2020 Pre-College Student Handbook
# Carnegie Mellon University Pre-College 2020 Student Handbook

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Carnegie Mellon Pre-College First Steps to Enrollment

Please take the following actions ASAP. These actions are required in order to secure your space in the Pre-College program. Thank you for your prompt attention to these critical first steps.

1. Update Profile Information
   - **Step 1:** Log in to SIO (Student Information Online), to verify your biographical information, and pay your balance.
   - **Step 2:** Under the My Info tab on SIO, verify that the Permanent Address, Personal Email, and Mobile Phone number are correct and of the student, not the parent. This information is used for our emergency alert system, so it is imperative for the information to be that of the student. Parent contact information will be submitted on the Parent Contact Information form in this enrollment portal.

2. Carnegie Mellon ID Card Photo (ID card is needed to access residence halls, room key, dining, buses, Athletic facilities, University Libraries, Computer Clusters, Campus Printing, and Arts Pass Program). ID Cards are distributed upon arrival.
   - Submit your photo for your Pre-College ID Card by June 1, 2020.
     - High quality color headshot only of yourself
     - Photo taken within the last 6 months
     - Size of the entire photo should be at least 2"x3"
     - School photo is welcome as long as it meets above specifications
   - **Lost/Stolen Cards**
     - To obtain a replacement ID Card, the cardholder must complete and sign an ID Card Request form, and submit the form to The HUB.
     - A nonrefundable fee of $25 will be charged for lost ID Cards. Stolen ID Cards will be replaced free-of-charge if the cardholder produces a police report or Carnegie Mellon incident report verifying that the card was stolen.
   - For more information, please visit the ID Card Services website

3. Pay Balance
   - Any remaining balance must be paid in full by April 15.
   - Use the Andrew userID and password to access Student Information Online (SIO) >Finances to make your payment.
   - Enrollment will be cancelled if the balance is not paid in full by this deadline. Additionally, Housing and Dining plans will not be established until balance is paid in full.
   - **Authorization to Receive E-Bills**
     - Students may authorize other individuals (including parents) to receive e-bills here.
     - Carnegie Mellon University will notify students via email the first day of each month when new bills are produced. Pre-College bills will run beginning April 1, but you may pay your balance at any time prior to receiving the bill by logging in to the SIO (Student Information Online). An authorized parent will receive a separate email with the invoice attached as a PDF.
     - Please visit The Hub website for payment methods. We do not recommend sending a check as it will take at least 10 business days to process which will delay enrollment in the program.

**Reminder: Pay remaining balance by April 15**

Log into Student Information Online (SIO) in order to pay the remaining balance. If you have already paid, thank you for your prompt attention and you may disregard this reminder. If this payment is not received by April 15, your enrollment will be cancelled and you will not be permitted to attend the program.
## Campus Contact Information

### Pre-College Student Affairs

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-College Student Affairs</td>
<td><a href="mailto:pc-life@andrew.cmu.edu">pc-life@andrew.cmu.edu</a></td>
<td>(412) – 268 - 5914</td>
</tr>
<tr>
<td>Pre-College 24/7 Help Line</td>
<td>(Active During Pre-College Program)</td>
<td>(412) – 212 - 8182</td>
</tr>
<tr>
<td>Pre-College Housing &amp; Dining</td>
<td><a href="mailto:confserv@andrew.cmu.edu">confserv@andrew.cmu.edu</a></td>
<td>(412) – 268 - 1125</td>
</tr>
<tr>
<td>(Conference &amp; Events Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title IX Initiatives</td>
<td><a href="mailto:tix@cmu.edu">tix@cmu.edu</a></td>
<td>(412) – 268 - 7125</td>
</tr>
<tr>
<td>Office of International Education</td>
<td><a href="mailto:oie@andrew.cmu.edu">oie@andrew.cmu.edu</a></td>
<td>(412) – 268 - 5231</td>
</tr>
</tbody>
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### Pre-College Student Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>University Police</td>
<td></td>
<td>(412) – 268 - 2323</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services</td>
<td></td>
<td>(412) – 268 - 2922</td>
</tr>
<tr>
<td>University Health Services</td>
<td></td>
<td>(412) – 268 - 2157</td>
</tr>
<tr>
<td>Birthday/Special Event Orders</td>
<td><a href="mailto:catering@andrew.cmu.edu">catering@andrew.cmu.edu</a></td>
<td>(412) – 268 - 2129</td>
</tr>
<tr>
<td>(Catering Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cohon University Center Info Desk</td>
<td><a href="mailto:infodesk@andrew.cmu.edu">infodesk@andrew.cmu.edu</a></td>
<td>(412) – 268 - 2107</td>
</tr>
<tr>
<td>Postal Services</td>
<td><a href="mailto:post-office@andrew.cmu.edu">post-office@andrew.cmu.edu</a></td>
<td>(412) – 268 - 2927</td>
</tr>
<tr>
<td>Computing Services Help Center</td>
<td><a href="mailto:it-help@cmu.edu">it-help@cmu.edu</a></td>
<td>(412) – 268 - 4357</td>
</tr>
<tr>
<td>Disability Resources</td>
<td><a href="mailto:access@andrew.cmu.edu">access@andrew.cmu.edu</a></td>
<td>(412) – 268 - 6121</td>
</tr>
<tr>
<td>Hunt Library Circulation Desk</td>
<td></td>
<td>(412) – 268 - 2444</td>
</tr>
</tbody>
</table>

### University Stores

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Store</td>
<td><a href="mailto:art-store@andrew.cmu.edu">art-store@andrew.cmu.edu</a></td>
<td>(412) - 268 - 2968</td>
</tr>
<tr>
<td>University Store</td>
<td>bookstore.web.cmu.edu</td>
<td>(412) - 268 - 1032</td>
</tr>
</tbody>
</table>

### Academic Program Directors

<table>
<thead>
<tr>
<th>Program</th>
<th>Director</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI4ALL</td>
<td>Jonathan Reynolds</td>
<td><a href="mailto:scs-outreach@andrew.cmu.edu">scs-outreach@andrew.cmu.edu</a></td>
<td>(412) – 268 - 8201</td>
</tr>
<tr>
<td></td>
<td>Ashley Williams</td>
<td><a href="mailto:awpatton@andrew.cmu.edu">awpatton@andrew.cmu.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>Bill Rodgers</td>
<td><a href="mailto:brodgers@cmu.edu">brodgers@cmu.edu</a></td>
<td>(412) – 268 - 1481</td>
</tr>
<tr>
<td>Architecture</td>
<td>Jenna Kappelt</td>
<td><a href="mailto:soa-precollege@andrew.cmu.edu">soa-precollege@andrew.cmu.edu</a></td>
<td>(412) – 268 - 5551</td>
</tr>
<tr>
<td>Computational</td>
<td>Samantha Mudrinich</td>
<td><a href="mailto:compbio-precollege@cmu.edu">compbio-precollege@cmu.edu</a></td>
<td>(412) – 268 - 4671</td>
</tr>
<tr>
<td>Biology Design</td>
<td>Melissa Cicozi</td>
<td><a href="mailto:cicozi@cmu.edu">cicozi@cmu.edu</a></td>
<td>(412) – 268 - 2828</td>
</tr>
<tr>
<td>Drama</td>
<td>Val Haley</td>
<td><a href="mailto:vhaley@andrew.cmu.edu">vhaley@andrew.cmu.edu</a></td>
<td>(412) - 268 - 2407</td>
</tr>
<tr>
<td></td>
<td>Maria Stoy</td>
<td><a href="mailto:mstoy@andrew.cmu.edu">mstoy@andrew.cmu.edu</a></td>
<td>(412) – 268 - 3284</td>
</tr>
<tr>
<td>Music</td>
<td>Stephen Neely</td>
<td><a href="mailto:music-precollege@andrew.cmu.edu">music-precollege@andrew.cmu.edu</a></td>
<td>(412) – 268 - 6743</td>
</tr>
<tr>
<td></td>
<td>Alex Marthaler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NHSGA</td>
<td>Chris Klug</td>
<td><a href="mailto:gcklug@andrew.cmu.edu">gcklug@andrew.cmu.edu</a></td>
<td>(412) – 268 - 3695</td>
</tr>
<tr>
<td>SAMS</td>
<td>Diane Hightower</td>
<td><a href="mailto:cmu-sams@andrew.cmu.edu">cmu-sams@andrew.cmu.edu</a></td>
<td>(412) – 268 - 2150</td>
</tr>
<tr>
<td>Summer Session</td>
<td>Dr. William Alba</td>
<td><a href="mailto:alba@cmu.edu">alba@cmu.edu</a></td>
<td>(412) – 268 - 7333</td>
</tr>
<tr>
<td>Writing &amp; Culture</td>
<td>Danielle Wetzel</td>
<td><a href="mailto:writingculture-precollege@andrew.cmu.edu">writingculture-precollege@andrew.cmu.edu</a></td>
<td>(412) – 268 - 4468</td>
</tr>
</tbody>
</table>

## Pre-College Student Mailing Address

Student’s Full Name  
5032 Forbes Ave.  
Pre-College Summer Studies  
SMC 7361  
Pittsburgh, PA, 15289
# Program & Travel Dates

