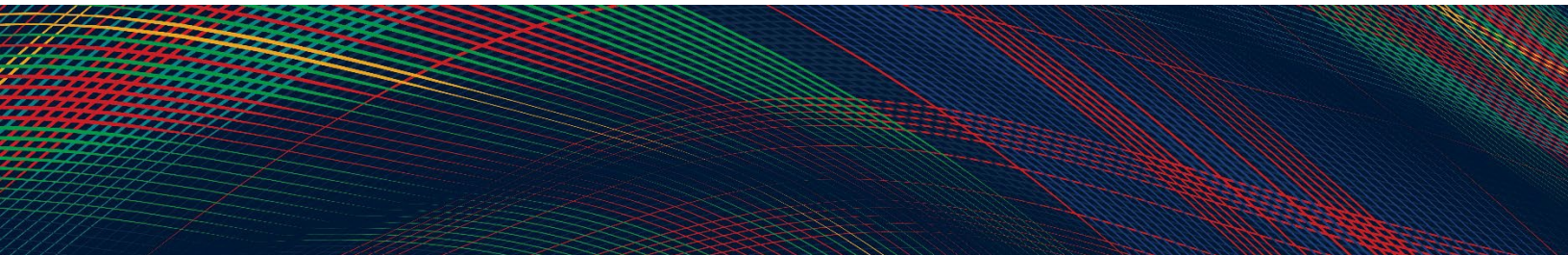


Carnegie Mellon University
Pre-College

2022 Pre-College Student Handbook

(Updated 3.3.22)



Carnegie Mellon University Pre-College 2022 Student Handbook

Table of Contents

Enrollment

First Steps to Enrollment	1
Campus Contact Information	2

Program Information

Program & Travel Dates	3
Transportation to Campus and Local Accommodations	4
Basic Activities Calendar / Events / Trips / Ticket Reservations	5
Packing List.....	6
CMU Student ID Card.....	7
Campus Safety and Emergency Procedures.....	8-10
Residential Life Information.....	11-13
Shipping Belongings in Advance for Arrival and Departure	14
Absence From Campus Request and Policy	15

Student Services

Dining Services	17
Special Housing Needs	18
Student Services	19-25
General Services	19-20
Health and Well-Being	21-22
Financial Services	23
Other Resources	24
Shopping.....	25
Computing on Campus.....	26
Mail.....	27
Preparing for Departure.....	28

Policies

Attendance and Participation Policy.....	30
Withdrawal and Refund Policy	30
Policies, Code of Conduct, and Procedures	31-41
Understanding FERPA (Family Education Rights and Privacy Act).....	42-43

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 (if applicable).
- *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, 2022.**
 - 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 (if applicable)

- Any remaining balance must be paid in full by **May 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 & guardians) 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 or guardian 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 May 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 May 15, your enrollment will be cancelled and you will not be permitted to attend the program.

Campus Contact Information

Pre-College Important Contact Information

Pre-College Central Office	precollege@andrew.cmu.edu	(412) – 268 - 5914
Pre-College Student Affairs	pclife@andrew.cmu.edu	(412) – 268 - 5914
Pre-College 24/7 Help Line	(Active During Pre-College Program)	(412) – 212 - 8182
Pre-College Housing & Dining (Conference & Events Services)	confserv@andrew.cmu.edu	(412) – 268 - 1125
Title IX Initiatives	tix@cmu.edu	(412) – 268 - 7125
Office of International Education	oi@andrew.cmu.edu	(412) – 268 - 5231

Student Services

University Police		(412) – 268 - 2323
Counseling & Psychological Services		(412) – 268 - 2922
University Health Services		(412) – 268 - 2157
Birthday/Special Event Orders (Catering Services)	catering@andrew.cmu.edu	(412) – 268 - 2129
Postal Services	post-office@andrew.cmu.edu	(412) – 268 - 2927
Computing Services Help Center	it-help@cmu.edu	(412) – 268 - 4357
Disability Resources	access@andrew.cmu.edu	(412) – 268 - 6121

University Stores

Art Store	art-store@andrew.cmu.edu	(412) – 268 - 2968
University Store	bookstore.web.cmu.edu	(412) – 268 - 1032

