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Carnegie Mellon Pre-College First Steps to Enrollment

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

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

2. **Pay Balance**
   - Any remaining balance must be paid in full by **May 15**.
   - Use the Andrew userID and password to access [Student Information Online (SIO)](https://sio.cmu.edu) > Finances to make your payment.
   - Enrollment will be cancelled if the balance is not paid in full by this deadline.
   - **Authorization to Receive E-Bills**
     - Students may authorize other individuals (including parents) to receive e-bills [here](https://sio.cmu.edu).
     - 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)](https://sio.cmu.edu). An authorized parent will receive a separate email with the invoice attached as a PDF.
     - Please visit [The Hub website](https://hub.cmu.edu) 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)](https://sio.cmu.edu) 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 participate in the program.
## Campus Contact Information

### Pre-College Student Affairs

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-College Student Affairs</td>
<td><a href="mailto:pc-life@andrew.cmu.edu">pc-life@andrew.cmu.edu</a></td>
<td>(412) – 268 - 5914</td>
</tr>
<tr>
<td>Pre-College Help Line</td>
<td>(Active During Pre-College Program)</td>
<td>(412) – 212 - 8182</td>
</tr>
<tr>
<td>Title IX Initiatives</td>
<td><a href="mailto:tix@cmu.edu">tix@cmu.edu</a></td>
<td>(412) – 268 - 7125</td>
</tr>
<tr>
<td>Office of International Education</td>
<td><a href="mailto:oie@andrew.cmu.edu">oie@andrew.cmu.edu</a></td>
<td>(412) – 268 - 5231</td>
</tr>
</tbody>
</table>

### Pre-College Student Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td></td>
<td>(412) – 268 - 2323</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services</td>
<td></td>
<td>(412) – 268 - 2922</td>
</tr>
<tr>
<td>University Health Services</td>
<td></td>
<td>(412) – 268 - 2157</td>
</tr>
<tr>
<td>Computing Services Help Center</td>
<td><a href="mailto:it-help@cmu.edu">it-help@cmu.edu</a></td>
<td>(412) - 268 - 4357</td>
</tr>
<tr>
<td>Disability Resources</td>
<td><a href="mailto:access@andrew.cmu.edu">access@andrew.cmu.edu</a></td>
<td>(412) - 268 - 6121</td>
</tr>
</tbody>
</table>

### University Stores

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

### Academic Program Directors

<table>
<thead>
<tr>
<th>Program</th>
<th>Director</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computational Biology</td>
<td>Samantha Mudrinich</td>
<td><a href="mailto:compbio-precollege@cmu.edu">compbio-precollege@cmu.edu</a></td>
<td>(412) – 268 - 4671</td>
</tr>
<tr>
<td>NHSGA</td>
<td>Chris Klug</td>
<td><a href="mailto:gcklug@andrew.cmu.edu">gcklug@andrew.cmu.edu</a></td>
<td>(412) – 268 - 3695</td>
</tr>
<tr>
<td>Summer Session</td>
<td>Dr. William Alba</td>
<td><a href="mailto:alba@cmu.edu">alba@cmu.edu</a></td>
<td>(412) – 268 - 7333</td>
</tr>
</tbody>
</table>
Student Services
Student Services

General Services

Pre-College Student Affairs
412-268-5914; pc-life@andrew.cmu.edu
Pre-College Student Affairs Office is the headquarters for the student experience or special accommodations.

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. Students and parents are encouraged to visit The HUB website for detailed billing and payment information.

Computing Services
412-268-4357; it-help@cmu.edu
Summer Help Hours: Monday - Friday 7am - 7pm
The Computing Services website will orient you to the computing resources. Visit the Summer Student Computing Services website for information on connecting to the network 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 services to ensure the safety and well-being of persons and property in the university community.

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.

Disability Resources
412-268-6121; fax: 412-268-2199
access@andrew.cmu.edu
website
5136 Margaret Morrison Street
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.

Shopping

University Bookstore
412-268-2966; (website & hours)
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.
Computing Services Help Center

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

Call: 412-268-4357 (HELP) (4357) (7 am - 7 pm)
Email: it-help@cmu.edu

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.