<table>
<thead>
<tr>
<th><strong>International Student Arrival:</strong></th>
<th>Thursday, June 25, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>- International Students requiring an I-20 from CMU must move into their campus residence hall on Thursday, June 25, 2020 between 9:00 AM – 9:00 PM. If your arrival time at the Pittsburgh airport is outside of these times, please contact <a href="mailto:pc-life@andrew.cmu.edu">pc-life@andrew.cmu.edu</a>.</td>
<td></td>
</tr>
<tr>
<td>- A staff member will meet students at the airport and ride with them back to campus.</td>
<td></td>
</tr>
<tr>
<td>- Travel itineraries must be submitted by April 15 via the Student Life Information Form in the enrollment portal. If you do not know your flight information by this date, please send it no later than May 15 to <a href="mailto:pc-life@andrew.cmu.edu">pc-life@andrew.cmu.edu</a>.</td>
<td></td>
</tr>
<tr>
<td>- Students who have received an I-20 form from the university must complete a mandatory immigration check-in on Friday, June 26, 2020, in order to maintain legal status in the U.S.</td>
<td></td>
</tr>
<tr>
<td>- Meals will be provided for early arrival students.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Early Arrival:</strong></th>
<th>Friday, June 26, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Students who have difficult travel or other extenuating circumstances by which you are unable to arrive between 9am-2pm on Saturday, June 27, 2020, may register for early arrival. Students must submit the Early Arrival Registration and their travel itinerary by April 15 via the Student Life Information Form in the enrollment portal.</td>
<td></td>
</tr>
<tr>
<td>- A staff member will meet students at the airport and ride with them back to campus.</td>
<td></td>
</tr>
<tr>
<td>- Meals will be provided for early arrival students.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Opening Day:</strong></th>
<th>Saturday, June 27, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Students will move in between 9:00 AM – 1:00 PM.</td>
<td></td>
</tr>
<tr>
<td>- Specific instructions for Opening Day procedures will be sent by email prior to the program start date.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Family Weekend:</strong></th>
<th>Friday, July 17 – Sunday, July 19, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>- A detailed schedule for Family Weekend will be sent by email prior to the program start date.</td>
<td></td>
</tr>
<tr>
<td>- Students expecting family during the weekend must list them on the Student Life Information Form in the enrollment portal by April 15 in order for them to be permitted in the residence hall.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3 Week Departure:</strong></th>
<th>Sunday, July 19, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 3-week students may leave at any time between the end of classes on Friday, July 17-Sunday, July 19, 12noon and must check out with their RA prior to departure.</td>
<td></td>
</tr>
<tr>
<td>- Please contact your academic director to determine when your classes end on Friday, July 17.</td>
<td></td>
</tr>
<tr>
<td>- Please contact your RA when on campus for check out procedures.</td>
<td></td>
</tr>
<tr>
<td>- All 3-Week students must move out of their residence hall by 12:00 PM.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SAMS Symposium:</strong></th>
<th>Friday, August 7, 2020, 10am-3pm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>NHSGA Closing Ceremony:</strong></th>
<th>Friday, August 7, 2020, 8:30am-4pm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Closing Day:</strong></th>
<th>Saturday, August 8, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>- All students must move out by 2:00 PM.</td>
<td></td>
</tr>
<tr>
<td>- Departure flights should be scheduled within the 12pm-5pm time frame.</td>
<td></td>
</tr>
<tr>
<td>- Buses to the airport will be provided on Closing Day at 4am, 9am, 11am, and 1pm. Buses arrive at airport approximately 45 minutes after departure. Students may register for the closing shuttle in the enrollment portal.</td>
<td></td>
</tr>
</tbody>
</table>
## Family Visiting Opportunities

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Weekend</strong></td>
<td>Friday, July 17 – Sunday, July 19, 2020</td>
<td>- A detailed schedule for Family Weekend will be provided via email prior to the program start date.</td>
</tr>
<tr>
<td><strong>SAMS Program Symposium</strong></td>
<td>Friday, August 7, 2020 10am-3pm</td>
<td>- Families are encouraged to attend the Symposium for the SAMS program and learn about the student research projects.</td>
</tr>
<tr>
<td><strong>NHSGA Closing Ceremony</strong></td>
<td>Friday, August 7, 2020 10am-3pm</td>
<td></td>
</tr>
</tbody>
</table>

## Transportation to Campus

Pittsburgh is accessible by ground, rail or air transportation. Resources for the main transportation services to the city:

- **Greater Pittsburgh International Airport**
  - [PIT Airport website](#)
  - Phone: 412-472-3525
  - Location: 22 miles west of Carnegie Mellon, off of Rt. 60

- **Greyhound Trailways Bus System**
  - [Greyhound website](#)
  - Station Phone: 412-392-6513
  - Location: 990 2nd Ave., Pittsburgh, PA 15222 Approx. 3 mi. from Carnegie Mellon

- **Amtrak Train Station**
  - [Amtrak website](#)
  - Station Phone: 412-471-6172 1100
  - Liberty Ave., Pittsburgh, PA 15222 Approx. 4 mi. from Carnegie Mellon

## Local Accommodations

- **Local Hotels**
  - [CMU local accommodation recommendations](#)
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>Early Move-In</td>
<td>Opening Day</td>
</tr>
<tr>
<td><strong>June 21</strong></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>No class</td>
<td>Independence Day</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Campus Celebration</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td><strong>July 1</strong></td>
<td>2</td>
<td></td>
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</tr>
<tr>
<td><strong>Orientation Day</strong></td>
<td><strong>First Day of Classes</strong></td>
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</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>PSO Harry Potter</td>
<td>CLO Guys &amp; Dolls</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(ticket purchase required)</td>
<td>(ticket purchase required)</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>Family Weekend</td>
<td>Family Weekend</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3-week farewell party</td>
<td>Pirates MLB game</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(Ticket purchase required)</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>Private Movie Screening</td>
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<td>TBD (ticket purchase required)</td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>Last Day of Classes</td>
<td>Closing Party</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>Closing Party</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
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<td>Last Day of Classes</td>
<td>Closing Day</td>
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</tr>
</tbody>
</table>

**Pre-College Event Calendar 2020**

Last updated 11/14/19 (Subject to change)
Events and Trips/Ticket Reservations

Opportunities for optional day trips around Pittsburgh are offered for students during the Pre-College program. The tickets are heavily subsidized and students are charged a small fee for tickets. Tickets must be reserved in advance through the Carnegie Mellon Tickets reservation system.

PLEASE NOTE: While we believe that the outside of the classroom experience is important, please keep in mind that academic responsibilities should take precedence.

Carnegie Mellon Tickets Reservations (Tickets will be available for purchase beginning in March 2020. Students will receive a notification when ticket sales open.)

Pre-College students must log in with their Andrew ID and password in the top right hand corner in order to purchase the Pre-College tickets, "Login as Student/Staff Sign In". Alternatively, you may click "Login as Existing Customer" below the ticket options. DO NOT Register as a New Customer. Once logged in, click on the Pre College Category in the left column in order to access the tickets.

Tickets are reserved on a first-come, first-served basis.
Carnegie Mellon Pre-College Packing List

Accommodations
Most students will reside in a double room with a roommate. The double rooms are furnished with twin extra-long beds, chests of drawers, desks with chairs, bookshelves, closets and wastebaskets. Pillows, sheets and fans are NOT supplied.

Things to bring
- Cell phone (for international students, please plan to have a cell phone that works in the U.S.)
- Bed Linens - extra-long twin-sized sheets, blanket, pillow, pillow cases
  - Linens and other essentials including fans, lamps, surge protectors, etc. may be purchased through the University Store. If you place an order prior to arrival, your order will be available for pickup in the store. Please check store hours to ensure that the store will be open when you arrive.
- Towels, washcloths
- Robe
- Warm weather clothing (temperatures can get above 90 degrees Fahrenheit during the summer in Pittsburgh.)
- Bathing suit
- Dressy Casual or Semi-Formal attire (there will be two parties during the Pre-College program and students usually get a little bit dressed up for the occasion)
- *2 Fans – 1 box fan and 1 small fan
  - Residence halls during the summer tend to be hot and may not be air-conditioned. Students are advised to bring a fan (or two) in the event of warm and humid weather. Please do not bring air conditioners, as they violate university policy without proper approval. (This includes standalone/non-window air conditioning units.) If student requires air conditioning due to a medical condition, please see the Learning Content entitled: Action: Special Housing Needs.
- Alarm clock
- Extension cord
- Surge protector
- Extra hangers
- Personal reading lamp/light
- Cash, credit card or ATM debit card for miscellaneous purchases
- Photo ID
- Optional: Posters and paint-safe poster putty
- Optional: Sporting supplies – tennis racket, softball glove, etc.
- Please check the program-specific information for additional items needed for classroom activities.
- Lockboxes for Prescription Medication and valuables
  - Students who are bringing prescription medication are required to bring a lockbox in order to keep that medication secure in the residence hall. Lockboxes can be purchased at office supply stores and most superstores. All medication is expected to be responsibly self-administered by the student.

Things to leave at home (NOT permitted)
- Cars
- Expensive jewelry (and other valuables)
- Large amounts of money
- Knives or any other weapons
- Toaster ovens, candles, incense, hotplates or burners, or any other open flames. These are all fire hazards and not permitted.
- Animals of any kind
- Any prohibited items listed in the code of conduct including drugs, alcohol, smoking/vaping devices, tobacco or cartridges
Carnegie Mellon ID Card Information

Your Carnegie Mellon student ID card is your key to CMU. Below are the services that are accessed with your CMU student ID:

- Housing – ID is used as the electronic key to your room
- Dining – Dining access is loaded onto your ID card. A cashier at the dining facility will swipe your card for dining access.
- Transportation
- Pre-College Arts Pass
- Recreational Facilities
- Campus Libraries
- Printing and Copying

Contact: ID Card Services (412-268-8186)

Don’t forget to submit your ID card photo

Carnegie Mellon ID Card Photo ID Cards are distributed upon arrival.

- Submit your photo for your Pre-College ID Card by June 1, 2020.
  - High quality color headshot only of yourself
  - Photo taken within the last 6 months
  - Size of the entire photo should be at least 2”x3"

School photo is welcome as long as it meets above specifications

Lost IDs

All Pre-College students must have an ID card at all times. In the event that you lose your ID, you will need to visit The Hub during open hours. A $25 lost-ID fee will be charged.
The Carnegie Mellon University Police Department provides police services 24 hours a day, seven days a week, 365 days a year. Police officers are responsible for patrolling all university owned or leased property. In addition to patrol, officers will respond and investigate crimes and other emergencies that are in progress or have already occurred.

Carnegie Mellon's annual Campus Security Report includes the statistics for the previous three years.

