

July 25, 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](#). Please be sure to watch this recording as this may help with questions you may have.

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.

WILDCARD

If you have already uploaded a wildcard photo, you should receive your wildcard at check-in. If you do not have a wildcard in our stack, you will be able to upload a picture to potentially receive one during the program. We will have a station with instructions on how to do so. Please note that it may take 7-10 business days to receive a wildcard. If you want to submit a photo prior to arrival, you can do so using this link: <https://www.northwestern.edu/wildcard/get-a-card/photo-submission.html>

NOT HAVING A WILDCARD DOES NOT LIMIT ACCESS TO ANY BUILDING OR ASSIGNED DINING FACILITY.

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

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
 - 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

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. Please turn onto University Pl. to access parking. Check-in and the entrance to Willard Hall IS THROUGH THE ARCHES AND INTO THE COURTYARD. You will see signage indicating the entrance to Willard.

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 starting at 12pm. We will not be able to accommodate early arrivals. 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.

MANDATORY CHECK-IN and ORIENTATION

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

Note: If you need to drop off luggage prior to check-in, you may deliver luggage after 12 pm on arrival day. Please call the RD or Front Desk number.

3:30pm: IN FOCUS RESIDENTIAL students

5:00pm: IN FOCUS 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, campus tours and a pizza social. Orientation is for the students only.

*****COMMUTER STUDENTS MUST ATTEND CHECK-IN AND ORIENTATION*****

As a Commuter Student, you are **required** to check in on Sunday, July 30 at 5pm. You will receive important information at check-in and learn about the wonderful residential activities planned for your time at Northwestern University. You must contact me immediately if you are unable to attend check-in on Sunday.

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 Office of Admissions. Students will have the option to participate in our 'Get Ready Series' which are programs specifically designed with a range of topics that students can explore to help them 'get ready' for college. Please see the email attachment of the speakers and the topics!

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 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