.		Saturday, July 22, 2017	10:00 a.m.				
International Relations Institute II	Sunday, July 16, 2017	4:00 - 6:00 p.m.		Saturday, July 22, 2017	4:00 p.m.				
American Politics Institute	Sunday, July 16, 2017	4:00 - 6:00 p.m.		Saturday, July 22, 2017	2:00 p.m.				
Medical Institute IV	Sunday, July 23, 2017	4:00 - 6:00 p.m.		Saturday, July 29, 2017	10:00 a.m.				
National Security & Counterintelligence Institute	Sunday, July 23, 2017	4:00 - 6:00 p.m.		Saturday, July 29, 2017	1:30 p.m.				
Basic Coding & Data Science Institute	Sunday, July 23, 2017	4:00 - 6:00 p.m.		Saturday, July 29, 2017	12:00 p.m.				
Forensic Science Institute	Sunday, July 30, 2017	4:00 - 6:00 p.m.		Saturday, August 5, 2017	10:00 a.m.				
Sports Industry Management Institute	Sunday, July 30, 2017	4:00 - 6:00 p.m.		Saturday, August 5, 2017	10:00 a.m.				
Law Institute II	Sunday, July 30, 2017	4:00 - 6:00 p.m.		Saturday, August 5, 2017	4:00 p.m.				
Creative Writing	Saturday, August 5, 2017	7 4:00 - 6:00 p.m.		Friday, August 11, 2017	10:00 a.m.				

Campus Map