We are always focused on protecting our students and their personal possessions. The following are a few suggestions from the Carnegie Mellon Police Department:

- Report all crimes, personal injuries and accidents immediately to University Police at 412-268-2323. University Police also provides emergency first aid assistance.
- Report persons who you may believe are unauthorized on campus, such as individuals observed going from room to room, asking for fictitious persons, etc. Call University Police immediately so officers can be sent to identify these persons.
- Report losses as soon as possible even if you feel the possibility of recovery is remote. University Police cannot investigate what is not reported, and more importantly, incidents which are ignored increase the possibility of recurrence by encouraging a "thief" to return. University Police generally do not take reports concerning losses or thefts more than 72 hours after the crime has occurred, if the crime occurs off campus or out of the country when a victim is on official university business or travel, or purely "for insurance purposes" to aid in filing a claim with an insurance company.
- Report losses of keys immediately. Many reported thefts indicate no forced entry and a locked door condition at the time of occurrence.
- Report conditions you believe may be a fire or safety hazard; e.g., improper storage of flammable material, poorly lit areas, unsafe walkways, blocked stairwells, lack of fire extinguishers, water leaks, faulty electrical outlets, lights out or malfunctioning, etc.
**Emergencies**

In case of an emergency involving a Pre-College Student, we will contact the parent as soon as possible.

**Emergency Medical Procedures**

In the event of illness or injury that occurs during the day, students can contact or visit University Health Services. Please refer to the Notification: University Health Services for office hours and procedures for using University Health Services, 412-268-2157.

If the medical problem occurs when the University Health Services is closed, students should contact their RA who will assist in calling the University Health Services on-call service or CMU Police/emergency medical services. They are available 24 hour/7 days a week.

All accidents must be reported to Pre-College Student Affairs. To make a report or for more information, contact 412-268-5914 or email pc-life@andrew.cmu.edu.

**Emergency Response**

Carnegie Mellon University’s [Emergency Response Plan](#), through the Environmental Health and Safety department, is designed to maximize human safety and preserve property, minimize danger, restore normal operations of the university, and assure responsive communication to all appropriate parties. This Program is also intended to ensure compliance with applicable local, state, and federal regulations and cooperation with relevant public bodies charged with disaster control.

Within this program are safety advisories for the general campus, the university’s formal Emergency Operations Plan, the emergency communication system, the locations of all emergency telephones and Automated External Defibrillators (AEDs), and information for Floor Marshals.

The Emergency Operations Plan may be activated in the event of local, regional, or national emergencies. It applies to all units of the university and provides the basic framework for critical incident preparedness.

**Emergency Alert**

All Pre-College students will be automatically registered in the [CMU ALERT](#) system. Please be sure that the phone number entered in the [SIO](#) is the cell phone number of the Pre-College student, not the parent. If the phone number is incorrect, please update it in SIO. Campus emergency alert messages will be sent to the student phone number on file with instructions in the event of an emergency.
Losses

Students are responsible for their own personal property. Carnegie Mellon does not accept responsibility for personal property of students or student groups. Students are strongly advised not to bring items of value to campus. Doors are to be kept locked at all times for the student's protection. Make it a practice to:

- Close your door and lock your rooms when you leave, even for a few minutes.
- Keep room keys/IDs on your person or securely stored.
- Take your purse, backpack, or wallet with you. Persons who commit acts of theft or burglary know where valuables are commonly stored. These items are not safe in a desk, drawer, or bookcase.
- Keep valuables with you or in constant view. Public places experience a high rate of theft (libraries, cafeterias, restrooms). It is recommended that you carry as little cash as necessary. It is also recommended that you bring a lockbox to keep in your room to lock up any extra cash or valuables that you may bring.
- Keep expensive calculators and other items of value in a safe place when not in use. Never leave a purse, backpack, or laptop computer unattended for even a moment while using restroom, copier, or vending machine.
- Carnegie Mellon does not accept responsibility for items left behind in residence halls at the end of the program.
- Walk in well-lit areas after dark. Try to always be in the company of others whenever possible. Take advantage of the Shuttle and Escort systems after dark.
- Do not take "short-cuts" by using side streets, parking lots or other secluded areas. Use the most commonly traveled sidewalks and streets.
- Be aware of individuals approaching you and your surroundings. If something doesn't seem right, call CMU Police 412-268-2323.
Residential Life Information

Housing
We offer two types of housing: single-gender floors or gender-inclusive floors. Students will choose their housing preference in the enrollment portal.

All residential students will live in a residence hall that is typically used for first-year undergraduate student housing. Most students will live in a double room with a roommate. Some residence halls have triple and quad rooms that will also be used during the Program. The rooms are furnished with twin extra long beds, chests of drawers, desks with chairs, closets and wastebaskets. Pillows, sheets, and fans are NOT supplied. Some CMU residence halls are not air-conditioned. Temperatures in Pittsburgh can rise above 90 degrees Fahrenheit during the summer and the residence hall may not have air conditioning. It is helpful to have one box fan in the window facing out to pull out the hot air, and one or two smaller fans in the room to assist with air flow. If students are in need of air-conditioning for medical reasons, please follow the Special Housing Needs procedures in the enrollment portal.

If you believe you are in need of a special accommodation, please contact us at 412-268-5914 or pclife@andrew.cmu.edu so that we may discuss your request in advance of arrival.

Microfridges
Refrigerator/microwaves (combined) are available for rental on Opening Day ONLY at $90 for the duration of the Program. The vendor will be set up to take orders and payments on Opening Day at the resource tables in the Cohon University Center. The units will be installed on Orientation Sunday. We encourage students to work with their roommates on Opening Day to determine if they would like to share a unit. Microfridge rental orders will only be available on Opening Day only, 9am-2pm.

Roommates
Roommates are assigned based on housing preferences and program of study. The floors will be comprised of students in all programs so students have the opportunity to meet individuals from other programs. Roommate information will be released upon arrival on campus.

Residential Staff
Residential staff are seasonal student workers and all Resident Advisors (RAs) and Community Advisors (CAs) are current Carnegie Mellon undergraduate students or recent CMU grads.

The residential staff is responsible for creating community and shaping the lived experience. The RAs and CAs live in the residence halls and are available to respond 24 hours a day. The residential staff will be pro-active in building community by hosting activities as well as ensuring safety measures by enforcing curfew and other policies. Since all RAs and CAs are current Carnegie Mellon Undergraduate students or recent grads, they can also serve as mentors to the students and provide an authentic CMU experience.

Residential staff are selected through an intensive application and interview process. All residential staff are compliant under PA Act 153 which requires a PA Criminal History, PA Child Abuse, and FBI Background check. The summer residential staff also receive a week of intensive training prior to the arrival of the students.
Events and Activities
There are many diverse evening and weekend activities both on- and off-campus planned for the students. Day trips to the local amusement park, movie theater trips, afternoons at local museums and art galleries, and a Pittsburgh Pirates baseball game, are just some of the many exciting options available during free time. Off-campus trip tickets are available for purchase or reservation at a highly subsidized rate. A tentative rough calendar can be found on page 5, however, this calendar is subject to change. Additional events will be added.

Keys/ID Card
The Carnegie Mellon ID Cards will act as the room keys. Students will tap their ID on the locking mechanism to unlock their room. If students lock themselves out of their room, they must follow the procedure to unlock their room via a smartphone app (instructions upon arrival) or they must contact the on-call lock-out number which they will receive upon arrival.

In the event a student loses a Carnegie Mellon ID Card, it should be immediately reported via SIO (Student Information Online). There is a $25 charge for replacement of each lost ID. To obtain a new student ID card, students should visit the Hub located in the lower level of Warner Hall. Please visit the Hub website for hours of operation. *Students in the NHSGA will be off campus during the Hub’s open hours and should contact pc-life@andrew.cmu.edu to coordinate lost ID ordering and pickup. After hours, students should visit the summer housing office in Stever House (located on Morewood Avenue, next to Mudge House) for a temporary key.

Laundry
Washers and dryers are available in each of the summer residence halls at no charge. Students must provide detergent and any other laundry supplies they will to use.

Maintenance
All room and maintenance issues must be reported by submitting a maintenance request. In some instances, maintenance personnel may need to enter student rooms to attend to current maintenance concerns or to perform repairs. Rooms will be inspected regularly during the Program by the Housing personnel.

Residency Status Change
If you wish to make a change to your residency status (resident → commuter), please contact the Pre-College Program Office at 412-268-5914. Only students whose parents have a permanent address in the Pittsburgh area are permitted to enroll as commuter students. This option does not apply to the SAMS program.

Expectations
The Policies, Procedures, and Code of Conduct agreement must be signed by both the student and parent and the signature document must be uploaded to the enrollment portal. Policies and procedures have been established in order to ensure the safety and well-being of all of the students in the program. We expect the students to live independently much like they would in their first year of college. Residential staff will provide support to the students, however, we expect students to be able to self-advocate and take care of their own basic needs. If parents have concerns about their student’s ability to live independently and self-advocate, please contact 412-268-5914 or pc-life@andrew.cmu.edu in order to discuss their viability in the program.
Shipping Belongings In Advance for Arrival and Departure

Arrival

For your convenience, students may ship their belongings in advance. Upon arrival, you will need to pick up your package at the Package Pick-up Center located in the lower level of the Cohon University Center.

The campus post office will be accepting packages for you starting 2 weeks prior to Opening Day. It is important that you do not send packages before this date, as we do not have the space to store them. Also please note, the campus post office will be closed July 4 in observance of the holiday.

*The most important thing to remember is to address mail and packages correctly.*

**Pre-College Mailing Address:**
*Student’s Full Name*
5032 Forbes Ave.
Pre-College Summer Studies
SMC 7361
Pittsburgh, PA 15289

The Postal Services Pick-up Center will be open on Opening Day from 9 a.m. – 2 p.m. Package pick-up regular summer hours of operation are Monday – Thursday 10 a.m. – 6 p.m., Friday 10 a.m. – 5 p.m.