Academic Program Directors

AI4All @ CMU	Natalie Hatcher	cspathways@andrew.cmu.edu	(412) – 268 - 8201
	Ashley Williams Patton	awpatton@andrew.cmu.edu	
Architecture	Jenna Kappelt	soa-preco@andrew.cmu.edu	(412) – 268 - 5551
Art	Bill Rodgers	brodgers@cmu.edu	(412) – 268 - 1481
Computational Biology	Tara Seman	compbio-precollege@cmu.edu	(412) – 268 - 4671
Computer Science Scholars	Natalie Hatcher	cspathways@andrew.cmu.edu	(412) – 268 - 8201
	Ashley Williams Patton	awpatton@andrew.cmu.edu	
Design	Melissa Cicozi	cicozi@cmu.edu	(412) – 268 - 2828
Drama	Val Haley	vhaley@andrew.cmu.edu	(412) – 268 - 2407
	Maria Stoy	mstoy@andrew.cmu.edu	(412) – 268 - 3284
Music	Stephen Neely	music-precollege@andrew.cmu.edu	(412) – 268 - 6743
	Alex Marthaler		
NHSGA	Chris Klug	gcklug@andrew.cmu.edu	(412) – 268 - 3695
SAMS	Rowshan Lang	rlang@andrew.cmu.edu	(412) – 268 - 2150
	M. Shernell Smith	mssmith@andrew.cmu.edu	
Summer Session	Dr. William Alba	alba@cmu.edu	(412) – 268 - 7333
Writing & Culture	Danielle Wetzal	writingculture- precollege@andrew.cmu.edu	(412) – 268 - 4468

Pre-College Student Mailing Address

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

Program & Travel Dates

International Student Arrival:

Thursday, June 30, 2022

- International Students requiring an I-20 from CMU must move into their campus residence hall on Thursday, June 30, 2022 between 9:00 AM – 9:00 PM. If your arrival time at the Pittsburgh airport is outside of these times, please contact pclife@andrew.cmu.edu.
- A staff member will meet students at the airport and ride with them back to campus.
- Travel itineraries must be submitted by May 1 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 pclife@andrew.cmu.edu.
- Students who have received an I-20 form from the university must complete a mandatory immigration check-in on Friday, July 1, 2022, in order to maintain legal status in the U.S.
- Meals will be provided for early arrival students.

Domestic Early Student Arrival:

Friday, July 1, 2022

- Students who have difficult travel or other extenuating circumstances by which you are unable to arrive between 9am-1pm on Saturday, July 2, 2022, may register for early arrival. Students must submit the Early Arrival Registration and their travel itinerary by May 15 via the Student Life Information Form in the enrollment portal.
- A staff member will meet students at the airport and ride with them back to campus.
- Meals will be provided for early arrival students.

Opening Day:

Saturday, July 2, 2022

- Students will move in between 9:00 AM – 1:00 PM.
- Specific instructions for Opening Day procedures will be sent by email prior to the program start date.

3 Week Departure:

Saturday, July 23, 2022

- 3-week students may leave at any time after the conclusion of classes on Friday, July 22. Students must check out with their RA prior to departure.
- Please contact your academic director to determine when your classes end on Friday, July 22.
- Please contact your RA when on campus for check out procedures.
- 3-Week students must move out of their residence hall by 2:00 PM on Saturday, July 23.

4 Week Departure:

Saturday, July 30, 2022

- 4-week students may leave at any time after the conclusion of classes on Friday, July 29. Students must check out with their RA prior to departure.
- Please contact your academic director to determine when your classes end on Friday, July 29.
- Please contact your RA when on campus for check out procedures.
- 4-Week students must move out of their residence hall by 2:00 PM on Saturday, July 30.

NHSGA Closing Ceremony:

Friday, August 12, 2022, 8:30am-4pm (finalized schedule will be provided at a later date)

Closing Day:

Saturday, August 13, 2022

- All students must move out by 2:00 PM.
- Departure flights should be scheduled within the 12pm-5pm time frame.
- 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.

