

June 14, 2023

Dear CPP Students and Parents,

This summer, we have an enthusiastic On-Site Team who will be working hard to make your summer the best possible experience. We are all excited to support you at Northwestern University throughout the summer session!

My name is Kyler Hughes, and I am your Residential Director this summer. Below are a few important reminders:

### **PRE-ORIENTATION WEBINAR**

If you were unable to attend the pre-orientation webinar which was held on June 10, 2023 at 10:00 am CT, a link to the recording can be found [here](#)

### **STUDENT HANDBOOK:**

Please be sure to review the [CPP student handbook](#) prior to arrival. This handbook provides invaluable information for you to succeed this summer! If you still have questions after this letter, I encourage you to refer back to the student handbook. Anything that is not covered there or in this letter I would be happy to answer!

### **SCHOOL DOC FORMS**

If you are missing any items in your SCHOOLDOC account, you will receive an email from The CPP Team informing you of which forms you are missing. You will not be able to attend the program if your forms in SchoolDoc are incomplete.

### **NEGATIVE COVID TEST:**

Students will be required to show proof of a negative COVID test result upon arrival. A photo of a Home Test result is acceptable as long as the photo has a time/date stamp on it. If you arrive without a negative test result, you will be asked to procure one prior to checking in to the program.

### **CONTACT INFORMATION:**

1. The primary contact for any and all issues leading up to your CPP experience program is the email address: [CPP@northwestern.edu](mailto:CPP@northwestern.edu)
2. Arrival/Departure Days: On arrival and departure days, if you are unable to reach someone through the On-Site Front of House phone number, please call the Residential Director, Kyler Hughes at +1 224-754-4060 or Nicki Charles at (919)428-0925.
3. During the program
  - Non-Emergencies:
    - Please email [cpp@northwestern.edu](mailto:cpp@northwestern.edu)
    - If you need to call between 9:00 am – 5:00pm, please contact the Front of House 9:00 am – 5:00 pm Daily: at + 1 224-754-2788 will be answered from 9:00 AM – 5:00 PM Central Time. Please reference the participant's name when calling.

- Emergencies:
  - If you have an urgent need after hours, you may call the Residential Director, Kyler Hughes, at +1 224-754-4060 or Nicki Charles at +1 919-428-0925

**\*\*\*Please Note: These phones are not monitored until the program start date**

### **TRAVELING TO CAMPUS**

Please review the student handbook for details if you are arriving by car or by plane. Residential students will be staying in the Willard Residence Hall. The address is: 1865 Sherman Ave, Evanston, IL 60201

**Upon arrival, signs will lead you to the parking lot across the street from check-in which is held in the courtyard of Willard Hall.**

**Residential Students:** If you and/or your student arrive before your assigned check-in time, we can hold luggage until your respective check-in time. There are several restaurants and stores on campus that you are welcome to visit while you wait. Please email me if you will be arriving at check-in after 5:30 PM.

### **CHECK-IN and ORIENTATION**

You will check in the Sunday to Willard Hall prior to the start of the program on the following schedule:

3:00 pm: CREDIT RESIDENTIAL students

3:30pm: IN FOCUS RESIDENTIAL students

5:00pm: IN FOCUS & CREDIT COMMUTER students (you will receive information about your class location at this time with a Q & A session until 6pm so please arrive promptly.

6:00pm – 8:00pm: Orientation & pizza.

Note: On all arrival days except June 18, students will enjoy a social activity such as a Bonfire. For students arriving on June 18, this activity will take place on Juneteenth.

### **ACTIVITIES**

There will be optional programming for students to attend throughout the duration of the program that promotes social and educational interaction. All programming will be led by the CPP residential staff and our campus partners like Northwestern Admissions!

### **TALENT SHOW**

You are encouraged to take part in the Summer Academy Talent Show! If you have a musical instrument or items you will need to display your particular talent you may bring them, but please be aware that Northwestern University will not be responsible for any damage to or the loss of your belongings.

### **LAPTOP COMPUTERS**

We do encourage participants to bring a laptop to CPP, as some courses may have activities for participants where you may want to use your laptop.

There will also be public computers available for use during free time for completing assignments. There is wireless internet available in the dorm. Please be sure that the presence of your laptop will not prevent you from fully engaging with the CPP experience. Northwestern University will not be responsible for any damage to or the loss of your computer or personal items.

### **EPIPEN / INHALER / MEDICATION**

We recommend that your child carry their Epi-Pen, Inhaler, or important medication with them at all times and have access to a current prescription. This is to help ensure that the student has access to their medication at all times.

### **COMMUTER STUDENTS DISREGARD- OFF-CAMPUS STAY AND AUTOMOBILE PERMISSION FORMS (Available in SchoolDoc):**

Off-Campus Stay and Automobile Permission Forms

- It is essential that your parent/guardian grant permission if you are planning to be off-campus overnight or if you will be riding in the vehicle of someone who is not your parent/guardian.
- Permission is requested when your parent/guardian submits the appropriate permission form in SchoolDoc at least 24 hours in advance of your departure. Both forms are available via SchoolDoc.
- The Off-Campus Stay Form: If student will be away from campus overnight • The Automobile Permission Form: If students are riding in a vehicle with someone other than a parent/guardian. 15
- Parents and guardians may only grant consent for their own child. If another CPP participant will accompany the student, his or her parent/guardian must also complete the Off-Campus Stay Form and/or Automobile Permission Form in SchoolDoc.
- Telephone or email messages from parents, guardians, friends, or siblings are not sufficient.
- Not only does this help to avoid confusion at the nightly check-in, but it is also for your own safety.
- Since you will only be on campus for two weeks, you may request an evening away from CPP, but only under exceptional circumstances.

### **RESIDENTIAL STUDENT: PACKING DETAILS**

Please bring what you need to feel comfortable. We encourage you to pack lightly, as generally, participants acquire some items during their time here. We recommend that you bring layers, as it is warm in Evanston during the summer, but you will be in air-conditioned spaces that may be cold.

Please review the suggested packing list located in the student handbook.

### **DIETARY CONCERNS**

You will have answered questions regarding any dietary considerations you have in SchoolDoc. The Wednesday before each Session, the CPP Team sends a list of dietary considerations to the NU Dietician, Madeline MCDonough [madeline.mcdonough@northwestern.edu](mailto:madeline.mcdonough@northwestern.edu) Please feel free to reach out directly to the Dietician if you would like to discuss dining and your particular dietary considerations.

Please review the suggested packing list in the student handbook.

Please **DO NOT** bring:

- Medication that is not already approved in advance
- Alcohol or drugs

- Weapons/knives
- Tobacco products, matches, lighters, vaping devices candles/incense
- TVs and stereos
- Pets

We hope you're getting excited! See you soon!

Kyler Hughes,

CPP Residential Director