Departure

Students may wish to ship their belongings home prior to their departure from the program including classwork that they may have produced during the program. They may do so by visiting the U.S. Post Office on the Lower Level of the Cohon University Center. Please be aware that all students must be completely moved out by the specified time on Closing Day. The U.S. Post Office has limited hours during the summer, so please make arrangements in advance for shipping belongings back home. Please check with the post office for special summer hours.
Carnegie Mellon Absence From Campus Request

An Absence From Campus Request is required to be submitted online each time a student wants to leave campus in any of the following circumstances:

- For an extended period of time (over 4 hours)
- Overnight
- In a private vehicle (i.e., a vehicle not affiliated with the Pre-College Program)

Absence From Campus Policies:

1. This form may not be used as a method to be late to curfew. Students may not enter or exit the residential buildings during curfew hours. There are no exceptions to this policy.
2. If a student has a medical emergency during curfew hours, the Pre-College staff will accompany them to the appropriate medical facility and the absence request is NOT required.
3. This request must be made at least 24 hours in advance of the student’s planned departure.
4. Once the request is submitted, the residential staff will verify the absence with Parent 1 in the student contact information (by telephone) on the day prior to the absence. The request will need to be verified by phone even if the parent submitted the request.
5. If a parent is not reachable, the absence will not be approved.
6. If a student will be absent during class time and will be missing any class, the student must contact the academic program director and instructors in order to coordinate the absence in addition to submitting this online form.

Requests must be submitted via the online form found at this link

FAQs

Q: My parents are coming to visit, do I need an absence form to leave campus with them?
A: Yes. The need for advanced permission applies to anyone (including the student’s parents/guardians and other family members) who will accompany the student off campus for an extended period of time or transport the student in a private vehicle. This is our only way to keep track of whether we should be expecting to see students on campus or checking them in for curfew.

Q: My family will be here all weekend, do I need a separate request for each time I leave with them?
A: Yes. A separate request is required for each absence. Blanket permission requests are not acceptable.

Q: My sibling/Aunt/Uncle/Etc lives in Pittsburgh. Do I need an Absence Request if they are driving me somewhere (e.g. doctor's appointment, dinner)?
A: Yes. An Absence form is required for each absence including riding in a private vehicle.

Q: Someone under 21 is driving through Pittsburgh. Can they pick me up to go off campus?
A: No. The person who accompanies the student off campus or transports the student in a private vehicle must a responsible adult at least 21 years old.
Student Services
Pre-College Dining Services

**Full-time Resident Students** are automatically included in the meal plan, which provides for 19 meals per week (3 meals per day Monday – Friday, 2 meals per day Saturday & Sunday). In addition to the resident students’ meal plans, they will receive $12 per week as DineXtra which expires weekly *(does not carry over from week to week)*. All summer meal plans operate on a debit system, which is encoded on students’ CMU ID cards. No refunds for unused meals or DineXtra are available unless the student withdraws from Pre-College for an approved reason. (No refunds of any kind will be given to students who are expelled from the program.)

**Traveling Blocks**
Students will have the opportunity to eat 10 meals per week at any dining venue on campus other than the Resnik Café (as part of the 19 meals per week).

**Commuter Students** are provided a meal plan in the form of DineXtra, with the value of $13 per day Monday through Friday. PLEASE NOTE: Unused daily funds expire on a weekly basis (Saturday at midnight).

Meals for the Pre-College students will be served in the Resnik Café located in Resnik Hall. This dining room includes hot entrees, a deli bar and a fresh salad bar. The Café menu, which includes vegetarian and vegan items, has been developed especially for you by our culinary staff.

The Café hours are as follows:

**Monday-Friday**
- Breakfast 7 – 10 a.m.
- Lunch 11 a.m. – 2 p.m.
- Dinner 5 – 9 p.m.

**Saturday and Sunday**
- Brunch 9:30 a.m. – 2 p.m.
- Dinner 5 – 9 p.m.

(Hours are subject to change)

**Pre-College Menu Overview**
Dining Services is committed to offering fresh and healthy food. We aim to deliver smart food choices and exciting variety that will satisfy your palate each and every day. The Resnik Cafe will include:

- At least one vegetarian option that includes a vegetable or fruit component
- Fresh seasonal fruits, particularly those with higher fiber
- Fresh seasonal vegetables, including raw vegetable salads
- Reduced fat and fat-free dressings
- A variety of lower fat and enriched grain products
- Whole grain bread alternatives
- Low-fat and fat-free milk or equivalent milk substitutes
- Special dietary restrictions are accommodated

**Special Dining Accommodations**
For students who have special dining accommodation needs/requests, please submit the Special Dining Needs form in the enrollment portal. You may also contact [Dining Services](#) for consultation and coordination.
Special Housing Needs

Special housing requests are subject to recommendation by University Health Services based on medical documentation and availability of accommodation. If you have a medical need for an accommodation, please

1. fill out the online Special Housing Needs Online Form
2. Upload the Special Housing Needs Signature Document to the online form

University Health Services will not issue a recommendation without this documentation. Requests received after room assignments are issued may not be honored due to decreased availability.

Air Conditioners

Please be advised that the residence halls at Carnegie Mellon University are not air conditioned. It is recommended in the residence hall rooms that students use one box fan in the window to pull out the hot air and one standing fan in the room to circulate the air.

Some students may experience heightened symptoms of pre-existing conditions, such as asthma, based on recent above normal temperatures for the region. Since the process for air-conditioner approval can sometimes take several weeks, we recommend that you speak with your health care provider now about any serious medical conditions you have that can be affected by heat. If you and your health care provider decide that an air-conditioning unit is necessary, please follow the instructions above to request a Special Housing accommodation.

Requests must be received before April 15.
Student Services

General Services

Pre-College Student Affairs
412-268-5914
pc-life@andrew.cmu.edu
Pre-College Student Affairs is the headquarters for residential life. Any questions may be directed to this office regarding the Pre-College student experience, living arrangements, weekend trips or special accommodations.

Carnegie Mellon Postal Services
Summer Hours Monday – Friday 9am – 5pm
USPS official location for mailing needs including sending mail, stamp and money order purchases.

Pre-College student mailing address:
Student's Full Name
5032 Forbes Ave.
Pre-College Summer Studies
SMC #7361
Pittsburgh, PA 15289

The HUB
412-268-8186
thehub@andrew.cmu.edu
Summer Hours: Monday, Wednesday, Friday 8:30am - 4:30pm; Tuesday, Thursday 10:30am - 4:30pm
The HUB staff is available to assist students with billing and payment questions. The HUB is located in the lower level of Warner Hall. Students and parents are encouraged to visit The HUB website for detailed billing and payment information.

ID Cards
412-268-8186
idplus@andrew.cmu.edu
The HUB handles all ID Card inquiries. If your card is lost or stolen, report it immediately via Student Information Online. For additional information about this service, visit the ID Card website.

Computing Services
412-268-4357
it-help@cmu.edu
Visit: 119 Cyert Hall (Office Hours M-F 9am-5pm)
Summer Help Hours: Monday - Friday 7am - 7pm
The Computing Services website will orient you to the computing resources available on campus. Visit the Summer Student Computing Services website for information on connecting to the network, computer labs, printing and more.

CMU Police Department
412-268-2323
300 South Craig Street (entrance on Filmore Place)
Summer Hours: 24/7
The Carnegie Mellon University Police Department operates 24 hours a day and provides campus patrols on foot, by car and bicycle, and other services to ensure the safety and well-being of persons and property in the university community.
Recreational Facilities
412-268-8551
Active sports are prohibited inside the residence halls and should be confined to designated campus areas. Sports equipment, such as basketballs, soccer balls, volleyballs and nets, and various racquets are available. For security purposes, items of value should be locked up with your own lock in the locker room in all athletic facilities at all times.

Cohon Center Equipment Desk & Recreational Facilities
412-268-1236
Summer Hours: Monday – Friday 6am – 10pm; Saturday and Sunday 10am – 10pm
The Cohon Center recreational facilities will be available to all students with a valid ID card. Tap or swipe your ID card on the turnstiles just across from the gym to access the locker rooms and swimming pools. The Cohon Center Equipment Desk provides a towel service and issues sporting equipment such as basketballs, volleyball nets and various racquets. These are all available for your use by presenting a valid CMU ID card. Recreational facilities include a two-court gymnasium for basketball, volleyball and badminton, a weight room with weight machines, light free weights and treadmills, a fitness studio, cardio room with ellipticals, steppers, a rower and Expresso exercise bikes. The Cohon Center houses two racquetball courts, one squash court and two convertible (racquetball/ squash) courts. Tennis courts are located behind the Cohon Center.

Swimming Pool
412-268-1236
website
Summer Hours*: Monday – Friday 7am – 8am, 11:30am – 1:30pm, 5pm – 7pm; Saturday and Sunday 1pm – 5pm
*Call to verify pool hours or with any questions.

Group X-ercise
website
Health and Well-Being

Counseling and Psychological Services (CaPS)
412-268-2922
Morewood Gardens, E-Tower, 2nd floor (entrance in courtyard)
CaPS provides limited assistance to Pre-College students in the form of crisis intervention, assessments, and, when indicated, private referrals for off-campus treatment.

University Health Services
412-268-2157
Morewood Gardens, E-Tower, 1st floor (entrance on Forbes Ave.)

Hours:
- 8:30am-5pm (Mon./Tu./Wed./Fri.)
- 10am-5pm (Thu.)
- Closed Saturday and Sunday

All students may schedule an appointment to see a health care provider (doctor, nurse practitioners, or registered nurses) during office hours. Treatment will be provided at the Shadyside MedExpress OR emergency room of UPMC Children's Hospital of Pittsburgh, UPMC Shadyside or UPMC Presbyterian Hospitals when University Health Services is closed and for cases requiring hospital level care. This will depend on acuity of symptoms and/or insurance carrier.

In the event of any accident or emergency that occurs during the day, please contact University Health Services. When University Health Services is closed, please contact an RA or other staff member or CMU Police Department 412-268-2323 to be evaluated.

All accidents must be reported to the Pre-College administration. To make a report or for more information, contact 412-268-5914 or email pc-life@andrew.cmu.edu.

Health Insurance
Carnegie Mellon University requires all students to carry health insurance that covers emergency care for both inpatient & outpatient medical care.

Resources:
For students who do not currently have emergency care coverage, please purchase a short-term policy for the duration of time that you will be in the Pre-College program. Feel free to search the internet for possible short-term emergency health care plans. Some possible resources are listed below. These are merely samples of types of policies, not an endorsement.