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 ext. 1100

Liberty Ave., Pittsburgh, PA 15222 Approx. 4 mi. from Carnegie Mellon

Local Accommodations

Local Hotels

[CMU local accommodation recommendations](#)

Events, Activities & Trips

(Subject to change)

Pre-College enjoys partnering with local attractions, touristy-hangouts, and interesting off-campus locations throughout the summer. These events will be optional and ticketed (see next page) and are in addition to the museums and cultural icons that will be free for Pre-College students with their ID acting as their [ArtsPass](#). Each will offer unique insights into interests, perspectives, and culture of the Southwestern Pennsylvania.

Examples of past trips include:

- Frank Lloyd Wright's [Falling Water](#) and / or [Kentauck Knob](#) (along with hiking / caving)
- Pittsburgh [Symphony](#) Orchestra
- [Kennywood](#)
- Fathom Events or specialty pre-released movie screenings
- Pittsburgh [Pirates](#) baseball game
- Pittsburgh [Cultural Arts](#)

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. Students must ride provided transportation to and from these events. They cannot "meet us there" for any ticketed event.

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 mid-June 2022. 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. In the event of cancellation(s), all monies will be refunded except the nominal convenience / transaction fee.

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, pillowcases
- 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)
- 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.
- Optional: musical instruments
- 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, 2021**.
 - 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.

Carnegie Mellon Pre-College: Campus Safety, Emergency Procedures, and Campus Alert System

Campus Safety Information

Carnegie Mellon University Police Department

Emergency: 412-268-2323

Non-Emergency: 412-268-6232

Email: campuspd@andrew.cmu.edu

300 South Craig Street, Suite, 199 (Filmore Street Entrance)

Pittsburgh, PA 15213

[CMU Police Department Website](#)

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 patrolling, officers will respond and investigate crimes and other emergencies that are in progress or even those which 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 primary parent / guardian 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 pclife@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/Community Advisors (CAs) and Resident Advisors (RAs).

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 / guardian. If the current phone number listed 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 after they've been admitted to Pre-College 2022.

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.

If you believe you are in need of a special accommodation, please contact us at 412-268-5914 or pc_life@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-3pm.

Roommates

Roommates are assigned based on housing preferences and program of study. The floors will be comprised of students in all academic programs so students have the opportunity to meet individuals from other classes. 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 all 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 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 list of events can be found on page 5, however, this is subject to change and additional events could be added. All ticket-buyers must take provided transportation to / from these activities rather than “meet us there”. Reservations are made on a first-come, first-served basis.

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 plan 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 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 \leftrightarrow 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 AI4All @ CMU, Computer Science Scholars and SAMS programs.

Expectations

The Policies, Procedures, and Code of Conduct agreement must be HAND-signed (vs. electronically on computers or tablets) by both the student ***and*** primary parent or guardian. 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 or guardians have concerns about their student's ability to live independently and self-advocate, please contact 412-268-5914 or pclife@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 Programs

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 / Guardian 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 / guardian submitted the request.**
- 5. If a parent / guardian 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 / guardians 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 / guardians 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

Residential student meal plans are designed to provide breakfast, lunch, and dinner on Monday through Friday. Brunch and dinner are provided on Saturday and Sunday. The main dining hall is located in Resnik Hall in the Resnik Café. Students will eat breakfast (Mondays through Fridays) and brunch (Saturdays and Sundays) at Resnik Café. All other meals can be eaten at Resnik OR any another dining venue on campus. We refer to meals outside of Resnik as “traveling meals”. Note: Monday, July 4 will be brunch and dinner. In addition, residential students are provided with \$12 per week (Sunday through Saturday – expires weekly) DineExtra funds that can be used at all dining venues on campus including Entropy (the campus convenience store located on the first floor of the Cohon University Center (CUC)).

Commuter student meal plans provide \$14 per day Monday through Friday which is equivalent to \$70 per week. The full value of \$70 is available for use each Monday and any remaining funds in the account will expire on a weekly basis (the following Saturday at midnight).