Personal Computers
Check with your academic program for other requirements. For more information, visit the Computing Services website.
Policies
Carnegie Mellon Pre-College Attendance and Participation Policy

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

Carnegie Mellon Pre-College Refund Policy

<table>
<thead>
<tr>
<th>Refund:</th>
<th>Date of Request for Withdrawal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% of Program Cost</td>
<td>May 15-May 31, 2020</td>
</tr>
<tr>
<td>No refund given</td>
<td>On or after June 1, 2020</td>
</tr>
</tbody>
</table>

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

Withdrawal During the Program

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

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

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

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

Integrity and Academics

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

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

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

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

- **Academic Integrity Policy**: Please note: for Pre-College students, the procedures for handling violations of academic integrity will differ from the Undergraduate and Graduate students process. All violations will be investigated and an administrative summary decision will be made regarding appropriate disciplinary sanctions for the student which may include expulsion.
- **Computing Policy**
- **Concessions, Solicitations, Lotteries, and Raffles**
- **Fair Use**
- **Freedom of Expression Policy**
- **Licensing and Trademark**
- **Make up of Absence from Class Due to Illness** – Please note: Pre-College students must notify their academic department directly and notify their representative from Pre-College Student Affairs if they are ill and cannot attend class.
- **Political Activities**
- **Publications**
- **Separation of the Individual’s and Institution’s Interest**
- **Student Privacy Rights**
- **Trademarks – Use of Carnegie Mellon**

**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 only)**

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

   In order to retain the option of not having a grade recorded for a particular course or courses for whatever reason, students must attend and participate fully in class on a regular basis, meeting the faculty member’s standard for
student engagement. Otherwise, the option to remove low grades from the official academic transcript will not apply.

Students will receive their transcript or evaluation approximately eight weeks after the program ends. Grade report sheets with actual grades and an official Carnegie Mellon transcript of grades with A and B grades (C also if requested) recorded will be sent to you. Additional copies of transcripts may be ordered from The HUB at the standard fee structure.

Programs that provide an evaluation 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. Financial Obligations

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:

- Harassment, including discriminatory harassment
- Violation of the Carnegie Mellon University Policy against Sexual Harassment and Sexual Assault

**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](#)
- [Policy Against Retaliation](#)

**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. 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, and sexual harassment, and/or disruption of class.

2. **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.

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

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

- Failure to comply with a request to produce identification
- Disorderly or disruptive behavior
- Failure to comply with a reasonable request of a university official

Pre-College Policies on Health, Safety, and Security

1. 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, or conduct issue, the first emergency contact will be contacted. If that person is unavailable, the second will be contacted and so on. Additionally, students are able to submit a confidential contact for notification through the missing student protocol.

2. 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.

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 participate in the program, 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 or any academic program policy they will be subject to immediate disciplinary action, up to and including expulsion from the program. Carnegie Mellon handles all disciplinary
matters, up to and including required withdrawals and expulsion via summary action by the Office of Pre-College Student Affairs or the relevant academic program director. The disciplinary action will be final and binding. Due to the temporary and short-term nature of the program, Pre-College students will not be granted the opportunity to appeal a summary action for violations. Parent/guardian will be provided notification of serious violations.

**Expulsion**

Students may be expelled for violating the terms of this code of conduct or any academic program policy. Students who are expelled from the program will be banned from participating in the program at the time of their expulsion. Students who are expelled at any time will NOT be granted refunds in whole or in part and will not receive evaluations/grades.

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

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

**Withdrawal**

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

*Mandatory Withdrawal:* Students may be asked to withdraw from the program for failure to comply with established policies.

Refund schedule for Withdrawals:

<table>
<thead>
<tr>
<th>Date of Withdrawal Request:</th>
<th>Refund amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15 - May 31</td>
<td>50% of Program Cost</td>
</tr>
<tr>
<td>On or after June 1</td>
<td>No refund given</td>
</tr>
</tbody>
</table>

**Record Retention and Reporting**

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

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

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

View the CMU Parents FERPA Brochure

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

How can I get a copy of my student's evaluations?
Evaluations are kept on file in the Pre-College Office for 1 year after the last day of the program and additional copies can be requested by contacting them at 412.268.5914 within this time frame. Please note, the same privacy rights apply for evaluations as the previous answer.

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

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

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

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

Will I be contacted if my child is in academic trouble, or facing disciplinary action?
In most cases, the Pre-College program staff and faculty will not contact you or provide medical, academic, or disciplinary information without your child's permission. In the case of an emergency, where the health or safety of your son or daughter may be in serious jeopardy, or if there is a concern that he/she may pose a threat to him or herself or to someone else, the Pre-College program staff will contact you. As a general guideline, if your child is able to communicate about the situation, it is up to him/her to decide whether and how to discuss the issues. Also, please know that certain agents of the university, such as the University Health Services staff and University Police, may be subject to non-FERPA reporting requirements when working with minors.
Isn't there a FERPA provision that colleges and universities can contact parents if a student violates alcohol or drug policies?
FERPA regulations allow, but do not require, higher education institutions to provide notice to parents when a student violates federal, state or local laws related to alcohol or drugs. CMU policy states that we can release this information to parents of any students under the age of 21. In the case of the Pre-College program, given that any violation of the alcohol or drug policies is an expellable offense, the Pre-College program staff would generally contact parents as soon as they become aware that a Pre-College student has violated these policies.

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

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