Samples of short-term insurance policies that may be purchased for the duration of the Pre-College Program include the following. Please note that these are merely samples of the type of insurance and not endorsed by CMU nor affiliated with CMU in any way:

International Students: If you do not currently have health insurance that covers emergency care both for inpatient and outpatient medical care while you are in the United States, please refer to Visitors Coverage or Trawick International for short-term coverage. This insurance is not affiliated with Carnegie Mellon University.

All other students: If you do not currently have health insurance that covers emergency care both for inpatient and outpatient medical care while you are participating in the Pre-College Program, please refer to eHealth for short term coverage. This insurance is not affiliated with Carnegie Mellon University.
*Please note: any charges incurred with Health Services before July 7, 2020 may be charged via the student account, cash, check or credit card. Those charges incurred after July 7, 2020 may be paid with any means listed above except the student account charge.

**Disability Resources**
412-268-6121  
fax: 412-268-2199  
access@andrew.cmu.edu

[website](5136 Margaret Morrison Street  
Pittsburgh, PA 15213  
Qualified individuals are entitled to reasonable accommodations under the guidelines of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA). Disability Resources serves as links between individuals with disabilities and the campus community.)
Financial Services

ATMs
Students are encouraged to bring ATM cards so that they have access to cash if needed. Please be aware that the University does not have the ability to transfer cash to your student. Banking machines are available on campus at the locations listed below:

- Citizens Bank – Cohon University Center (level 1)
- PNC – Cohon University Center (level 1 and lower level)
- PNC – Gates-Hillman Center

PNC
412-683-7200
website
Bank with PNC at Carnegie Mellon Prior to your arrival to Carnegie Mellon, you have the option to open an account for your daughter/son to use during the six-week stay on campus. PNC Bank has ATMs and an eBranch on campus, and offers accounts designed especially for students — and parents.

- Checking with no minimum balance requirement for qualified students
- Option to link your student’s CMU ID card to a PNC bank account, which enables him/her to use the ID card as an ATM Card, too — and this means only one card to carry around campus. Virtual Wallet Student®, includes checking and saving accounts that make it easy for you and your student to keep track of money — check it out at . Plus, it comes with:
  - Free PNC Bank VISA® Debit Card
  - Free access to 7,200 + PNC Bank ATMs
  - Online, mobile and text banking options†
  - Free email or text message alerts (for students AND parents) that inform you of activity on your account.
- On-campus features:
  - eBranch on campus (lower level of the Cohon University Center) with two ATMs
  - PNC branch manager on site to assist you with your banking needs

Note: Since your child is considered to be a minor, it will be required for the parent to be a joint account holder.

Money from Home
PNC makes it easy for parents to transfer money to a student’s account — through online or mobile banking, at a branch or even an ATM. You can even sign up for Parent Alerts to receive an email notification to inform you of account activity, such as deposits, balances or overdrafts. If you wish to set up an account, visit your local PNC Branch, call the PNC Carnegie Mellon branch visit website above.

It is highly recommended to complete the process prior to Opening Day.

† A supported mobile device is needed to use mobile banking. Standard message and data rates may apply. Bank deposit products and services provided by PNC Bank, National Association, Member FDIC.
Other Resources

Information Desk, Cohon Center
412-268-2107
Cohon University Center, 103
Hours: daily, 8 a.m. – 10 p.m. (Hours vary during breaks)
The Information Desk provides general information, sells postage stamps, makes copies, sends faxes, distributes campus maps, manages a lost & found, recycles batteries and has information about Pittsburgh.

University Libraries
412-268-2444
website
Summer Hours (subject to change, current hours)

- Sorrells Engineering & Science Library: Monday - Thursday 8am – 9pm; Friday 8am – 6pm; Saturday and Sunday 12noon – 5pm
- Hunt Library: Monday - Thursday 8am – 9pm; Friday 8am – 6pm; Saturday and Sunday 12noon – 5pm
- Mellon Institute Library: Monday - Friday 8:30am – 5pm; Closed Saturday and Sunday

The University Libraries provide access to more than 85,000 electronic journals and contain over 1.1 million volumes housed in three locations: Hunt Library (humanities, fine arts, social sciences and business); the Sorrells Engineering & Science Library (engineering, mathematics, physics, computer science and robotics); and the Mellon Institute Library (chemistry and biology). In addition to printed online resources, Hunt Library lends multimedia technology equipment such as, cameras, mics and pocket projectors. Each library has a reserve book area containing assigned materials available for students to use for coursework. Your CMU ID card is used to check out regular library materials and reserve materials.

Experienced librarians in all three libraries can work with you to identify relevant resources and provide in-depth research assistance. They assist library users with the libraries’ online catalog and specialized databases and computerized systems. They can also explain the various ways to get materials from other libraries, both in and out of Pittsburgh.

If you borrow a library book, return it to the library before the program ends. Failure to return your books or pay fines will result in the Pre-College Summer Studies office holding your grades/evaluations. All books must be returned and fines paid before Saturday, August 8, 2020.

Parking & Transportation Services
412-268-2052
parking@andrew.cmu.edu
Parking in university lots is available for COMMUTER STUDENTS ONLY by purchasing a parking permit from the Parking Office located in the East Campus Garage. Please note: We currently are managing wait lists and availability — certain lots may not be available. Pricing for the six-week program may vary depending on location. Visit the office to complete your permit application or send an email request to the email address above.

If you or a visitor will be driving to campus and need parking for the day, the East Campus Garage is a pay-as-you-park facility. Please note that at times the garage is full, and therefore, parking would need to be at meters or at other parking facilities near the campus (e.g., Collaborative Innovation Center Garage, Gates Garage, Carnegie Museum Garage).
Shopping

University Bookstore
412-268-2966
Cohon University Center (level 1 and lower level)
The University Store is a multi-store retail complex. Textbooks for all university courses, computers, stationery, art, classroom, and computer supplies required by the instructors are in stock and available for purchase. We make every effort to carry all items necessary for student life. For your convenience, we accept cash, checks, Bookstore gift cards, Visa and MasterCard.

Computer Store
website & hours
Computer Sales offers a variety of computers, peripherals and software to the Carnegie Mellon campus community. Our primary goal is to meet your computing needs with the best possible price and products. Students are eligible to purchase Adobe products. Microsoft products are not available for purchase by Pre-College students; however, students may access Microsoft and other academic software in clusters and remotely through Virtual Andrew. We apologize for any inconvenience. The University Stores are normally not open weekends during the summer session; however, the store will have limited hours Opening Weekend and Family Weekend. Please visit the website above for current store hours.

Entropy+
Cohon University Center (level 1, adjacent to Merson Courtyard)
Summer Hours: Monday – Friday 8am – 5pm; Saturday and Sunday TBD
Entropy+ is Carnegie Mellon University’s campus convenience store. In addition to the large variety of grocery items, health and beauty aids, bottled beverages, snacks, sweets and treats, Entropy+ offers a variety of Quik Piks sandwiches, salads, breakfast sandwiches made daily, local and sustainable produce and dairy. Kosher Korner, also located in Entropy+, is a section that features entrées and sides that are “Ready to Heat/Eat Kosher Meals.”
Carnegie Mellon Computing on Campus

Computing Services Help Center

Computing Services consultants are available to help you connect to the network, set your Andrew account password, print to public printers, and resolve other IT issues.

Call: 412-268-4357 (HELP) (4357) (7 am - 7 pm)
Email: it-help@cmu.edu
Visit: Cyert Hall 119 (9 am - 5 pm)

Andrew Account

Your Andrew account is your gateway to the computing environment at Carnegie Mellon. Your account gives you access to email, network registration, public computer labs, and other resources. Keep your login information handy – you will use it often.

If you have lost your Andrew ID, you can look it up on the CMU directory.

If you have lost your password, please contact Computing Services at the contact information above.

Email

Official Carnegie Mellon email is sent to your Andrew email address. Use your Andrew userID and password to access your email. Please check your CMU email at least once a day.

Computer Labs

There are more than 25 computer labs in 10 buildings across campus. Each location has Windows, Mac, or Linux computers, as well as printers and an extensive complement of productivity and academic software.

Students will receive a printing quota that will allow them to print to campus community printers.

Personal Computers

Before you decide to bring your personal computer to campus, confirm that Computing Services supports your operating system. Check with your academic program for other requirements. Take steps to secure your computer before arriving on campus and connecting to the Carnegie Mellon network. For more information, and help connecting to the wireless network, visit the Computing Services website.

Computer Sales

Computer Sales offers a variety of computers, other hardware, and software to the Carnegie Mellon campus community. Our primary goal is to meet your computing needs with the best possible price and products. Pre-College students are eligible to purchase Adobe products. Microsoft products are not available for purchase by Pre-College students, however, students may access Microsoft and other academic software in the computer labs and remotely through Virtual Andrew. We apologize for any inconvenience.

The University Stores are normally not open weekends during the summer, however, the store will have limited hours during Opening Weekend and Family Weekend. Please visit the University Bookstore website for current store hours.
Carnegie Mellon Pre-College Mail

All U.S. Postal Services mail and all other packages (UPS, FedEx, and local deliveries) must be addressed as follows. Deliveries will not be accepted at the residence hall front desks.

Student's Full Name
5032 Forbes Ave.
Pre-College Summer Studies
SMC #7361
Pittsburgh, PA 15289

All letters and packages are delivered to the Postal Services Package Pickup which is located on the lower level of the Cohon University Center. It is each student's responsibility to check for mail regularly.

The full-service campus Post Office located in the lower level of the Cohon University Center is where students can purchase stamps, envelopes, or boxes, and mail items. Please check the postal services website for summer hours.
Preparing for Departure

Move-Out Day
3-week Program: Sunday, July 19, 2020 by 12pm
6-week Program: Saturday, August 8, 2020 by 2pm
*No exceptions will be made for late checkout.