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 including gluten-free options when possible
- 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 Disability Resources based on medical documentation and availability of accommodation. If you have a medical need for an accommodation, please complete the following items:

1. Fill out the online [Special Housing Needs Online Form](#)
2. upload the Special Housing Needs Signature Document (found in the Enrollment Portal under Learning Content>Action: Special Housing Needs) to the online form

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

Student Services

General Services

Pre-College Student Affairs

412-268-5914

pclife@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 (subject to change)

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 elliptical machines, steppers, a rower and Espresso 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 pclife@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 August 3, 2022 may be charged via the student account, cash, check or credit card. Those charges incurred after August 3, 2022 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. Confidentiality is taken very seriously and will be discussed as students make their appointments with this office.

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. 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 There are also seven other PNC ATMs on campus.

Note: Students are considered to be minors – it will be required for the parent / guardian to be a joint account holder.

Money from Home

PNC makes it easy for parents or guardians 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 13, 2022.

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. 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. 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 Programs

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: Saturday, July 23, 2022 by 2pm

4-week Program: Saturday, July 30, 2022 by 2pm

6-week Program: Saturday, August 13, 2022 by 2pm

*No exceptions will be made for late checkout.

Please note:

- Official checkout procedures will be emailed approximately one week prior to departure.
- Students may not leave any belongings once they have checked out of the residence hall. **We will not be able to store luggage to be picked up at a later time.**
- Families / guardians may park in the East Campus Garage if traveling to Pittsburgh to pick up the student.
- Transportation:
 - A bus will be provided to Pittsburgh International Airport on Saturday, July 23, 2022 (3-week students ONLY) and Saturday, July 30, 2022 (4-week students ONLY) which will leave campus at 11am (arriving to the airport approximately 45 minutes after departure). Students may register for these shuttles in the Enrollment Portal.
 - Buses to the Pittsburgh International Airport (*6-week students ONLY*) will be provided on Closing Day (Saturday, August 13, 2022) 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 12, 2022.
- Rooms must be cleared of all belongings, including throwing away trash.
- 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 academic 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 or 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

Refund:	Date of Request for Withdrawal:
50% of Program Cost	May 14 – May 31
No refund given	On or after June 1st

**Please note: students who are expelled will not receive a refund.
Enrollment deposits are non-refundable.**

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 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](#)

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)

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 University 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 (AI4All @ CMU, Architecture, Art, Computational Biology, Computer Science Scholars, Design, Drama, Music, NHSGA, Summer Academy for Math and Science, 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.

3. Tuition must be paid in full by May 15. Enrollment will be cancelled for any student who does not submit the full payment by May 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, & 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.

During the COVID-19 pandemic Pre-College students are expected to comply with the same standards detailed in the “Tartan Responsibility” (the current version of which can be found at <https://www.cmu.edu/coronavirus/>). The details of the “Tartan Responsibility” may change as the nature and extent of the pandemic changes and evolves.

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
- Failure to adhere to [A Tartan's Responsibility](#)

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:

- [A Tartan's Responsibility](#)
- [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](#). 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 / guardians 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 / Guardians should not allow their student to participate in the program if they have any doubts about that 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 Emergency Contact 1 will be called. If that person is unavailable, the second will be contacted and so on. This applies even if the listed emergency contacts are not the primary parents / guardians. 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 or guardians 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 office. 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 in taxis, rideshare vehicles, 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. Parents/guardians 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's 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 plife@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:

Date of Withdrawal Request:	Refund amount:
May 13 – May 31	50% of Program Cost
On or after June 1	No refund given

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

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 / guardians 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 / Guardians 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 program)?

The quickest, easiest way 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, and give or email a copy to their parents or guardians. Student records are available on their Student Information Online (SIO) record.

How can I get a copy of my student's evaluations (AI4ALL @ Carnegie Mellon, Architecture, Art, Computational Biology, Computer Science Scholars, Design, Drama, Music, NHSGA, Summer Academy for Math and Science, and Writing & Culture)?

Evaluations are kept on file with the Pre-College academic program for 1 year after the last day of the program and additional copies can be requested by contacting them 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 / ward'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's or daughter's or ward'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 or ward 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 student 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 the parents or guardians 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 or guardians 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.