Please note:

- Official checkout procedures will be emailed approximately one week prior to departure. **We will not be able to store luggage to be picked up at a later time.**
- Students may not leave any belongings once they have checked out of the residence hall.
- Families may park in the East Campus Garage if traveling to Pittsburgh to pick up the student.
- Buses to the Pittsburgh International Airport (6-week students ONLY) will be provided on Closing Day (Saturday, August 8, 2020) departing at 4am, 9am, 11am, and 1pm (buses arrive at the airport 45 minutes after departure). Students may register for these shuttles in the enrollment portal.
- Please contact the academic program director for the final day class schedules for Friday, August 7, 2020. SAMS students and families will receive additional information by email regarding the Symposium on Friday, August 7, 2020.
- Rooms must be cleared of all belongings, including throwing away trash in your room.
- Rooms should appear as they did upon move-in.
- There will be a donation room for fans, desk lamps, office/school supplies, etc. We will keep some items so that students who are traveling a far distance next year will be able to utilize them. Any items that we are not able to keep for the following year will be donated to a local charity or our campus food pantry.
- Housing damage: At the end of the program, students are required to return their assigned rooms back to their original state. During the checkout process, a staff member will assess the condition and cleanliness prior to departure. Any excessive damages will be billed to the student's account and will result in the delay of releasing transcripts or program evaluations to the student.
Policies
Carnegie Mellon Pre-College Attendance and Participation Policy

Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may be asked to leave the program at any time. This will be considered an expulsion, not a withdrawal. As such, students will not receive refunds nor transcripts/evaluations. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors and Pre-College Student Affairs as soon as reasonably possible.

Carnegie Mellon Pre-College Refund Policy

<table>
<thead>
<tr>
<th>Refund:</th>
<th>Date of Request for Withdrawal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of Program Cost</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt; – 11&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>50% of Program Cost</td>
<td>May 12&lt;sup&gt;th&lt;/sup&gt; – 21&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>25% of Program Cost</td>
<td>May 22&lt;sup&gt;nd&lt;/sup&gt; – May 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>No refund given</td>
<td>On or after June 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

Please note: students who are expelled will not receive a refund.

Withdrawal During the Program

A student in the Pre-College Program who wishes to withdraw from the program for any reason must report to the academic program director and complete the official withdrawal form, and secure the necessary signatures. The withdrawal will then be authorized by the Pre-College Director, thereby initiating a refund, if applicable. If a student is expelled, no refund will be given and student will not receive evaluations/transcript.
Pre-College Policies, Code of Conduct, and Procedures

Carnegie Mellon seeks to provide education of the highest quality so that all students will be prepared to achieve their potential as professionals and as thoughtful, well-informed individuals. In addition, the university encourages and supports scholarship, research and artistic production, both as essential components of its educational program and in fulfillment of the special role of an academic institution as a source of new knowledge and understanding. As a private university, Carnegie Mellon is free to set its own measures of excellence and to determine its own objectives.

Pre-College students at Carnegie Mellon are engaged in preparation for academic study of the highest standards. To assure the validity of the learning experience, the university establishes clear standards for student work and life. The policies set forth by the university exist to serve as a guide for each student to ensure the proper atmosphere necessary for academic and social development.

The following are groups of violations that constitute misconduct for which members of the Pre-College community may be held accountable. This list references policies that may be outlined in greater detail in this document or other campus resources. It should be understood that the university is not limited by this list when it initiates the student conduct process, and further that any violation of university policy or applicable laws necessarily violates community standards. The university is not limited by this list nor by other published policies when it initiates student conduct actions since it is not possible to anticipate all of the behavior of the population. The university reserves the right to review off-campus incidents involving Pre-College students to determine if a violation of community standards has occurred and whether resolution through the student conduct process is warranted.

Integrity and Academics

Pre-College students at Carnegie Mellon are members of an academic community dedicated to the achievement of excellence. Therefore, students are expected to meet the highest standards of conduct. Failure to meet the expectations of high standards of integrity will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to integrity include, but are not limited to:

- Cheating, plagiarism or inappropriate collaboration
- Destruction of another person's work, specifically through the use of computer facilities
- Reverse engineering software or hardware without permission of the intellectual property owner
- Falsification of data
- Altering or misuse of university documents
- Invasion of or accessing personal files or a computer account other than one's own
- Misuse of computer facilities
- Violation of copyright laws including computing or Web-related documentation
- Violation of the Carnegie Mellon University Computing Policy
- Other acts that compromise the integrity of the academic process
- Theft
- Violation of the Pre-College Code of Conduct or the Carnegie Mellon Code
- Providing false information to a university official
- Intentional misrepresentation of another individual through electronic communication or any other means

Carnegie Mellon University Policies on Integrity and Academics

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:
• **Academic Integrity Policy:** Please note: for Pre-College students, the procedures for handling violations of academic integrity will differ from the Undergraduate and Graduate students process. All violations will be investigated and an administrative summary decision will be made regarding appropriate disciplinary sanctions for the student which may include expulsion.

• **Computing Policy**

• **Concessions, Solicitations, Lotteries, and Raffles**

• **Fair Use**

• **Freedom of Expression Policy**

• **Licensing and Trademark**

• **Make up of Absence from Class Due to Illness** – Please note: Pre-College students must notify their academic department directly and notify their RA or other representative from Pre-College Student Affairs if they are ill and cannot attend class.

• **Political Activities**

• **Publications**

• **Separation of the Individual’s and Institution’s Interest**

• **Student Privacy Rights**

• **Trademarks – Use of Carnegie Mellon**

• **Unauthorized Possession of Keys**

• **Utility Lines and Building Alterations**

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**Pre-College Policies on Integrity and Academics**

1. **Attendance and Participation**

   Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams; and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may face an academic expulsion. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

2. **Grading Policy (Pre-College Summer Session and SAMS only)**

   Each instructor will have their own pre-announced policy for determining letter grades (A, B, C, D, and R, with no + or – grades) for student performance in the courses. Courses cannot be taken on an Audit or Pass/Fail basis. At the end of the program, instructors will submit all grades on grade report sheets to Enrollment Services. However, Enrollment Services will record only A and B grades for permanent record on the official Carnegie Mellon transcript of grades. No C, D, nor R grades will be recorded. It will be possible to have C grades officially recorded on a student’s Carnegie Mellon transcript, but a request to do this must be made by the student to the University Registrar within one year after the program ends. A grade of C is generally an “average” grade for a course and is considered a passing grade. The C grade will count for academic credit at Carnegie Mellon, but may not count as transfer credit depending on the policy of other institutions. This is not the normal grading policy for Undergraduate Carnegie Mellon students, rather a special policy for Pre-College students seeking to test their backgrounds and skills in challenging university courses without the penalty of failure or low grades.

   In order to retain the option of not having a grade recorded for a particular course or courses for whatever reason, students must attend and participate fully in class on a regular basis, meeting the faculty member’s standard for student engagement. Otherwise, the option to remove low grades from the official academic transcript will not apply.
Students will receive their transcript or evaluation approximately eight weeks after the program ends. Grade report sheets with actual grades and an official Carnegie Mellon transcript of grades with A and B grades (C also if requested) recorded will be sent to you. Additional copies of transcripts may be ordered from The HUB at the standard fee structure.

Programs that provide an evaluation (Architecture, Art, Computational Biology, Design, Drama, Music, NHSGA, and Writing & Culture) will be sent approximately eight weeks after the program ends. Evaluations will be kept on file in the Pre-College Office for 1 year after the evaluation has been sent. If a student loses their copy, they may request a copy for up to 1 year. After the year has expired, a student may only receive a verification of enrollment from the Registrar’s Office.

Pre-College Summer Session students ONLY: Students that wish to exclude/include grades from their official academic record will need to take that action by October 31.

SAMS students ONLY: SAMS students will receive two different academic records, the official Carnegie Mellon transcript for the credit-bearing course, and the general grade report summary with your academic performance in all courses/projects/seminars regardless of credit/non-credit or grades earned. SAMS Students interested in keeping their (C, D, R) or redacting A or B grades, will need to submit a request in writing to the University Registrar no later than July 1 of the following year. Please include your Andrew ID, full name, date of birth, request being made, and sign the letter. Please mail your request to the address on the following page:

John Papinchak, University Registrar
Carnegie Mellon University
5000 Forbes Ave
Pittsburgh, PA 15213

3. Financial Obligations

Tuition must be paid in full by April 15. Enrollment will be cancelled for any student who does not submit the full payment by April 15. Payments may be made by visiting the SIO (Student Information Online) website.

Welfare of Others

Carnegie Mellon University and the Pre-College Program holds as its highest priority the welfare of its community members. Any behavior that places individuals in any kind of risk will be addressed through the Pre-College student conduct process. The sanctions that may result from this type of behavior may be severe.

Examples of violations of community standards in relation to the welfare of others include, but are not limited to:

- Assault
- Tampering with or alternating of life support systems
- Harassment, including discriminatory harassment
- Unreasonable noise
- Violation of the Carnegie Mellon University Policy against Sexual Harassment and Sexual Assault
- Violation of the Carnegie Mellon University policy on HIV/AIDS
- Violation of the Carnegie Mellon University policy on hazing
- Hosting a disorderly event
- Endangering the welfare of others
- Dating Violence
- Domestic Violence
- Stalking
- Violation of a No Contact Agreement or No Contact Order
Carnegie Mellon University Policies on Welfare of Others

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- Discriminatory Harassment
- Hazing
- No Contact Agreements/No Contact Orders
- Policy Against Retaliation
- Workplace Threats & Violence

Pre-College Policies on Welfare of Others

1. Bullying
   A summer Pre-College student is expected to conduct him/herself in a mature, responsible and thoughtful manner. Disorderly conduct, bullying and any actions or behavior, including threats which harass, endanger, or cause injury to other members of the university community are prohibited and will result in expulsion. This includes phone harassment, email harassment, sexual harassment, classroom, residence hall or dining hall disruptions, and/or excessive noise that results in complaint, and/or failure to observe established quiet hours.

2. Quiet Hours
   Quiet hours are to be observed from 8 p.m. to 8 a.m. Sunday through Thursday, 12 a.m. to 10 a.m. Friday and Saturday. All students must respect the rights of others to work, study, or sleep during those times. Courtesy hours are in effect 24/7.

3. Sexual Harassment and Sexual Assault
   Pre-College students are expected to understand and follow the Carnegie Mellon Sexual Harassment and Sexual Assault Policy. This policy will be explained in detail during Pre-College Orientation. All reports involving sexual harassment or sexual assault will be provided to the Carnegie Mellon Office of Title IX Initiatives. In the event of an incident involving a Pre-College student(s), the process for handling complaints will be through a summary action process as opposed to the University Community Standards process. If child abuse is suspected, the university will report it to the county of jurisdiction consistent with our Policy for the Protection of Children.

Property

The care and upkeep of our campus buildings, grounds and facilities are critical to providing students, faculty and staff with an environment that is conducive to learning. Any behavior that jeopardizes the maintenance of the campus or an individual's property will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to property include, but are not limited to:

- Improper possession of property
- Improper placement of posters/banners
- Trespassing on roofs, parapets, and other non-public areas
- Propping open doors that are kept locked for security purposes
- Unauthorized possession or use of keys or access cards
- Unauthorized tapping into or altering university utility lines
- Irresponsible use of university property or services
- Theft of any kind
- Vandalism
• Willful destruction of, disabling, or damaging computer facilities, equipment or software
• Willful mutilation, destruction, or illegal possession of library materials
• Violation of the Carnegie Mellon University Library Policies
• Violation of the Carnegie Mellon University Housing Services policies

Carnegie Mellon University Policies on Property
In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

• Damage to Carnegie Mellon Property
• Inspection of University Spaces
• Library Policies – Please note: Pre-College students must observe Pre-College curfew, therefore, the hours listed in the university policy do not apply.
• Recycling Policy
• Steam Tunnels

Pre-College Policies on Property
1. Campus Construction
   There is a significant amount of construction on campus. For the purposes of ensuring the safety of all individuals in the program, students are not permitted on the grounds of any construction site at any time. Any student found on a construction site will be subject to immediate disciplinary action, which may include expulsion from the program.

2. Residential Access and Accommodations
   All students residing in the residence halls must occupy their assigned room each night of the program and abide by the established curfew protocols and the Housing and Dining Agreement. Only the main entrance is to be utilized; all other access doors are for emergency use only, unless authorized as part of an accommodation. Utilization of the other exits could result in disciplinary action.

3. Theft/Damages
   Suspected incidents of theft, damage, and vandalism will be reported to the Carnegie Mellon Police Department. All incidents will be investigated. Students involved with theft, intentional damage or vandalism will lead to disciplinary action, which may include expulsion from the program.

4. Trespassing
   Pre-College students are not permitted in any other residence hall, fraternity/sorority, and/or academic building not affiliated with the Pre-College program for any reason, including social events or visitation. Violations of this policy may lead to disciplinary action, which may include expulsion from the program.

Health, Safety, and Security
Carnegie Mellon has established basic guidelines that have been approved by students, staff and faculty. These policies ensure the safe and functional operation of the university. Pre-College students are expected to abide by these policies at all times. Failure to abide by these guidelines will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to health, safety, and security include, but are not limited to:

• Harboring of pets
• Failure to comply with a request to produce identification
- Violation of the Carnegie Mellon University Smoking Policy
- Disorderly or disruptive behavior
- Failure to comply with a reasonable request of a university official
- Violation of the Pre-College Alcohol and Drug Policy
- Unauthorized use of appliances
- Tampering with or misuse of fire safety equipment
- Failure to evacuate for fire drills and alarms
- Violation of the Carnegie Mellon University Policy on Deadly Weapons
- Unauthorized entry into secured spaces
- Installation of a private locking system
- Violation of the Carnegie Mellon University bicycle/wheeled transportation policy
- The use of pyrotechnics, fireworks or hazardous devices
- Improper storage of chemicals, gases or hazardous materials
- Violation of the Pre-College Housing Agreement

Carnegie Mellon University Policies on Health, Safety, and Security

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- AIDS Policy
- Bicycle/Wheeled Transportation Policy
- Deadly Weapons
- Disorderly Conduct
- Drones
- Emergency Response Plan
- Emergency (Temporary) Closing of the University
- Environmental Health and Safety
- Fire Extinguisher & Sprinkler Systems
- On-Campus Emergencies
- Protection of Children in Carnegie Mellon University Programs, Activities, and Facilities
- Riotous & Disorderly Behavior
- Safety Hazards
- University Smoking Policy

Pre-College Policies on Health, Safety, and Security

1. Absence from Campus
   Students who will be away from campus overnight or for an extended leave must have an approved Absence From Campus Request, verified by the student's parent or guardian by phone, granting permission for the absence. This request must be submitted at least 48 hours in advance of the student's departure from campus and may be found on the online Absence From Campus Request Form. This request will be verified by telephone with the student’s parent/guardian. All students must be accompanied by a responsible adult (21 or over) and that person must be named on the Absence form. “Blanket” permission statements, which do not indicate specific dates and times of departure and return, will not be accepted. Under most circumstances students will not be permitted to leave campus for an overnight stay unless picked up by a parent, guardian or other responsible adult over the age of 21.

2. Alcohol and Drugs Policy
   Students are expected to abide by Pennsylvania law, which prohibits any person under 21 years of age to possess, purchase, consume or transport alcoholic beverages. The law also prohibits misrepresenting one’s age or using a fake ID card or another’s ID card for the purpose of obtaining alcohol. Entering and/or frequenting bars or lounges
without a parent or guardian is illegal. Students who possess, purchase, consume or transport alcohol will likely be immediately expelled. Students in the presence of others possessing, purchasing, consuming or transporting alcohol may also be expelled.

Students are further expected to abide by federal and state law, which prohibits the sale, possession, production, purchase or use of drugs. Sale, possession, production, purchase or use of drugs prohibited by federal and state law will likely result in immediate expulsion. Students in the presence of individuals who are selling, possessing, producing, purchasing or using drugs may also be expelled. All students are expected to cooperate with the university in any investigation to enforce these rules regarding alcohol and drugs.

Students are not permitted to share medications whether prescription or over the counter. Students are also expected to responsibly self-administer their prescription medication. All medications are required to be secured in a lock box brought from home.

3. Curfew/Sign In
   All residential students must be physically present and sign in nightly at their residence hall by 10 p.m. on Sunday through Thursday, and by 11 p.m. on Friday and Saturday evenings. All students are required to stay on their assigned floor within their residence hall during the hours of 11 p.m. – 6:30 a.m. Sunday through Thursday nights and midnight – 6:30 a.m. Friday and Saturday nights. Any student found on another floor, outdoors, in another hall, or anywhere else during these hours will be subject to disciplinary action. Failure to sign in for curfew will result in implementation of a missing-person search and/or disciplinary action. Guests are never permitted in the building during curfew hours.

   Once a student has signed in for the night, they will not be permitted to leave their residence hall under any circumstances other than an approved absence from campus or an emergency (see “Absence From Campus”). Students and parents must understand that the practice of signing-in and maintaining curfew helps to ensure student safety. A violation of this practice, regardless of the intention or potential for harm, will thus be considered a most serious violation. No system alone, however, can ensure personal safety. Parents should not allow their son or daughter to participate in the program if they have any doubts about the student’s maturity and responsibility in this regard.

4. Emergency Contact
   Every student is expected to designate emergency contacts on the emergency contact information online form for the university to contact in the case of a personal emergency or conduct situations. This form must be completed in full in order to comply with registration for the Pre-College program. In the event of an emergency, injury, illness, conduct issues, or missing student, the first emergency contact will be called. If that person is unavailable, the second will be contacted and so on. Additionally, students are able to submit a confidential contact for notification through the missing student protocol.

5. Fire Safety Regulations
   Fire safety regulations and instructions will be discussed during the first floor meetings by a Pre-College staff member. Students can also expect a fire drill in both the residence halls and academic buildings during the program. Students are expected to exercise caution at all times and evacuate when fire alarms sound. All Carnegie Mellon University fire alarms are directly tied into the City of Pittsburgh’s fire departments. As a result, activating any fire alarm box on campus unnecessarily will result not only in university disciplinary action and/or fine, but will also involve violation of civil law and the legal penalties that go with it. For the purpose of fire safety, items such as candles, incense and open coil appliances are not permitted in the residence halls.

6. Guests and Visitors
   Guests are not permitted in the residence halls with the exception of family members during move-in or move-out. If family members plan to assist their student with move-in or move-out, please be aware that only those individuals listed as approved visitors will be permitted to enter the building. Those individuals must show ID and sign in and
out each entry and exit. Guests are never permitted in the residence halls during curfew hours (see “Curfew/Sign-In”).

Carnegie Mellon Undergraduate students not affiliated with Pre-College are not permitted in the Pre-College residence halls.

Pre-College students are permitted to visit other students in their rooms in a manner consistent with the curfew policy. When visiting another Pre-College student in their room, the room door (and the suite door, if applicable) must remain open throughout the visit.

7. Health Insurance

**Policy Rationale:** The cost of health care in the United States presents a potentially serious health risk and financial risk to students and their accompanying dependents. The absence of adequate health insurance coverage is a barrier to care. As such, Carnegie Mellon requires that Pre-College students carry health insurance while you are participating in the Pre-College program.

**Policy Statement:** All Pre-College students are required to carry health insurance that covers emergency care for both inpatient & outpatient medical care. In the absence of adequate health insurance coverage, the student is required to acquire a short-term plan for the duration of the Pre-College Program, such as one of the policies below. Pre-College students may also choose any other plan that meets the requirements.

*Samples of short-term insurance policies that may be purchased for the duration of the Pre-College Program include the following. Please note that these are merely samples of the type of insurance and not endorsed by CMU nor affiliated with CMU in any way:*

- **International Students:** If you do not currently have health insurance that covers emergency care both for inpatient and outpatient medical care while you are in the United States, please refer to [Visitors Coverage](#) or [Trawick International](#) for short-term coverage. This insurance is not affiliated with Carnegie Mellon University.

- **All other students:** If you do not currently have health insurance that covers emergency care both for inpatient and outpatient medical care while you are participating in the Pre-College Program, please refer to [eHealth](#) for short term coverage. This insurance is not affiliated with Carnegie Mellon University.

Failure to maintain continuous coverage will result in mandatory withdrawal from the Pre-College Program.

8. Housing Assignments and Roommates

A large part of the university experience is learning to live with a roommate. Pre-College students will typically be housed in a shared living space. Room or roommate changes during the program are not permitted except in extreme circumstances. The Pre-College residential staff is trained in conflict resolution and will help mediate issues should roommate conflicts arise.

Carnegie Mellon University strives to make on-campus housing an inclusive and welcoming space for all students. Pre-College students who have questions about their housing assignment related to their sex, biological gender, gender identity, gender expression, and/or sexual orientation should contact the Pre-College Student Affairs. Students requesting housing accommodations or services related to a disability should contact the University Health Services Office and the Office of Disability Resources.

9. Mandated Reporting

In accordance with Pennsylvania law, all school employees and volunteers are required to report any suspected child abuse including sexual harassment and sexual assault.

10. Missing Student Protocol

Any community member may contact the University Police, The Pre-College Program, or Office of the Dean of Student Affairs to report concern that a student may be missing. If the report did not originate through University Police, the information will be immediately conveyed to University Police to begin an investigation. In addition, if a Pre-College student does not sign in for curfew, and if the student is unable to be found by telephone or in the
immediate residence hall area, the parent/guardian listed on the emergency contact information form will be notified immediately and the missing student protocol will be activated. The university will also notify the appropriate local law enforcement agency within 24 hours of the determination that the student is missing. Students who wish to register a Confidential Contact for notification through the missing student protocol will be given an opportunity to do so once they arrive on campus. Confidential Contact information will be kept confidential and will only be accessible by authorized personnel in furtherance of a missing person investigation.

11. Motor Vehicles
   Residential Pre-College students are not permitted to possess any type of motor vehicle on campus. Furthermore, Pre-College students are not permitted to ride in any private vehicle not affiliated with the program, unless an approved Absence from Campus Request is on file. An exception to this policy is that students may ride taxis, city buses or vehicles driven by approved administrators associated with the academic and/or residential portion of the program.
   Commuter students are permitted to utilize a motor vehicle only for the purpose of transporting themselves to and from campus. Commuter students are not permitted to drive other Pre-College students.
   Bicycles are permitted, (see “Bicycles/Wheeled Transportation”).

12. Pets
   Pre-College students are not permitted to have pets or animals in the residence halls at any time. Service animals or emotional support animals are permitted with proper approval for the accommodation from the Office of Disability Resources. All requests for accommodations regarding a service animal or emotional support animal should be submitted to the Office of Disability Resources.

Community Standards Disciplinary Process and Sanctions
A designated Pre-College Student Affairs staff member will respond to violations of community standards. The following forums exist for investigation and resolution of violations:

- Student Affairs Investigation
- Police Investigation
- Title IX Investigation
- Administrative Resolution Meeting with the Pre-College Student Affairs Office
- Administrative Resolution Meeting with Pre-College academic program directors

For incidents that pose immediate concerns for the safety and welfare of the campus community, during the pendency of student conduct proceedings, the university administration may take summary action or implement interim measures that limit a Pre-College student's ability to be present on campus, engage in coursework, and/or interact with specific members of the university community until resolution is reached.

Conduct Violations
If a student is alleged to be in violation of this code of conduct, the housing and/or dining agreement, or any academic program policy they will be subject to immediate disciplinary action, up to and including expulsion from the program. Carnegie Mellon handles all disciplinary matters, up to and including required withdrawals and expulsion via summary action by the Office of Pre-College Student Affairs or the relevant academic program director. The disciplinary action will be final and binding. Due to the temporary and short-term nature of the program, Pre-College students will not be granted the opportunity to appeal a summary action for violations. Parent/guardian will be provided notification of serious violations.
**Expulsion**

Students may be expelled for violating the terms of this code of conduct, the housing and/or dining agreement, or any academic program policy. Students who are expelled from the program will be sent home at their parent or guardian’s expense at the time of their expulsion and no refunds will be given. Students must depart from the campus within 24 hours of expulsion. Expelled students are not permitted on the Carnegie Mellon campus for any reason without prior written permission from the Pre-College Student Affairs Office. Students who are expelled at any time will NOT be granted refunds for tuition, housing, dining and/or activities fees in whole or in part and will not receive evaluations/grades.

*Academic Expulsion* is the result of poor academic performance or violation of academic regulations and is imposed by the student’s academic program.

*Disciplinary Expulsion* is the result of serious personal misconduct and is imposed by the Office of Pre-College Student Affairs.

**Withdrawal**

Students in the Pre-College Program who wish to withdraw from the program for any reason must contact the Pre-College Student Affairs office at pc-life@andrew.cmu.edu. The request must be made in writing and will require a conference with the Pre-College Office and the parent/guardian.

*Mandatory Withdrawal:* Students may be asked to withdraw from the program based on injury, illness, inadequate insurance coverage, failure to submit required forms and information, etc.

Refund schedule for Withdrawals:

<table>
<thead>
<tr>
<th>Date of Withdrawal Request:</th>
<th>Refund amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1 - May 11</td>
<td>75% of Program Cost</td>
</tr>
<tr>
<td>May 12 - May 21</td>
<td>50% of Program Cost</td>
</tr>
<tr>
<td>May 22 – May 31</td>
<td>25% of Program Cost</td>
</tr>
<tr>
<td>On or after June 1</td>
<td>No refund given</td>
</tr>
</tbody>
</table>

**Record Retention and Reporting**

Records of student conduct proceedings are confidential and are not released without the consent of the current/former student or as otherwise required or authorized by law or court order. With the exceptions as noted below, records of student conduct proceedings are retained for either the period of time required under the federal Clery Act (which in most cases is six to seven years after the date the incident was reported to the university), or three years after final separation of the student from the university, whichever is longer, and then are subsequently destroyed. For purposes of student conduct record checks, information from these records is only provided, with appropriate authorization as necessary, for three years after final separation from the university provided the student has fulfilled all obligations to the university. If a student has not fulfilled all obligations, the file may be maintained indefinitely and reported longer than three years after the student separates from the university. Records of student conduct proceedings resulting in the expulsion of a student will be maintained and reported indefinitely. Case-specific questions regarding timeframes for student conduct records retention and reporting can be directed to the Office of Pre-College Student Affairs.
Understanding FERPA

When your child was in high school, the Family Education Rights and Privacy Act (FERPA) gave you and your child rights to access and control your child's educational records. Now that your child is attending a post-secondary school/college, these same laws transfer ownership of the records directly to your child.

According to FERPA, students attending a post-secondary school are considered responsible adults and are allowed to determine who will receive information about them. While parents understandably have an interest in a student's academic progress, they are not automatically granted access to a student's records without written consent of the student. Parents are encouraged to consult with the student if academic information is needed. Your child may give permission for a third party to access his/her records by filing a Student Consent form.

View the CMU Parents FERPA Brochure

How can I get a copy of my student's grades (Summer Session or SAMS program)?
The quickest, easiest way for you to receive information about your child's grades, financial statement, or other student information is for your child to provide it to you. Students can look information up online, print it off, and give or email a copy to their parents. Student records are available on their Student Information Online (SIO) record.

How can I get a copy of my student's evaluations (Architecture, Art, Artificial Intelligence, Computational Biology, Design, Drama, Music, NHSGA, and Writing & Culture)?
Evaluations are kept on file in the Pre-College Office for 1 year after the last day of the program and additional copies can be requested by contacting them at 412.268.5914 within this time frame. Please note, the same privacy rights apply for evaluations as the previous answer.

If I'm paying for my child's education, why can't I get a copy of his/her records?
FERPA requires that access to a college student's records must be granted by approval of the student.

My student signed a release form. Can you email a copy of his/her transcript/evaluation?
As a matter of policy, the university does not release private information over the phone or by email.

My student signed the form. Why didn't I receive a copy of his/her grades/evaluations after summer program?
The University doesn't automatically send information to third parties designated by the student. You will need to request a copy of the desired information by sending a letter or fax with your signature. A request must be submitted each time you want to receive protected information.

Does the release form grant me access to my son or daughter's medical and counseling records?
FERPA regulations protect a student's "education records," which include grades, finances, and discipline records. Physical and mental health records are covered by other university policies, federal law, and professional ethics. In general, professionals working in these areas will not release student information except in emergency situations. Your son or daughter can choose to release information from these records to a third party, but they may want to release information on a case-by-case basis. They can talk to the practitioner or the records office in the University Health Services related to medical or counseling records; to the Dean of Students Office for discipline records; or to Pre-College Summer Studies.

Will I be contacted if my child is sick or hurt? What if my child is in academic trouble, or facing disciplinary action?
In most cases, the Pre-College program staff and faculty will not contact you or provide medical, academic, or disciplinary information without your child's permission. In the case of an emergency, where the health or safety of your son or daughter may be in serious jeopardy, or if there is a concern that he/she may pose a threat to him or herself or to someone else, the Pre-College program staff will contact you. As a general guideline, if your child is able to communicate about the situation, it
is up to him/her to decide whether and how to discuss the issues. Also, please know that certain agents of the university, such as the University Health Services staff and University Police, may be subject to non-FERPA reporting requirements when working with minors.

Isn't there a FERPA provision that colleges and universities can contact parents if a student violates alcohol or drug policies?
FERPA regulations allow, but do not require, higher education institutions to provide notice to parents when a student violates federal, state or local laws related to alcohol or drugs. CMU policy states that we can release this information to parents of any students under the age of 21. In the case of the Pre-College program, given that any violation of the alcohol or drug policies is an expellable offense, the Pre-College program staff would generally contact parents as soon as they become aware that a Pre-College student has violated these policies.

Where can I find out more about FERPA?
The U.S. Department of Education is responsible for overseeing FERPA. See the Department’s Web site for additional information.

Questions regarding FERPA related to the Pre-College program should be directed to the University Registrar at 412.268.7404 or by e-mail at university-registrars-office@andrew.cmu.edu.